

# Chorley

Borough Council



## **Council Papers**

**for consideration on**

**12 July 2005**



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## Chief Executive's Office

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Doc ID:  
Date: 4 July 2005

**Chief Executive:**  
Jeffrey W Davies MA LLM

**Chorley**  
Borough Council

Town Hall  
Market Street  
Chorley  
Lancashire  
PR7 1DP

Dear Councillor

You are invited to attend a meeting of the Chorley Borough Council to be held in the Council Chamber, Town Hall, Chorley on Tuesday, 12th July, 2005 commencing at 6.30 pm for the following purposes.

### AGENDA

1. **Apologies for absence**
2. **Declarations of Any Interests**

Members of the Council are reminded of their responsibility to declare any personal interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Council's Constitution and the Members Code of Conduct. If the personal interest is a prejudicial interest, then the individual Member should not participate in a discussion on the matter and must withdraw from the Council Chamber and not seek to influence a decision on the matter.

3. **Minutes (Pages 1 - 14)**

Annual Council meeting held on 17 May 2005 – Confirmation as a correct record as signature by the Mayor

4. **Mayoral Announcements**

#### **Regulatory Committees**

5. **Development Control Committee (Pages 15 - 18)**

General Report

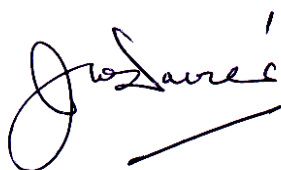
6. **Licensing and Safety Committee (Pages 19 - 20)**

General Report

Continued....

7. **Overview and Scrutiny Committee and Panels (Pages 21 - 26)**  
General Report
8. **Standards Committee (Pages 27 - 28)**  
General Report
9. **General Purposes Committee (Pages 29 - 30)**  
General Report
10. **Executive Cabinet**
  - a) Anti-Social Behaviour Orders - Amendment to Scheme of Delegation (Pages 31 - 32)
  - b) Planning Services - Amendment to Scheme of Delegation (Pages 33 - 34)
  - c) Extension of ICT Data Network (Pages 35 - 36)
  - d) Capital and Revenue Outturn 2004/05 (Pages 37 - 38)
  - e) Review of Members Allowances Scheme by Independent Remuneration Panel (Pages 39 - 62)
  - f) General Report (Pages 63 - 66)
11. **Questions Asked under Council Procedure Rule 7 (if any)**
12. **To consider the Notices of Motion (if any) given in accordance with Council procedure Rule 8**
13. **Any other item(s) the Mayor decides is/are urgent**

Yours sincerely

A handwritten signature in black ink, appearing to read 'Joe Lawrence', with a horizontal line underneath.

Chief Executive

**Distribution**

To all Members of the Council and Chief Officers

**ANNUAL MEETING OF THE COUNCIL****17 May 2005**

Present: Councillor D Gee (Mayor), Councillor Mrs M Gray (Deputy Mayor), Councillors Ball, Bell, Bedford, Birchall, Brown, Buckley, Mrs Case, Counce, Culshaw, Davies, David Dickinson, Mrs D Dickinson, Edgerley, A Gee, Goldsworthy, T Gray, Heaton, Hoyle, M A Iddon, M Lees, R Lees, Lennox, Livesey, A Lowe, M Lowe, Malpas, McGowan, Miss Molyneaux, Morgan, Parr, Perks, Russell, Mrs I E Smith, E Smith, S Smith, Mrs J Snape, R Snape, Walker, Mrs Walsh, Whittaker, J Wilson and Mrs M Wilson.

**05.C.43 APOLOGIES**

No apologies were received.

**05.C.44 DISCLOSURE OF PERSONAL/PREJUDICIAL INTERESTS**

No Member disclosed an interest in relation to matters under consideration at the meeting.

**05.C.45 MINUTES**

**RESOLVED - That the minutes of the Council meeting held on 19 April 2005 be confirmed as a correct record and signed by the Mayor.**

**05.C.46 RETURNING OFFICER'S REPORT**

The Chief Executive, as Returning Officer, reported that at the By-Election held on 5 May 2005 Councillor Gregory Ian Morgan was duly elected for the Clayton-le-Woods and Whittle-le-Woods Ward.

**05.C.47 ELECTION OF MAYOR**

It was moved by Councillor Mrs Case and seconded by Councillor Mrs Smith that Councillor Mrs Marie Gray be elected Mayor of the Borough of Chorley for the ensuing Municipal Year.

**RESOLVED - That Councillor Mrs Marie Gray be elected Mayor of the Borough of Chorley for the ensuing Municipal Year.**

**05.C.48 DECLARATION OF ACCEPTANCE OF OFFICE AND INTRODUCTION OF MAYOR'S CONSORT**

Councillor Mrs Marie Gray signed the Declaration of Acceptance of Office. The Mayor introduced her husband Dennis Gray as her consort for the ensuing Municipal Year and expressed her thanks for her election as Mayor.

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Present: Councillor Mrs M Gray (Mayor), Councillor Mrs M Wilson (Deputy Mayor), Councillors Ball, Bell, Bedford, Birchall, Brown, Buckley, Mrs Case, Counce, Culshaw, Davies, David Dickinson, Mrs D Dickinson, Edgerley, A Gee, D Gee, Goldsworthy, T Gray, Heaton, Hoyle, M A Iddon, M Lees, R Lees, Lennox, Livesey, A Lowe, M Lowe, Malpas, McGowan, Miss Molyneaux, Morgan, Parr, Perks, Russell, Mrs I E Smith, E Smith, S Smith, Mrs J Snape, R Snape, Walker, Mrs Walsh, Whittaker, J Wilson.

### **05.C.49 ELECTION OF DEPUTY MAYOR**

It was moved by Councillor Parr and seconded by Councillor Brown that Councillor Mrs Mary Wilson be elected Deputy Mayor of the Borough of Chorley for the ensuing Municipal Year.

**RESOLVED - That Councillor Mrs Mary Wilson be elected Deputy Mayor of the Borough of Chorley for the ensuing Municipal Year and signed the Declaration of Acceptance of Office. The Mayor invested Councillor Mrs Mary Wilson with the Badge of Office and the Deputy Mayor expressed her thanks for her election.**

### **05.C.50 PRESENTATION TO PAST MAYOR**

The Mayor presented Councillor Daniel Gee with a portrait of himself in Mayoral regalia, medallion and a plaque bearing the Borough Council's Coat of Arms as a token of his year of office. Councillor Gee presented a gift and a copy of the Freedom Scroll to the Council.

Tributes were paid to Councillor Gee and his wife Brenda by the Mayor, Executive Leader, the Leaders of the Conservative and Liberal Democrat Groups and Independents as well as from Councillor Anthony Gee on behalf of his family for their services to the community during their year as Mayor and Mayoress.

### **05.C.51 MAYORAL ANNOUNCEMENTS**

The Mayor reminded Members that they were invited to accompany her to Civic Mass on Sunday, 22 May at St Mary's Church commencing at 9.45am from the Council Chamber forming a parade at 10.00am down Market Street to Pall Mall and then back to St Mary's Church for Civic Mass at 10.30am.

The Mayor announced drinks in the Mayor's Parlour after Council.

### **05.C.52 EXECUTIVE CABINET, COMMITTEE AND SUB-COMMITTEES**

A paper was circulated containing proposals for

- (a) Appointment of 10 Executive Members, including the Executive Leader and Deputy Leader of the Council to form the Executive Cabinet.
- (b) Appointment of Representative Members.
- (c) Political balance of Committees, Sub-committees and other bodies.
- (d) Chairmanship and Vice-Chairmanship of Committees/Sub-Committees and other bodies.
- (e) Membership of Committees/Sub-Committees and other bodies.

It was moved by Councillor J Wilson and seconded by Councillor Edgerley that proposals contained in the paper be approved.

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Councillor Goldsworthy requested the following amendments be made to the Conservative representation.

Councillor Caunce to replace Councillor Cullens on Development Control Committee and Councillor Cullens to replace Councillor Caunce on General Purposes Committee.

The amendments were accepted.

An amendment was moved by Councillor Goldsworthy and seconded by Councillor Mrs Case that Councillor Mrs I Smith be added to the membership of the Town Centre Forum.

The amendment was put to the vote and the Mayor declared it lost.

An amendment was moved by Councillor Goldsworthy and seconded by Councillor Mrs Case that Councillor Russell be added to the membership of Park Hall/Camelot Liaison Panel.

The amendment was put to the vote and the Mayor declared it lost.

An amendment was moved by Councillor Goldsworthy and seconded by Councillor Mrs Case that Councillor Cullens be added to the membership of the Local Development Framework and Community Strategy Working Group.

The amendment was put to the vote and the Mayor declared it lost.

An amendment was moved by Councillor Goldsworthy and seconded by Councillor Mrs Case that Councillor Mrs I Smith be added to the membership of the Licensing Liaison Panel.

The amendment was put to the vote and the Mayor declared it lost.

An amendment was moved by Councillor Goldsworthy and seconded by Councillor Mrs Case that Councillor Perks be added to the membership of the Area Forum Working Group.

The amendment was put to the vote and the Mayor declared it lost.

**RESOLVED - 1) That Councillor J G Wilson be appointed Executive Leader of the Council.**

**2) That Councillor Edgerley be appointed Deputy Leader of the Council.**

**3) That in addition to the Executive Leader the following be appointed Executive Members to serve on the Executive Cabinet.**

**Councillors Edgerley**

**A Lowe**

**Brown**

**Lennox**

**A Gee**

**Hoyle**

**D Gee**

**Ball**

**R Snape**

4) That the following be appointed Representative Members.

**Councillors** Birchall

Parr  
M Wilson  
R Lees  
M Lowe  
T Gray  
Molyneaux  
Davies  
Iddon  
M Lees (to act in the capacity for the Executive Leader portfolio on Human Resources)

5) That appointments be made as follows to Committees, Sub-Committees and other bodies (including Substitute Members where specified) and that Chairs and Vice Chairs be appointed as indicated:

**Development Control Committee**

**Councillors** A Lowe (Chair)  
Parr (Vice-Chair)  
Ball  
Bedford  
Bell  
Birchall  
Brown  
Brownlee  
Counce  
Culshaw  
Davies  
David Dickinson  
Edgerley  
D Gee

**Councillors** T Gray  
Heaton  
Iddon  
R Lees  
Livesey  
Malpas  
Molyneaux  
Morgan  
Russell  
Mrs Snape  
Snow  
S Smith  
Whittaker

**Licensing and Safety Committee**

**Councillors** R Snape (Chair)  
Iddon (Vice-Chair)  
Bedford  
David Dickinson  
Mrs Dickinson  
A Gee  
T Gray  
Hoyle

M Lees  
Lennox  
McGowan  
Mrs Smith  
E Smith  
Walker  
Mrs Walsh

**Statutory Licensing Committee**

**Councillors** R Snape (Chair)  
Iddon (Vice-Chair)  
Bedford  
David Dickinson  
Mrs Dickinson  
A Gee  
T Gray  
Hoyle

M Lees  
Lennox  
McGowan  
Mrs Smith  
E Smith  
Walker  
Mrs Walsh



**Overview and Scrutiny Committee**

**Councillors Walker (Chair)**

Bell  
Mrs Case  
Davies  
Goldsworthy  
McGowan (Associate Chair)  
Parr  
Perks (Associate Chair)  
Mrs Walsh (Associate Chair)  
M Wilson

**Community Overview and Scrutiny Panel**

**Councillors Perks (Chair)**

Bedford  
Birchall  
Brownlee  
Buckley  
Culshaw  
Mrs Gray  
Morgan  
Mrs Smith  
Whittaker

