

10 June 2014

# 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, 19th June 2014 commencing at 6.30 pm.

## AGENDA

1 **Apologies for absence**

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

To confirm the minutes of the Overview and Scrutiny Committee meeting held on 10 April 2014 (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 **Scrutiny of Executive Cabinet**

5a **Executive Cabinet Minutes**

There has been no Executive Cabinet minutes published since the last meeting of Overview and Scrutiny Committee on 10 April 2014

5b Notice of Executive Decisions (Pages 11 - 22)

To consider the Notice of Executive Decisions that was published on 4 June 2014 (enclosed)

6 **Scrutiny of Executive Decisions**

Following discussions from previous meetings Members are asked for their views on future scrutiny of the Executive Cabinet, including pre executive cabinet scrutiny.

7 **Disabled Facilities Grant Funding Task Group**

The Committee will receive an update on the joint scrutiny review that Chorley is undertaking with Lancashire County Council on the issue of the Disabled Facilities Grant funding in 2015/16.

8 **Final Report of the CCTV Provision and Infrastructure Review** (Pages 23 - 48)

To consider the Final Report of the CCTV Provision and Infrastructure Task Group (enclosed)

9 **Scrutiny Annual Reporting Back Report 2013/14** (Pages 49 - 60)

To consider the Scrutiny Annual Report for 2013 – 14 (enclosed)

10 **Scrutiny Training**

The Democratic Services Manager will update the Committee on the scrutiny training that is being delivered on 3 July 2014.

11 **Overview and Scrutiny Work Programme 2014/15** (Pages 61 - 62)

Consideration of the Overview and Scrutiny Work Programme for the year.

Members are asked to make suggestions for potential scrutiny topics to be reviewed in 2014/15.

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

Yours sincerely



Gary Hall  
Chief Executive

Dianne Scambler  
Democratic and Member Services Officer

E-mail: [dianneb.scambler@chorley.gov.uk](mailto:dianneb.scambler@chorley.gov.uk)  
Tel: (01257) 515034  
Fax: (01257) 515150

### **Distribution**

1. Agenda and reports to all Members of the Overview and Scrutiny Committee (Mark Perks (Chair), June Molyneaux (Vice-Chair) and Eric Bell, Julia Berry, Charlie Bromilow, Doreen Dickinson, Robert Fynamore, Margaret France, Mike Handley, Mark Jarnell, Matthew Lynch, Alistair Morwood, Kim Snape and John Walker for attendance.
2. Agenda and reports to Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Carol Russell (Democratic Services Manager) and Dianne Scambler (Democratic and Member Services Officer) for attendance.

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

### **PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT OVERVIEW AND SCRUTINY MEETINGS**

- Questions must be submitted to the Democratic Services Section by no later than midday, two working days before the day of the meeting to allow time to prepare appropriate responses and investigate issues if necessary.
- A maximum period of 3 minutes will be allowed for a question from a member of the public on an item on the agenda. A maximum period of 30 minutes to be allocated for public questions if necessary at each meeting of the Overview and Scrutiny Committee. This will provide an opportunity for members of the public to raise and ask questions on any issue falling within the remit of the Committee.

This page is intentionally left blank

## Overview and Scrutiny Committee

**Thursday, 10 April 2014**

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

**Also in attendance**

**Councillors:** Councillors

**Officers:** Jamie Carson (Director of People and Places), Simon Clark (Head of Health, Environment and Neighbourhoods), Jennifer Moore (Head of Planning), Carol Russell (Democratic Services Manager), Michael Coogan (Strategic Housing Officer) and Dianne Scambler (Democratic and Member Services Officer)

### 14.OS.78 APOLOGIES FOR ABSENCE

Councillor Keith Iddon submitted his apologies.

### 14.OS.79 MINUTES

#### (a) Overview and Scrutiny Committee - 9 January 2014

Confirmation

**RESOLVED – That the minutes of the Overview and Scrutiny Committee meeting held on 9 January 2014 be confirmed as a correct record for signing by the Chair.**

Matters arising from those minutes

#### 14.OS.62 – Executive Cabinet Minutes

The discussion on whether the Committee should pursue a different approach to the scrutiny of Executive decisions would be deferred to 2014/15 so that its wider implications could be fully explored.

Councillor Julia Berry reported that she had not yet received a copy of the Equality Impact Assessment for the review of Core Funding and Processes that had recently taken place.

#### 14.OS.63 – Overview and Scrutiny Performance Panel Minutes

Following representations made to Lancashire County Council by this Committee on the issue of Disabled Facilities Grant Funding from 2015/16, it has been agreed for a joint task group between County and Chorley to be established. The task group will hold a day event to allow all the districts to contribute to the review before it making its recommendations.

#### (b) Special Overview and Scrutiny Committee - 5 February 2014

Members noted that since the meeting, Councillor Edgerley had reconsidered the proposal and had decided to uphold his original decision for the cessation of notification letters to contributors of planning applications. Councillor Edgerley provided reasons for his decision in an email to all Members of the Committee.

**RESOLVED – That the minutes of the Special Overview and Scrutiny Committee on 5 February 2014 be held as a correct record for signing by the Chair.**

**(c) Overview and Scrutiny Performance Panel - 13 March 2014**

The minutes to be amended to acknowledge that Councillor Mark Perks took the Chair for this meeting of the Panel in Councillor Steve Holgate's absence.

**RESOLVED – That the minutes of the Overview and Scrutiny Performance Panel on 13 March 2014 be noted.**

**14.OS.80 DECLARATIONS OF ANY INTERESTS**

No declarations of any interest were received.

**14.OS.81 PUBLIC QUESTIONS**

There were no questions by any member of the public.

**14.OS.82 MONITORING REPORT OF INQUIRY RECOMMENDATIONS - ADOPTION OF ESTATES REVIEW**

The Committee received a joint report of the Directors of People and Places and Partnerships, Planning and Policy informing them of progress made against the recommendations of the Task Group review into the Adoption of Estates.

All the recommendations were essentially agreed by the Executive Cabinet. Responses to those recommendations accepted by Lancashire County Council were included within the report. Progress had been made against all of the 14 recommendations made by the Task Group and a summary of the action taken along with further information was provided to the Committee.

A number of recommendations require small projects to deliver the outcomes required. This includes a project currently being led by ICT to make 'mapzone' information about adoptions available to public users and a project led by People and Places to review the risk based approach to open space adoption.

The recommendations had also influenced an organisational restructure of the Council, in that a new role of 'Development Implementation Co-ordinator' has been established through a review of Transactional Services/ Planning Business Support to manage matters pertaining to Community Infrastructure Levy, Planning Obligations and Adoptions. The role was expected to be filled by the end of June 2014 and a number of recommendations would be the responsibility of the new post holder, that included the establishment of a robust data set on outstanding obligations using existing IDOX software, the development of a record of adoption case load and associated reporting and a pilot for the introduction of development/site exit meetings.

The Planning Service have been applying the standard conditions as proposed by the national Department of Transport Work Group on adoptions. Following attendance by Chris Bond at the scrutiny Panel, Chorley Council had been invited to attend a working group and invitation (by the request of Council officers) had been extended to Lancashire County Council. This working group will be advising the minister on adoption matters and the views of this Council through the finding of the task group would be heard. Progress would continue to be reported to the Executive Member for Planning and LDF.

Members welcomed the progress made to date. However there was still concern about the amount of estates that remained un-adopted and whilst the Committee accepted that this may be improved upon with the introduction of the new dedicated post within the planning services team, Members still considered that in order to

obtain effective improvements to the service there needed to be fundamental changes to planning conditions and the legal duty placed upon developers at national level.

**RESOLVED – That the report be noted and a further monitoring report be brought to the Overview and Scrutiny Committee in six months' time.**

(Councillor Doreen Dickinson left the meeting).

#### **14.OS.83 MONITORING REPORT OF INQUIRY RECOMMENDATIONS - PRIVATE RENTED SECTOR HOUSING**

The Head of Health, Environment and Neighbourhoods updated the Committee on the work done to date against the recommendations of the Private Rented Sector Housing Inspection Task Group carried out in 2013.

