



Overview and Scrutiny Committee

Agenda and Reports

For consideration on

Monday, 3rd September 2012

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.

23 August 2012

Dear Councillor

OVERVIEW AND SCRUTINY COMMITTEE - MONDAY, 3RD SEPTEMBER 2012

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, 3rd September 2012 commencing at 6.30 pm.

AGENDA

1. **Apologies for absence**

2. **Declarations of Any Interests**

Members are reminded of their responsibility to declare any pecuniary interest in respect of matters contained in this agenda.

If you have a pecuniary 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.

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

To consider the enclosed minutes of the Overview and Scrutiny Committee meeting held on 9 July 2012 as a correct record.

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. **Overview and Scrutiny Performance Panel Minutes (Pages 7 - 10)**

To consider the enclosed minutes of the Overview and Scrutiny Performance Panel meeting held on 23 July 2012.

6. **Executive Cabinet Minutes (Pages 11 - 14)**

To consider the minutes of the Executive Cabinet meeting held on 16 August 2012 (enclosed).

7. **Executive Response to Overview and Scrutiny Inquiry on Tourism and Promoting Chorley (Pages 15 - 20)**

To receive and consider the report of the Chief Executive (enclosed).

8. **Asset Management Scrutiny Task Group - Monitoring Report (Pages 21 - 24)**

Report of the Chief Executive (enclosed).

9. **Allotments Scrutiny Task Group - Monitoring Report (Pages 25 - 28)**

Report of the Director of People and Places (enclosed).

10. **Lancastrian Scrutiny Task Group - Monitoring Report (Pages 29 - 34)**

Report of the Chief Executive (enclosed).

11. **Future agenda items**

To consider the Overview and Scrutiny Work Plan and the Council's Forward Plan for the four month period 1 September to 31 December 2012 (documents enclosed).

a) Forward Plan (Pages 35 - 40)

b) Work Programme (Pages 41 - 42)

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

Adoption of Estates Task and Finish Group

To receive a verbal update on the review from the Chair, Councillor Matthew Crow.

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

Yours sincerely



Gary Hall
Chief Executive

Dianne Scambler
Democratic and Member Services Officer
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Distribution

1. Agenda and reports to all Members of the Overview and Scrutiny Committee (Councillor Steve Holgate (Chair), Councillor Roy Lees (Vice-Chair) and Councillors Julia Berry, Matthew Crow, Graham Dunn, Robert Finnamore, Christopher France, Hasina Khan, Marion Lowe, Joyce Snape, Kim Snape and Ralph Snape for attendance.

2. Agenda and reports to Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Carol Russell (Democratic Services Manager) and Dianne Scambler (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 آپکی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون

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Overview and Scrutiny Committee

Monday, 9 July 2012

Present: Councillor Steve Holgate (Chair), and Councillors Julia Berry, Robert Fynamore, Christopher France, Hasina Khan, Marion Lowe, Joyce Snape and Kim Snape

Also in attendance: Councillors Matthew Crow, Roy Lees, Ralph Snape, Alistair Bradley (Executive Leader) and Peter Wilson (Deputy Executive Leader)

Officers in attendance: Gary Hall (Chief Executive), Carol Russell (Democratic Services Manager) and Dianne Scambler (Democratic and Member Services Officer)

12.OS.113 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Graham Dunn.

12.OS.114 DECLARATIONS OF ANY INTERESTS

There were no declarations of any interests.

12.OS.115 MINUTES

RESOLVED – That the minutes of the Overview and Scrutiny Committee meeting on 16 April 2012 be held as a correct record for signing by the Chair.

Councillor Julia Berry expressed a wish that when the Executive Cabinet considered the recommendations of the Private Rented Housing Task Group, they consider the collection of more robust data on private rented housing properties.

12.OS.116 PUBLIC QUESTIONS

No questions were received by any member of the public.

12.OS.117 EXECUTIVE CABINET MINUTES

There were no issues raised by any member of the Committee for the Executive Cabinet meeting held on 21 June 2012.

12.OS.118 THE TOP TEN PRIORITIES OF THE EXECUTIVE CABINET

The Executive Leader, Councillor Alistair Bradley and the Deputy Executive Leader, Councillor Peter Wilson attended the meeting to talk about the top ten priorities that the new administration would deliver.

The Executive Leader welcomed the Committee scrutinising how well the proposals were working.

Encouraging volunteering

Work had commenced on the Spice uplift and Council older peoples volunteering projects. A project coordinator had taken up post in May and had met with relevant partners and groups and an initial 'design' event with over 20 organisations had been organised for 17 July. The uplift time credits project would initially target older people and those with long term health conditions and it was hoped that the project would be launched in September.

Improving neighbourhood working

A review of neighbourhood working was being currently being undertaken to identify the key priorities and issues so that the service could be better shaped for future delivery. The review would also include an examination of the neighbourhood areas.

Changes had also been made to staff processes to remove dog fouling more quickly and changes around the fixed penalty notice payments. The Council was also launching a new dog fouling and control campaign that would focus on increased and targeted enforcement.

Reducing NEETS

The Council had increased its overall number of apprentices to 20. Fourteen apprentices had now been appointed and arrangements had commenced to place the remaining six with local public sector bodies and partners, with expressions of interest received from Chorley Community Housing and other RSL's. The Council would continue to work with partners through the NEETS taskforce including improving information sharing and provision. Work had also started with Lancashire County Council to offer a private sector apprenticeship scheme, to encourage businesses to create new apprenticeships.

Housing and Homelessness

A review of the allocations policy was being undertaken and discussions were taking place with partners about strengthening the local connection element. A refocus of the LDF process has identified a number of small sites which could be developed for affordable housing and discussions were also taking place with Chorley Community Housing to develop the Douglas House site. Consultation on a draft prevention for homelessness strategy would be complete in September. Work had already commenced on developing local solutions for hot spots of homelessness, and options would be developed.

Assurances were sought that all new builds for affordable housing were constructed to the lifetime home standard, so that homes did not need to be adapted in the future.

Improving the economy

A draft economic regeneration strategy had been developed. Unify Credit Union had extended its remit to cover Chorley and had been offered accommodation within Union Street. Discussions were taking place with regard to the arrangements and ensuring that the service covers the whole borough.

Develop the town centre

The criteria had been changed for town centre grants packages, increasing the amount available in each grant and extending the geographic area that the scheme covers. Discussions had taken place through the town centre team, and work had been undertaken to develop options for changing car park tariffs and reopening Market Street. Options had also been considered for the initial regeneration of the Market Street/Gillibrand Street site that included a temporary short stay car park.

Members of the Committee asked if more could be done to reduce public transport fares, including loyalty bonus schemes for regular shoppers. The Leader explained that this was outside the Councils remit and needed partner involvement to progress.

The Town Centre Team members were looking at various ways of increasing shoppers to Chorley and all Councillors were welcome to attend meetings to give their input.

Business start-up programme

The new business start-up advisor had started in post to provide business advice and support to new businesses. 17 potential clients had been seen in the first month, with one business being established.

