

Overview and Scrutiny Committee

Agenda and Reports

For consideration on

**Monday, 10th November
2008**

In Committee Room 1, 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 Overview and Scrutiny Committee. This will provide an opportunity for members of the public to raise and ask questions on any issue falling within the remit of the Committee.

31 November 2008

Dear Councillor

OVERVIEW AND SCRUTINY COMMITTEE - MONDAY, 10TH NOVEMBER 2008

You are invited to attend a meeting of the Overview and Scrutiny Committee to be held in Committee Room 1, Town Hall, Chorley on Monday, 10th November 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 on the agenda will be asked to put their question(s) to the Committee. Each member of the public will be allowed to ask one question within his or her allocated 3 minutes

4. **Minutes (Pages 1 - 4)**

To confirm as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 29th September 2008 (enclosed)

5. **Matters arising from the Minutes**

6. **Executive Cabinet - 13 November 2008**

To consider any reports on the agenda for the Executive Cabinet meeting to be held on 13 November 2008 which are not already on the agenda.

Members of the Committee are requested to notify the Democratic Services by Friday 7 November 2008, to ensure the attendance of the appropriate Executive Member.

Please bring your copy of the Executive Cabinet agenda previously circulated.

7. **Chorley Town Centre Audit and Design Strategy (Pages 5 - 12)**

Report of Corporate Director (Business), with draft implementation timetable (enclosed)

The Town Centre and Design Strategy is an extremely lengthy document. A copy of the Strategy document is available in the Members Room.

8. **Revenue Budget Monitoring 2008/09 Report 2 (End of September 2008)**

Report of Assistant Chief Executive (Business Transformation) (to follow)

9. **Business Plan Monitoring Statements - 1 July to 30 September 2008 (Pages 13 - 42)**

A summary of the Business Plan Monitoring Statements completed by the Directorates is enclosed.

To consider the second quarter Business Plan and Performance Monitoring Statements for the following Directorates:

- Business Directorate (enclosed)
- Neighbourhoods Directorate (enclosed)
- People Directorate (enclosed)
- Business Transformation (to follow)
- Policy and Performance Directorate (enclosed)

Members of the Committee are requested to notify the Democratic Services Section by 12 noon on Thursday 6 November 2008 if they have any questions on the above reports to ensure a full answer from the relevant Director/Executive Member.

Whilst questions can still be raised at the meeting an answer cannot be guaranteed and a written response may have to be provided after the meeting.

10. **Corporate 2nd Quarter Performance Report, 2008/09 - Monitoring Report for the period ending 30 September 2008 (Pages 43 - 60)**

Report of Assistant Chief Executive (Policy and Performance) (enclosed)

11. **Chorley Partnership 2nd Quarter Performance Report (Pages 61 - 68)**

Report of Assistant Chief Executive (Policy & Performance) (enclosed)

12. **Forward Plan (Pages 69 - 72)**

To consider the Councils Forward Plan for the four month period 1 November 2008 to 28 February 2009 (copy enclosed).

13. **Overview and Scrutiny Work Programme and Reports from the Task and Finish Groups (Pages 73 - 76)**

To consider the attached Overview and Scrutiny Programme for 2008/09

**Task and Finish Groups
Chorley Community Housing**

To receive a verbal update on the inquiry

Streetscene

To receive a verbal update on the inquiry

Joint Scrutiny Inquiry with Preston and South Ribble on Affordable Housing

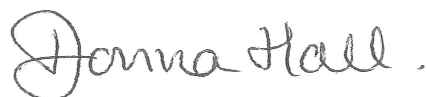
To receive a verbal update on the inquiry

Chorley Partnership

To receive a verbal update on the inquiry

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

Yours sincerely



Donna Hall
Chief Executive

Gordon Banks
Democratic Services Officer
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Distribution

1. Agenda and reports to all Members of the Overview and Scrutiny Committee (Councillor Dennis Edgerley (Chair), Councillor Alan Cain (Vice-Chair) and Councillors Nora Ball, Mike Devaney, Marie Gray, Harold Heaton, Kevin Joyce, Adrian Lowe, Mark Perks, Rosie Russell, Joyce Snape and Peter Wilson for attendance.
2. Agenda and reports to Donna Hall (Chief Executive), Lesley-Ann Fenton (Assistant Chief Executive (Policy and Performance)), Gary Hall (Assistant Chief Executive (Business Transformation)), Jamie Carson (Corporate Director (People)), Jane Meek (Corporate Director (Business)), Ishbel Murray (Corporate Director (Neighbourhoods)), Carol Russell (Head of Democratic and Licensing Services) and Gordon Banks (Democratic Services Officer) 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.

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

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

Overview and Scrutiny Committee

Monday, 29 September 2008

Present: Councillor Dennis Edgerley (Chair), Councillor Alan Cain (Vice-Chair) and Councillors Nora Ball, Mike Devaney, Marie Gray, Harold Heaton, Kevin Joyce, Adrian Lowe, Mark Perks, Rosie Russell and Joyce Snape

Also in attendance: Councillors Eric Bell and Julia Berry

08.OS.64 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor Peter Wilson.

08.OS.65 DECLARATIONS OF ANY INTERESTS

No declarations of interest were received.

08.OS.66 PUBLIC QUESTIONS

No member of the public had requested the opportunity to raise questions on any of the agenda items.

08.OS.67 MINUTES

RESOLVED – That the minutes of the meeting of the Overview and Scrutiny Committee held on 11 August 2008 were confirmed as a correct record for signature by the Chair.

08.OS.68 MATTERS ARISING FROM THE MINUTES

(i) Astley Park Coach House/Adventure Playground (Minute 08.OS.51)

Councillor Perks reported that the Council has been successful in securing £45,000 in grant money from the Playbuilder Fund for the new Adventure Playground in Astley Park.

(ii) LSP Task and Finish Group (Minute 08.OS.60)

Councillor Perks explained that further to the formation of the above task group to which he had been appointed Chair, he had subsequently decided to withdraw due to his current membership of the LSP Board as an LCC Councillor and his membership of the LSP Executive until earlier this year.

08.OS.69 EXECUTIVE CABINET - 2 OCTOBER 2008

The Chair reported that he had requested that three items from the agenda for Executive Cabinet on 2 October 2008 be considered by the Overview and Scrutiny Committee.

(a) **Climate Change Strategy - Progress on Implementation**

The Committee considered a report of the Corporate Director (Business) updating Members on the implementation of the Council's Climate Change Strategy which had been adopted in May 2008. The report sought Executive Cabinet approval to approve the release of £120,000 of Climate Change funding in 2008/09 and £60,000 in 2009/2010.

The proposal was that the £120,000 be used for the following projects:

- £60,000 for business grants
- £20,000 for grants for solar panels
- £10,000 for Greening Chorley Markets
- £30,000 to bridge match funding gap for individuals, the “third sector” and small medium enterprises.

Members discussed their reservations on the use of solar panels and the importance of cavity wall and roof space insulation.

RESOLVED – That the following comments be made to the Executive Cabinet on 2 October 2008:

- 1.1 The Committee has reservations about the effectiveness of solar panels in the UK particularly bearing in mind the high cost of installation. Energy saving measures such as cavity wall insulation and roof space insulation are known to be more energy efficient. It is therefore proposed that the £20,000 allocation for grants towards domestic solar panels, be widened to encourage more innovative ways of generating and/or saving energy in the domestic sector.**
- 1.2 The Committee further requests that the Executive Cabinet investigates the Council’s own requirements in terms of restrictions placed on listed buildings to eg prevent the installation of double glazing and other energy saving measures.**

(b) Growth Point - Programme of Development

The Committee considered a report of the Corporate Director (Business) updating Members on the next stage in the Central Lancashire and Blackpool Growth Point Programme of Development for submission by the deadline of 27 October 2008. This follows the approval of the Growth Point Expression of Interest by the Government. The Programme of Development will set out the details of the proposed development sites including any associated infrastructure costs and when the sites are due to be developed. The aim is to accelerate development with the main benefit being the achievement of more affordable housing and funding for the development of Buckshaw Village Railway Station.

Members discussed the shortfall in the funding for Buckshaw Village Station and the regional significance of the project. They also discussed the value of the growth point programme and how it could generate more affordable housing.

RESOLVED – The Overview and Scrutiny Committee requests that when further guidance becomes available about the nature of Growth Point, the Overview and Scrutiny Committee be kept informed.

(c) Future Contractual Arrangements for Civil Parking Enforcement in Chorley

The Committee considered a report seeking Executive Cabinet approval to enter into new contractual arrangements for civil parking enforcement in Chorley at the end of the present contract in September 2009. The proposals were to agree to continue in partnership with Lancashire County Council in principle for on-street enforcement of parking offences but to look at sharing services with other authorities in relation to off-street and on-street enforcement.

RESOLVED – That the report be noted.

08.OS.70 CAPITAL PROGRAMME MONITORING 2008/09 AND ONWARDS

The Committee considered a report of the Assistant Chief Executive (Business Transformation) seeking approval to changes to the current years capital programme and reviewing the availability of the capital resources required to finance the programme.

The report proposed that the 2008/09 capital programme be reduced by £970,270, made up of £949,400 slippage to 2009/10 plus other reductions totalling £20,870, including:

- a net increase of £45,800 for the covered market financed by revenue contribution (LABGI grant);
- an increase in the externally funded Clayton Brook Play Area budget of £13,740;
- deletion of the £80,410 Astley Park Woodland Management Project, to be included in the revenue budget.

RESOLVED – That the revised Capital Programme for 2008/09 as set out in Appendix 1 to the report be approved at a total cost of £9,227,320.

08.OS.71 COMMUNITIES IN CONTROL: REAL PEOPLE, REAL POWER-PROPOSALS RELATING TO OVERVIEW AND SCRUTINY

The Corporate Director (Governance) submitted a report on the proposals relating to overview and scrutiny contained within the White Paper “Communities in Control: Real People, Real Power.”

The report outlined the proposals currently out to consultation as a result of the White Paper.

The government wishes to raise the visibility of scrutiny and has combined recent proposals in the Local Government and Involvement in Health Act 2007 with some new approaches to scrutiny. Overall, however, these are limited and in many local authorities are already in place. Proposals include:

- encouraging more creative involvement of the public in scrutiny
- moving committee meetings and hearings out of the town hall and into the community, considering webcasting
- greater public involvement in suggesting and selecting topics for review
- making information more readily available and accessible on websites and at council offices
- councillor call for action
- formalising dealing with petitions with any appeals being considered by overview and scrutiny
- further embracing powers to require information from partners
- power to have area scrutiny committees in two tier areas
- requiring dedicated scrutiny resources in County and Unitary Councils

The White Paper also contains proposals for increasing the visibility of local public officers so that they are open to public scrutiny and questions.

RESOLVED – 1) That the proposals relating to changes in the overview and scrutiny function contained within the Government’s White Paper entitled “Communities in Control: Real People, Real Power” be noted; and

2) That the Committee receive a report on any future legislation or regulation as a result of the consultation process.

08.OS.72 FORWARD PLAN

The Committee received the Forward Plan for the period 1 October 2008 to 31 January 2009.

RESOLVED – 1) That the Forward Plan be noted.

2) That it be noted that the Town Centre Audit and Design Strategy report will be submitted later in the year.

08.OS.73 OVERVIEW AND SCRUTINY WORK PROGRAMME AND VERBAL REPORT FROM THE TASK AND FINISH GROUPS

The Committee received updates from the Chair's of each Task and Finish Group.

(1) Chorley Community Housing

Councillor Devaney gave an update in the Chorley Community Housing Task Group which had recently considered the views of a number of Residents Associations. The evidence presented indicated a reasonable level of satisfaction with CCH, although much less so with some of their contractors. Issues of concern were however streetscene services and car parking within CCH areas. Still to be considered is CCH targets on affordable housing.

(2) Streetscene

Councillor Lowe reported that the Task Group had had a slow start but had recently met at Bengal Street to view the depot and equipment and some members had been out with operatives. The Group would be consulting external customers including Parish Councils. The scoping document for the review was submitted for approval.

(3) Local Strategic Partnership

The first meeting of this Group was scheduled to take place on 1 October 2008.

(4) Joint Scrutiny with South Ribble and Preston on Affordable Housing

Councillor Edgerley reported that there were meetings of this group scheduled on both 30 September and 1 October 2008 to agree a way forward for the inquiry.

RESOLVED – 1) That the verbal reports from the Task Groups be noted.

2) That the scoping document for the Streetscene Inquiry be approved.

3) That the membership of the LSP Task & Finish Group be agreed as follows:

**Councillor M Devaney (Chair)
Councillors D Edgerley, N Ball, H Khan, A Cain and M Gray.**

Chair

Report of	Meeting	Date
Corporate Director (Business)	Overview and Scrutiny Committee	10.11.08

CHORLEY TOWN CENTRE AUDIT AND URBAN DESIGN STRATEGY

PURPOSE OF REPORT

1. To summarise the main contents of the Chorley Town Centre Audit and Urban Design Strategy

RECOMMENDATION(S)

2. To endorse the Town Centre Audit and Urban Design Strategy as a guide to future town centre interventions
3. To adopt the 10 objectives and approve the related projects as set out in the Implementation Timetable, subject to a review of the medium term financial strategy and agreement of the budget for 2009/10.

EXECUTIVE SUMMARY OF REPORT

4. Chorley Town Centre Audit and Urban Design Strategy envisages Chorley as a vibrant, diverse, sustainable, accessible and attractive place. It highlights the opportunities and challenges for Chorley Town Centre and recommends a number of Urban Design Objectives, and associated projects and implementation processes as a means to realise this vision.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

5. This project directly supports the Corporate Strategy and the achievement of our strategic objective to put Chorley at the heart of regional economic development in the central Lancashire sub region
6. Priorities for investment in Chorley Town Centre have evolved from the Chorley Town Centre Strategy and Action Plan and have been given further consideration in the Town Centre Audit and Urban Design Strategy.*

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. None

CORPORATE PRIORITIES

8. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the Central Lancashire sub-region	√	Develop local solutions to climate change.	√
Improving equality of opportunity and life chances	√	Develop the Character and feel of Chorley as a good place to live	√
Involving people in their communities	√	Ensure Chorley Borough Council is a performing organization	

BACKGROUND

9. Chorley Economic Regeneration Strategy focuses on the town centre as an important part of the economy of the Borough as a whole. Further, the retail study by White Young Green identified strengths, weaknesses, opportunities and threats faced by the town centre. The Chorley Town Centre Strategy and Action Plan was prepared to ensure a strategic approach and a co-ordinated plan of action to drive forward the vitality and viability of Chorley Town Centre, and keep a pace with neighbouring town centres. The Town Centre Audit and Urban Design Strategy highlights the opportunities and challenges for Chorley Town Centre and recommends a number of Urban Design Objectives and associated projects and implementation processes as a means to realise the vision.
10. The Town Centre Audit and Urban Design Strategy was selected by the Environment and Community Overview and Scrutiny Panel as a key piece of work to monitor the delivery of the Town Centre Strategy. The Panel has provided valuable input into the entire process which included a visit to St Helens Town Centre to learn about their award winning George Street Quarter improvement/regeneration scheme which was based on their audit/design process.

CHORLEY TOWN CENTRE AUDIT AND URBAN DESIGN STRATEGY

11. Chorley Town Centre Audit was undertaken in the winter/spring 2007-08 by Landscape Projects, Landscape Architects and Urban Designers based in Manchester. The Audit set out to establish a snapshot survey of the public realm and townscape of Chorley Town Centre, and included desktop and site surveys, workshop events and a 'Placecheck' public consultation event.
12. The Audit identified the strengths and weaknesses of the Town Centre Public Realm and recommended ways in which these issues might be enhanced or addressed.
13. The recommendations and guidance as contained in the Audit then formed the basis for the Urban Design Strategy, which sets out ten objectives, which, if implemented, will result in a much improved town centre.
14. Two broad objectives are **(1) to make Chorley THE contemporary market town in the North West**, and **(2) to make Chorley the vibrant heart of the Borough**. To realise these the strategy proposes projects to encourage an atmosphere of bustle and friendliness in a high quality environment that combines traditional values with a modern public realm that includes places to meet, exchange and be cheerful. Key actions under these objectives include developing Chorley's cultural offer, adopting a market town design guide, and continuing to market the town.

