
Chief Executive's Office

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Date: 30 January 2006

Chorley
Borough Council

Chief Executive:
Donna Hall

Dear Councillor

A meeting of the Community Overview and Scrutiny Panel is to be held in the Committee Room, Town Hall, Chorley on Wednesday, 8th February, 2006 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 - 4)**

To confirm as a correct record the minutes of the meeting of the Community Overview and Scrutiny Panel held on 4 January 2006 (enclosed).

4. **Draft General Fund Revenue Budget for 2006/07 - Review of Planning Services Budget**

The Community Overview and Scrutiny Panel has been requested to examine in detail the proposed 2006/07 budget for Planning Services as part of Members' overall scrutiny of the draft budget proposals for the next financial year. The purpose of the detailed review is to explore the reasons for this service area appearing as upper quartile costs in the Value for Money Self Assessment.

A report of the Director of Finance, enclosing the draft 2006/07 budget proposals for Planning Services, is to follow.

The Executive Member for Development and Planning (Councillor A Lowe) has been invited to attend the meeting to assist the Panel's review.

Continued....

5. **Business Plans, 2005/06 - Third Quarter Updates (Pages 5 - 18)**

The 2005/06 Business Plan updates for the period ending 31 December 2006 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 the respective Key Performance indicators.

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

a) **Progress Report** (Pages 19 - 20)

A note summarising the progress of the scrutiny inquiry is enclosed for consideration.

b) **Area Forums/Committees element**

The Panel, at its last meeting, suggested Members' attendance, as observers, at the next meetings of the two community groups Positive Action in East Chorley (PAiCE) and South West Chorley Community Safety Group (SWITCH). Details of the next meetings of the two bodies will be available at the meeting.

Subsequently, representatives of the groups will be invited to discuss the Area Forum proposals with the Panel to allay any fears of duplication of roles.

c) **Public Speaking element - Feedback on Visits**

The Chairman will invite the Members who were able to attend the meetings of the following Authorities to comment on the visits and perceived effectiveness of the adopted arrangements:

- West Lancashire District Council's Planning Committee on 19 January 2006;
- Meeting of West Lancashire District Council as an Assembly on 25 January 2006;
- Meeting of Rossendale Borough Council on 1 February 2006.

The Panel is also due to observe the meeting of South Ribble Borough Council on 15 February 2006.

d) **Survey Results** (Pages 21 - 26)

A schedule is attached showing the results of a recent survey of 13 Lancashire Districts on the arrangements operated in the respective Districts to allow public speaking and/or questions at Council/Committee meetings. The information provides useful comparative data.

e) Key Issues for consideration

The Panel will be invited to consider whether it wishes to support a recommendation that the Authority introduces a system to allow the public to speak and ask questions at Council and/or Committee meetings, in the light of the survey evidence and Members' visits to neighbouring Councils.

If the Members support the principle of public speaking, the Panel will, firstly, need to consider and assess the following key issues and factors that were identified in the Inquiry's scoping document :

- Which meetings would the public be allowed to speak or ask questions at – Council, Executive Cabinet, Development Control or all meetings?
- Would the public be allowed to speak on all agenda items or only selected items?
- Would prior notice of intended questions be required and, if so, the length of notice?
- Length of time allowed for speaking.
- Feedback of responses to the public.
- Meeting room accommodation.
- Publicity arrangements.

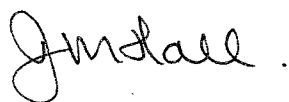
Secondly, the Panel will be advised to request the Officers to produce draft Procedure Rules for public speaking, taking account of Members' expressed views, for submission to the next Panel meeting.

7. **Overview and Scrutiny Work Programme, 2005/06 (Pages 27 - 28)**

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

8. **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 Executive Member for Development and Planning (Councillor A Lowe) for attendance.
3. Agenda and reports to Deputy Chief Executive/Group Director, Director of Finance, Head of Development and Regeneration, Head of Leisure and Cultural Services, Head of Customer, Democratic and Office Support Services and Assistant Head of Democratic Services 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 آپکی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون

01257 515823

کیجئے:

Community Overview and Scrutiny Panel

Wednesday, 4 January 2006

Present: Councillor M Perks (Chair) and Councillors T Bedford, Brownlee, F Culshaw, Mrs M Gray, G Morgan and Mrs I Smith

06.COM.01 APOLOGIES OF ABSENCE

An apology for absence was submitted on behalf of Councillor Birchall.

06.COM.02 DECLARATIONS OF ANY INTEREST

There were no declarations of personal or prejudicial interest by any of the Members in any of the agenda items.

06.COM.03 MINUTES

The minutes of the meeting of the Community Overview and Scrutiny Panel held on 8 November 2005 were confirmed as a correct record for signature by the Chairman.

06.COM.04 PUBLIC PARTICIPATION IN THE COUNCIL'S DECISION MAKING PROCESS - SCRUTINY INQUIRY

(a) Area Forums/Committees Sub-Group

The Panel, at its meeting on 8 November 2005, had agreed arrangements for the Sub-Group members' attendance at a number of Area Committee meetings in surrounding Lancashire Districts as part of the Panel's collation of evidence for the inquiry.

- Pendle Borough Council's West Craven Area Committee held on 29 November 2005

The meeting had been attended by the Chair (Councillor Perks) who had submitted to the Panel a written note on his visit.

The membership of the Area Committee included the nine Councillors representing the three Borough Wards covered by the Committee, together with co-opted representatives from Parish/Town Councils, Customer Panels, Town Centre Forum and CED Partnership operating in the area, but only the Borough Councillors had voting rights. The Lancashire County Council was not represented on the Area Committee.

The Committee was empowered to determine certain planning applications and traffic regulation orders, and the District Council had allocated a £300,000 capital budget and a £100,000 revenue budget to the District's five Area Committees for allocation on a pro rata basis based on the areas' respective electorates.

Councillor Perks indicated that the meeting had been dominated by consideration of planning issues. While the agenda items were instigated by the Borough Council, the meeting opened with an open Question Time session.

- South Ribble Borough Council's Western Parishes Area Committee held on 5 December 2005

The meeting had been attended by Councillor Bedford and Councillor Brownlee, who circulated at the Panel meeting a note of their attendance.

The Area Committee comprised 13 Borough Councillors and a number of co-opted members, with voting rights.

The Committee had delegated authority to determine planning applications within Council policy guidelines and each meeting commenced with an open 15 minutes Question Time.

The Councillors attending had noticed, in particular, the length of time devoted to planning issues. The Members had also noted the limited space in the meeting room allowed for members of the public, highlighting the importance of the selection of suitable venues for public meetings.

(b) Public Speaking/Questions Sub-Group

At the last Panel meeting, the Sub-Group members had expressed a wish to attend a meeting of West Lancashire District Council's Planning Committee.

As none of the Members had been able to attend the 15 December 2005 meeting, the Panel had been invited to observe the Planning Committee meeting to be held at Ormskirk on 19 January 2006. In response, the Chair (Councillor Perks) and Councillors Culshaw and Mrs I Smith intimated that they may be able to attend.

(c) Future Visits

Since the last meeting, the Chairman had suggested that the Panel might benefit from observing the full Council meetings of a few neighbouring Authorities which allowed members of the public to participate in the debates and/or ask questions. Consequently, a note was circulated at the meeting listing those Lancashire Authorities which allowed members of the public to speak at their Council meetings and the Panel members were requested to select the meetings they wished to attend.

The Panel was also reminded of the invitation from West Lancashire District Council for members to attend and observe the Authority's Annual Council Meeting as an Assembly to be held at the Civic Offices, Ormskirk on 25 January 2006. Attendance at the meeting could prove beneficial, as the Annual Assembly concept represented an alternative form of public participation to the Area Forum/Committee model.

