

Chief Executive's Office

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Date: 26 September 2005

Chorley
Borough Council

Town Hall
Market Street
Chorley
Lancashire
PR7 1DP

Chief Executive:
Jeffrey W Davies MA LLM

Dear Councillor

A meeting of the Community Overview and Scrutiny Panel is to be held in the Committee Room, Town Hall, Chorley on Tuesday, 4th October, 2005 commencing at 6.30 pm.

AGENDA

1. **Apologies of Absence**
2. **Declarations of Any Interest**

Members of the Panel 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 Committee Room and not seek to influence a decision on the matter.

3. **Minutes (Pages 1 - 6)**

To confirm as a correct record the minutes of the meeting of the Community Overview and Scrutiny Panel held on 13 September 2005 (enclosed).

4. **Business Plans, 2005/06 - First Quarter Updates (Pages 7 - 14)**

The Overview and Scrutiny Committee, at its meeting in November, 2004, recommended each Overview and Scrutiny Panel to consider the quarterly updates of the Business Plans for the services and functions falling within their respective areas of responsibility.

Accordingly, the 2005/06 Business Plan updates for the period ending 30 June 2005 in respect of the Economic Regeneration Unit and the Leisure and Cultural Services Unit are enclosed for consideration.

5. **Public Participation in the Council's Decision Making Process - Scrutiny Inquiry**

The Panel, at its meeting on 13 September, set up two Sub-Groups to consider

Continued....

separately the following two distinct elements of the scrutiny inquiry:

- (a) Proposals for the establishment of Area Forums/Committees;
- (b) Means of allowing members of the public to speak and/or ask questions at Council and Committee meetings.

Each of the two Sub-Groups agreed to visit a number of neighbouring Lancashire Authorities to examine how their respective arrangements are managed and operated. The Area Forums/Committees Sub-Group indicated a wish to attend the meetings of the bodies operated by the Hyndburn, Rossendale and South Ribble Councils, while the Sub-Group set up to explore public speaking at meetings, has chosen to visit Hyndburn, Ribble Valley and South Ribble Councils to see how those Authorities manage public participation within meetings.

As Rossendale Council's next cycle of Area Forums is not due to commence until December, with the consent of the Chairman (Councillor Perks), alternative arrangements are being made for the Sub-Group to attend an Area Committee within the Borough of Pendle.

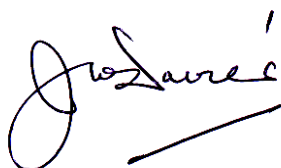
A timetable of visits for members of both Sub-Groups from the week commencing 11 October is being prepared and will be sent to Members shortly. The schedule of planned visits will also be available at the meeting, when attendance and travel arrangements, etc. can be co-ordinated.

6. **Overview and Scrutiny Work Programme for 2005/06 (Pages 15 - 16)**

A copy of the 2005/06 Work Programme is enclosed for consideration.

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

Yours sincerely



Chief Executive

Distribution

1. Agenda and reports to all members of the Community Overview and Scrutiny Panel (Councillor Perks (Chair), Councillors Bedford, Birchall, Buckley, Brownlee, Culshaw, Mrs Gray, Morgan, Mrs Smith and Whittaker) for attendance.
2. Agenda and reports to Head of Economic Regeneration, Head of Leisure and Cultural Services and Assistant Head of Democratic Services for attendance.
3. Agenda and reports to Executive Leader (Councillor J Wilson), Deputy Leader (Councillor Edgerley), Leader of Conservative Group (Councillor P Goldsworthy), Leader of Liberal

Democrat Group (Councillor K Ball) and Chairman of Overview and Scrutiny Committee (Councillor J Walker) for information.

4. Agenda and reports to all remaining Chief Officers for information.
5. Agenda to all remaining Members of the Council for information.

This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515118 to access this service.

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

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

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**COMMUNITY OVERVIEW AND SCRUTINY PANEL
13 SEPTEMBER 2005**

Present: Councillor Perks (Chairman) and Councillors Bedford, Brownlee, Culshaw and Mrs M Gray.

05.CoP.22 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Birchall, Morgan and Mrs I Smith.

05.CoP.23 DECLARATIONS OF ANY INTERESTS

There were no declaration of personal or prejudicial interests by Members in any of the agenda items.

