



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

Agenda and Reports

For consideration on

Wednesday, 30th January 2008

In Committee Room 2, Town Hall, Chorley

At 6.30 pm



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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.

22 January 2008

Dear Councillor

**CORPORATE AND CUSTOMER OVERVIEW AND SCRUTINY PANEL -
EFFICIENCY GAINS SUB-GROUP - WEDNESDAY, 30TH JANUARY 2008**

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, 30th January 2008 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. **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.

4. **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 28 November 2007 (enclosed).

5. **Question setting for the remaining feedback sessions with identified witnesses**

Members will determine and allocate the questions for the remaining officers to give feedback to the Inquiry.

6. **Considering Evidence**

- Comparative information from other Local Authorities on reported efficiency gains (No 19 in the box file),
- Performance indicator information for each Directorate to enable any areas where performance has been affected by efficiency gains (No 20 in the box file),
- Background information collated for the Audit Commission (No 22 in the box file),

7. **Inquiry Documentation (Pages 3 - 12)**

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

8. **Dates of Future Meetings**

The dates for receiving feedback from the remaining officers are:

- Monday 4 February commencing at 2pm and
- Tuesday 5 Feb commencing at 2.30pm.

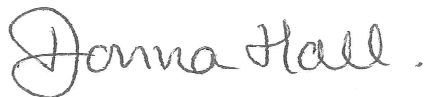
The Sub-Group will meet on 27 February to consider the Inquiry final report.

9. **The way forward**

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

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

Yours sincerely



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Chief Executive

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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 Caunce, Michael Davies, Mike Devaney, David Dickinson, Keith Iddon, Kevin Joyce, Thomas McGowan, June Molyneaux, 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.

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