It was **AGREED**:

(1) That arrangements be made for the attendance of Councillor Perks (Chairman) and Councillors Bedford, Brownlee, Mrs M Gray, Morgan and Mrs I Smith at West Lancashire District Council's meeting as an Assembly on 25 January 2006.

(2) That arrangements be made for the attendance of the Councillors indicated at the following Council meetings of two neighbouring Authorities:

- Meeting of Rossendale Borough Council on Wednesday, 1 February 2006 - Councillors Brownlee, Mrs M Gray and Mrs I Smith.
- Meeting of South Ribble Borough Council on Wednesday, 15 February 2006 - Councillor Perks (Chairman) and Councillors Brownlee, Mrs M Gray, Morgan and Mrs I Smith.

(d) Area Forum Pilot Schemes

The Chairman reminded the Panel of the following arrangements agreed for the organisation of the three Area Forum pilot schemes:

- Clayton-le-Woods North Ward Area Forum to be held in the Youth and Community Centre, Manor Road, Clayton-le-Woods on Thursday, 16 March 2006;
- Coppull Parish Area Forum to be held in the Royal British Legion Club, Springfield Road, Coppull on Tuesday, 28 February 2006;
- Lostock Ward Area Forum to be held in Croston Old School, Church Street, Croston on Thursday, 23 March 2006.

The Chairman hoped that the Panel members would be able to attend one, or more, of the Area Forum pilot meetings.

(e) Relevant Issues raised

The subsequent debate amongst the Panel members raised a number of issues and factors which had been highlighted at the Members' visits to neighbouring Authorities' Area Councils/Committees, Cabinet and Planning Committee meetings. These issues, (primarily related to proposals for Area Forums, and summarised below) would need to be considered and assessed by the Panel when deliberating on its final report and recommendations.

- The Panel accepted that it was important for any Area Forum model that may be introduced not to duplicate or supersede the role and functions of other existing bodies (eg Parish Councils and community organisations such as PAiCE or SWITCH). The Panel would need to identify the specific roles and responsibilities of those bodies to ensure that their terms of reference were not replicated.
- It was the Panel's general consensus of opinion that the remit of proposed Area Forums should not include delegated power to determine planning applications, as Members considered that this element of its functions would dominate meetings' agendas and restrict their overall purpose.
- An argument was, however, put forward that the Area Forums might be granted limited capital budget spending powers.
- Only suitable, convenient and easily accessible venues, with sufficient capacity to accommodate large groups, should be chosen for public meetings.
- The Panel agreed that a restriction should be imposed on the duration of Area Forum meetings (eg 7.00pm to 9.00pm) and that limits should also be imposed on public speakers.
- Area Forum meetings should be structured so as to allow Parish Councils or any local resident or business to request agenda items related to issues falling within the Borough Council's jurisdiction. In addition, there should be provision within each meeting for an open question/debate session.
- The skills and expertise of the Chair of the Area Forum would also be paramount to the successful operation of the Forums.

The Chairman reminded the Panel of the two elements of the inquiry into the best means of encouraging public participation in the Council's decision making process through the introduction of Area Forums and/or the allowance of public speaking at the meetings of the Council and/or its Committees. The Chairman envisaged that the Panel might be in a position to formulate its recommendations on the public speaking element after the Sub-Group's impending visits. Following an assessment of the initial rounds of the Area Forum pilots, the Panel would need to determine its recommendations on the concept of Area Forums, formulating views on whether or not to support the

continuance and expansion of Area Forums across the Borough and, if so, recommendations on the geographical area, composition, remit and operational arrangements to be applied to the Area Forums.

It was **AGREED**:

(1) That the dates of forthcoming meetings of PAiCE and SWITCH be presented to the next Panel meeting, with a view to Members' attendance as observers.

(2) That a progress report be also submitted to the next Panel meeting highlighting the actions of the Panel so far, and the interim views expressed, in relation to the key issues identified in the inquiry's scoping documents.

06.COM.05 OVERVIEW AND SCRUTINY WORK PROGRAMME FOR 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.

The programme included the envisaged timescales for the on-going scrutiny inquiries and the planned dates for the periodic monitoring of past inquiries.

Chair

Report of	Meeting	Date
Director of Finance Head of Development and Regeneration	Community Overview & Scrutiny Panel	8 th February 2006

COMMUNITY PANEL – BUDGET SCRUTINY

PURPOSE OF REPORT

1. To present to members details of the spending on Planning Services.
2. To analyse in more detail the findings of the Audit Commission review of costs undertaken as part of their use of resources value for money review.
3. To allow Members the opportunity to establish if the Council's policy objectives are being met and if the benchmark findings are a measure of the reality of Members and Stakeholders experiences.

CORPORATE PRIORITIES

4. Part of the Council's Greener, Cleaner, Safer priorities.

RISK ISSUES

5. The issue raised and recommendations made in this report involve risk considerations in the following categories:

Strategy		Information	
Reputation	√	Regulatory/Legal	
Financial	√	Operational	√
People		Other	

6. Council services need to be provided in an effective and efficient way so as to meet public expectations without representing an unreasonable burden on the taxpayer.

BACKGROUND

7. The Council has recently been subject to a value for money assessment undertaken by the Audit Commission as a precursor to a more formal comprehensive performance assessment, which may be undertaken once the CPA process for District Council's is agreed.
8. As part of their assessment the Audit Commission have undertaken a very basic benchmark of the costs of providing Planning Services by comparing absolute costs with the Council's family group that represent other Council's that exhibit the same attributes as ourselves in terms of demography, population etc.

9. The assessment, using the 2004/05 cost base and 2003/04 performance data, comprised of an analysis of the costs of the Planning Service as a whole, no breakdown or analysis of the different elements of cost have been provided by the Audit Commission.

AUDIT COMMISSION BENCHMARKING

Summary of Analysis

10. The Audit Commission Benchmarking comprises the Council's absolute costs against authorities which make up our family group as follows:

<ul style="list-style-type: none"> • Broxtowe • Crewe • Erewash • Gedling • High Peak • Hinckley 	<ul style="list-style-type: none"> • Kettering • Newark • Newcastle • North East • South Derbyshire • South Ribble 	<ul style="list-style-type: none"> • Vale Royal • West Lancashire • Wyre Forest
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11. In total the spending in 2004/05 on planning was £1.051m. This represents around 10% of the Council's total spending on services in that year. The breakdown of these costs is as follows:

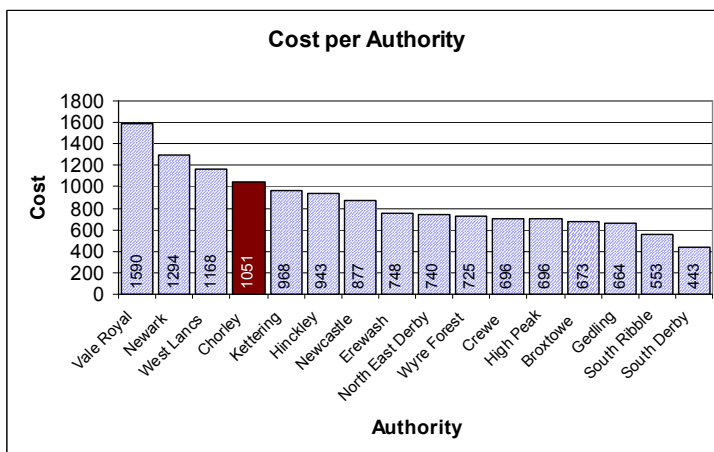
Table 1 – Total spend on Planning

Costs of:	£
Building Control	109,690
Development Control	408,430
Planning Policy – Various	341,840
Planning Projects & Implementation	191,300
	1,051,260
	1,051,260

