

# Overview and Scrutiny Committee

Agenda and Reports

For consideration on

**Monday, 23rd March 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.

Dear Councillor

12 March 2009

## **OVERVIEW AND SCRUTINY COMMITTEE - MONDAY, 23RD MARCH 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 Monday, 23rd March 2009 commencing at 6.30 pm.

*Please note that on the rising of the Committee there will be the  
"Scrutiny – A review of the year" event.*

### **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 10 February 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. **Executive Cabinet - 26 March 2009**

To consider any reports on the agenda for the Executive Cabinet meeting to be held on Thursday, 26 March 2009.

Members of the Committee are requested to notify the Democratic Services by Friday, 20 March 2009, to ensure the attendance of the appropriate Executive Member. Please bring your copy of the Executive Cabinet agenda previously circulated.

5. **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.

6. **Forward Plan (Pages 5 - 8)**

To consider the Councils Forward Plan for the four month period 1 March 2009 to 30 June 2009 (copy enclosed).

7. **Overview and Scrutiny Work Programme and Reports from the Task and Finish Groups (Pages 9 - 10)**

To consider the attached Overview and Scrutiny Programme for 2008/09.  
To receive a verbal update on the ongoing Task and Finish Groups:

a) **Local Strategic Partnership**

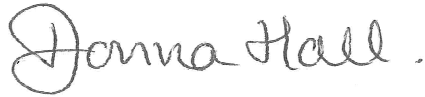
From Councillor Mike Devaney.

b) **Joint Scrutiny Inquiry with Preston and South Ribble on Affordable Housing**

From Councillor Dennis Edgerley.

8. **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) 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 01257 515823

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

## Overview and Scrutiny Committee

**Tuesday, 10 February 2009**

**Present:** Councillor Dennis Edgerley (Chair) and Councillors Nora Ball, Mike Devaney, Marie Gray, Adrian Lowe, Mark Perks and Joyce Snape

**Officers in attendance:** Donna Hall (Chief Executive), Lesley-Ann Fenton (Assistant Chief Executive (Policy and Performance)), Jamie Carson (Corporate Director (People)), Jane Meek (Corporate Director (Business)), Ishbel Murray (Corporate Director (Neighbourhoods)), Carol Russell (Head of Democratic Services) and Ruth Hawes (Democratic and Member Services Officer)

### **09.OS.10 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors Alan Cain, Harold Heaton, Kevin Joyce, Rosie Russell and Peter Wilson.

### **09.OS.11 MINUTES**

**RESOLVED – That the minutes of the meeting held on 19 January 2009 be confirmed as a correct record and signed by the Chair.**

### **09.OS.12 DECLARATIONS OF ANY INTERESTS**

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

### **09.OS.13 PUBLIC QUESTIONS**

No members of the public requested to speak at the meeting

### **09.OS.14 EXECUTIVE CABINET - 12 FEBRUARY 2009**

The Chair reported that there had been no requests from Committee Members for specific consideration of reports to be considered at the meeting of the Executive Cabinet on 12 February 2009 other than those already on the agenda.

### **09.OS.15 BUSINESS PLAN MONITORING STATEMENTS - THIRD QUARTER OF 2008/2009**

The Committee received a summary and the third quarter Business Plan Monitoring Statements from the following Directorates:

#### **(a) Business Directorate**

Members discussed the Growth Point bid and raised several queries with the Corporate Director (Business).

#### **(b) Neighbourhoods Directorate**

Members noted that the street cleansing team had won a national award and were updated on the Families First programme. The Corporate Director (Neighbourhoods) advised that performance measures were being determined for the neighbourhood action plans linked to the Corporate Strategy.

**(c) People Directorate**

It was noted that the Directorate's performance indicators were on track. A report would be presented to a future meeting regarding play rangers and work undertaken with Groundwork.

An officer was requested to give assistance with a project regarding allotments in Astley Village.

