

Overview and Scrutiny Committee

Agenda and Reports

For consideration on

Monday, 18th January 2010

In Committee Room 1, Town Hall, Chorley

At 6.30 pm



PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT OVERVIEW AND SCRUTINY MEETINGS

- Questions must be submitted to the Democratic Services Section by no later than midday, two working days before the day of the meeting to allow time to prepare appropriate responses and investigate issues if necessary.
- A maximum period of 3 minutes will be allowed for a question from a member of the public on an item on the agenda. A maximum period of 30 minutes to be allocated for public questions if necessary at each meeting of the Overview and Scrutiny Committee. This will provide an opportunity for members of the public to raise and ask questions on any issue falling within the remit of the Committee.

11 January 2010

Dear Councillor

OVERVIEW AND SCRUTINY COMMITTEE - MONDAY, 18TH JANUARY 2010

You are invited to attend a meeting of the Overview and Scrutiny Committee to be held in Committee Room 1, Town Hall, Chorley on Monday, 18th January 2010 commencing at 6.30 pm.

AGENDA

1. **Apologies for absence**

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

To confirm as a correct record the enclosed minutes of the Overview and Scrutiny Committee meeting held on 1 December 2009.

3. **Declarations of Any Interests**

Members are reminded of their responsibility to declare any personal interest in respect of matters contained in this agenda. If the interest arises **only** as result of your membership of another public body or one to which you have been appointed by the Council then you only need to declare it if you intend to speak.

If the personal interest is a prejudicial interest, you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.

4. **Public Questions**

Members of the public who have requested the opportunity to ask a question(s) on an item on the agenda will be asked to put their question(s) to the Committee. Each member of the public will be allowed to ask one supplementary question within his/her allocated 3 minutes.

5. **Executive Cabinet - 7 January 2010**

To consider any reports on the agenda for the Executive Cabinet meeting to be held on 7 January 2010.

Members of the Committee are requested to notify the Democratic Services by Friday, 15 January 2010, to ensure the attendance of the appropriate Executive Member.

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

6. **Value for Money Review of the Corporate Support Services - Determination of response to final report (Pages 7 - 12)**

As requested at a previous meeting the enclosed summary of the report of the Director of People and Places which was presented to Executive Cabinet in December 2009 is enclosed for consideration. The full report is 114 pages and can be viewed at <http://democracy.chorley.gov.uk/Published/C00000115/M00002084/AI00016638/VFMCorpSupportServAppendix.pdf>

The minute of the Executive Cabinet meeting is also enclosed for information.

7. **Crime and Disorder Scrutiny**

To consider and receive the report of the Director of People and Places (to follow).

8. **Performance of Key Partnerships**

To consider and receive the report of the Director of Transformation (to follow).

9. **Future agenda items (Pages 13 - 20)**

To consider the Overview and Scrutiny Work Plan and the Council's Forward Plan for the four month period 1 January 2010 to 30 April 2010 (documents enclosed).

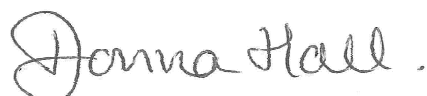
10. **Reports from the Task and Finish Groups**

Town Centre vitality Task and Finish Group

To receive a verbal update on the inquiry from the Chair, Councillor Peter Wilson.

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

Yours sincerely



Donna Hall
Chief Executive

Ruth Rimmington
Democratic and Member Services Officer
E-mail: ruth.rimmington@chorley.gov.uk
Tel: (01257) 515118
Fax: (01257) 515150

Distribution

1. Agenda and reports to all Members of the Overview and Scrutiny Committee (Councillor Dennis Edgerley (Chair), Councillor Alan Cullens (Vice-Chair) and Councillors Nora Ball, Mike Devaney, Marie Gray, Harold Heaton, Adrian Lowe, Rosie Russell, Edward Smith, Iris Smith, Joyce Snape and Peter Wilson for attendance.
2. Agenda and reports to Donna Hall (Chief Executive), Gary Hall (Director of Transformation), Jamie Carson (Director of People and Places), Carol Russell (Head of Democratic Services), Paul Lowe (Merged Crime and Disorder Reduction Manager) and Ruth Rimmington (Democratic and Member Services Officer) for attendance.

