

03 July 2013

# Overview and Scrutiny Committee

You are invited to attend a meeting of the Overview and Scrutiny Committee to be held in Committee Room 1, Town Hall, Chorley on Thursday, 11th July 2013 commencing at 6.30 pm.

## AGENDA

1. **Apologies for absence**

2. **Minutes (Pages 5 - 10)**

To confirm as a correct record the minutes of the Overview and Scrutiny Committee meeting held on 8 April 2013 (enclosed)

3. **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.

4. **Public Questions**

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

5. **Executive Cabinet (Pages 11 - 22)**

To consider the enclosed minutes of the Executive Cabinet meeting held on 20 June 2013

6. **Annual Scrutiny Reporting Back Report 2012/13 (Pages 23 - 32)**

To consider the report of the Chair and Vice Chair of Overview and Scrutiny Committee in 2012/13 (enclosed)

7. **Council Services - How we impact on the Health of Our Citizens**

The Head of Health, Environment and Neighbourhoods will give a presentation at the meeting.

8. **Overview and Scrutiny Performance Panel 2013/14**

To appoint the membership for the Overview and Scrutiny Performance Panel 2013/14

9. **Overview and Scrutiny Review for Allotments - Monitoring Report (Pages 33 - 38)**

Report of the Director of People and Places (enclosed)

10. **Overview and Scrutiny Task Group - Select Move**

An update will be provided at the meeting.

11. **Overview and Scrutiny Work Programme 2013/14 (Pages 39 - 40)**

To consider the Overview and Scrutiny Work Plan 2013/14 (enclosed)

12. **Notice of Executive Decisions (Pages 41 - 50)**

To receive and consider the Notice of Executive Decisions published on 2 July 2013 (enclosed)

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

Yours sincerely



Gary Hall  
Chief Executive

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**Distribution**

1. Agenda and reports to all Members of the Overview and Scrutiny Committee (Steve Holgate (Chair), Mark Perks (Vice-Chair) and Julia Berry, Doreen Dickinson, Graham Dunn, Robert Finnamore, Hasina Khan, Keith Iddon, Roy Lees, Marion Lowe, Mick Muncaster, Geoffrey Russell, Rosie Russell and Kim 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.

If you need this information in a different format, such as larger print or translation, please get in touch on 515151 or [chorley.gov.uk](http://chorley.gov.uk)

**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.

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## Overview and Scrutiny Committee

**Monday, 8 April 2013**

**Present:** 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

**Also in attendance**

**Officers:** Jamie Carson (Director of People and Places), Carol Russell (Democratic Services Manager), Chris Sinnott (Head of Policy and Communications) and Dianne Scambler (Democratic and Member Services Officer)

### **13.OS.18 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **13.OS.19 MINUTES**

**RESOLVED**

1. That the minutes of the Overview and Scrutiny Committee meeting held on 22 January 2013 be confirmed as a correct record for signing by the Chair.
2. It was noted that in relation to IDVA funding work was still continuing on the negotiation of the relevant funding contributions that had been identified for each of the partners. This process had been lengthier than expected and there was still an element of reluctance from some organisations.

### **13.OS.20 DECLARATIONS OF ANY INTERESTS**

No declarations of interests were declared.

### **13.OS.21 PUBLIC QUESTIONS**

There were no questions submitted by any members of the public.

### **13.OS.22 EXECUTIVE CABINET MINUTES**

Executive Cabinet – 21 February 2013

13.EC.16 – Neighbourhood Working – Private Property Improvement Scheme

Further information was sought on the scheme and how the households that may qualify for this scheme would be identified. Members were urged to report any such properties in their ward to the Neighbourhood Officers.

There were no issues raised by any member of the Committee for the Executive Cabinet meeting held on 21 March 2013.

### **13.OS.23 OVERVIEW AND SCRUTINY PERFORMANCE PANEL MINUTES**

**RESOLVED – That the minutes of the Overview and Performance Panel meetings held on 11 and 20 March 2013 be noted.**

**13.OS.24 OVERVIEW AND SCRUTINY TASK GROUP - ADOPTION OF ESTATES**

The Committee received the draft Final Report of the Overview and Scrutiny Task Group – Adoption of Estates review that had recently been undertaken on the issues that faced many of the Borough's residents on the adoption processes.

The Task Group, Chaired by Councillor Matthew Crow had produced a set of recommendations that they felt would improve the present procedures and policies to better serve residents.

The 14 recommendations made had the capacity to improve on two main areas, the communication and provision of information for residents and partnership working with officers from other organisations and developers who were involved in the process.

Some of the recommendations were partly the responsibility of Lancashire County Council and support would also be sought from their Executive Cabinet, although initial feedback indicated support for their implementation.

**RESOLVED – That the report of the Overview and Scrutiny Task Group – Adoption of Estates be approved and submitted to the next meeting of the Executive Cabinet for consideration.**

**13.OS.25 OVERVIEW AND SCRUTINY REVIEW : PRIVATE RENTED HOUSING INSPECTION - UPDATE**

The Director of People and Places submitted a report that provided an update on the progress made to increase the level of programmed housing standards inspections in relation to the private rented sector housing stock in Chorley.

The report was in response to a recommendations from the Private Rented Housing Inspection Task Group submitted to the Executive Cabinet in June 2012 asking for additional resource to be directed to establishing a programme of inspection works for private sector housing.

The Committee was informed that a report providing a full response to the recommendations from the review would be submitted to a forthcoming Executive Cabinet, however in the meantime work had already commenced within the Environment and Neighbourhoods Team to establish a programmed inspection regime utilising existing resources of officers who were trained to inspect housing to the required standards.

In addition, the introduction of a new IDOX database system had enabled the team to build up a comprehensive database of private rented accommodation using local intelligence, housing benefits information and council tax details.

Members asked if the Council had a register for Houses in Multiple Occupancy (HMO's) and the Director of People and Places advised that this was a very small number.

**RESOLVED – That the report be noted.**

**13.OS.26 OVERVIEW AND SCRUTINY REVIEW OF ASSET MANAGEMENT - MONITORING REPORT**

The Head of Governance submitted a reported that updated Members on the progress made against the 13 Strategic Principles that had been proposed by the Asset Management Scrutiny Task Group and adopted by the Executive in February 2011.

In addition Members were informed that the Council had now accommodated as far as was realistically possible, the maximum amount of staff in the Union Street Offices,

without having to provide additional support facilities such as toilets. There was also an update on the proposed arrangements for the sharing of the Bengal Street Depot with the registered charity Recycling Lives.

Members asked questions in relation to the accommodating of the credit union Unify within the Town Centre.

This would be the final monitoring report and the Committee were satisfied of the progress that had been made against each of the principles.

**RESOLVED – That the report be noted.**

### **13.OS.27 OVERVIEW AND SCRUTINY REVIEW OF THE LANCASTRIAN - MONITORING REPORT**

The Committee received a report of the Chief Executive that reviewed the implementation of the recommendations of the Lancastrian Scrutiny Task Group since their acceptance by the Executive Cabinet approximately 12 months ago.

Members were pleased to note that the use of the Lancastrian had increased significantly and that income had more than doubled in 2012/13. Members also discussed how the venue could be best marketed in the future.

A staffing restructure had recently been undertaken within the Governance team that had resulted in the creation of an additional part time Civic Attendant that would enable more dedicated support to Lancastrian events.

**RESOLVED – That the report be noted.**

### **13.OS.28 OVERVIEW AND SCRUTINY REVIEW OF TOURISM AND SUPPORTING CHORLEY - MONITORING REPORT**

The Chief Executive submitted an updated monitoring report on progress made on against the implementation of the actions arising from the Executive Cabinets response to the Overview and Scrutiny Task Group on tourism and promotion of Chorley.

The Committee was provided with a summary of the work that had been undertaken under each of the four main headings from the inquiry on town centre and markets, Astley Hall and park; promotional and partnership working. Progress had been made in all areas, with further events and attractions staged to encourage more visitors to the borough.

The traffic management plan continued to be developed and used for all major events held at the park and a development plan for the Astley Hall complex was soon to be completed and would include plans for attracting more visitors to the Chorley Remembers exhibition that had been installed in the Coach House.

A Town Centre master plan was currently being undertaken and it was expected that this would incorporate greater promotion of town centre assets.

Members asked if more could be done to work with businesses in the town centre to ascertain if visitors to the town were spending in the town and thought that better transport arrangements needed to be negotiated as bus fares into the town from outlying areas appeared to be considerably higher in comparison to other areas across Lancashire.