15. There are four town wide objectives intended to create a diverse and sustainable town centre. These are; **(3) to promote mixed use development** on sites such as Market Walk Phase 2, QS Fashions, and Gillibrand Street, and bringing accommodation above shops into productive use, **(4) to revitalise Chorley’s built heritage** by improving listed buildings and their setting, lighting features such as St Mary’s Arch, and improving shopfronts, **(5) to reveal the town centre** by way of improved signage, links and gateways, and **(6) to make Chorley a walkable town centre**, by improving the pedestrian environment and exploring the potential to develop a network of tranquil greenspaces.
16. Following on from these are four specific projects. The first of which is **(7) to make Market Street a thriving street again**. Anticipated interventions include enhancing, widening and de-cluttering footways, exploring the potential for tree planting, increasing the frequency of markets, and encouraging the development of street cafes and displays to bring life and activity to Market Street. The three other projects include **(8) improving Chorley Markets** (which is already underway with the Markets Improvement Scheme), **(9) improving the Ringroad**, and **(10) creating a Civic Quarter for Chorley**, centred around the Town Hall.
17. The evolution of this Strategy has involved extensive consultations which included workshops, a ‘Placecheck’ public consultation event, Council interdepartmental consultations, and consultations/workshops with; Economic Regeneration Group, Town Centre Workshop, Town Centre Working Party, Environment and Community Overview and Scrutiny Committee. The results of these consultations have shaped the final document.
18. The Strategy is not about bluesky thinking and major development schemes, which would prove unrealistic. Rather, it represents the views of all those consulted during the process and promotes a piecemeal approach that builds on the qualities of Chorley Town Centre. It seeks to pull together the range of initiatives already underway in the Town Centre and coordinate the actions of the Council and all those with an interest in the town centre in order to realise these objectives over the next five years and beyond (note Implementation Timetable). The Strategy will also give a useful evidence base to support applications for external funding.

IMPLICATIONS OF REPORT

19. This report has implications in the following areas and the relevant Corporate Directors’ comments are included:

Finance	√	Customer Services	
Human Resources		Equality and Diversity	√
Legal		No significant implications in this area	

COMMENTS OF THE ASSISTANT CHIEF EXECUTIVE (POLICY & PERFORMANCE)

20. We will need to ensure that a new scheme on Market Street is accessible to people with mobility impairments and covers the needs of all our communities, e.g appropriate seating etc. It is understood that there will be a number of further opportunities to consult with our communities as the scheme develops and the newly established Equality Forum will enable us to consult with representatives from all the communities covered by our Equality Scheme.

COMMENTS OF THE ASSISTANT CHIEF EXECUTIVE (BUSINESS TRANSFORMATION)

- 21.

Background papers to this report.

Report Author	Ext	Date	Doc ID
***	***	***	***

Background Papers			
Document	Date	File	Place of Inspection
Chorley Economic Regeneration Strategy ***	March 2006***		Council Website
White Young Green 'Chorley Town Centre, Retail and Leisure Study	October 2005	***	Council Website
Chorley Town Centre Strategy and Action Plan	2007		Council Website
Chorley Town Centre Audit and Urban Design Strategy	July 2008		Attached ***

Report Author	Ext	Date	Doc ID
Peter McAnespie	5286	23 Jul. 08	***

Report Author	Ext	Date	Doc ID
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TOWN CENTRE AUDIT AND DESIGN STRATEGY IMPLEMENTATION TIMETABLE

Project	12 months	1-2 years	3-5 years
Project 1	<p>Continue to market the Market Town Graphic Identity : further develop brand for Chorley Markets, to support marketing</p> <p>Resource: ALREADY UNDERWAY Economic Development Communications Funding: Mainstream Sponsorship</p>	<p>Prepare Market Town Design Guide to coordinate approach to shopfront design / graphic style / colour / street materials etc</p> <p>Resource: Regeneration and Urban Design Funding: Mainstream</p>	<p>Speciality Markets : improve new places such as Fazakerley Street</p> <p>Resource: Regeneration and Urban Design, Economic Development, Lancashire County Co. Funding: Mainstream £175,000</p>
Project 2	<p>Improve the Cultural Offer: continue to develop and implement the cultural strategy</p> <p>Increase frequency of events (eg food festivals / events)</p> <p>Resource: ALREADY UNDERWAY Arts Development Officer, Economic Development Communications Funding: Mainstream, Revenue, Sponsorship</p>	<p>Lighting : develop lighting scheme to improve lighting along key pedestrian routes, highlight town features such as St Mary's Arch, and celebrate festivals eg Christmas.</p> <p>Resource: ALREADY PART UNDERWAY Regeneration and Urban Design, Economic Development, Streetscene Funding: Mainstream, Plus £3,000 per feature</p>	<p>Commission feasibility study and implement scheme to green Chorley - Shepherds Way. Develop planting project to link Market Street with Astley Park Gates/The Chor Streetscene</p> <p>Resource: Regeneration and Urban Design, Landscape Architects, Lancashire CC Funding: Capital Programme Bid, External Private Sector Levy, £500,000</p>
Project 3	<p>Commission Market Street feasibility study examining engineering constraints / options for improvement including footpath widening, tree-planting and increasing short term parking possibilities</p> <p>Resource: Town Centre Parking Strategy Already prepared. Landscape Projects Consultants, Regen and UD, Lancashire CC, Economic Development, Streetscene Funding: £125,000 Capital Programme</p>	<p>Implement Market Street Improvement Scheme including tree planting, footway widening and increasing short term parking possibilities</p> <p>Resource: Regen and UD, Lancashire CC, Economic Development, Streetscene Funding: £1025000 Capital Programme, external funding, Private Levy, NWDA bid £1.5m</p>	<p>Public Art : new commissions/competitions to bring identity and distinctiveness including roundabouts artwork.</p> <p>Resource: Arts Development Officer, Regeneration and Urban Design, Lancashire County Council, Streetscene Funding: Public Partnership External Funding £100,000</p>
Project 4	<p>Flat Iron : Commission Design Study to enhance the Flat Iron and allow it to become a multifunctional market/car park/civic space linked to Market Walk Phase 2 plans</p> <p>Resource: AS PER MARKET STREET PROJECT 3 Landscape Projects Consultants, Regen and UD, Lancashire CC, Economic Development, Streetscene Funding: £125,000 Capital Programme</p>	<p>Implement 'interim' measures to enhance Flat Iron Market.</p> <p>Resource: Landscape Projects Consultants, Regen and UD, Lancashire CC, Economic Development, Streetscene Funding: Capital Programme Bid / private sector levy</p>	<p>Implement scheme to enhance the Flat Iron and allow it to become a multifunctional market/car park/civic space linked to Market Walk Phase 2 plans</p> <p>Resource: Economic Development Regeneration and Urban Design Funding: Capital Programme Bid / private sector levy £300,000</p>

Project 5	<p>QS Fashions site : mixed use development as anchor at southern entrance to town, at end of Market Street</p> <p>Resource: Business Directorate Funding: Private/public sector partnership</p>	<p>St Thomas's St : encourage development on gap sites</p> <p>Resource: Business Directorate Funding: Private/public sector partnership</p>	<p>Biodiversity and wildlife : plant native species of plants to encourage wildlife in the town centre</p> <p>Resource: Partly covered under other tree planting projects. Streetscene, Landscape architect Regeneration and Urban Design, Lancashire County Council Funding: Mainstream, Climate Change Budget Private Sector Levy, Capital Programme Bid £20,000</p>
Project 6	<p>Gillibrand Street: mixed use residential / retail / office development</p> <p>Resource: Business Directorate Funding: Private/public sector partnership</p>	<p>Pedestrian Environment : declutter streets, remove barriers to walking throughout the town. Introduce places for restful sitting and toddlers play, close to town centre</p> <p>Resource: Regeneration and Urban Design Streetscene, Lancashire County Council Funding: Part capital programme Mainstream</p>	
Project 7	<p>Continue to promote initiatives for new start-ups, stalls, cultural and business opportunities</p> <p>Resource: ALREADY UNDERWAY, Economic Development Funding: Mainstream external funding, Private sponsorship</p>		
Project 8	<p>Market Walk Development Opportunity: Prime mixed use retail development.</p> <p>Resource: Corporate Team Funding: Private/public sector partnership</p>	<p>Promote infill development and encourage refurbishment of empty flats over shops.</p> <p>Resource: Business Directorate Funding: Private/public sector partnership</p>	<p>Improve links across Shepherds Way; improve the underpasses under the railway and pedestrian crossings.</p> <p>Resource: Regeneration and Urban Design, Lancashire County Council Funding: Capital Programme Bid, Private sector levy</p>
Project 9	<p>Townscape Heritage Initiative explore feasibility of THI bid</p> <p>Resource: Regeneration and Urban Design Funding: Mainstream</p>		

Project 10	<p>Chorley Covered Market : Deliver Capital Improvements project</p> <p>Resource: ALREADY UNDERWAY, Economic Development Regeneration and Urban Design</p> <p>Funding: Capital Programme £250,000</p>		
Project 11	<p>Improve Union Street frontage / fencing / railings/ landscaping</p> <p>Resource: Regeneration and Urban Design, Landscape Projects</p> <p>Funding: Capital Programme</p>		
Project 12	<p>Prepare and implement coordinated Signage Scheme from the motorway and trunk roads to Chorley Town Centre</p> <p>Resource: Regeneration and Urban Design, Landscape Projects</p> <p>Funding: Capital Programme</p>	<p>Continue to implement coordinated Signage Scheme for pedestrians from public transport networks/car parks etc into the town centre including Brown Signs, "heads-up" maps and signs, finger posts and street nameplates.</p> <p>Resource: Regeneration and Urban Design, Landscape Projects</p> <p>Funding: Capital Programme</p>	
Project 13	<p>Enhance car parks to the South of the Town Centre.</p> <p>Resource: Regeneration and Urban Design, Streetscene, Landscape Projects</p> <p>Funding: Capital Programme</p>		<p>Enhance and integrate all town centre car parks and their access routes into the greenspace network.</p> <p>Resource: Regeneration and Urban Design, Streetscene, Landscape Projects</p> <p>Funding: Capital Programme</p>
Project 14	<p>Placecheck : hold regular (at least once a year) community events, involving schools and interest groups.</p> <p>Resource: Landscape Projects</p> <p>Funding: Capital Programme</p>		
Project 15	<p>Partnership : continue to develop town centre partnerships</p> <p>Resource: ALREADY UNDERWAY, Economic Development and Policy</p> <p>Funding: Mainstream, Sponsorship (eg refreshments)</p>		

Project 16	<p>Introduce pedestrian crossing on St Thomas' Road and improve setting to Town Hall by creating an enlarged public realm.</p> <p>Resource: Lancashire County Council, Neighbourhoods, Regeneration and Urban Design</p> <p>Funding: Lancashire County Council – Lancashire local schemes approval, Capital Programme Bid (shortfall)</p>		
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Report of	Meeting	Date
Assistant Chief Executive (Policy & Performance)	Overview and Scrutiny Committee	10 th November 2008

BUSINESS IMPROVEMENT PLAN MONITORING STATEMENTS – SUMMARY OF DIRECTORATES' STATEMENTS

PURPOSE OF REPORT

- To give a summary of the Business Plan Monitoring Statements completed by directorates for the second quarter of 2008/2009.

RECOMMENDATION(S)

- To note the report.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- The Business Plan Monitoring Statements are a key tool for Members in ensuring that the Council is delivering against its Corporate Priorities. This summary report ensures that Members receive the information in an appropriate format.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- N/A

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the Central Lancashire sub-region	✓	Develop local solutions to climate change.	✓
Improving equality of opportunity and life chances	✓	Develop the Character and feel of Chorley as a good place to live	✓
Involving people in their communities	✓	Ensure Chorley Borough Council is a performing organisation	✓

BACKGROUND

- The Business Plan Monitoring Statements give an overview of the current performance of Directorates in completing actions contained within their 2008/09 Business Improvement Plans. This report gives a summary of the overall performance so that Overview and Scrutiny Committee can easily concentrate on potential issues. The detailed directorate related information is contained within each report.

BUSINESS DIRECTORATE**7. Key Messages**

- The Chorley Strategic Housing Partnership was launched in September and was very well attended by local housing partners. This meeting will meet again in early 2009. The draft Prevention of Homelessness Strategy 2008-2013 will be circulated for comment in November 2008.
- The Affordable Housing Framework, a key piece of work to secure the future affordable housing needs has been completed and approved by the Council. The framework will influence and contribute towards achieving the corporate objectives in respect of Affordable Houses.
- The Town Centre Audit and Urban Design Strategy is now complete. The Strategy highlights the opportunities and challenges for Chorley Town Centre and recommends a number of Urban Design Objectives and associated projects and implementation processes as a means to realise the vision.
- An application has been submitted and is under consideration for Group 1. The application is an outline planning application for the redevelopment of the site to include up to 1,200 new residential dwellings and up to 27,500m² of commercial floor space.
- The Government announced on 16 July 08 that the expression of interest for a Growth Point for the Central Authorities, Blackpool Council and Lancashire County Council was accepted.
- As a reflection of our positive work to build relationships and develop the Markets Action Plan with the Markets Steering Group, the Group has won the prestigious Action for Market Towns Award for Partnership and Strategic Working. The Markets redevelopment has now received full planning permission, however, at the request of market traders, work will commence in January 2009 so as not to disrupt Christmas trade.

8. Performance

Two of the directorate's indicators that can be measured on a quarterly basis are below target:

- NI 156 Number of households living in Temporary Accommodation
- NI 157a Processing of planning applications as measured against targets for 'major' application types

NEIGHBOURHOODS DIRECTORATE**9. Key Messages**

- The Neighbourhood Development Team progressed well in the second quarter of the year, with the first drafts of the 7 Neighbourhood Area Profiles getting well underway. These are due to be completed by the end of November. Feedback from the recent Ward Walks, the 14 'drop-in' sessions and feedback from other sources, is about to be collated, then considered, using background information from the profiles, by the 7 Neighbourhood Teams.
- In July, the Public Health team secured a successful health and safety prosecution. The business owner pleaded guilty based on the evidence submitted.
- In Food Safety, there was an Inter-Authority Audit of our food safety systems and procedures. An overall pass was awarded with some minor observations, which have now been implemented.
- Public Health and Neighbourhood Officer Teams joined forces to deliver the 'Butt It' campaign to target smoking litter in the town centre during September. This work was also co-ordinated through the Pubwatch organisation and local traders.
- In Waste Management, discussions and planning meetings for the mobilisation of the new contract have been proving productive over the summer months. Orders for 45,000 new bins and new vehicles have been placed and a delivery programme is due to be agreed by the end of this quarter.

- The CDRP team have commenced a pilot CDRP partnership with South Ribble. They are also continuing to review and refine the MATAC process to better involve the relevant agencies. In addition, following the appointment of Project Co-ordinator for the Vulnerable Household project in June, work around developing interventions got underway from July. The project has been rebranded as the “Families First” project. It is expected that all 15 families will be engaged with by the end of the financial year 08/09. To date, 2 families have signed up.

10. **Performance**

Of the performance indicators that can be measured at this time, one is below target:

- Number of missed collections per 100,000 collections of household waste.

PEOPLE DIRECTORATE

11. **Key Messages**

- Following the restructure in the first quarter, the Active People Manager (Parks and Open Spaces) will be advertised in the third quarter.
- Good progress has been made with the Astley Park Heritage Lottery Fund Project. The landscaping and walled garden areas are complete. The refurbishment of the Coach House is well underway and due for completion in the third quarter. As reported previously, the project budget remains very tight, with minimal contingencies left uncommitted. The strategy of applying for match funding will help us mitigate these risks. During the second quarter we have undertaken market testing for the catering outlet in the Coach House and we have recently awarded preferred bidder status.
- We have continued to develop activities under the Get Up and Go banner. During the summer holiday period, we ran an extended programme that took weeks of activity to all seven of our neighbourhood working areas. We have also continued to develop activities in the evenings, for example, work at Southlands, Clayton Green and Coppull Leisure Centre.
- All four Play Rangers have been appointed as part of the Big Lottery project. The Play Rangers are now delivering a rolling programme of activities that will visit all wards within the Borough.
- Executive approval has been secured for the Council to participate in the 60+ and under 16s Free Swimming initiative. Free swimming will be available from 1 April 2009.
- The Clubhouse at Duxbury Park has recently been completed and opened. The final phase of drainage improvements now needs to be completed and the new 6 hole beginners golf course will be delivered in 2009.