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

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

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

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Overview and Scrutiny Committee

Tuesday, 1 December 2009

Present: Councillor Dennis Edgerley (Chair), Councillor Alan Cullens (Vice-Chair) and Councillors Mike Devaney, Marie Gray, Harold Heaton, Adrian Lowe, Rosie Russell, Edward Smith, Joyce Snape and Peter Wilson

Also in attendance: Councillor Eric Bell (Executive Member (Neighbourhoods)) and Stuart Williams (Chief Superintendent Lancashire Constabulary)

Officers in attendance: Simon Clark (Service Manager - Environment), Paul Lowe (Merged Crime and Disorder Reduction Manager), Carol Russell (Head of Democratic Services) and Ruth Rimmington (Democratic and Member Services Officer)

09.OS.97 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Nora Ball and Iris Smith.

09.OS.98 MINUTES

RESOLVED – The minutes of the meeting of the Overview and Scrutiny Committee held on 9 November 2009 be confirmed as a correct record and signed by the Chair.

Information requested at the last meeting regarding a potential hotspot for alcohol misuse would be forwarded to the ward Councillors for Chorley North East and Chorley North West.

09.OS.99 DECLARATIONS OF ANY INTERESTS

No declarations of interest were declared.

09.OS.100 PUBLIC QUESTIONS

No members of the public requested to ask a question at the meeting.

09.OS.101 CRIME AND DISORDER REDUCTION PARTNERSHIPS - GOVERNMENT INFORMATION SHEET

The Merged Crime and Disorder Reduction Manager presented a summary of the Government Information Sheet, previously sent to Members. The document was an overview of Crime and Disorder Reduction partnerships.

South Ribble and Chorley Crime and Disorder Reduction Partnerships were currently piloting a merger of the two partnerships, the Safer Chorley and South Ribble Partnership, which commenced in July 2008 for a 20-month period.

In response to a query relating to the total budget, officers explained that in addition to the budget responsible authorities commit to the delivery of the crime and disorder agenda and the Chorley and South Ribble Pilot merged CDRP benefited from several grant funding pots. Whilst it was not possible to undertake a cost analysis of the information sharing aspect of the partnership, the benefits were significant.

The merged Responsible Authorities Group included Chorley Council, South Ribble Council, Lancashire County Council, Lancashire Constabulary, Lancashire Police Authority, Lancashire Fire and Rescue Service and NHS Central Lancashire.

Members queried the involvement of the Probation Service and noted that from April 2010 this would be a responsible authority. The Probation Service was an existing member of the Partnership and was already involved in the development of strategies and implementation of initiatives. The reoffending rates for Chorley were queried.

RESOLVED –

1. **The summary of the information sheet be noted.**
2. **Details of the budget and how this had been allocated for the merged partnership across Chorley and South Ribble would be forwarded to Committee members.**
3. **The reoffending rates for Chorley would also be forwarded to Committee members.**

09.OS.102 DRAFT PROTOCOL FOR SCRUTINY

The Head of Democratic Services presented a draft protocol outlining the aims, objectives and roles for the scrutiny of crime and disorder.

As the function was newly implemented, most Councils were adopting protocols setting out the expectations of the Committee and the partnership to ensure that relations were positively maintained.

Members highlighted that crime and disorder scrutiny was not a complaints process for Members or officers, the purpose was to scrutinise the partnership not individual crime issues. There would be the opportunity for members of the public to ask questions in the usual way at each meeting.

The meeting could be used for Councillor Call for Action but only after issues had been pursued elsewhere. Councillor Call for Action as a process could be used across all council services if required although to date there appeared to be little evidence that this was being used in this way.

The protocol could be revised at any time, by agreement between all the interested parties, to enable continual improvement of the scrutiny process.

RESOLVED

1. **That the protocol be adopted subject to two amendments:**
Paragraph 12: This will not however, include confidential information that might impinge upon actual operations undertaken by all partners or individuals, unless an individual gives consent for such information to be released.
Paragraph 15: Individual crime and disorder issues in Members' wards will generally be best tackled at an operational level with community safety partners.

09.OS.103 SAFER CHORLEY AND SOUTH RIBBLE PARTNERSHIP

(a) Strategic Assessment Plan

The Merged Crime and Disorder Reduction Manager reported that each year the CDRP had to produce a strategic assessment which had to be reviewed on an annual basis.

The strategic assessment was evidence based and incorporated actions and initiatives. The report had been considered by the Responsible Authorities Group at their last meeting.

