

# Overview and Scrutiny Committee

Agenda and Reports

For consideration on

## Tuesday, 10th February 2009

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.

30 January 2009

Dear Councillor

**OVERVIEW AND SCRUTINY COMMITTEE - TUESDAY, 10TH FEBRUARY 2009**

You are invited to attend a meeting of the Overview and Scrutiny Committee to be held in Committee Room 1, Town Hall, Chorley on Tuesday, 10th February 2009 commencing at 6.30 pm.

**AGENDA**

1. **Apologies for absence**

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

To confirm as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 19 January 2009 (enclosed).

3. **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.

4. **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 supplementary question within his/her allocated 3 minutes.

5. **Executive Cabinet - 12 February 2009**

To consider any reports on the agenda for the Executive Cabinet meeting to be held on 12 February 2009.

Members of the Committee are requested to notify the Democratic Services by Friday, 6 February 2009, to ensure the attendance of the appropriate Executive Member.

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

6. **Business Plan Monitoring Statements - Third Quarter of 2008/2009 (Pages 5 - 10)**

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

Members of the Committee are requested to notify the Democratic Services Section by 12 noon on Thursday 5 February 2009 if they have any questions on the 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.

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

- a) Business Directorate (enclosed) (Pages 11 - 18)
- b) Neighbourhoods Directorate (enclosed) (Pages 19 - 24)
- c) People Directorate (enclosed) (Pages 25 - 30)
- d) Business Transformation (to follow)
- e) Policy and Performance Directorate (enclosed) (Pages 31 - 36)

7. **Performance Monitoring Report - Third Quarter of 2008/09 (Pages 37 - 48)**

To consider the enclosed report of the Assistant Chief Executive (Policy and Performance).

8. **Chorley Partnership's Performance Report for Third Quarter of 2008/09 (Pages 49 - 60)**

To receive and consider the enclosed report of the Assistant Chief Executive (Policy and Performance).

9. **Forward Plan (Pages 61 - 64)**

To consider the Councils Forward Plan for the four month period 1 February 2009 to 31 May 2009 (copy enclosed).

10. **Overview and Scrutiny Work Programme and Reports from the Task and Finish Groups (Pages 65 - 66)**

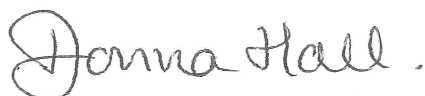
To consider the attached Overview and Scrutiny Programme for 2008/09

To receive a verbal update on the ongoing Task and Finish Groups:

- a) Joint Scrutiny Inquiry with Preston and South Ribble on Affordable Housing  
From Councillor Dennis Edgerley.
- b) Local Strategic Partnership  
From Councillor Mike Devaney.
- c) Housing Allocation Policy  
From Councillor Mike Devaney.

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

Yours sincerely



Donna Hall  
Chief Executive

Ruth Hawes  
Democratic and Member 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), Gary Hall (Assistant Chief Executive (Business Transformation)), Lesley-Ann Fenton (Assistant Chief Executive (Policy and Performance)), Jane Meek (Corporate Director (Business)), Jamie Carson (Corporate Director (People)) and Carol Russell (Head of Democratic Services) 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, 19 January 2009**

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

**Also in attendance:** Councillor Alan Cullens (Executive Member for Resources)

**Officers in attendance:** Gary Hall (Assistant Chief Executive (Business Transformation)), Carol Russell (Head of Democratic Services) and Ruth Hawes (Democratic and Member Services Officer)

### 09.OS.01 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Harold Heaton and Joyce Snape.

### 09.OS.02 DECLARATIONS OF ANY INTERESTS

No Members declared an interest in respect of items on the agenda.

### 09.OS.03 PUBLIC QUESTIONS

No members of the public requested to speak at the meeting

### 09.OS.04 MINUTES

**RESOLVED – That the minutes of the meeting of the Overview and Scrutiny Committee held on 1 December 2008 be held as a correct record for signing by the Chair.**

### 09.OS.05 EXECUTIVE CABINET - 8 JANUARY 2009

The Chair reported that there had been no requests from Committee Members for specific consideration of reports considered at the meeting of the Executive Cabinet held on 8 January 2009 other than those already on the agenda.

### 09.OS.06 DRAFT BUDGET PROPOSALS FOR 2009/10

The Committee received the following reports of the Assistant Chief Executive (Business Transformation) which had been considered by the Executive Cabinet on 8 January 2009.

#### (a) Treasury Management Strategy

The Committee discussed the current market position, the balance between risk and return from the Council's investments and alternative investment options.

The Executive Member (Resources) and Assistant Chief Executive (Business Transformation) answered several queries from Members on the strategy and advice given by the Council's treasury management advisors. It was acknowledged that lessons had been learned from recent unprecedented turmoil in the markets and in taking the strategy forward, recommendations have been made relating to sovereign ratings, negative watch ratings and the use of a DMAF account. This shows a safety first approach and is appropriate given the difference in return alternatives is minimal.

**RESOLVED –**

1. To note the report and that clarification on certain points has been requested from the Council's treasury management advisors.
2. To recommend to the Executive Cabinet that
  - a. Other options for providing the Council with treasury management advice and services be researched.
  - b. Deposits are only made in British government guaranteed institutions for a period of six months.

**(b) Draft Revenue Budget for 2009/10**

The Assistant Chief Executive (Business Transformation) reported that there had been significant movement in the base budgets, due to rising costs and decreasing incomes. In previous years the Council had achieved a balanced budget, but this would not be the case this year. This was being done to protect front line services and the deficit of £264,000 would be funded from monies previously saved and held for this purpose.

Councillor Rosie Russell left the meeting at 7.40pm.

Members discussed the factors affecting the budget and requested clarification on a number of issues, including parking enforcement, planning enforcement, the core funding grant and the Local Strategic Partnership. It was noted that a report on VAT and car park charges would be produced for the Council meeting.

**RESOLVED –**

1. To note the report.
2. To recommend to the Executive Cabinet that
  - a. Assurances be given that there will not be a diminished service following budget savings proposed within the planning enforcement and CCTV service.
  - b. The reduction in the Core Funding programme be reconsidered.
  - c. Funding given to the Local Strategic Partnership be reduced by £15,000 instead of the Core Funding programme.

**(c) Corporate and Democratic Core**

A report on the Corporate and Democratic core was tabled at the request of the Chair.

**RESOLVED –**

1. To note the report.
2. That the Value For Money review of support services be presented to the first appropriate meeting of the Committee in the new municipal year.

Councillor Nora Ball left the meeting at 8.20pm.

**(d) Draft Capital Programme for 2008/09**

Members considered the report highlighting slippage and budget changes to the Capital Programme. The Committee discussed the impact on town centre redevelopment, the railway station at Buckshaw Village and sports pitches with the Executive Member (Resources) and Assistant Chief Executive (Business Transformation).

**RESOLVED –**

1. That the report be noted.
2. The Assistant Chief Executive (Business Transformation) would clarify the position on funding for sports pitches from the Football Foundation for the next meeting.



3. **The Assistant Chief Executive (Business Transformation) would email members of the Committee explaining the purpose of the VAT shelter linked to Chorley Community Housing.**

#### **09.OS.07 FORWARD PLAN**

The Committee received the Forward Plan for the period 1 January 2009 to 30 April 2009.

**RESOLVED – That the Forward Plan be noted.**

#### **09.OS.08 MONITORING OF INQUIRY RECOMMENDATIONS - ABSENCE MANAGEMENT**

The Committee received a report updating progress on the actions taken to implement recommendations made to Executive Cabinet in May 2008.

The recommendations had been implemented, with the exception of one, which was in relation to having an out of office response for individuals absent from work, although plans were now in place for its implementation.

Members queried the impact of the recommendations and it was noted that following the reporting of long and short term sickness separately, a trend within short term sickness had been highlighted. The absence management policy would be revised to manage this.

**RESOLVED – That the report be noted.**

#### **09.OS.09 OVERVIEW AND SCRUTINY WORK PROGRAMME AND REPORTS FROM THE TASK AND FINISH GROUPS**

The Joint Scrutiny of Affordable Housing with South Ribble and Preston task and finish group would be meeting on Wednesday to consider a report on land availability to build affordable houses. The production of the final report would also be considered.

The Chorley Partnership task group was scheduled to interview the Chair of the Chorley Partnership the following evening. A report on alcohol related harm in Chorley would also be considered.

The Housing Allocations Policy task and finish group had met once and would be meeting again on 5 February to complete their feedback before the end of the consultation period.

**RESOLVED – That the updates be noted.**

Chair

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Report of	Meeting	Date
Assistant Chief Executive (Policy & Performance)	Overview and Scrutiny Committee	10 <sup>th</sup> February 2009

## **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 third 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**

- Overview and Scrutiny and Executive Cabinet endorsed the Town Centre Audit and Urban Design Strategy in November.
- A Heritage and Conservation Strategy has now been endorsed by Executive.
- In October 2008 the Central Authorities and Blackpool Council, with the help of Lancashire County Council submitted their first Programme of Development, a comprehensive delivery strategy for the Growth point area, and a bid for CIF funding. The Programme of Development bid was approved in December 2008.
- All posts within the Homelessness and Housing Advice Team have now been filled and the new staff started in January 2009.
- The team are finalising the arrangements for the Mortgage Rescue Scheme and the Rental Bond Scheme, which are expected to go live in February 2009.
- The new Affordable Housing Task Force was launched and this group will be charged with removing any barriers to the delivery of affordable housing and overseeing the key projects pertaining to it.
- The Strategic Housing Market Assessment has been commissioned and the first draft report published.
- Pre application presentation to members has been piloted and was well received by Members who attended the session, this will in future become an important element of engagement with Members and part of an improved planning application process.
- The Climate Change Strategy was adopted on schedule and work is continuing a pace on the actions such as the business grants, which will give businesses in Chorley a commercial advantage, as well as reduce carbon emissions within the Borough.

**8. Key actions behind schedule**

- The Transport and Services Accessibility Plan Actions are progressing but there are a number of actions where the Lancashire County Council, as lead agency, has experienced issues.

