

Overview and Scrutiny Committee

Agenda and Reports

For consideration on

Monday, 15th February 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.

05 February 2010

Dear Councillor

OVERVIEW AND SCRUTINY COMMITTEE - MONDAY, 15TH FEBRUARY 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, 15th February 2010 commencing at 6.30 pm.

AGENDA

1. **Apologies for absence**

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

To confirm as a correct record the enclosed minutes of the meeting of the Overview and Scrutiny Committee held on 18 January 2010.

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 - 18 February 2010**

To consider any reports on the agenda for the Executive Cabinet meeting to be held on Thursday, 18 February 2010.

Members of the Committee are requested to notify the Democratic Services by Friday, 12 February 2010, to ensure the attendance of the appropriate Executive Member.

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

6. **2010/11 Budget principles**

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

7. **Review of free swimming scheme (Pages 5 - 8)**

The report of the Director of People and Places is enclosed for consideration. This update report was requested at the Overview and Scrutiny Committee meeting held on 9 November 2009.

8. **Business Plan Monitoring Statements**

To consider progress against the key actions and performance indicators in Directorates' Business Improvement Plans for the Third Quarter of 2009/10.

a) **Partnerships, Planning and Policy Directorate** (Pages 9 - 18)

To consider the enclosed report of the Director of Partnerships, Planning and Policy.

b) **People and Places Directorate**

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

c) **Transformation Directorate**

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

9. **Chorley Council Performance Monitoring Report - 3rd Quarter of 2009/10**

To receive and consider the report of the Director of Partnerships, Planning and Policy (to follow).

10. **Chorley Partnership - Performance Monitoring Report for Third Quarter of 2009/10**

To receive and consider the report of the Director of Partnerships, Planning and Policy (to follow).

11. **Future agenda items (Pages 19 - 24)**

To consider the Overview and Scrutiny Work Plan and the Council's Forward Plan for the four month period 1 February to 31 May 2010 (documents enclosed).

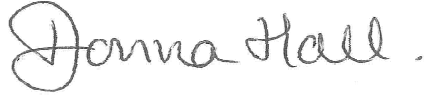
12. **Reports from the Task and Finish Groups**

Town Centre vitality Task and Finish Group

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

13. **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), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Chris Moister (Head of Governance), Susan Guinness (Head of Shared Financial Services), Carol Russell (Head of Democratic Services) 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

01257 515823

کیجئے:

This page is intentionally left blank

Overview and Scrutiny Committee

Monday, 18 January 2010

Present: 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

Officers in attendance: Gary Hall (Director of Transformation), Jamie Carson (Director of People and Places), Carol Russell (Head of Democratic Services) and Ruth Rimmington (Democratic and Member Services Officer)

10.OS.105 APOLOGIES FOR ABSENCE

No apologies for absence were submitted.

10.OS.106 MINUTES

RESOLVED – The minutes of the meeting of the Overview and Scrutiny Committee held on 1 December 2009 be confirmed as a correct record and signed by the Chair.

10.OS.107 DECLARATIONS OF ANY INTERESTS

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

10.OS.108 PUBLIC QUESTIONS

No members of the public requested to ask a question.

10.OS.109 EXECUTIVE CABINET - 7 JANUARY 2010

The Chair reported that there had been no requests from Committee Members to consider reports on the Executive Cabinet agenda for the meeting held on 7 January 2010.

10.OS.110 VALUE FOR MONEY REVIEW OF THE CORPORATE SUPPORT SERVICES - DETERMINATION OF RESPONSE TO FINAL REPORT

The Committee received the report of the Director of People and Places regarding the Value for Money Review of the Corporate Support Services as requested the meeting in January 2009.

The review included the office of the Chief Executive, Human Resources and Organisational Development, Information and Communication Technology, Corporate Governance (Civic Services, Legal Services and Democratic Services) and Policy and Performance.

The review concluded that, in general, the Corporate Support Services provided good value for money. The findings identified a number of improvements and service revisions that had the potential to streamline the use of resources and provide better value for money.

The Executive Cabinet have approved the recommendations for development and implementation.