05.CoP.24 MINUTES

The minutes of the meeting of the Community Overview and Scrutiny Panel held on 5 July 2005 were confirmed as a correct record for signature by the Chairman.

05.CoP.25 SCRUTINY INQUIRY INTO JUVENILE NUISANCE – UPDATE

The Panel received and considered a report of the Head of Corporate and Policy Services updating the Members on the progress that had been made to implement the recommendations contained on the Panel's report on its recent inquiry into juvenile nuisance throughout the Borough.

The Panel were pleased to note the actions that had so far been instigated, but were reminded that a number of the recommendations were dependent on collaboration with other agencies and organisations. In some instances, the suggested measures were solely the responsibility of the external organisations. Consequently the implementation of these proposals were sometimes hindered by the limited resources and capacity of those bodies.

In the context of the Inquiry report, the Chairman also drew attention to the new arrangement introduced for the funding of the Chorley Safety Partnership, which would alter the previous system of direct funding of individual partnerships. The Chorley Community Safety Partnership, had expressed its concern at the potential impact of the new arrangements on its ability to operate effectively in the future and was represented as the Country-wide body responsible for the distribution of the funding.

It was AGREED:

- 1. That the officers be requested to encourage both the Lancashire County Council to commit adequate funding to the Youth and Community Service and other appropriate organisations and bodies to commit funding for the suggested projects aimed at reducing levels of juvenile nuisance.**
- 2. That the Community Safety Co-ordinator be requested to keep the Panel informed of developments in relation to the future funding of the Chorley Community Safety Partnership.**

**05.CoP.26 PUBLIC PARTICIPATION IN THE COUNCIL'S DECISION MAKING PROCESS
– SCRUTINY INQUIRY****(a) Background Report**

The Panel were presented by the Chief Executive with a report which outlined the background and rationale behind the proposals to establish Area Forum pilot schemes in three areas of the Borough in line with the Council's new approach to community engagement, which had been identified as a priority objective in both the Community Strategy Action Plan for 2005/08 and the revised Corporate Improvement Plan.

The Cabinet had agreed, on the recommendation of the Area Forum Working Group, to establish Area Forum pilots to cover the three areas of Lostock Ward, Coppull Parish and Clayton Brook (within a clearly defined boundary). Subsequently, arrangements had been made for three preliminary consultation meetings to take place in early September in each of the three pilot areas, as an opportunity for officers to explain the Forum plans and seek the views of local community bodies on the plans before firm proposals were drawn up. It was expected that the three initial Forum pilots would be held in February/March 2006.

The report was noted and welcomed.

(b) Comparative Information

The Panel were presented with two separate schedules, which had been compiled from the results of the recent surveys of Lancashire Districts and which contained comparative information on the arrangements operated and in 13 surrounding districts in relation to (i) Area Forums/Committees; and (ii) the allowance of public speaking and/or questions at Council/Committee meetings.

(c) South Ribble Borough Council – Presentation on Area Committees and Public Speaking

The Chairman welcomed Mr R Matthews (Head of Area Committee Development at South Ribble Borough Council) who had been invited to attend the meeting to make a short presentation on the experience of South Ribble Borough Council on both the operation of Area Committees and the facility for public participation in Council and Committee meetings.

The relevant points of Mr Matthews' presentation are summarised below.

(i) Area Committees

- South Ribble Council established in 2000, as part of the modernisation agenda, 8 Area Committees which cover the whole of the Borough. The boundaries of the area covered by each Committee comprise, on average, 3 or 4 Borough Wards.
- There is no pre-determined cycle or timetable of meeting dates. The Committee meet, on average, seven times each year on suitably convenient dates within the Council's meetings timetable.
- Committee meetings are held in community buildings in the respective areas, commencing at 7:00pm
- Attendance at Committee meetings averages around 28 persons.

- There are regular meetings of the 8 Committee Chairmen and training sessions are organised.
- Press releases are normally issued after each meeting.

Membership of Committees

- Only Borough Council Members of the Committees are allowed to make decisions.
- Co-opted Members (eg Lancashire County Councillors, Parish Councillors) are able to participate in debates when the public debate session has closed, but cannot vote on decisions.