Comparison with Family Group

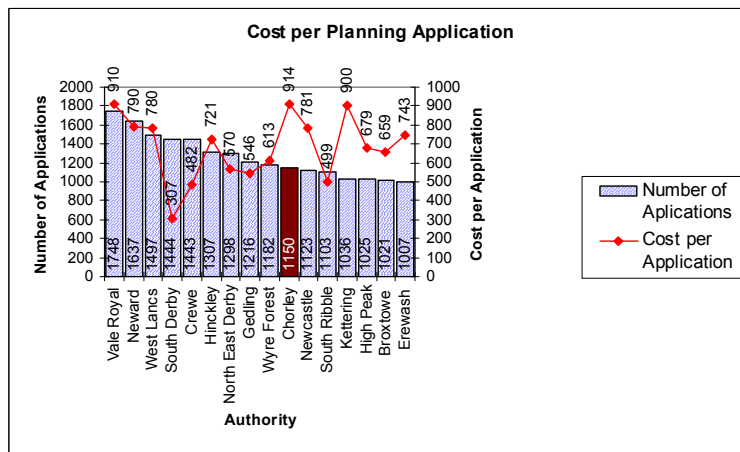
12. The Audit Commission analysis compares the cost of spending per head of population but a comparison of the absolute costs produced the following results:

Chart 1 – Compares Costs of Services



- 13. In cost terms, Chorley's costs are £2.048 greater per head of population than the family group. In total this amounts to Chorley spending £209k more than the average in the group.
- 14. However clearly a measure per head of population, which is the Audit Commission's measure, is perhaps not the best comparator. The driver of costs is ultimately the number of planning applications. Therefore an alternative measure has been calculated that derives from the number of applications and this is shown in the chart below.

Chart 2 – Cost per Planning Application

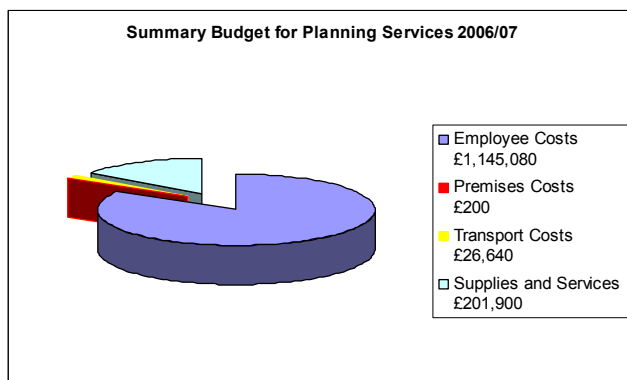


- 15. The chart shows that there is no simple correlation between the costs of the service and the throughput of applications.
- 16. Further analysis shows that during 2003/04, whilst costs are high, the number of planning applications was 9% lower than the family average. As a result the unit cost of an application is high and is in fact the highest in the family group.
- 17. The analysis however does not show either the scales or complexity of applications that have been dealt with and clearly this will have an impact on the number of staff required and therefore total costs.

BUDGET ANALYSIS

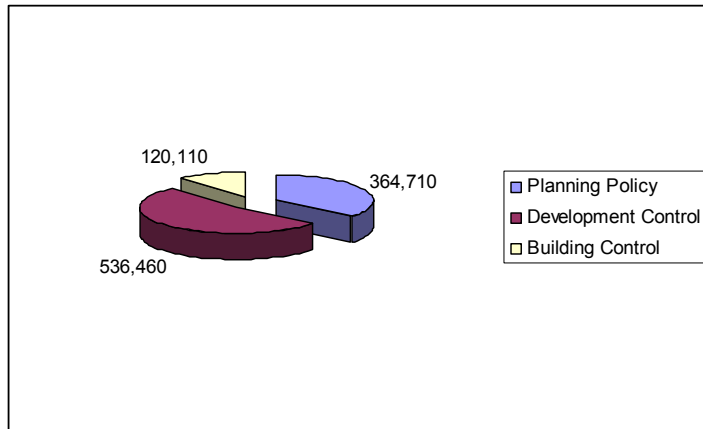
- 18. The Audit Commission analysis showed the cost of Planning Services at Chorley to be £209k greater than the family group average.
- 19. In order to understand the key cost drivers, summarised below is an analysis of the Planning Services expenditure budget for 2006/07

Chart 3 – Summary Budget for Planning Services 2006/07



- 20. The table shows that the bulk of the costs of the Planning Services are associated with employee costs.
- 21. In cost terms the Planning Department can be broken down into three distinct service areas as illustrated below.

Chart 4 – Costs per service area



- 22. The cost analysis shows Development Control and Planning Policy are the main constituents of the budget.
- 23. No data is available within the Audit Commission benchmarking to compare staffing numbers and structures, but for contextual information the unit structure is outlined at Appendix 1. A complete detailed breakdown of the costs of the service is also provided at Appendix 2.

POLICY AND TARGETS

- 24. The Planning Unit provide a number of services that contribute towards the Council's objective of making Chorley a better place to live and providing a greener environment through the control of development and subsequent enforcement. As the Government now regards the control of development as a key issue for communities, the Council now has a shared local and national priority to improve the planning service to customers.
- 25. In terms of outputs from the Unit, the Audit Commission provide a number of comparisons mainly around the speed of decision making. Clearly the Council's ability to meet turnaround time for applications is determined by the number and level of staff available to provide that service.
- 26. A comparison of the Council's performance, compared to the family group for 2003/04, which is the Audit Commission measure, is shown via the grouping below.

Chart 5 – Major Applications decided In 13 weeks

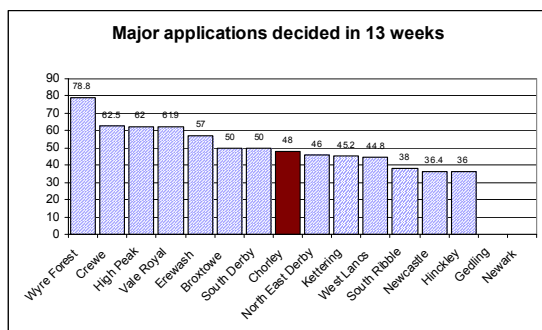


Chart 6 – Minor planning applications decided in 8 weeks

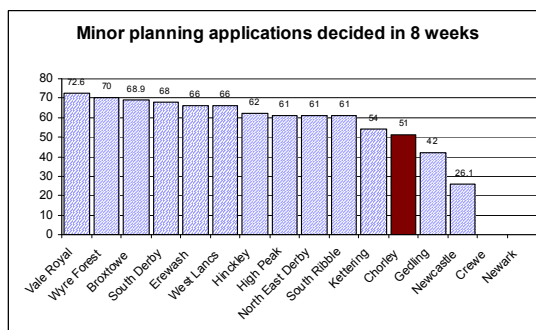
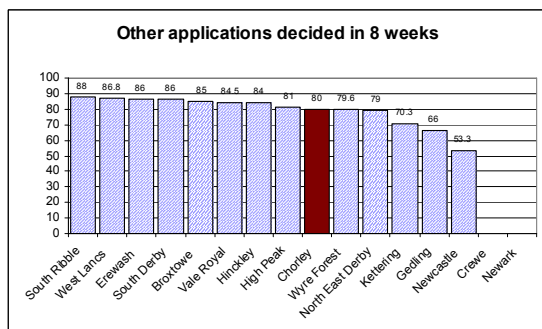