RESOLVED – That the report be noted.

10.OS.111 CRIME AND DISORDER SCRUTINY

The Director of People and Places presented a report outlining options for future scrutiny of crime and disorder. Information requested at the last meeting, including information about the Sanctuary scheme and Families First project was also presented.

RESOLVED –

- 1. Training on the Crime and Disorder Reduction Partnership (CDRP) and crime and disorder issues be delivered via several Member Learning sessions, including topics like alcohol misuse, domestic violence and anti-social behaviour.**
- 2. Investigate the provision of the training jointly with South Ribble Council Members.**
- 3. To approach South Ribble Council to undertake a joint scrutiny of the merged CDRP, in the new municipal year and before each Council's Executive has made a decision on the future of the merged partnership. The focus would be the efficient use of officer time and stakeholder satisfaction with the merged CDRP.**

(a) Exclusion of the Public and Press

RESOLVED - That the press and public be excluded from the meeting for the following item of business on the grounds that it involves disclosure of exempt information as defined in paragraph 7 of Part 1 of Schedule 12A to the Local Government Act 1972.

(b) Consideration of performance statistics

The Committee considered the performance statistics from the merged CDRP that were requested at the last meeting.

RESOLVED – That the statistics be noted.

(c) Reintroduction of the Public and Press

RESOLVED - That the meeting be reopened to the press and public.

10.OS.112 PERFORMANCE OF KEY PARTNERSHIPS

The Director of Transformation presented a report regarding the performance monitoring of Key Partnerships as requested at the meeting on 9 November 2009.

The Committee discussed different methods of scrutinise the performance of key partnerships in the future, including service delivery and financial standing.

RESOLVED –

- 1. A report be presented to the March meeting of the Committee focussing on the financial stability of certain key partners,**
- 2. To constitute a task and finish group to consider aspects of one key partnership to be determined at the review of the year event in March.**

10.OS.113 FUTURE AGENDA ITEMS

The Director of Transformation reported that the broad principles of the 2010 budget would be considered at the next meeting, in addition to the Business Plan Monitoring Statements.

The detailed budget for 2010/2011 was subject to notification from the Department for Transport on the grant for concessionary travel. In addition there was an ongoing

discussions between the Lancashire authorities and the bus companies relating to the proportion of the fare reimbursed to the bus companies.

A review of the year session for scrutiny had been planned for 22 March meeting with an earlier start time of 4.30pm. This would include suggestions for topics next year and be open to all non-Executive Members.

RESOLVED - The work programme and Forward Plan be noted.

10.OS.114 REPORTS FROM THE TASK AND FINISH GROUPS

Town Centre Vitality Task and Finish Group

Councillor Peter Wilson reported that the group would be undertaking a site visit to a comparable town in the near future.

The final report of the group was expected in March.

RESOLVED – That the update report be noted.

10.OS.115 OVERVIEW AND SCRUTINY INQUIRIES - HIGHWAYS ISSUES

The Chair accepted this item as urgent to enable the final report of the task and finish group to be considered by the Executive Cabinet in February.

Councillor Mike Devaney, as the Chair of the Group, delivered a brief presentation outlining the key findings and recommendations made with the aim of improving the delivery of services for the people of Chorley.

The recommendations included for Lancashire County Council to provide a separate reporting mechanism for officers and Councillors rather than the current single telephone number and to reduce avoidable contact with the contact centre (NI14) by keeping customers updated, with text messaging, email alerts or use of postcards for “work in progress” or “work completed”.

Others were to enter into negotiations with respect to Chorley delivering some enforcement functions, such as advertising boards, highway encroachment and overhanging vegetation and to formalise arrangements and resources to enable Chorley Council to deliver gritting services in an agreed town centre area on behalf of Lancashire County Council.

RESOLVED

- 1. To delegate power to the Chair of the Task and Finish Group, Councillor Mike Devaney, to make any slight amendments to the report,**
- 2. The report be accepted and forwarded to the Executive Cabinet in February.**

Chair

This page is intentionally left blank

Report of	Meeting	Date
Director of People and Places	Overview and Scrutiny	15 February 2010

FREE SWIMMING PROGRAMME – 6 MONTH ANALYSIS

PURPOSE OF REPORT

- The purpose of this report is to present usage information the first 6 months of the free swimming programme.