Open and accessible local government

A discussion was held about the development of councillor wide use of social media, and an approach for setting up Twitter and Facebook accounts for all Councillors. Training and advice sessions would be available for all Councillors and an extended programme of events to promote local democracy to the public was being developed.

Increasing consultation and engagement

Work had been undertaken to change the regular customer satisfaction survey and extend the scope of questions.

Work to increase consultation and engagement between members and residents would be undertaken through the member development programme and the review of neighbourhood working.

Further work would be undertaken in the development of a new civic pride campaign, which would be ready to launch in October.

Re-branding

Initial brand options had been developed with seven logo options and concepts being fully developed. Work had also started to identify any Chorley Smile branded items. The new administration had developed a strap line 'Making it happen' and the launch of the new brand was likely to be linked to the launch of the new civic pride campaign.

The Committee thanked the Leader and Deputy Leader for their attendance and comprehensive overview of the work that was being carried out to deliver the new administration's top ten priorities in their 100 day plan. The Committee felt that this provided them with a good basis upon which they could work together positively with the Executive Cabinet and scrutinise the delivery of these actions in the future.

12.OS.119 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME REPORT

The Chair of the Committee, Councillor Steve Holgate submitted a report which summarised proposals put forward at an informal overview and scrutiny meeting held in June. The Committee was asked to agree a way forward for scrutiny and to set the Overview and Scrutiny Work Programme for the year.

Performance Panel

The implementation of a dedicated Performance Monitoring Panel was proposed that would consist of around six Councillors who would meet quarterly to look at Council and Local Strategic Partnership performance, with relevant Executive Members attending and answering questions on their service areas. The main Committee meeting would be reduced from eight to six.

RESOLVED – That an Overview and Scrutiny Performance Panel be implemented, to consist of the following membership:

Councillor Steve Holgate (Chair)
Councillor Julia Berry
Councillor Graham Dunn
Councillor Hasina Khan

**Councillor Roy Lees
Councillor Kim Snape**

The Panel will meet quarterly and the main Overview and Scrutiny Committee meetings will be reduced to six meetings for the 2012/13 year.

The following dates for the Overview and Scrutiny Performance Panel were agreed:

**Monday 23 July 2012
Monday 17 September 2012
Monday 10 December 2012
Monday 11 March 2013**

Review Topics

The Committee would aim to undertake around three reviews for the year and it was noted that some topics could lend themselves to a lighter touch or quick response review. Whilst the Conservative Group had decided not to take up any seats on Overview and Scrutiny Committee all Members of the Council would be invited to sit on any of the up and coming Task Group reviews that will be held throughout the year. All Members would be invited through intheknow.

A list of potential review topics were discussed by the Committee and it was agreed that the first Task Group would review the Adoption of Estates, with potential topics being left on the work programme for decision at a late date.

RESOLVED – That the Overview and Scrutiny Committee undertake a review of the Adoption of Estates to be Chaired by Councillor Matthew Crow and Vice Chair, Councillor Roy Lees.

Councillors Marion Lowe, Joyce Snape, Kim Snape and Ralph Snape all agreed to serve on the Task Group, other Members would be sought through intheknow.

The Committee discussed several options to fulfil their requirement to scrutinise the Community Safety Partnership that included the new role of the Police and Crime Commissioner and the roles and responsibilities of the Police and Community Support Officers in the Town Centre.

The Committee also considered a joint letter from Lancashire Constabulary and Lancashire Police Authority that provided information on a report that had been published by Her Majesty's Inspectorate of Constabularies (HMIC) – Policing in austerity: One year on.

The Chair also requested the Director of People and Places to provide a paper to the Committee on the roles and responsibilities of the Police and Community Support Officers in Chorley Town Centre to the next meeting.

RESOLVED

- 1. That the Committee scrutinises Lancashire Constabulary's response to the Comprehensive Spending Review through our duty to scrutinise the Community Safety Partnership; and also receives information on the Police and Crime Commissioners role and likely impact; and**
- 2. That under the crime and disorder scrutiny responsibilities the Director of People and Places submits a report on the roles and responsibilities of the Police and Community Support Officers to the next meeting of the Committee.**

Health Scrutiny

Each year the Committee appoints one Councillor to sit on the Lancashire County Councils Adult Care and Health Overview and Scrutiny Committee. This year the Committee requested that Councillor Julia Berry provided a short written update report to the meetings of the Overview and Scrutiny Committee to help Members keep up to date with what the LCC Committee is looking at, both locally and across Lancashire. Councillor Berry gave a verbal update on a recent meeting which had focused on improving Engagement with District Councils and understanding the role of the Health and Well Being Boards.

RESOLVED – That Councillor Berry be requested to report back on the work of Lancashire County Council’s Health and Adult Social Care Overview and Scrutiny Committee to meetings of Chorley’s Overview and Scrutiny Committee.

Chair

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Overview and Scrutiny Performance Panel

Monday, 23 July 2012

Present: Councillor Steve Holgate (Chair) and Julia Berry, Hasina Khan and Roy Lees

Also in attendance: Councillor Peter Wilson (Deputy Leader, Executive Member (Resources, Policy and Performance))

Officers in attendance: Gary Hall (Chief Executive), Asim Khan (Head of Customer, ICT and Transactional Services), Rebecca Huddleston (Performance Improvement Manager) and Carol Russell (Democratic Services Manager)

12.OSP.01 APOLOGIES

Apologies for absence were submitted on behalf of Councillors Graham Dunn and Kim Snape.

12.OSP.02 DECLARATION OF ANY INTERESTS

There were no declarations of interest.

12.OSP.03 ROLE OF THE PERFORMANCE PANEL

The Chair welcomed Members to the first meeting of the Overview and Scrutiny Performance Panel. A discussion paper was circulated regarding the role of the Performance Panel in scrutinising performance monitoring information.

Following consideration of the report, the following areas were agreed as general principles:

1. That the Panel would meet four times a year as agreed at Overview and Scrutiny Committee. – the remaining dates for the year being 17 September 2012; 10 December 2012; and 11 March 2013.
2. On alternate meetings the Panel would consider both Corporate Strategy performance information for the Council and Chorley Partnership's performance information. On the remaining alternate meetings the Panel would look at Directorate Business Plan monitoring information. These reports would provide an opportunity to consider areas of good performance as well as highlighting areas of under performance.
3. At each meeting, the Panel would also focus on one area of underperformance, to be agreed in advance of the meeting. This would allow sufficient notice to ensure that the relevant senior officers and/or Executive Members could attend Performance Panel meetings and allow relevant questions to be drawn up for appropriate challenge.
4. How the Panel was operating would be reviewed during the year.

12.OSP.04 FOURTH QUARTER PERFORMANCE REPORT 2011/12: COUNCIL PROJECTS

The Panel considered the fourth quarter performance monitoring information for the delivery of the Corporate Strategy and key projects.

Members raised questions regarding the performance indicator for the number of families in temporary accommodation, where performance had dropped due to the recession and the increase in the number of people presenting as homeless.

Queries related to:

- the selection criteria used by Selectmove, the choice based lettings scheme;
- vulnerable families and elderly people's lack of access to the internet to enable best use of the Selectmove scheme; and
- how single people/couples in larger social rented properties could be encouraged to relocate to smaller rented properties.

