

# Corporate and Customer Overview and Scrutiny Panel - Efficiency Gains Sub-Group

Agenda and Reports

For consideration on

**Wednesday, 28th November  
2007**

In Committee Room 2, Town Hall, Chorley

At 6.30 pm



**PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT OVERVIEW AND SCRUTINY MEETINGS**

- Questions must be submitted to the Democratic Services Section by no later than midday, two working days before the day of the meeting to allow time to prepare appropriate responses and investigate issues if necessary.
- A maximum period of 3 minutes will be allowed for a question from a member of the public on an item on the agenda. A maximum period of 30 minutes to be allocated for public questions if necessary at each meeting of the Panel. This will provide an opportunity for members of the public to raise and ask questions on any issue falling within the remit of the Panel.

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## Chief Executive's Office

Please ask for: Ruth Hawes  
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E-mail address: ruth.hawes@chorley.gov.uk  
Date: 20 November 2007

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**Chief Executive:** Donna Hall

**Chorley**  
Council

Town Hall  
Market Street  
Chorley  
Lancashire  
PR7 1DP

Dear Councillor

## **CORPORATE AND CUSTOMER OVERVIEW AND SCRUTINY PANEL - EFFICIENCY GAINS SUB-GROUP - WEDNESDAY, 28TH NOVEMBER 2007**

You are invited to attend a meeting of the Corporate and Customer Overview and Scrutiny Panel - Efficiency Gains Sub-Group to be held in Committee Room 2, Town Hall, Chorley on Wednesday, 28th November 2007 commencing at 6.30 pm.

### **AGENDA**

1. **Apologies for absence**
2. **Declarations of Any Interests**

Members are reminded of their responsibility to declare any personal interest in respect of matters contained in this agenda. If the interest arises **only** as result of your membership of another public body or one to which you have been appointed by the Council then you only need to declare it if you intend to speak.

If the personal interest is a prejudicial interest, you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.

3. **Minutes (Pages 1 - 2)**

To confirm as a correct record the minutes of the meeting of the Corporate and Customer Overview and Scrutiny Panel - Efficiency Gains Sub-Group held on 6 November 2007 (enclosed).

4. **Public Questions**

Members of the public who have requested the opportunity to ask a question(s) on an item(s) on the agenda will be asked to put their question(s) to the Panel. Each member of the public will be allowed to ask one supplementary question within his/her allocated 3 minutes.

Continued....

5. **Question setting for the feedback session with the Assistant Chief Executive (Business Transformation) (Pages 3 - 4)**

Members will determine and allocate the questions for the Assistant Chief Executive (Business Transformation). The draft questions are enclosed.

6. **Feedback from Assistant Chief Executive (Business Transformation)**

Members will receive feedback from the Assistant Chief Executive (Business Transformation).

7. **Considering Evidence**

- Verbal update from officers on the Audit Commission site visit to the Council on 23 November,
- Verbal update on information received from the Audit Commission nearest neighbours and the two District Councils who had achieved 4 in the Use of Resources assessment,
- Performance indicator information for each Directorate to enable any areas where performance has been affected by efficiency gains (to be tabled),
- Briefing note on the new performance-reporting framework to be implemented in the next few months (to be tabled).

8. **Feedback from identified witnesses**

The Sub-Group will consider questions to be asked of the Directors at the feedback session to be held in December.

9. **Inquiry Documentation and Action Plan (Pages 5 - 14)**

The Sub-Group are asked to consider the enclosed draft scoping document, project plan, information checklist, witness checklist and action plan.

10. **Dates of Future Meetings**

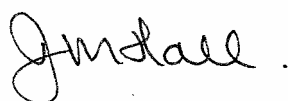
- Wed 12 Dec at 6.30
- Wed 30 Jan at 6.30
- Wed 27 Feb at 6.30

11. **The way forward**

The Sub-Group will determine the next steps in the Inquiry.

12. **Any other item(s) that the Chair decides is/are urgent**

Yours sincerely



Chief Executive

## **Distribution**

1. Agenda and reports to all Members of the Corporate and Customer Overview and Scrutiny Panel (Councillor Mrs Stella Walsh (Chair) and Councillors Henry Counce, Michael Davies, Mike Devaney, David Dickinson, Keith Iddon, Kevin Joyce, Thomas McGowan, Mick Muncaster and Geoffrey Russell) for attendance.
2. Agenda and reports to James Douglas (Business Improvement Manager) and Ruth Hawes (Assistant Democratic Services Officer) for attendance.
3. Agenda and reports to Gary Hall (Assistant Chief Executive (Business Transformation)) for attendance.

**This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515118 to access this service.**

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ان معلومات کا ترجمہ آپ کی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون کیجئے: 01257 515823