**Environment Overview and Scrutiny Panel**

**Councillors McGowan (Chair)**

Counce  
David Dickinson  
T Gray  
Heaton  
Iddon  
R Lees  
M Lowe  
Livesey  
S Smith

**Customer Overview and Scrutiny Panel**

**Councillors Mrs Walsh (Chair)**

Cullens  
Mrs Dickinson  
M Lees  
Malpas  
Molyneaux  
Russell  
Snow  
E Smith  
Mrs J Snape

**General Purposes Committee**

**Councillors J Wilson (Chair)**  
Edgerley (Vice-Chair)  
Bedford  
Ball  
Bell  
Mrs Case  
Cullens  
A Gee

A Lowe  
M Lowe  
McGowan  
Morgan  
Parr  
Russell  
E Smith  
S Smith

Goldsworthy  
Hoyle  
M Lees

Mrs J Snape  
Mrs Walsh  
M Wilson

**Audit Committee**

**Councillors** Lennox (Chair)  
McGowan (Vice-Chair)  
Ball  
Mrs Case  
Goldsworthy  
Russell  
R Snape  
J Wilson

**Accounts Committee**

**Councillors** J Wilson (Chair)  
Edgerley (Vice-Chair)  
Ball  
Mrs Case  
Goldsworthy  
R Snape

**Site Inspection Sub-Committee**

**Councillors** A Lowe (Chair)  
R Parr (Vice-Chair)  
Ball  
Bedford  
Culshaw  
David Dickinson  
T Gray  
Heaton  
Iddon  
Molyneaux

**Standards Committee**

**Councillors** Edgerley (Vice-Chair)  
Bedford  
McGowan  
Mrs Walsh

**Parish Council Member**

Mrs Joan Geddes

**Non-Council Members**

Mr R A Ellwood (Chair)  
Dr J Cree

**Housing Appeals Committee**

**Councillors** Lennox (Chair)  
Ball  
Culshaw  
Mrs Gray  
R Lees  
Mrs Snape

**JNC Investigatory Committee**

**Councillors** Edgerley (Chair)  
Lennox (Vice-Chair)  
Mrs Case  
Mrs Gray  
Mrs Walsh

**JNC (Appeals) Committee**

**Councillors** M Wilson (Chair)  
D Gee (Vice-Chair)  
Malpas  
Russell  
R Snape

**Special Committee for the Chief Executive's Appointment**

**Councillors** J Wilson (Chair)  
Ball  
Mrs Case  
Edgerley  
Goldsworthy  
Hoyle  
R Snape

**Statutory Licensing Sub-Committee A**

**Councillors** R Snape (Chair)  
M Lees  
Mrs Smith

**Reserves**

**Councillors** Mrs Walsh  
E Smith  
T Gray  
Bedford

**Statutory Licensing Sub-Committee B**

**Councillors** Iddon (Vice-Chair)  
Mrs Dickinson  
A Gee

**Reserves**

**Councillors** McGowan  
David Dickinson  
Lennox  
Walker

**Town Centre Forum**

**Councillors** A Gee (Chair)  
D Gee  
M Lowe  
Malpas  
Perks

**Park Hall/Camelot Liaison Panel**

**Councillors** A Lowe (Chair)  
R Parr (Vice-Chair)  
Heaton  
E Smith  
Mrs Walsh  
Whittaker

**Local Development Framework and Community Strategy Working Group**

**Councillors** A Lowe (Chair)  
R Parr (Vice-Chair)  
Ball  
Bell  
Birchall  
Culshaw  
Edgerley  
Heaton  
R Lees  
Russell  
R Snape  
Mrs Snape  
Mrs Walsh

**Licensing Liaison Panel**

**Councillors** R Snape (Chair)  
Iddon

**Prison Liaison Panel**

**Councillors** Whittaker (Chair)  
Counce  
Mrs Dickinson  
Lennox  
Iddon

(plus 2 Parish Councillors)

**Member Development Steering Group**

**Councillors** Birchall  
Cullens  
M Lees  
R Snape  
Walker  
Mrs Walsh

**Area Forum Working Group**

(To include the Executive Member for Customers, Policy & Performance)

**Councillors** Ball  
Birchall  
Edgerley (Executive Member)  
Heaton  
Lennox  
Livesey  
R Snape

**05.C.53 COUNCIL CONSTITUTION**

The Council received for information and re-adoption the Council's Constitution, tabled at the meeting, which included the changes and amendments that had been agreed since it was last amended by the Council on 22 June 2004.

**RESOLVED - That the Constitution be confirmed and re-adopted in the form submitted.**

**05.C.54 OUTSIDE BODIES**

The schedule of appointments of representatives to outside bodies for the Municipal Year 2005/06 was moved by Councillor J Wilson and seconded by Councillor Edgerley.

**RESOLVED - That the representation on the Outside Bodies be as listed below:**

BODY	REPRESENTATIVES	DATE OF EXPIRY
Adlington Community Association	Councillor Miss J Molyneaux and Mrs Molyneaux, 36 Westhoughton Road, Adlington, Chorley, PR7 4ET (Labour nominee)	16 May 2006
Age Concern, Chorley	Councillors Mrs Walsh and Mrs Gray	16 May 2006
Local Government Association General Assembly	Executive Leader and Deputy Leader of Council	16 May 2006
Local Government Association Rural Commission	Executive Leader and Deputy Leader of Council	16 May 2006
Local Government Association Urban Commission	Executive Leader and Deputy Leader of Council	16 May 2006
Local Government Association New Towns Special Interest Group	Executive Leader and Deputy Leader of Council	16 May 2006
Local Government Association Lancashire Branch	Executive Leader, Deputy Leader of Council and Leader of the Opposition	16 May 2006
Brindle Village Hall Management Committee	Councillor David Dickinson	16 May 2006
Chorley Consolidated Charity and Chorley Relief Fund	Councillor A Gee (Appointed May 2005) J Cronshaw, 37 Brow Hey, Clayton Brook, Clayton-le-Woods, Chorley PR5 8DS (Appointed May 2001) (Labour nominee) Councillor Mrs Gray (Appointed May 2005)	May 2010 16 May 2006  May 2010
Chorley Community Centre Committee	Councillor M Lees	October 2006

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Chorley Community Safety Partnership	Councillors Brown, Goldsworthy and Hoyle	16 May 2006
Chorley and South Ribble Districts CAB Management Committee	Councillor Walsh	16 May 2006
Chorley and District Sports Council Executive Committee	Executive Member for Life and Leisure and Councillor Walker	16 May 2006
Chorley and District Victim Support Scheme	Councillors R Snape and Mrs Gray	16 May 2006
Chorley Domestic Violence Forum	Councillors Brownlee and J Snape	16 May 2006
Chorley and South Ribble (MIND)	Councillor Mrs Dickinson	16 May 2006
Chorley and South Ribble Council for Voluntary Service	Councillor Perks (named substitute Councillor Mrs Dickinson)	16 May 2006
Chorley and South Ribble Crossroads Care Scheme (Trustees)	Councillor M Lees	16 May 2006
Chorley and South Ribble Disability Forum	Councillor D Gee	16 May 2006
Chorley and South Ribble Shopmobility	Councillor Hoyle	16 May 2006
Chorley Women's Centre	Councillors Mrs Dickinson	16 May 2006
Chorley Environmental Forum	Executive Member and Representative Member for Environment and Community Safety	16 May 2006
Chorley Partnership Board of Directors	The Deputy Leader of Council and Chief Executive	16 May 2006
Clayton-le-Woods Community Centre Management Committee	Councillor Brownlee	16 May 2006
Confederation of Burial Authorities	Executive Member for Life and Leisure and the Cemeteries Registrar	16 May 2006
Court of Lancaster University	Mr Clive Yates, 34 Crook Street, Chorley, PR7 2LX (Labour Nominee)	1 August 2003 to 31 July 2006
Cuerden Valley Trust	Councillor Bedford	16 May 2006
District Liaison Committee for Education	Councillors A Gee, Birchall, S Smith, Russell and M Iddon	16 May 2006
Day Centre Committee for the Bankside Day Centre, Weldbank Lane, Chorley	Councillor A Gee	16 May 2006
District Liaison Committee for Social Services	Councillors Birchall, Lennox, Mrs Case and Mrs Walsh	16 May 2006
District Youth and Community Services and Connexions Advisory Committee	Councillors Molyneaux and Ball	16 May 2006

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Eccleston Maintained Youth Centre Management Committee	Jillian Hatch, 180a The Green, Eccleston, PR7 5SU (Labour Nominee) and Councillor Counce	May 2004-May 2007 May 2005-May 2008
Eccleston Millennium Green Trust	Jillian Hatch, 180A The Green, Eccleston, PR7 5SU (Labour Nominee)	16 May 2006
Educational Water Sports Committee	Executive Member for Life and Leisure	16 May 2006
Groundwork Wigan and Chorley	Councillor D Gee	16 May 2006
Heapey and Wheelton Village Hall Committee	Councillors S Smith and Mrs Smith	16 May 2006
Heskin Village Hall Management Committee	Councillor Whittaker	16 May 2006
Hoghton Village Hall Management Committee	Councillor David Dickinson	16 May 2006
Home-Start Chorley and South Ribble	Councillor Hoyle	16 May 2006
Lancashire College, Chorley	Mr B Hodson, 12 Somerset Avenue, Chorley PR7 1RD (Labour nominee)	1 October 2003 30 September 2006
Lancashire County Council's Health Equalities Overview and Scrutiny Committee	Councillor Mrs Walsh Associate Chair of Overview and Scrutiny Committee (Substitute members Councillors McGowan and M Lowe)	16 May 2006
Lancashire Neighbourhood Watch Association	Councillor Davies	16 May 2006
Lancashire Police Authority Partnerships Forum	Councillor Brown	16 May 2006
Lancashire Teaching Hospitals NHS – Governing Council: Partner Organisation	Councillor Mrs C Hoyle	16 May 2006
Lancashire Tourism Partnership	Councillor Hoyle	16 May 2006
Lancashire Valuation and Community Charge Tribunal	Mr Jon Davies, 3 Gillcroft, Eccleston, Chorley (Labour nominee) Mrs F Edgerley, 11 Shaftesbury Place, Chorley, PR7 1LS (Labour nominee) Councillor Bell Dr A Miller 95 Heapey Road, Chorley (Labour nominee)	March 2009 March 2009 March 2006 March 2006
Lever Park Joint Working Group	Councillors Mrs Case and Davies	16 May 2006
Local Government Information Unit Management Committee	Executive Leader and Deputy Leader of Council	16 May 2006
Local Policing Board for Chorley	Councillors Mrs Case and D Gee	16 May 2006
Markets Appeals Panel	Chair and Vice Chair of Markets Liaison Panel and Councillor Malpas plus 2 Market Traders	16 May 2006
Mawdesley Millennium Trust	Councillor Whittaker	16 May 2006