Chart 7 – Other application decided in 8 weeks



27. The charts show that in 2003/04 the service performed poorly against its family group, with almost all the indicators being in the lowest quartile.
28. Since 2003/04 which is the benchmark year, there has been significant investment in the Planning Service, both from the Council’s own resources and through the receipts of Planning Delivery grant from the Government. The Grant is made to Council’s who can show improving performance and has been the Governments main weapon for improving Planning Services across the piece not just in Chorley. The Government has attempted to raise the game of many Planning Authorities by providing a grant to aid investment. In 2004/05 the Council received £84,375 in grant. Although the grant is not ring fenced the Council took the decision to use the money to invest in the Planning Service in an attempt to increase the performance. Consequently the service was restructured and performance in 2004/05 for the key Best Value Performance Indicators is as follows:

Best Value Performance Indicator	Target 2003/04	Chorley 2003/04	Target 2004/05	Chorley 2004/05	National Average	National Top Quartile	National Bottom Quartile	Top Quartile
% of major applications delivered in 13 weeks	60.0	48.0	60.0	74.0	57.64	68.9	46.88	Y
% of other applications delivered in 8 weeks	80.0	80.0	80.0	88.0	82.48	88.0	80.0	Y
% of minor applications delivered in 8 weeks	65.0	51.0	65.0	71.0	67.85	75.4	61.12	N

29. The table shows that the direction of travel on performance is good, with significantly improved performance in all the best value performance indicators. Pleasingly 2 out of the 3 measures are in the national upper quartile with the third being better than the national average and heading towards the upper quartile.
30. In comparison with the family group, updated BVPI comparisons for 2004/05 show the following:

2004/2005 Comparison with Audit Commission Family Group of Authorities

Chart 9

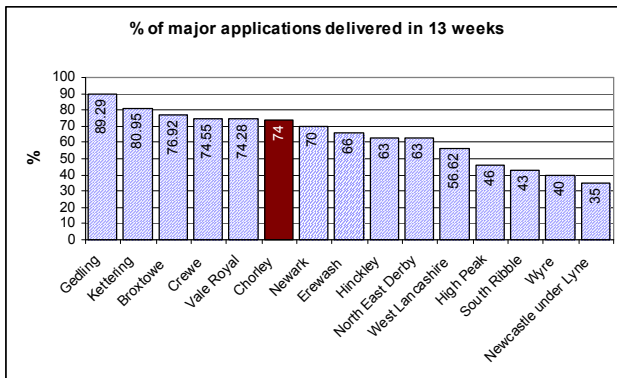


Chart 10

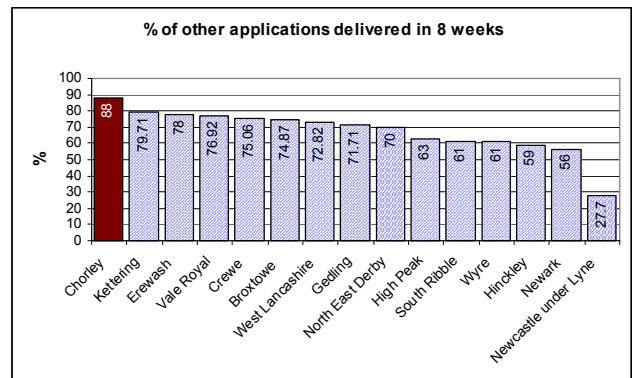
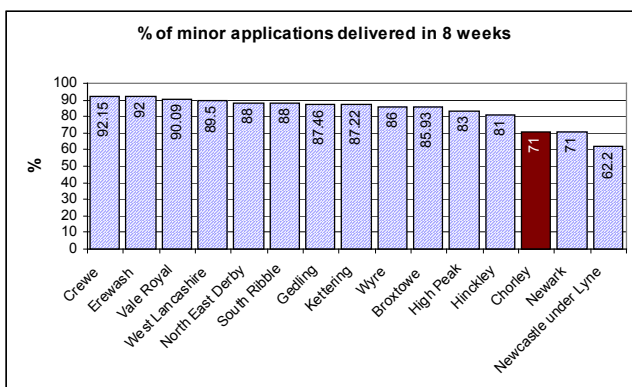


Chart 11



31. Not surprisingly as some of the BVPI measures are now upper quartile nationally, the Council's performance compared against the family group has also improved. By comparing the charts year on year it is possible to assess Chorley's relative performance to others in the family group, and the following conclusions can be drawn:

- In 2003/04 as measured by the Best Value Performance indicators, the performance of the unit was poor with all the measures being in either the lowest or second lowest quartile.
- For 2004/05 the situation has improved significantly with 2 out of the 3 indicators now being in the higher or second highest quartile in the family group.
- Only the minor applications relative score has remained unchanged and the Council is still in the bottom quartile for the family group.

SUMMARY AND CONCLUSIONS

32. In overall terms it is possible to draw a number of conclusions from the analysis provided through the Audit Commission data on cost and performance.
33. The analysis by the Audit Commission which is at a very strategic or high level prompts a number of questions, not least of which is why do the Borough Council appear to spend more resources in this particular areas than some others.
34. The budget scrutiny exercise has probably identified that without detailed analysis, it is not always possible to provide an explanation of the reasons for the difference in resource consumption, but that further work is necessary to establish the reasons for this.
35. The manifestation of the Council policies and targets is through the budgeted cost of services and through the Council's ability to deliver continuous improvement and meet its policy objective targets.
36. The analysis provided, whilst at a very broad level shows that through investment in the Planning Service, performance now compares favourably both at a national and family group level for some of the measures, but that there is still room for improvement with regard to establishing Chorley as a top performer in all areas.

RECOMMENDATION

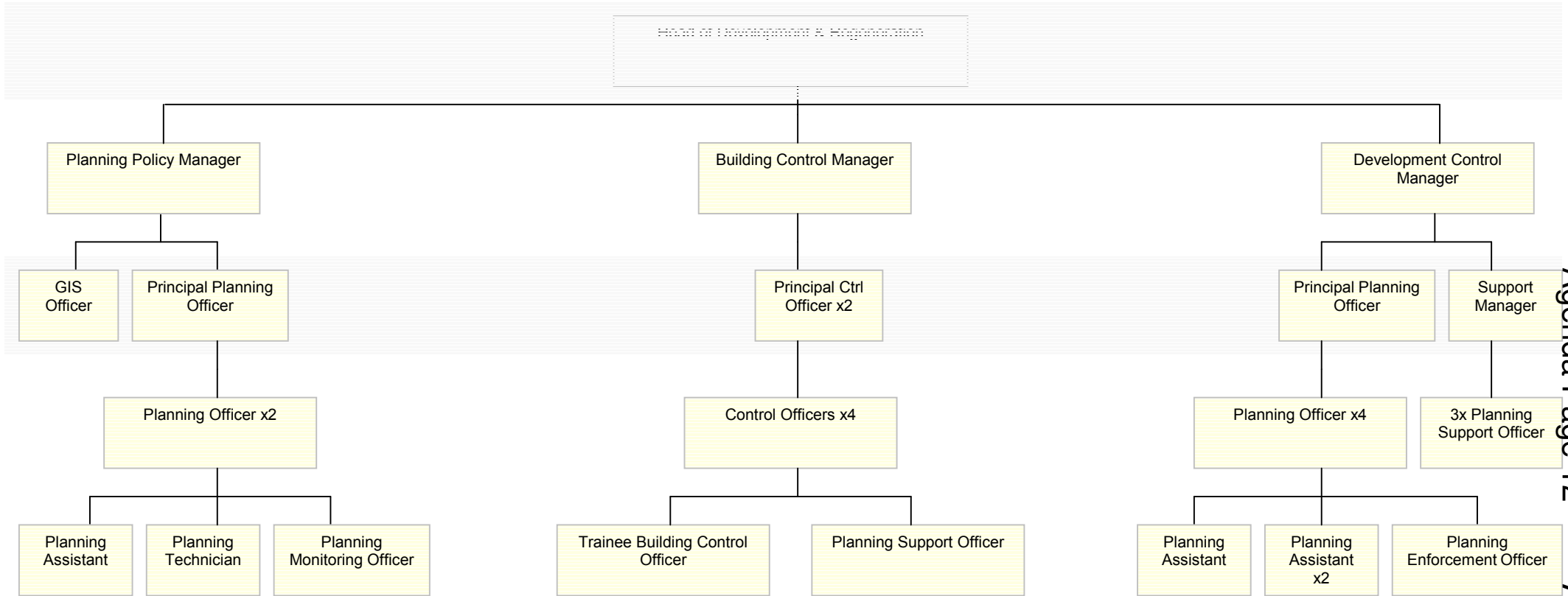
37. Members of the Scrutiny Panel are asked to note the comments of the report and determine whether it has any recommendations for the Overview and Scrutiny Committee to take forward to the Executive for consideration when recommending a budget for the Council for 2006/07.