There were peaks of crime at certain times of the year and there was a need for members of the public to report crime to enable it to be measured. Domestic violence could be a hidden crime.

Members queried those measures and targets that had a red status.

It was noted that 1.5 Reduce crime in Chorley. Target 3% by March 2011 had been removed from the corporate strategy.

Although 1.3 Reduce criminal damage. Target, downward trend. Baseline 1,458 (07/08) was set at red this was due to a month on month comparison. There was a real need for partnership work on this and reductions were being achieved.

6.2 Provision of specialist services and interventions - Maintain Specialist Domestic Violence Court status: funding had not been secured for the post of Independent Domestic Violence Advocates for 2010/11. If funding was not secured this service could be lost. There was potential to have an indicator for instances of repeat domestic violence next year.

6.2 Provision of specialist services and interventions – Increase available places by 1. Currently there are refuge places for 3 families. There was no funding available to increase the provision, a meeting was scheduled to discuss the potential to increase provision.

Member noted that there were six mini MATACs within Chorley in areas with a disproportionate amount of crime and disorder issues. The mini MATACs were intelligence led. South Ribble had recently introduced 1 mini MATAC.

Promote the Safer Chorley and South Ribble Partnership. An improved mechanism was requested for the communication of work undertaken by the partnership, both to the public and to Members, perhaps via PACT meetings. It was AGREED that a quarterly report be submitted to Members via "intheknow". Advance notice of campaigns, where appropriate, was also requested via "intheknow".

It was suggested that a single branding scheme would be helpful for the public to identify with the partnership. The Council's communications team could be involved in developing this.

Actions 2009-2011 1.6 Increase the number of available Speed Indicator Device (SpID) sites available in each Borough. It was suggested that the RAG took on the responsibility for organising volunteers to staff SpIDs. LCC had the responsibility for training staff and putting the SpIDs up. Members noted the Council could review the potential for funding to SpIDs as part of the scrutiny of the budget for next year. It was AGREED that clarification be provided on where responsibility lay for monitoring SpIDs at the next meeting.

Reduce anti-social behaviour. Advice and training had been provided to Housing Associations relating to Anti-Social Behaviour Injunctions (ASBIs). The use of these did save time in the long run, but Housing Associations could only be encouraged to use this mechanism. Positive feedback had been received where it had been used.

Increase trader compliance. Attendance on the course was only offered once, those not taking up the offer would be prosecuted in the usual way. Repeat offenders would have a review of their licence undertaken.

Reduction of illicit substances within each Borough. There were issues with drugs misuse where the substance was not illegal, such as glue sniffing and prescription drugs. This linked to mental health issues and work with the PCT. It would be helpful to consider recreational drugs in addition to illegal drugs. The alcohol co-ordinator was now the project co-ordinator and considered the whole picture of drugs and alcohol misuse.

Reduction in crime and disorder. There had been 34 families involved in the Families First project. There were a range of case requirements, most families had stayed throughout the programme. The project had really progressed since the current co-ordinator had been in post. It was AGREED that detailed statistics on the project be presented to the next meeting.

Families were referred to the project mainly through Housing Associations, with issues such as problematic behaviour, alcohol misuse or truancy. Councillors could receive training on the Common Assessment Framework used to refer families onto the project.

Reduce homelessness as a result of domestic abuse. There should be provision for women to move to a neighbouring location and there was a sanctuary scheme in operation between Chorley and South Ribble. This was an issue across Lancashire. It was AGREED that more information on this topic and the recommended number of places for a hostel were requested for the next meeting. It was RECOMMENDED that consideration be given to increase budget provision to the hostel in Chorley and to consider increasing the number of hostel places in Chorley.

Councillor Harold Heaton left the meeting at 8pm.

Reduce Domestic Violence. The Independent Domestic Violence Advocates (IDVA) ensure that a system was in place to support people. It was vital that monthly Multi Agency Risk Assessment Conference (MARAC) meetings and the IDVA work together for this to be effective.

It was noted that the voluntary sector representative had been unwell, it was hoped that a replacement would be in place soon.

There were links between street pastors and MATACs.

Superintendent Williams complimented the Chorley Neighbourhood Working model and the focus on improving structures and processes.

RESOLVED – That the report be noted and information requested be presented to the next meeting.

(b) Progress report

Superintendent Williams reported that the partnership was progressing well and a business improvement plan had been created.

The most positive aspect of the partnership had been the sharing of good practice and efficiencies achieved through collaborative working. It would be helpful if the funding arrangements were less prescriptive.

