

02 October 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, 10th October 2013 commencing at 6.30 pm.

AGENDA

1. **Apologies for absence**

2. **Minutes (Pages 5 - 8)**

To confirm the minutes of the Overview and Scrutiny Committee meeting held on 11 July 2013 as a correct record (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 Minutes (Pages 9 - 22)**

To consider the enclosed minutes of the Executive Cabinets held on 15 August and 12 September 2013.

6. **Overview and Scrutiny Performance Panel minutes (Pages 23 - 26)**

To consider the enclosed minutes of the Overview and Scrutiny Performance Panel held on 26 September 2013.

7. **Overview and Scrutiny Review of Tourism and Promoting Chorley - Monitoring Report (Pages 27 - 32)**

To consider the final monitoring report of the recommendations implemented from the scrutiny review of Tourism and Promoting Chorley (enclosed)

8. **Overview and Scrutiny Review of the Lancastrian (Pages 33 - 38)**

To consider the final monitoring report of the recommendations implemented from the scrutiny review of the Lancastrian (enclosed)

9. **Crime and Disorder Scrutiny**

The Head of Health, Environment and Neighbourhoods will present a verbal report on potential topics for the scrutiny of crime and disorder.

10. **Economic Development Strategy**

The Head of Economic Development and the Executive Leader will deliver a presentation on Chorley's Economic Development Strategy for the Borough.

11. **Reports from the Overview and Scrutiny Task Groups**

Overview and Scrutiny Task Group – Select Move

To receive a verbal update on the inquiry from the Chair, Councillor Graham Dunn

Overview and Scrutiny Task Group – Play and Open Spaces Strategy

To receive a verbal update on the inquiry from the Chair, Councillor Julia Berry

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

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

13. **Notice of Key Decisions (Pages 41 - 56)**

To receive and consider the Notice of Key Decisions published on 1 October 2013 (enclosed)

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

Yours sincerely



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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 (Chorley Borough Councillor For Lostock Ward), Graham Dunn, Robert Finnamore, Hasina Khan, Keith Iddon (Eccleston and Mawdesley), Roy Lees, Marion Lowe, Mick Muncaster (Clayton-le-Woods West and Cuerden), 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), Dianne Scambler (Democratic and Member Services Officer), Cath Burns (Head of Economic Development), Simon Clark (Head of Health, Environment & Neighbourhoods) and Chris Sinnott (Head of Policy and Communications) for attendance.

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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

Thursday, 11 July 2013

Present: Councillor Steve Holgate (Chair), Councillor Mark Perks (Vice-Chair) and Councillors Julia Berry, Doreen Dickinson, Robert Finnamore, Hasina Khan, Roy Lees, Marion Lowe, Mick Muncaster, Geoffrey Russell, Rosie Russell and Kim Snape

Also in attendance

Councillors: Councillor Alison Hansford

Officers: Gary Hall (Chief Executive), Simon Clark (Head of Health, Environment & Neighbourhoods), Jamie Dixon (Head of Streetscene & Leisure Contracts) and Dianne Scambler (Democratic and Member Services Officer)

13.OS.31 WELCOME

The Chair, Councillor Steve Holgate, welcomed everyone to the first meeting of the Overview and Scrutiny Committee.

13.OS.32 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Graham Dunn and Keith Iddon.

13.OS.33 MINUTES

RESOLVED

a) Confirmation

That the minutes of the Overview and Scrutiny Committee held on 8 April 2013 be confirmed as a correct record for signing by the Chair.

b) Matters arising

13.OS.25 - Overview and Scrutiny Review : Private Rented Housing Inspection – Update

Members inquired if there had been any further research into a landlord accreditation scheme as there were concerns that the welfare reform changes could impact on standards. It was explained that when the review had been undertaken, the Task Group had deemed such a scheme as inappropriate.

It was noted that there had been a response to the recommendations of the Task Group, contained within the Executive Cabinet minutes of its meeting on 20 June 2013 further down the agenda. All the recommendations had been approved by the Cabinet and it was considered that the private rented sector housing standards policy and inspection regime would improve standards.

A more detailed report on the Executive Cabinets response to the recommendations contained within the review would be submitted to the next meeting of Overview and Scrutiny Committee for Members consideration.

13.OS.34 DECLARATIONS OF ANY INTERESTS

No declarations of any interests were received.

13.OS.35 PUBLIC QUESTIONS

There were no questions by any member of the public.

13.OS.36 EXECUTIVE CABINET

13.EC.54 – Chorley Inward Investment Plan

Issue raised

It had been agreed that a copy of the full plan would be made available to Members and the Chief Executive explained that this would be published in the next edition of *intheknow*, that Friday.

13.OS.37 ANNUAL SCRUTINY REPORTING BACK REPORT 2012/13

Members considered the Overview and Scrutiny Annual Report that detailed the work of the Committee in 2012/13, including the specific outcomes from the Task Groups and the Committee's role in finance scrutiny, other performance and holding the Executive to account.

It was reported that a formal response to the recommendations contained within the Adoption of Estates Review that related to Lancashire County Council was expected shortly.

Members were provided with a further update on the IDVA funding. The Clinical Commissioning Groups had no plans to contribute to a centralised IDVA service for 2013/14. Had they had already allocated their funds to existing priorities. This meant that the IDVA service would continue to be provided on a local basis. Members were very disappointed with this outcome and asked if more could be done secure funding in the future.

As part of the Streetscene Modernisation, scrutiny focus, Members had been assured that the absence of bus timetables at bus stops across the borough would be addressed. As they had not been reinstated, the Head of Streetscene and Leisure Contracts agreed to follow this up.

The report would be amended to reflect that the Committee had considered the Executives budget proposals for 2013/14 instead of the budget principles as in previous years.

RESOLVED – That the report be noted and be submitted to full Council in July.

13.OS.38 COUNCIL SERVICES - HOW WE IMPACT ON THE HEALTH OF OUR CITIZENS

The Head of Health, Environment and Neighbourhoods delivered a presentation to Members on how the Council impacts on the health of its citizen's.

The Council delivers a number of health related services, such as, Environmental Health and Housing, Planning and Development Control, Sports and Leisure, Economic Development and Welfare Benefits.

Effective partnership working is key to the successful delivery of many of these services and the authority is actively involved in the Chorley and South Ribble Health and Wellbeing Partnership. Many health initiatives have been incorporated into the neighbourhood priorities and the Council continues to work closely with the Voluntary and Community Faith Sector (VCFS) network.

Scrutiny's role was in measuring health impact, Joint Strategic Needs Assessments (JSNA) would analyse the health needs of populations to inform and guide commissioning of health and wellbeing services within local authority areas. However,

these assessments would identify long term health trends that would be difficult to measure at present. The new arrangements would need time to become established with many of the health benefits only becoming measurable over a longer period of time.

In the meantime it was important to identify short term indicators that would include assessing value for money at a local level and the tracking of partner and council service delivery to measure their success.

There was a new remit of the County Council to scrutinise health and wellbeing. All the districts were represented on the Health and Wellbeing Board and Healthwatch had recently been launched to scrutinise accountability and public involvement.

Members felt that there needed to be a more coordinated approach to the gathering of all the statistical information that was available for each of the neighbourhood areas. The neighbourhood plans should include every aspect relating to the health and wellbeing of its residents in that area.

It was also felt that there needed to be better collaboration and communication with the County Council and that all Members would benefit from an information session to update them on the latest situation with regards to the health and wellbeing agenda.

It was suggested that the Committee undertake a piece of work to look at the emerging Play and Open Spaces Strategy (e.g. what we're going to do over the next 5 years in the light of the analysis undertaken by KKP for the LDF process) and to see, using our Impact Assessment methodologies, whether the health and wellbeing opportunities are being maximised.