**RESOLVED – That the report be noted.**

**13.OS.29 REVIEW OF OVERVIEW AND SCRUTINY WORK PROGRAMME 2012/13**

The Committee received a report on the review of the work programme for overview and scrutiny in 2012/13 and the Overview and Scrutiny Performance Panel, twelve months after its introduction.

At the beginning of the municipal year, the Committee had decided to introduce a dedicated Performance Panel that would focus on the performance elements of scrutiny and to consider monitoring information. This was to enable proper focus on performance issues and consistency of approach.

The Performance Panel had met four times in the past 12 months and had considered the Council's Corporate Strategy key projects monitoring; Chorley Partnership monitoring information and directorate business plan monitoring reports. Each meeting also considered an additional performance focus that looked at a particular area of concern or poor performance and invited the relevant Executive Member to attend.

The scrutiny of performance is a key role for scrutiny and one of the main benefits to this dedicated resource was that a smaller number of Members had been able to drill down to the detail in key areas. There had also been a much greater involvement by Executive Members and it had allowed the main Overview and Scrutiny Committee to focus on other business.

Although the Committee had only undertaken one review in 2012/13, the Adoption of Estates proved to be a complex subject, meeting on nine occasions and had undertaken some public consultation and interviewed developers and officers. It also included a Member Learning Session for all Councillors and Members had received a presentation from an officer of Northamptonshire County Council on work that was taking place nationally on this issue.

The Committee had also looked at a number of topics under their duty to scrutinise crime and disorder and there had been three call-in requests for Members to consider.

It was proposed to hold a total of eight scrutiny meetings in 2013/14, with four meetings of the main Overview and Scrutiny Committee and four Performance Panel meetings. In addition Members proposed future review topics for inclusion on the work programme in 2013/14 that included:

- A review of Development Control processes and procedures
- Health related scrutiny, including the provision of health services in Chorley East
- Select Move
- The role of the Police and Crime Commissioner
- Maintenance of highways, in particular pot holes
- Chorley's contact call centre
- Public Transport issues

**RESOLVED**

- 1. That there be four meetings of Overview and Scrutiny Committee and four Performance Panel meetings held in 2013/14**
- 2. That the first scrutiny review of 2013/14 be Select Move, Chaired by Councillor Graham Dunn and supported by Councillor Hasina Khan.**

**13.OS.30 NOTICE OF KEY DECISIONS**

The Committee received the current notice of 'key' decisions for information.



Chair

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## Executive Cabinet

### Minutes of meeting held on Thursday, 20 June 2013

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

**Also in attendance**

**Lead Members:** Councillor June Molyneux

**Other Members:** Councillors John Dalton, Alison Hansford, Harold Heaton, Steve Holgate, Paul Leadbetter and Greg Morgan

**Officers:** Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Cath Burns (Head of Economic Development), Asim Khan (Head of Customer, ICT and Transactional Services), Jennifer Moore (Head of Planning), Chris Sinnott (Head of Policy and Communications), Jamie Dixon (Head of Streetscene and Leisure Contracts), Alex Jackson (Senior Lawyer) and Ruth Rimmington (Democratic and Member Services Officer)

**Members of the public:** One.

#### 13.EC.47 APOLOGIES FOR ABSENCE

No apologies for absence were submitted.

#### 13.EC.48 MINUTES

**RESOLVED - The minutes of the meeting of the Executive Cabinet held on 21 March 2013 be confirmed as a correct record and signed by the Executive Leader.**

#### 13.EC.49 DECLARATIONS OF ANY INTERESTS

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

#### 13.EC.50 PUBLIC QUESTIONS

The Executive Leader reported that there had been a request from one member of the public to speak the agenda item relating to item 7: Chorley Council Performance Monitoring Quarter Four 2012/13.

The question was read out by Alan Whittaker: How satisfied are you with the performance of Chorley Council, the Planning Department and DC Committee in particular.

Mr Whittaker explained that he spoke on behalf of Heskin Parish Council and as a resident of the Borough. There were three aspects to the question.

Firstly in relation to Orcheton House which was a long standing issue relating to planning enforcement.

He was secondly unhappy that the Council had not notified Heskin Parish Council of a potential planning application on the former Camelot site. The Parish Council had become aware of the issue via an article in the local press which had been instigated by the developer.

The third aspect of the question related to a planning application for a slurry lagoon. He felt that the Council had placed no importance on the feelings of the Parish Council and the lack of amenity for the local residents.

Councillor Dennis Edgerley, Executive Member for LDF and Planning responded that he was satisfied with the performance, although he felt part of his role was to identify shortcomings and resolve them. Part of the agenda for the meeting included a report which included the performance of the Planning Department which had enable Mr Whittaker to ask his question. The issues which had been experienced by the department were now being resolved as set out in the report.

Councillor Edgerley explained that the Council were proactive in consultation processes. Steps were being taken to improve qualitative measures, including through several corporate projects.

Councillor Edgerley noted that the Council received around 350 enforcement complaints annually. The majority of these could be dealt with quickly; however, a few of these were long standing and could be extremely complex. The case of Orcheton House was one of the latter.

It was not possible for enforcement reports, which were presented to Development Control Committee, to be made publicly available as this would inform the subject of the enforcement of the Council's enforcement plans.

On the second point, in relation to the former Camelot site, Councillor Edgerley explained that the Council had been in discussions with the developer and had told them to consult with the Parish Council. At the current time a planning application had not been submitted for the Council to consult on.

The site had not been allocated as part of the Local Plan process, which had been widely consulted upon at various stages, including with all Parish Councils. The site was considered a previously developed site within the greenbelt. The developer had also attending the Local Plan hearing to make representations on the site. At the current time the inspector had given an interim view on the Local Plan.

These facts meant that Councillor Edgerley could not accept that the Council had failed to consult, as there was no application to consult upon.

On the third point, in relation to the slurry lagoon application, Councillor Edgerley advised that slurry was already dealt with on the site. It was incorrect to say that the views of local people had not been taken into account. Councillor Edgerley had himself requested that the application be deferred from the last Committee to enable Members to attend a site visit and to have a technical briefing on the matter. Members had taken time to take all of the information on board. Councillor Edgerley noted that a condition would be proposed that restricted the slurry to that generated on the farm.

Mr Whittaker thanked Councillor Edgerley for his response. He commented it would have been appreciated if the Council had kept the Parish Council informed of the progress. He reiterated his view that the Council ought to have told the Parish Council about the potential planning application on the former Camelot site and that communication ought to be two way.

Councillor Alistair Bradley, Executive Leader, advised that the Council had a new strategy, to be discussed later on the agenda in relation to communications. In addition to this, the Council held regular meetings with the Parish Councils and held Neighbourhood Meetings which had Parish Council representation. He accepted that improvements could always be made.

**13.EC.51 APPROVAL FOR THE PROCUREMENT APPROACH INCLUDING THE AWARD PROCEDURE, EVALUATION METHODOLOGY AND CRITERIA TO PURCHASE ONE LARGE (15T) AND TWO COMPACT MECHANICAL SWEEPERS BY WORKING IN PARTNERSHIP WITH SOUTH RIBBLE BOROUGH COUNCIL**

With the agreement of the Chair this item was brought forward on the agenda.

The Executive Member for Places explained that although the decision fell within the Resources, Policy and Performance portfolio it related to a purchase for within his own portfolio of Places.

The report sought approval for a proposed joint procurement approach with South Ribble Borough Council. This included the award procedure, evaluation methodology and criteria to purchase one large (15 tonne) and two compact mechanical sweepers for Chorley Council.

South Ribble Borough Council also needed to procure the same number and type of vehicles and by working together the Council's were likely to achieve savings compared to procuring the vehicles separately.

Members noted the percentage within the evaluation criteria allocated to environmental / sustainability. It was noted that 10% was quite high when compared with other Local Authorities and that the percentage set out for servicing / maintenance and fuel (only 5% each) reflected the efficiency of the vehicles.

A query was raised in relation to the maintenance of the vehicles. The supplier would be expected to train the drivers and fitters as part of the delivery of the vehicles. The basic maintenance would be undertaken in-house, with specialist repairs brought in, if required. This arrangement would be monitored over the life of the vehicles. The vehicles had been depreciated over 5 years.