Functions

- The Committee have power to make decisions on issues falling within the remit and terms of reference of the Committees on matters such as Tree Preservation Orders, Traffic Regulation Orders and use of Section 106 Agreement monies in the areas in which the sum was generated.
- The decision-making powers of the Area Committees would generally be delegated for exercise by officers.
- The Committee used to have authority to determine small scale planning applications prior to the extension of delegated powers to Officers in order to meet Government guidelines.
- Regular topics debated at Committee meetings include juvenile nuisance; highways and transportation issues; licensing and planning matters.
- Presentations can be made by Officers and invited guests on relevant topics.

Budget

- Each Committee is allocated an annual budget of £5,000, provided that the money is spent on projects and activities which accord with the Council's policies and do not commit the Council to on-going maintenance expenditure.
- The Committees each produce an Annual Plan and Annual Report and can bid for Regeneration Action Plan monies.

Operation of Committees

- Each Committee is co-ordinated and serviced by a Senior Manager and Committee Administrator.
- A laminated sheet explaining the role and objectives of the Committee and how the public can become involved in the public debates is produced at each meeting.
- There is an opportunity for the public to raise any issue of concern or ask questions of the members and co-opted members at the meetings.

- Attendees are also allowed to complete question forms, with the queries being answered on the agenda for the next meeting.
- Mobile microphones and loop systems are used at the Committee meetings.

(ii) Public Speaking/Questions

- The Borough Council allows the public to attend and participate in all of the Council's Cabinet and Council meetings held in public. A notable exception is the Standards Committee.
- Members of the public are allowed to make statements and ask questions of Councillors and Officers at the meetings without prior written notice.
- Members of the public can ask questions on a pro-forma to be answered by Cabinet Members at the next Council meeting.

(iii) Member/Officer Questions

The following additional information was given by Mr Matthews in response to queries raised by the Members and the Assistant Head of Democratic Services.

- The Area Committees represent only one element of the Council's commitment to public participation and engagement in its business (other measures including the Citizen's Panel, Customer Focus Groups, etc).
- The major Partners involved and represented at each Area Committee meeting are the Lancashire County Council, Parish Councils, the Police and the local MAPS Team. Representatives from the Primary Care Trust are invited to attend meetings occasionally, when required.
- There is currently a degree of duplication with the role of PACT meetings, but this is currently being addressed.
- Normally only one Service Manager attends the Committee meetings, with a Committee Administrator. Other Senior Officers are invited to attend meetings, when required, whenever they are required to present or report specific matters. Questions raised by members of the public that are unable to be answered at the meeting, receive written answers on the agenda for the following meeting.

(d) Appointment of Sub-Groups

The Chairman recommended the appointment of two Sub-Groups made up from the membership of the Panel to examine in depth the following two distinct strands of the inquiry:

- Establishment of Area Forums/Committees;
- Means of allowing members of the public to speak and/or ask questions at Council and Committee meetings.

Each Sub-Group would need to agree its own work programme and timetable for its particular sphere of activity as outlined in the inquiry project outline document. The Groups would need to compile their own project plan, identify potential witnesses, select the Authorities it wished to visit and agree, as far as possible, a timetable for future interviews and site visits. The Groups would be expected to visit other neighbouring Authorities to examine how their arrangements are managed and operated. The Area Forum Working Group would also be able to evaluate the effectiveness of the proposed Area Forum pilot schemes in Chorley.

At the conclusion of the findings and assessment, the Panel shall then be able to make recommendations on the arrangements and method they considered to be most effective and practicable and the format then considered would best suit the needs of the Borough.

It was AGREED:

- 1. That two Sub-Groups be set up to examine the separate issues of Area Forums/Committees and Public Speaking/Quotations at Council/Committee meetings and that the Officers be requested to determine the preferences of each member of the Panel for membership of the Sub-Groups, taking account of the preferences indicated by the Members present.**
- 2. That arrangements be made for the Area Forums/Committees Sub-Group to visit Hyndburn, Rossendale and South Ribble Councils and the Public Speaking/Questions Sub-Group to visit Hyndburn, Ribble Valley and South Ribble Councils, to examine the respective arrangements operated by those Authorities.**
- 3. That each member of the two Sub-Groups be provided with the details of the respective visiting arrangements and allowed the opportunity to attend the visits, without Officer accompaniment, provided that a checklist of information required is provided to the Members.**
- 4. That Members of the Area Forum Working Group be also allowed the opportunity to accompany the Area Forums/Committees Sub-Group on its Authority visits.**

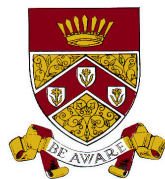
05.CoP.27 OVERVIEW AND SCRUTINY WORK PROGRAMME, 2005/06

The Panel received, for information the Overview and Scrutiny work programme for 2005/06, which had been agreed by the Overview and Scrutiny Committee at its last meeting.