The Task Group had proposed three recommendations, which had been accepted by the Executive Cabinet. The Group had not recommended the Council introduce a Landlord Accreditation Scheme but had asked that it be revisited in the future.

A dedicated staffing resource of inspection had been undertaken. However, instead of restricting this activity to one post holder, training had been undertaken by several officers to allow greater capacity from within existing resources. This had been recently been expanded upon following the recent Health, Environment and Neighbourhoods restructure. All six Environmental Health Officers now held a generic role and had the skills and knowledge to undertake the inspection and enforcement processes to the Housing Health and Safety Regulation Scheme (HHSRS) standard.

Chorley has in the region of 4,000 private rented properties with an estimated 10% below standard. This information was provided by the 2010 Housing Stock Condition Survey. Since the implementation of programmed inspection regime, a total of 63 Inspections had been carried out in 2013/14 against a target of 80. Whilst below target, the Council were confident that the service would catch up and targeted property be brought up to standard. A private rented sector property database was being developed alongside a robust inspection and enforcement process.

A Housing Standards Enforcement Policy had recently been agreed at Executive Cabinet. This policy was available on the Councils intranet and sets out the process for inspection and enforcement. Of the 63 Inspections that had taken place this year, only two had warranted formal legal action.

Although some Members were disappointed that the Council had not decided to give further thought to the development of a Landlord Accreditation Scheme, they welcomed the changes that had been made within the service in response to the recommendations made.

However, in addition it was felt that other incentives such as a ranking or selective licensing scheme could be explored to ensure better private housing standards across the borough and the Head of Health, Environment and Neighbourhoods explained as to why the Council deemed such schemes would be unlikely to achieve the desired outcomes.

**RESOLVED – That the report be noted and that a further monitoring report be present to the Committee in six months' time.**

(Councillor Marion Lowe left the meeting).

#### **14.OS.84 SCRUTINY OF EXECUTIVE CABINET**

##### **(a) Executive Cabinet Minutes**

Members considered the minutes of meetings of Executive Cabinet held on 16 January, 13 February and March 2014.

**RESOLVED - that the minutes be noted.**

**(b) Notice of Executive Decisions**

Members considered the current Notice of Executive Decisions which gave notice of both key and other decisions which the Executive expected to take, over the forthcoming 28 days.

**RESOLVED – that the Notice of Executive Decisions be noted.**

**14.OS.85 FINAL REPORT OF THE OVERVIEW AND SCRUTINY TASK GROUP - SELECT MOVE**

The Chair of the Overview and Scrutiny Task Group, Councillor Graham Dunn presented the Final Report of the Select Move review.

The review had examined in detail how the scheme operate, exploring the profile of customers who use it. This included looking at how customers used the system and establishing their views about it, the work of the Registered Providers who participate in the scheme and whether or not there was a consistency of approach.

The findings were mainly positive with the system being quite popular with the people who use it. There were however some inconsistencies identified in the level of service provided across the Registered Providers and some of the recommendations were around working more effectively with the Select Move Partnership to make service improvements.

Greater communications and accessibility to digital services were key findings and recommendations had been made to ensure that standards were raised.

The Committee were pleased to note that improvements on the standards of relets had been recommended as Members received many complaints on this issue. A request was made to consider language barriers when issuing relet standards.

The Chair thanked the Members of the Task Group for their work on the review and the Committee **RESOLVED to approve the recommendations to be submitted to the next meeting of the Executive Cabinet.**

**14.OS.86 OVERVIEW AND SCRUTINY TASK GROUP - CCTV PROVISION IN CHORLEY**

The Committee received the scoping document for the review on CCTV provision in Chorley. The Chair, Councillor Robert Finnamore updated the Committee on the work that had been undertaken by the Group.

The desired outcome was one recommended level of CCTV provision and a CCTV system for the future which takes into account the impact of surveillance for the Council, the police, partners and residents, balanced alongside the budget implications for the Council

In order to facilitate this, the Group were looking to undertake a thorough review of the CCTV system operating in Chorley in order to inform future CCTV provision and to provide options for future systems from “gold plated” through to minimal/no CCTV provision – with information on likely impact as well as an overall preferred option.

The Group had interviewed various stakeholders to obtain their views on the provision of the CCTV service in Chorley and received information from West Lancashire



Council on their CCTV provision following a recent review on their systems that had been recently undertaken by the authority.

The Group had recently interviewed the Council's existing CCTV provider to ascertain current arrangements and had considered what new technology is available to upgrade systems. More recently the Group had considered a report undertaken by the Community Safety Partnership's Analyst on the effectiveness of Chorley's CCTV provision. The Group hoped to have the final report of the review ready for the first meeting of the Overview and Scrutiny Committee in 2014/15.

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

Councillors Hasina Khan and Roy Lees left the meeting)

#### **14.OS.87 OVERVIEW AND SCRUTINY TRAINING PROPOSAL**

The Chief Executive submitted a report on a proposed Member training workshop for overview and scrutiny.

The Council had not undertaken training on overview and scrutiny for a number of years and the Chair felt that it would be useful to arrange a workshop in the new Council year. This was also a topic that has been requested through Member personal development plans and it was considered that a generic workshop session covering the key elements of good scrutiny would be both valuable for newer councillors and serve as a useful refresher for more experienced members.

The session would be open to all members of the Council, not just those members that sit on the Committee. The proposal would bring in external trainers to provide a more objective approach and perhaps give new direction and focus to scrutiny work in Chorley.

All Members of the Committee agreed that this was a good idea and something that would be advantageous to all Members, given that any Member can contribute to the work of the Task Group reviews.

**RESOLVED – that the full day session to be opened to all Members of the Council be approved.**

#### **14.OS.88 BRIEFING NOTE REGARDING CHORLEY AND SOUTH RIBBLE HOSPITAL**

The Committee received a briefing note on the proposed changes regarding integrating urgent care services at Chorley and South Ribble Hospital. An offer had been extended for a representative of the Clinical Commissioning Group CCG for Chorley and South Ribble to give a presentation on the proposals.

**RESOLVED – The invitation be taken up and a Scrutiny Briefing be held for all Members of the Council.**

#### **14.OS.89 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME**

The Committee received the updated Overview and Scrutiny Work Programme 2013/14

The consideration of a suitable topic for the next review of the Committee would be deferred to the first meeting of the next municipal year in June.

**RESOLVED – that the work Programme be noted.**

#### **14.OS.90 THANK YOU AND BEST WISHES**

The Chair on behalf of the Committee extended thanks and best wishes to Councillors Geoff and Rosie Russell who were retiring at the end of the year.

Chair

## Chorley Council –Notice of Executive decisions

1. This document gives 28 days notice of ‘key’ and other major decisions which the Executive Cabinet and Executive Members expect to take. The document is updated as required and is available to the public on the Council’s website at [www.chorley.gov.uk](http://www.chorley.gov.uk) or from the Town Hall, Market Street, Chorley, PR7 1DP.
  
2. A ‘Key’ Decision is defined as:
  - a) A, Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:
    - a change in service provision that impacts upon the service revenue budget by £100,000 or more; or
    - a contract worth £100,000 or more; or
    - a new or unprogrammed capital scheme of £100,000 or more.
  - b) Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in two or more electoral wards. This includes any plans or strategies which are not within the meaning of the Council’s Policy Framework set out in Article 4 of the Council’s Constitution.
  - c) Under the Access to Information Procedure Rules set out in the Council’s Constitution, a ‘Key’ Decision may not be taken, unless 28 days notice have been given in this document;
  - d) The law and the Council’s Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions.
  
3. The Executive Cabinet is made up of the Executive Leader, Deputy Leader and four Executive Members with the following portfolios:
 

Executive Leader and Executive Member (Economic Development and Partnerships)	Councillor Alistair Bradley
Deputy Executive Leader and Executive Member (Resources)	Councillor Peter Wilson
Executive Member (Community Services)	Councillor Beverley Murray
Executive Member (Public Protection)	Councillor Paul Walmsley
Executive Member (Streetscene Services)	Councillor Adrian Lowe
Executive Member (Customer and Advice Services)	Councillor Graham Dunn
  
4. Copies of the Council’s Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council’s website: [www.chorley.gov.uk](http://www.chorley.gov.uk). If there are any queries, including objections to items being considered in private, please contact the Council on 01257 515151 or email [contact@chorley.gov.uk](mailto:contact@chorley.gov.uk).