**9. 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****10. Key Messages**

- Representing the Council, the directorate won the APSE Performance Network award for Best Street Cleaning Performance 2008.
- The pilot merged Crime and Disorder Reduction Partnership (CDRP) has now been fully implemented with the appointment of a shared Community Safety manager.
- The seven Neighbourhood profiles have been completed and are in the process of being translated into specific Neighbourhood Action Plans.
- The waste contract mobilisation plan has developed a comprehensive communications plan utilising corporate as well as external resources to ensure householders, staff and Elected Members are, and will be, fully aware of the new recycling collection service arrangements.

- The Families First project continues to develop with key partners and agencies working with identified families to help reduce their impact on service providers. To date, eight Chorley families are engaged in the scheme.

11. **Key actions behind schedule**

- The Directorate's Intelligence Management Project, which seeks to implement appropriate mobile working solutions, has been delayed. It is envisaged that this work will form part of the second and third phases of CRM implementation in the next financial year.
- A fleet replacement programme has been drafted but is yet to be implemented.

12. **Performance**

Of the performance indicators that can be measured at this time, three are below target:

- Number of missed collections per 100,000 collections of household waste.
- % of racist/offensive graffiti removed within two working days.
- % of graffiti removed within 28 working days.

**PEOPLE DIRECTORATE**

13. **Key Messages**

- Good progress has been made with the Astley Park HLF project. The landscaping and walled garden are complete. The refurbishment of the coach house was completed on time and to budget during December. Negotiations continue with the preferred caterer for the Coach House café and Heads of Terms have been prepared and negotiated.
- We have received an offer of £51,000 from Sport England to support the Active Generation project. This is in addition to the £53,000 already received from LCC. It is expected that an officer will be appointed in the spring.
- The refurbishment works at Clayton Green Sports Centre have commenced and are progressing well.
- Training for key staff identified in the child protection policy has commenced. This will be rolled out across the authority in the next period.
- The Tell Us Once Pilot project has successfully gone live. Feedback from customers and staff involved is extremely positive.
- The position regarding CRM has been reviewed and the decision taken to opt out of the use of Northgate Front Office product. A procurement process for new a new CRM system was undertaken in December. The go-live date for the new software is 31<sup>st</sup> March.

14. **Performance**

Two indicators are below target:

- Number of pupils visiting facilities in organised school groups.
- Number of children and young people visiting Council's leisure centres.

**BUSINESS TRANSFORMATION DIRECTORATE**

15. **Key Messages**

- The directorate organised and coordinated an exercise to test the Council's business continuity plans and raise the awareness of the role of business continuity arrangements.
- The generic flood plan has been reviewed and a specific Croston flood plan has been incorporated.
- The new telephony system has now been fully implemented across the Council.
- The Value for Money Review of the Business Directorate has now concluded and a report will be submitted to Executive Cabinet in the final quarter.
- A Transformation review of ICT usage has been undertaken and an action plan produced.

**16. Key actions behind schedule**

- The design and implementation of a process of data virtualisation and storage has been delayed, and the ICT directorate is working to implement the new CRM system by the end of March.

**17. Performance**

One indicator is below target:

- NI 181: Average time taken to process changes in Council Tax and Housing Benefits.

The current average working days lost per employee through sickness absence is current performing better than target, at 5.84 days against a target of 9.24 days.

In the year to the end of December, 27.5% of invoices were paid within 10 days, 53% within 15 days and 84% within 20 days.

**POLICY AND PERFORMANCE DIRECTORATE****18. Key Messages**

- The directorate coordinated a site visit and final panel presentation for the Council's application for 'Beacon' status under the 'Better Outcomes for People and Places' theme. The final results will be announced in March.
- A positive Data Quality Report was received from the Audit Commission, which confirmed that our collection and reporting arrangements for performance data was robust and reliable.
- We organised jointly with Manchester Business School a successful LSP Capacity Building Session funded by the North West Regional Improvement and Efficiency Partnership.
- We launched in partnership with the LSP the Chorley Business Grant Programme in November to support businesses, 3<sup>rd</sup> sector and local people to reduce the carbon footprint for the Chorley area.
- We produced and submitted to the Audit Commission the Council's annual Direction of Travel Self-Assessment, the results of which will be included in the annual Management Letter expected in March 2009.
- The Directorate worked with members to finalise the Corporate Strategy 2008/09 – 2010/11 including developing the measures for the Corporate Strategy, including full definitions. Following approval, draft mandates for the 26 new key Corporate Strategy projects have been developed to ensure delivery of the Council's strategic objectives.
- The external project management training programme has been delivered with 75 staff receiving bespoke training on the use of the Council's Project Management Toolkit.

**19. Key actions behind schedule**

- The new national Place Survey has been undertaken as part of a Lancashire Consortium. The results, however, will be received slightly later than anticipated and will be reported in the final quarter.
- The third Making Chorley Smile panel survey has been delayed to ensure it did not clash with the fieldwork of the Place Survey.
- The second Locality Plan has been produced in draft form, but final changes are still needed from Lancashire County Council and the plan will be approved in the final quarter.

20. **Performance**

All of the indicators that can be measured at this point in the year were above target.

**IMPLICATIONS OF REPORT**

21. 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	27 <sup>th</sup> January 2009	BIP Monitoring Summary 200809 Q3

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Report of	Meeting	Date
Corporate Director (Business)	Overview and Scrutiny	26/01/2009

**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(S)**

- To note the report.

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

- Business Plan Monitoring Statements form an important part of the Council Performance Management Framework and Business Planning Process. The statement gives the Overview and Scrutiny Committee the opportunity to monitor the successful implementation of Business Improvement Plans.

**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 organization	✓

**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 1<sup>st</sup> October to 31<sup>st</sup> December 2008.



**KEY MESSAGES****7. Regeneration and Design**

The Town Centre Audit and Urban Design Strategy was endorsed by Overview and Scrutiny and Executive Cabinet in November. 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. Fee proposals have been received for Market Street and Flat Iron enhancement schemes.

A Higher Density Housing Guidance Note has been drafted and is due to be reported to Executive Cabinet in February to approve further consultation. This guidance note aims to address concerns in respect of such housing and to secure well designed schemes, only in appropriate locations, that respect the quality of surrounding areas.

A Heritage and Conservation Strategy has now been endorsed by Executive. 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. In accordance with this Strategy, St Laurences and Rivington Conservation Area Reviews are currently under way, with a completion date for end March 2009. St Laurences Public Consultation event will be held on 11<sup>th</sup> February. That for Rivington will provisionally be held mid-March.

**Planning Policy**

In October 2008 the Central Authorities and Blackpool Council, with the help of Lancashire County Council submitted their first Programme of Development, a comprehensive delivery strategy for the Growth point area, and a bid for CIF funding. The Programme of Development bid was approved in December 2008.

A revised Sustainable Resources Supplementary Planning Document has been prepared to provide further details on the policies of the Sustainable Resources DPD and was approved in December 08 for a 6 - week consultation period in the New Year.

In LDF joint working there is continued partnership working with South Ribble and Preston Councils. The authorities are completing a detailed Strategic Housing Land Availability Assessment, which will form an important part of the Local Development Framework evidence base. The Preferred Core Strategy, which will shape the future of Central Lancashire, was published for consultation between 30 September and 19 December 08. Chorley planners were involved in 20 public and stakeholder events. Julian Jackson Policy Team Leader at Chorley continues to be seconded to lead the joint team based at the County Council.

The Council's Climate Change Strategy was adopted in May 08. This Strategy should underpin and inform the Corporate work of the Council, and act as a public affirmation of the Council's commitment to address Climate Change. Actions established include £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 were 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 Peninne 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. This work is to be used as pilot work for the other Lancashire authorities within the LAA for NI 186.

### **Strategic Housing: Homelessness and Housing Advice**

All posts within the Homelessness and Housing Advice Team have now been filled and the new staff started in January 2009. A programme of training and support is now being implemented which will enable the new officers to develop their skills and really drive forwards the service improvement. This includes a two-day visit from the CLG Regional Practitioner for Homelessness who will give expert advice on developing new systems and prevention tools. As a result of the significant improvement in performance, the team has attracted an additional £15k in Prevention Grant funding in 2008/9 and it is hoped this will be rolled out for future years.

The team are finalising the arrangements for the Mortgage Rescue Scheme and the Rental Bond Scheme, which are expected to go live in February 2009.

Use of bed and breakfast, as temporary accommodation remains consistently low, with occasional use in the last quarter being for one of two reasons

- a) Where CCH unreasonably refused a nomination to the hostel
- b) Where a customer was deemed too high risk for placement in the hostel or any other supported housing accommodation.

Executive Cabinet took the decision to bring the Council funded Homelessness and Housing Advisor post based at the CAB, back in house from 1<sup>st</sup> April 2009. This will enable the service to be increased to full time and therefore provide more customers with mortgage and repossession advice and advocacy.

The Transfer of Cotswold House is underway and negotiations are taking place with all partners.

### **Strategic Housing: Strategy and Enabling**

The new Affordable Housing Task Force was launched and this group will be charged with removing any barriers to the delivery of affordable housing and overseeing the key projects pertaining to it. Delivery is improving with a projected 70 units expected to be delivered in 2008/9 and 149 units in 2009/10. A key projects is to be developed which will reflect the activities the team are leading on regarding Council Land holdings and also the use of our Section 106 Commuted sums to enable sites to be brought forward for affordable housing.

The final consultations are Equality Impact Assessment is being prepared for the draft Prevention of Homelessness Strategy and a very successful Homelessness Forum with partners was held in January 2009, during which, partners gave very honest and meaningful feedback on our strategy and shaped the strategy action plan.

### **Key Housing Actions**

The Strategic Housing Market Assessment has been commissioned and the first draft report published. The Council successfully attracted £35k in Sub regional choice grant funding and the scheme is expected to be launched in Summer 2009.

### **Development Control**

Performance on Major applications at the end of last quarter was 76% which is below the stretch target of 81% for this year. Following the recent committee decisions and approval of 3 more major applications the percentage has increased to 79%. This is moving in the right direction and was mainly as a result of the issuing of several decisions at the beginning of the year that had not been resolved for several years.

Performance on Minor applications where the target is 80% is 82% and on Other applications where the target is 89% the performance is 94%, performance for both these targets are above the local and national targets.

Pre application presentation to members has been piloted and was well received by Members who attended the session, this will in future become an important element of engagement with Members and part of an improved planning application process. That process will in future involve wider groups of stakeholders at key stages in the pre application process such as Parish Councils.