RECOMMENDATION(S)

- That the report be noted.

EXECUTIVE SUMMARY OF REPORT

- 6 months into the 2 year free swimming programme:
 - Usage is currently up by 30,251 (50%) overall for swimming.
 - Juniors have increased by 13,012 (56%).
 - Adults have increased by 17,239 (47%).

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- None.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- None.

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

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

BACKGROUND

- Chorley's free swim scheme started on 1 April 2009 and runs until 31 March 2011. The project is funded via the DCMS, Central Lancashire PCT, and Active nation absorbing the cost of additional swims over and above the 2008/09 usage. Free swims are available for 16 and under, and 60+, during public sessions.

8. The DCMS will evaluate the scheme before making any decisions about possible grant support beyond March 2011. When this information is available, the Council will then be in a position to consider the programme beyond 31 March 2011.

FREE SWIMMING ATTENDANCE ANALYSIS – 1 APRIL TO 30 SEPTEMBER 2010

9. The data is taken from the first 6 months of the free swim at All Seasons Leisure Centre and Brinscall Swimming Baths.

10. Demographic

- The profile has revealed that it is the 6 – 15 years age bands whom have been the predominant applicants for the free swim.
- The male and female split is almost equal in the both under 16's and the over 60's.
- The demographic has revealed that the usage matches Chorley's ethnic profile.

11. Adult Swimming Comparisons

- Overall adult swimming (inclusive of free and paid across both centres) has increased by 17,239 compared to the same period of April-September 2008. This is an overall increase of 47%. Of all adult swimmers April-September 2009, 29% are free swimming.
- Overall, across both centres, paying adults have increased by 1,412 (4%) since last year

Month	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	Total
2008/09-adults	5688	5869	5267	6181	7893	6144	37042
2009/10-adults	8579	9204	8548	9656	10466	7828	54281

12. Junior Swimming Comparisons

- Overall junior comparisons for both centres show that junior swimming has increased by 13,012 (56%) compared to the same period of April-September 2008.

Month	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	Total
2008-2009-juniors	4705	3774	2781	3767	5595	2603	23225
2009-2010-juniors	5298	6083	3616	7574	9045	4621	36237

13. Overall Swim Attendances – April-September 2009

- Overall figures show that all Junior free swims April-Sept 09 total 34983. All Adult free swims April-Sept 09 total 15827. Therefore, Juniors account for 69% of the free swims across both centres.

Month - 2009	APR	MAY	JUN	JUL	AUG	SEPT	Total
All Free Adults	2526	2428	3038	2839	2830	2166	15827
All Free Juniors	5298	6083	3616	7574	9045	4621	34983

- As the adult free swims are for the 60+ age band, there is a possibility that these figures may increase during school term times, as those eligible for the adult free swim are more likely to have availability to swim during the day Monday-Friday, and as juniors will be at school then, they may feel more comfortable attending. This potential trend will need to be analysed in the 12 month report.

- Overall figures across both centres show that for the period of April – September 2009, 56% (50810) of all the 90518 swimming attendances were those participating in the free swimming scheme. These do not include school groups & swimming lessons.

Month - 2009	APR	MAY	JUN	JUL	AUG	SEPT	Total
Total Swim	13877	15287	12164	17230	19511	12449	90518
Total Free Swim	7824	8511	6654	10413	10621	6787	50810

14. **Overall Swim Attendances – 2008/09-2009/10 Comparison**

- The total swim comparisons inclusive of juniors, adults and OAPs across all centres are:
- April-September 2008/09 = 60267.
- April-September 2009/10 = 90518.
- This shows that overall swimming attendances, paid & unpaid, have increased by 50% overall.
- Increase = 30,251

Month	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	Total
2008-2009	10393	9643	8048	9948	13488	8747	60267
2009-2010	13877	15287	12164	17230	19511	12449	90518

- Therefore, the initial findings support the positive impact that free swimming has had on the boroughs swimming activities. Overall attendances have risen, both in paid and free swim sectors. However, paid swims have only marginally increased.