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Mawdesley Village Hall Management Committee	Councillor Culshaw	16 May 2006
Millennium Committee	Executive Member for Life and Leisure	16 May 2006
National Society for Clean Air	Executive Member for Environment and Community Safety and Head of Environmental Services (Substitute Representative Member for Environment and Community Safety)	16 May 2006
NHS Modernisation Board for Central Lancashire Health Community	Executive Member for Life and Leisure and Head of Leisure and Cultural Services	16 May 2006
North West Sports Board	Executive Member for Life and Leisure (Substitute Representative Member for Life and Leisure)	16 May 2006
North Western Local Authorities' Employers Organisation	* Executive Member for Capacity and Resources (Substitute Representative Member for Capacity and Resources)	16 May 2006
North West Regional Assembly	Executive Leader	16 May 2006
North West Tourist Board	Councillor Hoyle	16 May 2006
Preston and Western Lancashire Racial Equality Council	Councillor Snow	16 May 2006
Police Authority Community Meeting	Councillors Miss J Molyneaux, R Lees, Goldsworthy, Ball, Brownlee and R Snape	16 May 2006
Rivington Heritage Trust	Councillor Mrs Case	16 May 2006
Rivington Recreational Management Zone Advisory Committee	Councillor Davies (plus the Council's representatives on West Pennine Moors AMC – Councillors Case and Birchall)	16 May 2006
Runshaw College Community Liaison Group	Councillors Lennox (Chairman) and D Gee (Vice-Chairman) Birchall and Russell	16 May 2006
St John Ambulance Association	His Worship the Mayor	16 May 2006
Southern Area Board of the Lancashire Highways Partnership	Councillor D Gee	16 May 2006
The North West of England and the Isle of Man Reserved Forces and Cadets Association	Councillor McGowan	March 2006
Waste Management Strategy Group	Executive Member for Environment and Community Safety	16 May 2006
West Pennine Moors Area Management Committee	Councillors Case and Birchall (Named substitute Councillors Davies and Mrs Gray)	16 May 2006



All Saints CE Primary School	Councillor R Lees	14 May 2001 - 31 August 2006
Chorley Gillibrand Primary School	Councillor R Snape	14 May 2002 - 31 August 2006
Sacred Heart RC Primary School	Councillor Brown	1 September 2001 - 31 August 2006
St Georges CE Primary School	Mr Robert Collinson, 3 Belvedere Road, Chorley, PR7 1LY (Conservative nominee)	14 December 1999 – 31 August 2006
St Gregory's RC Primary School	Mr P Lowe, 19a Jackson Street, Chorley PR7 3DZ (Labour nominee)	14 May 2001 – 31 August 2006
St Mary's RC Primary School	Mrs V Bradley, 84 Hamilton Road, Chorley, PR7 2TJ (Labour Nominee)	14 May 2001 – 31 August 2006
St James' CE Primary School	Councillor M Wilson	1 September 2001 – 31 August 2006
St Joseph's RC School	Kevin Scallon, 40 Park Road, Chorley, PR7 1QU (Labour nominee)	14 May 2001 – 31 August 2006
St Peters CE School, Chorley	Councillor R Parr	March 2001 - 31 August 2006

## 05.C.55 MEMBERS ALLOWANCE SCHEME

The Chief Executive submitted a report making appropriate amendments to the existing Members' Allowances Scheme so as to increase the existing amounts of the allowances by a percentage to cover annual inflation.

**RESOLVED - That the Members' Allowances Scheme as amended be approved.**

## 05.C.56 TIMETABLE OF MEETINGS

The timetable of meetings for the forthcoming Municipal Year was moved by Councillor J Wilson and seconded by Councillor Edgerley, subject to Development Control Committee replacing Council on the 28 February 2006 and Council replacing Development Control Committee on 7 March 2006.

**RESOLVED - That the timetable of meetings for May 2005 to May 2006 as amended be approved.**

**05.C.57 BEST VALUE PERFORMANCE PLAN 2005/06**

The Executive Member for Customers, Policy and Performance presented a report which was attached a copy of the Best Value Performance Plan for 2005/06.

The Council was required, under the provisions of the Local Government Act 1999, to publish a Best Value Performance Plan annually by 30 June each year.

**RESOLVED - That the Best Value Performance Plan for 2005/06 as now presented be approved for publication on 30 June 2005.**

**05.C.58 COMMUNITY STRATEGY 2005/2006**

The Mayor indicated that the report of the Head of Corporate and Policy Services had been withdrawn.

Mayor

**REPORT OF DEVELOPMENT CONTROL COMMITTEE****GENERAL REPORT**

1. Since the last ordinary meeting of the Council, the Development Control Committee has met three times on 26 April, 24 May and 28 June 2005. This report refers briefly to the more significant planning proposals and other important issues considered at the three meetings.

**26 April 2005 Meeting****Planning Policy Statement 1: Delivering Sustainable Development**

2. We received a report of the Head of Planning Services on the contents of Planning Policy Statement No 1 (PPS.1) on Delivering Sustainable Development.
3. The general thrust of PPS.1 reinforces the Government's objectives to facilitate and promote sustainable patterns of urban and rural development, which will underpin development control decisions and future Local Development Framework documents. The Statement highlights that the role of Local Planning Authorities is not restricted to planning policy making and development control, but also entails facilitating and promoting the implementation of good quality design developments, whilst taking into account other plans and strategies. PPS.1 also emphasises the important role of planning as a tool to realise the vision set out in community strategies.
4. The Planning Policy Statement will be used as the basis for a series of briefing sessions for Members to be arranged later in the Municipal Year on relevant planning issues.

**Planning Application 04/1422/REMAJ**

5. We considered an application to construct 71 dwellings on 0.7 hectares of land on the west side of Central Drive to the west of Buckshaw Village centre. The development comprises 22 one-bedroomed ground floor apartments, 13 one-bedroomed two-storey homes, 22 two-bedroomed two-storey dwellings above the one-bedroomed apartments and 14 two-bedroomed two-storey homes. A car parking courtyard with one dedicated space per unit, plus visitor spaces and cycle and bin stores will be incorporated in the complex. There will be a landscaped communal community area centrally located within the layout, with an additional public art feature.
6. The scheme represents a new concept of high density housing at more affordable costs, with prices ranging from £50,000 to be targeted at young people and first time buyers. The developer aims to achieve the affordability of the houses by excluding private amenity space and utilising modern, pre-fabricated construction methods.
7. The proposal accords generally with relevant Borough Local Plan policies and the Buckshaw Village Residential Design Code. While appreciating that this proposal incorporates a higher density and different form of layout than previous traditional developments, we were conscious that the innovative and practical design is primarily aimed at providing homes for first-time buyers at affordable prices. The Committee, therefore, granted conditional permission for the development.

**Planning Application 04/01457/OUTMAJ**

8. The Committee considered an application for outline planning permission to residentially develop 1.29 hectares of undeveloped land off Carr Lane, Chorley adjoining the former Vertex Training and Conference Centre.

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9. We assessed the application against the implications of the proposed development on the current housing supply in the Borough, the existing highway network and employment land remifications, as well as the site specific matters of drainage and landscaping, and the relationship of the development to the Eaves Green Link Road.
10. We considered that the benefits of the proposal more than outweigh the disbenefits and the Committee was, therefore, minded to grant planning permission for the development, subject to a Section 106 Legal Agreement to cover several matters, including a financial contribution towards the Eaves Green Link Road and/or affordable housing provision, a commuted sum in lieu of off-site equipped play space, the transfer of land necessary for the construction of the Link Road, the partial costs of constructing an access to the Link Road, the relocation of the access to the Vertex Centre and the marketing of the allocated employment land.
11. As the proposal involves three elements of potential encroachment into alternative land allocations and zonings in the Adopted Borough Local Plan, the application had previously been advertised as a departure to the Development Plan. In line with accepted procedure, the application has accordingly been referred to the Government Office for the North West (GONW) with a recommendation that the Council is minded to grant conditional outline planning permission, subject to the completion of the Section 106 Legal Agreement. GONW will subsequently decide whether the application should be determined by the Secretary of State or whether we can proceed to finally determine the application.

### **24 May 2005 meeting**

#### **Planning Application 05/00279/outmaj**

12. Following the decision of the Secretary of State not to 'call in' the application for outline planning permission for the creation of a 75 Unit Leisure Village adjoining the existing 'Spanish Village' adjacent to and at the rear of Camelot Theme Park and Park Hall, Charnock Richard, the Council granted conditional outline permission for the development in February 2001.
14. We considered a further application, lodged under Section 73 of the Town and Country Planning Act 1990, to vary Condition 1 imposed on the 2001 outline permission in order to allow the applicants an additional three years for the submission of the reserved matters.
13. The development comprises 75 single storey units of self-contained timeshare holiday accommodation within a three hectare area to the west of the disused Garden Centre Glasshouse to the north of the Theme Park.
14. The Local Planning Authority, in granting the original outline permission, had concluded that special circumstances existed to justify the development in the Green Belt. We did not consider that there had been any material change in the circumstances surrounding the application and, consequently, approved the proposal to allow a further three years for the submission of reserved matters.

### **28 June 2005 meeting**

#### **Planning Application 05/00319/LCC**

15. Our views had been sought by the Lancashire County Council on an application by Tarmac Limited for the extraction and processing for sale of about 4.32 million tonnes of high grade sand over a period of approximately 15 years from land to the west of the M6 between Dawbers Lane and Runshaw Lane and to the north of Runshaw Lane, Euxton, including the construction of a new access road, processing plant with associated stock piling areas, weigh bridge and office building, with progressive restoration to agriculture and conservation area. While the total site covers an area of 68 hectares, mineral extraction was only

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proposed to take place within an area of 34 hectares, with the remainder of the land being used for soil storage and perimeter screening mounds, processing plant and stockpiling areas, and an access road. The application for planning permission will ultimately be determined by the County Council.

16. We debated the proposal at length, and during the course of our discussion, the following four issues were identified as being of particular concern:
  - There is insufficient evidence that there are not environmentally less sensitive locations available to supply high grade sand to the local area.
  - The increased HGV traffic on local roads is likely to adversely affect the amenity of the local community and other road users.
  - The applicants have provided insufficient details to prove that the proposal will comply with the emerging EU limits for air quality objectives for PM<sub>10</sub>'s which will cover the extraction period. The intended limit value has been ignored in the applicants' report.
  - The proposal will be detrimental to the amenities of local residents and to the users of the attractive surrounding countryside.
17. After taking account of those concerns, it was the Committee's unanimous decision to lodge an objection to the proposals on those grounds. We have also requested an opportunity to attend the appropriate meeting when the application will be determined by the County Council to put forward the Borough Council's arguments.

### **Planning Application 05/00344/FULMAJ**

18. The Committee considered an application for planning permission for the development of 164 dwellings in a mixture of flats and two and three storey houses, on the site of the former Talbot Mill at From Street, Chorley. The application included proposals for landscaping, an access off From Street and hopefully improvements to From Street/Eaves Lane, together with plans for footpaths to front onto the canal along the western boundary of the site and at Black Brook along the eastern boundary.
19. While the Committee appreciates the present derelict and untidy state of the site, the area remains a peripheral site with poor access that will be awkward to develop.
20. The number of houses proposed for construction on the site has increased significantly, exacerbating the access and environmental impact issues. In this context, the Lancashire County Council, as the strategic authority, has expressed concern at the potential oversupply of housing within the Borough and, in line with the situation in the Borough, have objected to a number of allocated sites proceeding to development. In addition, the proposal is contrary to an Adopted Local Plan Review policy in that the application does not make a satisfactory provision for affordable housing.
21. In conclusion, it was the Committee's unanimous decision to reject the application.

COUNCILLOR A LOWE

Chair of Development Control Committee and Executive Member for Development and Planning.

AU

There are no background papers to this report.

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## **REPORT OF LICENSING AND SAFETY COMMITTEE**

### **GENERAL REPORT**

1. This report sets out a brief summary of the main items considered at a meeting of the Licensing and Safety held on 25 May 2005 and the Special Meeting of the Committee held on 3 June 2005.

#### **25 May 2005 Meeting**

#### **Application for the Renewal of a Public Entertainment Licence – The Sirloin Inn, Station Road, Hoghton**

2. We were requested to determine an application for the renewal of a Public Entertainment Licence in respect of The Sirloin Inn, Station Road, Hoghton.
3. The application was based on the same permitted hours of Wednesdays, 11.00am until 11.00pm and Saturdays, 11.00am until 11.00pm, however the application had been brought to Committee following the receipt of objections from two residents due to noise from the establishment. No objection had been received from the Police and the Council's Environmental Services did not object but had made recommendations regarding work to the premises that would reduce the escape of noise from the entertainment at the premises.
4. The Council agreed to the renewal of the licence on the hours requested subject to complying with the recommendations of the Council's Environmental Services.