RESOLVED

- 1. That an information session on the health and wellbeing agenda to be delivered to all Members of the Council.**
- 2. That the Overview and Scrutiny Committee undertake a review of the emerging Play and Open Spaces Strategy at a dedicated meeting. To be chaired by Councillor Julia Berry, with support from Councillor Mark Perks.**

13.OS.39 OVERVIEW AND SCRUTINY PERFORMANCE PANEL 2013/14

RESOLVED – That the Membership of the Overview and Performance Panel for 2013/14 be confirmed as follows:

Councillor Steve Holgate (Chair)
Councillor Mark Perks (Vice Chair)
Councillor Julia Berry
Councillor Keith Iddon
Councillor Marion Lowe
Councillor Kim Snape

13.OS.40 OVERVIEW AND SCRUTINY REVIEW FOR ALLOTMENTS - MONITORING REPORT

The Committee received a report of the Direct of People and Places providing them with an update on the implementation of outstanding actions agreed following the Overview and Scrutiny Task Group review of allotments.

It had previously been reported that all agreed recommendations had been actioned and this report provided additional works that had implemented since.

Additional plots have been made available at Manor Road, with more planned as part of the Rangletts Recreation Ground development due for completion in March 2014. This would represent a 36% increase from the 146 plots that were available in 2010

and see a reduction on the waiting list from 405 to 363. Although this was still a substantial number, it was explained to Members that some people had refused four or five allotments, opting to wait for a site nearer to home.

The Parks and Open Spaces team continued to seek and identify further potential sites and included working with Parish Councils to develop non-Council owned sites. The team were currently assisting Coppull Parish Council to implement 20 plots to the rear of St. Oswald's Church. This would help to relieve general waiting lists but would be managed by the parish council.

The Committee were pleased that the team continued to identify additional sites across the borough.

RESOLVED – That the report be noted.

13.OS.41 OVERVIEW AND SCRUTINY TASK GROUP - SELECT MOVE

The Chair updated the Committee on the progress made on the Overview and Scrutiny Task Group – Select Move.

The first meeting of the Task Group will take place on 18 July 2013 and would be an information gathering session that would allow Members to effectively scope the review.

RESOLVED – That the Membership of the Overview and Scrutiny Task Group – Select Move be as follows:

Councillor Graham Dunn (Chair)
Councillor Hasina Khan (Vice-Chair)
Councillor Julia Berry
Councillor Alison Hansford
Councillor Paul Leadbetter
Councillor June Molyneaux
Councillor Steve Murfitt
Councillor Paul Walmsley

13.OS.42 OVERVIEW AND SCRUTINY WORK PROGRAMME 2013/14

Members considered the Overview and Scrutiny Work Programme for 2013/14.

It was agreed by the Committee that the next Overview and Scrutiny Task Group would be Development Control processes and procedures, with particular reference to the Local Enforcement Plan that was due to be approved at Council on 17 July 2013.

RESOLVED – That the Work Programme be noted.

13.OS.43 NOTICE OF EXECUTIVE DECISIONS

The Committee received the current notice of Executive decisions for information.

Chair

Executive Cabinet

Minutes of meeting held on Thursday, 15 August 2013

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

Also in attendance

Lead Members: Councillors June Molyneaux and Julia Berry

Other Members: Councillors Eric Bell, Henry Counce, John Dalton, Harold Heaton, Paul Leadbetter, Marion Lowe, Mick Muncaster and John Walker

Officers: Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Chris Moister (Head of Governance), Susan Guinness (Head of Shared Financial Services), Simon Clark (Head of Health, Environment & Neighbourhoods), Sarah James (Partnerships Manager), Victoria Willett (Performance Improvement Officer), Vanessa Fitzgerald (Policy and Engagement Assistant) and Ruth Rimmington (Democratic and Member Services Officer)

Members of the public: None.

13.EC.64 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor Terry Brown.

13.EC.65 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 20 June 2013 be confirmed as a correct record and signed by the Executive Leader.

13.EC.66 DECLARATIONS OF ANY INTERESTS

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

13.EC.67 PUBLIC QUESTIONS

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

13.EC.68 REFURBISHMENT WORKS 98-102 MARKET STREET

The Executive Leader presented a report which set out the tender procedure being used and requested authority for the use of the criteria intended to award the contract.

The bids would be assessed on the scoring matrix of 80% cost and 20% quality. This was the usual split for this type of contract.

The Leader advised there had been 11 expressions of interest in taking a lease of the one of the premises, including the kiosk. They were from a variety of businesses, represented the aspirations for the town centre and included businesses that would contribute to bringing customers into the town and the town centre offer.

Decision made

1. **Approval granted to the tender process for the award of the contract.**
2. **Approval granted to the award criteria detailed at paragraph 24.**
3. **Approval granted that the award of the contract be delegated to the Executive Leader.**

Reason(s) for decision

1. The Council's contract procedure rules require the procurement process and assessment criteria to be approved by the Executive. The procedure implemented provides an open and transparent process for the award of the contract. The use of the pre qualification questionnaire enables the Council to limit the parties who are asked to tender for the works to those who satisfy preliminary tests. This will limit the number of technical bids meaning a speedier and more efficient contract award process.
2. The Criteria are those suitable for this type of contract.

Alternative option(s) considered and rejected

1. Previous decisions relating to this site have addressed the type of works to be undertaken. This report concerns the award of the refurbishment contract and the process to be followed.
2. The award could have been following a full tender process, but it was felt this would be lengthy and more complicated due to the number of likely tenders. Each would have then had to have had a technical bid to consider. This would have extended the time taken and the cost to the authority.

13.EC.69 INDIVIDUAL ELECTORAL REGISTRATION

The Executive Member (Resources, Policy and Performance) presented a report which outlined the details surrounding the introduction of Individual Electoral Registration (IER) and the processes and timescales involved in the transition.

People who failed to register under the new system in 2014 would have their registration carried forward to 2015 ensuring that they would be registered to vote at the 2015 UK general election. However, postal or proxy voters would need to register under the new system from 2014 or they would automatically lose the right to use this method of voting.

In response to a query it was noted that following implementation, there would be other associated costs in respect of the maintenance of systems; scanning equipment, printing and postage costs but there would be no additional funding to cover these.

A dry run of electoral registers against the Department for Work and Pensions (DWP) data base had recently been undertaken which allowed the Council to identify particular issues it would face in creating a full and accurate local register, and would be used to identify any resource implications. 83.4% of the data had matched which was currently the highest match figure in Lancashire.

Decision made

1. **To note the report.**
2. **Approval granted to the Executive Member (Resources, Policy and Performance) to use delegated authority to agree any additional funding for resources necessary for the implementation of IER as required by the Electoral Registration and Administration Act 2013.**

Reason(s) for decision

To facilitate the full transition to IER in line with the legislation timescales.

Alternative option(s) considered and rejected

There are no alternatives as the Council is legally obliged to adopt the provisions as set out in the Electoral Registration and Administration Act 2013.

13.EC.70 REVENUE BUDGET MONITORING 2013/14 REPORT 1 (END OF JUNE 2013)

The Executive Member (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 2013/14.

The Council expected to make overall target savings of £200,000 in 2013/14 from management of the establishment. A total saving of £50,000 had been achieved in the first quarter, leaving a further £150,000 remaining for the target to be achieved for the year. Further savings should be made as the year progressed and more vacancies occur but if the remaining target was not achieved, budget efficiencies would need to be identified elsewhere to ensure the target for the year was achieved.

The Council's Medium Term Financial Strategy proposed that working balances were to be maintained at a level no lower than £2.0m due to the financial risks facing the Council. The current forecast to the end of June show that the General Fund balance would be around £2.095m. This would reduce to around £2.019m should the recommendations outlined in the report be approved. This would put the Council in a strong position and should help to mitigate against future risks associated with the Local Business Rates Retention scheme from April 2013.

In response to a query it was noted that this related to where money would be sourced from, if required, relating to Regeneration Projects. It was estimated that £20,000 might be required to cover business rates for the empty retail units. Further details on this budget would be set out in future monitoring reports.