**Decision made**

1. **Approval granted to working in partnership with South Ribble Borough Council (SRBC) for the purchase of two large and four compact mechanical sweepers.**
2. **Approval granted to the procurement approach of a joint procurement with SRBC via a further competition conducted on behalf of Chorley Council by ESPO (Eastern Shires Purchasing Organisation) through an EU compliant public sector framework agreement.**
3. **Approval granted to ESPO as the lead body (in accordance with 36.4 of Chorley Council's procurement procedures) who would issue, receive and open tenders on behalf of CBC/SRBC. Additionally for ESPO to carry out key areas of the evaluation in accordance with the published evaluation criteria.**
4. **Approval granted to the evaluation criteria of Cost 60% (including 40% purchase price, 5% residual value, 5% basket of parts, 5% servicing & maintenance, 5% fuel costs) and quality 40% (including 20% warranty and technical support, 10% delivery and 10% environmental / sustainability) with training an unscored specified requirement.**

**Reason(s) for decision**

Under the Council's contract procedure rules approval by the Executive Cabinet of contract award procedure and evaluation criteria for tenders greater than £75,000 in value is required.

**Alternative option(s) considered and rejected**

To not agree contract award procedure and evaluation criteria and fail to comply with the Council procurement rules.

**13.EC.52 RESPONSE TO OVERVIEW AND SCRUTINY COMMITTEE RECOMMENDATIONS ON PRIVATE RENTED SECTOR HOUSING STANDARDS**

With the agreement of the Chair this item was brought forward on the agenda.

The Executive Member for Places presented the report and explained that in April 2012 an Overview and Scrutiny Task Group had produced a report relating to 'Private Sector Housing Inspection'.

Within the report recommendations had been made to the Executive Cabinet that additional resource be directed to establishing a programmed private sector housing standards inspection service. This would supplement the existing reactive housing standards work undertaken within the People and Places Directorate.

Since the Task Group findings and recommendations received and accepted for consideration in June 2012 work had commenced within the Environment and Neighbourhoods Team to establish a programmed inspection regime for the private rented housing sector in Chorley. This utilised the existing resources of officers trained to inspect housing to the required standard.

A new database system had been introduced and, since October 2012, officers had undertaken over 50 programmed inspections. Work had commenced to build up a database of private rented sector accommodation using local intelligence, housing benefits information and council tax details.

As part of the Service Improvement Plan for 2013/14 and in line with the Corporate Strategy there was a specific project in place within the Health Environment and Neighbourhoods Team to 'Develop and deliver a scheme to increase housing standards'. This project would be delivered during 2013/14 and would redirect existing resources to fully establish a programmed inspection regime for the private rented housing sector. It would also develop a private rented housing standards policy subject to Council approval against which housing standards compliance could be measured.

A query was raised in relation to a Landlord Accreditation Scheme not being introduced. Councillor Bev Murray, who had been the Chair of the Task Group, explained that this was considered during the inquiry, but that Members felt there would be a low take up of this kind of scheme. This could be revisited in the future.

The Executive Leader commented that the work being undertaken would help to locate where the private rented houses were. The recommendation relating to the development of a private rented housing standards policy would improve standards, as would the inspection regime. Members could report issues, as could tenants.

**Decision made**

- 1. Approval granted to accept the basic recommendation of providing a proactive inspection programme for private rented sector housing standards.**
- 2. Approval granted that the resourcing of the inspection programme was made through the utilisation of existing resources by shifting workloads and using capacity created from the reduction in workload arising from the transfer of private sewers to United Utilities as public sewers.**
- 3. Confirmation that a Landlord Accreditation Scheme was not introduced in Chorley at this time.**
- 4. Approval granted that a private rented sector housing standards policy be developed.**

**Reason(s) for decision**

To respond to the Overview and Scrutiny Committees recommendations in regard to the introduction of a proactive housing inspection programme in the private rented housing sector.

**Alternative option(s) considered and rejected**

None.

Councillor Adrian Lowe left the meeting at 6.50pm.

**13.EC.53 OVERVIEW AND SCRUTINY TASK GROUP - ADOPTION OF ESTATES FINAL REPORT**

The Chair of the Overview and Scrutiny Committee, Councillor Steve Holgate, presented the final report of the Overview and Scrutiny Task Group into the Adoption of Estates.

The Task Group had been chaired by Councillor Matthew Crow. The topic had been selected following numerous requests by residents across the borough to address the growing number of estate and open space adoption issues.

In response to a query Councillor Holgate advised that the Task Group had identified a mix of small and large housing estates across the Borough that had or were still having adoption issues. These were used as case studies from which to identify the concerns and issues that existed. The Group then interviewed the developers of these estates, along with borough and county officers and residents.

The Task Group had, at the conclusion of the review, agreed 14 recommendations, which had been endorsed by the Overview and Scrutiny Committee.

Councillor Bradley thanked Councillor Holgate, Councillor Crow and the Members and officers for their input into the inquiry.

**Decision made**

**The report of the Overview and Scrutiny Task Group – Adoption of Estates be received and accepted for consideration, with a view to the Executive Cabinet’s recommended response to the recommendations being reported to a future meeting.**

**13.EC.54 CHORLEY INWARD INVESTMENT PLAN**

The Executive Leader presented the report. He explained that Chorley needed to compete for the creation of jobs in a busy region as jobs enabled residents to pay their way and contribute to society.

The proposed strategy replaced a previous strategy which was not delivering. An independent company had been commissioned to make recommendations for the Plan. These were split into “must do”, “could do” and “should do”.

The Executive Leader outlined some of the recommendations, including the development of a dedicated business website, a soft landing scheme and downloadable marketing materials.

The Leader of the Opposition requested a copy of the full plan, which would be made available to all Members. This included timescales for actions to be completed by. It was hoped that over one hundred jobs would be created through the implementation of the plan, with hopes that it could create hundreds.

With the action taken since the new administration in May about one hundred jobs had been created already. This included action undertaken by the newly appointed Business Advisor, a "Starting In Business Grant", a business network and various seminars.

**Decision made**

**To note the contents of the report and to approve the delivery of the recommended inward investment plan activities.**

**Reason(s) for decision**

To realise our Corporate Strategy outcome to create 'A strong local economy' and to deliver a key priority within the 2012 Economic Development Strategy which aims 'to promote and increase inward investment in Chorley to support economic growth in the borough and provide a mix of well paid, high and low skilled jobs'.

**Alternative option(s) considered and rejected**

None.

**13.EC.55 CHORLEY COUNCIL PERFORMANCE MONITORING QUARTER FOUR 2012/13**

The Executive Member for Resources, Policy and Performance presented a report which set out the performance against the delivery of the Corporate Strategy and key performance indicators during the fourth quarter of 2012/13, 1 January to 31 March 2013.

Overall performance of key projects was good, with a majority of the projects on track or scheduled to start later in the year. One project, the trial reopening of Market Street had been rated amber due to recommendations to amend the scheme, however completion was due to happen by the end of the second quarter 2013/14.

Action plans had been developed to outline what action would be taken to improve performance on the Corporate Strategy and key service delivery measures that were performing below target.

**Decision made**

**To note the report.**

**Reason(s) for decision**

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

**Alternative option(s) considered and rejected**

None.

**13.EC.56 CHORLEY PARTNERSHIP PERFORMANCE MONITORING QUARTER FOUR 2012/13**

The Executive Member for Resources, Policy and Performance presented a report on the performance of the Chorley Partnership during the fourth quarter of 2012/2013, from 1 January to 31 March 2013.

Members noted that the performance of the Chorley Partnership in achieving the key performance targets remained good. The latest figures available for alcohol related hospital admissions showed a year to date reduction of 5.3% at quarter two 2012/13. Primary fires in Chorley were lower than anticipated and crime overall had shown a decrease of 11.6% in quarter four compared to the same period last year. Following the trend over the past twelve months this had resulted in an overall increase of 1%.



In response to a query Members noted that the Responsible Authorities Group were encouraging people to report domestic violence which meant that the reported figures had increased.

**Decision made**

**To note the report.**

**Reason(s) for decision**

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

**Alternative option(s) considered and rejected**

None.

**13.EC.57 CAMPAIGNS AND ENGAGEMENT STRATEGY**

The Executive Cabinet considered a report which sought approval for a new Campaigns and Engagement Strategy.

The strategy outlined how the Council would develop to where we want to be, in order to achieve the objectives set out in the corporate strategy, rather than having an external focus of improving and protecting the council's image and reputation.