GARY HALL
DIRECTOR OF FINANCE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Gary Hall	5480	30 January 2006	ADMINREP/REPORT

Staffing Structure



Full Year Budget

143EA Planning Services Unit

10000	Operational Employees Salaries	873,260.00
10001	Young Persons Development Salaries	2,500.00
10005	Honorarium	2,500.00
10100	Operational Employees Overtime	1,400.00
11000	Operational Salaries NI	64,960.00
12000	Operational Salaries Superannuation	126,630.00
13000	Agency Staff	29,160.00
14002	Emergency Call Out Pay	100.00
14011	Professional Fees	240.00
14100	Car Leasing Payment	26,680.00
14101	Car Leasing National Insurance	4,000.00
14102	Car Leasing Insurance	4,000.00
18003	Employee Related Insurance	9,650.00
20017	Rent/Hire Of Premises	200.00
30031	Staff Bus Fares	10.00
30032	Staff Rail Fares	130.00
30035	Car Allowances	20,750.00
30036	Parking Fees	70.00
30037	Parking Permits	5,680.00
40003	Purchase of Tools or Equipment	200.00
40012	Purchase Furniture	1,100.00
40014	Maint Of Furniture/Equipment	150.00
40040	Protective Clothing	550.00
40043	Printing	500.00
40044	Printing Chorley Local Plan	12,000.00
40048	External Photocopying	200.00
40050	Stationery	4,460.00
40051	Photographic Supplies	810.00
40052	Drawing Office Supplies	750.00
40053	Microfiche/Microfilming	4,000.00
40054	Publications	3,250.00
40063	Professional Fees	40,000.00
40068	Search Fees	60.00
40077	Consultants' Fees	9,000.00
40082	Postages	8,890.00
40083	Telephones - Rentals	420.00
40086	Mobile Phones	480.00
40099	Computer Consumables	2,700.00
40101	IT Software - Annual Licences	940.00
40105	Computer Equipment-Maintenance	720.00
40107	Computer Software-Maintenance	29,310.00
40111	Computer - Support Services	15,500.00
40115	Travel & Subsistence - Staff	40.00
40146	General Subscriptions	1,510.00
40147	Ordnance Survey Licence	6,020.00
40155	Miscellaneous Insurances	40.00
40160	Statutory Notices	9,000.00
40171	Legal Fees	5,900.00
40199	Works In Default	1,000.00
40201	Hospitality	250.00
40212	Other Fees	42,150.00
60004	Home Office Grant	250,000.00-
60045	Publications	1,500.00-
60097	Photocopying Private Use	6,030.00-
60137	Ordnance Survey Map Printing	1,200.00-
60138	Ordnance Survey Royalties	50.00-
60147	BCC'S Plans Fees	137,040.00-
60148	Inspection Fees Buildg Control	176,130.00-
60149	Planning Application Fees	351,000.00-

Full Year Budget

60150	Award Of Costs - Enforcements	300.00-
70040	Deferred Charges Write-Off	29,560.00
80000	Accountancy	26,430.00
80001	Payroll	8,930.00
80002	Creditors	2,390.00
80003	Audit	3,740.00
80004	Debtors	13,270.00
80007	IT Services	99,090.00
80009	Personnel Services	18,210.00
80010	Health And Safety	4,640.00
80011	Occupational Health	1,400.00
80012	Corporate Training	13,470.00
80013	Central Recruitment	1,720.00
80016	Gillibrand Street Offices	46,890.00
80021	Civic Buildings Supervision	920.00
80022	Asset Management	5,760.00
80023	Legal Services	48,640.00
80026	Corporate & Policy Services	5,180.00
80028	Admin Services (Th)	1,080.00
80030	Admin Services (Gs)	225,430.00
80032	Desktop Publishing Services	29,150.00
80033	Corporate Management	6,940.00
80035	Central Printing Recharge	4,240.00
80036	Photocopying Recharge	400.00
80059	Regeneration	6,770.00
80060	Planning Policy	44,740.00
80062	Building Control	4,020.00
80063	Highways And Traffic	20,570.00
80069	Telephone /Fax Recharge	9,420.00
80071	Flexitime Recharge	530.00
89000	Internal Recharge Income	112,820.00-
	Net Expenditure	1,021,280.00

Chorley

Borough Council



Business Plan Monitoring Statements October to December 2005



BUSINESS PLAN MONITORING STATEMENTS OCTOBER – DECEMBER 2005

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Note of Clarification

Business Plan Monitoring Statements:

The Business Plan Monitoring Statements report progress against the key actions included in Unit Business Plans for 05-06. They also include monitoring of key performance indicators.




Key Performance Indicators:

Each Unit has identified a set of ‘key’ Performance Indicators (PIs) in their 2005-06 Business Plan. These PIs measure at least one of the Unit objectives and/or the corporate priorities, and are intended to give an overall indication of how the Unit is performing.




Each PI has a target set for the year. The variation of the actual performance from the target generates an alert symbol, as described below. The IT system used for monitoring also looks at performance between reporting periods to see whether it is improving, getting worse or staying the same. Again, the symbols are shown below.

Symbols

Symbols and Colours are used to provide a quick guide to how Service Units are performing against Key Performance Indicators:

-  = Green KPI Performance is better than target and the tolerances set for this indicator.
-  = Blue KPI Performance is on track and within the tolerances set for this indicator.
-  = Red KPI Performance is worse than target and the tolerances set for this indicator.

Symbols are also used to show whether performance is improving between reporting periods or not:

-  = Performance is improving between reporting periods
-  = Performance is getting worse between reporting periods
-  = Performance is the same as last period

For further information on the way in which Performance Symbols are calculated please contact Jenny Rowlands (01257 515248) or Lindsay Parr (01257 515341) or Sarah Dobson (01257 515325) in Corporate and Policy Services.

BUSINESS PLAN MONITORING STATEMENT FOR THE DEVELOPMENT & REGENERATION UNIT

1. KEY MESSAGES

The Development and Regeneration Unit has now been established for three months and measures are being put in place to ensure that the Unit is focused on the key tasks set out in the Business Plan.

Partnership work with South Ribble and Preston continues on the Core Central Lancashire Sub Regional Strategy, the Northern Way, the Regional Spatial Strategy and the Regional Economic Strategy. In addition the Unit has contributed to the Lancashire Local Area Agreement in particular the Economy block.

Development Control Performance although on track with regards Major and Other applications has fallen with regards Minors. Measures have been put in place to bring this on track which are already having a positive effect.

Progress continues to be maintained on the Local Development Framework programme with all milestones being met including the submission of the monitoring statement at the end of December which it is anticipated will bring in £52k planning delivery grant.