#### **Eccleston Cricket Club – Remission of Fee**

5. We received a report of the Director of Legal Services to determine a request received from Eccleston Cricket Club for the Public Entertainment Licence fee of £180.00 in respect of a fund raising event on 24 December 2005 to be remitted.
6. The Committee considered that it required more information, in the way of receipt of a balance sheet and breakdown of expected costs for the event and therefore deferred the item to a future meeting.

#### **Application for Licence to Drive Private Hire Vehicles**

7. I accepted, as urgent, consideration of this item, not included on the agenda, in view of the fact that the next scheduled meeting was not until 24 September 2005.
8. An application had been received for a Hackney Carriage and Private Hire Driver's Licence in which the applicant had held a DVLA Driving Licence since 27 June 2002. The Council's policy was that applications for Hackney Carriage or Private Hire Driver's Licences who have not attained the age of 21 years at the date of applying or do not have three years of experience driving under a full DVLA licence be not normally granted a licence, but that applicants who wish to put forward reasons why an exception be made from this general policy in their case be given an opportunity to appear before the Committee.
9. Following representations in support of his applicant, the applicant was granted a licence to drive Private Hire (Hackney Carriage) Driver's Licence subject to the usual medical fitness and Criminal Records Bureau checks.

10. We also agreed to review the Council's policy on the issue of a Hackney Carriage/Private Hire Driver's Licence to those applicants who have had a DVLA Licence for at least three years.

### **Private Hire Operator – Complaints**

11. We were informed that a complaint had been received regarding a private hire operator in Chorley and that a special meeting of the Committee should be arranged as soon as possible to bring to the attention of Members the continuing problems associated with the operator.

This special meeting was held on Friday, 3 June 2005.

### **Special Meeting – 3 June 2005**

12. Our attention was drawn to the continuing problems relating to a Private Hire Operator in Chorley.
13. Following receipt of a complaint, officers had been unable to carry out a thorough investigation as it had not been possible to contact the licence holder through letters or gaining access to the operating base.
14. Correspondence delivered to the home of the licensed operator enabled an interview to take place with the Enforcement Officer.
15. We were informed that it was a condition of a private hire operator's licence that the operator on receiving a complaint should notify the complainant of his right to forward the complaint to the Council. In addition the operator must investigate the complaint immediately and notify the complainant of the outcome. If the complaint is investigated by an authorised officer of the Council, the operator must conform to any direction of the officer.
16. In addition to the failure to deal with the complaint, there was also a lack of apparent involvement by the Licensed operator in the operation of the firm which raised concerns as to whether he was a fit and proper person.
17. The Committee agreed for the operator to continue to hold a licence, however, a strongly written letter should be sent to him stating that the Committee was unhappy with the running of the business and that conditions of the licence must be adhered to at all times, including making access for officers to attend the operating base at all times and that the operator must play an active role in the day to day operation of the business.

### **Recommendation**

18. The Council is requested to note this report.

COUNCILLOR R SNAPE  
Chairman of the Licensing and Safety Committee

GKB

There are no background papers to this report.



## **REPORT OF OVERVIEW AND SCRUTINY COMMITTEE AND PANELS**

### **GENERAL REPORT**

1. This report briefly summarises the business transacted at the Overview and Scrutiny Committee held on 16 June 2005, as well as a brief summary of the recent activities and matters discussed at meetings of the Community, Customer and Environment Overview and Scrutiny Panels. A report on the items discussed at the 7 July meeting of the Committee will be presented to the next Ordinary Council meeting.

#### Business Plan Update to the Year End (2004/05)

2. The Committee received the year end update of the Business Plans relating to Corporate and Policy Services, Human Resources, Finance and Legal Services, whose remit and area are the responsibility of the Committee.
3. We discussed each Business Plan in turn with the officers answering Members' queries.

#### Community Overview and Scrutiny Panel Inquiry into the Provision of Youth Activities in Chorley

4. The Committee considered the draft final report and recommendations of the Community Overview and Scrutiny Panel Inquiry into the provision of youth activities in the Borough.
5. The recommendations contained in the report were aimed at identifying the current provision of youth activities and facilities as well as identifying future issues highlighted by the Youth Service and other key partnerships. The Panel compared Chorley with best practice elsewhere and identified relevant issues relating to funding and capacity.
6. The Committee acknowledged the efforts of the Panel in this investigation and indicated our agreement with the reports' conclusions and recommendations and commended the report for presentation to the Executive Cabinet.

#### Customer Overview and Scrutiny Panel Inquiry into the One Stop Shop

7. The Committee considered the draft final report and recommendations of the Customer Overview and Scrutiny Panel inquiry into the One Stop Shop.
8. The recommendations contained in the report, which had been formulated by the Panel were aimed to assess the effectiveness of the One Stop Shop in improving Customer Service.
9. The Committee acknowledged the efforts of the Panel in this investigation and indicated our general agreement with the requests, conclusions and recommendations and commended the report for presentation to the Executive Cabinet.

#### Monitoring of Sickness Absence

10. The Committee received the six monthly update report from the Head of Human Resources on the sickness absence across the authority and the process of reducing absence within the authority.
11. The report indicated that the performance indicator for 2003/04 was 13.45 days lost per employee.

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12. The target set for 2005/06 was significantly challenging at eight days sick per employee (equating to a 3.4% absence rate) which was comparably low compared to the national and local targets for both public and private sector companies.
13. The year end (2004/05) target of 10 days had been met with a final rate of 9.69 days per employee. The reduction equates to a cash saving of £250,000 which would have had to be found from elsewhere in the Council's budget if it had not been for such an impressive turnabout.
14. The report outlined the major factors of the future action plans aimed at a continuing reduction in sickness absence levels and improving the health and well being of employees.

### Forward Plans

15. We received for information the latest Forward Plans showing the raised format and the financial threshold for the identification of 'key decisions' that had been the subject of consideration by the Overview and Scrutiny Committee, and which had been approved by the Executive Cabinet on 7 April 2005.

### **Environment Overview and Scrutiny Panel - 9 June 2005**

#### Accessibility of Cycling as a Leisure Pursuit

16. As part of the ongoing inquiry into the 'Accessibility of cycling as a leisure pursuit' the Panel received a report from the Ranger for West Pennine Moors (West) on the leisure activities in the Rivington area and how they relate to the inquiry. The information would provide useful evidence for the Panel.

#### Review of Grass Cutting Inquiry Recommendations

17. The Panel received from the Head of Public Space Services the progress made on implementing the Panel's recommendations following the inquiry into the performance of the Council's grass cutting service and considered each of the ten recommendations that had been approved by the Executive Cabinet at its meeting held on 11 July 2001.
18. The Panel welcomed the improvement in the grass cutting service.

#### Review of Flooding, Flood Prevention and Contingency Inquiry Recommendations

19. The Panel received from the Head of Public Space Services the progress made on implementing the Panel's recommendations following the inquiry into the review of flooding, flood prevention and contingency.
20. The Panel considered the progress on each of the eighteen recommendations that had been approved by the Executive Cabinet at its meeting held on 15 May 2004.
21. The Panel welcomed the progress made on implementing the recommendations.

#### Enhanced Recycling Scheme

22. Members of the Panel received a progress report from the Head of Environmental Services on the implementation of the Enhanced Recycling Scheme which started on 18 April 2005 with collections for phase 1.
23. A total of 23,860 households had moved to the scheme with the second and final phase, a total of 17,754 households moving to the new service on or after the 22 June.

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24. A preliminary analysis of the recycling rate for May showed an increase over the long term monthly average as follows:
- Paper 21% increase from 169 to 204 tonnes  
Glass 69% increase from 80 to 135 tonnes
- giving a predicted annual recyclate tonnage of
- Paper 2,450 tonnes (2025)  
Glass 1,660 tonnes (960)
25. The following tonnages of cans/plastic and cardboard are all new recyclate tonnages:
- Plastics/cans 53 tonnes  
Cardboard 35 tonnes
- giving a predicted annual recyclate tonnage of
- Plastics/cans 900 tonnes  
Cardboard 650 tonnes
26. This represents a recycling rate of around 40% for this period. There were preliminary estimates based on very small data.
27. A number of anticipated problems, such as an increase in side/extra/fly tipped waste, had not really materialised, concluding that a great majority of householders who recycle can manage easily with a fortnightly collection of 240 litres.

### Business Plans Update to the Year End (2004/05)

28. The Panel received the 2004/05 year end update of the Business Plans relating to Environmental Services, Public Space Services and Planning Services, whose remit and area are the responsibility of the Panel.

### **Community Overview and Scrutiny Panel**

29. The Panel has met twice on 7 June and 5 July 2005, when the following principal items of business were discussed.

#### **7 June meeting**

##### Business Plans, 2004/05 - Fourth Quarter Updates

30. The Panel were supplied with the Business Plan Updates for the quarter period ending 31 March 2005 in respect of the Leisure and Cultural Services Unit, measuring the Unit's performance against its Business Plan. The Head of Leisure and Cultural Services explained to Members the reasons for the few exceptions that had occurred in his Unit's Business Plan.
31. The recent restructuring exercise had prevented a 2004/05 Business Plan for the Economic Regeneration Unit from being produced, but the Panel were assured that the Unit's performance targets in respect of its strategic areas were being achieved.

##### Inquiry into the Provision of Youth Activities in Chorley

32. The Panel received and approved (subject to the substitution of a word in Recommendation 6) the draft report on its findings and recommendations following the Panel's scrutiny inquiry into the provision of youth activities in the Borough.

33. The overriding aim of the inquiry recommendations is to enhance and complement present efforts by helping to facilitate more effective co-ordination and co-operation, particularly between service providers and funding bodies, and to encourage maximum use of current facilities. While some of the recommendations will not entail major immediate additional expenditure from the Borough Council, a number of the proposals will have financial implications for other service providers.
34. The inquiry report and recommendations were commended for approval by both the Overview and Scrutiny Committee and the Executive Cabinet.

## **5 July 2005 meeting**

### **Public Participation in the Council's Political Decision-making process - Scrutiny Inquiry**

35. The Executive Member for Customers, Policy and Performance attended the Panel meeting to advise Members on the outcome of the discussions at the meeting of the Area Forum Working Group that had been held on the previous day, 4 July. The Working Group has recommended that early consultation commences with the prospective partners on proposals to introduce three pilot Area Forum schemes in Coppull, Clayton Brook and a rural area to be determined. The Working Group also recommended the Panel, as part of its scrutiny inquiry, to examine the arrangements that operate in Authorities (i) that have established Area Forum; (ii) that have established Area Committees; and (iii) that have adopted alternative methods of engagement.
36. Following a lengthy debate on the best means of progressing the Panel's scrutiny inquiry the Members chose not to revise the current terms of reference for its inquiry. A briefing note to explain the background to, purpose and future course of the inquiry, together with a timetable for its progression, will be produced for the Panel's next meeting. Comparative information on the Area Forums/Committees operated by other Lancashire District Councils will also be submitted to the Panel.

### **Town Centre Autumn Fair**

37. The Panel received a report of the Head of Property Services on the operation of the 2004 Town Centre Fair, following the Executive Cabinet's decision on the Panel's recent Scrutiny Inquiry.
38. The Officers were satisfied that the combined use of Market Street and the private car park at QS Fashions had worked well in 2004. It was, therefore, intended that the same arrangements would apply for the 2005 Autumn Fair.