Member training has also been implemented in a new interactive way and has been well received by members and will be used by member services as a good example of how to produce such training. All the DC team with input from Policy and Urban Design resulted in an excellent event.

A lot of legislative changes have happened so that householders can extend their houses more easily and there are a number of new changes expected in the coming months relating to commercial development to make it easier to develop or apply for permission and there is a new Planning Act expected soon. This will introduce the Community Infrastructure Levy that will be imposed on every new property built.

### **Economic Development**

In response to the Credit Crunch and recession a first paper has been prepared on the economic downturn. The paper provides economic impact data, details responses currently in place (such as the Redundancy Task Force, Connect to Work, New Business Start Up provision and 'Count on Us' media campaign) and highlights potential future responses. A project mandate has been prepared to develop and deliver an action plan to support Chorley-based businesses during the recession, maximise their survival and preserve jobs in the Borough.

Construction work has now started on the Covered Markets redevelopment. The £330,000 investment will create a new Market Hall with feature canopy entrances, newly decorated interior and exterior, new lighting and flooring, roof over the central aisle and an extended café. The scheme will be completed in February 2009.

Work has commenced to align the Town Centre Strategy with the planning policy process and identify sites and their potential redevelopment opportunities across the town centre. This key piece of work will help develop options for the next phase of development in the town centre.

The Transport and Services Accessibility Plan actions continue to be regularly monitored, and progressed/ initiated.

In LDF joint working the Preferred Core Strategy was approved on schedule in August 08 for public consultation between 30 September and 19 December 08

In Developing the Growth Point Opportunity the Second Round Growth Point was prepared and submitted on schedule. Following the successful bid, the Programme of Development, a comprehensive delivery strategy including identifying development sites and infrastructure funding for the Growth point area was prepared by October and approved in December 2008. All to schedule.

The Climate Change Strategy was adopted on schedule and work is continuing a pace on the actions such as the business grants, which will give businesses in Chorley a commercial advantage, as well as reduce carbon emissions within the Borough

The Sustainable Resources Development Plan document was adopted 2 months before schedule and has enabled work on the Sustainable Resources Supplementary Planning Guidance to progress at a faster pace.

## 9. **Planning Policy**

The Transport and Services Accessibility Plan Actions are progressing but there are a number of actions where the lead agency is Lancashire County Council and the actions are on hold because they have no staff or lack of resources to do this work:

- Investigate more effective ways of providing timetable information including a project that would enable personal travel planning
- Pursue personal travel planning via a web portal for those with learning difficulties and their carers
- Pursue additional car parking to serve Adlington railway station through drawing up a scheme and submitting a planning application.

Another action is delayed as a strategy is not in place yet:

- Renew efforts to achieve a new station at Coppull. Lancashire County Council will feed the Coppull Railway Station proposal into the West Coast Utilisation Strategy 2009. The WCUS is due out for consultation in Spring 2009 with a draft in Autumn 09. The WCUS will provide a definitive answer as to whether the proposal is a realistic option by summer 09. Will need supporting information from Chorley Council at the appropriate time.

## 10. SERVICE LEVEL BUDGET MONITORING 2008/2009

**BUSINESS DIRECTORATE**

<b>December 2008</b>	<b>£'000</b>	<b>£'000</b>
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<b>ORIGINAL CASH BUDGET</b>		<b>935</b>
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Add Adjustments for In year cash movements

Virements to/from other Services:		(35)
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- Allocation of budgets for 2008/09 LSP Projects		20
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- Slippage - Stat Hsg - Agency Staff Provision for 08/09		40
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- Provision for JE		15
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- Town Centre Strategy		32
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- Marketing Chorley		31
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- S106 commuted sums to finance revenue expenditure		(1)
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Equal Pay Claims		8
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<b>ADJUSTED CASH BUDGET</b>		<b>1,045</b>
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Less Corporate Savings:

Staffing		(15)
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<b>CURRENT CASH BUDGET</b>		<b>1,030</b>
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**FORECAST****EXPENDITURE**

>Staff Savings	(155)
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>Severance Pay	8
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>Agency Staff Costs	82
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>Legal Costs re 54 Lancaster Lane Planning Application	29
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>Reduced B&B requirement	(35)
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>Subscriptions	10
----------------	----

>Utilities	10
------------	----

>eplanning Computacentre costs	7
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>Land Charges-service fees	(10)
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>Land Charges Fees	(10)
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>Insurances	2
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>Car Allowances	(2)
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>Publicity	5
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>Postage	(2)
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<b>Expenditure under (-) or over (+) current cash budget</b>		<b>(61)</b>
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**INCOME**

>Housing Planning and Delivery Grant	(27)	
>Homelessness Grant	(15)	
>Markets Income	40	
>Planning/Building Control Income	(10)	
>Land Charges	100	
>Recharge of Staff re LDF	(32)	
>Town Centre Promotion Income	(6)	
>General smaller income headings	6	
	<hr/>	
<b>Income under (+)/ over (-) achieved</b>		<b>56 (5)</b>

**FORECAST CASH OUTTURN 2008/2009**

1,025

**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 ] not anticipating recruitment before new year.
- >Two Planning Assistants ]
- >Private Sector Housing Officer }
- >PT Principle Planning Officer }

**Key Issues/Variables**

**Key Actions**

- >To invoice PCC and SRBC re: Staff time on LDF
- >Closely monitor all income
- >LDF costs to date are £93k, Chorley element to be funded by LDF Reserve (code 1855) £93k is the Gross figure and includes amounts that need to be recharged by Business Directorate to SRBC and PCC at the earliest opportunity.
- >A proportion of consultancy costs incurred by Planning section to be recharged to BAE.

**PERFORMANCE INDICATORS**

11

Indicator Description	Target 08/09	Target Quarter Three	Quarter Three Performance
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)	94.24%	89%	Paul Whittingham

**EQUALITY AND DIVERSITY UPDATE**

12. All staff in the directorate were asked to undertake corporate online equality and diversity training, which most have now completed. Equality Impact Assessments are underway for the Affordable Housing Framework, Economic Development, Planning Services and a Strategic Housing Action Plan

**JANE MEEK  
CORPORATE DIRECTOR (BUSINESS)**

There are no background papers to this report.

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
Service Managers		27 <sup>th</sup> January 09	





Report of	Meeting	Date
Corporate Director (Neighbourhoods)	Overview and Scrutiny	26 <sup>th</sup> January 2009

## **BUSINESS IMPROVEMENT PLAN MONITORING STATEMENT – NEIGHBOURHOODS DIRECTORATE**

### **PURPOSE OF REPORT**

1. To report progress against the key actions and performance indicators contained within the Neighbourhood’s Business Improvement Plan for 2008/2009

### **RECOMMENDATION(S)**

2. To note the report.

### **REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

3. Business Plan Monitoring Statements form an important part of the Council’s Performance Management Framework and Business Planning Process. The statement gives the Overview and Scrutiny Committee the opportunity to monitor the successful implementation of Business Improvement Plans.

### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

4. N/A

### **CORPORATE PRIORITIES**

5. 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**

6. 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<sup>st</sup> October to 31<sup>st</sup> December 2008.



**KEY MESSAGES**

## 7. Key successes in the quarter include:

- Representing Chorley Council, the Neighbourhoods Directorate won the Association of Public Service Excellence (APSE) Performance Award for Best Performance for Street Cleansing 2008.
- A 'mini' multi-agency tasking and coordinating framework has been established which reflects the neighbourhood areas where community safety activity is a priority.
- The pilot merged Crime and Disorder Reduction Partnership (CDRP) has now been fully implemented with the appointment of a shared Community Safety manager and the establishment of a Responsible Authority Group to oversee operational activity across the CDRP.
- A new team structure has been established in the Streetscene service which combines grounds maintenance and streetscene skills into discreet neighbourhood teams.
- The Public Health Team has undertaken a "Senior Smile" campaign, which involved working with care centre managers to promote health, nutrition and the control of infectious diseases for the elderly.
- The Public Health Team has developed partnership working with Lancashire County Council Health Schools Co-ordinators focussing on LAA NI 55 (obesity among primary school children) and delivering a food safety message via a National Peer Support project which is exploring how families can become involved in Healthy Schools. This also links into the LSP Health Inequalities theme.

8. Key actions **from the Business Improvement Plan** which have been completed according to the timescale are:

- The seven Neighbourhood profiles have been completed and are in the process of being translated into specific Neighbourhood Action Plans.
- The waste contract mobilisation plan has developed a comprehensive communications plan utilising corporate as well as external resources to ensure householders, staff and Elected Members are, and will be, fully aware of the new recycling collection service arrangements.
- The Families First project continues to develop with key partners and agencies working with identified families to help reduce their impact on service providers. To date, 8 Chorley families are engaged in the scheme.

## 9. Key Actions behind schedule:

- The Directorates Intelligence Management Project which seeks to implement appropriate mobile working solutions has been delayed due to the late scheduling of CRM integration. It is envisaged that this work will form part of the second and third phases of CRM implementation in the next financial year.
- A fleet replacement programme has been drafted but is yet to be implemented. This is currently under review whilst taking into consideration the establishment of the streetscene operations of the seven neighbourhood areas.