**Gary Hall, Chief Executive**

**Last updated: 04 June 2014**

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
June							
Final Report of the Overview and Scrutiny Task Group - Select Move	Executive Cabinet			26 Jun 2014	No	Details can be found here: <a href="https://democracy.chorley.gov.uk/ieListMeetings.aspx?CId=709&amp;Year=0">https://democracy.chorley.gov.uk/ieListMeetings.aspx?CId=709&amp;Year=0</a>	Report of the Director of Partnerships, Planning and Policy
Revenue and Capital Budget Out turn 2013/14 Report Four	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A new or unprogrammed capital scheme of £100,000 or more	26 Jun 2014	No	Details can be found here: <a href="https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=30775">https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=30775</a>	Report of the Chief Executive
Chorley Council Performance Monitoring Quarter Four 2013/14	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		26 Jun 2014	No	Details can be found here: <a href="https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=30500">https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=30500</a>	Report of the Chief Executive

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Chorley Partnership Performance Monitoring Quarter Four 2013/14	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		26 Jun 2014	No	Details can be found here: <a href="https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=30501">https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=30501</a>	Report of the Chief Executive
Croston Flood Risk Management Scheme	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A contract worth £100,000 or more	26 Jun 2014	No	No	Report of the Director of People and Places
Draft Statement of Community Involvement June 2014	Executive Cabinet	Executive Member (Public Protection)	A significant impact in environmental, physical, social or economic terms on communities living or	26 Jun 2014	No	No	Report of the Director of Partnerships, Planning and Policy

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Lancashire County Council policy for payments to waste collection authorities	Executive Cabinet	Executive Member (Streetscene Services)	A significant impact in environmental, physical, social or economic terms on communities living or	26 Jun 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Director of People and Places
Future meetings							
Chorley Council Performance Monitoring Quarter One 2014/15	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		28 Aug 2014	No	The previous report will be posted here	Report of the Chief Executive
Chorley Partnership Performance Monitoring Quarter One 2014/15	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		28 Aug 2014	No	The previous report will be posted here	Report of the Chief Executive

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Executive's Response to the Overview and Scrutiny Task Group on health impact assessments	Executive Cabinet	Executive Leader and Executive Member (Economic Development and Partnerships)		28 Aug 2014	No	Executive Cabinet, Thursday, 13 February 2014 <a href="https://democracy.chorley.gov.uk/mgIssueHistory/Home.aspx?Id=33091">https://democracy.chorley.gov.uk/mgIssueHistory/Home.aspx?Id=33091</a>	Report of the Director of People and Places
Central Lancashire Biodiversity and Nature Conservation Supplementary Planning Document	Executive Cabinet	Executive Member (Public Protection)	A significant impact in environmental, physical, social or economic terms on communities living or	28 Aug 2014	No	The National Planning Policy Framework, March 2012: <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</a>	Report of the Director of Partnerships, Planning and Policy
Review of Council's Parks and Open Spaces Byelaws	Executive Cabinet	Executive Member (Community Services)	A significant impact in environmental, physical, social or economic terms on communities living or	23 Oct 2014	No	No	Report of the Director of People and Places

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Revenue and Capital Budget Monitoring 2014/15 Report One	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A new or unprogrammed capital scheme of £100,000 or more	20 Nov 2014	No	The previous report will be posted here	Report of the Chief Executive
Chorley Council Performance Monitoring Quarter Two 2014/15	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		20 Nov 2014	No	The previous report will be posted here	Report of the Chief Executive
Chorley Partnership Performance Monitoring Quarter Two 2014/15	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		20 Nov 2014	No	The previous report will be posted here	Report of the Chief Executive
Revenue and Capital Budget Monitoring 2014/15 Report Two	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)	A new or unprogrammed capital scheme of £100,000 or more	12 Feb 2015	No	The previous report will be posted here	Report of the Chief Executive
Chorley Council Performance Monitoring Quarter Three 2014/15	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		26 Mar 2015	No	The previous report will be posted here	Report of the Chief Executive



<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Chorley Partnership Performance Monitoring Quarter Three 2014/15	Executive Cabinet	Deputy Executive Leader and Executive Member (Resources)		26 Mar 2015	No	The previous report will be posted here	Report of the Chief Executive
Future meetings of the Executive Cabinet where there is an intention to hold part of a meeting in private: 26 June 2014, 28 August 2014, 23 October 2014, 20 November 2014, 22 January 2015, 12 February 2015 and 26 March							
Executive Member Decisions							
Chorley Business Investment for Growth Grant: The Centre for Whole Health LTD	Executive Leader, Executive Member (Economic Development and Governance)	Executive Leader and Executive Member (Economic Development and Partnerships)		May 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: <a href="https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&amp;Opt=3">https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=30043&amp;Opt=3</a>	Report of the Director of Partnerships, Planning and Policy

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Discuss and resolve matters relating to replacing the 3 Tier Forum	Executive Leader, Executive Member (Economic Development and Governance)	Executive Leader and Executive Member (Economic Development and Partnerships)		April 2014	No	Details can be found here: <a href="https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=32902">https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=32902</a>	Report of the Chief Executive
Corporate Debt Management and Recovery Policy	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	Deputy Executive Leader and Executive Member (Resources)		April 2014	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 Shop Front Improvement Grant: Stills Decorators, 8 Pall Mall	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	Deputy Executive Leader and Executive Member (Resources)		25 Apr 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	Details can be found here: <a href="https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&amp;Opt=3">https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&amp;Opt=3</a>	Report of the Director of Partnerships, Planning and Policy

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Mayoral Car	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	Deputy Executive Leader and Executive Member (Resources)		April 2014	No	No	Report of the Chief Executive
Land adjoining 13 Ealing Grove, Great Knowley, Chorley	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	Deputy Executive Leader and Executive Member (Resources)		May 2014	No	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 and Executive Member (Resources)		June 2013	Yes, paragraph 3 (information relating to the financial or business affairs of any particular person including the authority holding that information)	Details can be found here: <a href="http://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&amp;Opt=3">http://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&amp;Opt=3</a> <a href="http://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&amp;Opt=3">http://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&amp;Opt=3</a>	Report of the Director of Partnerships, Planning and Policy

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Town Centre Shop Front Improvement Grant: Chorley Roofline Limited	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	Deputy Executive Leader and Executive Member (Resources)		June 2014	Yes, paragraph 3 (information relating to the financial or business affairs of any particular person including the authority holding that information)	Details can be found here: <a href="https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&amp;Opt=3">https://democracy.chorley.gov.uk/ielIssueDetails.aspx?IId=28298&amp;Opt=3</a>	Report of the Director of Partnerships, Planning and Policy
Unit 6 Market Walk	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	Deputy Executive Leader and Executive Member (Resources)	A contract worth £100,000 or more	May 2014	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

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Approval for Contract Award Procedure & Evaluation Criteria for an Extension to Clayton Brook Village Hall	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	Deputy Executive Leader and Executive Member (Resources)	A contract worth £100,000 or more	June 2014	Paragraph 3: information relating to the financial or business affairs of any particular person including the authority holding that information	No	Report of the Director of People and Places
Land to the Rear of 5 and 6 Epsom Croft, Anderton, Chorley	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	Deputy Executive Leader and Executive Member (Resources)		June 2014	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

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Portfolio Holder</b>	<b>Reason the decision is key</b>	<b>Earliest Date decision can be taken</b>	<b>Will the public be excluded?</b>	<b>Are there any background papers?</b>	<b>Documents to be considered by Decision taker</b>
Land at Union Street and Chorley Old Road Play Area Whittle le Woods	Deputy Executive Leader and Executive Member (Resources)	Deputy Executive Leader and Executive Member (Resources)		June 2014	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
Scrap Metal Dealers Act 2013	Executive Member (Public Protection)	Executive Member (Public Protection)		February 2014	Para 1: Information relating to any individual.	No	Report of the Director of People and Places

# **Report of the Overview and Scrutiny Task Group – CCTV Provision and Infrastructure May 2014**



# CONTENTS PAGE

	<b>Page No</b>
<b>1. PREFACE</b>	<b>3</b>
<b>2. EXECUTIVE SUMMARY</b>	<b>4-5</b>
<b>3. LIST OF RECOMMENDATIONS</b>	<b>6-7</b>
<b>4. BACKGROUND AND CONTEXT</b>	<b>8-10</b>
<b>5. METHOD OF INVESTIGATION</b>	<b>11</b>
<b>6. FINDINGS</b>	<b>12-15</b>
<b>7. CONCLUSION</b>	<b>16</b>
<b>APPENDIX 1</b>	



## 1. PREFACE

Under the requirement to undertake scrutiny of crime and disorder matters, the Overview and Scrutiny Committee considered a detailed report of the Director of People and Places on the current Chorley CCTV service and existing infrastructure and also information about CCTV systems in other authorities where systems had been reduced or decommissioned.