Decision made

- 1. Recommendation supported that Council approve the use of £143,000 of the Town Centre Reserve for revenue financing of the capital scheme for resurfacing of three Town Centre car parks.**
- 2. Recommendation supported that Council approve the use of the £40,000 one-off Minimum Revenue Provision saving, relating to Regeneration Projects in the 2013/14 Capital Programme, to finance revenue costs relating to the projects including the cost of business rates for 98-102 Market Street outlined in paragraph 21.**
- 3. Recommendation supported that Council approve the use of the one-off £35,950 Minimum Revenue Provision saving, arising from the rephasing of capital expenditure from 2012/13, for the reduction of debt as detailed in paragraph 28.**

Reason(s) for decision

To ensure the Council's budgetary targets are achieved.

Alternative option(s) considered and rejected

None.

13.EC.71 CAPITAL PROGRAMME MONITORING 2013-14 - 2015-16

The Executive Member (Resources, Policy and Performance) presented a report which updated the Capital Programme for 2013/14 and provisional budgets for 2014/15 and 2015/16, to take account of additional resources and other proposed

budget changes. The report also presented an updated analysis of the receipt and use of developers' contributions for the financing of capital projects between 2013/14 and 2015/16.

Few changes were required to the 2013/14 Capital Programme at this stage. A net increase in the programme of £102,720 was proposed in the report. The provisional budgets for 2014/15 and 2015/16 were each reduced by £50,120 because of the estimated reduction in DFGs funded by housing associations.

Decision made

- 1. Recommendation supported that Council approve the amendments to the Capital Programme for 2013/14, as presented in column (2) of Appendix 1.**
- 2. Recommendation supported that Council approve the amendments to the provisional budgets for 2014/15 and 2015/16, as presented in columns (5) and (8) of Appendix 1.**

Reason(s) for decision

1. It is necessary for Council to approve the revised 2013/14 Capital Programme, to take account of additional resources, the transfer of budgets to revenue, the allocation of budgets to specific projects for monitoring purposes, and changes to the presentation of financing of the programme.
2. Provisional budgets for 2014/15 and 2015/16 should be updated to reflect the resources estimated to be available.

Alternative option(s) considered and rejected

None.

13.EC.72 CHORLEY COUNCIL PERFORMANCE MONITORING QUARTER ONE 2013/14

The monitoring report was presented by the Executive Member (Resources, Policy and Performance) and set out the performance against the delivery of the Corporate Strategy, the Residents Survey 2013 and key performance indicators during the first quarter of 2013/14, 1 April to 30 June 2013.

One project was rated amber; Trial re-opening of Market Street. Lancashire County Council have taken responsibility for finalising the design and delivering the scheme. The anticipated completion date was October 2013.

A postal Resident Survey 2013 had been undertaken with 1,234 responses having been received. Ten of the eleven indicators performed above target or within the 5% tolerance, and all of the indicators had either maintained or improved performance when compared to 2008. The % of residents who feel that the Council provides value for money had increased from 41.4% in 2008 to 51.1%. In the current economic climate this was a positive result.

On the Corporate Strategy measures four indicators performed below target; the percentage of 16-18 year olds who are not in education, employment or training (NEET), the percentage of domestic violence detections, the percentage of residents who feel that Chorley Council provide value for money, and the percentage of customers dissatisfied with the way they were treated by the Council.

In response to queries further updates were given in relation to the Working Together With Families project and the Friday Street Health Centre.

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.73 CHORLEY PARTNERSHIP PERFORMANCE MONITORING QUARTER ONE 2013/14

The monitoring report was presented by the Executive Member (Resources, Policy and Performance). This was the first in a new format of partnership performance reports which set out the priorities and performance of the Chorley Partnership for the first quarter of 2013/2014, from 1 April to 30 June 2013.

The report presented how successful partnership groups had been delivering against priorities in that quarter. This was a move away from using performance indicators towards placing some contextual information regarding the work that had been delivered and what impact and outcomes this had achieved.

Overall progress against priorities was excellent, of the nineteen priorities identified across the partnership, seventeen were rated as green and two were rated as not started.

Members discussed the priorities of Domestic Violence and Violent Crime, and Child Sexual Exploitation.

Decision made

To note the report.

Reason(s) for decision

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

Alternative option(s) considered and rejected

None.

13.EC.74 ENERGY UTILITY CONTRACTS

The Executive Member (Resources, Policy and Performance) explained that the report updated Members on the process of appointing a new electricity supplier for the Council.

The Executive Member had recently approved the continued use of the Yorkshire Purchasing Organisation for the procurement of the Council's energy utility suppliers. The scoring matrix for the consideration of any bids made within the YPO Framework had also been approved.

Members noted that YPO were a Public Sector Buying Organisation who procured energy on behalf of in excess of 80 Public Sector Bodies. Chorley Council had used YPO since 1998.

Decision made

Approval granted for authority to be delegated to the Executive Member for Resources, Policy and Performance to award a contract for the supply of electricity to Council buildings for the period April 2015 – March 2019 to the preferred contract proposed by the YPO.

Reason(s) for decision

The award will provide a continued utility services provision for the council.

Alternative option(s) considered and rejected

None.

13.EC.75 RESURFACING OF THREE TOWN CENTRE CAR PARKS

The Executive Member (Resources, Policy and Performance) presented a report which sought approval for the award procedure and evaluation criteria for the contract for resurfacing and improvements to the Portland Street, Flat Iron and short stay Fleet Street car parks.

The report also sought approval for the car park behind the former McDonald's site to become a pay and display car park (total 70 spaces) with a small number of free spaces. This car park would be tarmaced and vehicle access would remain via Fleet Street.

Members discussed the need to carry out this work at minimal disruption to shoppers and traders. It was clarified that black tarmac would be used and that the current red brick work would be made good.

Decision made

- 1. Approval granted to the procurement approach of advertising tenders through the Chest e-tendering system using an open invitation to five contractors from Lancashire County Council's (LCC) approved list plus LCC themselves.**
- 2. Approval granted to tenders being evaluated to establish the most economically advantageous tender based on 80% cost, 20% quality.**
- 3. Approval granted to the car park behind the former McDonald's site becoming a short stay pay and display car park but also to include 10 spaces free for the first 30 minutes.**

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 would fail to comply with the Council Procurement rules.

13.EC.76 PARK AND OPEN SPACES MEMORIAL POLICY

The Executive Member for People explained that the report provided an update following consultation on the Parks and Open Spaces Memorial policy and sought approval for the adoption of the policy.

Seven consultation responses had been received which were set out in the appendix to the report. In light of the consultation, the draft policy had been amended.

Members noted this was a sensitive area and that the Policy would bring clarity for officers and residents.

Decision made

Approval granted that the consultation and responses be noted and that the amended policy be formally adopted with immediate effect.

Reason(s) for decision

To clarify the Council's position regarding memorials and to provide officers with an approved mechanism for accepting / refusing requests, and to manage on-going memorial maintenance.

Alternative option(s) considered and rejected

1. Continue to consider requests for memorial items on an ad-hoc basis. A shortage of remaining space and the suitability of some requests would make this option unsustainable.
2. No longer accepting any form of memorial requests for any of our sites - an unnecessary measure.

13.EC.77 END OF YEAR CORE FUNDING REPORT 2012/13

The Executive Member for People presented a report which updated Members on the performance of the core funding recipients during 2012/13.

At the Executive Cabinet meeting in March 2013, the core funding allocation for 2013/14 was agreed. The recipients were now in the process of delivering, and were subject to quarterly monitoring. This was proportional based on the value of the grant, and increased to detailed quarterly monitoring reports for the larger contracts.

It was noted that organisations who had been unsuccessful in gaining funding could request an appointment to discuss their application.

Decision made

To note the report.

Reason(s) for decision

To facilitate the on-going analysis and management of the Council's Core funding process.

Alternative option(s) considered and rejected

None.

13.EC.78 CLAYTON BROOK VILLAGE HALL – COMMUNITY MANAGEMENT

The Executive Member for People presented a report which set out a request from Clayton Brook Community House to progress the transfer of Clayton Brook Village Hall into community management.

The community management of Council assets was an established policy, with community centres in community management at Fairview and Tatton. There are also a number of playing pitches and open spaces that were in community management with local organisations.