## 10. SERVICE LEVEL BUDGET MONITORING 2008/2009

**SERVICE LEVEL BUDGET MONITORING 2008/2009****NEIGHBOURHOODS DIRECTORATE****DEC 2008****£'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

- Vired to Capital from CDRP (Sanctuary scheme) (7)

- Transfer Astley Park Grounds Maintenance budget from People 50

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

Equal Pay claims 25

**ADJUSTED CASH BUDGET****5,050**

Less Corporate Savings:

- Staffing

**CURRENT CASH BUDGET****5,050****FORECAST****EXPENDITURE**

Staffing (93)

Waste Contract (27)

Supplies 33

Refuse Collection (skips) 21

Water 13

Electricity 9

Gas 1

Servicing 23

Diesel 32

Petrol 6

CCTV Line Rental 9

Leasing 5

Other minor variances (1)

**Expenditure under (-) or over (+) current cash budget****31****INCOME**

Off-Street Parking Fees 123

Off-Street Parking Permits (20)

Sale of part of West St Car Park (8)

LCC Agency reimbursement (8)

SLA income 6

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

93

5,174

### Key Assumptions

Staffing - restructure savings  
 Off-Street Parking Fees income 9% decrease  
 Waste contract savings (green waste processing and additional services)  
 Servicing costs higher due to ageing vehicle fleet  
 Increase in parking permit fees from Dec

### Key Issues/Variables

CCH charging 20% for stores oncosts  
 Barrier baskets and pole baskets £12.5k  
 Issues with CCH not paying for skip use at Bengal St  
 Water costs rise due to change in method of charging for drainage/sewerage (car parks)  
 Significant increases in utility bills

### Key Actions

Monitor closely Off Street Parking Fees Income throughout the year  
 Stop CCH using Chorley Council waste skips  
 Source stores items on an as required basis

## 11. PERFORMANCE INDICATORS

Indicator Description	Target 08/09	Target Quarter 3	Qtr 3 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	6.06	5.09
NI 20 Assault with injury crime rate	6.3	4.72	4.08
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	60%	60%	91.7%
NI 184 % Food Establishments broadly compliant with food safety law	75%	75%	95.61%
NI 192 (BVPI 82a/b) % Waste recycled/ composted	47%	47%	51.04%
Directorate Sickness Absence	9 days	12 days	8.3 days
Directorate Invoice Processing - % processed in 30 days (undisputed)	96%	96%	99%
Customer Satisfaction – All Service Requests	71%	71%	88%
Number of missed collections per 100,000 collections of household waste	75	75	76
% Flytipping removed within 2 WD	75%	75%	83.71%
% Racist/offensive graffiti removed within 2 WD	100%	100%	94.12%
% Graffiti removed within 28 WD	100%	100%	97.04%
% Abandoned vehicles investigated within 24 hours of report	100%	100%	100%
% Abandoned vehicles removed within 24 hours of notice expiry	85%	85%	91.67%

NB The year to date performance below target is highlighted and is due to poor performance in earlier quarters. This has been previously been reported and subjected to action plans, therefore no action plans are proposed or required for Quarter 3.

#### **EQUALITY AND DIVERSITY UPDATE**

12. Reviews of the Directorates Equality Impact Assessments have been undertaken and we continue to monitor the impact of our service delivery through customer feedback questionnaires which includes data on equality and diversity parameters.

#### **RISK MANAGEMENT UPDATE**

13. The Directorates service risk assessment is reviewed at regular Directorate Management Team meetings. No changes are required and, to date, the risks identified have not been realised.

#### **VALUE FOR MONEY / EFFICIENCIES UPDATE**

14. The efficiencies identified in the Directorate Business Improvement Plan relating to Alleygate and CCTV expenditure will be realised this financial year. The efficiencies identified as part of the Directorate Value for Money Review form part of a VfM action plan which is being implemented and will continue into next financial year. The restructure of the Streetscene and Grounds Maintenance teams has been completed and the new structure is currently working to rationalise work patterns and reduce unproductive time.

#### **ISHBEL MURRAY DIRECTOR OF NEIGHBOURHOODS**

There are no background papers to this report.

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
Simon Clark	5732	23 January 2009	

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Report of	Meeting	Date
Corporate Director (People)	Overview and Scrutiny	10 February 2009

**BUSINESS IMPROVEMENT PLAN MONITORING STATEMENT – PEOPLE DIRECTORATE**

**PURPOSE OF REPORT**

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

**RECOMMENDATION(S)**

- To note the report.

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

- Business Plan Monitoring Statements form an important part of the Council Performance Management Framework and Business Planning Process. The statement gives the Overview and Scrutiny Committee the opportunity to monitor the successful implementation of Business Improvement Plans.

**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 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 October to 31 December 2008.



**KEY MESSAGES**

7. Good progress has been made with the Astley Park HLF project. The landscaping and walled garden are complete. The refurbishment of the Coach House was completed on time and to budget during December. Work has also started on the new teen play area and the contract tendered out for the pavilion works which start in January. As reported previously, the budget remains very tight but it is hoped that this will be supplemented if the external funding bids that have been submitted are successful. Negotiations continue with the preferred caterer for the Coach House café and Heads of Terms have been prepared.
8. We have continued to develop activities for children and young people under the Get Up and Go banner and are working closely with a number of groups who successfully bid for funding to provide more activities for young people.
9. We have received an offer of £51,000 from Sport England to support the Active Generation project, aimed at getting those aged 50+ more active. This is in addition to the £53,000 already received through LPSA reward grant. It is expected that an officer will be appointed in the spring.
10. The refurbishment works at Clayton Green Sports Centre have commenced and are progressing well. Work is expected to be completed by mid-April 2009.
11. Plans for the introduction of free swimming for under 16's and over 60's has commenced. It is expected that publicity for this initiative will start in February.
12. The self assessment of leisure and cultural provision in the Borough has been completed. An action plan that will form part of the cross Lancashire action plan will be finalised in the next quarter.
13. Training for key staff identified in the child protection policy has commenced. This will be rolled out across the authority in the next period. The Active People Manager (Leisure and Inclusion) has also attended a 2 day training course as the designated child protection officer.
14. Good progress has been made with the Common Bank project. Following the successful land remediation in 2007, Phase 2 started in November 2008. The site has seen public enhancement and ecological improvements which include new footbridges, paths, viewing areas and woodland management. Part of this work has been funded by REMADE and a Biffa Award with match funding from Chorley Council. A total of £534,000 has been spent to date to enhance the Green Corridor.
15. The lighting project at Coronation Recreation ground will be completed early in the fourth quarter.
16. The Tell Us Once Pilot project has successfully gone live. Feedback from customers and staff involved is extremely positive. The collation of management information and contribution to DWP business case is ongoing.
17. The position regarding CRM has been reviewed and the decision taken to opt out of the use of Northgate Front Office product. A procurement process for a new CRM system was undertaken in December. The go-live date for the new software is 31 March.
18. Development of the Information Strategy is underway. An A-Z specification has been prepared and will be developed in line with the CRM implementation.
19. The new technology implementation project is tied in with the CRM implementation.



20. The directorate have been involved in a range of partnerships that link to the Local Strategic Partnership, for example, Chorley 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.
21. Executive Cabinet have approved a report on the future of Coppull Leisure Centre during the first nine months of the year. We will progress negotiations with partners during the fourth quarter of the year.
22. The clubhouse at Duxbury Park has been completed and opened. The final phase of drainage improvements now needs to be completed alongside the new six hole beginners course during 2009.
23. We have been active in our attempts to increase allotment provision within the Borough. Work started on the creation of a further 40 sites at Crosse Hall. Consultation will also take place with residents in the Rothwell Road area of Anderton to develop a new site there. We are also working with local community groups to develop other allotment opportunities.
24. During the third quarter we recruited the full team of Play Rangers. A programme of winter activities was launched. Some of the activities were extremely well attended and some of the venues had less support. Officers will be preparing a progress report for a future Overview and Scrutiny Committee meeting.
25. We continue to work with Groundwork on numerous projects across the Borough. As requested at a previous Overview and Scrutiny Committee, officers will bring a paper outlining our partnership work with Groundwork to a future Committee meeting.

## 26. SERVICE LEVEL BUDGET MONITORING 2008/2009

<b>DECEMBER 2008</b>	<b>£'000</b>	<b>£'000</b>
<b>ORIGINAL CASH BUDGET</b>		<b>2,144</b>
Add Adjustments for In year cash movements		
Virements to/from other Services:		100
- 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
<b>Slippage</b>		
Yarrow Valley Park - Information Leaflets		5
Arts Initiatives - Project Begins In 2008/09		3
Provision for JE		3
Back Pay		3
<b>ADJUSTED CASH BUDGET</b>		<b>2,220</b>
Less Corporate Savings - Staffing		(133)
<b>CURRENT CASH BUDGET</b>		<b>2,087</b>
<b>FORECAST</b>		
<b>EXPENDITURE</b>		
>Salary savings	(37)	
>Pay in Lieu of Notice	7	
>Severance Pay	2	
>Employee/Premises Related Insurance Expenditure	13	
>Utilities	(14)	
>CRB Disclosure Fees	(3)	
>Additional Costs Arising from Astley Park HLF Project	(20)	
<b>Expenditure under (-) or over (+) current cash budget</b>		<b>(52)</b>
<b>INCOME</b>		
>SLA with CCH	(7)	
>Astley Park Catering	2	
>Duxbury Golf Course - Rental of Club House	(4)	
<b>Income under (+)/ over (-) achieved</b>		<b>(9)</b>
<b>FORECAST CASH OUTTURN 2008/2009</b>		<b>2,026</b>

**PERFORMANCE INDICATORS**

<b>Indicator Description</b>	<b>Target 08/09</b>	<b>Target Quarter Three</b>	<b>Quarter Three Performance</b>
Number of children/young people participating in activities organised by the Directorate, eg 'Get Up and Go'	16,000	12,000	14,932
Number of pupils in organised school groups	4,200	2,900	3,085
Number of children and young people visiting Council's leisure centres	270,000	202,500	204,251
Visits to Council's leisure centres	778,162	583,622	585,706
Number of visits to Council leisure amenities	1,085,000	813,750	784,547
Customer satisfaction with services received in the Contact Centre	97%	97%	99.3%

**EQUALITY AND DIVERSITY UPDATE**

27. 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. We will also review our equality impact assessments as part of our business planning for 2009/10.

**RISK MANAGEMENT UPDATE**

28. 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.

**VALUE FOR MONEY/EFFICIENCIES UPDATE**

29. 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.

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
Jamie Carson	5815	23 January 2009	BPMS/Oct to Dec



Report of	Meeting	Date
Assistant Chief Executive (Policy & Performance)	Overview and Scrutiny	10 <sup>th</sup> February 2009

**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 & Performance Business Improvement Plan for 2008/2009

**RECOMMENDATION(S)**

2. To note the report.

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

3. Business Plan Monitoring Statements form an important part of the Council Performance Management Framework and Business Planning Process. The statement gives the Overview and Scrutiny Committee the opportunity to monitor the successful implementation of Business Improvement Plans.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

4. N/A

**CORPORATE PRIORITIES**

5. 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**

6. 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<sup>st</sup> October to 31<sup>st</sup> December 2008.