The report included information about provision in the South Ribble area where the system was much smaller and also in Blackpool where the Council had decided, due to budgetary pressures, to stop staffing the system.

Details about Chorley's CCTV system – the hours of operation, infrastructure, and staffing and maintenance issues were provided, along with overall comments on the impact of reducing CCTV coverage, cost implications and potential options for improvements in the future.

In discussion Members raised the public perception of safety provide by CCTV, how far cameras acted as a deterrent, the cameras role in preventing the escalation of crime or the prosecution of offenders including those involved in serious crime.

As the subject was a complex one, the Chair of Overview and Scrutiny suggested that a full scrutiny review on the provision of CCTV in Chorley be undertaken by a Task Group to inform future CCTV provision in the Borough.

In undertaking the review of provision, the Task Group engaged with both partners and customers to ensure that all perspectives were considered and to ensure the scrutiny was balanced. The system was perceived as being highly valued by the community and an effective tool used in the prevention of crime and disorder.

We would like to thank the Task Group Members for their deliberations, the officers and the external representatives and the residents of Chorley who made a contribution to this report. The representations we received have proved invaluable and enabled us to recommend a number of options for the Executive to explore to enable the Council to better serve our residents of Chorley.



Councillor Robert Fynamore (Chair)



Councillor Kim Snape (Vice Chair)

## 2. EXECUTIVE SUMMARY

The Overview and Scrutiny Committee asked the Task Group to undertake a scrutiny inquiry to look at CCTV Provision and Infrastructure in Chorley.

Chorley Council's closed circuit television system (CCTV) is solely owned and operated by the Council and comprises a number of overt cameras located across the Chorley borough area. The infrastructure has been in place for 18 years with some upgrades and improvements to equipment during that time but is essentially analogue based whereas current technology has moved to a digital format.

There are three main areas to the system:

- CCTV suite with monitored screens
- Recording capability for images
- Image capturing hardware – cameras

Improvements over recent years have been to partially digitise recording capacity which is now at full capacity; upgrading of monitoring screens; and the replacement of some cameras when irreparable or requiring excessive maintenance.

Present monitoring operating times meet current periods of high demand and are regularly reviewed based on crime and other intelligence data. This element of the service has been the subject of a recent internal audit and several management actions arising out of the review are being implemented.

The CCTV equipment and infrastructure is supported by an external contractor on a fixed term procured contract. The current contract is due to expire at the end of March 2015 and any planned changes to the CCTV infrastructure would be timed to coincide with the drafting of a new contract specification.

### Objectives

To review the current CCTV system and inform future provision with a range of options from gold plated, through to minimal/no CCTV provision – including impact and cost implications.

### Outcomes

To recommend a level of CCTV provision for the future which balances the needs of stakeholders with affordability for the Council.

Members were keen to ensure that all seven equality and diversity strands were fully taken into consideration throughout the review and were keen to work effectively in partnership with the relevant stakeholders to facilitate any improvements to the service.

Task Group Membership

Councillor Robert Finnamore (Chair)  
Councillor Kim Snape (Vice Chair)  
Councillor Doreen Dickinson  
Councillor Graham Dunn  
Councillor Roy Lees  
Councillor June Molyneaux  
Councillor Rosemary Russell

Officer Support:Lead Officers

Paul Lowe – Neighbourhoods Manager  
Simon Clark – Head of Health, Environment and Neighbourhoods

Democratic Services

Dianne Scambler Democratic and Member Services Officer

Meetings

The meeting papers of the Group can be found on the Council's website [www.chorley.gov.uk/scrutiny](http://www.chorley.gov.uk/scrutiny). This includes the inquiry project outline and other relevant information on policy and procedures.

Contribution of Evidence

The Task Group would like to thank all those who have provided evidence and contributed to the Inquiry. Section 4 contains the details of those involved

### 3. LIST OF RECOMMENDATIONS

Overall there is significant support for the provision a CCTV service from key partners such as police; from public response to a consultation; from local town centre business and from Parish Council.

The Group were satisfied that they had received the appropriate data that was required to evidence the continued need for CCTV in Chorley. (**Appendix 1**)

After considering the information obtained during the review of Chorley Council's CCTV service, the Overview and Scrutiny Committee has concluded that the provision of CCTV plays an integral role in the tackling of Crime and Antisocial Behaviour. Evidence suggests that Chorley Council's CCTV is a key tool which supports the reporting, detection and prosecution of crime and antisocial behaviour which occurs across the Borough. Additionally the results of a resident survey commissioned as part of the CCTV review, show that for the majority of residents, the presence of CCTV makes them feel safe. Furthermore it is evident that CCTV proves useful in helping to safeguard vulnerable residents, including those who go missing from home. As Chorley Council has made long term commitments in helping to ensure that Chorley has clean, safe and healthy communities and a strong local economy, it is recommended that the Council continues to support the provision of CCTV which aids the realisation of these commitments.

Therefore the option to decommission the service is not considered acceptable and the Task Group recommend the service is continued to be provided by the Council at some level.

The Executive Cabinet is therefore asked to consider the following options:

#### Infrastructure Provision

Option	Detail	Cost	Advantage/Disadvantages
<b>Option 1</b>	Do nothing and retain the existing system and seek to maintain it.	c. £20k per annum	Equipment will become obsolete and not maintainable at reasonable cost
<b>Option 2</b>	Replace key components to improve the system recording capability	c. £28k one off cost	Upgraded and digitised recording capacity provided
<b>Option 3</b>	Option 2 plus replacement of the current desktop operating system utilised to remotely switch camera	c. £48k one off cost	Improved operation and manoeuvrability of cameras

	views and manoeuvre cameras according to monitoring requirements		
<b>Option 4</b>	Option 3 plus the wholesale replacement of existing camera heads	c. £215k	The current suite of 50+ cameras would be replaced with new products and remove the current annual maintenance cost requirement of £20K
<b>Option 5</b>	Option 3 plus phased replacement of existing camera heads	c. £48k plus £4k per camera which could total in excess of £250k	Higher costs due to no economies of scale and maintenance cost of remaining cameras ongoing. However there is an advantage in terms of ability to consider relocation and addition of cameras in a phased way to meet changing demand.

The Group’s recommendation would be for the Executive Cabinet to consider implementing Option 5. This would enable the Council to upgrade its cameras on a priority basis, using an intelligence led approach and allowing the authority to keep abreast with the latest technology.

In addition, the Task Group recommends that the Council explores any outsourcing opportunities for the service and the provision subscription service for businesses. This is to include exploring the possibility of asking Parish Councils to contribute to the purchasing of replacement or additional cameras.

In terms of the operation of the service, the Task Group recommend that current staffing levels are maintained but that the hours of operation are regularly reviewed using local intelligence to ensure periods of high demand are covered.

## 4. BACKGROUND AND CONTEXT

### CCTV SERVICE

Chorley Council's closed circuit television system (CCTV) is solely owned and operated by the Council and comprises a number of overt cameras located across the Chorley borough area.