JAMIE CARSON
 DIRECTOR PEOPLE AND PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Carol Hewison	5813	03/02/10	

This page is intentionally left blank



Report of	Meeting	Date
Director of Partnerships, Planning and Policy	Overview and Scrutiny	15 February 2010

BUSINESS IMPROVEMENT PLAN MONITORING STATEMENT – PARTNERSHIPS, PLANNING & POLICY DIRECTORATE

PURPOSE OF REPORT

- To report progress against the key actions and performance indicators contained in the Business Improvement Plans for the Partnerships, Planning and Policy Directorate covering the third quarter of 2009/2010

RECOMMENDATION(S)

- To note the report.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

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

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- N/A

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

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

BACKGROUND

- As a consequence of the Council restructure in December 2009 the former Business Directorate and Policy and Performance Directorate were merged to create the new Partnerships, Planning and Policy Directorate. This Business Plan Monitoring Statement therefore reports progress against the key actions and performance indicators included in



the 2009/10 Business Improvement Plans for those former departments. The report covers the period 1st October to 31st December 2009.

7. Looking ahead to 2010/11 a single Business Improvement Plan for the new Directorate will be produced.

KEY MESSAGES

Policy & Performance

8. During this quarter, the directorate supported the development of the revised Corporate Strategy for 2010/11 which was debated and approved by Council on 3rd November. This included the identification of 33 key projects, which the Directorate followed through by leading the development of project mandates for all the new projects to ensure they are initiated and will support delivery of our corporate objectives. In order to ensure we continue to manage projects well, 24 staff and LSP partners were also trained on the Council's project management toolkit during this quarter.
9. In conjunction with Groundwork and Hoghton residents a funding bid was made to the Low Carbon Community Challenge to explore the development of a community renewable energy project for the village. The application sought to extend the LSP project 'warmer homes, cooler climates' which aims to reduce Hoghton's residential carbon footprint as many homes in the area are off-grid from the main gas network and currently emit high levels of carbon emissions through inefficient sources of energy, e.g. oil and gas delivered in tanks. We were notified in the new year that 230 bids were received with only 10 projects selected. Unfortunately, our application was unsuccessful. However, Groundwork are continuing to deliver the LSP project in the village and a community workshop was held in January on energy management. Groundwork have also offered to continue to look for other potential sources of funding for a renewable energy project.
10. During this period, we continued to provide evidence to the Audit Commission for the Comprehensive Area Assessment and in late December 2009 we were informed that our Organisational Assessment had secured 4 out of 4 for both managing performance and use of resources. As a consequence we were one of only four councils nationally to achieve these top scores and one of only two district council's.
11. During the third quarter all our other scheduled actions and milestones contained within our Business Improvement Plan were achieved. Below are a number of examples:
 - The overall corporate support services report was completed and presented to Executive Cabinet. Recommendations and savings where appropriate, informed the Council's restructure and others will be incorporated into the Council's transformation programme.
 - We successfully delivered the Council's major winter event – 'Chorley Christmas Lights switch on'. This involved organising, managing and publicising the event and all related activities. The event was well received and plans are already underway for next year's event.
 - We continued to design and produce a range of key information documents e.g production of Food News newsletter for local businesses; produced posters and features for 'Get up and Go'; developed an events schedule for 2010 including developing an events publicity protocol, drafted the council's fourth edition of the Chorley Smile magazine and produced the 2010 waste calendars.

- We participated in a national Virtual Town Hall pilot to improve the Council's engagement with residents using social networking.