This work with Clayton Brook Community House would need to consider whether the existing group was the appropriate organisation to take on the community management and to consider representation from the broadest possible cross section of the local community.

Decision made

1. **Approval granted that officers be instructed to work with Clayton Brook Community House to pursue the option of community management at Clayton Brook Village Hall.**
2. **Approval granted that a condition of community management be that Clayton Brook Community House look at the best type of organisational structure to manage the facility and show how the representation on this**

organisation would draw from as broad a cross section in the local area as possible.

Reason(s) for decision

The recommendation, if approved is consistent with the Council's policy of transferring assets into community management. This empowers the local community and gives them greater ownership, involvement and influence on decisions in their local community. There is also a potential financial saving with this delivery model.

Alternative option(s) considered and rejected

Not to consider transferring the Village Hall into community management.

13.EC.79 ALLOCATION OF SAGAR HOUSE SECTION 106 EQUIPPED PLAY SPACE CONTRIBUTION

A report was presented by the Executive Member for People which set out a request from Ecclestone Parish Council for a grant of £77,000 towards the provision of a multiuse ball court with associated landscaping, paths and lighting on the recreation ground at Drapers Avenue, Ecclestone.

The report requested that the remaining Section 106 balance be spent on a Council owned site in or near to Ecclestone which was recommended for improvement in quality.

In response to a query Members noted Ecclestone Parish Council were providing the land, had worked up the proposals and tender process, would submit the necessary planning application, would project manage the installation of the ball court and would provide the on-going maintenance and insurance of the ball court.

Decision made

Approval granted to the requests.

Reason(s) for decision

1. There are currently no all-weather facilities in Ecclestone. The ball court will be a first for the village.
2. Drapers Avenue is the principal Neighbourhood Park/Recreation Ground in Ecclestone. It caters for all age groups and has buildings which house the young people's service, scout hut and football club. It has adequate parking and amenities to serve the community. The MUGA will be very well used in this prime location.
3. There is a clear need and desire for the ball court, as shown by the involvement of the young people of the village through the whole process from inception to completion.

Alternative option(s) considered and rejected

To use the S016 funding for an alternative location in the Borough.

13.EC.80 LAND DRAINAGE ACT 1991 - REVIEW OF LAND DRAINAGE POLICY

The Executive Member for Places presented a report which advised Members of a review of the Councils Land Drainage policy and sought approval for amendments to the policy for the purposes of clarity.

In the light of officer activity in this area a review of the policy had been undertaken to clarify areas of uncertainty and ensure the policy was consistently applied given the

limited resources, capacity and capability the Council had in terms of land drainage issues.

Members discussed the broad principles on which the policy was based.

Decision made

- 1. Approval granted for the retention of the priority basis on which Council resources were deployed to assist householders/landowners with land drainage investigations.**
- 2. Approval granted to the principles in paragraphs 9 to 12 in the application of the Land Drainage policy.**

Reason(s) for decision

To ensure resources are effectively and proportionately used to seek a remedy where flooding to domestic properties can be attributed solely to land drainage deficiencies or defects or where an imminent risk of flooding occurs in such circumstances.

Alternative option(s) considered and rejected

None.

Executive Leader

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Executive Cabinet

Minutes of meeting held on Thursday, 12 September 2013

Present: Councillor Alistair Bradley (Executive Leader in the Chair) and Councillors Beverley Murray, Terry Brown, Dennis Edgerley and Adrian Lowe

Also in attendance

Lead Members: Councillors June Molyneaux, Julia Berry and Danny Gee

Other Members: Councillors Henry Counce, Alison Hansford, Harold Heaton, Steve Holgate, Paul Leadbetter, Marion Lowe, Greg Morgan and Mick Muncaster

Officers: Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Chris Moister (Head of Governance), Chris Sinnott (Head of Policy and Communications), Sarah James (Partnerships) and Ruth Rimmington (Democratic and Member Services Officer)

Members of the public: None.

13.EC.81 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor Peter Wilson (Executive Member for Resources, Policy and Performance).

13.EC.82 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 15 August 2013 be confirmed as a correct record and signed by the Executive Leader.

13.EC.83 DECLARATIONS OF ANY INTERESTS

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

13.EC.84 PUBLIC QUESTIONS

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

13.EC.85 CHORLEY'S CREDIT UNION – BUDGET INVESTMENT UPDATE

The Executive Leader presented a report which updated Members on the progress of the budget investment item to develop a Credit Union. The report also provided the proposed governance arrangements for ongoing monitoring.

The report set out the monitoring information which would track performance, including the number of members joining from within Chorley, the value of income generated by all loans and the amount of savings generated by members.

145 new members had joined since the opening of the shop on Market Street early August. This was excellent progress as the target for the year was 315 new members. The number of smart loans was also exceeding targets.

In response to a query it was noted that an outreach service was planned. This would be encouraged through volunteering and the SPICE project, which was one of the reasons why the governance arrangements were proposed.

After three years it was projected that the credit union would be self-sufficient. These figures were based on the experiences of the credit union in Wigan and Leigh.

Partner organisations were being approached to input into the credit union as this kind of organisation could help people before they present requiring assistance.

Decision made

That the governance arrangements set out below are implemented to monitor the progress of Chorley's Credit Union towards self sustainability.

1. **A committee be set up to monitor the progress of delivery -'Chorley's Credit Union Governance Group' will be established. The remit of this group will be to monitor progress against the contract and the business development plan. The representation will be;**
 - a. **Chorley Council, Chief Executive**
 - b. **Chorley Council, Executive Member for Resources, Policy and Performance**
 - c. **Unify Credit Union, General Manager**
 - d. **Unify Credit Union, Board representative**
 - e. **Contour Homes officer representative**
 - f. **Accent officer representative**
2. **The representation of this group includes representatives from the two housing providers who have made financial contributions to the set-up of the Credit Union, Contour Homes and Accent at a total contribution of £3000 each over three years. In return for this contribution they will receive preferential benefits for their tenants.**

Reason(s) for decision

The recommendation is proposed to enable the Council to monitor the delivery of the £150,000 investment made into Chorley's Credit Union and to ensure that it is self-sustainable by the end of the three year investment period.

Alternative option(s) considered and rejected

Not to implement governance arrangements would mean that the Council does not have the ability to clearly manage and monitor progress of the Credit Union.

13.EC.86 COMMUNITY INFRASTRUCTURE LEVY – INSTALMENTS POLICY

The Executive Member (LDF and Planning) presented a report requesting the adoption of an instalments policy associated with the implementation of CIL.

Community Infrastructure Levy (CIL) was a new charge on some forms of built development; it allowed a charging authority to levy a charge on owners or developers carrying out built development so that they contribute to the costs of providing the infrastructure needed to support development of the area.

It would fund infrastructure projects such as transport, education, leisure and health which were set out in a published list known as a Regulation 123 list. The levy would be charged at a rate of pounds per square metre, based upon net additional internal floorspace of any given development for uses identified in the Charging Schedule.

Although CIL would replace Section 106 in terms of 'off site infrastructure' associated with new built developments, S106 would still apply particularly in relation to larger schemes to mitigate the impacts of that specific development subject to certain tests.

Decision made

That the Instalments Policy as set out in Appendix 1 of this report be adopted by the authority with CIL charging commencing from 1 September 2013.

Reason(s) for decision

The DCLG CIL Regulations 2013 allow a charging authority to set its own payment deadlines and/or offer the option of paying by instalments. If it wishes to do this it must publish an instalments policy on its website. The majority of authorities that have adopted CIL have adopted such a policy. The policy will support developers bringing forward new schemes.

Alternative option(s) considered and rejected

None.

13.EC.87 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.88 KEY PARTNERSHIPS MONITORING REPORT

The Executive Member (Resources, Policy and Performance) presented a report which provided an update on the performance of the council's key partnership arrangements.

The report was produced in accordance with the requirements of the council's key partnerships framework. It informed Members of the performance of the council's key partnerships against targets set for the current year and any emerging issues including whether the contract was on budget or was subject to any overspend or underspend of budget. It also included an assessment of the key partner's financial strength and stability.