**KEY MESSAGES**

7. During this period we co-ordinated a site visit and final panel presentation for the Council's application for 'Beacon' status under the 'Better Outcomes for People and Places' theme. The authority was visited on the 27<sup>th</sup> November by an assessment panel comprising representatives from the CLG and I&DeA and a specialist government advisor. The visit was very successful in showcasing Chorley's best practice around the Chorley Smile campaign, Weeks of Action and community asset management. The Council achieved a very high overall score of "Excellent Plus" 5.5 out of a maximum of 6 and performing excellently well in all assessment areas. The final results will be announced in March
8. During this period we also received a positive Data Quality Report from the Audit Commission, which confirmed that our collection and reporting arrangements for performance data was robust and reliable. This achievement will place us in a good position for one of the key elements in the new harder test for Use of Resources being introduced for 2009.
9. Finally, we continued to receive more grant offers to the Borough area, currently totalling £499,479 between 74 projects and well on track to meet our target. In addition, based on our success as a relatively small borough in securing grant funding, in early November our External Funding Officer presented our approach on securing resources for community empowerment and engagement at a national conference in London attended by over 50 other local authorities
10. During the third quarter we also completed the following actions contained within our Business Improvement Plan:
  - We organised jointly with Manchester Business School a successful LSP Capacity Building Session funded by the North West Regional Improvement and Efficiency Partnership, the outcomes of which will be used to inform the future development and focus of the LSP
  - We launched in partnership with the LSP the Chorley Business Grant Programme in November to support businesses, 3<sup>rd</sup> sector and local people to reduce the carbon footprint for the Chorley area.
  - We produced and submitted to the Audit Commission the Council's annual Direction of Travel Self-Assessment, the results of which will be included in the annual Management Letter expected in March 2009.
  - Performance Management arrangements have been reviewed to ensure that they are fit for purpose with regard to CAA and the NIS. This has included a performance management framework for directorates, and a review of the Data Quality Strategy.
  - The Directorate worked with members to finalise the Corporate Strategy 2008/09 – 2010/11 including developing the measures for the Corporate Strategy, including full definitions.
  - Following approval, draft mandates for the 26 new key Corporate Strategy projects have been developed to ensure delivery of the Council's strategic objectives.
  - The Council's Strategic Risk Register has been updated to reflect new risks, changes to the Corporate Strategy, new key projects and mitigating actions.
  - With colleagues in Business Transformation, the Directorate undertook the Value for Money Review of the Business Directorate and wrote the final report
  - The external project management training programme has been delivered with 75 staff receiving bespoke training on the use of the Council's Project Management Toolkit. This will strengthen the Council's project management capacity and the performance of key and capital projects. Feedback from staff attending the courses has been excellent.
  - We supported the organisation and delivery of the two-day Local Government Week event involving local school children

- We have researched and developed a bespoke Council Tax leaflet for Chorley 2009/10 including the organisation of a consultation focus group with the Citizen's Panel on the style and content of the leaflet. In addition we liaised with Lancaster City Council and secured a commission to produce their Council Tax leaflet for 2009/10.
  - We created a communications design toolkit area on theloop to help staff self-serve internal documents without formal design.
  - We redesigned customer receptions in Union Street and the Town Hall in line with the Chorley Smile brand.
  - The waste and recycling calendars were designed and produced for 10 different neighbourhoods zones and an A-Z of contacts and services leaflets were produced jointly with other organisations for Buckshaw residents.
  - Event and communications expertise was provided to Chorley's Christmas Celebrations, including design and print of marketing materials.
11. Outlined below are a few actions contained within our business improvement plan which we have not been able to complete as planned in the third quarter, mainly due to matters outside our control, including the steps being taken to ensure they are addressed in quarter four.
- As planned the Place Survey fieldwork commissioned earlier in the year, was undertaken by MORI on behalf of all the Lancashire Councils during this period. However, we have not been able to report the findings in late December/early January as planned, as there has been a delay in MORI providing councils with the survey results. The delay was due to poor response rates in parts of the County and the need for booster samples to ensure the final results were statistically representative. The final report for Chorley is now expected in February and the Directorate will report the findings of the Place Survey to Cabinet in the final quarter.
  - Working with NWA, the Directorate organises three surveys per annum of the Making Chorley Smile Panel. The third survey scheduled for this period was not undertaken as it clashed with the statutory Place Survey and we were concerned that if two surveys were running at the same time in the borough it may cause confusion and consultation fatigue. The second Making Chorley Smile Panel Survey has now been deferred until February 2009.
  - The Council's second Locality Plan was due to be approved by the Borough and County Council's respective Cabinets at the back end of this quarter. A successful Locality Plan - citizen's panel consultation event undertaken jointly with LCC was held in October and a draft Locality plan has been produced, however we are still awaiting final amendments from LCC and plans are in place to secure approval during this quarter.
  - A draft performance management framework for neighbourhoods has been developed but we are awaiting the approval of the final Neighbourhood Action Plans expected at the March Cabinet before the framework is finalised for implementation.

12. SERVICE LEVEL BUDGET MONITORING 2008/2009

<b>DECEMBER 2008</b>	<b>£'000</b>	<b>£'000</b>
<b>ORIGINAL CASH BUDGET</b>		<b>732</b>
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
<b>ADJUSTED CASH BUDGET</b>		<b>743</b>
Less Corporate Savings:		
- Staffing		(45)
- Efficiency Savings		(24)
<b>CURRENT CASH BUDGET</b>		<b>674</b>
<b>FORECAST EXPENDITURE</b>		
Staffing	(3)	
Conferences - Staff	2	
Chorley Smile Awards	6	
Other	4	
<b>Expenditure under (-) or over (+) current cash budget</b>		<b>9</b>
<b>INCOME</b>		
Intranet workshops & design	(3)	
Chorley Smile Awards - contributions	(6)	
Consultancy work for Blackpool BC	(25)	
Other Income	(5)	
<b>Income under (+)/ over (-) achieved</b>		<b>(39)</b>
<b>FORECAST CASH OUTTURN 2008/2009</b>		<b>644</b>

**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



**PERFORMANCE INDICATORS**

13.

Indicator Description	Target 08/09	Target Quarter Three	Quarter Three Performance
Sickness Absence (lower better)	7.29 FTE days	5.47 FTE days	0.89 FTE days
% of indisputed invoices processed within 30 days (Higher better)	96.71%	96.71%	100%

**EQUALITY AND DIVERSITY UPDATE**

14. The introduction of the Equality Forum during 2008/09, included a commitment to establish task and finish groups as appropriate on issues relevant to a particular diversity strand. The first task and finish group established met this quarter and is looking at service and transport access in rural communities and will be used to inform neighbourhood working.
15. As part of our commitment to achieving level 3 of the Equality Standard by April 2009, as planned, during this period we introduced on-Line equality and diversity training for all staff and members.

**RISK MANAGEMENT UPDATE**

16. 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**

17. The Directorate is on track to achieve its 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. We are currently in the process of replacing our performance information system with a bespoke council developed system which should save us as a minimum circa £6k per annum for the licence fee

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	23 <sup>rd</sup> January 2009	***

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Report of	Meeting	Date
Assistant Chief Executive (Policy and Performance) (Introduced by the Executive Member for Policy and Performance)	Executive Cabinet	12 <sup>th</sup> February 2009

### 3<sup>rd</sup> 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 third quarter of 2008/09, 1<sup>st</sup> October to 31<sup>st</sup> December 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 third quarter of 2008/09, 1<sup>st</sup> October to 31<sup>st</sup> December 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.
4. Following the annual refresh of the Corporate Strategy at Policy Council on November 4<sup>th</sup> and subsequent adoption in December 2008, this will be the first time the new programme of key projects will be reported.
5. The Corporate Strategy 2008/9 identifies 36 Key Projects. The overall performance of the key projects at this early stage is very good with 72% (26) being rated 'Green' and progressing ahead of, or on, plan by the end of December 2008. Performance in the 10 established projects carried forward from the Corporate Strategy 2007/8 has also improved with two of the projects rated as 'Amber' at the end of the last quarter ('Families First' and 'Deliver Chorley's Play Strategy') having made significant progress.
6. One project is rated 'Amber' ('Continue to improve the Green corridor of Chorley') due to some individual elements within the Duxbury Park Golf Course project, such as the completion of the drainage and the beginners golf course, which have slipped due to adverse weather conditions with a revised schedule which will minimise disruption for users.
7. It is 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, 8 out of 12, on target and 7 showing performance that has improved since the second quarter. Action plans have been included for those indicators where performance is lower than anticipated.



**REASONS FOR RECOMMENDATION(S)****(If the recommendations are accepted)**

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

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

9. None.

**CORPORATE PRIORITIES**

10. 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**

11. 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.
12. The Corporate Strategy 2008/9 identifies a programme of 36 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.
13. National Indicators (NIs) are indicators collected in accordance with definitions issued by the Department for Communities and Local Government.
14. 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 third quarter of 2008/09.

**REPORT OVERVIEW**

15. The report provides information covering the following areas:
- The Council's progress in delivering the 36 key projects identified in the Corporate Strategy 2008/9.
  - The Council's progress in achieving against targets that can be measured on a quarterly basis.
  - Action Plans which outline reasons for lower than expected 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**

- 16. This section looks at the performance of the key projects to the end of the third quarter of 2008/09, 31<sup>st</sup> December 2008.
- 17. In order to report progress lead officers have been asked to complete a high-level project plan, a business case, project initiation documentation and quarterly highlight reports.
- 18. The highlight reports provide a brief update on the work carried out during the last quarter (1<sup>st</sup> October to 31<sup>st</sup> December 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’.
- 19. 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.
- 20. The tables below show performance of the key projects is very good with 72% (26 out of 36 projects) being rated ‘Green’ and progressing ahead of, or on, plan by the end of December 2008. 25% (9) projects are in their initiation phase and have yet to start, while only one project is behind schedule. In the case of this project plans are in place to address the issues affecting the project which are described in more detail below.