KEY MESSAGES

Housing

12. Following approval by Executive Cabinet In December to bring the Home Improvement Agency back in house from 1st April 2010, a project team has been established and work is now on-going to establish a high-quality, value for money holistic agency as part of the Council's Housing Service.
13. During this period, a new Allocations Policy was also finalised and approved by Executive Cabinet and the Directorate are progressing implementation. This new policy will support the forthcoming introduction of Choice Based Lettings scheduled for implementation later this year.
14. Time was spent this period making representations to various sub-regional and regional fora against the proposed reduction in housing capital grant (RHP) for both Lancashire and in particular Chorley where our allocation will be reduced by 68%. This funding is used primarily to improve the decency of private sector housing stock. A report will be presented to Executive Cabinet in February which outlines how the funding will be allocated.
15. Other key actions and projects for this period were also delivered and include for example:
 - Continuing to make significant progress in the refurbishment of Cotswold supported housing. Three phases have been completed now, including two new living areas (one for singles and one for families) and a secure access corridor restricting access to family areas by single people. The next stage involves improved disabled access, refurbishment of single rooms and corridors. There are also plans being developed for landscaping the rear garden and a 'grow your own vegetables' initiative.
 - A new Home Assistance Policy has been drafted and approved for consultation by the Executive Cabinet. Given the reduction in capital grant as outlined above, the policy seeks to ensure any housing grants are targeted to those most in need/most vulnerable.
 - Affordable housing delivery and achievement of targets remains on track. In particular the Purchase and Repair project is progressing well and expected to deliver units of affordable housing this financial year.
 - Work commenced this quarter on commissioning the Private Stock Condition Survey which will commence in the new-year. This will be a valuable source of information for future Housing Strategy development.

KEY MESSAGES

Planning

16. A new Head of service commenced with the Directorate in October 2009.
17. Work commenced this period in establishing a section 106/Play & Recreation Fund which was approved by Executive Cabinet in December. Work is now progressing to develop and implement an application process and arrangements to administer the funds.

18. Other key actions and projects for this period were also delivered and include:
- In taking forward plans to develop better mechanisms for working with Parish and Town Council's a meeting took place in November with representatives from those Councils to review matters pertaining to the handling of planning applications. The feedback from this meeting will be used to inform the transformation and improvement programme for the directorate.
 - During this period the directorate continued to support the development of the LDF Core Strategy which is expected to be ready for sign off at the end of March 2010. Work has also commenced on the development of the Site Allocations DPD which will be consulted upon over the Summer.

KEY MESSAGES

Economic Development

19. Through working closely with local businesses, Chorley Council provided the Mid Lancashire Future Jobs Fund with 22 new vacancies for young people. The vacancies from All Garden Services, Environappies and Cleaning Genies have now been passed through to Job Centre Plus and suitable candidates are being assessed. Chorley's All Garden Services vacancy is the first to be filled and the successful candidate is now in post. This new role with All Garden Services will provide gardening support for the elderly.
20. As the Accountable Body for the Intensive Start-up Support Programme ISUS, Chorley Council is managing this £2million programme across Central Lancashire. A number of drop-in centres within Chorley Town Centre, Croston, Clayton Brook and Astley Village have been set up. A Head for Business Course is being held at the Union Street offices every other Friday for individuals looking to start their own business. Over 110 people across Central Lancashire have now attended this course. Following this course, aspiring entrepreneurs move onto one-to-one business planning advice. In September and October 14 individuals received this one-to-one support to assist in achieving their goal of starting a new business.
21. Other key actions and projects for this period were also delivered and include:
- Chorley Council is on the decision making Board for the Lancashire West LAG Rural Business Grants. Three measures of this programme are now being delivered, including: adding value to agriculture and forestry products; diversification into non-agricultural activities; and support, creation and development of micro enterprises. Board members have received training on assessing applications, and the first 2 applications have now been approved. Applicants can receive up to 50% grant funding toward their projects if based in a rural area and will create jobs for local people.
 - The project to develop and deliver a markets action plan has been delivered. Although we are hopeful that the worst part of the recession has ended, Chorley Council and partners continue to deliver bespoke responses as 'business as usual' to support businesses and communities during this difficult economic climate.

