

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

Agenda and Reports

For consideration on

Tuesday, 6th 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.

Chief Executive's Office

Please ask for: Ruth Hawes
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Date: 24 October 2007

Chief Executive: Donna Hall

Chorley
Council

Town Hall
Market Street
Chorley
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PR7 1DP

Dear Councillor

CORPORATE AND CUSTOMER OVERVIEW AND SCRUTINY PANEL - EFFICIENCY GAINS SUB-GROUP - TUESDAY, 6TH 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 Tuesday, 6th 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. **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 26th September 2007.

5. **Action plan for the Inquiry (Pages 3 - 4)**

To consider the draft action plan for the Inquiry drawn up by the Lead Officer as requested at the last meeting.

Continued....

6. **Consideration of Evidence**

The Sub-Group will consider the

- Value for Money Self Assessment report of Assistant Chief Executive (Business, Transformation and Improvement) presented to Executive Cabinet in October (Number 16 in the inquiry box file),
- A report outlining the background to the outsourcing of Property Services (No 17 in the inquiry box file), and
- The process for the preparation of Efficiency Statements (No 17 in the inquiry box file).

7. **Feedback from identified witnesses**

The Assistant Chief Executive (Business, Transformation and Improvement) was identified as witnesses the Sub-Group wished to receive feedback from. This will take place on 28 November at 6.30pm.

The Sub-Group need to consider and formulate questions to be asked in advance to give the officers notice of the questions.

8. **Inquiry Documentation (Pages 5 - 12)**

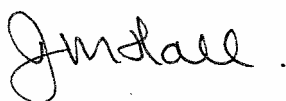
The Sub-Group are asked to consider the enclosed draft scoping document, project plan, information checklist and witness checklist.

9. **Dates of Future Meetings**

- Wed 28 Nov at 6.30
- Wed 12 Dec at 6.30
- Wed 30 Jan at 6.30
- Wed 27 Feb at 6.30

10. **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 Caunce, 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), Sarah Dobson (Performance Advisor - Corporate and Customer) and Ruth Hawes (Assistant Democratic Services Officer) for attendance.

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