Following lengthy discussions with Preston and South Ribble it has been decided to withdraw from the Building Control Partnership.

It will also include a summary of KPI performance as follows:

	CURRENT POSITION	FORECAST OUTTURN
Number of green KPI's	2	2
Number of blue KPI's	2	2
Number of red KPI's	0	0
Number of KPI's not yet measured	9	*

* The KPI's not yet measured are new for 05/06 and their outturn cannot be predicted at this stage. This year will be used to establish a base line and targets for future years.

2. BUDGET UPDATE

Please see next page.

SERVICE LEVEL BUDGET MONITORING 2005/2006**ECONOMIC REGENERATION****DECEMBER 2005****£'000 £'000****ORIGINAL CASH BUDGET****246****Add Adjustments for In year cash movements**

Slippage from 2004/2005

- Use of Earmarked Reserves

Cabinet approved decisions

Delegated Authority decisions

ADJUSTED CASH BUDGET**246****Less Corporate Savings**

Contribution to Corporate savings targets

(11)

CURRENT CASH BUDGET**235****FORECAST****EXPENDITURE**

Savings on vacant posts

(30)

Leased cars

1

Agency staff

2

Car allowances

1

Computer software/hardware

5

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

(21)

INCOME

Grant income: Withnell Fold

(19)

Pro rata reduction in recharges to Astley Park LHF capital scheme re salary costs

21

Income under (+)/ over (-) achieved

2

FORECAST CASH OUTTURN 2005/2006**216****Key Assumptions**

Astley Park Project Officer post filled from 23rd January 2006

The United Utilities funded Rivington Park Project is scheduled to finish at this financial year end.

Key Issues/Variables

Maintaining matched funding for Project Officer posts

Key Actions

It is critical that all costs associated with the Rivington Park Project are promptly recovered from United Utilities to prevent them falling on the Units revenue account which has no budget provision for a net cost or surplus.

PLANNING SERVICES

December 2005 **£'000**

ORIGINAL CASH BUDGET 468

Add Adjustments for In year cash movements

Cabinet approved decisions

Delegated Authority decisions

ADJUSTED CASH BUDGET **468**

Less Corporate Savings

Contribution to Corporate savings targets

CURRENT CASH BUDGET **468**

FORECAST**EXPENDITURE**

Staffing costs (17)

PDG Funded Expenditure 123

Relocation Expenses 3

Car Allowances 3

Mapping Services Agreement 1

Agreed budget savings - discretionary spending (9)

INCOME

Planning Application Fees 8

Building Control Fees (9)

Additional Planning Delivery Grant (123)

Other Income (6)

FORECAST CASH OUTTURN 2005/2006 **442**

Key Assumptions

- current income levels are maintained
- recruitment to 2 vacant posts from 1 March
- agency staff in Building Control to end of March

Key Issues/Variables

- level of grant received higher than budgetted
- reduction in level of Planning Application fees received

3. SERVICE DEVELOPMENTS

Strategic Regional Site - Plot 1 of the SRS was sold to LEX Autologistics in December 2005. The development will provide 268,000 sq ft warehouse and offices, safeguarding 200 jobs. The site at Pilling Lane will be developed for housing.

Economic Regeneration Strategy - The draft Economic Regeneration Strategy was presented to all the Council at the end of January. The Strategy will be finalised the end of March.

Retail Strategy - The White Young Green study has been take forward with the development of draft policies to be included in the LDF and a Town Centre Strategy.

Astley Park - a Project Officer has been appointed. Detailed surveys have been carried out. A programme has been established and tenders for the first part of programme sent out.

Enforcement - The Enforcement Service continues to be developed with regular reports on caseloads and a review of the Enforcement Charter and establishing priorities.

4. PERFORMANCE AGAINST UNIT KEY PERFORMANCE INDICATORS

Indicator Description	Performance 2004/05	Target 2005/06	Performance at 31/12/05	Comments
Planning Apps. (major) determined in 13 weeks	74	60	74	
Planning Apps. (minor) determined in 8 weeks	71	65	62	
Planning Apps. (other) determined in 8 weeks	88	80	83	
Days lost to Sickness Absence	N/A	8.9	6.85	

5. CONCLUSION

The transition from Planning and Economic Regeneration to Development and Regeneration went very smoothly thanks to efforts from all the staff involved. There has been increased pressure in some areas, particularly the need to respond to all the consultations on the various strategic documents while continuing with the 'day' job. The new joined up team has helped us do this. The highlights for this quarter have to be the sale of Plot 1 on the SRS to LEX and the development of the Economic Regeneration Strategy and the Town Centre Study.

Signature: *J Meek*

HEAD OF DEVELOPMENT AND REGENERATION

**BUSINESS PLAN MONITORING STATEMENT FOR THE
LEISURE AND CULTURAL SERVICES UNIT**

1. KEY MESSAGES

The period has seen an extensive programme of activities for young people. Both the Midsummer Festival and our Get Up and Go programme attracted more visitors than in previous years.

Usage rates across the facilities are on schedule to meet targets. Usage rates at Astley Hall Museum and Art Gallery and Yarrow Valley Country Park have exceeded seasonal targets. However, school groups visiting Astley Hall has reduced. We are taking corrective action to ensure that improvements are made. The full benefit of these improvements will not be seen until 2006/07. The number of rounds, and as a result income, has fallen below target at Duxbury Park Golf Course. Corrective action has been taken with the proposed outsourcing of the course.

We have delayed the completion of the Forward Plan for Astley Hall so that we can take on board issues that emerge from the new museum accreditation process and the Heritage Lottery project in Astley Hall.

A further bid to the Green Flag award scheme is being made for Yarrow Valley Country Park.

The following table gives you a summary of KPI performance at 31 December 2005. As a Unit, we use 25 performance indicators – only 4 of which are our KPI's. Of the remaining 21, two indicators are falling short of target: school group visits at Astley Hall and golf course usage.

	CURRENT POSITION	FORECAST OUTTURN
Number of green KPI's	2	2
Number of blue KPI's	2	2
Number of red KPI's	0	0
Number of KPI's not yet measured	N/A	N/A

2. BUDGET UPDATE

The budget monitoring report for the period is shown on the last page of this statement.

3. SERVICE DEVELOPMENTS

A significant amount of officer time has gone into the development of the young peoples programme. Likewise, the negotiation of the new Indoor Leisure Contract and the market testing of Duxbury Park Golf Course have taken up a significant amount of officer time. Progress is starting to be made with the wider community management programme and this will continue over the next couple of years.

4. PERFORMANCE AGAINST UNIT KEY PERFORMANCE INDICATORS

Indicator Description	Performance 2004/05	Target 2005/06	Performance at 31/12/05	Comments
Young people participating in Unit activities	New indicator	6,500	5,363	
% of above young people from priority areas	New indicator	30%	40%	
Visits to leisure and cultural amenities	New indicator	1,003,000	1,002,277	
Satisfaction:	65%	66%	61%) See Note 1))))
Sport/leisure	63%	64%	60%	
Astley Hall	58%	59%	54%	
Theatres/halls	76%	77%	82%	
Parks/open space				

Note 1

Where respondents express an opinion, many opt for a neutral response, such as 'neither satisfied nor dissatisfied', presumably because they are non-users.

Nevertheless the pattern which emerges shows that significantly more residents are satisfied rather than dissatisfied with the facilities. (The figures exclude 'don't knows' and neutrals).

	% saying satisfied	% saying dissatisfied	2005 difference %	2003 difference %
Sports and Leisure	86.0	14.0	72.0	66
Museum / Gallery	91.3	8.7	82.6	66
Theatres / Concert Halls	91.2	8.8	82.4	70
Parks, Open Spaces etc	91.2	8.8	82.4	79

5. CONCLUSION

The first 9 months of 2005/06 has seen significant progress made against the Unit's Business Plan.