It was agreed that there was an issue regarding access to Selectmove and the fact that Chorley residents didn't appear to be bidding for properties – potentially because they were unaware of the scheme. There was a review of the Selectmove scheme currently underway. The issue of moving to smaller properties was for registered social landlords to tackle, but would be impacted by forthcoming welfare reforms changes.

RESOLVED – that the report be noted and information on the impact of welfare reform changes be forwarded to Members as soon as it becomes available.

12.OSP.05 ICT PROGRAMME PLAN

The Panel considered a report of the Chief Executive providing an overview of the ICT transformation projects currently being delivered with an update on their progress to date; scheduled dates for completion; and project dependencies.

Asim Khan, Head of ICT, Customer and Transactional Services gave an overview of the Council's investment in ICT systems; the need for change; the information revolution; becoming more efficient and increasing productivity; and meeting customer expectations. He explained the direction the Council was moving in, in terms of ICT and service delivery: and the inter connection between projects and the impact on timescales for delivery.

Members raised questions regarding the delivery of the Council's ambitious ICT programme and in particular:

- the significant delay in delivering a new website;
- whether past management restructuring or insufficient funding had impacted on the delivery of ICT projects; and
- whether there was the required skills within the ICT team to deliver all the projects.

Asim Khan responded that there were two aspects to implementing the new website – the technical side and the look and feel. Other systems had to be implemented before achieving the technical side and that was now completed. The look and feel of the new website was now being considered and the completed project should be delivered later in 2012.

Gary Hall reported that the senior management restructure in 2009/10 included a different approach to ICT implementation. There had been a move away from a directorate approach to a more corporate solution which included the creation of a transactional team. A lot of work had gone into ICT support for customer contact. Financial resources had not created any delay but acquiring the necessary skills within the ICT team had. Outsourcing all aspects of ICT development could have speeded up the processes but not provided the necessary in house skills for the future.

RESOLVED – that the information received be noted.

12.OSP.06 LSP PERFORMANCE: CHORLEY PARTNERSHIP ANNUAL REPORT 2011/12

Members of the Panel considered the Chorley Partnership Annual Report for 2011/12.

RESOLVED – that the report be noted and information on Local Enterprise Partnerships be provided for Councillor Steve Holgate.

Chair

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Executive Cabinet

Minutes of meeting held on Thursday, 16 August 2012

Present: Councillor Alistair Bradley (Executive Leader in the Chair), Councillor Peter Wilson (Deputy Leader of the Council) and Councillors Beverley Murray, Dennis Edgerley and Adrian Lowe

Also in attendance:

Lead Members: Councillors Marion Lowe, Matthew Crow and Julia Berry

Other Members: Councillors Eric Bell, Henry Counce, David Dickinson, Graham Dunn, Anthony Gee, Keith Iddon, Kevin Joyce, Paul Leadbetter, June Molyneaux and Mick Muncaster

12.EC.126 APOLOGIES FOR ABSENCE

An apology for absence was submitted on behalf of Councillor Terry Brown (Executive Member Places).

12.EC.127 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 21 June 2012 be confirmed as a correct record and signed by the Executive Leader.

12.EC.128 DECLARATIONS OF ANY INTERESTS

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

12.EC.129 PUBLIC QUESTIONS

The Executive Leader reported that there had been no requests from members of the public to speak on any of the meeting's agenda items.

12.EC.130 EXECUTIVE RESPONSE TO OVERVIEW AND SCRUTINY INQUIRY ON TOURISM AND PROMOTING CHORLEY

The Deputy Executive Leader and Executive Member (Resources, Policy and Performance) presenting a report which responded to the findings and recommendations of the Overview and Scrutiny Task and Finish Group on Tourism and Promoting Chorley.

Members discussed the recommendations and a suggestion was made in relation to running a television advertising campaign for the Markets. It was noted that planning had already started for Christmas events.

Coach trips would be actively encouraged and plans were in place to achieve this.

The parking at the recent Big Drum Day event was discussed. There had been a period of 20 minutes where the provision had not been adequate, but lessons needed to be learnt for future events with the provision of additional hard standing if possible.

Decision made

Approval to implement the recommendations made by the task and finish group, and the additional work to be undertaken over the coming year as outlined in the report.

Reason(s) for decision

The implementation of these recommendations will support the borough's economy and town centre.

Alternative option(s) considered and rejected

To not implement the recommendations made by the Overview and Scrutiny task and finish group. This was rejected as the recommendations were based on evidence collected from partners and stakeholders.

12.EC.131 FIRST QUARTER PERFORMANCE REPORT 2012/13

The Deputy Executive Leader and Executive Member (Resources, Policy and Performance) advised that the report set out the performance against the delivery of the Corporate Strategy and key performance indicators during the first quarter, 1 April to 30 June 2012.

It was clarified that the bus shelter improvement plan did not include the provision of additional shelters.

The Sharepoint Electronic Document Management System project was discussed. It was clarified that the new supplier, Northgate, was a large software provider and the system in question (Information@Work) was a mature one. The Council had previously withdrawn from a joint project with Lancashire County Council and other Lancashire Authorities with Northgate to deliver a Customer Relationship Management system. The system in that case had not been a mature one. The project was rated amber as it was expected that the project would soon be back on track.

Members considered the refresh of the Council's website and that this project now had a status of green (progressing according to timetable and plan). Officers were working hard to deliver this project.

The Council was leading discussions with a number of partners and providing they commit to the project the aim is to have a new contract for the accommodation for 16 and 17 year olds in place by 1 April 2013.

Members noted that 9 new businesses had started in Chorley (up to 31 July) since May when the new Business Start Up post was established and filled.

Decision made

The report be noted.

Reason(s) for decision

To facilitate the ongoing analysis and management of the Council's performance in delivering the Corporate Strategy.

Alternative option(s) considered and rejected

None.

12.EC.132 FIRST QUARTER CHORLEY PARTNERSHIP PERFORMANCE REPORT 2012/13

The Deputy Executive Leader and Executive Member (Resources, Policy and Performance) presented the report which updated on the performance of the Chorley Partnership during the first quarter, from 1 April to 30 June 2012.

Although crime overall had increased by 3.9% in quarter one compared to the same period of last year, there had been significant decreases in alcohol related violence and anti-social behaviour.

The partnerships project to increase opportunities for NEET young people in Chorley now had a green rating.

Members discussed policing numbers and the impact on crime. The Executive Leader advised that the Chief Constable had given assurances that, there had been no impact on the levels of crime arising from cuts to funding, as savings had been made from back office areas. However, the Leader was meeting informally with the Chief Inspector next week and he would raise Members concerns. The Executive Leader would also write to the Chief Constable seeking his views on the latest position and report back to Members. The Executive Leader also stated that there was a need to analyse the quarter two figures to identify any issues and keep the figures under review.

Decision made

The report be noted.

Reason(s) for decision

To facilitate the ongoing analysis and management of the Chorley Partnership's performance and delivery of funded projects.

Alternative option(s) considered and rejected

None.