The system was first commissioned in 1996 and was initially introduced as a town centre system, linked to the Secured Car Parks scheme. It was subsequently extended throughout Chorley Borough and there are now a number of overt cameras located across the borough. All cameras are monitored from a central control room located at Chorley Police Station and are only accessible to view by Chorley Council appointed CCTV control room operators.

The CCTV service also has access and control over two stand-alone CCTV systems, which cover Astley Park and the Chorley covered market. Additionally the service also has direct access to live CCTV footage from a number of cameras, covering Chorley Railway Station, owned by the British Transport Police. However there is no facility to control these cameras.

The CCTV unit benefits from a direct link to the police radio system, ensuring real time communication and the appropriate deployment of police officers and PCSO's. This is further supported by the town centre radio system where the majority of pubs and retail businesses within the town centre, including Chorley Bus Interchange, have direct radio contact with the CCTV unit.

Chorley Council has CCTV equipment, maintenance and call outs contract in place that is due to expire at the end of March 2015.

The Council's CCTV system is regulated by the Surveillance Camera Code of Practice pursuant to Section 29 of the Protection of Freedom Act 2012. In recognition of this, the Council's CCTV Policy 2013/14 has been introduced and covers all twelve guiding principles of the Act. The Council's CCTV service is also compliant with all relevant legislation.

The CCTV service also benefits from having a CCTV operating policy, which was reviewed and refreshed on the 1 August 2013. The purpose of this policy is to support the regulation, management, operation and use of the CCTV system for Chorley Council.

The Council's CCTV system is aimed at preventing and detecting a wide range of crimes such as theft, burglary, violent crime, criminal damage and tackling anti-social behaviour. The system can also be used to locate missing persons.

In conjunction with Chorley Council's CCTV Policy 2013/14, the objectives of the CCTV system are:

- To protect residents, environment and the people who work and visit the borough of Chorley
- To improve feelings of safety
- To support Lancashire Constabulary in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public
- To protect private and public buildings
- To support the Community Safety Partnership in relation to reducing and preventing crime and disorder
- To assist in the management of the Chorley town centre radio scheme in conjunction with the retail and business sector
- To monitor and safeguard town centre car parks to deter all aspects of auto-crime
- To help tackle and identify offenders of anti-social behaviour

### **STAFFING LEVELS/HOURS OF OPERATION**

All staff that operate the CCTV system are employed by Chorley Council and work in the CCTV suite based at Chorley Police Station. The team consists of just under four full time equivalent posts including a team supervisor.

The CCTV unit operates 365 days a year and the system is monitored over a 6 week rota during the hours of 8.30am and 3.00am. Operational times vary to meet expected demand. Although the system is not monitored twenty four hours a day the system does record all the time, 365 days a year and recorded footage is retained.

Staffing levels have been the subject of a separate internal audit and several management recommendations are now being implemented as a result including:

- A regular review of operational hours to ensure periods of high activity/demand are covered.
- A review of camera locations to ensure infrastructure is effectively deployed in areas of high activity.
- A robust logging system for incidents to ensure the work and value of the service is effectively captured

### **CAMERA TYPE AND LOCATIONS**

The CCTV cameras are commissioned on an intelligence led basis subject to consultation with partners and stakeholders.

The CCTV system is made up of two camera types, Shoebox type which are square shaped cameras and Dome type, which are multi directional cameras housed in a clear dome, both have the ability to pan, tilt and zoom.

The CCTV cameras relay images back to the control room using a number of

transmission mediums including coaxial, microwave transmission, radio transmission, Coded Orthogonal Frequency Division Multiplex (COFDM) and Fibre Optic.

The Task Group received information on the locations and numbers of cameras currently in operation over the Borough of Chorley.

### **CCTV EFFECTIVENESS**

The use of closed circuit television cameras for the purpose of tackling crime has greatly increased over the last decade. It is estimated that nationally 80% of Councils operate and contribute to the provision of CCTV services.

The Group considered an analytical report that had recently been undertaken by the Community Safety Partnership's Analyst. The report sought to provide analysis of the Council's CCTV usage, crime and anti-social behaviour in the borough of Chorley, so that informed decisions could be made in relation to tasking and allocating resources effectively.

The report was prepared by utilising data from the Chorley CCTV Operator Log and Lancashire Constabulary's crime recording and intelligence based systems between 1 June and 31 December 2013. The report is appended to the Task Group's Final Report.

The group also received a report giving a brief summary of findings relating to a national study that had been undertaken by the Home Office to evaluate the effectiveness of Closed Circuit Television (CCTV).



## 5. METHOD OF INVESTIGATION

### Evidence

The Group received the following reports:

Chorley's current CCTV system and existing infrastructure, along with information about CCTV systems in other authorities  
The effectiveness of Chorley's CCTV system  
Draft CCTV System Operating Policy 2013/14  
Review of the Impact of Chorley Council's CCTV service – Internal Audit Report  
Detailed Analyst of the current CCTV provision in Chorley undertaken by the Community Safety Partnership's Analyst (appended)  
Home Office National Study on the effectiveness of CCTV

### Interviews

Members interviewed various stakeholders to find out their views about the Council's CCTV system that included:

Malcolm Allen, Chair of Chorley Trader Alliance on behalf of the day time economy  
Sam Wyatt, Community Safety Manager, Places for People  
Cath Burns, Head of Economic Development, Chorley Council  
Inspector Alison Barff-Lewis, Lancashire Constabulary  
Andrew Hill, Environmental Protection and Community Safety Manager, West Lancashire Council

### Written representation

The Task Group also received written representations from:

Peter Verhaege, Applejax Nightclub on behalf of the night time economy  
The Parish Councils of Adlington, Astley Village, Charnock Richard, Clayton-le-Woods, Ecclestone and Whittle-le-Woods

### Public Consultation

A public consultation survey was undertaken on the Council's website to determine how safe, residents of Chorley felt.

### Site Visit

Members also attended Chorley Police Station to see the CCTV system in use and view footage of activity leading to police intervention/prevention of crime.

## 6. FINDINGS

### Stakeholders Representation

The Group interviewed representatives of all relevant stakeholders to obtain their views on CCTV provision in Chorley. Representatives were asked a number of questions that included:

- What value they placed on the current CCTV system and service.
- What benefits, if any, they received from the service,
- If they made a contribution to the provision of the service, and
- What impact did they think there would be if the CCTV system was either to be reduced or upgraded.

In addition Members were keen to ascertain if they could provide any anecdotal evidence of how the CCTV system and its service had benefited them, their premises or organisation.

The CCTV service, including the radio service was considered an invaluable tool for the shopkeepers of Chorley. The service was used in helping to catch and deter shoplifters and assisting in the location of children who had wandered away from their parents. In the past a number of shopkeepers had originally contributed to the handheld radio service that is still in use in shops around the town centre. However, a few years ago, the Council had taken the decision to mainstream the funding of the service through the Councils budget. It was conveyed that shopkeepers would be willing to pay a contribution for this service if it meant it could be retained, although it was considered that any contribution should be on a sliding scale, with the larger stores who benefited more, paying a higher rate.

Feedback from both traders and staff of the market service stated that the CCTV provision was an invaluable resource for their business and work. There was also a greater feeling of security felt by visitors to our town.

It was however, felt that there were some areas of the town that were not presently covered, that needed to be and that some of the current equipment would benefit from being upgraded. Chorley has a low empty shop rate and although this is mainly attributed to the work of the economic development team, it does help that the town centre of Chorley is perceived to be a safe town, a fact that attracts new investors to the town.

The CCTV system was also considered highly when monitoring the activity of the night-time economy. The town's bars and club use the town centre radio communication to contact the CCTV control room and this provide reassurance and confidence to those businesses that are operating into the late hours. With the help of the CCTV monitoring system, the police can obtain a true and accurate picture of an incident to ensure a quick and effective response to the matter in hand. The use of CCTV also helps to track underage drinkers, helping to prevent children from harm.