It was noted that the Police would be treating Buckshaw Village as one policing area.

A review of the partnership would be undertaken in the New Year to see how the merged partnership was achieving. There had certainly been a reduction in management costs and an increase in performance. Funding had also been secured which would not have been available to a sole CDRP.

RESOLVED – That the report be noted.

(c) Performance Information

Superintendent Williams explained that the crime figures for Chorley were relatively low and therefore could be seriously affected by a crime spree undertaken by one

individual. There had been an increase in the figures relating to burglary in October. The figures were reported as a comparison to the same month the previous year.

It was AGREED that further information be provided on the figures for serious acquisitive crime, burglary dwelling and serious violent crime at the next meeting as these show an increase.

Members discussed how scrutiny can go forward on crime and disorder and a report is requested to the next meeting outlining options, including whether joint scrutiny will be appropriate and the potential for Member Learning sessions with other crime and disorder partners being invited to contribute.

Councillor Joyce Snape left the meeting at 8.20pm.

RESOLVED

- 1. That the report be noted and information requested be presented to the next meeting.**
- 2. That a report be presented to the next meeting on future scrutiny of crime and disorder, including whether it could be undertaken jointly with South Ribble, potentially through Member learning sessions and work with other partners within the partnership.**

09.OS.104 FUTURE AGENDA ITEMS

The Committee considered the Overview and Scrutiny Work Plan and the Council's Forward Plan for the four month period 1 December 2009 to 31 March 2010.

RESOLVED - The work programme and Forward Plan be noted.

Chair

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Report of	Meeting	Date
Corporate Director (People) (Introduced by the Executive Member for Resources)	Executive Cabinet	3 December 2009

VALUE FOR MONEY REVIEW OF THE CORPORATE SUPPORT SERVICES

PURPOSE OF REPORT

1. To present the findings of the value for money review into the corporate support services, undertaken as part of the Council's programme of service reviews.

RECOMMENDATION(S)

2. That the report be noted and the recommendations be approved for development and implementation.

EXECUTIVE SUMMARY OF REPORT

3. During 2009/2010, a value for money review of the corporate support services was undertaken to assess their effectiveness in delivering high quality services and value for money, and to make recommendations about possible improvements that could be made.
4. The review of the corporate support services includes the office of the chief executive, HR&OD, ICT, corporate governance (civic services, legal services and democratic services) and policy and performance.
5. An 'economy' review of the financial shared services was due to be incorporated into the corporate support services report, however, there have been delays in receiving the accountancy CIPFA benchmarking data therefore a report will be presented to the shared services board separately.
6. While CIPFA benchmarking information has been received for Revenues and Benefits the findings will be presented next year as part of the fourth tranche of VFM reviews. The findings are generally positive identifying below average costs and good performance for the service. The only area of concern relates to high contact centre recharges. As the fourth tranche includes customer services it provides an ideal opportunity to look into this in more detail and to identify opportunities to improve efficiency.
7. The review found that the corporate support services generally offer good value for money, but that there were some improvements that could be made. A series of recommendations have been made, and these will be translated into a transformation plan to drive improvements.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

8. The Value for Money reviews are an integral part of the Council's drive to improve services and transformation across the Council. The report outlines possible improvements that can be made within the corporate support services to make the services more effective and efficient.



ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

9. N/A

CORPORATE PRIORITIES

10. This report relates to the following Strategic Objectives:

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

BACKGROUND

11. The Council developed a programme of value for money reviews, approved by Executive Cabinet in May 2007, to ensure the Council can continue to demonstrate that it is delivering high quality, value for money services to its residents. The review of the corporate support services was the third undertaken as part of that programme.
12. A team of officers from the Policy and Performance and business transformation undertook the review with support from other directorates. It looked at each corporate support directorate in turn to establish the extent to which value for money has been secured. A high degree of value for money is found where there is a relatively low whole-life cost, high productivity and successful outcomes to meet the customer requirements.
13. To determine whether a service was delivering value for money, the following factors were examined:
 - The rationale for providing a service, and the rationale of the method of service delivery.
 - How efficiently the service is provided.
 - Whether the service delivers good economy, through good procurement practice and understanding of staff costs.
 - How effectively the service achieves service objectives and performs in comparison to others.
 - The impact the service has on the Council’s strategic objectives and the wider community.
14. In addition, the review looked at how well the directorate was delivering transformed services following the business process architecture project. The following themes were looked at:
 - Technology
 - Workforce Development
 - Procurement
 - Performance Management
 - Customer Focus
15. This report summarises some of the main conclusions drawn in the report and the recommendations made. The final report is attached as appendix A.