12.EC.133 REVENUE BUDGET MONITORING 2012-13 REPORT 1 (END OF JUNE 2012)

The Deputy Executive Leader and Executive Member (Resources, Policy and Performance) advised that the report set out the current financial position of the Council as compared against the budgets and efficiency savings targets it set itself for the financial year 2012/13.

Members noted that £282,700 had been approved, as part of the 2012/13 budget, for investment in the Business Start-Up Scheme, the extension of business rate subsidy and shop floor refurbishment grants, the provision of council apprenticeships (NEET's), debt advice funding and revenue costs of town centre land acquisition.

The changes to car parking charges were considered. Members noted that the detail of the report had been superseded by a recent Executive Member Decision. It was difficult to foresee the impact, but this would be monitored and reported back.

Decision made

- 1. Approval to transfer the sum of £300,000 from General Balances to a specific earmarked Town Centre Reserve.**
- 2. Approval to the use of underspends on existing staffing budgets to fund the creation of a permanent Business Advisor post to provide a specific advisory service for existing local businesses who have been trading for over three years.**

Reason(s) for decision

To ensure the Council's budgetary targets are achieved.

Alternative option(s) considered and rejected

None.

12.EC.134 CAPITAL PROGRAMME MONITORING 2012/13 - 2014/15

The Deputy Executive Leader and Executive Member (Resources, Policy and Performance) presented the report which updated the Capital Programmes for

financial years 2012/13 to 2014/15 to take account of rephrasing of expenditure and other budget changes.

The report outlined the budgeted receipt and use of contributions from developers for the period 2012/13 to 2014/15.

Decision made

1. **Council be recommended to approve the rephrasing of capital budgets between 2012/13 and 2013/14 – 2014/15, as presented in columns (2), (6) and (10) of Appendix 1.**
2. **Council be recommended to approve the other amendments to the Capital Programmes for 2012/13, 2013/14 and 2014/15, as presented in columns (3), (7) and (11) of Appendix 1.**

Reason(s) for decision

The 2012/13 to 2014/15 Capital Programme should be updated to take account of the rephrasing of budgets, changes to resources available to finance projects, and the proposed use of uncommitted budgets.

Alternative option(s) considered and rejected

None.

12.EC.135 COUNCILLOR COMMUNITY GRANTS FUND

The Executive Member (People) presented the report which outlined the proposal for the creation of a trial Councillor Community Grants Fund.

Members discussed the methodology to measure the success of applications. This Community Grants Fund project was a pilot and would be used to inform future schemes and was aimed at supporting volunteers.

Decision made

Approval to use the remainder of the Core Funding budget for 2012/13 to deliver the Councillor Community Grants Fund.

Reason(s) for decision

To facilitate increased opportunities for member/resident engagement and make small amounts of funding more accessible.

Alternative option(s) considered and rejected

1. To allocate the remaining core funding budget via the completion of small grants funding application process. This option was rejected on the basis that community groups who only want very small amounts of funding are less willing to complete a lengthy application process.
2. To allocate a fixed amount to each member although this option was rejected due to concerns around effectiveness and efficiency.

Executive Leader



Report of	Meeting	Date
Chief Executive	Executive Cabinet	16 August 2012

RESPONSE TO THE OVERVIEW AND SCRUTINY TASK AND FINISH GROUP ON TOURISM AND PROMOTING CHORLEY

PURPOSE OF REPORT

1. To respond to the findings and recommendations of the Overview and Scrutiny Task and Finish Group on Tourism and Promoting Chorley.

RECOMMENDATION(S)

2. That the Executive support the implementation of the recommendations made by the task and finish group, and the additional work that will be undertaken over the coming year.

EXECUTIVE SUMMARY OF REPORT

3. The findings and recommendations of the Overview and Scrutiny task and finish group into Tourism and Promoting Chorley were considered by the Executive Cabinet on 21 June. This report outlines how the recommendations will be delivered, and the additional work which will be undertaken in the coming year to encourage tourism in the borough and promote Chorley to visitors and business.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

4. This report relates to the following Strategic Objectives:

Strong Family Support		Education and Jobs	
Being Healthy		Pride in Quality Homes and Clean Neighbourhoods	
Safe Respectful Communities		Quality Community Services and Spaces	
Vibrant Local Economy	✓	Thriving Town Centre, Local Attractions and Villages	✓
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			

BACKGROUND

5. The council's Overview and Scrutiny committee established a task and finish group to look into tourism and promoting Chorley during 2011/12. The findings and recommendations from that inquiry were received at the Executive Cabinet meeting on 21 June.
6. The aims of the inquiry were;
 - to identify Chorley's main assets for tourism around the borough
 - the key events in the calendar that might attract people to visit Chorley
 - to examine the opportunities, including partnership working that may exist to maximise the promotion of Chorley and encourage more visitors to its town centre and surrounding villages in the best possible way.

RESPONSE TO THE RECOMMENDATIONS

7. The following sections respond to the recommendations made by the task and finish group, and outline how the council and its partners may be able implement them.

Town Centre/Markets

8. Inquiry recommendations:
 - a) That the Council look into the feasibility of advertising at the local train stations.
 - b) That the Markets page on the Chorley website be linked to various other pages, where shoppers are seeking information about different types of markets.
 - c) The Council looks into ensuring that Chorley comes up as a top hit in the Lancashire area as a market destination on the various search engines on the web.
9. Executive response:
 - The recommendations around the website and search optimisation will be included within the development of the new council website, which will be launched in the second quarter of 2012/13. Chorley markets already come close to the top of searches for 'Lancashire Markets' and 'Tuesday markets', but search optimisation work on the new website will include improving this.
 - The possibility of advertising the borough's attractions more at local train stations will be examined in the review to be undertaken later into the year of the promotional literature available about the borough. This will include consideration of advertising the borough at stations outside the borough to encourage day visitors.
 - In addition to the recommendations, work is being undertaken on the development of a marketing strategy for Chorley town centre. This will aim to encourage more visitors, both from within the borough and from further afield, to come to the town centre.

Astley Hall

10. Inquiry recommendations:
 - a) That the Council be asked to examine the potential to improve car parking facilities for the park to encourage larger events, this to include working in partnership with Lancashire College/Woodlands regarding the use of their car parks as an overflow facility for Astley Park, on major events. In addition, to developing a traffic management plan for major events in the park.
 - b) That the Council develop and monitor visitor demographics to Astley Hall and Park.
 - c) That a development plan be devised for the Hall, complex and park to encourage the use of the park and increase visitor numbers.
 - d) That the opening hours of Astley Hall be more flexible to be able to respond to seasonal changes in the weather.

- e) To improve the presence on the council's website with a distinct feel to promote the Hall, park and other attractions.
- f) Develop marketing materials for the Hall and complex to promote weddings, conferences and other events.
- g) To exchange our promotional leaflets with other authorities, to better advertise our key attractions in like for like venues.