Lancashire Constabulary considers Chorley's CCTV system provision priceless to their organisation. The monitored system assisted them in numerous ways and was considered paramount to helping with the detection and protection against crime. The service assists with the detection of burglaries, the obtaining of anti-social behaviour orders, building evidence in support of charges and surveillance of illegal activities for their CID target team. The system is used regularly as evidence in cases that are taken to court and has often been the difference in obtaining a conviction. Several examples of where CCTV footage had been used as evidence in securing criminal convictions were provided to the Group that included, successful conviction of drug dealing, the capture of offenders of vehicle damage, the apprehension of a large scale shoplifting, serious acquisitive crime and the finding of missing persons.

The current provision is invaluable but could always benefit from extra provision and any increase would see huge benefits for all the community. The system is currently monitored until 3am in the morning and is an integral part of the night time economy plans for the police service. The service provides reassurance for traders, taxi drivers, door staff, street pastors and PCSO's. The police would like to see the possibility of an increased 24 hour service to be considered. Although the police do not financially contribute to the provision of the service, the CCTV suite is accommodated within Chorley's Police Station at no cost to the Council.

Representations from our registered providers who have housing stock in the borough thought that their organisations would benefit greatly if Chorley's CCTV provision was to be extended. Although the current system is limited in some of their areas, the system helped when dealing with issues associated with anti-social behaviour especially around their community centres or other communal areas.

### **Parish Council Representation**

As part of their willingness to consult with all relevant stakeholders, the group asked the 22 Parish Councils to give their views and opinions on the CCTV services available across the Borough.

Whilst it was accepted that fixed CCTV provision was varied across the Borough, all Parish Councils had access to the mobile unit that was deployed across Chorley as and when required.

Responses were received from six parish councils, who all agreed that they considered the use of CCTV an invaluable tool to be used to tackle crime and disorder. There were many examples provided of where CCTV had been used to either detect or prevent criminal activity and all felt that the service could be improved upon to cover other areas across the borough.

## **Public Consultation**

A small web based public consultation was undertaken during the period the Task Group was operating and the broad findings were that over 61% of respondents felt safe or very safe in the knowledge that a CCTV service was operating. A further 32% reported neither safe or unsafe feelings.

## **Other Local Authorities CCTV Services**

### South Ribble Council

South Ribble operates a much smaller and less comprehensive CCTV service when compared to Chorley Council. Currently 12 unmonitored CCTV cameras are operated across the South Ribble Borough Council footprint. The CCTV service has an annual revenue budget of £15,000 to support its service and maintenance.

Whilst the system is not monitored, there is a member of staff who is employed on a part time basis to manage the systems service and maintenance contract and to review and download CCTV images for evidential purposes.

South Ribble has a similar population and crime profile to Chorley but they do not have an established Town Centre or night-time economy, unlike Chorley. Similarly to Chorley, South Ribble has experienced significant reductions in Crime and anti-social behaviour over the last six years.

### Blackpool Council

Blackpool Council operated a 151 camera monitored CCTV system at an annual cost of £600,000. In 2013 a decision was taken by Blackpool Council to cease staffing CCTV operations completely. Lancashire Constabulary was keen to retain the service, however, because Blackpool Council produces a priority led budget; CCTV was deemed not to be a priority for the Council, therefore funding was withdrawn. Blackpool Council took the view that the CCTV service is largely utilised by the Police and not Council used and therefore not a Council priority.

The control centre and equipment are still operational, but not monitored and so it is feasible that the service could be re-established in future years. However, Blackpool Council have stated that even if crime levels increase, unless the funding gap can be closed by the police and local commercial sector, the staffed CCTV system will continue to be provided.

Similarly to South Ribble Council, Blackpool Council still employs a small team to manage the CCTV systems service and maintenance contract and to review and download CCTV images for evidential purposes. The effect on community safety issues of the decision to operate an unmonitored CCTV system across Blackpool has yet to be evaluated. Therefore further research would be required at a further date in order to accurately report on the impact of this decision.

West Lancashire Council

West Lancashire Council had recently undertaken a similar review of their CCTV provision and service. The Council has always operated a 24 hour, seven days a week service. Although the service had always offered up the reduction of monitored hours as a cost saving measure for the Council, this had never been taken up. Ormskirk is a busy town and although there are probably periods throughout the day that are less busy than others, the system was monitored at all times.

Their old system was 10 years old and was coming to the end of its practical working life. The Council had started to see an increase in maintenance costs and any potential new equipment had significantly advanced. The Council decided to renew the system and the service was increased by adding a further 50% of cameras to existing provision. Although the system was upgraded, the Council did not invest in the best or latest technology. They did however try to get as many cameras as they could that were the same type, to reduce maintenance costs, although some additional types were needed dependant on locations or required functionality. The Council now has some cameras that are capable of recording a 360° rotation and some that are fitted with a sensory light, aimed at dispersing.

The CCTV service is funded by West Lancashire Council's mainstream budget who had recently moved its CCTV suite to new premises to allow for the extension in service and upgrade of equipment. Originally some of the equipment had been funded by the Local Strategic Partnership grant, but since its cessation, all funding is now provided by the authority. No actual income is generated from the scheme but it is considered a vital service for the detection and prevention of crime in the town.

## 7. CONCLUSION

The CCTV system is highly valued by the community of Chorley and has been evidenced by the findings of the Group. The Group feel that the perception of crime and the confidence upon which Chorley residents place in its CCTV system is of paramount importance.

It was noted that there have been many research studies conducted which have aimed to evaluate the effectiveness of CCTV but that it was difficult to quantify its effectiveness with a broad brush approach. Advice given directly by the Home Office indicated that authorities were best to evaluate their need in response to local issues and concerns.

The impact on crime figures is hard to predict but should the CCTV service be decommissioned, it could be theorised that without the deterrent effect of the CCTV cameras, certain crime categories would be negatively affected. Theft, anti-social behaviour, criminal damage and violent offences could increase.

CCTV places a key role in both supporting the detection rates of crime and anti-social behaviour. The system is not only used to identify suspects and accomplices but serves to eliminate individuals from suspicion, which can reduce the length of the investigatory process. Reducing the CCTV service provision could see a reduction in the successful detection of cases and prosecutions.

## CCTV Analysis

---

Chorley Borough Council



Author: CSP Analyst

Date: 17 March 2014

GPMS: Not protectively marked

#### AIM & PURPOSE

The report will seek to provide analysis of Council CCTV usage, crime and anti-social behaviour in the district of Chorley, in order that informed decisions can be made in relation to tasking and allocating resources. Inferences and recommendations will be made if necessary, based on the objective analysis provided.

#### SCOPE

The document has been prepared utilising data from Chorley CCTV Operator Log and Lancashire Constabulary crime recording and intelligence systems. The Operator Log covered a period of time between 1 June 2013 and 31 December 2013. This information has been obtained on 14<sup>th</sup> March 2014.

#### SECTION 1: KEY FINDINGS, INFERENCES, CONCLUSIONS AND RECOMMENDATIONS

---

- There were 1041 operator logs recorded during the period 1 June 2013 and 31 December 2013.
- There were 127 requests to provide retained evidence and 335 requests to review footage.
- The greatest number (n=134) of CCTV Operator logs related to assaults this accounted for 12.9% of logs; 63.2% of these were requested by police.
- The three hour period of the week when most logs were created was between the hours of 00:00 and 02:59 on Sunday (n=67).
- There were 1776 crimes recorded in the locations where a camera is situated during the seven month period.



SECTION 2: ANALYSIS REPORT

Operator Logs

There were 1041 operator logs recorded during the period 1 June 2013 to 31 December 2013. This includes 706 incidents recorded on CCTV Operator Logs and 335 footage review requests. The three hour period of the week when most logs were created was between the hours of 00:00 and 02:59 on Sunday (n=67). This is also the period when most arrests (n=15) were made at scene and most number of evidential CDs were requested for (n=5).

The busiest three hour period of the day was between 09:00 and 11:59 hours, this period of the day had the most logs generated; greatest number of arrests at scene, most review requests made and greatest number of evidential CDs burnt off. The busiest days of the week were Saturday and Sunday when 183 logs were created on each day.