12. **Performance**

Two indicators are below target:

- Number of visits to Council leisure amenities.
- Number of visits made by children and young people to leisure centres.

BUSINESS TRANSFORMATION DIRECTORATE

13. **Key Messages**

The directorates have completed a number of key actions during the second quarter. Some of the highlights include:

- The Council's business continuity plans have now been updated.
- All equal pay claims have been settled
- The statutory accounts have been signed off by the auditor
- The Council achieved the 2nd Best Council to work for in The Times awards

- The project to make the Council's buildings more energy efficient has slipped slightly, but the tender has now been awarded and work should commence in the next 6 weeks.

14. **Performance**

Two indicators are currently below target:

- Average time taken to process changes to housing and Council Tax benefits
- Average number of days sickness

POLICY AND PERFORMANCE DIRECTORATE

15. **Key Messages**

- The annual re-refresh of the Corporate Strategy has been completed.
- The directorate organised a well attended Citizens' Panel Event to inform our Neighbourhood Working and Locality Plan agenda
- Working with other districts and Lancashire County Council, the directorate procured MORI to undertake the new statutory Place Survey, a survey of residents about the local area.
- The Communications and Marketing function has been successfully restructured to incorporate Events and Tourism
- The Chorley LSP's draft Climate Change Strategy has been prepared and is out for consultation.
- Successful community lottery event and continued attraction (£183,110) of grant offers to the borough area.
- Launching a number of high profile campaigns, such as 'Count on Us'.

16. **Performance**

All of the directorate's indicators were at or above target at the end of the second quarter.

IMPLICATIONS OF REPORT

17. This report has implications in the following areas and the relevant Corporate Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		No significant implications in this area	✓

LESLEY-ANN FENTON
ASSISTANT CHIEF EXECUTIVE (POLICY AND PERFORMANCE)

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Chris Sinnott	5337	29 th July 2008	BIP Monitoring Summary 200809 Q2



Report of	Meeting	Date
Corporate Director (Business)	Overview and Scrutiny Committee	10/11/2008

BUSINESS IMPROVEMENT PLAN MONITORING STATEMENT – BUSINESS DIRECTORATE

PURPOSE OF REPORT

To report progress against the key actions and performance indicators in the Business Directorate Business Improvement Plan for 2008/2009.

RECOMMENDATION

To note the report.

CORPORATE PRIORITIES

This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the central Lancashire sub region	✓	Improved access to public services	
Improving equality of opportunity and life chance		Develop the character and feel of Chorley as a good place to live	✓
Involving People in their Communities		Ensure Chorley is a performing Organisation	

BACKGROUND

The Business Plan Monitoring Statement reports progress against the key actions and performance indicators included in the 2008/09 Business Improvement Plan for the directorate. The report covers the period July to 30th September 2008.

KEY MESSAGES

Strategic Housing:

The Chorley Strategic Housing Partnership was launched in September and was very well attended by local housing partners. This meeting will meet again in early 2009 and has been welcomed by the LSP Executive to become a sub group of the partnership.

The draft Prevention of Homelessness Strategy 2008-2013 is almost complete and will be circulated for comment in November 2008. This will set out how the Council will deliver reductions in homelessness and improve early intervention and prevention of homelessness.

The Housing Options team continue to maintain very low use of bed and breakfast and are developing measures for prevention of homelessness including a prevention pot and a rental bond scheme.



Grant Services

The grants service continues to deliver much needed services to vulnerable households, with over 256 grants delivered in 2008/7 and over 203 jobs delivered as part of the handy person scheme. The Home Improvement Agency is now considered to be a key partnership within the Council. The Choice based lettings project is on track and is set to implement a scheme in Chorley by March 2009. A bid has been submitted by Chorley to the CLG for funding to develop a sub regional Choice Based Letting scheme across Chorley, South Ribble and Preston.

The Council have begun negotiations with CCH to bring the Cotswold House Management Agreement to an end in 2009, the service will be improved and linked more closely to the Homeless Prevention Strategy of the Council.

The Affordable Housing Framework, a key piece of work to secure the future affordable housing needs has been completed and approved by the Council. The framework will influence and contribute towards achieving the corporate objectives in respect of Affordable Houses.

Regeneration and Design

The Town Centre Audit and Urban Design Strategy is now complete (subject to minor amendments). The Strategy highlights the opportunities and challenges for Chorley Town Centre and recommends a number of Urban Design Objectives and associated projects and implementation processes as a means to realise the vision.

A Higher Density Housing Guidance Note has been drafted and is due to be reported to Executive Cabinet in order to approve further consultation. Higher density developments (including back garden developments) are increasingly being proposed in Chorley. Whilst these are often in line with Government guidance on density, some have caused concern because of their perceived negative impact. This guidance note aims to address these concerns and to secure well designed, higher density housing schemes in appropriate locations that respect the quality of surrounding areas.

A Heritage and Conservation Strategy has been drafted and is to be reported to Cabinet for endorsement. Its broad objectives are to develop an information base on the condition and character of Chorley's nine conservation areas, listed and other historic buildings; identify and secure funding for initiatives to achieve the aim of the strategy; protect the built heritage from damaging change by the use of planning enforcement powers through the local plan and local development framework and the development control process; and promote good conservation practice by providing specialist conservation advice and to raise awareness and understanding of the built heritage.

St Georges Conservation Area Review has been completed and St Laurences and Rivington Conservation Area Reviews are currently under way, with a completion date for March 2009. The Listed Building and Locally Listed Building records have been updated and posted on the Council's website.

Development Control

Performance on Major applications is 70% for the first two quarters which is below the local target of 73% but this position has improved from the last monitoring statement. It is expected to continue to achieve the local target though some major applications will go over time.

Performance on Minor and Other applications is above the local target and well above the national target.

Buckshaw Village

Group 1 – Application has been submitted and is under consideration.

The application is an outline planning application for the redevelopment of the site to include up to 1,200 new residential dwellings and up to 27,500m² of commercial floor space.

Chorley has undertaken the consultation on behalf of Chorley and South Ribble and a number of amendments to the scheme have been requested.

Planning Policy

The Government announced on 16 July 08 that the expression of interest for a Growth Point for the Central Authorities, Blackpool Council and Lancashire County Council was accepted. The five authorities have put forward a Programme of Development and a bid for CIF funding. The result of this bid is due in the spring of 2009.

The Sustainable Resources Development Plan Document was found "sound" by an Inspector in July 2008. The Sustainable Resources DPD was adopted on 23 September 2008 and the adoption has been publicised.

A revised Sustainable Resources Supplementary Planning Document is being prepared to provide further details on the policies of the Sustainable Resources DPD and will be approved for consultation in December.

There is continued partnership working with South Ribble and Preston Councils. The Employment Land Review for the Central Lancashire Area has been finalised as evidence base. The authorities are in the final stages of completing a detailed Strategic Housing Land Availability Assessment, which will form an important part of the Local Development Framework evidence base. A Draft Transport Strategy has been prepared for the authorities which explores the strategic impact of housing and employment growth across the three authorities and sets out the key infrastructure requirements in the future based upon an ambition to deliver a high quality public transport system.

The Preferred Core Strategy, which will shape the future of Central Lancashire, has been published for consultation between 30 September and 19 December. Chorley planners will be involved in 19 public and stakeholder events and will host a market stall event. The Planning Policy Team Leader continues to be seconded to lead the joint team based at the County Council.

The Regional Spatial Strategy was adopted on the 30th September 2008 and becomes the regional development plan for the northwest.

Chorley prepared a separate response to the consultation on the Partial Review of the Regional Spatial Strategy and the north west have been informed housing issues including affordable housing will now not form part of this review. The Partial Review will only focus on Gypsies & Traveller's; Travelling Show people; and Regional Car Parking standards.

Economic Development

The Town Centre Audit and Design Strategy should drive forward key priorities for the town centre in the short, medium and long term. The Strategy reinforces Chorley's unique selling points as a contemporary Market Town, complimentary to the Preston offer in the Central Lancashire sub-region.

As a reflection of our positive work to build relationships and develop the Markets Action Plan with the Markets Steering Group, the Group has won the prestigious Action for Market Towns Award for Partnership and Strategic Working. The Markets Redevelopment has now received full planning permission, however, at the request of market traders, work will commence in January 2009 so as not to disrupt Christmas trade. Markets management policy and procedures have also been refreshed.

A new programme of town centre events, including new continental market, Richard Alker live food demonstration and pottery fair have been positively received; and preparations are well underway for Chorley's Christmas Celebrations.

The 'Arc of Commercial Opportunity' and The Revolution Strategic Regional Site will cater for Chorley's investment needs and job creation in the short to medium term. A desk top analysis is now to be undertaken to look at options for the longer term, having negotiated contributions from Lancashire County Developments Ltd to do this.

Following the successful pilot with Wolseley UK Ltd of the Chorley Employment Charter to reduce worklessness, and in recognition of the credit crunch and likely recession, a Redundancy Task Force has now been established. Led by the Council, the partnership is made up of a mix of committed professional public and private sector organisations who can provide quality advice, information, guidance and support to people in a redundancy situation.

Market Walk extension continues to be a priority for the Town Centre and all options are still being considered to look at the best way of taking this development forward. Positive progress is being made by entering discussions with other interested developers, whilst RREEF's preferred developer status has been extended. It is likely that the original "Market Walk Phase 2" project will be remodelled in readiness for an upturn in the economy.

SERVICE LEVEL BUDGET MONITORING 2008/2009

SERVICE LEVEL BUDGET MONITORING 2008/2009

BUSINESS DIRECTORATE

September 2008	£'000	£'000
ORIGINAL CASH BUDGET		935
Add Adjustments for In year cash movements		
Virements to/from other Services:		(71)
- Allocation of budgets for 2008/09 LSP Projects		20
- Slippage - Stat Hsg - Agency Staff Provision for 08/09		40
- Provision for JE		15
- Town Centre Strategy		32
- Marketing Chorley		31
- S106 commuted sums to finance revenue expenditure		(1)
ADJUSTED CASH BUDGET		1,001
Less Corporate Savings:		
Staffing		(15)
CURRENT CASH BUDGET		986

FORECAST

EXPENDITURE		
>Staff Savings	(141)	
>Agency Staff Costs	95	
>Legal Costs re 54 Lancaster Lane Planning Application	10	
>Strategic Housing Restructure	15	
>Reduced B&B requirement	(30)	
>Subscriptions	4	
>Utilities	4	
>eplanning Computacentre costs	11	
>Land Charges-service fees	(5)	
>Land Charges Fees	(6)	
Expenditure under (-) or over (+) current cash budget		(43)
INCOME		
>Housing Planning and Delivery Grant	1	
>Markets Income	44	
>Planning/Building Control Income	(30)	
>Land Charges	70	
>Recharge of Staff re LDF	(32)	

Income under (+)/ over (-) achieved	53	10
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FORECAST CASH OUTTURN 2008/2009

996

Key Assumptions

Staff Assumptions

>Planning Salaries Growth Item - £16k for 2008/09, anticipated £5k spend on one Modern Apprentice, year two from 09/10 Directorate administration restructure.

- >One Planning Officer]
- >One Principle Planning Officer] anticipate recruitment of staff by December 08,
- >Two Planning Assistants] agency provision included until then.

Key Issues/Variables

Closely monitor all income

LDF costs to date are £18k, these to be funded by LDF Reserve (code 1855)

Key Actions

>To invoice PCC and SRBC re: Staff time on LDF

SERVICE DEVELOPMENTS

The adoption of the Sustainable Resources Development Plan document was to schedule. A revised Supplementary Planning Document is being prepared that will give advice to developers on how to ensure that new development is both energy efficient and includes low carbon energy sources. It is intended that consultation will take place from December 08. This will result in Chorley having some of the most cutting edge “sustainable” planning policies in the country. This will initially require additional work by development control but is in line with Government policy and the Council’s Climate Change Strategy. It will also require the Council’s own developments to meet the high standards set.

Following on the Council’s adopted Climate Change Strategy a number of Actions were agreed by the Executive Cabinet. These included £60 000 for business grants, £20 000 for grants for innovative energy efficiency and micro generation measures, £10 000 for Greening Chorley Markets and £30 000 to bridge the match funding gap for individuals, the “third sector” and Small Medium Enterprises.

Although some of the project plans are being produced outside of the Directorate Jane Meek will sign off each Project Plan and is the lead Director for Climate Change issues.

The Business Grants will be publicised at the launched of the Lancashire Strategic Partnerships Climate Change Strategy in November 2008. These grants are the result of work undertaken by the Business Directorate, Corporate Policy and Groundwork Pennine in putting together a programme for working with businesses with grant funding for actions after diagnostic work has been undertaken. This would give businesses in Chorley a commercial advantage, as well as reduce carbon emissions within the Borough.

The Business Directorate has continued to drive the Climate Change agenda forward corporately in other ways. For example, Chorley is working jointly with the County Council on examining in detail how changes in the weather impact on the Council’s services.

There is continued partnership working with South Ribble and Preston Councils. The authorities need to finalise the detailed Strategic Housing Land Availability Assessment, which will form an important part of the Local Development Framework evidence base. The Draft Transport Strategy which explores the strategic impact of housing and employment growth across the three authorities and sets out the key infrastructure requirements in the future based upon an ambition to deliver a high quality public transport system has been finalised.

The Preferred Core Strategy, which will shape the future of Central Lancashire, has been published for consultation between 30 September and 19 December. Chorley planners will be involved in 19 public and stakeholder events and will host a market stall event. Julian Jackson Policy Team Leader at Chorley continues to be seconded to lead the joint team based at the County Council.

Continued work will be required to respond to changes in the Regional and National Planning arena, including progressing the Growth Point ensuring that the interests of Chorley are well served. The Central Authorities, Blackpool Council and Lancashire County Council will need to continue to work closely in the future months as events unfold following the submissions of the Programme of Development and a bid for CIF funding.

PERFORMANCE INDICATORS

Description	Actual	Target 2008/09	Lead Officer
NI 156 Number of households living in Temporary Accommodation (smaller is better)	36	30	Zoë Whiteside
NI 157a Processing of planning applications as measured against targets for 'major' application types (bigger is better)	70.59%	81%	Paul Whittingham
NI 157b Processing of planning applications as measured against targets for 'minor' (bigger is better)	81.99%	80%	Paul Whittingham
NI 157c Processing of planning applications as measured against targets for 'other' application types (bigger is better)	94.03%	89%	Paul Whittingham

VALUE FOR MONEY/EFFICIENCIES UPDATE

The directorate is currently working with a team led by Business Improvement to undertake a value for money review of the whole directorate. This review, which will complete in the final quarter of the year, will lead to an action plan to drive forward value for money in the directorate.

JANE MEEK
CORPORATE DIRECTOR (BUSINESS)

There are no background papers to this report.

Report Author	Ext	Date	Doc ID



Report of	Meeting	Date
Corporate Director (Neighbourhoods)	Overview and Scrutiny Committee	October 2008

BUSINESS IMPROVEMENT PLAN MONITORING STATEMENT – NEIGHBOURHOODS DIRECTORATE

PURPOSE OF REPORT

1. To report progress against the key actions and performance indicators in the Neighbourhoods Directorate Business Improvement Plan for 2008/2009

RECOMMENDATION

2. To note the report.

CORPORATE PRIORITIES

3. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the central Lancashire sub region		Develop local solutions to climate change	✓
Improving equality of opportunity and life chance	✓	Develop the character and feel of Chorley as a good place to live	✓
Involving People in their Communities	✓	Ensure Chorley is a performing Organisation	

BACKGROUND

4. The Business Plan Monitoring Statement reports progress against the key actions and performance indicators included in the 2008/09 Business Improvement Plan for the directorate. The report covers the period 1st July to 30th September 2008.

KEY MESSAGES

5. Work by the Neighbourhood Development Team progressed well in the second quarter of the year with the first drafts of the 7 Neighbourhood Area Profiles getting well underway and are due to be completed by the mid to the end of November. Options for producing some of the information on specific Neighbourhood Area pages on the Council's website were also defined and are currently being considered. Feedback from the recent Ward Walks (20 in total, each involving the participation of Neighbourhood Officers, Streetscene Officers, Members and the Director), the 14 'drop-in' sessions and feedback from other sources, is about to be collated by the Community Development Team, then considered, using background information from the Profiles, by the 7 Neighbourhood Teams. The first meetings are planned for November (dates to be arranged).