Although there was a change of emphasis the strategy would play a central role in improving residents' satisfaction. If customers understood and were aware of the services that were available to them, knew how to access them and were able to communicate openly with the council, they were more likely to appreciate that they receive value for money services in exchange for the council tax they pay.

**Decision made**

**Approval granted to the Campaigns and Engagement Strategy.**

**Reason(s) for decision**

To provide an up-to-date strategy that enables the council to best communicate with local residents.

**Alternative option(s) considered and rejected**

To continue with the current Communications and Marketing strategy.

**13.EC.58 PROVISIONAL REVENUE OUTTURN 2012/13**

The Executive Member for Resources, Policy and Performance presented a report which set out the provisional revenue outturn figures for the Council as compared against the budgets and efficiency savings targets it set itself for the financial year 2012/13.

The Council expected to make overall target savings of £200,000 in 2012/13 from management of the establishment. As reported in September, the full savings target for 2012/13 were achieved.

After taking slippage of budgeted underspends on committed items into account, the Council's initial net expenditure at the end of the year showed an underspend against the budget of around £91,000.

The Council's Medium Term Financial Strategy proposed that working balances were to be no lower than £2.0m due to the financial risks facing the Council. Should the recommendations in this report be accepted, the level of balances proposed at 31 March 2013 would exceed the minimum of £2.0m by £0.060m. This placed the Council in a strong position for the start of the next financial period.

**Decision made**

1. To support the recommendation that Council approve slippage requests outlined in Appendix 2 of the report to finance expenditure on specific items or projects in 2013/14.
2. To support the recommendation that Council approve the transfer a sum of £100,000 from general balances to a specific reserve to fund buildings maintenance and improvement works.

**Reason(s) for decision**

To ensure the Council's budgetary targets are achieved.

**Alternative option(s) considered and rejected**

None.

### **13.EC.59 CAPITAL PROGRAMME PROVISIONAL OUTTURN 2012/13 AND MONITORING 2013/14 - 2015/16 PROGRAMME**

The Executive Member for Resources, Policy and Performance presented the provisional outturn figures for the 2012/13 Capital Programme, which at this stage was subject to scrutiny by the Council's external auditor.

The report also updated the Capital Programme for financial years 2013/14 to 2015/16 to take account of the rephasing of expenditure from 2012/13 and other proposed budget changes.

It was proposed that £163,000 of the £450,000 revenue budget savings identified for debt reduction in 2012/13 should be used to finance capital expenditure instead of incurring new borrowing. This helped to achieve the savings in the capital financing revenue budget from 2013/14 onwards.

**Decision made**

1. To support the recommendation that Council approve the financing of the 2012/13 Capital Programme, as presented in Appendix 1.
2. To support the recommendation that Council approve the rephasing of capital budgets between 2012/13 and 2013/14, as presented in column (2) of Appendix 2.
3. To support the recommendation that Council approve the other amendments to the Capital Programme for 2013/14 to 2015/16, as presented in columns (3), (6) and (9) of Appendix 2.
4. To support the recommendation that Council approve the virement of £40,000 from the Head of Governance's Bengal Street depot revenue budget to the budget for revenue financing of capital expenditure.

**Reason(s) for decision**

1. It is necessary for Council to approve the financing of the 2012/13 Capital Programme, and to approve the rephasing of budget provision between 2012/13 and 2013/14.
2. It is also necessary for Council to approve the revised 2013/14 Capital Programme, taking account of the rephasing of budgets, transfer of budgets between projects, changes to resources, and the proposed use of uncommitted budgets and resources.
3. The revenue consequence of adding £40,000 to the Capital Programme for further modification of Bengal Street Depot, to be funded from savings, should be reflected in the General Fund revenue budget.

**Alternative option(s) considered and rejected**

None.

**13.EC.60 LOCAL ENFORCEMENT PLAN**

The Executive Member for LDF and Planning advised that the proposed Local Enforcement Plan provided a framework to manage enforcement complaints in the Planning Service. The report sought approval of the Plan and related performance targets and service standards.

In March 2012, the National Planning Policy Framework introduced a new local approach to enforcement. At Full Council on 17 July 2012, the Council adopted the previous national planning policy guidance (PPG18: Enforcement), as an interim approach to planning enforcement, and resolved to prepare a Local Enforcement Plan to meet the requirements of the Framework.

The Local Enforcement Plan provided an opportunity for the Council to set out how it would manage planning enforcement casework and to define local performance targets and service standards.

Members noted that the initial assessment of the level of priority would be dependent upon the information provided at the time the complaint was made. Once investigations commenced, the priority level might change following the initial site visit, after an initial assessment was made, or on receipt of additional information.

The Council aimed to visit in accordance with the following timescales:

- **Category A:** Same day or next working day
- **Category B:** Within 10 working days
- **Category C:** Within 20 working days

Members requested that the briefing paper on the revised permitted development rights be recirculated via intheknow.

At the request of a Member Councillor Edgerley agreed to revisit the last two bullet points within Category B as to the timescales before the report was taken to Council for approval

**Decision made**

1. **Endorsement of the Local Enforcement Plan, performance targets and service standards.**
2. **To support the recommendation that Council approve and adopt Local Enforcement Plan.**

**Reason(s) for decision**

The delivery of the Local Enforcement Plan is a corporate project and must be approved by the full Council in order to deliver decisions that are supported by an authorised and transparent policy.

**Alternative option(s) considered and rejected**

Continue with current position and use of PPG18 and Circular 10/97. However, the Framework cancels a number of documents including PPG 18 and Chorley Council must have a basis for making decisions on enforcement action.

**13.EC.61 EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED – To exclude the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A to the Local Government Act 1972.**

**13.EC.62 INFORMATION TECHNOLOGY BUSINESS CONTINUITY**

The Executive Leader presented a confidential report which proposed a comprehensive Disaster Recovery (DR) solution that would also support more effective Business Continuity (BC) for the Council.

Councillor Morgan requested a copy of the ICT program and plan. This would be forwarded to him before the next meeting of the Executive Cabinet.

**Decision made**

**Approval granted to the proposed changes to build on the existing Disaster Recovery infrastructure for Council Information Systems currently housed at County Hall Preston and agreement to the required funding.**

**Reason(s) for decision**

1. The Council has effective DR arrangements in place for protecting its data. The need to enhance this would support more effective business continuity and significantly speed up the process of recovering information systems in the event of a disaster. If this work is not carried out, the Council would experience a delay in the event of a disaster resulting in the provision of day to day business being affected.
2. The changes that are being proposed are also part of the Internal Audit recommendations made in September 2012.
3. The proposed enhancements would protect the investment already made to improve the information systems and support remote working.

**Alternative option(s) considered and rejected**

1. Accept the risk that whilst data is backed up off site there would be a significant delay in operational access to it. This has been rejected on the basis that the delay would be unacceptable to the Council's business continuity plans.
2. To bring all DR infrastructure back to Chorley Council from County Hall. This would remove the geographical distance between the live and DR solutions. A Chorley wide incident could result in complete data loss which is the principle reason for the rejection of this solution.
3. The procurement of Infrastructure and Disaster Recovery as an outsourced service provided by a third party company; some testing of market costs for this type of service has been undertaken. The significant cost of this type of solution was the reason for its rejection.

**13.EC.63 HOUSING BENEFIT, COUNCIL TAX BENEFIT AND COUNCIL TAX SUPPORT – SANCTION AND PROSECUTION POLICY**

The Executive Member for Resources, Policy and Performance presented a confidential report which highlighted legislative changes which affected the amount of an Administrative Penalty

The report explained the changes and implications for customers who accepted an offer of an Administrative Penalty as an alternative to criminal proceedings and made Members' aware of aspects of the Welfare Reform Act 2012 and Council Tax Reduction Schemes (Detection of Fraud & Enforcement) (England) Regulations 2013 which impacted on those who committed Housing Benefit, Council Tax Benefit and Council Tax Support fraud.

**Decision made**

1. **Approval granted to the revised and updated Sanction and Prosecution Policy (Appendix A)**
2. **To note the effects of the Welfare Reform Act 2012 and the Council Tax Reduction Schemes (Detection of Fraud & Enforcement) (England) Regulations 2013 on benefit customers who commit benefit fraud.**

**Reason(s) for decision**

1. The changes to the Sanction & Prosecution Policy give the option of a financial penalty being available for cases where fraud is attempted and there is no overpayment.
2. The decision to prosecute or to offer a formal caution or an Administrative Penalty or in fact to take no action at all is still at the Council's discretion.
3. Where the offer of a sanction is appropriate the decision to offer a formal caution or an Administrative Penalty is heavily influenced by whether customer admits the offence at the interview under caution.
4. Attached to this report is a flow chart (Appendix B) which illustrates how the policy is put into action. Although the policy may suggest criminal proceedings or the offer of a formal caution or Administrative Penalty, each case is considered individually with the most appropriate action being recommended for each case.