Overall performance of all of the key partnerships was good and the financial assessments of the partnerships were positive with the financial standing of all key partnerships either remaining the same or improving.

Decision made

That the report be noted.

Reason(s) for decision

To ensure effective monitoring of the councils key partnerships.

Alternative option(s) considered and rejected

No alternative options considered.

Executive Leader

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Overview and Scrutiny Performance Panel

Thursday, 26 September 2013

Present: Councillor Steve Holgate (Chair), Councillor Mark Perks (Vice-Chair) and Councillors Julia Berry, Keith Iddon, Marion Lowe and Kim Snape

Also in attendance

Councillors: Councillors Alistair Bradley (Executive Leader)

Officers: Gary Hall (Chief Executive), Victoria Willett (Performance Improvement Officer) and Carol Russell (Democratic Services Manager)

12.OSP.38 MINUTES

RESOLVED – that the minutes of the last meeting of the Overview and Scrutiny Performance Panel held on 25 July 2013 be confirmed as a correct record for signature by the Chair.

12.OSP.39 DECLARATIONS OF ANY INTERESTS

There were no declarations of interest.

12.OSP.40 SCRUTINY FOCUS - TRIAL RE-OPENING OF MARKET STREET

The Panel considered a report of the Chief Executive on the key corporate project of the trial reopening of Market Street which was one of two areas of performance focus for the meeting. The project aim was to revitalise the top end of Market Street to attract more shoppers and to boost trade in the area. The allocated budget for the project was £47,000.

Councillor Alistair Bradley, Executive Leader attended for this item and provided an outline of the challenges experienced earlier in the year in progressing the project alongside Lancashire County Council (LCC) as the highway authority. Progress had proved slow and in order to reduce delay, the Council had sought the services of Pendle Engineering Services as a third party contractor to draw up a design for the scheme. LCC had recommended changes to the design and a new scheme had to be drawn up resulting in both a delay and additional costs to this Council. The project was now back on track and completion expected by December.

Delivery of the project had resulted in a number of lessons learned to ensure effective joint working, including the need for much greater forward planning and understanding the priorities of both Councils.

Member raised queries regarding the recent request from LCC for projects to be included in their 2014/15 Commissioning Plan for highway and other environmental works. It was important to achieve a strategic approach to highway issues across the borough rather than based on individual ward or county division based requests. A similar approach was needed to the consideration of LCC's Transport Plan. The Executive Leader suggested that it was possible that the Council's LDF Working Group could play a role in these issues now that the Local Plan had been adopted.

RESOLVED – that the Executive Leader and the Chief Executive be asked to develop mechanisms to ensure there is strategic consideration of highway and transport matters where LCC is asking for the borough's input and ideas for future schemes.

12.OSP.41 SCRUTINY FOCUS - CUSTOMER DISSATISFACTION

The second area of scrutiny focus was on customer dissatisfaction and Members considered a report of the Chief Executive on performance information on this issue which was one of the areas selected in November 2012 as a key measure of success in the Corporate Strategy. The performance target was a maximum of 20% of customers dissatisfied with the service they receive from the Council and whilst this had been a challenging target, it had been set to reflect the Council's ambitions. An email survey of customers had replaced the previous phone and face to face survey in May 2012.

The report detailed the performance in 2012/13 and to date in 2013/14, showing that the target was not being met and was consistently well above the 20% level. The reasons for dissatisfaction had been investigated and it showed that the major cause was customers not receiving a response or not receiving a response in a timely manner. This could be further drilled down by service area and individual officers.

The Executive Leader reported that drilling down into the detail of why customers were not happy with the Council, enabled the Council to instigate changes in staff behaviours or approach. The highest number of complaints related to waste/bin collection but this was reflective of the high volume of customers for this service and is in proportion with the performance of other services across the Council. Responses to customers regarding missed bin collection for example, should be realistic so as not to create false expectations and generate further complaints. In response to a query as to whether Ward Councillors should be provided with information about complaints, the Chief Executive agreed this information could be mapped in line with the My Ward system. Members were starting to use this system and finding it useful. Councillor Kim Snape was trialling the My Account system and gave feedback on her experience to date.

RESOLVED – that the information be noted and that the Chief Executive investigate mapping of customer complaints on the My Ward system.

The Chair thanked Councillor Alistair Bradley, Executive Leader for attending to report on the two areas of scrutiny focus. Councillor Bradley left at this point in the meeting.

12.OSP.42 ORGANISATIONAL PLAN MONITORING STATEMENT

The Chief Executive reported that there had been a change in reporting on business plan monitoring with the introduction of one organisational business plan in 2013/14 rather than departmental ones. He presented a report monitoring the Organisational Improvement Plan for 2013/14 which updated on the delivery of business improvement actions, highlighting those which were not delivering to target or which had not yet been started. The report further highlighted performance indicators which weren't delivering to target.

Vicky Willet, Performance Improvement Officer gave a demonstration of the My Projects feature on the new intranet. This enabled staff and Members to view

progress and key milestones for all corporate strategy and business improvement projects across the Council.

Councillor Berry raised the issue of Councillor performance being measured and it was agreed this was a topic for discussion in political groups.

RESOLVED –

- 1. That the organisational improvement plan information be noted and that future similar reports include a directional arrow to indicate performance trends.**
- 2. That in response to comments about measuring councillor performance, political groups be invited to consider the matter and report back on their findings.**
- 3. That Vicky Willet respond directly to Councillor Mark Perks on his query about the impact of Academy Status at Parklands High School's involvement in the Chorley School Enterprise Challenge.**

Chair

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Report of	Meeting	Date
Chief Executive	Overview and Scrutiny	10 October 2013

UPDATE ON PROGRESS IN RESPONSE TO TOURISM AND PROMOTING CHORLEY TASK AND FINISH GROUP

PURPOSE OF REPORT

1. To update the Overview and Scrutiny committee on progress made on implementing the actions arising from the Executive's response to the task and finish group report on tourism and promoting Chorley.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. The report provides an update against the progress made in implementing the Executive's response to the tourism and promoting Chorley task and finish group. Progress has been made in all areas, with further events and attractions staged to encourage more visitors to the borough.

Confidential report Please bold as appropriate	Yes	No

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. The council's Overview and Scrutiny committee established a task and finish group to look into tourism and promoting Chorley during 2011/12. The findings and recommendations from that inquiry were received at the Executive Cabinet meeting on 21 June 2012. The Executive approved its response on 16 August 2012.
6. The aims of the inquiry were;
 - to identify Chorley's main assets for tourism around the borough
 - the key events in the calendar that might attract people to visit Chorley

- to examine the opportunities, including partnership working that may exist to maximise the promotion of Chorley and encourage more visitors to its town centre and surrounding villages in the best possible way.
7. The recommendations from the inquiry were grouped under four main headings; town centre and markets; Astley Hall and park; promotional; and, partnership working.
 8. The Executive response accepted the recommendations that had been made, and outlined the work that was planned to develop tourism and further promote Chorley.

PROGRESS MADE ON PLANNED WORK

9. The table below provides an update on work undertaken since the last update to the Overview and Scrutiny committee in April.