### **Customer Overview and Scrutiny Panel**

#### **One Stop Shop and Lancashire Shared Services Contact Centre**

39. At the meeting on 20 April we considered the evidence collected as part of the One Stop Shop Inquiry and an update report advising us of further information in relation to the Inquiry and the current position with the Lancashire Shared Services Contact Centre.
40. We considered the draft Final Report of the Panel into Final Report into the One Stop Shop and Lancashire Shared Services Contact Centre and discussed each recommendation in turn with the Executive Member for Customers, Policy and Performance; Councillor Edgerley.
41. At our meeting held on 8 June 2005 we received the report of the Assistant Head of Customer Services updating Members on further information in relation to the One Stop

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Shop Inquiry. We made two additional recommendations in the light of further information received.

### Customer Access and Focus Best Value Inspectors

42. We welcomed the Best Value Inspectors to our meeting held on 8 June 2005 and discussed the Council's focus on providing customers with service and the access to these services.

### Customer Focussed Access and Service Design Strategy

43. We received a presentation by the eGovernment Manager regarding the Council's Customer Focussed Access and Service Design Strategy. We discussed the concept of the Strategy and noted that it would be consulted on with a wide range of stakeholders before being presented to the Executive Cabinet for approval in September 2005.

### Business Plan Updates for the End of Year 2004/05

44. We considered the Business Plan updates for the end of year 2004/05 for Housing Services, Property Services, ICT Services and Customer, Democratic and Office Support Services. The respective Service Unit Heads gave a summary for their Unit responded to queries from Members.

### Review of the Marketing and Promotion of the Enhanced Recycling Scheme Inquiry Recommendations

45. We received the report of the Head of Environmental Services reporting the actions taken following the recommendations made to the Overview and Scrutiny Committee in December 2004. The progress on each of the recommendations was discussed. It was noted that more recyclates had been presented than had been anticipated with some areas presenting at a level of 90%.

### Items Referred from Overview and Scrutiny Committee – Decriminalisation of Parking Enforcement

46. We considered a report from the Engineering Services Manager containing background information in relation to the Decriminalisation of Parking Enforcement. We briefly discussed the contents of the report and agreed to have a further discussion on this subject at a future meeting.
47. At our meeting on 6 July we received a further report from the Engineering Services Manager with additional background, financial and comparative information.
48. We drafted the project outline for the inquiry and deliberated the objectives, desired outcomes, key issues and risks. Evidence, witnesses, consultation and site visits were considered.

### Review of Race Equality Scheme

49. The Panel received from the Head of Corporate and Policy Services a report informing Members of progress made by the Council towards the objectives set out in the Race Equality Scheme Action Plan.
50. We clarified several points and made comments on the progress so far.

### Recommendation

51. The Council is recommended to note this report.

COUNCILLOR J WALKER  
Chairman of Overview and Scrutiny Committee

GKB

There are no background papers to this report.

## REPORT OF STANDARDS COMMITTEE

**GENERAL REPORT****Training on Standards Committee Issues**

1. At our meeting on 25 April we considered training on standards committee issues and noted that this was within the remit of the Member Development Steering Group and would be discussed with Parish Councils.

**Review of the Code of Conduct for Members by The Standards Board for England**

2. We received the report of the Monitoring Officer seeking our comments in respect of the Consultation Paper issued by the Standards Board for England in connection with the Review of the Code of Conduct for Members.
3. The Consultation Paper refers to the ten general principles of conduct in public life which had been recommended by the Committee on Standards in Public Life
4. The ten general principles are: Selflessness, Honesty and Integrity, Objectivity, Accountability, Openness, Personal judgement, Respect for others, Duty to uphold the law, Stewardship and Leadership.
5. We discussed the questionnaire contained in the Consultation Paper and authorised the Monitoring Officer to respond on our behalf by 17 June 2005.

**Recommendation**

6. The Council is requested to note this report.

MR R ELLWOOD  
Chairman of the Standards Committee

RH

There are no background papers to this report.

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## **REPORT OF GENERAL PURPOSES COMMITTEE**

### **GENERAL REPORT**

1. This report briefly summarises the one item transacted at a meeting of the General Purposes Committee held on 8 June 2005.

#### Remuneration Package for the Chief Executive Post

2. Following the intention of the Chief Executive to retire from his post on 2 January 2006, the Special Appointments Committee has been re-constituted to determine the recruitment procedure, interview selected candidates and make the appointment to the post of Chief Executive.
3. In connection with this process Tribal Executive Resourcing have been appointed to assist in the recruitment of a new Chief Executive and had been asked to recommend the salary at which the post should be advertised, in order to maximise the number of high quality applicants and to subsequently make a successful appointment.
4. A summary of findings was submitted to the Committee regarding the remuneration package and the Committee was requested to approve the application of a remuneration package circa £100,000 to the new Chief Executive's post.
5. The Committee agreed the recommendation and granted the Special Appointments Committee authority to approve the final figure of around £100,000 when the appointment is made.

#### **Recommendation**

6. The Council is recommended to note this report.

COUNCILLOR J WILSON  
Chairman of General Purposes Committee

GKB

There are no background papers to this report.

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**REPORT OF EXECUTIVE CABINET****AMENDMENT TO SCHEME OF DELEGATIONS - ANTI-SOCIAL BEHAVIOUR ORDERS**

1. We received a report from the Head of Corporate and Policy Services seeking an amendment to the Scheme of Officer Delegations to allow the Anti-Social Behaviour Co-ordinator to consult and make applications for Anti-Social Behaviour Orders on behalf of the Borough Council.
2. The Crime and Disorder Act 1998 (as amended by the Anti-Social Behaviour Act 2003) provided new powers for Local Authorities, Police, Registered Social Landlords and British Transport Police to apply to the Courts for Anti-Social Behaviour Orders and Injunctions. The 1998 Act places a statutory obligation on the Local Authority and the Police to consult with each other before formal applications are made to the Courts.
3. The current authority to consult and make applications for Anti-Social Behaviour Orders (ASBOs) on behalf of the Borough Council lies with the Head of Corporate and Policy Services. The Anti-Social Behaviour Co-ordinator, whose post was created in June, 2003, is in constant contact with the Police and represents the Authority at case conferences which form part of the ASBO application process.
4. The increasing number of applications for ASBOs renders it impractical for the Head of Corporate and Policy Services to undertake the formal consultations personally and is reliant on advice he receives from the Anti-Social Behaviour Co-ordinator. The Executive Cabinet, therefore, agreed the expediency of the current Officer delegation being extended to allow both the Head of Corporate and Policy Services and the Community Safety Co-ordinator to consult on, and approve, applications for ASBOs.

Recommendation

5. The Council is recommended to approve an amendment to Part D of Appendix 2 to the Council's Constitution allocating Executive Functions to Council Officers to allow both the Head of Corporate and Policy Services and the Community Safety Co-ordinator to conduct any necessary consultations with agencies and make applications for Anti-Social Behaviour Orders on behalf of the Borough Council under Sections 1 and 2 of the Crime and Disorder Act, 1998.

COUNCILLOR T BROWN

Executive Member for Environment and Community Safety

<b>BACKGROUND PAPERS</b>			
<b>DOCUMENT</b>	<b>DATE</b>	<b>FILE</b>	<b>PLACE OF INSPECTION</b>
Report of Head of Corporate and Policy Services to Executive Cabinet	26/05/05	-	Town Hall, Chorley

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## REPORT OF EXECUTIVE CABINET

### AMENDMENT TO SCHEME OF DELEGATIONS - PLANNING SERVICES

1. We were presented with a joint report of the Head of Planning Services and the Director of Legal Services recommending amendments to the Council's Scheme of Delegations to allow the Head of Planning Services to deal with complaints relating to high hedges, make minor amendments to Section 106 Legal Agreements and refuse planning permission in relation to major applications in specified circumstances. An addendum to the report circulated at the Cabinet meeting also sought an extension of the delegated powers granted to the Development Control Committee to enable the Committee to deal with high hedges.
2. There is currently no mechanism to allow minor alterations to Section 106 Legal Agreements following the Development Control Committee's approval of the fundamental Heads of Terms. The report argued that it would expedite negotiations in many instances if the Head of Planning Services, following consultation with the Chair and Vice-Chairman of the Development Control Committee, was to be allowed to agree minor changes to Section 106 Agreements (eg adjustments to timings; phasing of agreed payment sums; wording changes on legal advice).
3. The report also suggested the extension of the Head of Planning Services' delegated authority to refuse major applications for planning permission on the rare occasions where the Council is unlikely to be able to determine the application within the statutory period in order not to adversely affect the Council's Planning Delivery Grant target.
4. The Anti-Social Behaviour Act, 2003 includes a provision for local authorities to be able to deal with complaints regarding high hedges by empowering Councils to issue remedial notices on hedge owners in instances where they consider the complaint to be justified. The Council may also undertake work in default and/or prosecute in the event of the owner's failure to comply with a remedial notice. As the responsibility for all functions in relation to high hedges rests with the Council it is necessary to amend the Council's constitution to reflect this function. In addition, the Executive Cabinet endorsed recommendations to assign the Council's powers on high hedges to the Development Control Committee and to grant delegated power to the Head of Planning Services to exercise the Council's powers (with the exception of setting fee levels) in relation to complaints in respect of high hedges.

### **Recommendations**

5. The Council is recommended to approve the following amendments to the Council's Constitution:
  - (a) The insertion of the words "47A - Powers relating to complaints about high hedges under Part 8 of the Anti Social Behaviour Act 2003" in Appendix 2 Part 1 Miscellaneous Functions.
  - (b) The insertion of the words "(d) powers relating to complaints about high hedges" in paragraph 2 of Appendix 2, Part B below the Development Control Committee heading.
  - (c) The insertion of an addendum to Paragraph 9.5 of Appendix 2, Part C under the heading of Head of Planning Services to read: "Where a planning application as defined in (c)(i) above is unable to be determined within the statutory period because all material is not available then, exceptionally, the Head of Planning Services following consultation with the Chair and Vice-Chair may refuse planning permission".

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- (d) The amendment of the wording in paragraph 9.12 of Appendix 2, Part C to read: “Authority to exercise all powers (except for setting fee levels) under Part 8 of the Anti Social Behaviour Act 2003 in relation to complaints relating to high hedges”.
- (e) The insertion of a new paragraph 9.13 in Appendix 2, Part C to read as follows: “That where a Section 106 Agreement has been adopted by the Development Control Committee, the Head of Planning Services be given delegated powers following consultation with the Chair and Vice Chair to make minor amendments to the Section 106 Agreement”.

COUNCILLOR A LOWE  
Executive Member for Development and Planning

<b>BACKGROUND PAPERS</b>			
<b>DOCUMENT</b>	<b>DATE</b>	<b>FILE</b>	<b>PLACE OF INSPECTION</b>
Reports of Head of Housing Services and Director of Legal Services to Executive Cabinet	20/06/05	-	Town Hall, Chorley

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**REPORT OF EXECUTIVE CABINET****EXTENSION OF ICT DATA NETWORK**

1. We considered a report of the Head of Public Space Services on the need for additional cabling work and extension of the Council's ICT network by the provision of a Service Centre on the Portland Street car park. The works were deemed essential in order to remove the risk of failure of the network and to provide a facility for the continuation of the Council's business in emergency situations in line with the Business Continuity Plan.
2. The Executive Cabinet has approved the award of the contract for those works to specialist contractors, Cedar Contract Services.
3. In addition to the contract works to be undertaken by Cedar Contract Services, there are further ICT related costs that will require to be incurred, together with internal staff recharge costs. In total, a budget provision of £68,040 is required.
4. The Director of Finance informs us that provision for the staff costs has been made elsewhere in the 2005/06 budget, and we have been assured that the additional costs can be financed from unallocated resources.
5. We supported the Officers' proposals to safeguard the Council's business continuity arrangements and, accordingly, recommend the increase of the relevant Capital Programme provision.