**Alternative option(s) considered and rejected**

The following options were considered but rejected.

- Set a minimum overpayment for Administrative Penalties.
- Set a minimum overpayment for both formal cautions and Administrative Penalties
- Take no action where an alternative to prosecution is appropriate but the offer of a formal caution is not.
- Adopting any of the above would restrict the Council's discretion to take the most appropriate action in each case. The Council's Sanction & Prosecution Policy would also be out of step with the Sanction and Prosecution Policy of the Department for Work and Pensions (DWP) if these options were adopted. This could lead to inconsistency when deciding what action to take in cases where there has been a joint investigation involving Chorley Council and DWP investigators.

Executive Leader

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# Scrutiny Reporting Back

Chorley Council's Annual Report on Overview and Scrutiny in 2012/13



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### 1. MEMBERSHIP OF OVERVIEW AND SCRUTINY COMMITTEE



**Councillor Steve Holgate**  
**Chair of Overview and Scrutiny Committee 2012/13**



**Councillor Roy Lees**  
**Vice Chair of Overview and Scrutiny Committee 2012/13**

Councillors Julia Berry, Matthew Crow, Graham Dunn, Robert Finnamore, Chris France, Hasina Khan, Marion Lowe, Joyce Snape, Kim Snape and Ralph Snape



## **1. FOREWORD BY THE CHAIR AND VICE CHAIR OF OVERVIEW AND SCRUTINY COMMITTEE**

2012/13 saw some changes within Overview and Scrutiny. We started the year by scrutinising the newly appointed Executive Cabinet on their priorities for the year following the change of administration.

A dedicated Performance Monitoring Panel was implemented, consisting of six Councillors meeting quarterly to look at Council and Local Strategic Partnership performance, along with a focus on a particular service issue.

We still continue to receive six monthly monitoring reports following the Executive's response on the implementation of outcomes and measured success from past scrutiny reviews that have included:

- Allotments – additional plots have been created across the borough that represents a 36% increase from those available in 2010 and a welcome reduction to the waiting lists.
- Asset Management – the rationalisation of the key administrative sites has generated budget savings and released premises for market options.
- Highways – the Council has now undertaken the highway verge cutting in the outer Chorley areas and the implementation of a Severe Winter Weather Action Plan has improved operational arrangements during the winter months.
- Lancastrian – the introduction of the flexible pricing policy as seen usage of the Lancastrian increase significantly and income has more than doubled.
- Tourism and Promoting Chorley – the staging and support of move events within the borough has encouraged more visitors to Chorley.

The Committee has undertaken one major review which was on the Adoption of Estates. This topic was suggested by Members of Chorley Council after very many requests by residents across the borough to address the growing number of estate and open space adoption issues. It has proved invaluable in understanding the many frustrations around successful adoption. It is expected that our recommendations will improve the present procedures and policies to better serve the residents of new estates.

### **1. THE YEAR AHEAD**

The Council will hold a total of eight scrutiny meetings in 2013/14, with four main Overview and Scrutiny Committee and four Performance Panel meetings. In addition Members have proposed future review topics for inclusion in the Work Programme for 2013/14 that includes Select Move, which will be our first review of the year, chaired by Councillor Graham Dunn.

We welcome back Members of the Conservative Group and Councillor Mark Perks has been appointed as my Vice Chair.

## 2. CHALLENGING PERFORMANCE

This year we implemented a dedicated Performance Panel that focused on the performance elements of scrutiny and considered all monitoring information. Scrutinising performance is a key role for scrutiny and one of the benefits to this dedicated resource was that a smaller number of Members were able to drill down to the detail in key areas and adopt some consistency in approach.

The Membership of the Performance Panel consisted 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 has met four times in the last 12 months and has considered the Councils Corporate Strategy key projects and monitoring; Chorley Partnership monitoring information and directorate business planning monitoring reports. Each meeting also had an additional performance focus, outlined below, where we looked at particular areas of concern or poor performance and the relevant Executive Member was invited to attend. The areas of focus are summarised below:

### 3.1 ICT PROGRAMME PLAN

**(Councillor Peter Wilson, Executive Member for Resources, Policy and Performance attended)**

The Panel were provided with an overview of the current ICT transformation projects with an update on their progress to date; scheduled dates for completion, and project dependencies. There had been a move away from the previous directorate approach of ICT implementation to a more corporate solution which had included the creation of a transactional team.

We were informed of the need for change; the information revolution; becoming more efficient and increasing productivity; and meeting customer expectations. Although we had initial concerns regarding the Council's delivery of such an ambitious ICT programme, particularly with the significant delay in delivering the Council's new website, assurances were given that there was sufficient funding available and that there were the required skills within the ICT team to deliver all the intended projects.

### 3.2 PLANNING PERFORMANCE

**(Councillor Dennis Edgerley, Executive Member for Resources, Policy and Performance attended)**

The service had experienced a significant increase in the volume of minor applications in the early part of the year and significant printing demands generating from safeguarded land applications. To compound the situation, there had been printing and indexing issues that had impacted the service's ability to easily and effectively process the applications that were received. As the timescales for these type of applications were relatively short (at 8 weeks), issues such as these, easily impacted on performance.

The volume of applications still remains high, with around 70 applications being received on average each month. However at the time of scrutiny, four of the last six months had seen applications receiving in excess of 80 and as high as 102 applications received. In addition the service deals with a large volume of pre application work to the region of 700 applications per year.

The transition of the Local Plan and production of the new site allocations DPD had also generating a significant number of safeguarded applications for large sites. Re-consultations outside the control of the Council for the revision of plans to overcome objections was around 170 per annum which extends the application beyond the 8/13 week deadline. The volume of neighbour notifications and responders remained extremely high which can impact on performance, particularly when IT and printing systems are down. In addition the volume of appeals work remained high which requires the preparation and attendance at appeals and the Council's performance in this regard is high at 72% and above the industry average at 65%.

We were informed that a number of measures had been put into place, including additional staffing, workflow modifications, management controls and temporary ICT fixes and it was expected that performance would improve for the next quarter. However although the measures had been implemented and customer satisfaction with the service remained high, achievement of the end of year target for minor applications would not be achieved due to anticipated future volumes and the issues that can arise with this type of application.

### **3.3 STREETSCENE MODERNISATION**

**(Councillor Terry Brown, Executive Member for Places was unable to attend and sent his apologies)**

The Panel received contextual information and initial questions to help Members understand the performance of streetscene and it was reported that performance against the key indicators for the service was excellent compared to the targets set, with all being achieved.

The service had recently undertaken a modernisation project over the last year, to review working practices and ensure they were fit for purpose. A strategy had been developed and the Panel were provided with an action plan that provided details on the development action taking place within the service. Under the four main headings of Leadership Development, Modern Working Arrangements, Service Delivery and Support Services and Business Development Opportunities

It was explained that the service was currently undertaking a benchmarking exercise that would provide appropriate data from which to develop a set of relevant performance indicators to help further develop the service. The Panel requested that a performance indicator be considered for grass cutting.

A customer satisfaction survey was now undertaken each month against a sample of customers who had been in contact with the service the previous month resulting in more meaningful feedback that could be used to improve services; develop staff training methods; or make appropriate changes to maintenance schedules.

A new structure had been implemented that brought all the different teams together under one overarching Manager and two team leaders. The result was a multi skilled pool of staff that can better respond to the needs of the service. Staff are more engaged in the work of the service are actively encouraged to suggest any improvements for service delivery.

### **3.4 SELECT MOVE**

**(Councillor Adrian Lowe, Executive Member for Homes and Business attended)**

The Panel considered a confidential report that provided responses to a number of questions raised by Members around

- the time taken to process, determine and allocate priority banding to applicants of Select Move
- simplifying the Select Move application to make it more user friendly but ensuring correct information is received
- measures that could be taken to help those applicants who know their existing tenancy will be terminated before they become homeless
- improvements to the interface between Select Move and members of the public
- information on the bidding cycle
- ensuring that social housing providers get an allocations service that they value.

It was explained that the Council used comparative information when developing the application forms to make sure that they followed a consistent approach and captured all the relevant information needed from which to form an accurate assessment of the applicant's needs.