MAIN FINDINGS

16. The review identified a great deal of good practice in the support services directorates. All of the support services are generally offering value for money however a few high cost areas have been identified. Also there is potential to improve efficiency and performance through exploring alternative methods of service delivery; examples of best practice should be explored and alternative methods of service delivery considered. There are already successful examples of shared services (emergency planning and business continuity), providing services to others/income generation (communications work with NWIEP, policy and performances work with NWeGG and HR&OD's work with St Catherine's hospice) and outsourcing of health and safety and payroll. Each demonstrating and supporting value for money and a better use of resources.
17. Each directorate and services was examined against each of the factors set out in paragraph nine above and given a score out of four. The scores for each service are set out in the table below:

	Rationale	Efficiency	Economy	Effectiveness	Impact	Total
Office of the Chief Executive	2	3	2.5	2.5	2	12
HR & OD	3	3	2.5	3	3	14.5
ICT	3	3	2.5	2.5	3	14
Civic Services	2	2.5	2	2.5	2.5	11.5
Legal	3	3	3	2.5	3	14.5
Democratic Services	3	3	3	2.5	3	14.5
Policy & Performance	3.5	3	2.5	3	3.5	15.5

18. The table below gives a qualitative indication of the level of value for money each overall score represents:

SCORE	JUDGEMENT
5	The service is not performing well or offering value for money. There is the potential to dramatically improve the service by considering alternative methods of service delivery. Options should be explored as a matter of urgency
6 -10	The service is offering limited value for money. There is the potential to improve the service by considering alternative methods of service delivery. Options should be explored.
11 - 15	The service is generally offering value for money. There is the potential to improve efficiency and performance through exploring alternative methods of service delivery; examples of best practice should be explored and alternative methods of service delivery considered where appropriate.
16 - 20	The service is performing well and offering clear value for money, there is currently no identified need to explore alternative methods of service delivery and potential for increased efficiency or performance is low.

19. The total scores awarded indicate that the services all generally offer value for money, but that there is potential to improve efficiency and performance through exploring alternative methods of service delivery.
20. In addition the rough cut costing and benchmarking exercises have highlighted a number of high cost areas where there are opportunities to rationalise and refocus staff resources to make savings and improve value for money. Recommendations relating to staff savings will be made in a separate report to Executive Cabinet.
21. The report makes a series of recommendations that should drive improvement in the corporate support services, to ensure that high levels of value for money continue to be achieved. These will be developed into a transformation programme plan and workforce development plan.

JAMIE CARSON
CORPORATE DIRECTOR (PEOPLE)

Report Author	Ext	Date	Doc ID
Rebecca Ostapski	5779	16 November 2009	Corporate Support Services Value for Money Report

Executive Cabinet**Minutes of meeting held on Thursday, 3 December 2009**

Present: Councillor Peter Goldsworthy (Executive Leader in the Chair), Councillor Pat Case (Deputy Leader of the Council) and Councillors Eric Bell, Kevin Joyce, Peter Malpas, Greg Morgan and John Walker.

Also in attendance:

Lead Members: Councillors Harold Heaton (Lead Member (Development Control)) and Rosie Russell (Lead Member (Health and Older People)).

Other Members: Councillors Ken Ball, Julia Berry, Henry Counce, Dennis Edgerley, Anthony Gee, Laura Lennox, Adrian Lowe, June Molyneaux, Mick Muncaster, Debra Platt, Geoffrey Russell, Ralph Snape, Stella Walsh and Peter Wilson.

09.EC.118 VALUE FOR MONEY REVIEW OF THE CORPORATE SUPPORT SERVICES - DETERMINATION OF RESPONSE TO FINAL REPORT

The Executive Cabinet received and considered a report of the Corporate Director (People) presenting the findings and recommendations of the Value for Money review of the various elements of the Council's Corporate Support Services, as part of the Authority's programme of service reviews.

The review had been undertaken to assess the support services effectiveness in delivering high quality services with the most efficient use of resources and working methods.

The review had concluded that, in general, the corporate support services provided good value for money, but the findings had identified a number of improvements and service revisions that had the potential to streamline the use of resources and provide better value for money for Council Tax payers.