	Overview and Scrutiny recommendation	Executive Response	Progress update
Town Centre and Markets			
1.	That the Council look into the feasibility of advertising at the local train stations.	The possibility of advertising the borough’s attractions more at local train stations will be examined in the review to be undertaken later into the year of the promotional literature available about the borough. This will include consideration of advertising the borough at stations outside the borough to encourage day visitors	The use of outdoor advertising at key transport hubs continues to be expensive, but is being considered as part of the development of campaigns to promote the borough.
2.	The Council looks into ensuring that Chorley comes up as a top hit in the Lancashire area as a market destination on the various search engines on the web. That the Markets page on the Chorley website be linked to various other pages, where shoppers are seeking information about different types of markets	The recommendations around the website and search optimisation will be included within the development of the new council website, which will be launched in the second quarter of 2012/13. Chorley markets already come close to the top of searches for ‘Lancashire Markets’ and ‘Tuesday markets’, but search optimisation work on the new website will include improving this.	Work has continued to ensure that Chorley’s markets continue to appear at the top of search results for local markets; including through the use of page titles and descriptions. In addition, Chorley markets are included on many of the pages that list details about local markets.
3.			In addition to the recommendations, a town centre masterplan is being finalised and will be shortly be presented to the Executive Cabinet. Following that, a campaign will be developed to promote Chorley town centre.
Astley Hall			
4.	That the Council be asked to examine the potential to improve car parking facilities for the park to encourage larger events,	The council has developed a new traffic management plan for major events which was tested at this year’s Picnic in the Park. The new plan received positive feedback	The traffic management plan has continued to be developed and used at major events in the park, this has developed over the year, and the council now

	Overview and Scrutiny recommendation	Executive Response	Progress update
	<p>this to include working in partnership with Lancashire College/Woodlands regarding the use of their car parks as an overflow facility for Astley Park, on major events. In addition, to developing a traffic management plan for major events in the park.</p>	<p>from residents in Astley Village and local ward and parish councillors. The plan needs to be further developed to ensure that it works for all events and weather conditions, and this will be completed this year.</p>	<p>has in place a system of coning and signage which is used for major events in the park. The plan has been reviewed by partners.</p> <p>Use has been made over the summer of Lancashire College's car park at Woodlands, which has worked well.</p> <p>In addition, a meeting was held over the summer with interested parties to discuss the arrangements that were in place for managing car parks and identify potential improvements.</p> <p>Finally, the provision of a car park for the park was included in the consultation for the Astley Park development plan.</p>
<p>5.</p>	<p>That the Council develop and monitor visitor demographics to Astley Hall and Park.</p> <p>That a development plan be devised for the Hall, complex and park to encourage the use of the park and increase visitor numbers.</p> <p>That the opening hours of Astley Hall be more flexible to be able to respond to seasonal changes in the weather.</p> <p>Develop marketing materials for the Hall and complex to promote weddings, conferences and other events.</p> <p>To exchange our promotional leaflets with other authorities, to better advertise our key attractions in like for like venues.</p>	<p>A development plan for Astley Hall, complex and park is planned and will be completed by the end of the financial year. The plan will include the following, and stakeholders will be included in the consultation:</p> <ul style="list-style-type: none"> ▪ Review of facilities and usage of Astley Hall & Park ▪ Development of the play area, pets corner and enhancing the sensory garden ▪ An increase in events ▪ Longer opening hours for the Hall, and ▪ Future use of the farmhouse 	<p>The development plan for Astley Park has been available for consultation over the last couple of months. The feedback received will now be used in its finalisation.</p> <p>The Chorley Remembers experience opened earlier in the year and has been well received, alongside the increased opening of the Hall during the school holidays.</p>
<p>6.</p>	<p>To improve the presence on the council's website with a distinct feel to promote the Hall, park and other attractions.</p>	<p>Consideration will be given following the development of the council's main website to the development of new web pages with a different look and feel for the hall, park and complex</p>	<p>The content of the relevant web-pages were reviewed and refreshed as part of the development of the new web site. Consideration will be given to developing a different look</p>

	Overview and Scrutiny recommendation	Executive Response	Progress update
			and feel in further development of the web site.
Promotional			
7.	Examine options for better marketing attractions in the borough on the internet, for example through the Council's website	As with the earlier recommendations, consideration will be given to further marketing the borough's attractions through the council's website when it is launched later this year. In addition, work will be undertaken to review the use and coordination of attractions through other sites such as trip advisor.	Some of the borough's key attractions appear on TripAdvisor; including Chorley Little Theatre and Astley Hall. The work on developing the content of the website will be reviewed as part of campaigns.
8.	<p>Review existing literature that promotes the borough and ensures that local attractions and accommodation have easy access to it so they can encourage visitors to stay in the area.</p> <p>To exchange our promotional leaflets with other authorities, to better advertise our key attractions in like for like venues</p> <p>That Chorley Council does more to promote itself at Rivington Barn and surrounding amenities, eg, distribution of the Chorley Smile magazine.</p>	A review of the promotional literature will be undertaken as part of the development of new promotional items, such as for the Astley Hall complex. The review will also include consideration of where the literature is placed to ensure the greatest reach, including what information should be placed at Rivington Barn.	<p>New promotional materials have been developed for Astley Hall to market it as a wedding venue. In addition, the council worked closely with the Chorley Remembers experience to produce signage and marketing materials ready for its opening.</p> <p>The locations of the drop-off points for the What's Happening magazine have been reviewed to ensure that it has the greatest reach. As a result of that, the council has received requests for additional points which have been accommodated. Unfortunately, one of the key points in the town centre (Booths) is now longer able to accommodate the magazines.</p>
9.	That Chorley Council consider becoming a member of the Tourist Board under the new arrangements, in line with other district Councils.	The council has been in contact with Marketing Lancashire (the replacement for the Lancashire and Blackpool tourist board) to discuss the benefits of membership. Marketing Lancashire will be in contact in the coming weeks to discuss the benefits and costs of membership.	Following an initial meeting, it was agreed that the council would continue to engage with Lancashire tourism activity, but did not need to become a member at the present time.
Partnership working			
10.	<p>That the Council investigate the possibility of providing Council support to United Utilities following Good Friday to tidy around the Rivington Pike area.</p> <p>Work with partners to improve public transport links to the Rivington area</p>	Work will be undertaken to develop working relationships with the United Utilities area managers around the management of Rivington Pike, including after the Good Friday event.	Work has continued to develop working relationships with United Utilities.

	Overview and Scrutiny recommendation	Executive Response	Progress update
	to ease traffic problems. That Chorley Council consider working with partners like United Utilities to encourage the use of the locality for one off events.		
11.	That the schools across the Borough be contacted before the summer break to allow them to be more involved in the Christmas Lights Switch on event. That the traders be encouraged to remain open for business during the Christmas Light Switch on event.	Initial plans for the Christmas lights switch on event have been developed. These have been discussed with the town centre team, and traders have been encouraged to identify ways in which they could support the event. Following feedback and discussion, the parade element of the event will be replaced this year with more attractions in the town centre, which will encourage families to visit and stay in the town centre over a longer period.	The date for the Christmas lights switch-on has been set as Saturday 16 November, which is a week earlier than last year to extend the period. Working with a small working group from the town centre team, plans are now being made for attractions which will be on in the town centre in the run-up to Christmas. These will run on a similar basis the weekend events that were well received last year. Work is also being undertaken to bring an attraction to the town over the Christmas period, and the plans should be finalised in the coming weeks.

10. Progress has been made against most of the recommendations made by the task and finish group. Where there remains work to do, this is planned for 2013/14.
11. In addition, to the work identified in the update to the tourism task and finish group, the council has staged a series of events over the summer period to promote the borough and encourage people to visit. This has included a series of events over summer (for example, Animals in the Park, Theatre in the Park, Sports in the Park, Playtime in the Park and the Picnic in the Park); and the Chorley Live two-day music festival in the town centre. A review of the events staged will be undertaken in the coming months.
12. As well as organising the staging of events, the council has supported others in putting on events in the borough. This has included, for example, support for the Chorley Carnival, which is also planning on staging a bonfire this November.

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	
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COMMENTS OF THE STATUTORY FINANCE OFFICER

14. No comments

COMMENTS OF THE MONITORING OFFICER

15. No comments

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Chris Sinnott	5337	30 September 2013	Tourism update Oct 2013



Report of	Meeting	Date
Chief Executive	Overview and Scrutiny Committee	1 October 2013

LANCASTRIAN SCRUTINY TASK GROUP: THIRD MONITORING REPORT

PURPOSE OF REPORT

- To review implementation of the recommendations of the Lancastrian Scrutiny Task Group since their acceptance by the Executive approximately 18 months ago. This is the third and final monitoring report to the Committee.

RECOMMENDATION(S)

- That the report be noted.