Members were informed of the type of information required from Select Move applicants before an assessment of banding can be made and the common reasons for delay. A dedicated officer was currently working with Registered Social Landlords to identify those people that were struggling to pay their rent and to ensure help and assistance is offered to prevent tenants being at a risk of becoming homeless.

The Panel had concerns that the online service was not as good as it could be. Some of the Registered Social Landlords did not supply adequate information including photographs, whilst this was something that the Council sympathised with, they had very little control over but with the support of the Executive Member they continued to lobby the companies in an effort to improve the process for the customers and the Council.

## **3. KEY MESSAGES FROM SCRUTINY TASK GROUPS**

### **4.1 ADOPTION OF ESTATES**

The Scrutiny inquiry into the Adoption of Estates was suggested by Members of Chorley Council after very many requests by residents across the borough to address the growing number of estate and open space adoption issues.

The Task Group, chaired by Councillor Matthew Crow, looked in detail at the present problems that many constituents face when trying to get their estates adopted. It was accepted that there were some real issues for residents across the Borough and Members looked at past performance to identify areas where the process of adoption of estates has been both successful and less successful and lessons learnt from those experiences. Ways to improve the process could be identified for the future and further excessive delays prevented.

A mix of small and large housing estates were identified from across the Borough (that had or were still having, adoption issues) to be used as case studies from which to identify the concerns and issues that existed. The Group then interviewed the developers of these estates, along with borough and county officers and residents.

The estates chosen were

- Gillibrand, Chorley
- Buckshaw Village
- Kittiwake, Heapey
- Fairview Farm, Adlington

It was also highlighted that the Council needed to improve relations and communications with existing developers and other partner organisations in the Borough and to better engage with the public to develop their understanding and knowledge of the adoption process.

Whilst undertaking the review we were informed about a national review that is taking place by the Department for Transport (DoT) and Department of Communities and Local Government (DCLG) and a similar scrutiny review that had been undertaken by Northamptonshire County Council that provided us with a platform from which to start.

The findings of the Task Group and the specific recommendations resulting from them have the capacity to make improvements for customer and developer, adoption processes and partnership working.

The Task Group recognises that some of the recommendations will have financial implications on both the Borough and County Councils, and will therefore need to be given particular consideration by both Executive Cabinets, given the current financial pressures on the public sector.

The issues associated with the process of adoption are not just limited to this authority. It was recognised that changes are needed on a national scale and can only be achieved by changes to legislation.

That is not to say that Chorley Council can't play its part in ensuring that these changes are made. By developing existing procedures and policies and working more effectively with both our County Council colleagues and developers, we believe that we can progress current practices and improve the customer experience of the adoption process and we look forward to the Executive's response from both authorities..

#### **4.2 UPDATE ON PRIVATE RENTED HOUSING CONDITIONS**

Suggested by a Member of the Council and chaired by Councillor Beverley Murray, this Group which first met on April 2012, aimed to identify and tackle poor housing standards in some private rented properties in the Borough, to improve housing conditions for those tenants.

The Group were recommending that the Executive Cabinet consider the introduction of a partially proactive scheme of inspection which would use current intelligence and data sources - ie councillor and officer knowledge; estate agents; housing register etc. The scheme would be reactive to tenant complaints and would provide a base service from which a full inspection programme could be developed. The scheme would not capture all poor housing standards but would target bedsit and multi occupied property and poor housing hotspots.

We were informed that a report providing a full response to the recommendations from the review would be submitted to a forthcoming Executive Cabinet, however in the meantime work had already commenced within the Environment and Neighbourhoods Team to establish a

programmed inspection regime utilising existing resources of officers who were trained to inspect housing to the required standards. In addition, the introduction of a new IDOX database system had enabled the team to build up a comprehensive database of private rented accommodation using local intelligence, housing benefits information and council tax details.

The action currently being taken to address the issues raised within the final report of the task group were welcomed and we look forward to a further update later in the year.

## **4. CRIME AND DISORDER**

The Committee is required to scrutinise the work of the Community Safety Partnership through at least one meeting a year. This year along with reviewing the performance of the partnership, additional areas were identified through the Performance Panel for the Committee to review.

### **5.1 COMMUNITY SAFETY PERFORMANCE**

The review focused on the main crime categories of All Crime, Acquisitive Crime, Violent Crime (including domestic abuse), Criminal Damage (including Arson) and Anti-Social Behaviour.

Whilst the Partnership had experienced unwelcomed increases across several crime categories, Chorley's figure was still lower than the comparative group average, with the Chorley and South Ribble Partnership being 7<sup>th</sup> out of a cohort of 15. It was also important to consider what percentage of these crimes had been detected. Detection crimes are important, as they can limit further offences being committed by an individual and can also provide reassurance to our communities that criminals are being caught.

The Partnership is structured to ensure that statutory agencies and wider partners are able to respond as effectively as possible to the strategic and often dynamic priorities. 2012/13 has proved to be a challenging one for the Partnership as in addition to the recurrent seasonal threats to crime and disorder, there has been a number of one off events such as the Olympics, Euro 2012 and the Queens Jubilee which have presented unique challenges.

### **5.2 POLICE AND COMMUNITY SUPPORT OFFICERS**

The Chair of the Chorley and South Ribble Partnership provided us with information on the roles, duties and productivity of the Police and Community Support Officers (PCSO's) deployed in the Chorley Borough area that was partly funded by the Council.

Day to day, Lancashire Constabulary PCSO's carry out a number of varied duties which aim to reduce crime, disorder and anti-social behaviour along with helping to reduce reoffending, and work to improve community confidence and reassurance. They support a number of Council, Community Safety Partnership and wider policing issues and contribute to the priorities of the Community Safety Strategy including domestic abuse, child sexual exploitation, and night time economy, crime and anti-social behaviour.

### **5.3 INDEPENDENT DOMESTIC VIOLENCE ADVOCACY – FUNDING UPDATE**

We were provided with an update of the funding arrangements sought for the Independent Domestic Violence Advocacy (IDVA) Service in 2013/14 and beyond. The required funding position now needs to be sourced from its constituent partner agencies. We were informed that

as a number of these agencies cover the wider Lancashire footprint; discussions at county level were underway to ensure these agencies make the necessary budget provision on a countywide scale to include the portion necessary for the Chorley and South Ribble service to continue.

Officers had recently met with victims of domestic violence to talk through their journey and identify what improvements could be made to the service, particularly around suitable interventions and preventative measures.

## **5. CHALLENGING THE EXECUTIVE**

At the start of the year, the Executive Leader, Councillor Alistair Bradley and the Deputy Executive Leader, Councillor Peter Wilson attended a meeting to talk about the top ten priorities that the new administration aimed to deliver.

The Executive Leader welcomed the Committee scrutinising how well the proposals were working and felt that the overview would provide us with a good basis upon which we could work together positively with the Executive Cabinet and scrutinise the delivery of these actions in the future.

The following areas are Executive Cabinet items that Overview and Scrutiny has considered and made recommendations in 2012/13

- Community Safety and Crime and Disorder
- Update Report on Section 106 monies
- Budget Principles

### **6.1 CALL-IN REQUESTS**

There have been three requests to call in decisions made by the Executive Cabinet or relevant Executive Member. The first two requests, decisions relating to the former MacDonald's site and Chorley Remembers: Astley Coach House Gallery were rejected. The third request however, relating to a Town Centre Grants Package was upheld and the Executive Member for Homes and Business was asked to reconsider his decision.

Procedural lessons have been learnt in considering Call in requests. It was pleasing to see that the call-in process can generate public attendance and participation at scrutiny meetings.

## **7. FINANCIAL SCRUTINY**

The Executive Leader and Executive Member for Resources, Policy and Performance attended the Committee to answer Members questions about the Executives budget principles for 2012/13.

The information provided on the budget consultation was more detailed than in previous years. The proposals aimed to provide a budget that was more sustainable and took a longer term view to take into account the uncertainty facing local government finance settlements. The proposals also delivered projects to achieve the priorities of the administration, in the Town Centre, within neighbourhoods and relating to jobs and investment.

The Executive Leader stressed the importance of generating funding streams independently of grants from the Government, given the uncertainty regarding the future of local government finance. Other local authorities had become reliant on funding streams and were now struggling as the Government had withdrawn this funding. It was also important to create job opportunities for people and enable them to be financially independent and contribute to the local economy.