11. Executive response:

- The council has developed a new traffic management plan for major events which was tested at this year's Picnic in the Park. The new plan received positive feedback from residents in Astley Village and local ward and parish councillors. The plan needs to be further developed to ensure that it works for all events and weather conditions, and this will be completed this year.
- Consideration will be given following the development of the council's main website to the development of new web pages with a different look and feel for the hall, park and complex.
- A development plan for Astley Hall, complex and park is planned and will be completed by the end of the financial year. The plan will include the following, and stakeholders will be included in the consultation:
 - Review of facilities and usage of Astley Hall & Park
 - Development of the play area, pets corner and enhancing the sensory garden
 - An increase in events
 - Longer opening hours for the Hall, and
 - Future use of the farmhouse

Promotional

12. Inquiry recommendations:

- a) Examine options for better marketing attractions in the borough on the internet, for example through the Council's website.
- b) Review existing literature that promotes the borough and ensures that local attractions and accommodation have easy access to it so they can encourage visitors to stay in the area.
- c) To consider the provision of additional signage relating specifically to tourism across the borough.
- d) To exchange our promotional leaflets with other authorities, to better advertise our key attractions in like for like venues.
- e) That Chorley Council does more to promote itself at Rivington Barn and surrounding amenities, eg, distribution of the Chorley Smile magazine.
- f) That Chorley Council consider becoming a member of the Tourist Board under the new arrangements, in line with other district Councils.

13. Executive response:

- As with the earlier recommendations, consideration will be given to further marketing the borough's attractions through the council's website when it is launched later this year. In addition, work will be undertaken to review the use and coordination of attractions through other sites such as trip advisor.
- The Executive are considering the option to provide signs on the motorway.
- A review of the promotional literature will be undertaken as part of the development of new promotional items, such as for the Astley Hall complex. This will be completed by the end of the year. The review will also include consideration of where the literature is placed to ensure the greatest reach, including what information should be placed at Rivington Barn.
- The council has been in contact with Marketing Lancashire (the replacement for the Lancashire and Blackpool tourist board) to discuss the benefits of

membership. Marketing Lancashire will be in contact in the coming weeks to discuss the benefits and costs of membership.

Partnership working

14. Inquiry recommendations:

- a) That the Council investigate the possibility of providing Council support to United Utilities following Good Friday to tidy around the Rivington Pike area.
- b) Work with partners to improve public transport links to the Rivington area to ease traffic problems.
- c) That the traders be encouraged to remain open for business during the Christmas Light Switch on event.
- d) That the schools across the Borough be contacted before the summer break to allow them to be more involved in the Christmas Lights Switch on event.
- e) That Chorley Council consider working with partners like United Utilities to encourage the use of the locality for one off events.

15. Executive response:

- Work will be undertaken to develop working relationships with the United Utilities area managers around the management of Rivington Pike, including after the Good Friday event.
- In June, the council worked with partners at United Utilities to host a small event at Rivington Pike to light a beacon to celebrate the Queen's jubilee.
- Initial plans for the Christmas lights switch on event have been developed. These have been discussed with the town centre team, and traders have been encouraged to identify ways in which they could support the event. Following feedback and discussion, the parade element of the event will be replaced this year with more attractions in the town centre, which will encourage families to visit and stay in the town centre over a longer period.

OTHER DEVELOPMENTS

16. The administration have also prioritised other projects and actions to support the borough's economy and quality of life by promoting tourism in the borough beyond the recommendations made in the overview and scrutiny report. For example:

- Plans are being developed to build on the success of the events held over the Jubilee weekend this year next summer to provide an event for residents and promote Chorley as a visitor destination.
- More work will be undertaken to promote the borough through social media sites such as Flickr, Twitter and Facebook.
- The new website will make the process of advertising local events more straightforward and quicker for local community groups and residents.
- A new economic development strategy is currently being developed. This will include objectives and action around promoting the borough to potential investors, to promote the borough as a good place to do business.

IMPLICATIONS OF REPORT

17. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	✓	Customer Services	
Human Resources		Equality and Diversity	
Legal	✓	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

18. At present, none of the responses will result in the Council requiring additional budget. Costs will be contained within current cash limits.

COMMENTS OF THE MONITORING OFFICER

19. There are no comments.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Chris Sinnott	5337	23 July 2012	O and S Tourism Exec Response

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Report of	Meeting	Date
Chief Executive	Overview and Scrutiny Committee	3 September 2012

ASSET MANAGEMENT SCRUTINY TASK GROUP – MONITORING REPORT

PURPOSE OF REPORT

1. To update members as to the progress and implementation of the strategic principles proposed by the Asset Management Scrutiny Task Group.

RECOMMENDATION(S)

2. That the content of the report be noted.

CORPORATE PRIORITIES

3. This report relates to the following Strategic Objectives:

Strong Family Support		Education and Jobs	
Being Healthy		Pride in Quality Homes and Clean Neighbourhoods	
Safe Respectful Communities		Quality Community Services and Spaces	
Vibrant Local Economy		Thriving Town Centre, Local Attractions and Villages	
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			X

BACKGROUND

4. On 6 December 2010 the Overview and Scrutiny Committee received a report from the Asset Management Scrutiny Task Group. The report proposed 13 Strategic Principles which were recommended to the Executive Cabinet for consideration. The principles were not recommendations on specific works, they were intended as a guide to the councils future approach to asset management.
5. Executive Cabinet received the report on 17 February 2011 and adopted the recommendations.
6. This Committee considered a progress report on the recommendations on 3 January this year.

THE STRATEGIC PRINCIPLES

	Strategic Principle	Progress
4.1	Suggest to the Executive that the principle of reducing three key administrative bases to one, plus depot facility, is pursued as a	Staff Moves The principle of reducing the number of administrative bases

<p>4.3</p> <p>4.5</p> <p>4.7</p>	<p>longer term objective. In the shorter term this would need to be two administrative bases.</p> <p>The medium term vision is to retain Union Street as Council office space, pending an improvement in the market to potentially realise a more significant capital receipt and to link in with any Market Walk redevelopment.</p> <p>A reorganisation of office space at Union Street shows that around 100 additional staff could potentially be accommodated in the building with the reconfiguration of existing space and return to a true open plan style.</p> <p>The 70 office staff currently based at Bengal Street (with no direct link to depot based services) could be relocated to other Council office space – Union Street, the Town Hall or other appropriate council owned sites.</p>	<p>has been adopted. To date Works have been undertaken to Union Street which have enabled the contact centre to be brought together with a newly formed transactional team in an improved office space on the ground floor at the front of Union Street.</p> <p>The Streetscene and Leisure team along with the Director of People and Places have now moved into offices on the first floor of Union Street – partially vacating the offices at Bengal Street.</p> <p>A contract is presently out to tender for the improvement of the rear office space of the ground floor (the old server room and contact centre) and the first floor (Revs and Bens office and IT and Information Management) which will provide office space for the Health Environment and Neighbourhoods team and additional meeting space.</p> <p>A third tranche of works will be added to the contract for the remaining areas to include planning and the central support team. In addition there will be a general programmed of decoration work to the building.</p> <p>Bengal Street Bengal Street has been marketed on a long lease for the whole site with no firm interest. It is currently being marketed for the office space only, with a view to retaining the depot elements.</p>
<p>4.2</p>	<p>The Town Hall should remain as the base for the Council in the town centre and over the longer term should be developed to accommodate more Council office based staff.</p>	<p>-</p>
<p>4.4</p>	<p>Future use or development of the Lancastrian Room will be considered as a separate scrutiny review starting in 2011. Work to date on development options show estimated expenditure of £2million to convert office/meeting room usage and this is not considered to be either affordable or appropriate investment in the current climate.</p>	<p>A separate report will be presented to OnS on this.</p>
<p>4.6</p>	<p>A further 30 staff could be accommodated within the Town Hall. An example has been drawn up by Liberata including modernising</p>	<p>At present there is no need to create more office space within the Town Hall although this is a</p>