Monday had the least number of logs (n=101) recorded; the least busiest times of the day was between 03:00 and 05:59 hours when only 4 logs were recorded over the seven month period. With the exception of Saturday and Sunday between 00:00 and 02:59 hours; there were less than 10 logs recorded during the hours of 00:00 and 05:59 during the whole seven month period.

Three hour period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0000-0259	1	0	2	0	2	22	67
0300-0559	0	1	1	0	0	1	1
0600-0859	0	6	3	7	2	3	1
0900-1159	35	36	31	41	37	33	21
1200-1459	17	25	30	32	24	23	25
1500-1759	22	37	32	32	32	37	20
1800-2059	15	14	17	19	28	32	22
2100-2359	11	17	16	14	33	32	26
<b>Total per day</b>	<b>101</b>	<b>136</b>	<b>132</b>	<b>145</b>	<b>158</b>	<b>183</b>	<b>183</b>

Table 1: Number of operator logs per three hourly intervals per day, highlighting busiest periods in shades of red.

Requests for Service

60.6% (n=630) of Operator Logs resulted from police requests for CCTV whilst operators transferred 77.8% of logs to the police. A few logs, 5.7% (n=59) were not police related. Of the logs not recorded as police related 51.7% (n=30) were town centre radio requested and 5.1% council requests; the remaining ones had limited details but some related to British Transport Police and Lancashire Fire and Rescue Service.

In 5.5% (n=57) of cases when requests had been made, operators have recorded that the incident could not be seen on camera, this could be due to requests where there is no camera coverage at all or the incident was hidden from camera view.

An action made by the CCTV Operator was recorded on 77.5% of logs. In 37.2% of these cases CCTV Operators were asked to provide assistance to the police; in 28.3% of cases CCTV Operators received information and passed details to the police and in 10.3% of the cases CCTV Operators were proactive in identifying incidents / potential incidents and reported it to the police. CCTV Operator assistance was given to other organisations in 10.7% of the logs these included local businesses and town centre radio requests.

<b>Actions Taken by Operator</b>	<b>Number of logs</b>
Police assistance	300
Police advised	228
Other assistance	86
Pro-active CCTV Police advised	83
Potential incident logged	36
More than one action taken	22
View footage of car incident	21
Public protection - vulnerable person	21
Advised Nightsafe to attend	16
Footage burnt off	10
Traders informed of issue	8
Subject Access Request	5
Public protection - observation for public event	2
CBC/ Police Officers protection	2
Advised caller to contact Police	2
Unknown	234

Table 2: Number of actions taken by the operator.

Impact of CCTV

Assault was the most prevalent incident type during the seven month period, this accounted for 12.9% (n=134) of all operator logs, followed by anti-social behaviour 11.0% (n=114). Theft accounted for 109 logs, concern for welfare 77 logs and missing persons 67 logs. A complete list of operator logs by incident type can found at Appendix 1.

Over the seven month period 9.7% of the logs related to 110 people who were arrested on the spot. A further 34 persons were known to be arrested later. 20.1% (n=21) of those arrested were arrested for assault.

A dip sample of the assaults established that CCTV was used to establish facts of the crime, establish incorrect information provided by the aggrieved, attributed to admissions from offenders and identified unknown offenders. For example, an assault occurred on a young person and the offender was unknown. CCTV footage provided verification of the offender after officers had made tentative links to identify the offender. This resulted in full admission of assault by the offender who received an adult caution.

CCTV Operators have contributed in obtaining evidence and alerting police of instances for Anti-social Behaviour Orders on five females who were persistently targeting vulnerable people in Chorley. The individuals had between them actively targeted; offered sexual services, stolen from, bullied and

intimidated over 30 very vulnerable individuals over the last 12 months. Victims included the elderly, the infirm and those struggling with quite severe disabilities and mental health issues. The weight of evidence put before the court resulted in full Orders being granted on first application.

CCTV evidence was important in a high risk Domestic Violence case when an offender threatened to kill a female and her new boyfriend in Chorley Town Centre, this was captured on CCTV; later in the day the offender attempted to enter the victim’s home and made further threats to kill. Having reviewed the CCTV footage the Crown Prosecution Service found that the course of conduct and the direct threats made in the street were clearly evidenced. The case resulted in the offender receiving a 4 week sentence of imprisonment and 12 month suspended sentence.

An offender, who had seriously assaulted and stolen a large sum of cash off a victim who was left, lying in the middle of the road, received a 45 months prison sentence. The offender was traced through CCTV, the clothing seen on CCTV was seized and the hidden cash found. This was a substantial result in that the victim of robbery had little recollection of what had happened and could only provide little evidence.

Other incidents resulted in seizure or disposal of alcohol, dispersal of groups or individuals, attendance at the police station or words of advice given. In five cases members of the public were taken to hospital. Two cases related to deaths in a public place, when CCTV assisted in deciding that one of cases was not suspicious when a body was found in the road.

CCTV is also used for protection of people and places when left in a vulnerable state prior to physical assistance getting to the scene. These cases can vary from watching Cash in Transit vans, monitoring local public events, to monitoring lone vulnerable females or searching for missing persons. A breakdown of the CCTV Operator logs by result can be found at Appendix 2.

Crime in Camera locations

There are 42 cameras monitored by Chorley Borough Council CCTV Operators. The locations of the streets which contained a CCTV camera were identified.

There were 1776 crimes in the incident locations that contained CCTV cameras owned by Chorley Borough Council. A breakdown of crimes by location is shown in Table 3 below.

Location	Number of cameras	Number of crimes
1	11	293
2	4	235
3	1	212
4	3	190
5	4	178
6	2	169
7	11	125
8	2	109
9	1	107
10	1	83
11	1	66
12	1	9
<b>Total</b>	<b>42</b>	<b>1776</b>

Table 3: Number of cameras and number of crimes in the locations containing CCTV.

One location recorded the most crimes during this time period. This location contains 11 of the 42 cameras. Assault with Injury was the most prevalent offence type during the seven month period, this accounted for 13.7% (n=244) of all crime, followed by shoplifting (n=195). Other theft accounted for 163 offences, criminal damage to vehicles 140 offences and assault without injury 126 offences.

The peak time when most crime occurred was Saturday between 21:00 and 23:59 (n=61).

37.2% (n=661) of the offences in these incident locations had a positive outcome, 33.2% (n=589) were undetected, 1.9% (n=34) of the offences were dealt with by restorative justice. 27.7% (n=492) of offences were closed or declared that a prosecution was not possible.

**SECTION 4: APPENDICES**

*Appendix 1: Breakdown of CCTV Operator Logs by Incident Type*

<b>Incident Type</b>	<b>Number of logs</b>	<b>Number of logs as percentage</b>
Assault	134	12.9%
ASB	115	11.0%
Theft	109	10.5%
Concern for Welfare	77	7.4%
Missing Person	67	6.4%
Criminal Damage	63	6.1%
Shoplifting	56	5.4%
Drugs	42	4.0%
Public Order	41	3.9%
Wanted Person	38	3.7%
Drunk and Disorderly	32	3.1%
Suspicious Circumstances	28	2.7%
Traffic Offence	19	1.8%
Unknown	18	1.7%
Driving under the influence	16	1.5%
Road Traffic Collision	16	1.5%
Burglary	15	1.4%
Breach of Conditions	14	1.3%
Dangerous Driving	13	1.3%
Intruder Alarm	11	1.1%
Robbery	11	1.1%
Harassment	10	1.0%
Domestic Abuse	9	0.9%
ASB Drinking in exclusion zone	8	0.8%
Fraud	8	0.8%
Begging	8	0.8%
Indecent Exposure	7	0.7%
Littering	6	0.6%