A number of Councillors present at the meeting raised associated issues, particularly in relation to the marketing and current use of the Lancastrian Room; the costs of the Mayoralty; and the planned review of the Council's Year Book and Diary. In response, the Executive Leader accepts the suggestions that the Member Support Working Group examine options for the publication of information currently available in the Year Book and Diary and that further reports be prepared on the role and function of the Lancastrian Room and issues surrounding the Mayoralty function, for consideration by the Executive Cabinet.

Decision made:

That the report and findings of the Value for Money Review of the Council's Corporate Support Services be noted and that the recommendations contained in the respective findings reports for the

Office of the Chief Executive, and the Human Resources and Organisational Development; Information and Communications Technology; Policy and Performance; and Corporate Governance (Civic Services, Legal Services and Democratic Services) Directorates be approved for development and implementation.

Reason for decision:

The proposals and potential improvements aim to make the corporate support services more efficient and cost effective.

Alternative option(s) considered and rejected:

None.

	21 May	22 Jun	10 Aug	1 Sept	28 Sept	9 Nov	1 Dec	18 Jan	15 Feb	22 Mar
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Holding the Executive to account

Executive Leader									BS	
Policy and Performance	MS PR CP		MS PR CP			MS PR CP			MS PR CP	
Neighbourhoods	MS		MS			MS			MS	
Resources	MS		MS			MS			MS	
Business	MS		MS			MS			MS	
People	MS		MS			MS			MS	
Sustainable Communities Act		*								*
Affordable Housing Task Group - Service Improvement Plan		*								
Updated Attendance Policy Statement			*							
Work undertaken by Groundwork				*						
ICT services for Members				*						
New Scrutiny powers					*					
Performance of key partnerships						*		*		
Value for Money review of Support Services								*		
Review of free swimming scheme									*	
Forward Plan	*	*	*	*	*	*	*	*	*	*
Executive Cabinet agenda	*	*	*	*	*	*	*	*	*	*

Policy Development and Review of Council Services (Task and Finish Groups)

Highways		S	S	S	C	C	R	R	R	
Town Centre Regeneration			S	S	C	C	C	C	R	R
Neighbourhood Working					M				M	
Streetscene Issues		F							M	
Efficiency Gains										M

Crime and Disorder

Health							*	*		
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External Scrutiny

Chorley Community Housing			F						M	
Affordable Housing (South Ribble and Preston)						R				F
Chorley Partnership		R				F				

Other

Work Programme	*	*	*	*	*	*	*	*	*	*
Review of the Year										*
Annual Report	*									

Key:

Holding the Executive to account

MS	Business plan monitoring statements
PR	Performance report and
CP	Chorley Partnership performance report
BS	Budget scrutiny

Policy Development and Review of Council Services and External Scrutiny

S	Scoping
C	Collecting and considering evidence
R	Report
F	Feedback and action
M	Monitoring

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CHORLEY BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 JANUARY 2010 TO 30 APRIL 2010

1. This Forward Plan sets out the details of the 'key' and other major decisions which the Council expects to take during the next four month period. The Plan is rolled forward every month and is available to the public 14 days before the beginning of each month.
2. A 'Key' Decision is defined as:
 - 2.1 Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:
 - a change in service provision that impacts upon the service revenue budget by £100,000 or more; or
 - a contract worth £100,000 or more; or
 - a new or unprogrammed capital scheme of £100,000 or more.
 - 2.2 Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in two or more electoral wards. This includes any plans or strategies which are not within the meaning of the Council's Policy Framework set out in Article 4 of the Council's Constitution.
 - 2.3 Under the Access to Information Procedure Rules set out in the Council's Constitution, a 'Key' Decision may not be taken, unless:
 - it is published in the Forward Plan;
 - five clear days have lapsed since the publication of the Forward Plan; and
 - if the decision is to be taken at a meeting of the Executive Cabinet, five clear days notice of the meeting has been given.
 - 2.4 The law and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in the Forward Plan in accordance with Rule 18 (General Exception) and Rule 19 (Special Urgency) of the Access to Information Procedure Rules.
3. The Forward Plan has been extended to now include details of any significant issues to be considered by the Executive Cabinet, full Council and Overview and Scrutiny Committee. It is hoped that this will better meet the needs of both elected Members, Officers and the public.
4. Anyone wishing to make representations about any of the matters in the schedule below may do so by contacting the officer listed. Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website: www.chorley.gov.uk. Most meetings of the Council are open to the public and meeting dates are also on the Council's website.