	<b>No. Projects</b>	<b>%</b>
Completed projects	0	0
Projects rated as ‘Green’	26	72%
Projects rated as ‘Amber’	1	3%
Projects rated as ‘Red’	0	0%
Projects yet to start	9	25%

Table 1 - Summary of key project performance for the 3rd Qtr (Oct-Dec 08)

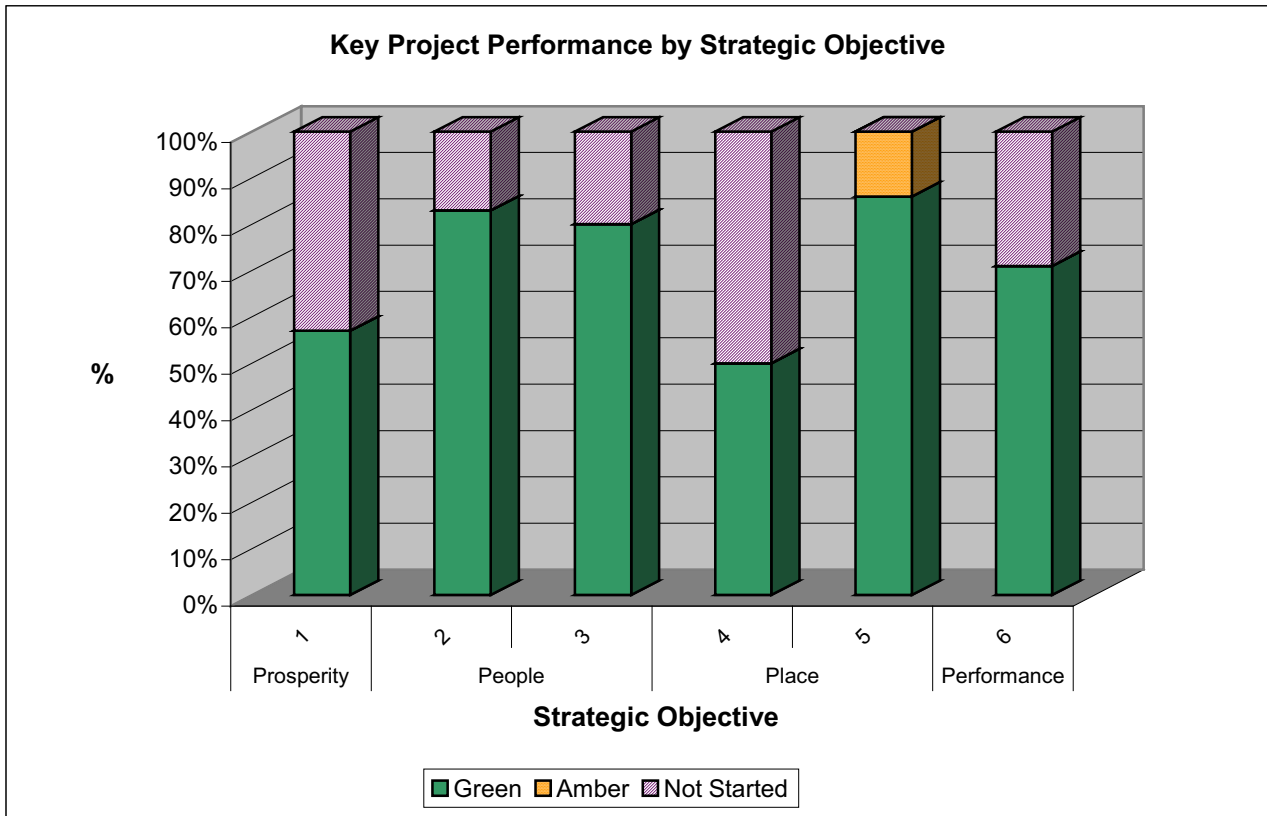
- 21. The table below demonstrates the performance of the established projects that have carried over from the Corporate Strategy 2007/8.

	<b>2nd Qtr 08/09 %</b>	<b>3rd Qtr 08/09 %</b>	<b>Variance %</b>
Projects rated as ‘Green’	70% (7 projects)	<b>90% (9 projects)</b>	<b>+20</b>
Projects rated as ‘Amber’	30% (3 projects)	<b>10% (1 project)</b>	<b>-20%</b>
Projects rated as ‘Red’	0% (0)	<b>0% (0)</b>	<b>-</b>

Table 2 – Performance of existing projects (10) carried forward from 2<sup>nd</sup> Quarter 2007/8

- 22. The table above shows a marked improvement in performance in comparison with the end of the second quarter in terms of project completion, with only one of the project carried forward being classified as being behind schedule.

**KEY PROJECT PERFORMANCE BY CORPORATE PRIORITY & STRATEGIC OBJECTIVE**



- 23. The graph above demonstrates that all projects addressing Strategic Objective One ‘Put Chorley at the heart of regional economic development in the central Lancashire sub-region’; Strategic Objective; Two ‘Improving equality of opportunity and life chances’; Strategic Objective Three ‘Involving people in their communities; Strategic Objective Four ‘Develop local solutions to global climate change’ and Six ‘Ensure Chorley is a performing organisation’ are either on track or are in their initiation phase.
- 24. Of the 36 key projects, only 1 has been identified as ‘Amber’, which is a warning that there may be a problem. The graph above shows that this affects Strategic Objective Five ‘Develop the character and feel of Chorley as a good place to live’.
- 25. Explanations and recommended actions to address the issues which have delayed this project are detailed later in the report.

**COMPLETED KEY PROJECTS**

- 26. None of the projects identified in the Corporate Strategy 2008/9 adopted in early December 2008 have completed in the period up to December 31<sup>st</sup> 2008.

**KEY PROJECTS IDENTIFIED AS ‘GREEN’**

- 27. A ‘green’ rating indicates that project performance is as planned or ahead of schedule with progress on target and costs within or under budget. The following project are rated green: **those marked in bold are continuing projects from the last quarter.**

1	<b>Develop a succession strategy to sustain businesses for the future</b>
2	<b>Implement the 50+ Active Generation project</b>

3	<b>Deliver the Families First project</b>
4	<b>Implement the Chorley elements of the play strategy</b>
5	<b>Develop and deliver a markets action plan</b>
6	<b>Develop a framework for Buckshaw Village</b>
7	<b>Develop seven neighbourhood action plans working with parish councils, other partners and community groups</b>
8	<b>Establish a choice based lettings scheme</b>
9	<b>Implement shared Finance services with SRBC</b>
10	Develop and deliver an action plan to support businesses through the economic downturn
11	Deliver the redundancy support project
12	Develop an action plan for leisure and cultural provision for 2009-2012
13	Deliver the next phase of Chorley Smile
14	Deliver a major public event in summer 2009
15	Develop and deliver the first year of the Council's climate change action plan
16	Implement recycling and refuse contract - mobilisation
17	Investigate the extension of the green corridor to Ellerbeck
18	Develop and implement a solution for temporary accommodation
19	Work with partners to make sites available for the development of affordable housing
20	Pilot and review the proposed Chorley SRBC CDRP merger
21	Develop and embed a new staff competency framework
22	Achieve Level 3 of the Equality Standard
23	Achieve Level 2 of the Member Development Charter
24	Establish a new CRM solution
25	Involve young people in their communities and deliver Chorley's Children's Trust priorities for year one
26	Develop an action plan to reduce health inequalities in the borough

#### **KEY PROJECTS IDENTIFIED AS 'NOT STARTED'**

28. The following projects are in their planning and initiation phase but are still on schedule to be delivered on time and within budget:

1	Develop options for the next phase of Town Centre development
2	Identify and design key projects from the Town Centre Audit and Urban Design Strategy
3	Implement new car parking contract arrangements
4	Deliver the Rurality Awareness Project
5	Develop community governance options in response to the Local Government and Public Involvement in Health Act

6	Develop a green travel plan for staff
7	Deliver an invest to save programme for the Council's use of energy
8	Prepare for I&DeA Peer Review of the LSP
9	Develop a customer service and insight action plan

### 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. One project is currently rated as amber:

#### **Continue to improve the green corridor of Chorley**

This project comprises three significant capital projects.

- Astley Park HLF project
- Bigwood/Copperworks Wood
- Duxbury Park Golf Course

This composite key project is rated 'Amber' due to the Duxbury Park element falling behind schedule. The Astley Park and Bigwood / Copperworks wood projects are on track.

#### **Duxbury Park Golf Course**

The clubhouse was completed on time and to budget on 30/09/08 but some individual elements within the project have slipped, such as the completion of the drainage and beginners golf course. The course drainage has not been completed due to weather conditions. Once the ground conditions improve, suitable machinery will be brought in to complete the work. The drainage will be completed during 2009 and it is expected that planning permission for the beginners' course will be sought in spring 09.

In order to cause as little disruption to golfers as possible a third of the drainage will be carried out in Feb/March 09 with the remainder being completed in autumn 09.

### KEY PROJECTS IDENTIFIED AS 'RED'

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

### PERFORMANCE OVERVIEW: NATIONAL INDICATOR SET

31. 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**

- 32. 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 1.
- 33. 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.
- 34. The majority of the indicators are performing at, or above, target. There are three 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.
- 35. The majority of indicators where comparison can be made have shown improved performance when compared to earlier in the year. Seven out of the eleven indicators have improved. NI 20 (Assault with injury) and NI 192 (Household waste recycled or composted) have deteriorated very slightly, but are still above target. One indicator, NI 181 (Average time taken to process changes to housing and council tax benefits) has shown deterioration in performance for the second quarter and is below target. An Action Plan has been prepared for this indicator, for the reasons detailed below.

**DELIVERING ACTION PLANS**

- 36. In the second quarter performance report, five indicators were below target and triggered the production of action plans. Two of the indicators, NI 156 and NI 157a, have shown improvement, but are still below target. NI 195b and NI 195d (measures relating to the levels of street cleanliness) also triggered action plans in the second quarter, but it is not possible to report them at this point in the year. They will be reported in the next performance report.
- 37. The final indicator with an action plan in the second quarter was NI 181. This has deteriorated in performance and is below target. Updated action plans have been produced for the three indicators still below target to outline the further actions taken to improve performance.
- 38. The following indicators are below target and 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

**ACTION PLANS: BELOW TARGET**

<b>Indicator Number</b>	<b>NI 156</b>
<b>Indicator Short Name</b>	Number of households in temporary accommodation

<b>Quarter Three</b>	
<b>Performance</b>	<b>Target</b>
32 households	30 households

**Please explain the reasons why progress has not reached expectations**

The performance in this indicator has continued to improve during the third quarter of the year. Demand for temporary accommodation continues although the team are preventing increasing numbers of homelessness.