Chairman

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BUSINESS PLAN MONITORING STATEMENTS APRIL- JULY 2005



BUSINESS PLAN MONITORING STATEMENTS APRIL- JULY 2005

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BUSINESS PLAN MONITORING STATEMENT FOR THE ECONOMIC REGENERATION UNIT

FOR THE PERIOD TO JULY 2005

1. KEY MESSAGES

The Economic Regeneration Unit has been established for just over 12 months. Following the re-structure it took the Unit time to settle down as there were staff changes and staff moved to new accommodation. The Unit is now fully staffed and new initiatives and projects are being developed.

The large number of external strategies eg RSS, RES are taking up a large amount of officer time. However we do need to respond to these if Chorley is going to benefit.

	CURRENT POSITION	FORECAST OUTTURN
Number of green KPI's Number of amber KPI's Number of red KPI's Number of KPI's not yet measured		

NB. All the Unit's KPI's are annual.

2. BUDGET UPDATE

The original cash budget for the year was 246' 000 and the forecast cash outturn is 238' 000.

3. SERVICE DEVELOPMENTS

Derelict Land Reclamation - The implementations of the Big Wood Scheme have been delayed by the NWDA reducing resources to REMADE which led to the programme slipping. We are currently investigating other sources of funding which may help bring the project forward.

Regional Strategies - A number of regional and sub-regional strategies are currently being drawn up which the Council needs to respond to. These include the Regional Spatial Strategy, the Regional Economic Strategy, the Northern Way and the Local Transport Plan. Officers from both Economic Regeneration and Planning are working closely together to ensure that the Council's views are communicated.

Astley Park - Following the approval of the grant in March this year preliminary work has commenced on the Project including appointing the consultants, drawing up the contracts, the planning applications and advertising for the Project Officer.

Economic Regeneration Strategy - Consultants have been appointed and will report in the Autumn.

Retail Strategy - Consultants have been appointed and will be reporting in the Autumn.

Countryside Recreation Strategy - This has been put on hold pending the Economic Regeneration Strategy.

Heritage - Following the appointment of the Urban Designer, work has commenced on the Conservation Area Appraisal.

Strategic Regional Site - Work continues to bring this site forward for development. The remediation of Plot 1 is now complete and the first stage of the infrastructure is due to commence later this year.

4. **PERFORMANCE AGAINST UNIT KEY PERFORMANCE INDICATORS**

New KPI's have been established for the new Unit which are annual.

5. **CONCLUSION**

Following a period of change the Unit has now settled down and is progressing well in its key areas.

Jane Meek
Head of Economic Regeneration

BUSINESS PLAN MONITORING STATEMENT FOR THE LEISURE AND CULTURAL SERVICES UNIT

FOR THE PERIOD APRIL – JULY 2005

1. KEY MESSAGES

The summer period has seen an extensive programme of Young People’s activities, with the Midsummer Festival, and Get up and Go scheme attracting record numbers.

Visitors to Astley Hall and Yarrow Valley have exceeded seasonal targets.

Extensive negotiation has taken place regarding the renewal of the indoor leisure contract, and market testing of Duxbury Park golf course has commenced.

A local Compact with the voluntary, community and faith groups has also been launched.