Signature:

JAMIE CARSON
HEAD OF LEISURE AND CULTURAL SERVICES

SERVICE LEVEL BUDGET MONITORING 2005/2006**LEISURE & CULTURAL SERVICES****DECEMBER 2005**

	£'000	£'000
ORIGINAL CASH BUDGET		1,043
Add Adjustments for In year cash movements		
Slippage from 2004/2005		
Golf course consultancy		16
Midsummer Festival		1
CSC Fund Slippage		6
Transfer from contingency		
Cabinet approved decisions		
Trf from Change management Reserve for Community mgmt		10
Delegated Authority decisions		
ADJUSTED CASH BUDGET		<u>1,076</u>
Less Corporate Savings		
Contribution to Corporate savings targets		(14)
CURRENT CASH BUDGET		<u><u>1,061</u></u>
FORECAST		
EXPENDITURE		
Expenditure under(-) or over (+) current cash budget		
Professional and consultancy fees for indoor leisure contract	51	
Professional and consultancy fees for golf course market test	12	
Savings on indoor Leisure Contract	(99)	
Energy recharges at ASLC	<u>10</u>	(26)
INCOME		
Income under (+)/ over (-) achieved		
Arts officer funding	(17)	
Reduction in Golf Course Income	<u>35</u>	18
FORECAST CASH OUTTURN 2005/2006		<u><u>1,053</u></u>

Key Assumptions**Key Issues/Variables****Key Actions**

A further review of golf income is required as it is now probable that the loss of income is greater than previously forecasted. However the increase in losses should be offset by potential savings in salaries and discretionary spending in other areas of the service. Head of Service will report these changes in January's monitoring report.

Development and Regeneration Unit Key Performance Indicators								
Unit Key Performance Indicators	Oct	Nov	Dec	YTD Perf	YTD Target	YTD Perf v/s Target	Change in Perf	Year End Target
DR BV12 sickness absence	6.07	6.52	6.85	6.85	6.67			8.90
PLBC004: % Building Plan Determined by Statutory Target Date	?	?	?	?	?			?
BV109a.02 % Planning apps - major	77.00	75.00	74.00	74.00	60.00			60.00
BV109b.02 % Planning apps - minor	63.00	60.00	62.00	62.00	65.00			65.00
BV109c.02 % Planning apps - other	83.00	83.00	83.00	83.00	80.00			80.00

Key Performance Indicators Annual			
	Year End Target	Year End Perf	Year End Perf v/s Target
PL005 Av density new hsg on devpts	30.00	?	?
BV200a.05 Plan making - development plan	?	?	?!
BV200b.05 Plan making - milestones	?	?	?!
BV219a.05 Conservation areas - number	?	?	?!
BV219b.05 Cons. Areas Character Appraisal	40.00	?	?
BV219c.05 Cons. Areas Mngmt Plans	20.00	?	?
ER002: No Jobs Created/Preserved	?	?	?!
ER003: Area Floorspace Created/Improved	?	?	?!

Leisure and Cultural Services Unit Key Performance Indicators - Monthly								
Unit Key Performance Indicators	Oct	Nov	Dec	YTD Perf	YTD Target	YTD Perf v/s Target	Change in Perf	Year End Target
LC BV12 sickness absence	4.92	4.90	5.04	5.04	6.67	★	▲	8.90
LC009: No of Young People Engaged in Act	4884.00	5025.00	5363.00	5363.00	?	!	?	?
LC010: % Participation Target Young People	?	?	40.00	40.00	30.00	★	?	30.00
LC014: Num of Visits to LCS amenities	?	?	1002277	1002277	?	!	?	?

Unit Key Performance Indicators - Annual			
	Yr End Perf	Yr End Target	Yr End Perf vs Target
BV119a.02 Satisfaction Sport users	61.00	66.00	●
BV119c.02 Satisfaction Museum users	60.00	64.00	●
BV119d.02 Satisfaction Theatre users	54.00	59.00	●
BV119e.02 Satisfaction Park/Open Spc	81.70	77.00	●

COMMUNITY OVERVIEW AND SCRUTINY PANEL

MEETING HELD ON 8 FEBRUARY 2006

Scrutiny Inquiry into Public Participation in the Council's Decision Making Process - Progress Report

1. The Inquiry Project Outline (Scoping Document) was agreed by the Panel at its meeting on 8 July 2005, which determined the following terms of reference for the inquiry:
 - (a) to conduct an investigation into the means by which the Council may more effectively engage with the local community on the provision of services provided by the Council and other key partner organisations in the Borough of Chorley.
 - (b) To investigate the provision of (1) Area Forums or Committees and (2) the introduction of public speaking at meetings of the Council on a trial basis and the administrative arrangements involved.
 - (c) To report on the investigation's findings and make recommendations to the Overview and Scrutiny Committee.

The terms of reference were expanded by the addition of the following element on 8 November 2005 at the request of the Executive Cabinet following its consideration of the Audit Commission's report of its Best Value Inspection on the Council's approach to Customer Access and Focus:

- (d) 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.
2. A questionnaire was sent to each Lancashire District Council, Blackburn with Darwen Borough Council and Blackpool Borough Council to ascertain their policies and practices in relation to Area Forums/Committees and public participation in their Council and/or Committee meetings. The responses to the survey will form part of the Panel's inquiry report.
3. At its meeting on 13 September 2005, the Panel received a presentation from Mr R Matthews (Head of Area Committees Development at South Ribble Borough Council) on the operation of 8 Area Committees and the facilities for public participation in South Ribble Borough Council and Committee meetings.
4. The Panel has subsequently formed two Sub-Groups (Area Forums/Committees Sub-Group and Public Speaking/Questions Sub-Group) to examine the two district elements of the inquiry.
5. The Area Forums/Committee Sub-Group has visited the following Area Councils/Committees that operate in a number of surrounding Lancashire Districts:
 - Hyndburn Borough Council's Great Harwood Area Council;
 - Pendle Borough Council's West Craven Area Committee;
 - South Ribble Borough Council's Western Parishes Area Committee;
 - Pendle Borough Council's Colne and District Area Committee.
6. The Public Speaking/Questions Sub-Group has attended and observed the following meetings of neighbouring Councils which allow the public to speak at the meetings:
 - South Ribble Borough Council's Cabinet meeting;
 - Ribble Valley Borough Council's Planning Committee;
 - Hyndburn Borough Council's Planning Committee.
 - West Lancashire District Council's Planning Committee.

7. In addition, the Panel Members have attended a meeting of Rossendale Borough Council and have been invited to attend the South Ribble Borough Council meeting on 15 February to observe the manner in which the public is allowed to participate in the proceedings.
8. A number Panel members also attended the meeting of West Lancashire District Council as an Assembly on 25 January. This model represents an alternative concept to an Area Forum/Committee.
9. The Panel has also agreed to attend forthcoming meetings of both the PAiCE and SWITCH organisations and interview representatives from the two bodies to ascertain the specific roles and functions of the organisations and their views on the prospect of Area Forums in Chorley.
10. The reports of the various visits and perceptions of the Members attending will need to be summarised and taken into account by the Panel in its deliberations and formulation of conclusions. While the Panel may feel that it is now in a position to form its initial views on the public speaking at Council/Committees element of the inquiry following the recent visits, the Panel's final conclusions, report and recommendations will have to await the completion of the Panel's review of the Area Forum's aspect of the inquiry.