There have been delays with nominations to RSLs due to refusals, some of which have, in the Council's view, been unreasonable. This has resulted in customers being in temporary accommodation for longer than is necessary.

**Please detail corrective action to be undertaken**

We have agreement with partners to use certain supported accommodation schemes, such as The Bridge and The Charnocks, as full duty accommodation rather than temporary. This will be actioned in the next few weeks as there is a now full complement of staff in the Homelessness and Housing Advice Team.

We are drafting an Exclusions Policy, which we will seek to share and adopt across all housing providers, which will eliminate the number of inappropriate refusals.

<b>Indicator Number</b>	<b>NI 157a</b>
<b>Indicator Short Name</b>	% of 'major' planning applications processed within the timescales

<b>Quarter Three</b>	
<b>Performance</b>	<b>Target</b>
76.19%	81%

**Please explain the reasons why progress has not reached expectations**

Performance in this indicator continues to improve when compared with earlier in the year, although it is still affected by a poor performance in the first quarter, when a series of delayed decisions were taken. The target set is comparable with the top 25% of Councils.

The high performance has continued into the final quarter of the year.

**Please detail corrective action to be undertaken**

The section is continuing to monitor the progress of applications closely to ensure they are processed within the prescribed timescale of 13 weeks. The continued good performance should mean that the target is met by the end of the year.

<b>Indicator Number</b>	<b>NI 181</b>
<b>Indicator Short Name</b>	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events

<b>Quarter Three</b>	
<b>Performance</b>	<b>Target</b>
12.33 days	9.35 days

<b>Please explain the reasons why progress has not reached expectations</b>
<p>The level of new claims to process has increased by over 19% over the last 6 months, because of the economic downturn. This has impacted upon this indicator, as processing new claims is a more involved and more time consuming process than a change event.</p> <p>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 statistics to use as a benchmark to set the 08/09 targets.</p> <p>In addition, the assessment team is small, and so performance can be affected by staff sickness and absence. These issues have impacted on the performance of the team during the year. The 4<sup>th</sup> quarter should show improvements once the team is fully staffed.</p> <p>During the 4<sup>th</sup> 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.</p>
<b>Please detail corrective action to be undertaken</b>
<p>We are also monitoring performance day by day and moving priorities to make the best use of the resources available.</p>

**CONCLUSION**

- 39. The performance in this third quarter report shows that the Council 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.
- 40. 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.
- 41. 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**

42. 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	January 2009	Third Quarter Performance Report 2008 09

**Appendix 1: National Indicators Performance**

**Performance Against Target**

-  = Performance is better than the target set for 2008/09.
-  = Performance is within the 5% tolerance set for this indicator.
-  = Performance is worse than the 5% tolerance.

The performance symbols denote performance against the target.

Code	Indicator Title	Target	Quarter 3	Performance
NI 16	Serious acquisitive crime	6.06 per 1,000 population (211 incidents in this quarter)	5.09 per 1,000 population (155 incidents in this quarter)	
NI 20	Assault with injury crime rate	4.72 per 1,000 population (165 incidents in this quarter)	4.8 per 1,000 population (180 incidents in this quarter)	
NI 156	Number of households living in Temporary Accommodation	30 households	32 households	
NI 157a	Processing of planning applications as measured against targets for 'major' application types	81%	76%	
NI 157b	Processing of planning applications as measured against targets for 'minor'	80%	83%	
NI 157c	Processing of planning applications as measured against targets for 'other' application types	89%	94%	
NI 159	Supply of ready to develop housing sites	100% (2,184 units)	122% (2,668 units)	
NI 180 <sup>i</sup>	Changes in Housing Benefit/ Council Tax Benefit entitlements within the year	6696 changes	7352 changes	
NI 181	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	9.35 days	12.33 days	
NI 182 <sup>ii</sup>	Satisfaction of businesses with local authority regulation services	80%	92%	
NI 184	Food establishments in the area which are broadly compliant with food hygiene law	75%	96%	
NI 192 <sup>iii</sup>	Household waste recycled and composted	48%	50.39%	

<sup>i</sup> 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.

<sup>ii</sup> The surveys sent out around Christmas have not all been received back. This figure is accurate to the end of November.

<sup>iii</sup> The waste figures are up-to-date in the current position at the end of November. The outturn for these figures will change as more information is received.

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Report of	Meeting	Date
Assistant Chief Executive (Policy & Performance) (Introduced by the Executive Member for Policy and Performance)	Executive Cabinet	12 <sup>th</sup> February 2009

## **CHORLEY PARTNERSHIP 3<sup>RD</sup> QUARTER PERFORMANCE REPORT 2008/9**

### **PURPOSE OF REPORT**

1. To inform Members of the Chorley Partnership's performance over the 3<sup>rd</sup> Quarter of 2008/9 on the LAA and the Sustainable Community Strategy projects.

### **RECOMMENDATION(S)**

2. That Members note the contents of the report.

### **EXECUTIVE SUMMARY OF REPORT**

3. The report shows that:

#### **CRIME**

- Overall crime has risen by 6.2% since the last quarter (there were 1461 incidents in the 2<sup>nd</sup> Quarter, compared to 1552 incidents in the 3<sup>rd</sup> Quarter) This is 8.5% higher than the same period last year (1552 incidents compared with 1430 incidents in the third quarter of 2007/8).
- Serious acquisitive crime rate (burglary, robbery, etc) has risen (155 incidents in the 3<sup>rd</sup> Quarter, compared with 150 in the 2<sup>nd</sup> Quarter) and the assault with injury crime rate has also risen (180 in the 3<sup>rd</sup> Quarter, compared with 163 in the 2<sup>nd</sup> Quarter).

#### **ECONOMY**

- Vacant town centre floor space has risen. Following the closure of Woolworths and another shop unit on Market Walk, vacant town space is now at 11.5%.

#### **HOUSING**

- The borough's use of temporary accommodation is falling. This quarter 32 households were being housed in temporary accommodation, compared with the second quarter when 36 households were living in temporary accommodation.

#### **PROJECTS**

- All the community strategy projects are progressing on track, with the exception of the Chorley Community Network website which has been delayed slightly by one month due to capacity issues and will now be available in February for final testing.

### **REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

4. N/A

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

5. N/A

**CORPORATE PRIORITIES**

6. This report relates to the following Strategic Objectives:

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

**IMPLICATIONS OF REPORT**

7. 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	X

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

There is one background paper to this report.

Report Author	Ext	Date	Doc ID
Claire Thompson	5348	15 <sup>th</sup> January 2009	***

Background Papers			
Document	Date	File	Place of Inspection
Chorley Partnership 3 <sup>rd</sup> Quarter Performance Report 2008/9	15 <sup>th</sup> January 2009	Policy & Performance	***



### Introduction

This report outlines how the Chorley Partnership has performed over Quarter 3 (October – December 2008). 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 LAA

### Executive Summary

#### CRIME

- Overall crime has risen by 6.2% since the last quarter (there were 1461 incidents in the 2<sup>nd</sup> Quarter, compared to 1552 incidents in the 3<sup>rd</sup> Quarter) This is 8.5% higher than the same period last year (1552 incidents compared with 1430 incidents in the third quarter of 2007/8).
- Serious acquisitive crime rate (burglary, robbery, etc) has risen (155 incidents in the 3<sup>rd</sup> Quarter, compared with 150 in the 2<sup>nd</sup> Quarter) and the assault with injury crime rate has also risen (180 in the 3<sup>rd</sup> Quarter, compared with 163 in the 2<sup>nd</sup> Quarter).

#### ECONOMY

- Vacant town centre floor space has risen. Following the closure of Woolworths and another shop unit on Market Walk, vacant town space is now at 11.5%.

#### HOUSING

- The borough's use of temporary accommodation is falling. This quarter 32 households were being housed in temporary accommodation, compared with the second quarter when 36 households were living in temporary accommodation.

**PROJECTS**

- All the community strategy projects are progressing on track, with the exception of the Chorley Community Network website which has been delayed slightly by one month due to capacity issues and will now be available in February for final testing.

**2008/9 Project Update**

PROJECT	Description	Lead Agency	Status	Budget Status
5 Weeks of Action	Intensive targeted activity in community safety areas to reduce crime, improve the physical environment and promote health & wellbeing	Chorley Council	4 full weeks of action now delivered (Clayton Brook, Chorley South West, Coppull and Chorley East) and 1 day of action (Astley Village).	On track
Alcohol consequences campaign	Promotional campaign aimed at raising awareness of alcohol related harm	Chorley Council / NHS Central Lancashire	Campaign rolled out throughout town centre, on buses, train station posters, etc.	On track.
Girls Aloud	Teenage pregnancy project at Albany Science College	Albany Science College / NHS Central Lancashire	Project complete	Project completed to budget

PROJECT	Description	Lead Agency	Status	Budget Status
Family Support	Recruiting volunteers to work with families in Chorley in need of extra support	Homestart	18 new volunteers recruited by Homestart to work with Chorley families. Family support groups set up in Chorley (18 families) and Clayton Brook (23 families). In total 83 families supported over first 6 months of 2008/9.	On track
Timebanks	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	Age Concern Lancashire / NHS Central Lancashire	A project co-ordinator has now been appointed in Liptrott, to co-ordinate the project.	On track
Climate Change – supporting local businesses	The Chorley Business Climate Change Club will be set up following the launch of the climate change strategy. Chorley Council will be offering grants 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	Groundwork / Chorley Council	Climate change event held, launching the LSP's Strategy. Grant application pack produced and council & LCC's grant schemes promoted to SMEs.  3 SMEs are currently having free energy audits.	On track.

PROJECT	Description	Lead Agency	Status	Budget Status
Mental Health awareness	Campaign to educate people about mental health and to challenge the negative stigma associated with mental health	NHS Central Lancashire	A Mental Health Awareness event on Saturday 7 <sup>th</sup> March from 10am – 4pm, at Chorley Town Hall.	Invoice not yet received.
Chorley Community Network	To create a network promoting the VCF sector in Chorley, including a website of VCFS organisations and activity	CVS	Database compiled, website being created, slightly delayed due to capacity issues by one month, and will be ready by February for testing and final amendments  Launch of website and publicity to be held in February, along with other volunteering events	On track.
Marketing Chorley phase 2	To produce an inward investment pack and package of support to attract new businesses to Chorley	Chorley Council	Pack currently being designed ready for publication	On track.
Supporting rural economic diversification	To support businesses in rural areas of Chorley start up, and stay in business	Chorley Council	Scheme has been publicised 5 referrals to date. Target of 10 by end of March.	On track – application packs printed.