22. SERVICE LEVEL BUDGET MONITORING 2009/2010**POLICY & PERFORMANCE****DECEMBER 2009**

£'000 £'000

ORIGINAL CASH BUDGET

769

Add Adjustments for In year cash movements
Virements to/from other Services:

Allocation of LSP budgets for 2009/10

55

Virement to Business Directorate for Thermal Imaging
Survey

(2)

Approved Slippage from 2008/09:

Income generated for Chorley Big Picnic

12

CIPFA Corporate Services VFM Review

5

Printing of Chorley Visitor Guide

4

Tuition Fees - CPD

4

IDEA Inspection

3

LSP Groundwork Projects

3

Tuition Fees - CPD

2

33

ADJUSTED CASH BUDGET

855

Less Corporate Savings:

Staffing:

2% saving on pay award

(8)

Vacancy savings

(41)

CURRENT CASH BUDGET

806

FORECAST**EXPENDITURE**

Staffing

-

Consultants Fees

(20)

Other

-

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

(20)

INCOME

Consultancy work

5

Income under (+)/ over (-) achieved

5

FORECAST CASH OUTTURN 2009/2010

791

Key Assumptions

Assumed 1% pay award for 2009/10

Key Issues/Variables

Staffing Savings:

Performance Advisor on maternity leave.

Vacant Research Officer post for 2 months.

Performance, Partnership & Equality Manager post vacant for 2 months.

BUSINESS DIRECTORATE**Dec 2009****£'000 £'000****ORIGINAL CASH BUDGET****926**

Add Adjustments for In year cash movements

Virements to/from other Services:

Slippage-£6k of original £10k re LSP and £6.6K for Strategic Housing Consultancy

13

Transfer from Reserves

39

Landscape Project Fees re Town Centre Improvements (Flat Iron)

15

LSP Budget

(20)

Virement From Policy and Performance for Thermal Imaging Survey

2

Virement to People re Contribution to Green Partnership Awards

(2)

Virement to People re Grants To Groundwork Trust

(28)

Virement to Neighbourhoods re Booths Bus Shelter

(3)

ADJUSTED CASH BUDGET**942**

Less Corporate Savings:

2% saving on pay award

(30)

Vacancy saving

(110)

CURRENT CASH BUDGET**802****FORECAST****EXPENDITURE**

>Staff Savings (72)

>Agency Staff 56

>Training Expenses 2

>Mortgage Protection Expenses 65

>DCLG Regional Choice Fund Grant 35

>Markets - Refuse Collection 5

>Markets - Utilities 17

>Search Fees To LCC 5

>Bed & Breakfast, Unsubstantiated CCH invoice (12)

>Bed and Breakfast (9)

>Anchor Trust Contribution 5

>Consultants Fees 68

>Medical Fees (5)

>Legal Fees 10

>LDF Fees 70

>Sub Regional Grant Expenditure 19

>Car Allowances (2)

Expenditure under (-) or over (+) current cash budget**257****INCOME**

>Potential credit to Market traders during work to Markets Buildings 10

>Planning Application Income (199)

>Building Control Income 125

>Business Start Ups Management Fee (2)

>Pre Planning Application Advice Income - (12 months) 5

>Shared Costs with SRBC - Enforcement Officer (12 months) 23

>Cotswold House - Voids 13

>Cotswold shortfall due to later than budgeted transfer 7

>Housing and Planning Delivery Grant	(53)
>Consultancy recharge to BAE	(50)
>Other Income Areas	6
>Housing Renovation Grant Subsidy	1
>Mortgage Rescue Plan	(38)
>Additional DCLG Homelessness Prevention Grant	(15)
>DCLG Court Desk Coverage Grant	(20)
>DCLG Grant	(10)
>DCLG Sub Regional Grant	(30)
>DCLG Regional Choice Fund Grant	(35)
>Local Area Agreement Grant	(2)
	<hr/>

Income under (+)/ over (-) achieved **(264)**

FORECAST CASH OUTTURN 2009/2010

795

Key Assumptions

Staff Assumptions

- >Building Control Officer, assume vacant post will not be filled this financial year.
- >Planning Officer, 1.4 FTE assume vacant post will not be filled until February 10

- >Markets stall rental income to achieve income budget
- >Assume Planning Application income will average £32.5k per month for the remainder of the financial year.
- >Assume Building Control income will average £15k per month for the remainder of the financial year.
- >Assume Cotswold will fully utilise Agency Budget
- >Assume use of Urban Vision for Planning Applications to finish 1st December
- >Revenue Recharges to Capital Schemes will be achieved

Key Issues/Variables

- >Potential Award of Costs - 605 Preston Rd - Wainhomes have withdrawn the appeal
- >Potential Appeals from Orcheton House Farm and Pontins Ltd following DC Committee 12/01/10.