	<p>the Council Chamber to create a facility fit for purpose; creating additional office space and more flexible meeting space and although this is at the loss of the Mayors Parlour and Opposition leaders Room these could be relocated.</p>	<p>longer term aim. The Council Chamber is an area under consideration for improvements which would improve the public seating area and IT provision. There are no firm proposals at this time.</p>
<p>4.8</p>	<p>Vacant space in Union Street offices or the Town Hall from the rationalisation of buildings should be marketed for rent to other public and private sector organisation including possibly CCH beyond 2012. Use of the Contact Centre facility by other organisation could be promoted.</p>	<p>LCC and HMRC continue to have a presence within the Union Street offices and there have been further discussions with LCC concerning the further rationalisation of office space within the Chorley area. The Credit Union will also be taking some office space and use of the Cash Office from 5 September this year one day per week.</p>
<p>4.9</p>	<p>The Council should look at marketing the Bengal Street depot site for either sale or rental both as a whole or part site. Planning advice suggests that a similar transport related use or other commercial leisure or retail development would be appropriate.</p>	<p>The Council are in the process of vacating the depot site and the site is one of the potential venues for the proposed free school in Chorley.</p>
<p>4.10</p>	<p>The depot function should be reviewed to ascertain whether it could be run on a reduced operation; run from another site; or relocated in its entirety elsewhere. (relocation options provided)</p>	<p>The depot function continues to be investigated. No final recommendations have been made as yet but a number of sites have been considered and disregarded (including Yarrow Bridge) due to the potential cost or unsuitability. Sharing depot provision with other agencies is also under investigation.</p>
<p>4.11</p>	<p>The Yarrow Bridge site has been investigated as a depot on a smaller scale with possibly some allotment use. Potentially, the whole site may be best suited to allotment provision and the issue of potential allotment provision at this site is being referred to the Allotments Scrutiny Task Group meeting on 25 November 2010.</p>	<p>Although this continues to be under review it is likely that the depot will remain at Bengal Street. This element of the site can be split from the office space (which can be marketed for lease) and improved to make a more serviceable depot area.</p>
<p>4.12</p>	<p>If CCH do not want to continue to occupy Gillibrand Street offices beyond 2012 and other rental opportunities do not generate a sufficient rate of return and as the Council no longer has a use for the building, the site should be marketed for disposal for redevelopment. Planning advice suggests that residential use would be appropriate and the site appears to be particularly suited to a housing development (flats) with car parking. The Gillibrand St site could also be</p>	<p>CCH have now vacated the offices. A lease has been agreed (24 months) for the provision of office space for the probation service whilst their current facility is renewed as part of the Asda development.</p>

	expanded y including part of West Street Car Park if this makes the site more attractive to developers. Age Concern would be relocated from the Gillibrand St site with Council assistance.	
4.13	If rental opportunities do not generate a sufficient rate of return, the White Hart site be marketed for disposal for redevelopment / converted for car parking, potentially with the closure of Mealhouse Lane.	Negotiations are in an advanced stage for the lease of this premises and there is an expectation that the lease will be completed shortly. The Council are undertaking some improvement works to the site and further works will be undertaken by the new tenant. Details will be provided after the conclusion of the lease agreement.

IMPLICATIONS OF REPORT

7. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	X	Customer Services	
Human Resources		Equality and Diversity	
Legal	X	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

The comments of the Statutory Finance Officer and Monitoring Officer are reflected within the body of the report.

CHRIS MOISTER
HEAD OF GOVERNANCE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Chris Moister	5160	17 August 2012	



Report of	Meeting	Date
Director of People & Places	Overview and Scrutiny Committee	3 September 2012

ALLOTMENTS SCRUTINY TASK GROUP – MONITORING REPORT

PURPOSE OF REPORT

1. To provide an update on implementation of the outstanding actions agreed following the Overview and Scrutiny Task Group's inquiry into allotments.

RECOMMENDATION(S)

2. To note the update provided in section 12 of the report.

EXECUTIVE SUMMARY OF REPORT

3. The report provides a six monthly update on the outstanding actions following the Overview and Scrutiny Task Group's inquiry into allotments.

CORPORATE PRIORITIES

4. This report relates to the following Strategic Objectives:

Strong Family Support	√	Education and Jobs	
Being Healthy	√	Pride in Quality Homes and Clean Neighbourhoods	√
Safe Respectful Communities	√	Quality Community Services and Spaces	√
Vibrant Local Economy		Thriving Town Centre, Local Attractions and Villages	√
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			

BACKGROUND

5. An Overview and Scrutiny Committee Task Group undertook an inquiry into allotments and produced a report with recommendations in November 2010.
6. On 17th February 2011, the Executive Cabinet's agreed a response and actions for each of the recommendations in the report.
7. The first overview and scrutiny monitoring report on 3rd October 2011 outlined updates to all of the actions with the majority having been implemented.
8. On 29th March 2012, the Executive Cabinet agreed amended responses to some of the actions as detailed in the update below.

UPDATE

9. The table below provides an update on the actions outstanding actions since the last update on 3rd October 2011.

Overview & Scrutiny Recommendation	Executive Response	Update
<u>Provision and demand for allotments</u>		
<p>That the Head of Planning Services, be requested to develop a set of guidelines and good practice for use by private allotment owners.</p>	<p>Agreed.</p>	<p>Good practice regarding structures and general site conditions have been implemented on new council sites and also incorporated into a local guide covering allotments and planning law.</p>
<u>Tenancy Agreement and monitoring and inspection procedures</u>		
<p>That the Tenancy agreement be reviewed to include:</p> <ul style="list-style-type: none"> • Appropriate rules and conditions to promote higher standards of maintenance. • Definitive guidance on non-compliance issues, to protect the Council's position. 	<p>Agreed.</p>	<p>Revised set of tenancy agreement in place for occupants of new sites.</p>
<p>That the new Tenancy Agreement be implemented on all new sites and when an existing allotment is occupied by a new holder.</p>	<p>Current letting criteria to change on 1 April to reflect this.</p>	<p>Recommendation in place.</p>

Overview & Scrutiny Recommendation	Executive Response	Update
Allotment charges		
<p>That the concessionary rate be phased out over the next two years, 75% of rental to be charged in 2011/12 with the full rental being charged in 2012/13.</p>	<p>As agreed at Executive Cabinet on 29th March 2012, the Council will not proceed with the phased removal of concessionary rates for allotment plots.</p>	<p>Concessionary rates still in place/</p>
<p>That it be Council policy to reduce the larger plots as and when they become available, dependant on the site and demand for that location. This would be monitored and the work undertaken, according to need.</p>	<p>Agreed.</p>	<p>Recommendation in place.</p>
<p>That the present mains water provision be maintained on the two sites but at cost neutral to the Council.</p>	<p>As agreed at Exec Cabinet on 29th March 2012, from April 2012, subject to agreement by the allotment advisory group, the cost for provision of mains water at the Crosse Hall and Windsor Road sites is allocated within the existing allotment budget.</p> <p>If the allotment advisory group decided not to allocate the costs of mains water within the existing allotment budget that the costs are to be recharged to individual plot holders at these sites as detailed in the report.</p>	<p>The allotment advisory group have decided to retain the use of mains water and have volunteered to remove the use of hose pipes / sprinklers.</p> <p>The cost for water provision is now being met within the existing allotment budget.</p>
<p>That the allotment holders be charged for the water provision based on the usage of the previous rental year. The charge would be implemented in 2012/13 based upon water usage in 2011/12.</p>		

SUMMARY

- 10. All of the outstanding actions have now been implemented.