**(d) Business Transformation**

The Chief Executive advised that the target set for NI181 new benefit claims /change in circumstances could be seen as ambitious but we are still likely to be top quartile performance. The Customer Relationship Management project was now on track and the shared services with South Ribble had taken a lot of time, but would deliver significant savings.

**(e) Policy and Performance Directorate**

It was anticipated that the Council would find out early March whether we had secured Beacon status for 'Better Outcomes for people and Places'.

**RESOLVED- The Third Quarter Business Plan Monitoring Statements be noted.**

**09.OS.16 PERFORMANCE MONITORING REPORT - THIRD QUARTER OF 2008/09**

The Committee considered the report setting out performance against the Corporate Strategy and the Council's National Indicators for the third quarter of 2008/09, 1st October to 31st December 2008.

In response to a query the Assistant Chief Executive (Policy and Performance) would arrange for a report on the performance of the Revenues and Benefits team on all relevant indicators to be brought to a future meeting.

**RESOLVED**

- 1. The report be noted.**
- 2. A report on the performance of the Revenues and Benefits team be presented to a future meeting.**

**09.OS.17 CHORLEY PARTNERSHIP'S PERFORMANCE REPORT FOR THIRD QUARTER OF 2008/09**

Members received the report outlining the Chorley Partnership's performance over the 3rd Quarter of 2008/9 on the Local Area Agreement and the Sustainable Community Strategy projects. Some statistics relating to crime were tabled and discussed.

It was noted that the mortgage rescue scheme would be promoted by staff within the one stop shop with customers who would benefit from it.

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

**09.OS.18 FORWARD PLAN**

The Committee received the Forward Plan for the period 1 February 2009 to 31 May 2009.

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

**09.OS.19 OVERVIEW AND SCRUTINY WORK PROGRAMME AND REPORTS FROM THE TASK AND FINISH GROUPS**

**RESOLVED – That the work programme be noted.**

**(a) Joint Scrutiny Inquiry with Preston and South Ribble on Affordable Housing**

The Chair reported that the last meeting had been productive. Several recommendations had been identified on the supply of land and identifying smaller sites on boundaries between the boroughs for affordable housing. The inquiry would be drawing to a close in the next few months.

**(b) Local Strategic Partnership**

Councillor Mike Devaney advised that the Chair of the Local Strategic Partnership had been interviewed. His feedback had been interesting and potential recommendations had been made, including the suggestion that right commercial and industrial units should be ready for businesses to move into. It was noted the positive attitude from Council officers at Chorley had been a key factor in his business moving to Chorley.

**(c) Housing Allocation Policy**

The report of the task and finish group was tabled. Councillor Mike Devaney explained that no customers would lose out and the new policy would be easier to understand and transparent.

**RESOLVED**

**The following recommendations be submitted as part of the Housing Allocations Policy consultation process:**

- 1. Existing tenants could benefit from a mechanism to transfer to a house that became available in another location and subject to ensuring the policy complies with the law officers will develop a mechanism for transfers.**
- 2. A system should be devised to preclude customers with a certain level of savings and or capital assets from housing allocation to ensure more deserving customers are not disadvantaged.**
- 3. When the Policy has been finalised Members might find a Member Learning Hour useful on the Housing Allocations Policy and Choice Based Lettings.**

**09.OS.20 ANY OTHER ITEM(S) THE CHAIR DECIDES IS/ARE URGENT**

Members discussed holding a review of the year event following the next meeting. The Committee would start at the earlier time of 6pm.

The event would include a brief overview of the achievements made this year, followed by a self-assessment session. The revised Overview and Scrutiny toolkit would be launched, finishing off with a discussion about the work programme for next year. All non-Executive Cabinet members would be invited.

Chair

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# CHORLEY BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 MARCH 2009 TO 30 JUNE 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: 18 February 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>
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@cho rley.gov.uk Monday, 9 March 2009
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@c horley.gov.uk Monday, 9 March 2009

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**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	June 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	June 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			
Chorley Partnership	Task Group	01 October 2008	21 October 2008 24 November 2008 16 December 2008 20 January 2009 27 February 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													