**Recommendation**

6. The Council is recommended to approve the increase of the 2005/06 Capital Programme provision for the additional cabling work and extension of the Council's ICT network to £68,040.

COUNCILLOR J WILSON  
Executive Leader

<b>BACKGROUND PAPERS</b>			
<b>DOCUMENT</b>	<b>DATE</b>	<b>FILE</b>	<b>PLACE OF INSPECTION</b>
Report of Head of Public Space Services to Executive Cabinet	26/05/05	-	Town Hall, Chorley

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## **REPORT OF EXECUTIVE CABINET**

### **REVENUE AND CAPITAL BUDGETS FOR 2004/05 - PROVISIONAL OUTTURN**

1. We received a report of the Director of Finance on the provisional outturn for the 2004/05 Capital and General Funds (including the direct service functions) and the Housing Revenue Account (including the Building Maintenance direct service). The report also proposed an updated Capital Programme for 2005/06.
2. We were pleased to note that, in addition to the targeted savings and previously reported savings achieved, the outturn figure for the 2004/05 General Fund reveals a further saving of £199,000. We are, therefore, recommending the Council to approve the specific utilisation of the unallocated savings, which, if accepted will leave a working balance in the General Fund of £1.305m. We were also pleased to note that all the direct maintenance services delivered an outturn inline with expectations.
3. The 2004/05 outturn position in relation to the Housing Revenue Account reveals that a working balance of £443,000 has been achieved, which is £43,000 greater than was envisaged earlier in the year. This is due predominantly to the additional extra subsidy received, which has offset expenditure increases particularly on repairs and maintenance.
4. The final outturn of the 2004/05 Capital Programme of £9,182,583 requires a further slippage of £1,654,363. While there have been a number of minor underspends in completed schemes, a number of overspends can either be financed from future year's Capital Programmes or financed from unallocated resources.
5. We were also advised by the Director of Finance at our meeting on 30 June 2005 of the need for improvements to be undertaken to the welfare facilities at the Bengal Street Depot, which will require an additional Capital Programme allocation.

### **Recommendations**

6. The Council is recommended:
  - (1) to approve the allocation of the additional £199,000 General Fund savings towards funding for the Job Evaluation Programme (£125,000); recruitment costs (£50,000); Member Development programme (£14,000); and Long Service event (£10,000);
  - (2) to approve the financing of the Capital Programme as shown below and the updated Capital Programme of 2005/06, including slippage:

<b>Financing the Programme</b>	<b>Approved Budget</b>	<b>Provisional Outturn</b>	<b>Variation</b>	<b>Comment</b>
Unrestricted capital receipts	4,068,500	3,226,930	(841,630)	Slipped to 05/06
HIP residual capital receipts	1,169,730	861,694	(308,036)	Slipped to 05/06
External contributions				
-Developers	430,620	391,130	(39,490)	Slipped to 05/06
-Lottery	95,740	107,236	11,496	
-Other Local Authorities	0	28,250	28,250	
-RDA	1,190,000	1,190,920	920	
Government Grants				
-Local Gov't on-line	350,000	35,097	(314,903)	Slipped to 05/06
-E-voting	903,880	903,879	(1)	
-Defra recycling	365,300	307,756	(57,544)	Slipped to 05/06
-Disabled facilities - grant	180,000	153,523	(26,477)	Slipped to 05/06
-Other	71,000	71,034	34	
Specific Revenue Reserves	88,940	95,197	6,257	
Major Repairs Allowance	1,810,000	1,809,907	(93)	
	<u>10,723,770</u>	<u>9,182,553</u>		

- (3) to approve the additional Capital Programme expenditure being financed from either additional unallocated resources or by way of budget adjustments from approved commitments.
- (4) to approve the addition of £22,000 to the Capital Programme to cover the cost of the Bengal Street Depot welfare facilities to be met from existing resources.

COUNCILLOR J WILSON  
Executive Leader

<b>BACKGROUND PAPERS</b>			
<b>DOCUMENT</b>	<b>DATE</b>	<b>FILE</b>	<b>PLACE OF INSPECTION</b>
Report of Director of Finance to Executive Cabinet	30/06/05	-	Town Hall, Chorley

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## REPORT OF EXECUTIVE CABINET

### REVIEW OF MEMBERS' ALLOWANCES SCHEME - REPORT OF INDEPENDENT REMUNERATION PANEL

1. The Chief Executive submitted a report to the Executive Cabinet which explained the background to and the remit assigned to the Independent Remuneration Panel, which was set up to review the Members' Allowances Scheme and to produce a report of their findings, with recommendations, for the Council's consideration.
2. The majority of the Chief Executive's report is reproduced below so that all Members of the Council may be aware of the history and relevant factors relating to this matter before reaching a decision.

#### Background

3. The Local Government Act 2000 made substantial changes to the system of Members Allowances. Broadly, it gave Councils substantial freedom, but required them to appoint Independent Remuneration Panels. In determining the amount of the allowances and the responsibilities for which and the circumstances in which they are payable, a Council has to have regard to the advice and recommendations of its Independent Remuneration panel. It is not bound to accept the recommendations. But as soon as reasonably practicable after a Council has received a report from its Independent Remuneration Panel, it must publish a notice in at least one local newspaper, describing the main features of the panels recommendations, including the amounts recommended, and make the report available for inspection. Then, after making a decision on the recommendations and making or amending its scheme of allowances, a Council must publish another notice in a local newspaper giving details of its decision and also repeating details of the Panel's recommendations, again including the amounts.

#### Work Undertaken by the Panel

4. An Independent Remuneration Panel is required to review Members Allowances and produce a report making recommendations:
  - (a) as to the amount of basic allowance that should be payable;
  - (b) as to the duties in respect of which special responsibility allowances should be paid and the amount of such allowances; and
  - (c) as to whether the Council's scheme should include allowances in respect of the expenses of arranging for the care of children or dependants and as to the amount of those allowances.
5. Since its establishment, our Independent Remuneration Panel has undertaken a comprehensive review, considered the amounts and types of allowances paid elsewhere and held consultation meetings with senior Members. The Panel has now produced its report, which is attached.
6. It has also considered the issue of introducing pension arrangements, which individual Members voluntarily opt into, which also comes within the remit of the Panel and is now permissible for Councils.

7. The Panel has adopted an approach based upon a “Job Evaluation” process in relation to the responsibilities of Members generally and of individual Members undertaking special responsibilities for which an additional allowance should be payable. The Panel has used the results of the job evaluation process to arrive at a recommended allowance for each special responsibility position, based upon a relationship with the basic allowance for Members, which the Panel recommends be left unchanged.
8. The result is a scheme which is flexible, should cater for most eventualities and is founded upon a logical basis of analysis.

Financial Implications

9. The total cost of changing to the alternative remuneration scheme as outlined in this report is £278,629. The base budget for 2005/2006 totals £272,270 making a recurring shortfall of £6,359. The cost of protection would amount to approximately £5,000 but would be non recurring. The cost could be met from virement for 2005/2006, but the recurring costs will add to the budget gap for 2006/2007. In the financial strategy approved in March 2005 the Council agreed to refrain from building costs into the base budget that would affect future years. Whilst the sum is only small should a decision be made to implement the scheme this would effectively disregard the agreed strategy.
10. With regard to the implementation of further allowance such as the carers allowance. This once again would build extra costs into the base budget. Whilst the scheme proposes a cap on the amounts paid it is not possible to predict the likely take-up and any such costs would need to be found for virement as they occur.

Decision of Executive Cabinet

11. The Executive Cabinet gave due consideration to the attached report of the Independent Remuneration Panel in the light of the complementary report of the Chief Executive, but we decided that the recommendations contained in the Panel’s report are not acceptable in their present form.

Decision of Council

12. The views and decisions of the Council on the Independent Remuneration Panel’s report and recommendations are sought.

COUNCILLOR J WILSON  
Executive Leader

<b>BACKGROUND PAPERS</b>			
<b>DOCUMENT</b>	<b>DATE</b>	<b>FILE</b>	<b>PLACE OF INSPECTION</b>
Report of Chief Executive to Executive Cabinet	30/06/2005	-	Town Hall, Chorley

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**REPORT OF THE  
INDEPENDENT REMUNERATION PANEL**

**REVIEW OF MEMBERS ALLOWANCES SCHEME**

**JUNE 2005**



## Members of the Independent Remuneration Panel

Mr D Benson - Chairman

Chairman of Lancashire Teaching  
Hospitals NHS Trust

Right Rev J Goddard

Bishop of Burnley

Mr A Cain

Human Resources Consultant

### Supported by:

Mr JW Davies

Chief Executive

Mr M O'Loughlin

Head of Customer, Democratic and Office  
Support Services

Mr G Hall

Director of Finance

Miss R Hawes

Democratic Services





## Introduction

1. Following public advertisement the three Panel Members were appointed by the Council on 2 July 2002 to serve on the Independent Remuneration Panel to review the Councils existing Members' Allowances Scheme and the amounts to be paid.
2. Allowances can only be paid to Members of local authorities in accordance with the Local Government and Housing Act 1989, as amended by the Local Government Act 2000 and supplemented by the Local Authorities (Members Allowances) (England) Regulations 2003. These statutory provisions require local authorities to make a formal Scheme of Allowances for their Members and to establish and maintain an Independent Remuneration Panel to make recommendations to Councils about their Schemes. The Council is required to have regard to recommendations that have been made by its Independent Remuneration Panel.
3. The first meeting of the Panel was held on 2 December 2002 and a series of meetings were held to undertake this review.

## Terms of Reference

4. The terms of reference for the Independent Remuneration Panel were as follows:
  - (a) To examine the current Members Allowances scheme,
  - (b) To obtain comparative information from other local authorities,
  - (c) To make recommendations for change to the Council about the Allowances to be paid to Members. This includes:
    - The level of basic Allowances and special responsibility Allowances to be paid to Members,
    - The eligibility of Members for a pension under the Local Government Pension Scheme,
    - Travel and Subsistence Allowance for Council approved duties,
    - The applicability of a Dependant Carers Allowance for Members with a dependant relative and
  - (d) To submit a report and recommendations to Full Council for approval.

## Findings

5. The Panel initially examined the existing Members Allowances Scheme, set out in Appendix A. In order to gain a better understanding of the requirements of the Scheme we took advice from Elected Members and officers of the Council and examined other local authority Members Allowances Schemes. We formed the view that there was no consistent approach or objective logic found in relation to Members Allowances Schemes and that an objective evaluation process should be identified that was capable of change and development in the event of any changes to the Council's political management structure

## Methodology

6. We examined the Council's existing scheme and noted the methodology behind it. We considered Members Allowances schemes and Independent Remuneration Panel reports from Burnley, Hyndburn, South Ribble and Ribble Valley Borough Councils, South Shropshire District Council and Cheshire County Council. These were chosen because of their similar size to Chorley and to give comparative information from neighbouring local authorities.
7. We discussed the findings at our meetings and decided to take an early sounding with Elected Members, including the Executive Leader, an Executive Member and a backbench Councillor on 21 January 2003.
8. The Panel found that there was no consistent approach in the payment of Members Allowances across local authorities with a wide range of levels of payment and methodologies. Other Allowances such as Travel and Subsistence, Dependant Carers Allowances etc were also inconsistent. It was found that there was no "one size fits all" approach.
9. The Panel decided to construct an objective scheme to measure the value of different roles and responsibilities of Members. An objective measurement process was devised which included role definitions and was tested with the Executive Leader and other senior Members. This resulted in amendments to the Scheme and the introduction of additional roles to reflect the political structure of the Council. The role definitions are set out in Appendix B.
10. Role definitions were used to measure the relative value of one role against another. A factoring scheme was devised to measure the relative worth of each role. The Scheme provided raw scores that were subsequently weighted to reflect the relative weight of each factor. The Scheme was reviewed and adjusted for further discussion and consultation with senior Members. The factors used are set out in Appendix C.
11. The Scheme used a systematic and logical approach to determine the value of one role against another. Scores were out of 100 for each factor relative to its importance to each particular role. The weighting then moderated raw scores. Once moderated the Total score could be worked out. The Member score (basic Members allowance) was 100 and then compared with each role to gain the comparative size to role of member. There would be payment of multiple Allowances in cases where Members carried out more than one role. Please see Appendix D to view the scoring of Roles against Factors.
12. The Panel then undertook a benchmarking exercise with other local authorities to determine the range of Allowances paid to Elected Members in a representative range of local authorities. Their findings reaffirmed a lack of a consistent approach to Members Allowances across local government as a whole.