## **8. CONCLUSION**

2012/13 has been an interesting year for scrutiny, resulting in some key changes to approach with the creation of the Performance Panel. Challenges ahead are to continue to scrutinise areas of interest and concern to Councillors and their constituents; to follow up on the implementation of scrutiny recommendations; to work more effectively with our partners on scrutiny and to continue to challenge our Executive Members in a constructive way with recommendations that result in positive outcomes for the residents in Chorley.





Report of	Meeting	Date
Director of People & Places	Overview & Scrutiny Committee	11 July 2013

**UPDATE ON IMPLEMENTATION OF OUTSTANDING ACTIONS AGREED FOLLOWING THE OVERVIEW AND SCRUTINY TASK GROUP’S INQUIRY INTO ALLOTMENTS**

**PURPOSE OF REPORT**

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

**RECOMMENDATION(S)**

2. To note the update provided in the report.

**EXECUTIVE SUMMARY OF REPORT**

3. The report provides further update following the Overview and Scrutiny Task Group’s inquiry into allotments.

<b>Confidential report</b> Please bold as appropriate	Yes	No
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**CORPORATE PRIORITIES**

4. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	✓	A strong local economy	
Clean, safe and healthy communities	✓	An ambitious council that does more to meet the needs of residents and the local area	✓

**BACKGROUND**

5. An Overview and Scrutiny Committee Task Group undertook an inquiry into allotments and produced a report with recommendations in November 2010.
6. At a second monitoring update on 3<sup>rd</sup> September 2012, it was reported that all of the agreed actions had been implemented.

**CURRENT UPDATE**

7. The Manor Road site has now been completed and 11 plots have been made available. A further 10 plots are not available due to drainage issues. The Council is currently working

together with Lancashire County Council to resolve this matter. It is anticipated that the remaining plots will be available for the next growing season.

8. A further 32 allotment units are planned as part of the Rangleys Recreation Ground development which is due for completion in March 2014 providing there are no unforeseen delays.
9. Once both of these sites are fully unitised / available the total number of Council plots will be 199. This represents a 36% increase from the 146 plots that were available in 2010.
10. The waiting list stands at 405 and this has remained relatively constant during the last three years. Once all the plots become available this should reduce to 363.
11. The Parks and Open Spaces team continue to seek and identify further potential sites and this includes working with Parish Councils to also develop non-Council owned sites.
12. A number of potential future sites have also been proposed as part of the Local Development Framework.

**IMPLICATIONS OF REPORT**

13. 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**

14. At present, none of the updates will result in the Council requiring additional budget.

**COMMENTS OF THE MONITORING OFFICER**

15. There are no comments.

JAMIE DIXON  
DIRECTOR OF PEOPLE & PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jamie Dixon	5250	24-06-2013	OS Allotments Update 11-07-2013

Appendix 1 – List of agreed actions with updates that have previously been reported.

Overview & Scrutiny Recommendation	Executive Response	Update
<u>Provision and demand for allotments</u>		
That the applicants apply annually to the Council for an allotment,	Agreed. This will be introduced at the next point of correspondence.	Recommendation now in place
That vacant plots from within existing allotment provision be offered to applicants who have been on the waiting list the longest.	Agreed. Current letting criteria to change on 1 April to reflect this recommendation.	Recommendation now in place
That applicants on the general 'any site' waiting list only be allowed refusal of one plot, then placed on to the relevant Neighbourhood Area list.	Agreed. Current letting criteria to change on 1 April to reflect this recommendation. Please note the next response and the use of distance from a site rather than neighbourhood area.	Recommendation now in place.
That any new sites be allocated by a 50/50 split between the Neighbourhood Area applicants and the general 'any site' applicants to support Neighbourhood Working.	Agreed in part. The 50/50 split between long standing names on waiting list and local requirements is fair. Rather than use the neighbourhood area as a locality indicator, we plan to use their distance from a Council allotment site.	Recommendation now in place. New plots are now let using this methodology.
That Chorley Allotments Society be consulted on the Site Allocations Development Plan Document.	Agreed. They will be consulted at all key stages of the site allocation process.	Included as part of site allocations (LDF) process
That the Council considers the provision for allotments when negotiating Section 106 monies.	This will be considered on a case by case basis.	To be considered as part of future Section 106 allocations.
That the Head of Planning Services, be requested to develop a set of guidelines and good practice for use by private allotment owners.	Agreed.	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.
That the Chorley Allotments Society working in partnership with the Council be encouraged to facilitate an exchange scheme across all the sites.	This is felt to be good practice and should support future provision.	Being incorporated into the role an Allotment Advisory Group.
<u>Tenancy Agreement and monitoring and inspection procedures</u>		
That the Tenancy agreement be reviewed to include - appropriate rules and conditions to promote higher standards of maintenance - Definitive guidance on non compliance issues, to protect the Council's position.	Agreed.	Revised set of tenancy agreement in place for occupants of new sites.
That the Council provide suitable perimeter fencing on all its new sites that will be adequately maintained.	Agreed.	Recommendation now in place.
That the Council be responsible for the delineation of the actual plot, but that the allotment holder be then responsible for defining their boundaries, using safe and suitable materials.	Agreed. New sites will be delivered in this manner.	Recommendation now in place.
That the subject to consent, the allotment holder be responsible for erecting structures on the plot for the purposes of storage and cultivation using safe and suitable materials within a total floor space (to be determined).	Agreed. New sites will be delivered in this manner.	Recommendation now in place. To be reflected in revised tenancy agreements
That the new Tenancy Agreement be implemented on all new sites and when an existing allotment is occupied by a new holder.	Current letting criteria to change on 1 April to reflect this.	Recommendation in place.
<u>Allotment charges</u>		
That the annual charge of £39.50 be increased annually on 1 April in line with inflation.	The Executive support the general principle of increasing charges by inflation. However, the Executive would want to retain the flexibility to set fees and charges on an annual basis.	Recommendation now in place.
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.	Agreed. There is no evidence that the annual charge presents a barrier to take up.	Following further consultation decision taken to keep concessionary rate.
That it be Council policy to reduce	Agreed.	Recommendation

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.		in place.
That the present mains water provision be maintained on the two sites but at cost neutral to the Council.	Agreed.	The allotment advisory group have decided to retain the use of mains water and have volunteered to remove the use of hose pipes / sprinklers.
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.	Agreed.	The cost for water provision is now being met within the existing allotment budget
That the provision of a free water butt for all new allotment holders be withdrawn or offered at cost.	Agreed.	Water butts no longer provided.
That information help and guidance be provided to new allotment holders on the sustainability agenda.	Agreed.	Advice available as required.
<b><u>Community Growing</u></b>		
That the Council be encouraged to continue working closely with Lancashire Wildlife Trust over the next three years, sharing information, staff time and resources to ensure the success of the Community Food Growing Action Plan.	Sarah Turner (Community Growing Officer) is in place to help ensure this happens.	Sarah Turner is based at Bengal Street Depot and this ensures that the community growing work is integrated with the allotments.
<b><u>Community Management of Allotments</u></b>		
That allotment holders on any new site be supported and encouraged to pilot a community based management arrangement.	The Council's policy of community management will be developed, as appropriate.	To be developed through the Allotments Advisory Group.
That the Council would endorse the value of its allotment holders joining the Chorley Allotments Society through the contract and other associated paperwork.	Agreed.	Recommendation now in place.
That User Groups be established as and when required for the purposes of consultation.	Agreed.	To be developed as part of the Allotment Advisory Group.