IMPLICATIONS OF REPORT

- 11. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	√	Customer Services	
Human Resources		Equality and Diversity	
Legal	√	No significant implications in this area	

COMMENTS OF THE HEAD OF GOVERNANCE

12. As this is an update report there are no legal issues to raise at this time.

COMMENTS OF THE STATUTORY FINANCE OFFICER

13. All of the works included in the Task Group recommendations and accepted by the Executive are being contained within the budgets approved by the Council.

JAMIE CARSON
DIRECTOR OF PEOPLE AND PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jamie Dixon	5250	17 August 2012	O&SAllotmentsupdate 03-09-2012



Report of	Meeting	Date
Chief Executive	Overview and Scrutiny Committee	3 September 2012

LANCASTRIAN SCRUTINY TASK GROUP - MONITOPRING REPORT

PURPOSE OF REPORT

- To review the implementation of the recommendations of the Lancastrian Scrutiny Task Group since their acceptance by the Executive earlier this year.

RECOMMENDATION(S)

- That the report be noted

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

Strong Family Support		Education and Jobs	
Being Healthy		Pride in Quality Homes and Clean Neighbourhoods	
Safe Respectful Communities		Quality Community Services and Spaces	x
Vibrant Local Economy		Thriving Town Centre, Local Attractions and Villages	x
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			x

BACKGROUND

- The Lancastrian Scrutiny Task Group met during 2011 with the following terms of reference:

4.1 To look at the current function, suitability, space and operational costs of the Lancastrian Suite within the Town Hall.

4.2 To look at the current and future working arrangements and alternative methods of service delivery.

4.3 To assess the need for the type of facilities offered by the Lancastrian Suite – both commercially and for community facilities.

4.4 To look at all other options for the future management of the Lancastrian Suite including use of external companies on a commercial basis and not for profit organisations for a community use facility.

4.5 To consider whether there needs to be investment in the facilities to make them more usable.

PROGRESS ON THE IMPLEMENTATION OF THE RECOMMENDATIONS

5. The recommendations were approved by the Executive Member for Resources in January 2012. This is the first of the three monitoring reports that Overview and Scrutiny Committee will consider looking at the progress and impact of the implementation of the recommendations. The recommendations are listed in the table below with action and impact to date detailed in the adjacent column.

REVIEW RECOMMENDATIONS	ACTION TO DATE
<p>Principal recommendation:</p> <p>The Task Group emphasised that the Lancastrian Suite is an important resource for the Council, they valued its use for Council events – meetings, training, elections, Mayoral events, etc and want to retain it for these purposes as well as maximising it for commercial and community use. With this in mind the Task Group recommended that the Lancastrian Suite be self resourcing with bookings seeking to cover costs as a minimum.</p>	<p>The Lancastrian Suite continues to be an excellent resource for the Council – and its use in June on the day the Olympic Torch came through Chorley; plus as a venue to celebrate following the Special Jubilee Civic Sunday event has shown the venue as invaluable for the Council as a resource.</p> <p>However there has been an on going commitment to try and ensure that bookings do cover costs as a minimum and the new flexible pricing structure has allowed us to do that much more easily.</p>
<p>Recommendation 1</p> <p>That external management by another public sector body be not pursued at the current time but may be reconsidered if the opportunity arose in the future.</p>	<p>This continues to be the position.</p>
<p>Recommendation 2</p> <p>That the proposal from Chorley Little Theatre to use the Lancastrian Suite for events where the Little Theatre is either too small or unsuitable, be pursued based on a ticket sales sharing agreement to be agreed on an event by event basis and reviewed in 12 month's time.</p>	<p>Chorley Little Theatre have not shown any interest in staging any events so far but we will continue to pursue this as an option.</p>
<p>Recommendation 3</p> <p>That whilst there is no current interest in frequent and regular bookings of the Lancastrian eg on a weekly or monthly</p>	<p>We have recently secured a regular weekly booking for Jive Classes on a Tuesday evening. This is currently a 12 week booking to be reviewed.</p>

<p>basis, if this situation changes, a flexible approach be taken to increased discount to make the booking viable for both the hirer and the Council.</p>	<p>Under the flexible pricing policy we were able to offer incentives to make the booking sufficiently attractive to the organisers and we hope this will become a much longer term booking. The classes attract people from across Lancashire and this assists in our objective of bringing more people into Chorley and into the Town Hall. It also uses one of the Lancastrian's greatest assets – a traditional dance floor.</p>
<p>Recommendation 4</p> <p>That the following improvements be undertaken to the Lancastrian Suite at an approximate total cost of £15,000 to make the venue more attractive to hirers:</p> <p>4.1 Improvements to the backstage area to include improved changing room accommodation plus the creation of a second small changing facility with toilet/washroom area.</p> <p>4.2 Improvements to the bar area to include a tea and coffee preparation/serving area, replacement door, minor redecoration and new furniture.</p>	<p>The following improvement works have been undertaken or is planned in the Lancastrian Room and bar area:</p> <p><u>Backstage</u></p> <ul style="list-style-type: none"> • The back stage changing accommodation to the left of the stage been renovated to provide a larger changing room with smaller curtained changing area. • All the backstage area has been redecorated and new floor coverings laid. The kitchen units have been replaced and provide a better working area with more storage space. • A small changing room with toilet and wash area has also been created back stage. <p>The overall impression provided by the backstage area is considerably improved.</p> <p><u>Bar area</u></p> <p>The bar area has had some changes with more underway:</p> <ul style="list-style-type: none"> • A tea and coffee serving area with a lowered section of bar area has been created, along with improvements at the back of the bar – new floorcovering, replacement glass washer and ice maker, etc; • The shutter door is being replaced with a sound proof traditional opening door; • Secondary glazing and additional heating is being installed; plus a wall mounted TV with IT connectivity for use as a screen in training events. • Improvement work to the actual bar, redecoration, and new furniture is planned, so that the area can be used for more informal meetings and training events for up to around 12 people. <p>As some of the above work is general</p>