PROJECT	Description	Lead Agency	Status	Budget Status
<p>Circle of Need – Older People</p>	<p>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.</p>	<p>Chorley Council</p>	<p>Staff in the One Stop Shop are now offering Older People (identified by enquiries about concessionary travel) extra services such as:</p> <ul style="list-style-type: none"> <li>• Free Energy Saving Products (light bulbs etc)</li> <li>• Warm front energy saving grants</li> <li>• Pensions Tracing Service</li> <li>• Home Fire Safety checks</li> </ul> <p>This will now be rolled out to link to other services.</p>	<p>On track.</p>

## Performance Indicator Update

### Community Strategy Indicators

As most of the indicators in the Community Strategy are measured on an annual basis, we can only update 3<sup>rd</sup> quarter progress of the following indicators:

Indicator	2007/8 baseline	2008/9 Target	2 <sup>nd</sup> Quarter outturn	3 <sup>rd</sup> Quarter Outturn
New business starts ups	74	53	34	48
Vacant town centre floor space	7%	7%	8%	11.5% (including Woolworths site)
Reduction in overall crime	4485 crimes	1% reduction by March 2011 (4440 crimes)	1461 crimes	1552 crimes (4491 crimes YTD* or a 0.1% increase since April 2008)

\* Year to Date cumulative figure

### Local Area Agreement Targets

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:

Ref.	Indicator	2007/8 baseline	2008/9 Target	2 <sup>nd</sup> Quarter outturn	3 <sup>rd</sup> Quarter Outturn
NI 16	Serious acquisitive crime rate	8.27 per 1000 population (618 incidents)	8.19 per 1000 by March 2011 (1% reduction over 3 years)	3.65 per 1,000 population (150 incidents)	5.09 per 1,000 population (155 incidents)
NI 20	Assault with injury crime rate	6.3 per 1000 population (495 incidents)	6.24 per 1000 population by March 2011 (2% reduction over 3 years)	3 (163 incidents)	4.8 (180 incidents)
NI 192	Household Waste recycled and composted	47.19%	1% improvement p.a.	51.75%	50%

### Other LAA targets (no reward grant)

Ref.	Indicator	2007/8 baseline	2008/9 Target	2 <sup>nd</sup> Quarter outturn	3 <sup>rd</sup> Quarter Outturn
NI 156	No of households living in temporary accommodation	26	30	36	32

## The Credit Crunch

This quarter we have a focus on how the credit crunch and economic downturn is affecting Chorley, and what we are doing about it.

As at December 2008, this was the update from the partners in the Economic Regeneration theme group on the picture in Chorley:

### First Views on Impact

- 3.5% drop in town centre visitors during Mar-Oct 2008
- Faster rate of increase during May 2008 to October 2008 in proportion of residents working age claiming job seekers allowance, following regional and national trends
- Increased likelihood of redundancies, 1 company gone into receivership with major redundancies
- Reduced take-up of business premises at The Revolution Strategic Regional Site and at Buckshaw Link now apparent
- Construction at major housing sites drastically slowed
- 18% reduction in planning applications in 2008
- 14% reduction in building control applications in 2008
- Increase in the volume of housing benefit in-tray correspondence from 300 to 750
- Reduction in the amount of Council Tax collected in comparison to the same period last year.

### Responding to the Economic Downturn – What's happening now

- **Redundancy Task Force**

Chorley Council has set up a dedicated partnership to be able to help businesses that are making redundancies. The team is made up of a mix of committed, professional public/private sector organisations and provides quality advice, information, guidance and support to people in a redundancy situation.

The Task Force has been applied to Palgrave Brown at Brinscall. Wolseley and Woolworths, amongst others.



- **Connect To Work**

Chorley Council and A4e Lancashire are working in partnership to help people in the local area get back into work. Connect to Work is a unique service that helps both employers and potential employees find each other in the world of work. It is free to use as it is supported by Government funding. The project is a job brokerage scheme, which matches candidates to the employer they are looking for and generally helps people back to sustainable work. A £200 Back to Work fund is available to assist with the purchase of interview clothes or work wear. The project targets incapacity benefit recipients. Employers receive a free 2-week work trial to help them and the client adjust and see if they are suitable.

- **Enterprise Facilitator**

This project recognises the opportunity for self-employment in the economic downturn. Following a successful bid for funding from Chorley, a pilot outreach service to areas with high concentrations of people who are out of work. The new Enterprise Facilitator works with local people and groups to encourage entrepreneurship and promote self-employment. The Enterprise Facilitator operates across Chorley, South Ribble and Preston.

- **New Business Start Up Contract (from 1<sup>st</sup> April 2009)**

Targeted support to those in a worklessness situation, under threat of redundancy and ex-offenders, as well as NWDA mainstream categories of women, ethnic minorities and disabled, to start up their own businesses, with the right support.

- **'Count on Us' Credit Crunch Media Campaign**

In partnership with Chorley Guardian, a regular light hearted feature to provide information and advice to businesses and individuals.

- **Housing Association Leasing Scheme**

The council is working with RSLs to consider options of returning empty properties back into use as affordable housing in order to address the demand for rented accommodation.

### Responding to the Economic Downturn – What's planned

- **Building confidence and communication as a priority**

This is about ensuring one point of contact for customers via the Council's Contact Centre. Contact Centre staff will be provided with key business support/community telephone numbers and encouraged actively to listen out for credit crunch buzz words and refer customers to key sources of support.

Comprehensive support (such as debt counselling, health issues, business advice, redundancies) provided by a variety of organisations.

- **Mortgage Rescue Scheme**

The mortgage rescue scheme is designed to prevent some of the most vulnerable families losing their homes and experiencing the trauma of repossession. The scheme is to help families with dependant children, the elderly or other vulnerable households who would be eligible for statutory assistance if they were to lose their home. The scheme offers an early intervention option available to councils to assist householders before they face eviction. The scheme has 3 elements:

**Shared Equity** – This is designed to help householders who have experienced payment shocks and need some help in paying their mortgage.

**Shared Ownership** – This is designed to help those unable to meet their mortgage payments, but still able to make a contribution to monthly payments.

**Sale and Rent Back** – This is designed to help the most vulnerable households on low incomes with little chance of sustaining a mortgage.

- **Event: Support during the Recession**

An event (with a tunnel approach) offering practical advice to be held early 2009 to support community and businesses.

# CHORLEY BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 FEBRUARY 2009 TO 31 MAY 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](http://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](http://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: 26 January 2008**

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Earliest Date decision can be taken</b>	<b>Proposed Consultees</b>	<b>Method(s) of Consultation</b>	<b>Documents to be considered by Decision taker</b>	<b>Representation s may be made to the following officer by the date stated</b>
Determination of Chorley Council's commitment or otherwise to the Central Lancashire and Blackpool Growth Point proposal	Executive Cabinet	Executive Member (Business)	12 Feb 2009	Strategy Group	Report to be provided to the consultees	Report of Corporate Director (Business)	Corporate Director (Business) Tel: 01257 515285 jane.meek@chorley.gov.uk Monday, 2 February 2009
Approval of Fees and Charges for services and facilities provided by the People Directorate	Executive Cabinet	Executive Member (People)	12 Feb 2009	Strategy Group	Proposals to be circulated to consultees	Draft proposals for 2009/10 fees and charges	Corporate Director (People) Tel: 01257 515815 jamie.carson@chorley.gov.uk Monday, 2 February 2009
Approval of Final Supplementary Planning Document on Sustainable Resources Development Plan Document	Executive Cabinet	Executive Member (Business)	26 Mar 2009	Strategy Group	Final Supplementary Planning Document to be circulated to consultees	Final Supplementary Planning Document	Corporate Director (Business) Tel: 01257 515285 jane.meek@chorley.gov.uk Monday, 9 March 2009

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Earliest Date decision can be taken</b>	<b>Proposed Consultees</b>	<b>Method(s) of Consultation</b>	<b>Documents to be considered by Decision taker</b>	<b>Representation s may be made to the following officer by the date stated</b>
Approval of Core Funding grants in excess of £5,000 for 2009/10	Executive Cabinet	Executive Member (People)	26 Mar 2009	Previous applicants and other groups who express an interest	Media packs, website publication and application packs to be distributed	Grant application forms	Corporate Director (People) Tel: 01257 515815 jamie.carson@horley.gov.uk Monday, 9 March 2009

**OVERVIEW AND SCRUTINY WORK PROGRAMME – 2008/09**

Function/topic	Assigned to	Scoping completed by	Evidence Sessions (detail)	Recommendations to	Executive Response	Feedback to Executive Response
<b>1. Scrutiny Inquiries</b>						
Town Centre Audit and Design Strategy	O&S	November 2007	January 2008 February 2008 Presentation to all Members 10 July 2008	Overview and Scrutiny 10 November 2008 Executive Cabinet 13 November 2008	13 November 2008	
Chorley Community Housing (CCH)	Task Group	10 June 2008	09 July 2008 05 August 2008 11 September 2008 08 October 2008 12 November 2008	Overview and Scrutiny Committee 1 December 2008 Executive Cabinet 8 January 2009	May 2009	
Streetscene Issues	Task Group	24 July 2008	20 August 2008 01 September 2008 25 September 2008 21 October 2008 28 October 2008 20 November 2008	Overview and Scrutiny Committee 1 December 2008 Executive Cabinet 8 January 2009	May 2009	
Joint Central Lancashire Scrutiny Inquiry into Affordable Housing	Task Group	16 July 2008	16 July 2008 01 September 2008 01 October 2008 04 November 2008 02 December 2008 21 January 2009 24 February 2009 24 March 2009	May 2009		
Chorley Partnership	Task Group	01 October 2008	21 October 2008 24 November 2008 16 December 2008 20 January 2009			

Function/topic	Assigned to	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
<b>Holding the Executive to Account</b>														
Annual Budget Consultation	OSC									19	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	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
<b>Scrutiny Inquiry</b>														
<b>Monitoring of Scrutiny Recommendations</b>														
Efficiency Gains	OSC											23		
Attendance Management	OSC									19				
Neighbourhood Working	OSC													