In July, the Public Health team secured a successful health and safety prosecution – the business owner pleaded guilty based on the evidence submitted to Leyland Magistrates Court. There was disappointment at the level of penalty that the courts decided to apply but Chorley Council were awarded their court costs and were able to reinforce the message to commercial businesses that Chorley will take action on non-compliance. The latest health and safety initiative involved the promotion of the HSE's 'Falls From Height' campaign during August and September focusing on the use of ladders. Some high-risk commercial premises in Chorley were visited resulting in the removal of 5 sets of unsuitable ladders. In Food Safety there was an Inter-Authority Audit of our food safety systems and procedures, as required by the Food Standards Agency – an overall pass was awarded with some minor observations, which have now been implemented. Additional Food Safety activity saw the implementation of an Alternative Enforcement Strategy, which allows the targeting of the higher-risk food premises to drive up the numbers of 'Broadly Compliant' businesses. The Public Health Team Leader has also worked closely with an officer from the HR department to submit a portfolio for assessment in the Gold Health Works Award scheme with the result expected in the next quarter. In a cross-cutting piece of work, the Public Health and Neighbourhood Officer Teams joined forces to deliver the 'Butt It' campaign to target smoking litter in the town centre during September. This work was also co-ordinated through the Pubwatch organisation and local traders. It resulted in patrols identifying anyone discarding cigarette litter following an intense education and 'yellow card' programme in the early part of September. Both these service delivery teams worked in partnership with the PCT to signpost smokers to cessation services and issued several hundred personal ashtrays to help citizens discard their waste more responsibly. Also as part of this drive, members of the Streetscene Team retro-fitted ashtrays to town centre litter bins, again to assist in encouraging more responsible discarding of cigarette litter.

In Waste Management, discussions and planning meetings for the mobilisation of the new contract (due to start April 2009) have been proving productive over the summer months. Orders for 45,000 new bins and new vehicles have been placed and a delivery programme is due to be agreed upon by the end of this quarter. A draft communications strategy was also produced. Under the direction of the Waste Team Leader, detailed site investigation reports that accompanied an outline planning application received in the quarter are currently being evaluated for the remediation of group 1 and 4 former Royal Ordnance sites at Buckshaw Village. These reports will be used by BAE Systems to design the remediation strategy so steady progress is being made against this key project.

This quarter, the CDRP team have commenced a pilot CDRP partnership with South Ribble, and they are also continuing to review and refine the MATAAC process to better involve the relevant agencies. 'Mini MATAACs' for each of the neighbourhood areas have been proposed with the view that the parent MATAAC will support the smaller MATAACs with resource both manned and financial to deliver against the Borough's strategic assessment and CDRP plan. They have also continued to achieve sound results with the Weeks of Action initiatives - 3 of the five LSP funded planned weeks have now been delivered by the team working together with other directorate teams, and each was hailed a success locally. In addition, following the appointment of Project Co-ordinator for the Vulnerable Household project in June, work around developing interventions got underway from July. To better engage with the individual on this key project [Vulnerable Households] it has been publicly re-branded as the "Families First" project. It is expected that all 15 families will be engaged with by the end of the financial year 08/09 – to date 2 families have signed up for the scheme.

Environmental Protection activity recently focussed on private housing with officers putting additional time into inspections for Houses in Multiple Occupation (HMO's). There were also some very positive responses to the more forceful letters to owners regarding getting long-term empty dwellings back into use - in the first tranche, 6 out of 7 owners agreed a timetable for re-letting/sale of the premises. From this, a request to Cabinet is now being prepared for a compulsory purchase order on one of the long-term empty dwellings within the Borough where the owner has refused to agree a timetable for bringing the property

back into use. Again, there was some positive enforcement activity this quarter with a successful prosecution outcome for non-compliance with a noise-abatement notice, a pending prosecution for “dark” smoke and a vital contribution to a License Review hearing arising from the non-compliance with License Conditions of a public house in the Borough. Changes to the Pollution Prevention Control regime in the last 3 months meant the continuation of the survey of businesses to ensure that all are fully compliant with the Environmental Permitting Regulations and where necessary additional permits may need to be issued.

In Streetscene, the cleansing team can expect to be included as one of the finalists in the APSE performance networks best performer award following the preparation of its data return in this quarter. In North West in Bloom Chorley Council was again well placed with two awards, having considerably extended the town centre planting displays and given support to parish area and smaller entries. The level of complimentary letters and emails was higher than ever - despite a season of very poor weather. Preparations for the implications of the Traffic Management Act were completed and it's been advised by the County Council's officers that inputs of a good standard compared to other areas has been provided by Chorley officers. Discussions on the future management of Parkwise remained ongoing. A detailed evaluation of future fleet and plant requirements got underway in late summer, including a fundamental review of what the needs are for the services when re-organised into Neighbourhoods, as well as the maintenance and procurement issues.

Overall this quarter, it is evident there was a high level of positive activity. In terms of quarterly-measured Performance Indicators, all achieved above target except NI195 detritus and fly-posting (slightly below) which will be addressed through appropriate action plans in the next quarter.

6. **SERVICE LEVEL BUDGET MONITORING 2008/2009**

	£'000	£'000
ORIGINAL CASH BUDGET		4,809
Add Adjustments for In year cash movements		
Virements to/from other		
Services:		
- Transfer Staff (Restructure) to People Directorate		(123)
- Community Development staff and resources vired to Neighbourhoods		58
- Vired from LSP to CDRP		20
Use of Earmarked Reserves		207
- Transfer to Grounds Maintenance Reserves		(10)
Approved Slippage from 2007/08		
- Smoke Free Initiatives		16
- Survey Expenses (incl. Market Walk extension)		5
ADJUSTED CASH BUDGET		4,982
Less Corporate Savings:		
- Staffing		
CURRENT CASH BUDGET		4,982
FORECAST		
EXPENDITURE		
Staffing	(45)	
Vandalism Repairs		3
External contractors		5
Other minor variances		9
Expenditure under (-) or over (+) current cash budget		(28)
INCOME		
Off-Street Parking Fees		40
Off-Street Parking Permits	(20)	
Rechargeable works private		4
SLA income		5
Insurance claim	(2)	
Leasing	(6)	
Income under (+)/ over (-) achieved		21
FORECAST CASH OUTTURN 2008/2009		4,975

Key Assumptions

Staffing
 EHO post vacant 3 months
 Crime & Disorder Reduction Manager post vacant full year
 Restructure post savings
 Neighbourhood Coordinator/Analyst assumed July start
 Neighbourhood Officer * 2 assumed July start

Key Issues/Variables

Off-Street Parking Fees income forecast to be down at this early stage although this is offset somewhat by the forecast increase in parking permit Income

Key Actions

Monitor closely Off Street Parking Fees Income throughout the year

SERVICE DEVELOPMENTS

- 6. The improved monitoring of service requests and customer satisfaction has resulted in the directorate being in a position to positively and comprehensively contribute to the corporate work that has been developed in terms of Customer Insight and NI14 Avoidable Contact. The directorate officers involved continue to work closely with Policy & Performance and Customer Services staff in this regard.

Work continued this quarter on the 5C project that is driving through a substantial amount of improvements in the organisation of the workplace with clear objectives being realised on an ongoing basis.

The successful appointment of a Business Administration Modern Apprentice took place in September and an appropriate, supported programme of work was agreed amongst the apprentice, the supervisor and college tutor facilitated by HR. Early milestones were reached on target with excellent all-round progress being made since her arrival in September.

The introduction of the Team Performance Appraisal for operational teams enjoyed positive feedback and has allowed the easier review of training requirements as well as facilitating better staff engagement. The evaluation of this process will be used to inform part of the necessary Workforce Development planning, which is ongoing following the initial Workplace Skills Audit proposal in the last quarter.

PERFORMANCE INDICATORS

- 7.

Indicator Description	Target 08/09	Target Quarter 2	Qtr2 Performance 08/09
Neighbourhood Action Plans	New indicator		See key messages
Establishment of Neighbourhood Teams	New indicator		See key messages
NI 15 Serious violent crime	New indicator	New indicator	See note below re Police data
NI 16 Serious acquisitive crime	8.09	4.05	3.65
NI 20 Assault with injury crime rate	6.3	3.15	3.00
NI 28 Serious knife crime rate	New indicator	New indicator	We are currently working with the Police to secure the appropriate data collection and reporting method for these indicators
NI 29 Gun crime rate	New indicator	New indicator	
NI 30 Re-offending rate of prolific and priority offenders	New indicator	New indicator	
NI 32 Repeat Incidence of Domestic Violence	New indicator	New indicator	
NI 34 Domestic violence - murder	New indicator	New indicator	
NI 182 Satisfaction of Business with local regulatory services	80%	80%	91%
NI 184 % Food Establishments broadly compliant with food safety law	75%	75%	95%
NI 192 (BVPI 82a/b) % Waste recycled/ composted	47%	47%	52%
Directorate Sickness Absence	9 days	12 days	
Directorate Invoice Processing - % processed in 30 days (undisputed)	96%	98%	99.79%
Customer Satisfaction – All Service Requests	71%	75%	90.44%
Number of missed collections per 100000 collections of household waste	100	75	78
% Flytipping removed within 2 WD	75%	75%	79.54%
% Racist/offensive graffiti removed within 2 WD	100%	100%	97.67%
% Graffiti removed within 28 WD	100%	100%	96.88%
% Abandoned vehicles investigated within 24 hours of report	100%	100%	100%
% Abandoned vehicles removed within 24 hours of notice expiry	85%	100%	100%

EQUALITY AND DIVERSITY UPDATE

8. *Equal opportunities data collection continues to be carried out as part of the customer satisfaction questionnaires process. Data for analysis has been provided to Policy and Performance for the quarter in relation to regulatory services satisfaction monitoring. Equality Impact Assessments will be reviewed prior to any planned changes to service delivery. Advice will be given by the Policy unit officer for Neighbourhoods on further requirements in this regard.*

RISK MANAGEMENT UPDATE

9. *As mentioned earlier in this report, progress is being made to ensure the implementation of the Traffic Management Act with guidance and direction now provided by LCC. The Business Continuity meetings that took place in the first quarter to discuss issues such as the flu pandemic and agree actions resulted in the production of corporate guidance. The impact of CCH revising their operations at the depot and the attempt by Neighbourhoods to formalise arrangements is still underway with advice and guidance sought from a legal perspective in order to make quicker progress in this area.*

VALUE FOR MONEY/EFFICIENCIES UPDATE

10. *The Service Improvement Manager was identified as the lead officer to drive through the recommended actions from the VFM review and is now working closely with a member of the corporate Business Transformation Team to identify and deliver outcomes through a series of projects - progress is being monitored and documented regularly. Some additional work from a performance management aspect saw the development of an idea for a more inclusive Performance Management system with plans for a cross-service forum in this area being finalised. This will enable the introduction of the concept of continuous improvement to key officers in each service area and the subsequent application of various improvement techniques.*

**ISHBEL MURRAY
CORPORATE DIRECTOR (NEIGHBOURHOODS)**

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Pauline Syms	5739	20/10/2008	V:\Business Plans\ BIP Monitoring Statement QTR2 0809.doc



Report of	Meeting	Date
Corporate Director (People)	Overview and Scrutiny Committee	10/11/08

BUSINESS IMPROVEMENT PLAN MONITORING STATEMENT – PEOPLE DIRECTORATE

PURPOSE OF REPORT

1. To report progress against the key actions and performance indicators in the People Directorate Business Improvement Plan during the second quarter of 2008/09.

RECOMMENDATION

2. To note the report.

CORPORATE PRIORITIES

3. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the central Lancashire sub region		Develop local solutions to climate change.	
Improving equality of opportunity and life chance		Develop the character and feel of Chorley as a good place to live	
Involving People in their Communities		Ensure Chorley is a performing Organisation	✓

BACKGROUND

4. The Business Plan Monitoring Statement reports progress against the key actions and performance indicators included in the 2008/09 Business Improvement Plan for the directorate. The report covers the period 1 July to 30 September 2008.

KEY MESSAGES

5. Good progress has been made against performance indicators, service improvements and budget. Given the range of services and projects managed, there will always be a range of risks that require management. Arrangements are in place to mitigate these risks.



6. SERVICE LEVEL BUDGET MONITORING 2008/2009

	£'000	£'000
ORIGINAL CASH BUDGET		2,144
Add Adjustments for In year cash movements		
Virements to/from other Services:		136
- Allocation of budgets for 2008/09 LSP Projects		15
- Transfer Events & Tourism growth item to Policy & Performance		(25)
- Transfer Astley Park Grounds Maintenance budget to Neighbourhoods		(50)
Use of Earmarked Reserve		22
Slippage		
Yarrow Valley Park - Information Leaflets		5
Arts Initiatives - Project Begins In 2008/09		3
Provision for JE		3
ADJUSTED CASH BUDGET		2,253
Less Corporate Savings:		(33)
CURRENT CASH BUDGET		2,220
FORECAST		
EXPENDITURE		
>Salary savings	(30)	
>Pay in Lieu of Notice	7	
>Severance Pay	18	
>Utilities	3	
>Postages	2	
>Additional Costs Arising from Astley Park HLF Project	(30)	
>Indoor Leisure Contract - Monthly credit received from CLS	11	
Expenditure under (-) or over (+) current cash budget		(19)
INCOME		
>Astley Park Catering	2	
>Duxbury Golf Course - Rental of Club House	(4)	
>Cemetery Income	(10)	
Income under (+)/ over (-) achieved		(12)
FORECAST CASH OUTTURN 2008/2009		2,189

SERVICE DEVELOPMENTS

7. The Directorate restructure was completed in June 2008. The recruitment has taken place for the ring-fenced posts and for the majority of new posts that were developed as part of the restructure. The one vacant post of Active People Manager (Parks and Culture) will be advertised in the third quarter.
8. Good progress has been made with the Astley Park Heritage Lottery Fund Project. The landscaping and walled garden area are complete. The refurbishment of the Coach House is well underway and due for completion in the third quarter. Work on the pavilion is also due to commence in the third quarter. Planning permission has been granted for Pets Corner and the play areas. A planning application for CCTV at Astley Hall will be submitted in the third quarter. A successful grant application was submitted for Play Builder Funding and this will go towards the teen adventure play area and be completed by the end of the financial year. We are working closely with the Brothers of Charity and Groundwork to secure other external funding. As reported previously, the project budget remains very tight, with minimal contingencies left uncommitted. The strategy of applying for match funding will help us mitigate these risks. During the second quarter we have undertaken market testing for the catering outlet in the Coach House and we have recently awarded preferred bidder status.
9. We have continued to develop activities for children and young people under the Get Up and Go banner. During the summer holiday period we ran an extended programme that took weeks of activity to all seven of our neighbourhood working areas. We have also continued to develop activities in the evenings, for example, work at Southlands, Clayton Green and Coppull Leisure Centre. We have piloted evening activity sessions at All Seasons Leisure Centre with the Young People's Services.
10. The Directorate have been involved in a range of partnerships that link to the Local Strategic Partnership, for example, Chorley's Children's Trust, the Older People's Partnership Board for Chorley, the Health and Well Being Thematic Group and Central Lancashire Health and Well Being Board.
11. All four Play Rangers have been appointed as part of the Big Lottery project. The Play Rangers are now delivering a rolling programme of activities that will visit all wards within the Borough. Details of their whereabouts are regularly posted on 'In the Know'. Planning permission has been obtained for the lighting project on Devonshire Recreation Ground and work will commence in the third quarter.
12. Stage 2 bids have been submitted to Sport England as part of the Borough's Sport and Physical Activity Alliance project. Bids for work with women and girls and 14 – 24 year olds have been confirmed. The third bid for work with the 50+ group is expected shortly.
13. Planning permission was obtained for the capital works at Clayton Green Leisure Centre. As per our equality action plan, consultation has taken place with disability groups. The building work will start in the third quarter.
14. Executive Cabinet considered a report on the future of Coppull Leisure Centre during the second quarter. We will now progress negotiations with partners during the third quarter.
15. Executive approval has been secured for the Council to participate in the 60+ and under 16s Free Swimming initiative. Free swimming will be available for 60+ and under 16s from 1 April 2009. In addition to the grant secured from the Department for Culture, Media and Sport, we also secured £50,000 of funding from Central Lancashire NHS.