Donna Hall
Chief Executive
Publication Date: 18 December 2009

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date decision can be taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representation s may be made to the following officer by the date stated
EXECUTIVE CABINET DECISIONS							
Approval and adoption of Green Travel Plan	Executive Cabinet	Executive Member (Business)	7 Jan 2010	Strategy Group; Internal stakeholders	Draft report and action plan was supplied to consultees	Report and draft action plan	Corporate Director (Business) Tel: 01257 515285 jane.meek@chorley.gov.uk Monday, 4 January 2010
Approval of Members' E-Mail, Internet and Telephone Acceptable Usage Policy	Executive Cabinet	Executive Member (Resources)	7 Jan 2010	Strategy Group	Draft policy was supplied to consultees	Report and draft User Policy	Corporate Director of Governance andrew.docherty@chorley.gov.uk Monday, 4 January 2010
Authorisation of consultation on revised Executive and Electoral arrangements	Council	Executive Leader	26 Jan 2010	Strategy Group	Draft report was supplied to consultees	Report of Corporate Director of Governance	Corporate Director of Governance andrew.docherty@chorley.gov.uk Monday, 18 January 2010

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date decision can be taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representation s may be made to the following officer by the date stated
Determination of the General Fund Revenue Budget, Capital Programme and Council Tax for 2010/11	Council	Executive Member (Resources)	2 Mar 2010	Strategy Group; Internal and external stakeholders	Draft budget proposals supplied to consultees	Draft revenue and capital budgets for 2010/11, with summary of consultation responses	Assistant Chief Executive (Business Transformation) Tel: 01257 515480 gary.hall@chorley.gov.uk Monday, 15 February 2010
To consider outcome of consultation and determine revised Executive and Electoral Arrangements	Council	Executive Leader	2 Mar 2010	Strategy Group; Political Group Leaders	Report of outcome of consultation supplied to consultees	Report on outcome of consultation process	Chief Executive Tel: 01257 515104 donna.hall@chorley.gov.uk Monday, 15 February 2010
Endorsement of final report of Highways Scrutiny Task Group	Overview and Scrutiny Committee	Executive Member (Neighbourhoods)	18 Jan 2010	District Partnership Officer (Lancashire County Council)	Draft report supplied to consultee	Draft report of outcome of the scrutiny review	Corporate Director (People) Tel: 01257 515815 jamie.carson@chorley.gov.uk Monday, 11 January 2010

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date decision can be taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representation s may be made to the following officer by the date stated
Scrutiny of Findings Report of the Value for Money Review of Corporate Support Services	Overview and Scrutiny Committee	Executive Member (Resources)	18 Jan 2010	N/A	N/A	Findings reports of the Value for Money Review	Assistant Chief Executive (Business Transformation) Tel: 01257 515480 gary.hall@chorley.gov.uk Monday, 11 January 2010
Determination of the way forward in respect of the scrutiny of the Crime and Disorder Partnership	Overview and Scrutiny Committee	Executive Member (Resources)	18 Jan 2010	N/A	N/A	Report of work of the Partnership	Corporate Director (People) Tel: 01257 515815 jamie.carson@chorley.gov.uk Monday, 11 January 2010
Monitoring of Key Partnerships	Overview and Scrutiny Committee	Executive Member (Policy and Performance)	18 Jan 2010	N/A	N/A	Report of Assistant Chief Executive (Business Transformation)	Assistant Chief Executive (Business Transformation) Tel: 01257 515480 gary.hall@chorley.gov.uk Monday, 11 January 2010

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date decision can be taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
Endorsement of final report of Town Centre Vitality Scrutiny Task Group	Overview and Scrutiny Committee	Executive Member (Business)	15 Feb 2010	District Partnership Officer (Lancashire County Council)	Draft report to be supplied to the consultee	Draft report on the outcome of the scrutiny review	Corporate Director (Business) Tel: 01257 515285 jane.meek@chorley.gov.uk Monday, 8 February 2009
Review of Overview and Scrutiny activity in 2009/10	Overview and Scrutiny Committee		22 Mar 2010	N/A	N/A	Summary of activities and scrutiny inquiries undertaken during 2009/10	Corporate Director of Governance andrew.docherty@chorley.gov.uk Monday, 15 March 2010

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