	<p>maintenance, the cost exceeds £15,000 with the additional amount of approximately £10,000 funded from the Town Hall maintenance budget.</p> <p>It is too early to say what impact these changes will have but they will extend the use of the bar area for other purposes like training courses. It provides a separate refreshment area away from any main event in the Lancastrian eg during a larger course/conference and improves facilities for existing users, including responding to some of the issues raised through the customer survey.</p>
<p>Recommendation 5</p> <p>That a new pricing policy be adopted as soon as possible - including the reintroduction of private parties. The pricing structure and private parties policy be then reviewed after 12 months to evaluate the success and address any problems.</p> <p>In adopted the revised pricing policy, the Head of Governance (or any other appropriate post discharging the management function of the Lancastrian Suite) be delegated the authority to allow the hire of the Lancastrian Suite below the pricing structure but at not less than cost to the Authority over the whole of the financial year.</p>	<p>The new pricing policy has been in place for 6 months and appears to be working well, providing the flexibility needed to accept as many bookings as possible – including incentivising for regular bookings.</p> <p>There has been some interest in private parties but at this atge only two have been booked and these take place in August and September – a baby naming ceremony and a wedding.</p> <p>The income target for this year has been increased by £5000 for 2012/13 and is set at around £12000. So far we have income of around £6000 and so would appear to be on target to achieve the required income level at this stage.</p>
<p>Recommendation 6</p> <p>The following issues continue to be pursued and implemented accordingly:</p> <p>6.1 Discussions continue with environmental health officers regarding the food safety requirements which will need to be introduced for private parties, particularly in relation to serving hot food.</p> <p>6.2 Discussions continue with the proprietors of Café Ambio regarding opportunities for combined marketing and pricing of the venue with their function menus and also the potential for a share of bar takings for large functions and events</p> <p>6.3 The booking pack/process for the Lancastrian Suite be shortened and simplified.</p>	<p>We have worked with environmental health staff to provide a one sheet guidance note on food safety. Those holding private parties must use a caterer registered with a local authority.</p> <p>Since the approval of the final report, Café Ambio has withdrawn from the running of the bar in the Lancastrian Suite. We now use two different mobile bar providers and bring them in when required. There is currently insufficient bookings which require a bar to make a firm arrangement with another permanent provider, however this arrangement is in its early stages and will be monitored.</p> <p>The booking pack for the Lancastrian has been refined and much reduced to a shorter, simpler form.</p> <p>Limited promotion of the Lancastrian has taken place with an article in the spring edition of the Council’s magazine; press releases about the new</p>

<p>6.4 That if approved, the marketing of the new arrangements be undertaken on a limited scale through the Council's website, the Chorley Smile magazine and a printed leaflet.</p>	<p>pricing structure; and information on the Council's website. Once the improvement works to the bar area are complete, a promotional leaflet with photographs will be produced in line with the Task Group recommendations.</p>
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IMPLICATIONS OF REPORT

6. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	x	Customer Services	x
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

7. All of the works included in the Task Group recommendations and accepted by the Executive are being contained within the budgets approved by the Council.

COMMENTS OF THE MONITORING OFFICER

8. I have no comments on this report.

GARY HALL
CHIEF EXECUTIVE

Report Author	Ext	Date	Doc ID
Carol Russell	5196	15 August 2012	***

Background Papers			
Document	Date	File	Place of Inspection
Finale Report of the Lancastrian Scrutiny Task Group (considered by the O & S Committee on 12 December 2011)	December 2011	***	www.chorley.gov.uk

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CHORLEY BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 SEPTEMBER 2012 TO 31 DECEMBER 2012

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.

Gary Hall
Chief Executive

Publication Date: 22 August 2012

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
September							
Localisation of Council Tax Benefit	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	13 Sep 2012	Relevant Executive Members and Strategy Group	Report to be supplied to the consultees	Report of the Chief Executive	Chief Executive (Gary Hall)
	Council		25 Sep 2012				Thursday, 16 August 2012
Consultation on Parks and Open Spaces Memorial Policy	Executive Cabinet	Executive Member (People)	13 Sep 2012	Relevant stakeholders, Members	Report to be supplied to consultees	Report of the Director of People and Places	Director of People and Places (Jamie Carson) Thursday, 16 August 2012

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Safeguarding Adults Policy and Procedures	Executive Cabinet	Executive Member (People)	13 Sep 2012	Strategy Group, relevant Executive Member	Report to be submitted to the consultees	Report of the Director of People and Places	Director of People and Places (Jamie Carson) Thursday, 16 August 2012

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Site Allocations Publication Version	Council	Executive Member (LDF and Planning)	25 Sep 2012	Members, Local Development Framework, Executive Cabinet, Town and Parish Councils, members of the public, over 1,500 letters sent to local businesses, landowners, agents and other consultees.	Document to be supplied to consultees, staffed public exhibitions, drop in sessions and attendance at Parish Council meetings, information posted on Chorley Council website as well as links to online representation forms, social networking e.g. Twitter, press releases, document deposited at all libraries and post offices in the Borough, additional meetings at the request of resident groups.	Report of the Director of Partnerships and Planning	Director of Partnerships and Planning (Lesley-Ann Fenton) Tuesday, 28 August 2012

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Approval of contract award procedure and evaluation criteria for galvanisation work to swimming pool roof beams at All Seasons Leisure Centre, Chorley	Executive Member (People)	Executive Member (People)	28 Sep 2012	Active Nation, the Council's leisure contractor, Chorley Council's Senior Management Team and procurement team	Report to be supplied to the consultees	Report of the Director of People and Places	Director of People and Places (Jamie Carson) Friday, 24 August 2012
Approval of contract award procedure and evaluation criteria for Duxbury Park access road	Executive Member (People)	Executive Member (People)	28 Sep 2012	Chorley Council's Senior Management Team and procurement team	Report to be supplied to the consultees	Report of the Director of People and Places	Director of People and Places (Jamie Carson) Friday, 24 August 2012

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	9 July	23 July	3 Sept	17 Sept	1 Oct	5 Nov	10 Dec	14 Jan	11 Mar	8 April
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Holding the Executive to account

Performance Monitoring Panel Meeting (to consider Council projects, Directorate and LSP monitoring)		*		*			*		*	
Performance Monitoring Panel Minutes			*			*		*		*
Update Report on Section 106 monies					*					
Forward Plan	*		*		*	*		*		*
Executive Cabinet minutes	*		*		*	*		*		*
Budget Scrutiny								*		

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

Allotments			2 M							
Asset Management			2M							
Highways					2M					
Lancastrian			1M							
Private Rented Housing Inspection			F							
Tourism and Promoting Chorley			F							
Potential topics for future reviews										
Adoption of Estates										
Reporting procedures through the Contact Centre										
Citizen Engagement										
Budget Processes including consultation										

Crime and Disorder Scrutiny

Roles and responsibilities of the PCSO's			*							
Police and Crime Commissioners					*					*

Other

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

Reported Annually

Update report on Section 106 monies
Annual Report

Key

Policy Development and Review of Council Services and External Scrutiny

- S Scoping
- C Collecting and considering evidence
- R Report
- F Feedback and action from EC
- M Monitoring 1 2 and 3
- V Verbal Update
- ML Member Learning Session

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