16. The Clubhouse at Duxbury Park has recently been completed and opened. The final phase of drainage improvements now needs to be completed and the new 6 hole beginners golf course will be delivered in 2009.
17. We have started a self-assessment of leisure and cultural provision in the Borough. This is part of a piece of work we are doing with all local authorities in Lancashire as part of the work of Team Lancashire.
18. Phase 1 of the Common Bank project has been completed. We are working with Groundwork to deliver Phase 2 of the project. This includes signage and improvements to pathways. Contracts have been awarded and Phase 2 will commence in quarter three.
19. We have been active in our attempts to increase allotment provision within the Borough. During the last quarter, consultation took place with residents around Crosse Hall. Work has just commenced to provide a further 40 plots on this site. During the third quarter we will consult with residents in the Rothwell Road area of Anderton to develop a new site there. This could create in excess of 100 plots. We are also working with local community groups to develop other allotment opportunities.
20. General performance and satisfaction with the Contact Centre remains high. New technology continues to be implemented and reviewed as part of service and Value For Money improvements. We have been active in bidding to be part of a 'Tell Us Once' bid to the Department for Work and Pensions, along with Lancashire County Council, South Ribble and Burnley Councils. The outcome of this application is due to be finalised shortly.
21. The Executive Cabinet received a report on progress with the implementation of our Customer Relationship Management (CRM) system. As part of the report it was agreed an alternative course of action be taken. During the second quarter we have made progress to implement this recommendation.
22. We have continued to develop the Circle of Need project as part of the National Process Improvement Project. The project has, to date, mapped all 198 National Performance Indicators to need and we have had the Citizens Panel which validated certain aspects of the model and completed the needs for business, environment and public interest groups and incorporated these needs into the model. We have also held workshops with LSP partner organisations (Central Lancashire NHS, Fire and Rescue and Police) to document services our partners offer. During the third quarter we will be looking to move the project on to practical application in order to materialise the efficiencies this project presents.

PERFORMANCE INDICATORS

	Indicator Description	Target 2008/09	Target Quarter Two	Quarter Two Performance 2008/09
1	Number of children/young people participating in activities organised by the Directorate, eg 'Get Up and Go'	16,000	8,000	11,983
2	Number of pupils visiting facilities in organised school groups	2,100	750	933
3	Number of children and young people visiting Council's leisure centres	350,000	175,000	151,036 *
4	Visits to Council's leisure centres	778,162	389,081	413,587
5	Number of visits to Council leisure amenities	1,085,000	542,500	515,632
6	Customer satisfaction with services received in the Contact Centre	97%	97%	99.3%

* Note: The figure of 151,036 does not include visits by children and young people to club activities, for example, Chorley Marlins. These will be added in the next report.

EQUALITY AND DIVERSITY UPDATE

12. The actions from our assessments are included in the People Directorate's Business Improvement Plan for 2008/2009 and have been actioned as required throughout the period. These include improvements to how we capture data about customers, DDA considerations and consultation with disability groups as part of the Astley Park and Clayton Green Leisure Centre projects. During the third quarter we will be reviewing our equality impact assessments.

RISK MANAGEMENT UPDATE

13. The Directorate's Business Improvement Plan includes risks relating to staffing, efficiency savings, partnership working and health and safety. Measures are in place to manage these risks. We prepared shared risk registers with key partners, for example, Community Leisure Services and Glendale. These risk registers are reviewed regularly; the Community Leisure Services shared risk register was updated during the second quarter.

VALUE FOR MONEY/EFFICIENCIES UPDATE

14. We continue to make good progress in our work to transfer community assets into community management. During the last quarter this has included preparatory work in community centres, a sports pitch in Brinscall, the Pets Corner in Astley Park and discussions with partners about the transfer of open space for play areas. Our work in Customer Services, for example the Circle of Need project, is also developing our capacity to contribute towards efficiency objectives.

JAMIE CARSON
CORPORATE DIRECTOR (PEOPLE)

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jamie Carson	5815	23 October 2008	

Report of	Meeting	Date
Assistant Chief Executive (Policy & Performance)	Overview and Scrutiny Committee	10 November 2008

BUSINESS IMPROVEMENT PLAN MONITORING STATEMENT – POLICY & PERFORMANCE DIRECTORATE

PURPOSE OF REPORT

1. To report progress against the key actions and performance indicators in the Policy and Performance Business Improvement Plan for 2008/2009.

RECOMMENDATION

2. To note the report.

EXECUTIVE SUMMARY OF REPORT

3. The Directorate has delivered all of the actions set out in the Business Improvement Plan scheduled for completion during the second quarter of 2008/09. There have been a number of notable successes during this quarter of the year which the Directorate had a key role in delivering including:
 - The annual re-fresh of the Corporate Strategy
 - A well attended Citizen Panel Event to inform our Neighbourhood Working and Locality Plan agenda
 - Efficient procurement of the residents' Statutory Place Survey
 - Successful re-structure of the Communications and Marketing function to incorporate Events and Tourism
 - Launch of the consultation on the Chorley LSP's draft Climate Change Strategy
 - Successful community Lottery event and continued attraction (£183,110) of grant offers to the Borough area.
4. The Communications and Marketing Team in addition to handling significant media communication activity, launching a number of campaigns to promote Chorley and the work of the Council, they have also designed and produced a number of key documents including Chorley Borough News (November edition) the Annual Report and the Climate Change Strategy for the Chorley Partnership, and the Chorley in Bloom brochure.
5. All Performance Indicators which we can measure at the second quarter are currently exceeding target ie sickness levels and processing invoices.
6. All risks identified are being managed and we are on track to deliver our planned cashable and non-cashable efficiencies.



CORPORATE PRIORITIES

7. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the central Lancashire sub region		Improved access to public services	✓
Improving equality of opportunity and life chance	✓	Develop the character and feel of Chorley as a good place to live	
Involving People in their Communities	✓	Ensure Chorley is a performing Organisation	✓

BACKGROUND

8. The Business Plan Monitoring Statement reports progress against the key actions and performance indicators included in the 2008/09 Business Improvement Plan for the Policy and Performance Directorate. The report covers the period 1 July to 30 September 2008.

KEY MESSAGES

9. During this period the Directorate commissioned work on the annual refresh of the Council’s Corporate Strategy which will be debated and agreed at the Special Policy Council on 4 November. Work involves liaising with officers and members on revisions to the document in the light of the “big issues” and to ensure the Council’s strategy supports delivery of Chorley’s Sustainable Community Strategy and the Lancashire Local Area Agreement. New projects are identified and measures and targets re-visited to ensure the Corporate Strategy drives delivery to achieve our priorities and long-term outcomes.
10. Work also commenced this quarter on re-freshing Chorley’s Locality Plan and in particular organising a Joint Locality Plan consultation event with LCC with 100 members of Chorley Citizens’ Panel including young people from Runshaw College. The feedback from the event which took place on 14 October will be used to identify and develop further joint working with LCC to improve services and the quality of life of Chorley residents.
11. The District Council is the lead partner within the Lancashire LAA for achieving a thriving third sector. During this quarter £183,110 of grant offers have been made to the borough area. To ensure we continue to maximise resources into the VCFS sector within the Borough in addition to research and bid writing for the Council and LSP, the External Funding Officer in partnership with CVS, held a well attended community event this quarter on the new National Lottery “Changing Spaces” programme where circa £130m covering four themes is available to Community Groups.
12. This quarter saw the launch of the draft LSP Climate Change Strategy for consultation developed by the Directorate in liaison with LSP members will be formally launched at a Chorley Partnership Climate Change event in November. The document compliments the Council’s Climate Change Strategy and to support the launch the Directorate has also produced an e-booklet containing details of support and funding available to public bodies, VCF’s, businesses and individuals to reduce energy costs and cut down on carbon emissions.
13. Other work undertaken this period to develop and support the LSP included:
 - Publication of the LSP’s Annual Report showing where the LSP has added value over the last 12 months.

- Developing a Communications Plan for the LSP in response to suggestions by the I&DeA Peer Review. The Plan will seek to raise the profile of the LSP through consistent branding and publishing their projects and achievements, at a local, county, regional and national level.
- Responding to the national consultation on CAA and statutory guidance on LSP's.
- In addition to researching and drafting the November edition of Chorley Borough News to 58 pro-active press releases being researched, drafted, approved and issued the Communications Team also delivered a range of other communications and marketing activity including in particular:
 - Launching and supporting a number of high profile campaigns ie "Count On Us" anti-credit crunch campaign with the Chorley Guardian, an 8-page supplement in the Chorley Guardian focussing on "Get Up and Go" and the "Butt it" campaign to reduce the number of cigarette butts littering the streets of Chorley.
 - Providing advice and support on a number of areas including the branding and communication of the new Shared Financial Services; plans to extend the Pub Watch Scheme to Chorley Hospital, consultation on the LDF Core Strategy and not least a communications strategy for Chorley's 2008 Christmas Celebrations.
 - High-level broadcast coverage secured on BBC North West Tonight, Granada Tonight, BBC Radio Lancashire, Lancashire Life and Lancashire Business View as well as other local media on a number of topics.
 - Designing an Inward investment brochure, Annual Report for the Chorley Partnership Climate Change Strategy and the Chorley in Bloom brochure.

BUDGET UPDATE**SERVICE LEVEL BUDGET MONITORING 2008/2009****POLICY & PERFORMANCE**

SEPTEMBER 2008	£'000	£'000
ORIGINAL CASH BUDGET		732
Add Adjustments for In year cash movements		
Virements to/from other Services:		
- Transfer of Reprographics Officer to Communications		26
- Allocation of budgets for 2008/09 LSP Projects		(55)
- Transfer Events & Tourism growth item from People directorate		25
Approved Slippage from 2007/08		
- Preparation work for CPA		10
Provision for JE		5
ADJUSTED CASH BUDGET		743
Less Corporate Savings:		
- Staffing		(40)
- Efficiency Savings		(4)
CURRENT CASH BUDGET		699
FORECAST		
EXPENDITURE		
Staffing	(5)	
Consultants Fees	(20)	
Other	1	
Expenditure under (-) or over (+) current cash budget		(24)
INCOME		
Intranet workshops	(1)	
Consultancy work for Blackpool BC	(25)	
Other Income	(2)	
Income under (+)/ over (-) achieved		(28)
FORECAST CASH OUTTURN 2008/2009		647

Key Assumptions**Key Issues/Variables**

Staffing savings:

- Funding Officer - saving from reduction in working hours.
- additional part-year staff savings from Communications restructure.

Other:

- savings on consultants fees re: Citizens Panel
- income generated from consultancy work done for Blackpool BC
- efficiency saving on Performance Plus Software maintenance

SERVICE DEVELOPMENTS

- 14. During this quarter the Directorate has worked closely with LCC and the other Lancashire Districts to jointly procure the new Place Survey which is the new national statutory survey of approx 3,000 residents across the Borough, seeking their views on their local area and their views on the public services provided to them.
- 15. This survey replaces the previous “Best Value” residents’ survey carried out every three years. The new Place Survey commenced at the end of September and will conclude mid December. The Council and partners will be made aware of the survey findings in early February 2009.
- 16. During this period proposals for a restructure of Communications and Marketing, to incorporate the new function of Tourism and Events, was considered by Cabinet at its meeting in August and following consultation, the new arrangements were implemented from mid October. This new arrangement will enable the Council to build on existing good communication and Marketing performance and enable the Council to achieve desired improvements in events and tourism activity.

PERFORMANCE INDICATORS

Indicator Description	Annual Perf 07/08	Target 08/09	Qtr 2 Performance 08/09
Sickness absence (Lower better)	2.76 FTE days	7.29 FTE days	0.45 days
% of indisputed invoices processed within 30 days (Higher better)	97.85%	96.71%	100%

EQUALITY AND DIVERSITY UPDATE

- 17. At its meeting in May the Council approved the establishment of an Equality Forum which will enable the Council and its partners to place all seven strands of diversity recognised by the Council’s Equality Scheme (age, gender, ethnicity, disability, faith, sexuality and rurality) on an equal platform and act as an advisory and consultative forum to the Council.
- 18. Following consultation over the summer, the first meeting of the Equality Forum took place in September and was very well attended by partners and representative groups and the Forum will continue to meet on a quarterly basis with specific pieces of work undertaken in-between when appropriate on a task and finish basis.
- 19. In response to the Council’s target to achieve Level 3 of the Equality Standard by March 2009, during this period, the Directorate has carried out a self-assessment against the Level 3 criteria and over the following months we will work with departments to address gaps and to gather the necessary evidence to support our application for assessment by the I&DeA which is scheduled to take place on 1 and 2 April 2009.

RISK MANAGEMENT UPDATE

- 20. All risks are currently being managed in line with the planned actions and to date have not been an issue.

VALUE FOR MONEY/EFFICIENCIES UPDATE

21. The Directorate is on track to achieve efficiency savings target of £20k. We have achieved £10k to date ie income of circa £4k from NWIN for project management advice and £6k from the joint procurement exercise with LCC and districts for the Place Survey which would have cost us circa £12/13k if procured individually.

IMPLICATIONS OF REPORT

22. This report has implications in the following areas and the relevant Corporate Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	✓
Legal		No significant implications in this area	

COMMENTS OF THE ASSISTANT CHIEF EXECUTIVE (POLICY & PERFORMANCE)

23. Please note the comments in paragraph ***

LESLEY-ANN FENTON
 ASSISTANT CHIEF EXECUTIVE (POLICY & PERFORMANCE)

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Lesley-Ann Fenton	5323	24/10/2008	V:/DPPREP2087/BIP MON STATEMENT OCT 2008

Report of	Meeting	Date
Assistant Chief Executive (Policy and Performance)	Overview and Scrutiny Committee	10 November 2008

2ND QUARTER PERFORMANCE REPORT 2008/09

PURPOSE OF REPORT

1. This monitoring report sets out performance against the Corporate Strategy and the Council's National Indicators for the second quarter of 2008/09, 1st July – 30th September 2008.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. This report sets out performance against the Corporate Strategy and the Council's National Indicators for the second quarter of 2008/09, 1st July to 30th September 2008. Performance is assessed based on the delivery of Key Projects in the Corporate Strategy and the performance against the National Indicators for which the Council is responsible. In addition, this report gives an overview of the performance in the Corporate Strategy key measures during the last year.
4. Following the annual refresh of the Corporate Strategy at Policy Council on November 4th 2008, this report will be the last time the existing key projects will be reported against. Therefore, this report will review the current status of the projects, including those which are being carried forward in the refreshed Corporate Strategy.
5. The Corporate Strategy 2007/8 identified 31 Key Projects. The overall performance of the key projects is very good with 27 (87%) being either completed or rated 'Green' and progressing ahead of, or on, plan by the end of September 2008, just short of the Council's target of 90%.
6. 20 of the key projects have been completed, while seven projects are rated as 'Green', meaning that they are on track. Three projects are rated 'Amber' due to issues with changes in timescales, largely relating to extensions to secure additional funding to make improvements but are still forecast to deliver. However, the project managers involved are confident that the projects rated as 'Amber' will be delivered or back on track within the foreseeable future. One project, 'Deliver Market Walk Phase II' has not been delivered due to the developer RREEF and the Council being unable reach a financially viable agreement and the effects of the economic downturn.
7. Performance against the Corporate Strategy key measures over the last year has been good. 70% of the indicators that it is possible to measure were on or above target.
8. It is still not possible to compare Chorley's performance against other authorities, as this information has not been published. The indicators that can be measured at this point in the

year show good performance, with the majority, 10 out of 15, on target and 14 showing performance that has improved since the first quarter. Action plans have been included for those indicators where performance is lower than anticipated.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 9. To facilitate the ongoing analysis and management of the Council's performance.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 10. None.

CORPORATE PRIORITIES

- 11. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the Central Lancashire sub-region	✓	Develop local solutions to climate change.	✓
Improving equality of opportunity and life chances	✓	Develop the Character and feel of Chorley as a good place to live	✓
Involving people in their communities	✓	Ensure Chorley Borough Council is a performing organization	✓

BACKGROUND

- 12. The Corporate Strategy is the key strategic document for the authority and is focused on delivering the Council's six strategic objectives that underpin the priorities of: people, place, prosperity and performance. The Corporate Strategy mirrors, and outlines the Council's contribution to, the Sustainable Community Strategy, delivery of which is taken forward by the Chorley Partnership.
- 13. The Corporate Strategy 2007/8 identified a programme of 31 key projects, which contribute to the achievement of our objectives. These key projects are delivered using the Council's corporate project management toolkit, which has been used successfully to improve performance for other key areas of work, such as the Capital Programme. The Strategy also contains a series of key measures to monitor the success in delivering improved outcomes for residents.
- 14. National Indicators (NIs) are indicators collected in accordance with definitions issued by the Department for Communities and Local Government.
- 15. Quarterly Business Plan Monitoring Statements have also been produced by directorates separately, and will be sent to the Overview and Scrutiny Committee. Quarterly Business Plan Monitoring Statements outline the performance of key Directorate Performance Indicators and the key messages emerging from Directorates in the second quarter of 2008/09.