Confidential report Please bold as appropriate	Yes	No

CORPORATE PRIORITIES

- 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

- The Lancastrian Scrutiny Task Group met during 2011 with the following terms of reference:
 - To look at the current function, suitability, space and operational costs of the Lancastrian Suite within the Town Hall.
 - To look at the current and future working arrangements and alternative methods of service delivery.
 - To assess the need for the type of facilities offered by the Lancastrian Suite – both commercially and for community facilities.
 - To look at all other options for the future management of the Lancastrian Suite including use of external companies on a commercial basis and not for profit organisations for a community use facility.
 - To consider whether there needs to be investment in the facilities to make them more usable.

CURRENT POSITION

5. Listed below are the recommendations that the Task Group made and were adopted by the Executive in early 2012. In the adjacent column is the current position, 18 months after implementation. There have been two previous monitoring reports since the task group completed its work in early 2012.

6. There continues to be improved usage of the Lancastrian Suite. In April this year we reported that income had more than doubled in 2012/13. Below is the updated income position which indicates we are on target to meet the 2013/14 income target.
 - **Income in 2011/12 was £5560**
 - **Income in 2012/13 was £13919**
 - **The income target in 2013/14 is £11740** which is less than 2012/13 as it reflects the loss of the regular income from Jive Classes which ended in June 2013.
 - **Income in 2013/14 (invoiced as at end September 2013) is £5760.** In addition internal uses have been costed as **£7150** (the value of internal bookings where potentially we may have had to hire other venues). This figure hasn't previously been calculated but helps demonstrate the value of the venue to the organisation.

REVIEW RECOMMENDATIONS	ACTION TO DATE
<p>Principal recommendation:</p> <p>The Task Group emphasised that the Lancastrian Suite is an important resource for the Council, they valued its use for Council events – meetings, training, elections, Mayoral events, etc and want to retain it for these purposes as well as maximising it for commercial and community use. With this in mind the Task Group recommended that the Lancastrian Suite be self resourcing with bookings seeking to cover costs as a minimum.</p>	<p>The Lancastrian Suite continues to be well used internally and externally and whilst the summer months in 2013 have been quiet, income is still quite good and on target to meet 2012/3 level of £11,740.</p> <p>Because of the Lancastrian's value to the Council for staff and councillors internally, eg training, formal meetings like Development Control Committee and Equality Forum, Elections, events put on by the Communications and Leisure teams, and Mayoral uses, we are now also monitoring the hire cost of internal bookings – to show the added value of the Lancastrian as an asset to the organisation. This also includes the range of free uses granted by the Mayor.</p> <p>The flexible pricing policy, introduced following the review in 2012, continues to provide a means of offering discounted initial bookings or a discount for frequent or regular bookings.</p> <p>Unfortunately we have lost the weekly Jive Classes which were a good source of regular income and use of the Lancastrian during the week – however the organiser couldn't attract the numbers needed for such a large venue and has moved elsewhere. We have had more frequent Northern Link dance events – including 12 events booked for 2014.</p>

<p>Recommendation 1</p> <p>That external management by another public sector body be not pursued at the current time but may be reconsidered if the opportunity arose in the future.</p>	<p>This continues to be the position and in fact becomes stronger as bookings increase for Council based events, it is even more important that we retain control of the facility as both an internal resource and to have say over external usage. Internal usage has been increased by a greater number of business events held by the economic development team and events like Chorley Live. There was also a week long Heritage Event at the end of September for which the organisers were given free use in lieu of core funding. This is part of the notional internal income shown above.</p>
<p>Recommendation 2</p> <p>That the proposal from Chorley Little Theatre to use the Lancastrian Suite for events where the Little Theatre is either too small or unsuitable, be pursued based on a ticket sales sharing agreement to be agreed on an event by event basis and reviewed in 12 month's time.</p>	<p>Chorley Little Theatre has still not shown interest in staging any events and so this seems unlikely to be the case in the future – however it does remain an option we would be happy to consider.</p> <p>On 4 May 2013 we held a very successful boxing event run by Chorley Amateur Boxing Club which as an initial booking, we provided at a reduced hire charge. The Club have booked for a second event in November and we hope the Lancastrian will become their chosen venue for future twice yearly events.</p>
<p>Recommendation 3</p> <p>That whilst there is no current interest in frequent and regular bookings of the Lancastrian eg on a weekly or monthly basis, if this situation changes, a flexible approach be taken to increased discount to make the booking viable for both the hirer and the Council.</p>	<p>As mentioned, the regular Modern Jive Classes no longer take place and we continue to work on securing regular bookings. Northern Link is an organisation which has increased their number of regular dance events – and in 2014 these will become monthly events.</p> <p>We continue to seek regular users for weekly classes but the venue is a large one for such events.</p> <p>We would like to develop the facility as a regular wedding venue. It can be a very affordable venue for larger weddings and we are working on promotional material/better website presence.</p>
<p>Recommendation 4</p> <p>That the following improvements be undertaken to the Lancastrian Suite to make the venue more attractive to hirers:</p> <p>4.1 Improvements to the backstage</p>	<p>Since the last report the full refurbishment of the bar has been completed with new furniture which makes a much more attractive and welcoming bar facility which can also be used for small/informal meetings and events. For the recent Heritage Event it was used as a café area.</p>

<p>area to include improved changing room accommodation plus the creation of a second small changing facility with toilet/washroom area.</p> <p>4.2 Improvements to the bar area to include a tea and coffee preparation/serving area, replacement door, minor redecoration and new furniture.</p>	<p>The improved backstage facilities are well used and are particularly important for events like Chorley Live where a number of bands/acts are performing.</p>
<p>Recommendation 5</p> <p>That a new pricing policy be adopted as soon as possible - including the reintroduction of private parties. The pricing structure and private parties policy be then reviewed after 12 months to evaluate the success and address any problems.</p> <p>In adopted the revised pricing policy, the Head of Governance (or any other appropriate post discharging the management function of the Lancastrian Suite) be delegated the authority to allow the hire of the Lancastrian Suite below the pricing structure but at not less than cost to the Authority over the whole of the financial year.</p>	<p>The new pricing policy has been in place for 18 months and works very well, providing the flexibility needed to accept as many bookings as possible – including incentivising for regular bookings. There has only been a small number of private parties but these have been well organised and have presented none of the problems which originally brought about the decision to stop them.</p> <p>As mentioned above, we feel there is scope to promote the Lancastrian as a wedding/party venue and we are investigating holding a wedding fayre to promote local wedding related businesses – photographers; caterers; etc. There has certainly been an increase in enquiries and potential bookings for Asian Weddings.</p>
<p>Recommendation 6</p> <p>The following issues continue to be pursued and implemented accordingly:</p> <p>6.1 Discussions continue with environmental health officers regarding the food safety requirements which will need to be introduced for private parties, particularly in relation to serving hot food.</p> <p>6.2 Discussions continue with the proprietors of Café Ambio regarding opportunities for combined marketing and pricing of the venue with their function menus and also the potential for a share of bar takings for large functions and events</p> <p>6.3 The booking pack/process for the Lancastrian Suite be shortened and simplified.</p>	<p>We provide a one sheet guidance note on food safety. There has been no problem to date with compliance in the use of local authority registered caterers.</p> <p>The bar provider remains Ace bars, a mobile bar provider who has undertaken the service provision since Café Ambio withdrew last year. The arrangement works well because the demand for bar facilities is very erratic with some events eg concerts, selling very few drinks but larger events being more profitable. We do require a bar provider to be able to support all types of events and the current arrangement provides this for us.</p> <p>The shorter booking pack for the Lancastrian continues to work well.</p> <p>Some promotion of the Lancastrian has taken place and the increased usage suggests that word is getting round. However we are still working on a better website presence and a new dedicated page will go live shortly. We are also working on a photo gallery; and downloadable promotional material</p>

<p>6.4 That if approved, the marketing of the new arrangements be undertaken on a limited scale through the Council’s website, the Chorley Smile magazine and a printed leaflet.</p>	<p>including a checklist to assist event organisers.</p> <p>Staffing changes introduced earlier in 2013 mean that the Mayors Secretary now undertakes all bookings and support for the Lancastrian Suite with one of the Civic Attendants attending the majority of Lancastrian events. These arrangements provide a consistency of support to hirers. We have also recruited 4 new Lancastrian Attendants who work on a casual basis.</p>
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IMPLICATIONS OF REPORT