## Summary and Conclusions

13. The Panel found that there is no consistent approach to Members Allowances across local government as a whole and noted the existing Chorley Borough Council scheme did not demonstrate objectivity. In the light of a lack of a consistent approach and lack of objectivity the Panel decided to construct a logical and transparent scheme based on role definitions and factors.
14. The role definitions were needed to show the differences in the roles held by Elected Members and to aid in the comparison of these roles. Each role carried out by a Member would receive an allowance, e.g. an Executive Member who was also the Group Secretary would receive an allowance for each role.
15. The Panel considered the overall cost to the Council of the Members Allowances Scheme and did not wish to increase the overall cost in view of the financial constraints on the Council's budget.
16. A comparison of Allowances payable under the existing scheme and the proposed scheme is shown in Appendix E.
17. The Panel also considered the questions of pensions for Members and Dependant Carers Allowances and decided to make recommendations for the Council to give further consideration to the former and to introduce the latter. In doing so, the Panel was influenced by the need to be inclusive and ensure that no section of the community was discouraged from making themselves available for services as an Elected Member.
18. The Panel recognise that the roles within the proposed methodology may change over time due to changes in the democratic structure and balance. These could be referred back to the Independent Remuneration Panel as and when required.
19. The Panel will be considering a methodology for the annual up rate of Allowances, Allowances for co-opted members and whether to with hold Allowances due to the suspension of a Member in the next few months.

## Recommendations

20. The Panel wish to recommend the Council as follows:
  - (a) That there be no change to the current Basic Allowance of £3,875.00 paid to all Members of the Council as this figure was comparable with other local authorities.
  - (b) That instead of the present system whereby Members can only receive a single Special Responsibility Allowance the Scheme should provide for each Special Responsibility position held. This is necessary because of the range of different combinations of positions that particular Members may from time to time have and because of the basic principle of fixing Allowances according to an assessment of each responsibility.

## Agenda Page 48

- (c) That the Council adopt the role evaluation methodology set out in the appendices B and C to this report should be adopted and the following rates for Special Responsibility Allowances should be fixed:

	£
Executive Leader ( <i>includes responsibility Allowance as Leader of a large Group &amp; Chair of the Executive Cabinet but not for Executive portfolio</i> )	11,691.81
Leader of Opposition	6,000.78
Leader of a Large Group* ( <i>who is not the Executive Leader or the Leader of the Opposition</i> )	5,308.39*
Leader of a Small Group ( <i>less than 12</i> )	1,688.48
Deputy Leader of a Large Group	1,688.48
Secretary of a Large Group	1,512.34
Secretary of a Small Group ( <i>less than 12</i> )	707.58
Executive Member	3,802.12
Vice Chair of the Executive Cabinet	3,619.91
Overview and Scrutiny Chair	3,875.00
Overview and Scrutiny Associate Chair	3,601.68
Representative Member	1,129.70

*\*This role does not currently exist*

- (d) That the Council give further consideration to the introduction of pensions for Members. The Panel noted that due to the current age profile of Members this would not result in any significant cost to the Council at the present time and that it would assist in the recruitment and retention of any new Members and the attainment of a more diverse membership of the Council.
- (e) To introduce a Dependant Carers Allowance based on the following conditions:

To be payable when a Councillor is undertaking "Council approved duties" according to Chorley Borough Council guidance notes on approved duties:

- For the independent care of a child, who is resident with the Councillor, aged 15 years and under (there is no legal minimum age for a child to be left alone – it is at the discretion of the parent)
- For the professional care of a dependant relative.

A dependant relative is defined as where the Councillor is the main carer and one of the following categories apply:

- Elderly relative requiring constant care,
- Disabled relative requiring constant care,
- Relative with learning disabilities requiring constant care

# Agenda Page 49

## Qualifying Situation

- The child or foster child of a Councillor (one payment per household in the case of a spouse or partner)
- Dependant relative of a Councillor (one payment per household in the case of a spouse or partner)

## Rates of Payment

### Rate per hour

- Childcare at the minimum hourly wage rate
- Dependant relative care at the rate for a care assistant in a local authority establishment

### Annual Cap

No more than £750 to be claimed per annum, but that this figure should be reviewed this on an annual basis.

- (f) That the Council should adopt the principle of Members receiving the same rates for Travel and Subsistence claims as Chorley Borough Council officers.
- (g) That if (f) is accepted that because the officer rates are subject to review at the present time the existing rates for Members should continue until the Officer rate review is complete.
- (h) That, in accordance with normal Human Resources practice, those Members whose total Allowances would be reduced as a result of the introduction of the scheme should maintain a “mark time” position at the cash rate of their existing total allowance until such time as general increases in Member Allowances generates for their particular role a sum equal to or higher than their “mark time” total. The new rate should then be applied.

Mr D Benson, Chairman

Right Rev J Goddard  
Mr A Cain

Chairman of Lancashire Teaching Hospitals NHS  
Trust

Bishop of Burnley  
Human Resources Consultant

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## EXISTING MEMBERS ALLOWANCES SCHEME

Basic Allowance

£3,875.00

Special Responsibility Allowances

**Unless the Member concerned also holds another position for which a higher responsibility allowance, is payable acting as:**

**Annual Amount of Allowance from 17/05/05**  
**£**

Executive Leader of the Council	15,499.00
Deputy Leader of the Controlling Group	7,749.00
Leader of the Conservative Group	3,875.00
Deputy Leader of the Conservative Group	1,938.00
Leader of the Liberal Democrat Group	2,906.00
Deputy Leader of the Liberal Democrat Group	1,453.00
Executive Member for any one or more specified portfolios	3,875.00
Representative Member for Development and Planning	1,549.00
Representative Member for any one or more specified portfolio other than Development and Planning	1,292.00
Chair of either of the following Committees of the Council:	
(a) Overview and Scrutiny Committee	3,875.00
(b) Licensing and Safety Committee	3,875.00
Associate Chair of the Overview and Scrutiny Committee	3,488.00

Pensions for Members

The Council does not currently offer pensions for Members.

Travel Allowances

Members currently receive:

- 34.6 pence per mile for a motorcar up to 999cc,
- 39.5 pence per mile for a motorcar from 1000-1199cc and
- 48.5 pence per mile for a motorcar exceeding 1199cc.

Day Subsistence

This is only payable when Members are away from their normal place of residence for more than 4 hours.

- Breakfast Allowance: before 11.00 am £4.92
- Lunch Allowance - between 12 noon and 2.00 pm £6.77
- Tea Allowance: between 3.00 pm and 6.00 pm £2.67
- Evening Meal Allowance: When the 4 hour period ends after 7.00 pm £8.38

## Overnight Subsistence

If the member is absent overnight from their usual place of residence the subsistence rate is £79.82. For absences in London or for attending the ADC conference the rate is £91.04. (The lower rate applies for other conferences). These rates cover the meals and overnight accommodation for a period of up to 24 hours. However, where appropriate actual and necessary can be claimed.

The amounts currently paid to Members for mileage and Travel and Subsistence are different to those paid to officers.

## Dependant Carers Allowance

The Council does not currently offer a Dependant Carers Allowance for Members.



### ROLE DEFINITIONS FOR MEMBERS

#### **Backbench Member**

##### Accountabilities:

- Be a leader, advocate and representative for their local ward
- Agree the Council's budgetary and policy framework as part of the full Council
- Participate in decision making in respect of recommendations of Executive functions made to the Council
- Take decisions on matters reserved to the full Council
- Sit on committees and panels as required, potential members of a regulatory, standing or appeals committee
- Question and hold to account the Executive and Portfolio holders on behalf of constituents
- Represent the Council on outside bodies as required

#### **Leader**

##### Accountabilities:

- Political leadership
- Council spokesperson on all key issues
- Lead the development of local and regional policies
- Lead the Council's effective decision making process
- Lead the budget making process
- Lead public participation process
- Lead on regional affairs
- Chair all Executive meetings
- Represent the town at local, regional and national level
- Work with relevant senior officers

##### Notes

- Political leadership of the authority
- Leadership – public representation
- Accountability for delivery outcomes
- Community leadership role

#### **Vice Chair of the Executive Cabinet**

##### Accountabilities:

- Deputise for Leader
- Chair Executive meetings in absence of Leader
- Council's spokesperson in the absence of the Leader
- Portfolio holder

## **Leader of the Opposition Group/Large Group**

Accountabilities:

- Political leadership for the Opposition party
- Spokesperson for the 'Opposition' party
- Co-ordinates a constructive input to the development of local and regional policies and plans on behalf of the opposition party
- Provides the 'opposition' view to the Council's decision making process
- Provides comment and suggestions to proposed funding and spending plans
- Membership of the Scrutiny committee

## **Leader of a Small Group (less than 12)**

Accountabilities:

- Co-ordination of political activities for the Group
- Spokesperson for the Group
- Member of the Executive as required by the Leader of the Council
- Provides minority opinion to the Executive
- Provides appropriate comments and suggestions to proposed funding and spending plans

## **Deputy Leader of a Large Group**

Accountabilities:

- Deputises for the Leader of a Large Group
- Spokesperson in the absence of the Leader of a Large Group

## **Executive Members holding Portfolios**

Accountabilities:

For designated portfolio area

- Political leadership
- Initiate and promote policies to Council
- Present and consult on policies with the public
- Represent the authority in appropriate local, regional (where appropriate) groupings
- Make recommendations on implementation of policies
- Report decisions and progress to the council
- Consult with and report to executive and scrutiny committee
- Commission and consider reports and briefs from officers
- Keep abreast of national best practice / developments
- Review and act on performance data and reports from executive and scrutiny committees
- Contribute to the corporate development of the council's policies and objectives
- Work with relevant senior officers
- Assist scrutiny committee as and when required
- Resource allocation in the Portfolio area
- Delivery of services in the Portfolio area and specific outcomes, targets and deliverables

## **Overview and Scrutiny Chair and Associate Chairs**

Accountabilities:

- Scrutinise Executive decisions
- Review individual policies and projects to evaluate their effectiveness and success
- Monitor how the Council is meeting its agreed corporate objectives
- Facilitate and encourage participation in the Council's activities by effectively engaging stakeholders
- Check that the Council continues to improve performance in all services within the policy and budgetary framework and recommend areas for improvement and change
- Undertake Best Value reviews
- Work to a specific work plan
- Report all findings and recommendations to both the Executive and full Council

## **Representative Members**

Accountabilities:

- Maintain knowledge and awareness of those functions or matters and of current activities and developments in relation to them
- Liaise with the corresponding Executive Member and the responsible Chief Officer
- Communicate and representing to the Executive the views of non-Executive Councillors on all matters relating to the Portfolio

## **Secretary of a Large Group**

Accountabilities:

- Compile and maintain the membership of the Council's Committees and Outside Bodies
- Co-ordinate the views of the political groups in the administration of the Council's affairs

## **Secretary of a Small Group (less than 12)**

Accountabilities:

- Compile and maintain the membership of the Council's Committees and Outside Bodies
- Co-ordinate the views of the political groups in the administration of the Council's affairs

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### HEADLINE FACTOR DEFINITIONS

#### **Communications**

To have the presence, credibility, the use of language and judgement used to deliver both spoken and written messages to a variety of audiences. To actively listen and respond appropriately to a variety of audiences.

