

## Chief Executive's Office

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Date: 1 November 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, 8th November, 2005 commencing at 6.30 pm.

### AGENDA

1. **Apologies for 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 - 4)**

To confirm as a correct record the minutes of the meeting of the Community Overview and Scrutiny Panel held on 4 October, 2005 (enclosed).

4. **Business Plans, 2005/06 - Second Quarter Updates (Pages 5 - 16)**

The 2005/06 Business Plan updates for the period ending 30 September 2005 in respect of the Development and Regeneration Unit and the Leisure and Cultural Services Unit are enclosed for consideration.

The reports contain information on the two Units' performance against their respective Key Performance Indicators.

Continued....

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

a) **Revision of Project Outline (Scoping document)**

The Executive Cabinet, at its meeting on 8 September 2005, following its consideration of the Audit Commission's report of its Best Value Inspection on the Council's approach to Customer Access and Focus, agreed to request the Community Overview and Scrutiny Panel to "analyse what approach to area forums would be best for the Borough based on a clear assessment of the effectiveness of current local groups and the best way to integrate them" during the present scrutiny inquiry.

The Panel is requested to consider the revision of the Project Outline document by incorporating the Executive Cabinet's request into the Inquiry's terms of reference and to determine the best means of addressing the issue.

b) **Reports on Sub-Group' Visits** (Pages 17 - 20)

The Panel, at its meeting on 4 October, agreed arrangements for identified members of the two Sub-Groups to attend the following meetings as part of the Panel's collation of evidence for the inquiry:

**Area Forums/Committees Sub-Group**

- Hyndburn Borough Council's Great Harwood Area Council meeting on 11 October;
- Pendle Borough Council's Colne Area Committee meeting on 13 October (It was subsequently not possible for Members to attend this meeting);
- South Ribble Borough Council's Bamber Bridge Area Committee meeting on 31 October (It was subsequently not possible for Members to attend this meeting).

**Public Speaking/Questions Sub-Group**

- South Ribble Borough Council's Cabinet meeting on 12 October;
- Ribble Valley Borough Council's Planning Committee meeting on 27 October;
- Hyndburn Borough Council's Planning Committee meeting on 2 November.

The Chair will invite the Members who were able to attend the meetings to report their findings on the visits and comment on the perceived effectiveness of the respective Authorities' adopted arrangements. Notes on the Sub-Groups' visits to the Great Harwood Area Council and South Ribble Council's Cabinet meetings are enclosed for information.

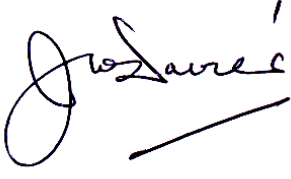
The Panel will also be requested to identify any additional visits required. Details of forthcoming meetings of neighbouring Area Forums/Committees, particularly those bodies that operate in Parish areas, will be available at the meeting.

6. **Overview and Scrutiny Work Programme for 2005/06** (Pages 21 - 22)

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 Development and 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.

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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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