7. 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

8. The financial implications are contained within paragraph 6 above.

COMMENTS OF THE MONITORING OFFICER

9. There are no Monitoring Officer comments.

**GARY HALL
CHIEF EXECUTIVE**

Background Papers			
Document	Date	File	Place of Inspection
Final Report of the Lancastrian Scrutiny Task Group	December 2011		www.chorley.gov.uk Overview and Scrutiny Committee Agenda of 12 December 2011

Report Author	Ext	Date	Doc ID
Carol Russell	5196	1 October 2013	

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	11 July	25 July	26 Sept	10 Oct	5 Dec	9 Jan	13 Mar	10 April
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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	*							

Scrutiny Reviews

Adoption of Estates						F		
Allotments	3M							
Lancastrian				3M				
Private Rented Housing Inspection	F							
Play and Open Spaces Strategy (Health Scrutiny)				S/C				
Select Move				S/C				
Tourism and Promoting Chorley				3M				
Potential topics for future reviews								
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								

Crime and Disorder

Review of crime performance						*		*
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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 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. 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.

Gary Hall, Chief Executive

Last updated: 01 October 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
October							
Chorley Town Centre Masterplan	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	24 Oct 2013	No	Council 28/02/2013 http://democracy.chorley.gov.uk/ielIssueDetails.aspx?Id=29392&Opt=3	Report of the Director of Partnerships and Planning
ICT Strategy 2014-17	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		24 Oct 2013	No	No	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
Revised Car Parking Tariffs	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	24 Oct 2013	No	<p>Details can be found here: Approval of the extension of the tariffs and parking conditions, trialled on all Chorley Council owned car parks from October 2012 to the end of February 2013, for a further six months, 07/03/2013: http://democracy.chorley.gov.uk/ie/DecisionDetails.aspx?ID=3851</p> <p>Details can be found here: To approve the introduction of new tariffs on all Chorley Council owned car parks on a trial basis from October 2012 to end of February 2013, 13/08/2012: http://democracy.chorley.gov.uk/ie/DecisionDetails.aspx?ID=3665</p>	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
Play area, open space and playing pitch strategy	Executive Cabinet	Executive Member (People)	A significant impact in environmental, physical, social or economic terms on communities living or	24 Oct 2013	No	Open Space and Playing Pitch Supplementary Planning Document: http://democracy.chorley.gov.uk/ielIssueDetails.aspx?Id=28799&Opt=3	Report of the Director of People and Places
Executive's response to the Overview and Scrutiny Task Group inquiry into the adoptions of estates	Executive Cabinet	Executive Member (Homes and Business)	A significant impact in environmental, physical, social or economic terms on communities living or	24 Oct 2013	No	Overview and Scrutiny Task Group - Adoption of Estates final report: http://democracy.chorley.gov.uk/mglIssueHistoryHome.aspx?Id=30140	Report of the Director of People and Places
Scrap Metal Act 2013	Executive Cabinet	Executive Member (Places)	A significant impact in environmental, physical, social or economic terms on communities living or	24 Oct 2013		Details can be found here: http://www.legislation.gov.uk/ukpga/2013/10/contents/enacted	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
Proposed land deal at Asda site	Executive Cabinet	Executive Leader, Executive Member (Economic Development and Governance)	A contract worth £100,000 or more	24 Oct 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
Treasury Management	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A contract worth £100,000 or more	24 Oct 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
Health, Environment and Neighbourhoods Review	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	24 Oct 2013	Para 1, Information relating to any individual	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
Property contract	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A contract worth £100,000 or more	24 Oct 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
Single Homelessness Initiative: Approval to Awards Contracts for Pre-Tenancy Training, Accommodation Finding and Pilot of Houseshares services	Executive Cabinet	Executive Member (Homes and Business)	A significant impact in environmental, physical, social or economic terms on communities living or	24 Oct 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: http://democracy.chorley.gov.uk/ielIssueDetails.aspx?Id=29489&Opt=3	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
Future meetings							
Revenue Budget Monitoring 2013/14 Report 2 (End of September 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	21 Nov 2013	No	Details can be found here: http://democracy.chorley.gov.uk/mglIssueHistoryHome.aspx?Id=30771	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	Details can be found here: http://democracy.chorley.gov.uk/mglIssueHistoryHome.aspx?Id=30772	Report of the Chief Executive
Chorley Council Performance Monitoring Quarter Two 2013/14	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		21 Nov 2013	No	Details can be found here: http://democracy.chorley.gov.uk/ielIssueDetails.aspx?Id=30488&Opt=3	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 Partnership Performance Monitoring Quarter Two 2013/14	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		21 Nov 2013	No	Details can be found here: http://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30489&Opt=3	Report of the Chief Executive
Sports Village	Executive Cabinet	Executive Member (People)	A significant impact in environmental, physical, social or economic terms on communities living or	21 Nov 2013	No	Details can be found here: http://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=11385&Opt=3	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
Private Rented Sector Housing Standards Policy	Executive Cabinet	Executive Member (Places)	A significant impact in environmental, physical, social or economic terms on communities living or	21 Nov 2013	No	<p>Details can be found here: Final Report of the Overview and Scrutiny Task Group - Private Rented Housing Inspection, Executive Cabinet on 21/06/2012: http://democracy.chorley.gov.uk/ielIssueDetails.aspx?Id=26797&Opt=3 Response to Overview and Scrutiny Committee Recommendations on Private Rented Sector Housing Standards, Executive Cabinet on 20/06/2013: http://democracy.chorley.gov.uk/ielIssueDetails.aspx?Id=30427&Opt=3</p>	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
Revenue Budget Monitoring 2013/14 Report 3 (End of December 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	13 Feb 2014	No	The previous report will be posted here	Report of the Chief Executive
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

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 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
Executive Member Decisions							
Refurbishment Works 98-102 Market Street: Contract Award	Executive Leader, Executive Member (Economic Development and Governance)	Executive Leader, Executive Member (Economic Development and Governance)	A contract worth £100,000 or more	August 2013	Para 3, Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Details can be found here: http://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?Id=30922	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 Business Investment for Growth Grant: Morgan Bros. (Metalwork Solutions) Ltd	Executive Leader, Executive Member (Economic Development and Governance)	Executive Leader, Executive Member (Economic Development and Governance)		September 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: http://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&Opt=3	Report of the Director of Partnerships and Planning
Chorley Business Investment for Growth Grant: Poppy Signs Ltd	Executive Leader, Executive Member (Economic Development and Governance)	Executive Leader, Executive Member (Economic Development and Governance)		October 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: http://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&Opt=3	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
Early retirement / voluntary severance	Executive Leader, Executive Member (Economic Development and Governance)	Executive Leader, Executive Member (Economic Development and Governance)	A change in service provision that impacts upon the service revenue budget by £100,000 or more	October 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
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: http://democracy.chorley.gov.uk/ielIssueDetails.aspx?Id=28298&Opt=3 http://democracy.chorley.gov.uk/ielIssueDetails.aspx?Id=28298&Opt=3	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
Energy Utility Contracts: Contract Award	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A contract worth £100,000 or more	August 2013	Para3, Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Details can be found here: http://democracy.chorley.gov.uk/mglIssueHistoryHome.aspx?IID=31501	Report of the Chief Executive
Resurfacing of three Town Centre car parks: Contract Award	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A contract worth £100,000 or more	August 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: http://democracy.chorley.gov.uk/mglIssueHistoryHome.aspx?IID=31435&AIID=28709	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
Town Centre Grants Package, Shop Floor Refurbishment Grant:Tamarisk, Adlington	Executive Member (Homes and Business)	Executive Member (Homes and Business)		October 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: http://democracy.chorley.gov.uk/ielIssueDetails.aspx?Id=28298&Opt=3	Report of the Director of Partnerships and Planning

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