MARTIN O'LOUGHLIN

Head of Customer, Democratic and Office Support Services

AU

PUBLIC SPEAKING AT COUNCIL/COMMITTEE MEETINGS						
ISSUE	AUTHORITY					
	Blackburn with Darwen (Unitary)	Blackpool (Unitary)	Burnley	Fylde	Hyndburn	Lancaster
At which bodies of the Council are the public allowed to speak or ask questions?	Council, Executive Board (Cabinet meeting) and Planning & Highways Committee	Council Development Control Committee	Executive, Scrutiny Committee and, Development Control Committee	Development Control Committee	Planning Committee	Planning & Highways Regulatory Committee
Is the public able to speak freely at meetings and ask questions or is prior written notice of questions required?	Prior written notice of questions is required.	Prior notice is required. Council – approval by the Scrutiny Management Committee. Dev Control – 12 noon on Friday before meeting (1 day)	(3 days) written notice is required for Dev Control or 1 day if an item is on the Agenda for Exec & Council	Written notice – public allowed to speak for 3 minutes per person	Special protocol in place for Planning Committee, otherwise public not allowed to speak.	Prior notice (3 days) of question at Council. Prior notice (10 days) to address Council. Registration to speak at Planning by 12 noon on Thursday before Mon meeting
Is public allowed to speak on any agenda item or only selected identified items	Executive Board – on any agenda item or selected item. Planning & Highways – just on planning applications	Council – any topic affecting the borough. Dev Control – planning applications only.	On any item in the public domain.	Planning applications	Yes	No, item for public questions - address only include if not received. Yes - Planning any objector can speak to applicant if there is an objection
Time limit allowed for speaking?	Council 5 mins Exec Board 5 mins Plan & Hwys 3 mins	Council – 5 mins Dev Control – 3 mins	5 minutes per person up to a maximum of 30 minutes.	3 minutes	3 minutes	Yes

PUBLIC SPEAKING AT COUNCIL/COMMITTEE MEETINGS						
ISSUE	AUTHORITY					
	Blackburn with Darwen (Unitary)	Blackpool (Unitary)	Burnley	Fylde	Hyndburn	Lancaster
Is there an open 'question time' at Council/Committee meetings	An hour is allocated at the start of Full Council meetings for questions that have been received in writing before the advertised deadline. There is no question time at the other Committee meetings.	No	Yes	No	No	No
Are your meeting rooms capable of accommodating members of the public or are other public buildings used?	Yes - Town Hall meeting rooms are capable or accommodating members of the public.	Yes – Council Chamber has a public gallery. Recently refurbished committee rooms allow varied accommodation.	Yes but a maximum of 30 people.	Other buildings on occasion	To a limited degree	Council Chamber at Morecambe is the usual venue. Room is limited when full Council in session but manageable.
How are the meetings advertised/promoted.	Advert in local press and notices in municipal buildings	Website Leaflets We are looking at other ways to promote this.	Website : Notice Boards	Website	Civic Offices	Statutory notice & listed in press weekly. No real promotion. Planning leaflet enc.

PUBLIC SPEAKING AT COUNCIL/COMMITTEE MEETINGS						
ISSUE	AUTHORITY					
	Blackburn with Darwen (Unitary)	Blackpool (Unitary)	Burnley	Fylde	Hyndburn	Lancaster
Do you operate any system of reporting feedback or responses to unanswered questions to attendees?	Departments can give a written response to any questions unanswered.	Council – the relevant Portfolio Holder replies to the issue raised.	Yes	No	N/A	Nothing for planning. Questioners at Council receive the minutes which include the response as an appendix. If question not answered a written response is sent. Addresses are referred to another body for debate - public advised where & when
Do you wish to add any other comment?				The Council is presently working on a scheme for public participation at Council Meetings.		I am in the process of renewing how full Council works and would be interest to receive info on the public participation at Council which you have collected.

PUBLIC SPEAKING AT COUNCIL/COMMITTEE MEETINGS							
ISSUE	AUTHORITY						
	Pendle	Preston	Ribble Valley	Rossendale	South Ribble	West Lancs	Wyre
At which bodies of the Council are the public allowed to speak or ask questions?	Can speak at Council and all Committees	Council and Area Forums	Council and all Committees except Personnel Committee	Council, Executive Cabinet and all Committees	Council and all Committees except Licensing where different provisions will apply and Standards	Planning Committee	Council and Cabinet
Is the public able to speak freely at meetings and ask questions or is prior written notice of questions required?	Requests to speak required in advance No prior notice of public questions	Prior written notice - 3 days 1 Question and 1 supplementary	Prior notice is only required at Full Council.	No written notice required	Freely with permission of the Chair. However Council also has provision to speak for 5 mins on a specific item and be included on Agenda by written notice	No, they are only allowed to speak at Planning if accepted by the Chair of Planning on a specific item	Prior written notice required. 5 days for Council, 3 days for Cabinet 1 question plus 1 supplementary (notice not required)
Is public allowed to speak on any agenda item or only selected identified items	Any	Has to be about a matter for which the Authority has responsibility or affects the Borough	At Full Council - on anything which affects the Borough at Committees - only on decision items.	Any agenda item	Any	No, only on items in planning that affect them.	Any issue affecting the Boro or which the Council has a responsibility for.

PUBLIC SPEAKING AT COUNCIL/COMMITTEE MEETINGS							
ISSUE	AUTHORITY						
	Pendle	Preston	Ribble Valley	Rosendale	South Ribble	West Lancs	Wyre
Time limit allowed for speaking?	5 minutes	Nothing formal but it's a question not a speech, so Mayor tries to keep it brief	3 mins per person - max 30 mins overall at Full Council and 15 mins at Committees except at Plan & Dev where there is no overall limit	30 minutes allocated in public question time session	There is 5 mins but in the main this not fully used and Chairman use their discretion	3 minutes	Not normally to exceed 30 minutes
Is there an open 'question time' at Council/Committee meetings	Yes	No	See above.	Yes	Not needed at Scrutiny etc open question time at Area Comm. Council on items on Agenda no general public question time	No	Yes – see above
Are your meeting rooms capable of accommodating members of the public or are other public buildings used?	Usually 0 other buildings used where necessary.	Civic Offices can accommodate public	All meetings held in Council Chamber which has a public gallery.	Yes but currently considering moving the Exec around the Borough to increase public participation	Yes all of them	Yes most of them	Yes – meetings held in the Council Chamber

PUBLIC SPEAKING AT COUNCIL/COMMITTEE MEETINGS

ISSUE	AUTHORITY						
	Pendle	Preston	Ribble Valley	Rosendale	South Ribble	West Lancs	Wyre
How are the meetings advertised/promoted.	Public Notice "Council Corner" in local press.	Town Hall Notice board, website. Agendas to press/media Press Releases	Only for Plan & Dev Committee - see enclosed booklet	Website, public notice outside various public buildings - currently considering advertising in local paper.	Press releases, web site, public notices, agendas also sent to a data base of requestors	Press releases, web site, public notices, outside public buildings	Agendas, notices and posters at Council venues, libraries etc
Do you operate any system of reporting feedback or responses to unanswered questions to attendees?	Yes	All questions put forward receive a written response	Questioners at Full Council receive written response at the meeting - they can then ask a supplementary question	Provide written responses.	Yes - Area Committees - next agenda others may be by way of written response	No, not really, but if Officers were asked at question at meetings they would endeavour to answer this and follow it up.	Yes - written or e-mailed response
Do you wish to add any other comment?		Would welcome copy of report to Council on any proposed innovations	System has worked particular well at Plan & Dev Committee - very well used				

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)							✓						✓
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								
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									✓			
One-Stop Shop	CustSP							3					
Accessibility of Cycling as a Leisure Pursuit	ESP												✓
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>