Key Actions

- >LDF costs estimated.
- >Business Start Ups Grant income and expenditure to be cost neutral to CBC
- >Transfer from Reserves re Town Centre Promotion to be fully Committed

PERFORMANCE INDICATORS

Indicator Description	Actual Perf 08/09	Target Qtr 3 09/10	Qtr3 Performance 09/10
Sickness absence Policy & Performance (Lower better)	1.11 fte days	7.24 fte days (per annum)	3.21 fte days
Sickness absence Business Directorate (Lower better)	10.46 fte days	7.24 fte days (per annum)	5.58 fte days
% of undisputed invoices processed within 30 days Policy & Performance (Higher better)	99.46%	97.5%	100%
% of undisputed invoices processed within 30 days Business Directorate (Higher better)	95.25%	97.5%	97.05%
NI 156 – Number of Households in temporary accommodation (Lower better)	24 Households	13 Households	8 Households
NI 157a - Processing of planning applications as measured against targets for 'major' application types (Higher better)	80.77%	81%	82.35%
NI 157b - Processing of planning applications as measured against targets for 'minor' application types (Higher better)	82.42%	82.5%	83.1%
NI 157c - Processing of planning applications as measured against targets for 'other' application types (Higher better)	93.62%	92%	93.69%

EQUALITY AND DIVERSITY UPDATE

- 23. Across the Directorate work is continuing to monitor usage and satisfaction of the building control and planning services by equality strand in order to ensure fair access etc.
- 24. Equality Impact Assessments have been undertaken for the new Housing Allocations Policy and plans are in place to consult the Equality Forum on proposed changes to the Home Assistance Policy in the new year.

25. Following concerns from disability representatives at the Equality Forum with regards to the number and position of A boards, street furniture etc and the potential access issues this causes, in particular blind partially sighted and wheel chair users, a task and finish group has been established which is scheduled to undertake a 'walkabout' of the town centre in the new year. This will result in the development of an action plan to address concerns where possible/feasible.

RISK MANAGEMENT UPDATE

26. All risks were managed in line with the planned actions and have not been an issue.

VALUE FOR MONEY / EFFICIENCIES UPDATE

27. All efficiency savings are on track.

LESLEY-ANN FENTON
DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Lesley-Ann Fenton	5323	3 February 2010	

This page is intentionally left blank

	21 May	22 Jun	10 Aug	1 Sept	28 Sept	9 Nov	1 Dec	18 Jan	15 Feb	22 Mar
--	--------	--------	--------	--------	---------	-------	-------	--------	--------	--------

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

Crime and Disorder

Health							*	*		
--------	--	--	--	--	--	--	---	---	--	--

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

This page is intentionally left blank

CHORLEY BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 FEBRUARY 2010 TO 31 MAY 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: 19 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
Endorsement of the refresh of the Chorley Economic Development Strategy	Executive Cabinet	Executive Member (Business)	25 Mar 2010	Strategy Group	Draft report on the Strategy refresh to be supplied to the consultees	Draft refresh of the Chorley Economic Development Strategy	Director of Partnerships, Planning and Policy Tel: 01257 515323 lesley-ann.fenton@chorley.gov.uk Monday, 8 March 2010
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	Draft revenue and capital budgets for 2010/11	Director of 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

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)	22 Mar 2010	Lancashire Local Committee for Chorley	Not applicable	Draft report on the outcome of the scrutiny review	Director of Partnerships, Planning and Policy Tel: 01257 515323 lesley-ann.fenton@chorley.gov.uk Monday, 15 March 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	Director of Transformation Tel: 01257 515480 gary.hall@chorley.gov.uk Monday, 15 March 2010

This page is intentionally left blank