REPORT OVERVIEW

- 16. The report provides information covering the following areas:

- The Council's progress in delivering the 31 key projects identified in the Corporate Strategy 2007/8.
- The Council's progress in achieving the targets set in the current Corporate Strategy, prior to the refresh at the annual Policy Council.
- The Council's progress in achieving against targets that can be measured on a quarterly basis.
- Action Plans which outline reasons for declining performance, and the action to be taken to improve performance in the next quarter are included for those indicators which are significantly below the anticipated performance at this point in the year.

KEY PROJECT PERFORMANCE OVERVIEW

17. This section looks at the performance of the key projects from the second quarter of 2007/8, when they were first agreed, to the end of the second quarter of 2008/09, 30th September 2008.
18. Following the adoption of the refreshed Corporate Strategy 2008/9 at Policy Council on November 4th 2008, this will be the last report on the 31 key projects identified in the Corporate Strategy 2007/8. Therefore, this report will review those existing projects which will continue into the new Corporate Strategy.
19. In order to report progress lead officers have been asked to complete a high-level project plan, a business case and quarterly highlight reports.
20. The highlight reports provide a brief update on the work carried out during the last quarter (1st July to 30th September 2008), what achievements are expected in the next quarter, any current risks and issues affecting the project, and an overall rating of either 'Green', 'Amber' or 'Red'.
21. If the project is not going as planned, then an exception report is produced instead. This is similar to the action plans used for performance indicators that are below target. They provide a brief analysis of the problem(s), and options for bringing the project back on track.
22. The tables below show performance of the key projects is very good with 87% of the projects either completed, progressing ahead of plan or on plan and the percentage of completed projects has now increased by 22% since the last quarter. The remaining projects are either giving an early indication that there may be a problem or are behind schedule. In all cases plans are in place to address the issues affecting the projects, as described in more detail below.

	No. Projects	%
Completed projects	20	64.5%
Projects rated as 'Green'	7	22.6%
Projects rated as 'Amber'	3	9.7%
Projects rated as 'Red'	0	0%
Closed projects	1	3.2%

Table 1 - Summary of key project performance for the 2nd Qtr (July-Sept 08)

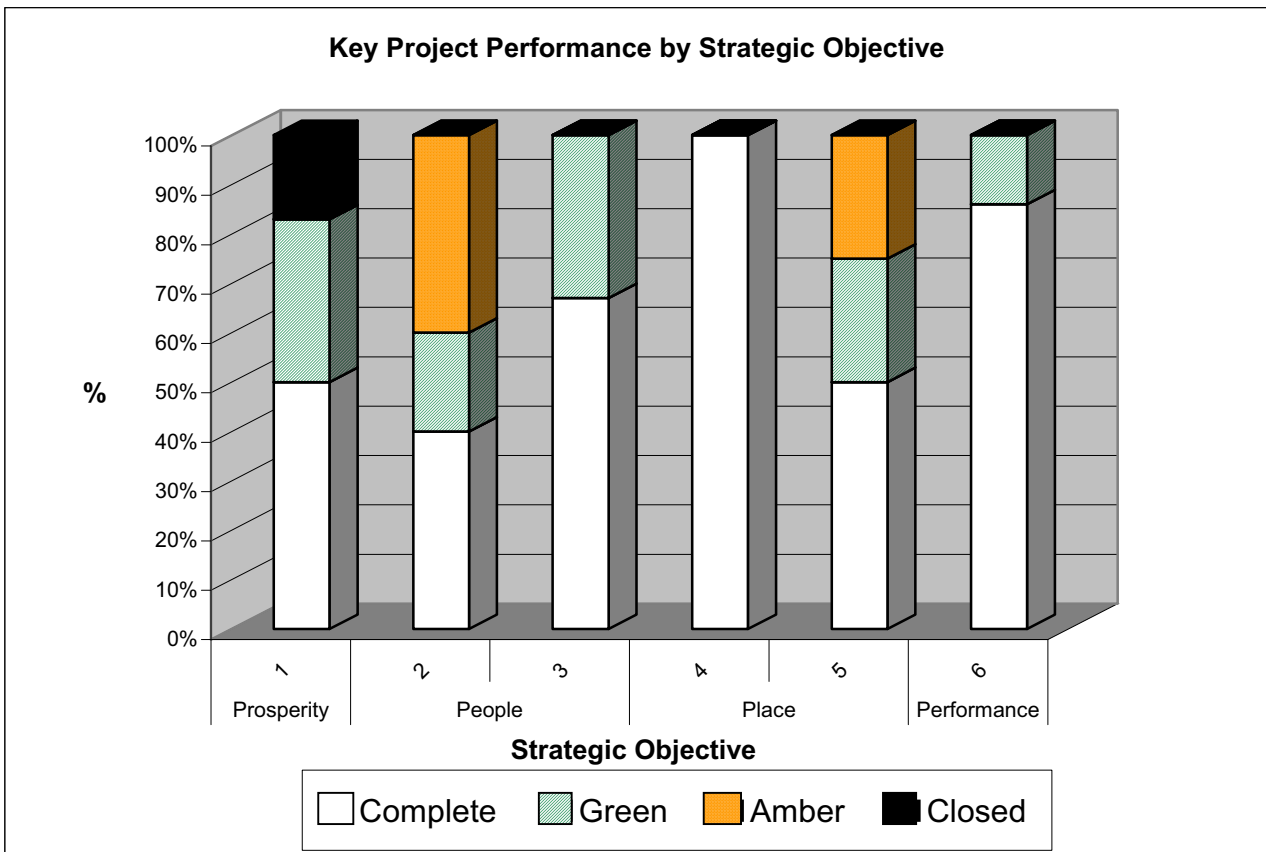
	1st Qtr 08/09	2nd Qtr 08/09 %	Variance %
Completed Projects	42%	64%	+22

Projects rated as 'Green'	39%	23%	-16
Projects rated as 'Amber'	13%	10%	-3
Projects rated as 'Red'	6%	0%	-6
Closed projects	0%	3%	+3

Table 2 – Change between 1st Qtr 08/09 and 2nd Qtr 08/09 (July-Sept 08)

The table above shows a marked improvement in performance in comparison with the first quarter in terms of project completion. However, while there has been a decrease in projects rated 'Amber', one project, which was previously rated as 'Red', has now been closed.

KEY PROJECT PERFORMANCE BY CORPORATE PRIORITY & STRATEGIC OBJECTIVE



- 23. The graph above demonstrates that all projects addressing Strategic Objective Four 'Develop local solutions to global climate change' have now been successfully completed. All projects addressing Strategic Objective Three 'Involving people in their communities; and Six 'Ensure Chorley is a performing organisation' have either been completed or are on track.
- 24. Of the 31 key projects, 3 have been identified as 'Amber', which is an early warning that there may be a problem. The graph above shows that these affect Strategic Objectives; Two 'Improving equality of opportunity and life chances' and Five 'Develop the character and feel of Chorley as a good place to live'. One project, Deliver Market Walk Phase II, which addressed Strategic Objective One 'Put Chorley at the heart of regional economic development in the central Lancashire sub-region' has now been closed.
- 25. Explanations and recommended actions to address the issues which have delayed projects which are not on track are detailed later in the report.

COMPLETED KEY PROJECTS

26. The table below shows the key outcomes from the projects which have completed in the second quarter of 2008/09, 1st July to 30th September 2008. In total 20 (65%) of the key projects in the Corporate Strategy 2007/8 have now been completed, an increase of 22% on the position last quarter.

Key Project	Key Outcomes
Improve the Council's CPA score	Following the external assessment carried out by the Audit Commission the Council achieved 'Excellent' status with an improved score of 51 points. The Council achieved a maximum score of 4/4 for Ambition, Prioritisation and Performance Management. In doing so Chorley has become one of only four authorities to jump two categories from 'Fair' to 'Excellent'.
Develop a Sustainable Resources Development Plan for the Borough	The Sustainable Resources Development Plan Document for the borough was considered to be "sound" by the Independent planning inspector and was adopted in September 2008, two months earlier than programmed.
Deliver the five pump primed projects in the LSP	<p>The majority of the short-term projects have been successfully completed and the First Steps project is due to complete within the next quarter. The following outcomes have been achieved:</p> <ul style="list-style-type: none"> • Teenage Pregnancy Project: Thanks to this project, visits to the 'Wise Up' sexual health service for young people in Chorley increased by 70% and a wide variety of partners working with young people have now been trained to give sexual health advice. The sexual health service is also being reconfigured to better meet service user's needs, with increased opening hours and more accessible venues for young people. Latest figures show that teenage pregnancy fell by 10% between 2005 and 2006. • Building a Chorley Community Network Project: a database of over 100 VCFS organisations in Chorley has now been compiled, which will be translated onto a website hosted by the Council, which will strengthen links between groups and help them reach more volunteers and promote their events. • Marketing Chorley - various events were attended last year to promote Chorley as a location for inward investment. The support offered to businesses on the Council website has been reviewed and improved with new internet pages and an Inward Investment pack is currently being designed ready for publishing. • MATAC - Thanks in part to the project, which helped bring together partners' resources to target hotspot area, crime reduced by 14.4% in one year (2007/8). This approach has now been mainstreamed into standard service delivery. • First Steps - The project is now almost complete, with a pond clean-up day at the Laburnham Road site having taken place and benches and planters being installed and the area being improved. Clayton Brook village centre is also being improved, with worked being carried out to improve both the look and safety of the area outside of the community centre and shops. The majority of the works have been completed and the fencing and planting are due to be completed by the end of the next quarter

	<p>A further batch of projects have now emerged from the LSPs bidding process which will be managed through the LSP.</p>
<p>To deliver a civic pride campaign (Chorley Smile) including a Mayors award for local people</p>	<p>The civic pride campaign has been successfully delivered along with an award ceremony. Key outcomes and achievements include:</p> <ul style="list-style-type: none"> • Chorley Smile campaign successfully launched • Chorley Smile branding established • Over 500 people have signed up and pledged to make Chorley Smile • Advertising campaign delivered in local papers • The Chorley Smile awards were successfully delivered with nearly 100 nominations for community heroes. 150 people attended the event and 14 awards were presented to local residents. • Four Chorley Smile Weeks of Action delivered • Chorley Smile community trailer launched • Chorley Smile bin wagon advertisements delivered • Chorley Smile has been the focus of learning with several enquiries from other authorities and visits from two local authorities.
<p>Recycling and refuse contract renewal</p>	<p>The contract has now been awarded to Veolia. The new contract will include a redesigned, improved collection service that meets the Councils obligations under the Lancashire Waste Strategy, drive up recycling performance further, and should improve customer satisfaction with the service through a rationalisation of containers and a reduction of collection vehicle passes per household.</p> <p>The new collection system will lead to an improvement in the containers used and consequential improvement in collection quality. Measures such as missed collections should be improved by up to 50%.</p>
<p>Develop the Chorley Sport and Physical Activity Alliance</p>	<p>The Sports and Physical Activity Alliance (SPAA) has been created with representatives from across the public, private and VCFS sectors. The SPAA has been developed and a vision and needs analysis of participation in the borough has been produced and a delivery plan developed. The vision and the identified projects have been signed off by Sport England enabling the Council to access £170,000 of funding to deliver projects to increase participation in regular activity in the borough.</p>
<p>Implement CRM</p>	<p>Following acceptance of the report to Executive Cabinet on 14 August the decision has been taken to opt out of the use of the Northgate CRM product.</p> <p>There were some important benefits realised during the lifetime of the project many of which will continue to be of value during the new project. These include:</p> <ul style="list-style-type: none"> • The shared procurement of technology including the ACD system currently in use. • Important and valuable training was provided jointly both of a technical nature and relating to customer care skills • Development of databases which can be used along with the new CRM product including an A to Z knowledge base and a look-up table for bin collection rounds • Much important work on business process re-engineering was

	<p>done on our existing processes and working procedures. This work will continue to inform the improved design of processes within the new CRM product.</p> <ul style="list-style-type: none"> • A great deal was learnt from the live environment about what constitutes an effective CRM product and these requirements will form an important part of the development and configuration of the new software. <p>Despite the decision to break away from the use of the Northgate product the vision of the Partnership remains and shared access to services is not reliant on shared technology. Ongoing benefits from this partnership working include:</p> <ul style="list-style-type: none"> • Continued commitment to providing access to services and signposting across the Lancashire Partnership • Joint working continues via projects based on a co-location of services • Work continues as part of LCCs Customer Access Face to Face strategy. We remain the most successful LCC partner in terms of the delivery of this service. • We are working in partnership with LCC and the DWP as a Pathfinder site in the important ‘Tell Us Once’ project <p>A new project has been put forward in the Corporate Strategy 2008/9 to implement a Microsoft Dynamics CRM product and associated hardware.</p>
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KEY PROJECTS IDENTIFIED AS ‘CLOSED’

27. As reported in the first quarter monitoring report, one key project ‘Deliver Market Walk Phase II’ has been closed due to the developer RREEF and the Council being unable to reach a financially viable agreement and the effects of the economic downturn. A new project will be delivered in its place which will ‘Develop Options for the Next Phase of Town Centre Development’. This project will seek to explore further options for development to enable development to take place as soon as the economic climate improves to make development viable.

KEY PROJECTS IDENTIFIED AS ‘GREEN’

28. A ‘green’ rating indicates that project performance is as planned or ahead of schedule with progress on target and costs within or under budget.

1	Develop a succession strategy for the strategic regional site
2	Develop and deliver a markets action plan
3	Development of a Community plan for Buckshaw
4	Establish a choice based lettings scheme
5	Implement Joint Finance Services with SRBC
6	Develop Neighbourhood Action Plans
7	Deliver the 50+ Active People Project

LIST OF KEY PROJECTS RATED ‘AMBER’

29. An 'amber' rating indicates that project performance is forecast to overrun on time or cost. It is an early warning that there may be a problem. Three projects are currently rated as amber:

Implement the Chorley Council Elements of the Play Strategy

Good progress has been made both with the Coronation Recreation Ground lighting scheme and the Play Rangers. The delays in both projects have been communicated to the Big Lottery and appropriate extensions sought. As such, the delays will not have an impact on the outcomes of the project. Significant progress has also been made on the implementation of the Council's new Child and Young Persons' Protection Policy.

Get up and Go and Play Rangers

Throughout summer a programme was devised in which the play rangers delivered 61 play sessions in 23 venues across Chorley and engaged with many young people and families.

The two additional two play rangers have been appointed to start on 6th October in time for half term meaning that all posts are now filled. A full work programme is being created detailing venues around Chorley which the Play Rangers will be working at from October to March. The play rangers scheme is now becoming better known in Chorley and many communities are requesting time to be allocated in their area. The two additional rangers will now be able to service this need. The scheme has had a good reception from children, young people and local community who they are currently engaging with.

Coronation Recreation Ground Lighting Scheme

Following the formal tender process the contract has been awarded. However, in order to do this, an exception report had to be prepared for the Council's strategy group to approve additional expenditure. The original budget was £60000, the shortfall totaling £16,445, making the total cost of this project £76,445. This additional cost covers increased connection costs to the power supply, and also the management fees of the Council's property services wing, Liberata. This funding has been allocated from within existing capital programme resources as agreed by Executive Cabinet.

Other Actions

Child Protection Policy – significant progress has been made to implement the policy throughout the Council. Initial Level 2 training has been arranged to start in October for 25 identified employees.

Play Space management and development have been moved into the same Council directorate to improve joint working and additional posts created through restructure.

A funding steering group has also been set up from the Play Partnership to identify opportunities for funding for key projects, mainly looking to employ a development worker.

Vulnerable Households Initiative (Families First)

The project will run for two years and is on track to meet deadlines. Staff have been appointed, families have been referred and a terms of reference has been developed. Although the project is slightly behind schedule it is forecast to meet its targets in line with the overall strategy and timescales. The project's budget is on line with the expected spending profile, based on the vulnerable households project coordinator's salary.