	CURRENT POSITION	FORECAST OUTTURN
Number of green KPI’s	N/a	
Number of blue KPI’s	N/a	
Number of red KPI’s	N/a	
Number of KPI’s not yet measured	4	Not measured awaiting base line data

2. **BUDGET UPDATE****SERVICE LEVEL BUDGET MONITORING 2005/2006****LEISURE & CULTURAL SERVICES****JULY 2005****£'000****ORIGINAL CASH BUDGET****1,043****Add Adjustments for In year cash movements**

Slippage from 2004/2005

Golf course consultancy

16

Midsummer Festival

1

Virements for other Services

Cabinet approved decisions

Trf from Change management Reserve for Community mgmt

25

Delegated Authority decisions

ADJUSTED CASH BUDGET**1,085**

Less Corporate Savings

Contribution to Corporate savings targets

CURRENT CASH BUDGET**1,085****FORECAST****EXPENDITURE**

Expenditure under(-) or over (+) current cash budget

Professional and consultancy fees for golf bid and indoor leisl

32

Young Persons Development Programme (2 posts)

20

INCOME

Income under (+)/ over (-) achieved

Arts officer funding

(17)

Savings on indoor Leisure contract

(43)

FORECAST CASH OUTTURN 2005/2006**1,077****Key Assumptions**

Expenditure & income will be in line with budgets

3. SERVICE DEVELOPMENTS

It is expected that the indoor leisure contract negotiations will be completed in the next quarter. The market testing of Duxbury Park golf course should also be completed within this timescale.

The development of community management within a number of leisure facilities is also expected to commence within the next period.

4. PERFORMANCE AGAINST UNIT KEY PERFORMANCE INDICATORS

Indicator Description	Performance 2004/05	Target 2005/06	Performance at	Comments
Num Young People engaged in activities	N/a			
Percentage of Young People targeted intervention areas	N/a			
Total Number Visits/ Usages	N/a			
Satisfaction with Cultural and Recreation Services	N/a			

5. CONCLUSION

Establishment of base-line information will enable better future monitoring of performance.



Signature: _____

Head of Leisure and Cultural Services

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OVERVIEW AND SCRUTINY WORK PROGRAMME – 2005/06

Function/topic	Assigned to	J	A	S	O	N	D	J	F	M	A	M	J
1. Holding the Executive to Account	OSC												
Annual Budget/Council House Rents								3					
Annual Budget Consultation						3		3					
Provisional full year Performance Indicator										3			
Business Plan and Performance Indicator Updates	ESP				✓			✓	✓	✓	✓		✓
	Com SP				✓			✓	✓	✓	✓		✓
	Cust SP				✓			✓	✓	✓	✓		✓
	OSC				✓			✓	✓	✓	✓		✓
BVPP (Corporate Plan overall performance)		✓											
Monitoring of Sickness Absence (6 monthly update)							✓						✓
Housing Maintenance Budget							3						
Corporate Building Maintenance & Repair Service (6 monthly update)					3						3		
2. Policy Development and Review													
Other to be identified													
3. External Scrutiny/Community Concern Full Scrutiny Inquiry													
Public Participation/Communication	ComSP												
LCC's arrangement for the Scrutiny of health function – Periodic Review	CustSP				3								
Accessibility of Cycling as a Leisure Pursuit	ESP												
Parkwise Scheme	CustSP												
4. Monitoring of Inquiries													
Housing Maintenance Appointments System	CustSP			✓						✓			
Flooding, Flood Prevention and Contingency Plan/Proposals	ESP						✓						✓
Chorley Markets - Occupancy of Stalls & Associated Matters	CustSP			✓						✓			
Juvenile Nuisance	ComSP												
Grass Cutting	ESP						✓						✓
Provision of Youth Activities in Chorley	ComSP							3					
One-Stop Shop	CustSP							3					
5. Other													
O & S Training Programme	OSC			3						✓			
OSC - Overview and Scrutiny Committee Panel ComSP - Community Overview and Scrutiny Panel		ESP - Environment Overview and Scrutiny CustSP - Customer Overview and Scrutiny Panel											

Overview and Scrutiny Topics/Issues to be Programmed

Ref	Topic/Issue Title	Date Included	Priority Score	Source	Brief Description
	<p><u>Full Scrutiny Inquiries</u></p> <p>Priority List</p> <p>IEG Measurement of Council's progress (Cust SP)</p> <p>Reserve List</p> <p><u>Policy Development/Review</u></p> <p>Priority List</p> <p>Reserve List</p>	<p>26/06/03</p>	<p>4 and 4</p>	<p>Overview and Scrutiny Committee A</p>	<p>Referred to Customer O & S Panel</p>