#### **Decision making**

To analyse and form conclusions from a moderately difficult set of circumstances, information and facts and to utilise the results to form a conclusion to be used as the basis for making a judgement in a reasoned and mature fashion.

#### **Leadership**

To consistently inspire trust and confidence and have the ability to motivate people to achieve a common purpose whilst maintaining a harmonious relationship with all those involved. To be an advocate for and represent, the electorate in a Members ward.

#### **Demands**

The time, energy, interest and commitment required to effectively discharge the requirements of the role.

#### **Scope (size)**

The relative size to other roles and scope for joint and independent action.

#### **Impact**

The degree to which the role impacts on the work of the elected council taking the nature of the impact.

#### **Knowledge**

The relative level of understanding of the workings of local government required to fulfil the role.

#### **Teamwork**

The degree to which the role has collective ownership, sharing of information and effort to achieve a common purpose effectively and efficiently.

#### **Budget**

Influence and control, either direct or indirect over the resources of the authority.

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Appendix D - Scoring of Roles against Factors

Factors	Executive Leader (who is not the Chair of the Executive Cabinet but not for Executive portfolio)		Leader of a Large Group (who is not the Executive Leader of the Opposition)		Leader of a Small Group (less than 12)		Deputy Leader of Large Group		Secretary of a Large Group		Secretary of a Small Group (less than 12)		Executive Member		Vice Chair of the Executive		Overview & Scrutiny Chair		Overview & Scrutiny Associate Chair		Representative Member		Member's Basic Allowance	
	Raw Scores	Moderated	Raw Scores	Moderated	Raw Scores	Moderated	Raw Scores	Moderated	Raw Scores	Moderated	Raw Scores	Moderated	Raw Scores	Moderated	Raw Scores	Moderated	Raw Scores	Moderated	Raw Scores	Moderated	Raw Scores	Moderated	Raw Scores	Moderated
0.80	95	76	50	40	15	12	15	12	20	16	10	8	35	28	35	28	35	28	35	28	15	12	35	28
0.75	95	71.25	40	30	10	7.5	10	7.5	5	3.75	2.5	1.875	30	22.5	20	15	30	22.5	25	18.75	10	7.5	30	22.5
0.60	95	57	55	30	15	9	15	9	5	3	5	3	40	24	40	24	20	12	20	12	5	3	20	12
0.50	90	45	45	22.5	15	7.5	15	7.5	20	10	10	5	25	12.5	25	12.5	25	12.5	25	12.5	10	5	25	12.5
0.40	85	34	40	16	15	6	15	6	15	6	5	2	20	8	20	8	30	12	25	10	5	2	30	12
0.30	95	57	50	30	10	6	10	6	10	6	5	3	20	12	20	12	40	24	35	21	5	3	40	24
0.60	90	54	40	12	35	10.5	20	6	15	4.5	5	1.5	35	10.5	35	10.5	35	10.5	35	10.5	15	4.5	35	10.5
0.70	95	66.5	55	36.5	15	10.5	15	10.5	15	10.5	5	3.5	20	14	20	14	40	28	40	28	10	7	40	28
0.50	95	47.5	50	25	10	5	10	5	5	2.5	2.5	1.25	50	25	50	25	20	10	15	7.5	5	2.5	20	10
Total	835	481.25	425	247	370	218.5	125	69.5	110	62.25	50	29.125	275	156.5	265	149	275	159.5	255	148.25	80	46.5	275	159.5

Raw Scores Marked out of 100

Comparative size to role of member

TOTAL £ 11,691.81 £ 6,000.78 £ 5,308.39 £ 1,688.48 £ 1,512.34 £ 707.58 £ 3,802.12 £ 3,619.91 £ 3,875.00 £ 3,601.68 £ 1,129.70 £ 3,875.00

3.02

1.55

1.37

0.44

0.44

0.39

0.18

0.98

0.93

1.00

0.93

0.29

1.00

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## **REPORT OF EXECUTIVE CABINET**

### **GENERAL REPORT**

1. The Executive Cabinet has met twice on 26 May and 30 June 2005 since the last ordinary Council meeting. This report summarises briefly the principal matters considered at each of the two meetings. Separate reports have been prepared in respect of those items considered which require Council decisions.

#### **26 May 2005 meeting**

#### **Revised Sanction and Prosecution Policy - Housing Benefits and Council Tax Benefits**

2. We approved recommended changes to the adopted Sanction and Prosecution Policy. The amendments have been made in order to make the policy document more relevant and practical and to reflect advice from the Department for Work and Pensions. The reputation of the Council can be compromised if prosecutions are instigated on outdated policies and the revision will enable joint prosecutions to be implemented in a more effective manner.

#### **Learning and Development Strategy, 2005/08**

3. The Executive Cabinet endorsed for consultation purposes a draft Learning and Development Strategy for 2005/08, which has been produced by the Head of Human Resources, partly in response to the comments of the Inspectors who undertook the Council's Comprehensive Performance Assessment in November 2003. The objective of the strategy is to provide a strategic focus for the development of the capacity of all Members and Officers, in order to equip them with the right knowledge and skills to help deliver improved services.
4. I was granted delegated authority to approval the final Strategy document after the expiry of the consultation period.

#### **Chorley and South Ribble Local Compact**

5. We approved the Council's signing-up to and adopting the Local Compact for Chorley and South Ribble, along with our other partners to the Compact (South Ribble Borough Council, Chorley and South Ribble Primary Care Trust and the voluntary, community and faith sectors).
6. A Compact is an agreement that commits its participants and signatories to improve relations for mutual advantage. It is a practical framework document which sets values, principles and commitments as to how the various partner organisations can best work together, with and for the local community.
7. The Local Compact will be officially launched on 9 July and a Compact Steering Group will meet regularly to monitor and review progress on the achievement of its goals.

#### **Implementation of Job Evaluation and Equal Pay Review**

8. Under the terms of the 2004/07 pay settlement, the Council is required to implement a Job Evaluation Scheme by March 2007.
9. On the advice of the Head of Human Resources, we agreed, for consultation purposes, a methodology for implementing the Job Evaluation process. We also approved the

establishment of a dedicated team of Officers to manage the implementation of the process and to carry out a subsequent Equal Pay Audit. In addition, the Director of Finance and the Head of Human Resources have been authorised to carry out an analysis of Pay and Grading structures concurrently.

### **Housing Services Unit - Homelessness Accommodation Service Review**

10. We were presented with a confidential report by the Head of Human Resources advising us of the Temporary Accommodation Service Review. The aim of the review was to improve the management and security of Cotswold House Homeless Hostel for the benefit of the vulnerable people temporarily residing in the Hostel.
11. We approved, in principle, for consultation purposes, a revised staff structure and new staff working arrangements for the Hostel and a draft Keywork Support Policy and Procedure. We also endorsed a proposed new rent and service charge structure and proposals to make provision in the 2005/06 Housing Investment Programme to fund a CCTV installation at Cotswold House.

### **Eaves Green Link Road**

12. We received and noted a confidential report of the Head of Planning Services and the Head of Property Services on the projected funding arrangements and proposed timescale for the construction of the Eaves Green Link Road.
13. The Executive Cabinet also authorised the submission of the requisite planning applications for additional works to the Link Road scheme to provide new access routes to both Holy Cross High School and the former Vertex Training Centre site.

### **30 June 2005 meeting**

#### **Overview and Scrutiny Inquiry Reports**

14. We were presented with the final reports and recommendations of the Community Overview and Scrutiny Panel and the Customer Overview and Scrutiny Panel on their respective inquiries into the provision of youth activities in the Borough and the effectiveness of the One Stop Shop. Each report had been endorsed by the Overview and Scrutiny Committee.
15. The overriding aim of the inquiry into youth activities had been to enhance and complement present efforts by helping to facilitate more effective co-ordination and co-operation between service providers and funding bodies and encourage maximisation of the use of current facilities. We approved the recommendations contained in the report, subject to the proviso, in relation to the recommendation which recommended the Council to sustain its commitment to the provision of facilities for young person's activities by continuing a budget provision in future years for a continued rolling programme of improvement, that this recommendation be considered during the budget cycle for 2006/07.
16. The inquiry into the One Stop Shop aimed to assess the effectiveness of the new initiative and to identify any improvements which could benefit both the Council's customers and staff. The recommendations contained in the report were approved by the Executive Cabinet for adoption.

#### **Equality and Diversity Issues**

17. We approved for immediate implementation and effect an Equality and Diversity in Employment Policy which has been produced by the Head of Human Resources to ensure that the Council, as an employer, takes into account all the relevant issues in relation to equality and diversity when recruiting new employees. In this context, we consider that all

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Council Members should be afforded awareness training on the policy and have advised the Member Development Steering Group accordingly.

18. The Executive Cabinet has also agreed the principle of establishing a post of Equality and Diversity Officer to lead on diversity matters across all of the Council's services and authorised me to approve the post if it can be created on a cost neutral basis.

### **Economic Regeneration Strategy/Core Central Lancashire City Region**

19. We considered an update report of the Head of Economic Regeneration on the 'Northern Way', a Government initiative aimed at redressing the economic balance between the North of England and the remainder of the UK.
20. The work on the Northern Way has revealed deficiencies in the information on Chorley and the need for the production of an Economic Regeneration Strategy. We have, therefore, allocated the sum of £65,000 towards the work on the production of the Core Central Lancashire Sub-Regional Study and an Economic Regeneration Strategy for Chorley, for which we have also agreed the appointment of specialist consultants, GVA Grimley.

### **Astley Park Heritage Lottery Fund Contract**

21. The Executive Cabinet received a joint report of the Director of Finance and the Head of Economic Regeneration advising us of slight amendments to the scheme to enhance the quality of Astley Park and restore its historical character.
22. We agreed to a contract being entered into with the Heritage Lottery Fund for the execution of the works and to the appointment of a Project Officer to manage the Astley Park Restoration Scheme.

### **Housing Stock Transfer - Protocol for Members and Officers**

23. On the advice of the Director of Legal Services, we approved a protocol to be observed by Members and Officers in respect of the proposed Housing Stock Transfer in order to avoid conflicts of interest arising during the transfer process and, particularly, after the intended ballot of tenants. The Monitoring Officer has been given delegated authority to agree any necessary amendments to the protocol, which should be reported to the Standards Committee.

### **Statement of Community Involvement**

24. The Executive Cabinet received a report of the Head of Planning Services which detailed the representations received by the Council in response to the initial consultations on the draft Statement of Community Involvement. The Statement sets out the various ways and means of ensuring the engagement and involvement of organisations and the local community in the preparation of the Local Development Framework.
25. We approved the revised Statement of Community Involvement for the purposes of a further six weeks consultation period, prior to its ultimate submission to the Secretary of State.

### **Recommendation**

26. The Council is recommended to note this report.

COUNCILLOR J WILSON  
Executive Leader

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There are no background papers to this report.

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