The following products have been completed this quarter. A revised project plan has been completed. Two families have been selected for intervention from the Chorley area via the Persistent and Prolific Offenders and Prevent and Deter groups. Action plans have been drafted for both families. Risk Factors for both families have been identified, Lead professional and agencies have been selected.

Although progress has been made over the last quarter the projects, 'Amber' rating relates to the delay in the selection of further families. A further four families have been identified by partners for referral to the project based on the CAF (Common Assessment Framework). Unfortunately these families have refused to engage with the project and selection of further families is ongoing. A prevent and deter date has also been set for the selection of further families.

Continue to improve the green corridor of Chorley

This project comprises three significant capital projects. The individual projects are still on target to be completed by the proposed completion dates:

- Astley Park HLF project – September 2009 (HLF have agreed to an extension of 9 months).
- Bigwood/Copperworks Wood - March 2009.
- Duxbury Park Golf Course - March 2009.

The project is rated amber due to delays in the Bigwood/Copperworks Wood and Astley Park projects, while the Duxbury Park project has been brought back on track.

Bigwood & Copperworks Wood Environmental Enhancement Project

The project that is about to start in the final phase that will see the transformation of Council owned land into an attractive recreational facility following the extensive land remediation works that took place earlier this year as part of the first phase of the joint Chorley Council and REMADE in Lancashire project at the site. The second phase will see public access enhancement and ecological improvements which include new footbridges and paths, signage and interpretation boards, viewing areas and woodland management. The project is being delivered within budget and is on track to spend the REMADE funding before March 2009.

The project has been split into 3 parts due to there being three different funding bodies to which Chorley Council match fund all three parts. Part 1 is due to start in November 08 and be completed by January 2009, this will spend the REMADE funding.

Part 1 (Big Wood South) of the project is still on target to be completed ahead of the proposed completion dates of March 2009 and be finished by January 2009.

Part 2 (Big Wood North) of the project has funding confirmed but this money still has to be released in the form of a Section 106 agreement from the Gillibrands Housing. This is

expected to be available from January 2009.

Part 3 (Copperworks Wood) of the project has match funding available from Chorley Council and Mersey Basin Campaign and is reliant on a funding bid which has been submitted to Biffa by Groundwork. The outcome of this bid is expected in January 2009.

Part 2 and Part 3 are reliant on the release of a S106 and the success of the funding bid so it is unknown when they will be completed, we expect to start part 2 in March following the completion of the culvert works to Copperwood Way and part 3 shortly after the funding is confirmed.

Astley Park

The Astley Park HLF project is running 3 months later than originally expected. The delay has been communicated to HLF and an extension agreed. The landscaping and walled garden areas are complete. The refurbishment of the Coach House is well underway and due for completion in the next quarter. Work on the pavilion is also due to commence in the next quarter. Planning permission has been granted for Pets Corner and the play areas. A planning application for CCTV at Astley Hall will be submitted in the next quarter. A successful grant application was submitted for Play Builder Funding and this will go towards the teen adventure play area and be completed by the end of the financial year. Officers are working closely with the Brothers of Charity and Groundwork to secure other external funding.

The project budget remains very tight, with minimal contingencies left uncommitted. The strategy of applying for match funding will help us mitigate these risks. During the second quarter we have undertaken market testing for the catering outlet in the Coach House and we have recently awarded preferred bidder status.

Duxbury Park Golf Course

This project is back on track after elements of the project slipped due to wet weather conditions.

KEY PROJECTS IDENTIFIED AS 'RED'

30. No key projects were identified as 'red' at the end of the second quarter.

PERFORMANCE OVERVIEW: CORPORATE STRATEGY KEY MEASURES

31. The corporate strategy, and associated measures is refreshed annually at the Policy Council in November. As far as possible, this report includes the final performance against the key measures included in the Corporate Strategy before it was refreshed.
32. A full list of the measures, and their performance can be found at Appendix 1 of this report. It has not been possible to report all of the indicators at this point in the year, as information has not yet been published. Commentary on when data will be available is given in Appendix 1.

PERFORMANCE AGAINST TARGET

33. The majority of the targets in the corporate strategy have been achieved. 70% of measures have performed at, or above, target. Particular successes include; a high level of business start-up and survival rates, a 10% decrease in teenage pregnancy, extremely high levels of satisfaction with customer services and over 50% of waste recycled or composted.
34. Four measures are more than 5% below target. A brief overview of the reasons for lower than anticipated performance is given below.
- Increase the number of visits made by young people to leisure centres: The baseline for this indicator was set using estimated data. The procedures for data collection have now been put in place, and show a lower level of attendance. The target for next year's corporate strategy has been revised.
 - % of Council buildings accessible to disabled people: The performance in this indicator will be at its maximum possible outturn when Clayton Green leisure centre is refurbished. The refurbishments have now commenced and will be complete by the new year.
 - % of private sector dwellings vacant for 6 months or more: This measure is equivalent to 419 dwellings being vacant. Work is undertaken to bring these back into occupation, but the statutory process for bringing houses back into occupation can be slow.
 - Number of affordable dwellings complete: There have been some issues with the delivery of affordable dwellings, which the Council has recognised. The Strategic Housing team has been restructured to ensure that the capacity needed is put in place. The team are now working closely with partners to identify ways of increasing affordable housing in the borough. Although this may be more difficult in the current economic climate, it remains a priority for the Council.
35. The refreshed corporate strategy has updated some of the measures to ensure that they remain relevant to the Council's priorities. The performance against the updated measures and targets will continue to be reported in future quarterly reports.

PERFORMANCE OVERVIEW: NATIONAL INDICATOR SET

36. It is not yet possible to undertake the full analysis on performance that was previously undertaken in the quarterly performance report, as information is not available to enable this. This includes, analysis of trend compared to previous years and quartile positioning. As it becomes possible to make these comparisons, the information will be included in future performance reports.

PERFORMANCE AGAINST TARGET

37. The performance of the indicators that should be able to be reported at the end of the second quarter is shown in the table in Appendix 2.
38. This is a smaller subset of the total number of NIs reported at year-end, as it is not possible to collect and report against the full suite of NIs through the year. All the indicators that the Council is responsible for will be reported at year-end. In addition, a report will be made on a bi-annual basis to report on the progress made against a wider set of indicators for which the LSP is responsible.
39. The majority of the indicators are performing at, or above, target. There are five indicators below target. Action Plans have been prepared for these indicators, to outline the reasons for lower than expected performance and the actions that will be taken to make improvements.

40. Performance at the end of the second quarter has shows continuing improvement in performance when compared to the first quarter's performance. 10 NIs (91% of the indicators that can currently be reported) have shown improved or consistent performance when compared to performance in the last quarter. One indicator has shown a deterioration.

DELIVERING ACTION PLANS

41. In the first quarter performance report, four indicators were below target and triggered the production of action plans. All these indicators have shown an improved performance in this quarter, with NI 20, 'Assault with Injury', now hitting target. The other indicators have shown an improvement, but are still below target. Therefore, updated action plans have been produced to outline the further actions taken to improve performance.

42. Although performance overall is a picture of continued strong performance, there remains a need to understand and carefully manage performance where it is not meeting our expectations. In this second quarter of the National Indicator Set, five action plans have been triggered.

43. The following indicators have actions plans:

- NI 156 Number of Households in Temporary Accommodation
- NI 157a Processing time of 'major' planning applications.
- NI 181 Average time taken to process changes to Council Tax and housing benefits
- NI 195b % of land assessed as having higher than acceptable levels of detritus
- NI 195d % of land assessed as having higher than acceptable levels of fly-posting

ACTION PLANS: BELOW TARGET

Indicator Number	NI 156
Indicator Short Name	Number of households in temporary accommodation

Quarter Two	
Performance	Target
36	30

Please explain the reasons why progress has not reached expectations
Demand for temporary accommodation remains constant, although the team are preventing increasing numbers of homelessness.

Please detail corrective action to be undertaken
We are engaging with partners to use certain supported accommodation schemes, such as The Bridge and The Charnocks, as full duty accommodation rather than temporary. This is because customers are referred to these schemes because they need support and average stay is two years. Therefore this should not be treated as temporary accommodation and tenancies rather than licence agreements should be issued to the customers.

Indicator Number	NI 157a
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Indicator Short Name	% of 'major' planning applications processed with time
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Quarter One	
Performance	Target
70.59%	81%

Please explain the reasons why progress has not reached expectations

Performance in this indicator has improved during the second quarter when compared to the first quarter, and is expected to continue to improve.

The overall outturn is affected by a poorer performance in the first quarter, which was reported in the previous performance report.

Please detail corrective action to be undertaken

The performance in this indicator will continue to be monitored, and action taken as necessary to tackle any underperformance.

Indicator Number	NI181
Indicator Short Name	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events

Quarter Two	
Performance	Target
10.82 days	9.35 days

Please explain the reasons why progress has not reached expectations

This was a difficult Performance Indicator to set a target for at the start of the year. It was a new indicator combining new claims and changes in circumstances but also including the length of time it takes to process other change events (such as interventions) which have not been measured before. This meant that we did not have all the historical stats to use as a benchmark to set the 08/09 targets and we had to base it on the information available to us.

In addition, we now have fewer staff resources in the Assessment Team. Staff sickness and changes in working patterns means that there are reduced resources. This impacts on performance. When the Right time target for 08/09 was set it did not take into account these reductions in resources. Hopefully, the 3rd and 4th quarters will show improvements.

During the 4th quarter, historically we usually have shown improved performance due to high volumes of changes in circumstances that are reported due to rent increases. Although there are higher volumes of work to deal with, they are straightforward and are usually dealt with very quickly, which improve the overall average days to process results during that period.

Please detail corrective action to be undertaken

We are currently asking staff to work extra hours to maintain performance.

We are also monitoring performance day by day and moving priorities to make the best use of the resources available. The Quality Team are also helping to process some of the intervention work.

Indicator Number	NI 195b
Indicator Short Name	% of land assessed as having below acceptable levels of detritus

Quarter Two	
Performance	Target
6%	4.5%

Please explain the reasons why progress has not reached expectations

The target is particularly challenging and this level of fall in performance in a small survey sample may not represent a significant fall in performance for the service overall. Factors such as unseasonable rainfall and local building or utility activity may have had a bearing.

Please detail corrective action to be undertaken

Consideration will be given to amending schedules to target hotspot areas and in response to service requests.

Managers are evaluating options for future fleet deployment with a view to increasing frequencies in critical areas without significant additional vehicle resources.

Indicator Number	NI 195d
Indicator Short Name	Streetscene – Fly posting

Quarter Two	
Performance	Target
3%	1%

Please explain the reasons why progress has not reached expectations

The first tranche of inspections identified a hotspot of flyposting in 5 streets throughout the inspection area which have been subsequently dealt with.

Please detail corrective action to be undertaken

Neighbourhood officers will increase proactive patrols to identify flypost incidents and particularly target the hotspot areas identified

CONCLUSION

- 44. The performance in this second quarter report shows that Chorley continues to perform well. The progress made in delivering key projects and against performance indicator targets demonstrates that we continue to deliver against our priorities.
- 45. The action plans and other steps to be taken where performance is lower than anticipated should help to drive improvement in performance indicators and project delivery.
- 46. More meaningful comparisons will be able to be made around the National Indicator Set as the year progresses. In addition, the arrangements around reporting performance by partner organisations, such as the police, should be finalised. This will enable us to report on a wider base of performance indicators.

IMPLICATIONS OF REPORT

- 47. This report has implications in the following areas and the relevant Corporate Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		No significant implications in this area	✓

LESLEY-ANN FENTON
 ASSISTANT CHIEF EXECUTIVE (POLICY AND PERFORMANCE)

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Chris Sinnott and David Wilkinson	5337 / 5248	27 th October 2008	Second Quarter Performance Report 2008 09

Appendix 1: Corporate Strategy Performance

Performance Against Target



= Performance is better than the target set for 2008/08.



= Performance is within the 5% tolerance set for this indicator.



= Performance is worse than the 5% tolerance.

The performance symbols denote year-end performance against the target.

Code	Indicator Title	Target	Outturn	Performance
1.1.1	Number of new businesses established.	53	74	★
1.1.2	Number of new businesses established and sustained for 12 months.	82%	81%	●
1.1.2	Number of new businesses established and sustained for 24 months.	76%	89%	★
1.2.1	Town Centre Visits	38,542	37,872	★
1.2.3	Vacant Town Centre Floor space	7.5%	8%	●
1.3.1	Median Workplace earnings in the Borough	Available on the 14 th November		
1.3.2	Number of Chorley residents moving into sustainable employment and ceasing to claim incapacity benefit and income support.	Following the introduction of the National Indicator Set, JobCentre Plus no longer collect this data.		
2.1.1	Reduce the number of neighbourhoods in the 20% most deprived nationally	8	8	★
2.2.1	% decrease in teenage pregnancies	11%	10.8%	●
2.2.2	Increase the number of visits young people make to leisure facilities	350,700	330,324	▲
2.3.1	Increase the % of older people involved in physical activity	This indicator is collected from the Sport England survey, published in December.		
2.3.2	Increase the % of volunteering amongst older people	This indicator is collected from the Sport England survey, published in December.		
2.4.1	Increase the % of schools with healthy schools accreditation	96%	96%	★
2.4.2	Increase the number of visits to leisure facilities	774,313	865,361	★
2.5.1	Increase the % of people in rural wards satisfied with the borough as a place to live	91.6%	92.2%	★
3.1.1	Maintain customer satisfaction with the service received from 'Contact Chorley'	97%	99.5%	★
3.1.2	Increase the number of appropriate Council Services accessible through 'Contact Chorley'	100%	100%	★
3.1.3	Increase the number of self-service interactions through the Council's website	Baseline Year	21,948	
3.1.4	Increase the number of appropriate Council services available via 'self service'	76%	74%	●
3.1.5	% of Council buildings accessible to disabled	96%	83%	▲

	people			
3.2.1	% of people dissatisfied with opportunities to participate in decision making will decrease	This indicator will be collected in the Place Survey, published in January.		
3.2.2	% of people who have worked in a voluntary capacity in the last 12 months	This indicator will be collected in the Place Survey, published in January.		
3.3.3	% people who feel that their communities are places where people get on well together will increase	68%	75%	★
4.1.1	Tonnes of Carbon Dioxide emissions reduced via energy efficiency grants.	300 tonnes	300 tonnes	★
4.1.2	Reduction in energy usage.	This indicator will be first reported in April 2009.		
4.1.3	Reduction in waste to landfill	2.5%	5.5%	★
4.2.1	Recycling and Composting performance	48%	51.75%	★
4.2.2	Satisfaction with recycling	71%	73.6%	★
4.2.3	% increase in people reporting that the urban and rural environment has improved	Following the introduction of the National Indicator Set, this indicator is no longer collected.		
5.1.1	Increase the % of people satisfied with the borough as a place to live	80%	84.7%	★
5.1.2	Increase the % people satisfied with parks and open spaces	76%	74.3%	●
5.1.3	The number of parks receiving green flag status	1	1	★
5.1.4	% of land assessed as having combined deposits of litter and detritus	5.3%	5%	★
5.2.1	% of private sector housing empty for 6 months or more.	0.5%	1.06%	▲
5.2.2	Affordable dwelling units completed	250	159 ¹	▲
5.3.1	Improve feelings of safety during the day	90%	97%	★
5.3.2	Improve feelings of safety during the night	50%	69%	★
5.3.3	Reduce crime in the borough	15%	26.9%	★
6.1.1	Satisfaction with the way the Council runs things	58%	63%	★
6.1.2	To maintain efficiency savings of 3% per annum	3%	3%	★
6.2.1	% of Sustainable Community Strategy projects achieved	100%	100%	★
6.3.1	Staff satisfaction	74%	71%	●
6.4.1	Improve CPA score and achieve a positive Direction of Travel	Yes	Yes	★
6.4.2	% of Corporate Strategy projects achieved	87%	90%	●
6.4.3	% of BVPIs in the Upper Quartile	45%	45.45%	★
6.4.4	% of BVPIs improving	80%	84%	★

¹ 113 units have been completed to date, it is anticipated that an additional 43 will be completed by April 09, the date for achieving the target in the Corporate Strategy.

Appendix 2: National Indicators Performance

Performance Against Target



= Performance is better than the target set for 2008/08.