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	11 July	25 July	26 Sept	10 Oct	5 Dec	9 Jan	13 Mar	10 April
Performance Monitoring Panel Meeting (to consider Council projects, Directorate and LSP monitoring)		*	*		*		*	
Performance Monitoring Panel Minutes	*			*		*		*
Update Report on Section 106 monies								*
Notice of key decisions	*			*	*			*
Executive Cabinet minutes	*			*	*			*
Budget Scrutiny						*		
Health Scrutiny	*							
<b>Scrutiny Reviews</b>								
Adoption of Estates				F				1M
Allotments	3M							
Lancastrian				3M				
Private Rented Housing Inspection								
Select Move				S/C				
Tourism and Promoting Chorley				3M				
<b>Potential topics for future reviews</b>								
Development Control processes and procedures								
Health review, including provision in Chorley East								
Maintenance of highways, in particular potholes								
The role of the Police and Crime Commissioner								
Chorley's contact call centre								
Public Transport issues								
<b>Crime and Disorder</b>								
Review of crime performance						*		*
<b>Work Programme</b>								
Work Programme	*			*	*			*
Annual Report	*							

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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## Chorley Council –Notice of Executive decisions

1. This document gives 28 days notice of 'key' and other major decisions which the Executive Cabinet and Executive Members expect to take. The document is updated as required and is available to the public on the Council's website at [www.chorley.gov.uk](http://www.chorley.gov.uk) or from the Town Hall, Market Street, Chorley, PR7 1DP.
2. A 'Key' Decision is defined as:
  - a) A, 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.
  - b) 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.
  - c) Under the Access to Information Procedure Rules set out in the Council's Constitution, a 'Key' Decision may not be taken, unless 28 days notice have been given in this document;
  - d) The law and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions.
3. The Executive Cabinet is made up of the Executive Leader, Deputy Leader and four Executive Members with the following portfolios:  
Executive Leader and Executive Member (Economic Development and Governance)    Councillor Alistair Bradley  
Deputy Executive Leader and Executive Member (Resources, Policy and Performance)    Councillor Peter Wilson  
Executive Member (People)    Councillor Beverley Murray  
Executive Member (Homes & Business)    Councillor Terry Brown  
Executive Member (LDF and Planning)    Councillor Dennis Edgerley  
Executive Member (Places)    Councillor Adrian Lowe
4. 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](http://www.chorley.gov.uk). If there are any queries, including objections to items being considered in private, please contact the Council on 01257 515151 or email [contact@chorley.gov.uk](mailto:contact@chorley.gov.uk).

**Gary Hall, Chief Executive**

**Last updated: 02 July 2013**

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
August							
Individual Electoral Registration	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A significant impact in environmental, physical, social or economic terms on communities living or	15 Aug 2013	No	Details can be found here: <a href="http://www.legislation.gov.uk/ukpga/2013/6/contents/enacted">http://www.legislation.gov.uk/ukpga/2013/6/contents/enacted</a>	Report of the Chief Executive
Revenue Budget Monitoring 2013/14 Report 1 (end of June 2013)	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A change in service provision that impacts upon the service revenue budget by £100,000 or more	15 Aug 2013	No	The previous report can be found here: <a href="http://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?Id=30762">http://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?Id=30762</a>	Report of the Chief Executive
Capital Programme Monitoring 2013/14 - 2015/16	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A new or unprogrammed capital scheme of £100,000 or more	15 Aug 2013	No	The previous report can be found here: <a href="http://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?Id=30763">http://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?Id=30763</a>	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Chorley Council Performance Monitoring Quarter One 2013/14	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		15 Aug 2013	No	The previous report can be found here: <a href="http://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?Id=30486">http://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?Id=30486</a>	Report of the Chief Executive
Chorley Partnership Performance Monitoring Quarter One 2013/14	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		15 Aug 2013	No	The previous report can be found here: <a href="http://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?Id=30487">http://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?Id=30487</a>	Report of the Chief Executive
Land Drainage Policy and Service Review	Executive Cabinet	Executive Member (Places)	A significant impact in environmental, physical, social or economic terms on communities living or	15 Aug 2013	No	Details can be found here: <a href="http://democracy.chorley.gov.uk/documents/s5849/LandDrainageActRept.pdf">http://democracy.chorley.gov.uk/documents/s5849/LandDrainageActRept.pdf</a>	Report of the Director of People and Places

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Contract Award - Refurbishment Works 98-102 Market Street	Executive Cabinet	Executive Leader, Executive Member (Economic Development and Governance)	A contract worth £100,000 or more	15 Aug 2013	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Chief Executive
Future meetings							
Revenue Budget Monitoring 2013/14 Report 2 (End of September 2013)	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		21 Nov 2013	No	The previous report will be posted here	Report of the Chief Executive
Capital Programme Monitoring 2013/14 - 2015/16	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A new or unprogrammed capital scheme of £100,000 or more	21 Nov 2013	No	The previous report will be posted here	Report of the Chief Executive

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Chorley Council Performance Monitoring Quarter Two 2013/14	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		21 Nov 2013	No	The previous report will be posted here	Report of the Chief Executive
Chorley Partnership Performance Monitoring Quarter Two 2013/14	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		21 Nov 2013	No	The previous report will be posted here	Report of the Chief Executive
Revenue Budget Monitoring 2013/14 Report 3 (End of December 2013)	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		13 Feb 2014	No	The previous report will be posted here	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Capital Programme Monitoring 2013/14 and Capital Programme 2014/15 to 2016/17	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A new or unprogrammed capital scheme of £100,000 or more	13 Feb 2014	No	The previous report will be posted here	Report of the Chief Executive
Chorley Council Performance Monitoring Quarter Three 2013/14	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		13 Feb 2014	No	The previous report will be posted here	Report of the Chief Executive
Chorley Partnership Performance Monitoring Quarter Three 2013/14	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		13 Feb 2014	No	The previous report will be posted here	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Executive Member Decisions							
Chorley Business Investment for Growth Grant: S&S Northern Ltd	Executive Leader, Executive Member (Economic Development and Governance)	Executive Leader, Executive Member (Economic Development and Governance)		Not before 7th Jun 2013	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: <a href="http://democracy.chorley.gov.uk/ie/issueDetails.aspx?Id=30043&amp;Opt=3">http://democracy.chorley.gov.uk/ie/issueDetails.aspx?Id=30043&amp;Opt=3</a>	Report of the Director of Partnerships and Planning
Development of Chorley's Community Bank 2013 - 2016	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A change in service provision that impacts upon the service revenue budget by £100,000 or more	Not before 8th Apr 2013	No	Details can be found here: <a href="http://democracy.chorley.gov.uk/ie/ListDocuments.aspx?Cid=114&amp;Mid=3111&amp;Ver=4">http://democracy.chorley.gov.uk/ie/ListDocuments.aspx?Cid=114&amp;Mid=3111&amp;Ver=4</a>	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Town Centre Grants Package, Shop Front Improvement Grant/Shop Floor Refurbishment Grant/Business Rate Subsidy: Sparkle Accessories, 8 Chapel Street	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		June 2013	Yes, paragraph 3 (information relating to the financial or business affairs of any particular person including the authority holding that information)	Details can be found here: <a href="http://democracy.chorley.gov.uk/issueDetails.aspx?Id=2829&amp;Opt=3">http://democracy.chorley.gov.uk/issueDetails.aspx?Id=2829&amp;Opt=3</a>	Report of the Director of Partnerships and Planning
Appointment of Consultants to Undertake a Gypsy & Traveller and Travelling Showpeople Accommodation Needs Assessment for the Central Lancashire Authorities – Preston, Chorley and South Ribble	Executive Member (LDF and Planning)	Executive Member (LDF and Planning)		July 2013		Details can be found here: <a href="http://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?Id=31005&amp;Opt=0">http://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?Id=31005&amp;Opt=0</a>	Report of the Director of Partnerships and Planning



Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Adlington Scouts Lease of Premises	Executive Member (People)	Executive Member (People)	A significant impact in environmental, physical, social or economic terms on communities living or	Not before 5th Jun 2013	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Chief Executive
Astley Park Accreditation	Executive Member (People)	Executive Member (People)		Not before 30th May 2013	No	No	Report of the Director of People and Places
Rufford Close Adoption	Executive Member (Places)	Executive Member (Places)		Not before 12th Apr 2013	No	No	Report of the Director of People and Places
Tree Policy	Executive Member (Places)	Executive Member (Places)		Not before 12th Apr 2013	No	No	Report of the Director of People and Places

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Change of Neighbourhood Priority for Chorley Town West	Executive Member (Places)	Executive Member (Places)		Not before 10th Jun 2013	No	Details can be found here: <a href="http://democracy.chorley.gov.uk/mg/IssueHistoryHome.aspx?Id=29714">http://democracy.chorley.gov.uk/mg/IssueHistoryHome.aspx?Id=29714</a>	Report of the Director of People and Places
Local policy for those deemed not to be eligible for housing assistance with or without recourse to public funds	Executive Member (Homes and Business)	Executive Member (Homes and Business)	A significant impact in environmental, physical, social or economic terms on communities living or	Not before 10th May 2013	No	No	Report of the Director of Partnerships and Planning
Tender evaluation methodology for single homelessness measures	Executive Member (Homes and Business)	Executive Member (Homes and Business)	A change in service provision that impacts upon the service revenue budget by £100,000 or more	Not before 10th May 2013	No	No	Report of the Director of Partnerships and Planning