= Performance is within the 5% tolerance set for this indicator.



= Performance is worse than the 5% tolerance.

The performance symbols denote year-end performance against the target.

Code	Indicator Title	Target	Quarter 2	Performance
NI 16	Serious acquisitive crime	4.04	3.65	★
NI 20	Assault with injury crime rate	3.15	3	★
NI 156	Number of households living in Temporary Accommodation	30	36	▲
NI 157a	Processing of planning applications as measured against targets for 'major' application types	81%	71%	▲
NI 157b	Processing of planning applications as measured against targets for 'minor'	80%	82%	★
NI 157c	Processing of planning applications as measured against targets for 'other' application types	89%	94%	★
NI 180 ⁱ	Changes in Housing Benefit/ Council Tax Benefit entitlements within the year	4464	4998	★
NI 181	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	9.35	10.82	▲
NI 182	Satisfaction of businesses with local authority regulation services	80%	91%	★
NI 184	Food establishments in the area which are broadly compliant with food hygiene law	75%	95%	★
NI 192 ⁱⁱ	Household waste recycled and composted	48%	51.75%	★
NI 195a	Improved street and environmental cleanliness: levels of litter	4.5%	4%	★
NI 195b	Improved street and environmental cleanliness: levels of detritus	4.5%	6%	▲
NI 195c	Improved street and environmental cleanliness: levels of graffiti	0%	1%	★
NI 195d	Improved street and environmental cleanliness: levels of flyposting	1%	3%	▲

ⁱ NI 180 and 181 are taken directly from the Council's systems by the Department for Work and Pensions. Therefore, the outturn at year end may not exactly match this reported outturn, although it should give a good indication.

ⁱⁱ The waste figures are up-to-date in the current position at the end of June. The outturn for these figures will change as more information is received.



Report of	Meeting	Date
Assistant Chief Executive (Policy & Performance) Introduced by the Executive Member for Corporate Policy and Performance	Executive Cabinet	13 th November 2008

THE CHORLEY PARTNERSHIP – 2ND QUARTER PERFORMANCE REPORT

PURPOSE OF REPORT

1. To outline the improvements made to the Chorley Partnership (the Local Strategic Partnership for Chorley) since last quarter, to keep Cabinet informed about the current work being co-ordinated by the LSP and future plans for the LSP.

This report outlines how the Chorley Partnership has performed over the second quarter. The report contains updates on:

- the work of the LSP, through its 11 strategic projects, including expenditure
- the key performance indicators from the Sustainable Community strategy and the first reporting period of the LAA

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

The report shows that the Chorley Partnership's projects are in the main, on track, and are progressing well on its project work and is already starting to deliver on its LAA targets.

Some projects are yet to actually begin, such as the Circle of Need project, however this is due to a re-design of the scope of the project. Work is also just beginning on the Timebanks pilot volunteering project in Liptrott, following some research into best practice and the selection of a lead agency to manage the project (Age Concern).

Out of the performance indicators that can be updated at the half-yearly stage:

- Crime has fallen by 3.1% since April
- Household recycling is currently over 51%
- CO₂ emissions have gone up, from 5.6 tonnes per head of population, to 5.7 tonnes

- No of households living in temporary accommodation has risen since April, from 26 to 36.

REASONS FOR RECOMMENDATION(S)

- To keep Members informed about the progress of

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- N/A

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the central Lancashire sub region	X	Improved access to public services	X
Improving equality of opportunity and life chance	X	Develop the character and feel of Chorley as a good place to live	X
Involving People in their Communities	X	Ensure Chorley is a performing Organisation	X

PROGRESS TO DATE

1. PERFORMANCE INDICATORS

Out of the targets in the **Sustainable Community Strategy**, we can update half-yearly figures on the following indicators:

Indicator	2007/8 Outturn	2008/9 Target	2nd Quarter 2008/9 outturn
New business starts ups	74	53	34
Vacant town centre floor space	7%	7%	8%
Improvement in street cleanliness	4.7%	5%	5%
Reduction in overall crime	14.4% reduction	Local target – 1% reduction Year on Year	3.1% reduction*

* This equates to 2959 recorded crimes compared with 3055 over the same period last year

Out of the targets in the new **Local Area Agreement** that can be reported on at this stage, we can update progress on the following:

Indicator	2007/8 baseline	2008/9 09 Target	2nd Quarter 2008/9 outturn
NI 16 Serious acquisitive crime rate	8.27	1% reduction over 3 years	3.65
NI 20 Assault with injury crime rate	6.3 per 1000 population	2% reduction over 3 years	3
NI 192 Household Waste recycled and composted	47.19%	1% improvement p.a.	51.75%
NI 195 Improved street and environmental cleanliness (levels of graffiti, litter, detritus and fly posting (Using LEQSE methodology)*)	Litter 10% Detritus 24% Graffiti 3% Fly posting 1%	Litter 10% Detritus 22% Graffiti 3% Fly posting 1%	Litter 4% Detritus 6% Graffiti 0% Fly posting 3%
NI 186 Per capita CO2 emissions in the LA area (tonnes per capita)**	5.6 (2005)	6.96 % reduction (Of which 6.13% is from "national" measures and 0.8% is from "national measures with LA influence")	5.7 (2006)

* Targets still being re-negotiated with GONW

**NB data released 18 months after real time

Another quarterly LAA target is NI 156 (below), however this is outside of the List of 35 that have reward target attached to their achievement.

Indicator	2007/8 baseline	2008/9 Target	2nd Quarter 2008/9 outturn
NI 156 No of households living in temporary accommodation	26	30	36

Revised baselines update

Since the LAA was signed off in June, the baselines for two indicators in the LAA have been amended following re-calculation and new definitions being published. These are:

Indicator	2007/8 original baseline	2007/8 revised baseline	2008/9 Target
NI 186 Per capita CO2 emissions in the LA area (tonnes per capita)	6.2 (2005)	5.6 (2005)	6.96 % (Of which 6.13% is from "national" measures and 0.8% is from "national measures with LA influence")
NI 155 No. of affordable homes delivered (gross)	17 units	28 units	50 units

These indicators will be reported on annually along with the remaining LAA indicators.

2. THE 11 PROJECTS

R Serious Concerns **A** Project behind schedule **G** Project on Track

5 Weeks Of Action	
What is it?	A week of intensive targeted activity in community safety areas to reduce crime, improve the physical environment and promote health & wellbeing
Lead Partner	Chorley Council
RAG Status G	3 delivered to date, in Clayton Brook, Chorley South West and Coppull.

Alcohol consequences campaign	
What is it?	Promotional campaign aimed at raising awareness of alcohol related harm
Lead Partner	Chorley Council / NHS Central Lancashire
RAG Status G	The adverts have now been designed and the campaign will include sites such as Chorley train station from 17/11 running until 28/12 and 16 bus backs from 24/11 - 04/01. Further ad shell sites in the town centre and other strategic locations around Chorley currently being identified.

Girls Aloud	
What is it?	Teenage pregnancy project at Albany Science College
Lead Partner	Albany Science College

RAG Status Complete	This project has now been completed and was a big success. The girls who took part in the course are now mentoring younger girls about the dangers of “risky behaviour” and the harsh realities of being a teenage parent.
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Family Support	
What is it?	Recruiting volunteers to work with families in Chorley in need of extra support
Lead Partner	Homestart
RAG Status G	This project has already exceeded its target to work with 30 families across Chorley - The Chorley Family Support Group continues with 18 families attending, the Clayton Brook Group has 23 families attending. Including home visits and other support, a total of 83 families in this 6-month period. 18 new volunteers have been recruited and trained by Homestart, thanks to Chorley Partnership funding, exceeding the 6-month target of 10.

Time Banks	
What is it?	A volunteering programme whereby participants 'deposit' their time in the bank by giving practical help and support to others and are able to 'withdraw' their time when they need something done themselves
Lead Partner	Age Concern Lancashire / NHS Central Lancashire
RAG Status A	Work on this project has been slow to progress, however Age Concern has now been appointed as the lead agency for the project, which will be piloted in the Liptrott area. Age Concern have run successful Time Bank schemes in other parts of Lancashire. Work has now begun to recruit a volunteer co-ordinator for the project.

Climate Change – supporting local businesses	
What is it?	In partnership with Groundwork, Chorley Council will be offering support to businesses who have undertaken a Carbon Trust affiliated audit. Groundwork will run a series of business seminars on reducing energy consumption and increasing efficiency. Chorley Council will offer local SMEs grants of up to £5000 to implement the changes recommended in the audit.
Lead Partner	Groundwork
RAG Status G	The Chorley Business Climate Change Club will be set up following the launch of the climate change strategy on 18 th November.

Mental Health awareness

What is it?	Campaign to educate people about mental health and to challenge the negative stigma associated with mental health
Lead Partner	NHS Central Lancashire
RAG Status	Awaiting update.

Chorley Community Network	
What is it?	To create a network promoting the VCF sector in Chorley, including a website of VCFS organisations and activity
Lead Partner	CVS
RAG Status	Database compiled, website being created to make information publicly accessible Launch of website and publicity to be held in January, along with other volunteering events

Marketing Chorley phase 2	
What is it?	To produce an inward investment pack and package of support to attract new businesses to Chorley
Lead Partner	Chorley Council
RAG Status	Pack currently being designed ready for publication

Supporting rural economic diversification	
What is it?	To produce an inward investment pack and package of support to attract new businesses to Chorley
Lead Partner	Chorley Council
RAG Status	Scheme has been publicised 5 referrals to date. Target of 10 by end of March.

Circle of Need – Older People	
What is it?	The Circle of Need project 's scope has now been refocused to concentrate on older people's needs, with particular emphasis on benefits and little known services such as pension re-tracing.
Lead Partner	Chorley Council
RAG Status	No expenditure to date, but new scope costed and expenditure due to start soon. Project currently being shared with stakeholders including Age Concern Lancashire and the DWP.

3. STRATEGIC HOUSING PARTNERSHIP

The LSP Board and Executive have approved the amalgamation of the new Strategic Housing Partnership as a sub-group of the wider LSP. The Strategic Housing Partnership, to be chaired by the Executive Member for Business, will focus on housing issues currently affecting Chorley, including Affordable Housing, temporary accommodation, choice based lettings, bringing empty properties back into use, etc. The SHP will include a wide variety of partners, including RSLs, private landlords, private housing developers and central government.

CONCLUSION

Overall, this report shows a strong second quarter performance by the Chorley Partnership.

The projects identified as Amber are still progressing but being monitored closely to ensure delivery by the end of the year, or as soon as possible thereafter.

In terms of the performance indicators, areas for focus include temporary accommodation (however measures are already in place which should reduce this figure by next quarter) and affordable housing, which given the current market conditions the target may be challenging to achieve. Economic regeneration targets, given the economic downturn and potential recession, are to be expected to remain static over the rest of the year.

IMPLICATIONS OF REPORT

This report has no implications in the following areas.

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal			

LESLEY-ANN FENTON
 Assistant Chief Executive (Policy and Performance)

There are no papers attached with this report.

Report Author	Ext	Date	Doc ID
Claire Thompson	5348	24 th October 2008	

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CHORLEY BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 NOVEMBER 2008 TO 28 FEBRUARY 2009

This Forward Plan sets out the details of the key decisions which the Executive Cabinet, individual Executive Members or Officers expect to take during the next four month period. The Plan is rolled forward every month and is available to the public 14 days before the beginning of each month.

A Key Decision is defined as:

1. Any executive decision (as opposed to a regulatory decision) which is likely to result in the Council incurring significant expenditure or the making of savings where there is:
 - A change in service provision that impacts upon the service revenue budget by £100,000 or more, or
 - A contract worth £100,000 or more, or
 - A new or unprogrammed capital scheme of £100,000 or more.
2. Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in two or more electoral wards - This includes any plans or strategies which are not within the meaning of the Council's Policy Framework set out in Article 4 of the Council's Constitution.
3. As a matter of local choice, the Forward Plan also includes the details of any significant issues to be initially considered by the Executive Cabinet and submitted to the Full Council for approval.
4. New items on the Forward Plan are highlighted in bold print.

The current members of the Executive Cabinet are:

Councillor Peter Goldsworthy	Executive Leader
Councillor Patricia Case	Executive Member (Policy and Performance) and Deputy Leader
Councillor Eric Bell	Executive Member (Neighbourhoods)
Councillor Alan Cullens	Executive Member for Resources
Councillor Peter Malpas	Executive Member (Business)
Councillor John Walker	Executive Member (People)

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each key decision, within the time period indicated.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a Key Decision may not be taken, unless:

- It is published in the Forward Plan;
- 5 clear days have lapsed since the publication of the Forward Plan; and
- If the decision is to be taken at a meeting of the Executive Cabinet, 5 clear days notice of the meeting has been given.

The law and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in the Forward Plan in accordance with Rule 18 (General Exception) and Rule 19 (Special Urgency) of the Access to Information Procedure Rules.

Copies of the following documents may be inspected at the Town Hall, Chorley, PR7 1DP or accessed from the Council's website: www.chorley.gov.uk

- Council Constitution
- Forward Plan
- Reports on the key decisions to be taken
- The minutes or decision notice for each key decision, which will normally be published within 5 working days after having been made

Members of the public are welcome to attend meetings of the Executive Cabinet which are held at the Town Hall, Chorley. The dates and times of the meetings are published on www.chorley.gov.uk or you may contact the Democratic Services Section on telephone number 01257 515122 for further details.

Donna Hall
Chief Executive

Publication Date: 20 October 2008

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date decision can be taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
Sale of land at Gillibrand, Chorley (Parcel 10)	Executive Member for Resources	Executive Member for Resources	10 Nov 2008	Strategy Group.	Draft report circulated to Consultees.	Report of Corporate Director (Business)	Corporate Director (Business) Tel: 01257 515285 jane.meek@chorley.gov.uk Monday, 3 November 2008
Chorley Town Centre Audit and Design Strategy	Executive Cabinet	Executive Member for Business	13 Nov 2008	Strategy Group	Draft Strategy Document to be circulated to Consultees	Draft Audit and Design Strategy Document	Corporate Director (Business) Tel: 01257 515285 jane.meek@chorley.gov.uk Friday, 31 October 2008

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date decision can be taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
Approval of Draft Supplementary Planning Document on the Sustainable Resources Development Plan Document for consultation purposes	Executive Cabinet	Executive Member (Business)	4 Dec 2008	Strategy Group and Development Companies	Draft Supplementary Planning Document to be circulated to consultees	Draft Supplementary Planning Document	Corporate Director (Business) Tel: 01257 515285 jane.meek@chorley.gov.uk Friday, 21 November 2008

OVERVIEW AND SCRUTINY WORK PROGRAMME – 2008/09

Function/topic	Assigned to	Scoping completed by	Evidence Sessions (detail)	Recommendations by	Executive Response	Feedback to Executive Response
1. Scrutiny Inquiries						
Town Centre Audit and Design Strategy	O&S	November 2007	January 2008 February 2008 Presentation to all Members 10 July 2008 Overview & Scrutiny 05.12.08 Executive Cabinet 04.12.08			
Chorley Community Housing (CCH)	Task Group	10/06/08	09.07.2008 05.08.2008 07.09.2008 08.10.2008 12.11.2008 11.12.2008			
Streetscene Issues	Task Group	24/07/08	20.08.2008 01.09.2008 25.09.2008 21.10.2008 28.10.2008 20.11.2008			
Joint Central Lancashire Scrutiny Inquiry into Affordable Housing	Task Group	16/07/08	16/07/08 Cancelled 02/09/08 01/10/08 04/11/08 02/12/08 21.01.2009 24.02.2009 24.03.2009			
Chorley Partnership	Task Group	01.10.2008	21.10.2008 24.11.2008 16.12.2008			

Function/topic	Assigned to	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Holding the Executive to Account														
Annual Budget Consultation	OSC										10			
Provisional full year Performance Indicator	OSC	22												
Quarterly Business Plan Monitoring Statements	OSC	22			11			10			10			
Quarterly Performance Report (Corporate Strategy and Best Value Performance Indicators)	OSC	22			11			10			10			
OSC – Overview and Scrutiny Committee														

MONITORING OF PREVIOUS SCRUTINY RECOMMENDATIONS – 2007/08

Scrutiny Inquiry	Assigned to	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Monitoring of Scrutiny Recommendations													
Efficiency Gains	OSC								5				
Attendance Management	OSC								5				
Neighbourhood Working	OSC								5				

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