Breach of ASBO	6	0.6%
Stolen Vehicle	6	0.6%
Possession of Weapon	5	0.5%
Illegal Trading	5	0.5%
Underage drinking	3	0.3%
Making off without Payment	3	0.3%
Threatening Behaviour	3	0.3%
Racist Incident	3	0.3%
Sexual Offence	3	0.3%
Interfering with vehicle	3	0.3%
Death	2	0.2%
Fire	2	0.2%
Lost property	1	0.1%
Firearms	1	0.1%
Blackmail	1	0.1%
Complaint	1	0.1%
Dog Bite	1	0.1%
Truancy	1	0.1%
<b>Total</b>	<b>1041</b>	<b>100.0%</b>

*Appendix 2: Breakdown of CCTV Operator Logs by result*

Result of CCTV Incident	Number of incidents
1 Person Arrested	126
1 Person Arrested and 1 Directed to leave	1
2 Persons Arrested	4
3 Persons Arrested	3
Anti-Social Driving Notice	1
Alcohol seized / poured away	17
Banning Order	5
Body Search	2
Caution	5
Community Order	1
Community Resolution	4
Directed to leave the area	24
False Alarm	1
Group Dispersed	3
Issued Direction to Leave	2
Littering Ticket	5
No sanction issued / known	355
Sanction not applicable	359
Incident not on camera	57
Nuisance	1
Penalty Notice	7

Restorative Justice	11
Sectioned under Mental Health Act	1
Summoned to Court	6
Taken to hospital	5
Vehicle Seized	1
Voluntarily Attended Police Station	17
Words of Advice	13
Youth Referral	3
<b>Grand Total</b>	<b>1041</b>

**Chorley**  
Council



This page is intentionally left blank



# Scrutiny Reporting Back

Chorley Council's Annual Report on Overview and Scrutiny in 2013/14



## CONTENTS

1. Membership
2. Introduction by the Chair and Vice Chair of Overview and Scrutiny Committee
3. Challenging Performance
4. Scrutiny Reviews in 2013/14
5. Crime and Disorder
6. Challenging the Executive
7. Call-in
8. Financial Scrutiny
9. Conclusion and the Year Ahead

### 1. MEMBERSHIP OF OVERVIEW AND SCRUTINY COMMITTEE



**Councillor Steve Holgate**  
**Chair of Overview and Scrutiny Committee 2013/14**



**Councillor Mark Perks**  
**Vice Chair of Overview and Scrutiny Committee 2013/14**

Councillors Julia Berry, Doreen Dickinson, Graham Dunn, Robert Finnamore, Keith Iddon, Hasina Khan, Roy Lees, Marion Lowe, Mick Muncaster, Geoff Russell, Rosemary Russell and Kim Snape

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

2013/14 was a busy year for Overview and Scrutiny with the Committee undertaking a varied and extensive Work Programme. We welcomed back Members of the Conservative Group and Councillor Mark Perks was appointed as the Vice Chair of the Committee.

Our dedicated Performance Monitoring Panel, consisting of six Councillors met quarterly to look at the Council and Local Strategic Partnership performance, along with a focus on a number of different service issues that included, shared services, customer dis-satisfaction and domestic violence detections.

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

- **Allotments** – The creation of an additional 43 allotment units across the Borough.
- **Adoptions of Estates** – We received the responses from both the Executive's of Chorley and Lancashire County Council's. The responses were positive but will take some time to have an effective, however the establishment of a new role at Chorley Council, Development Implementation Co-ordinator to manage matters pertaining to Community Infrastructure Levy, Planning Obligations and Adoptions would help to monitor this.
- **Lancastrian** – Continued improved usage of the Lancastrian facilities with income exceeding predicted targets.
- **Private Rented Housing** – The implementation of a Housing Standards Enforcement Policy that's sets out the process for inspection and enforcement.
- **Tourism and Promoting Chorley** – The development of a successful traffic management plan for events taking place at Astley Park

This year the Committee has undertaken three reviews:

The Select Move Allocation process was requested by Members after concerns were raised about the accessibility and user- friendliness of Select Move and also the perception that people from outside the sub region and without local connection were accessing properties in Chorley.

A review of the Playing Pitches, Play Areas and Open Spaces Strategy was undertaken to assess the value of the Health Section of the Council's current Intergrated Impact Assessment to ascertain if it robust enough to maximise its health and wellbeing outcomes.

Chorley's CCTV provision and infrastructure was identified through crime and disorder scrutiny after the Committee was informed that its current contractual arrangements were due for renewal.

## 2. CHALLENGING PERFORMANCE

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

The Performance Panel for 2013/14 consisted of the following Membership:

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

The Panel has met four times in the last 12 months and has considered the Councils Corporate Strategy key projects and monitoring; Chorley Partnership monitoring information and the Council's Organisational Improvement Plan that captured all the directorate and service level business improvement plans.

We were given a demonstration of the My Projects feature on the new intranet which has enabled us to view progress and key milestones for all corporate strategy and business improvement projects across the Council. Each meeting also considered an additional performance focus, outlined below, where we looked at particular areas of concern or poor performance and the relevant Executive Member was invited to attend. The areas of focus are summarised below:

## 3. SCRUTINY REVIEWS IN 2013/14

### 3.1 SHARED SERVICES

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

We were presented with a report which provided the financial and organisational benefits to the establishment of shared financial and assurance services with South Ribble Council. In terms of performance in the last quarter of 2012/13, there had been an improvement on the previous year with 80% of financial service indicators and 46% of assurance indicators being green. Since its establishment, the shared financial and assurance services had been predicted to save £290,000 but had in fact saved £550,000. Both Councils had benefitted equally from the savings made.

In some areas, services had been improved with full integration and greater efficiency/delivery. However this hadn't been achieved in all areas and management accounting would be the focus over the next 12 months. Shared services was not the solution for all services and areas like IT and revenues and benefits had been investigated but discounted on the basis that the Council could make more savings by delivering the services alone, however this did not discount looking at these options in the future. Experience had shown that standardisation across authorities was a good basis for shared services.

### **3.2 CUSTOMER DISSATISFACTION**

**(Councillor Alistair Bradley, Executive Leader attended)**

The authority's 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.

We received a report that 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 explained 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.

### **3.3 TRIAL RE-OPENING OF MARKET STREET**

**(Councillor Alistair Bradley, Executive Leader attended)**

We 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 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.

### **3.4 THE COUNCIL'S INVOLVEMENT IN HEALTH AND WELLBEING**

The Public Health Observatories under Public Health England publish local health profiles which show how health in Chorley compares with the rest of England across a number of indicators. The profile indicates that the health of the people of Chorley is varied compared with the England average. Deprivation is lower than average and all-cause mortality rates had fallen over the last ten years, as have deaths from cancer and heart disease. The rate of adult physical activity is also better than the England average.

However, Chorley performs lower than the England average for a number of indicators that include, smoking in pregnancy, starting breast feeding, hospital stays for self-harm, people diagnoseD with diabetes and hip fractures in the over 65's. This type of information (including the Chorley and South



Ribble Joint Strategic Needs Assessment) had been used to inform Chorley and South Ribble Health and Wellbeing Plans which take a holistic approach to issues through early intervention and prevention measures.

The Chorley and South Ribble Health and Wellbeing Partnership had been operational for over 18 months and formed a key mechanism to communicate and convey local health priorities to the Lancashire Health and Wellbeing Board who take overall responsibility for improving health outcomes across the county under the new public health arrangements. The Chorley and South Ribble Health and Wellbeing Plan identifies three core priorities of, accessibility, independence and activity. A number of actions support these priorities with progress regularly reported at meetings of the Health and Wellbeing Partnership. Performance of the plan was monitored by the Chorley Partnership on a quarterly basis with the most recent reports showing excellent performance and all priorities rated green.

The indicative commissioning budget for Chorley and South Ribble CCG for 2012/13 was £224,416,000. An estimated baseline for the public health grant had been published by the Department of Health and had been based on public health spending during 2010/11. The estimated baseline for Lancashire is £45,891,000 which equates to £37 per person, based on historic need. We were informed that to be able to create a number of early intervention initiatives, an analysis of the ward and Lancashire public health indicator averages needed to be undertaken to produce the relevant targets in the required areas. It was sometimes difficult to assess where the intervention need was required as the relevant statistics were presently not measured, for example, what the main causes of people over 65 needing a hip replacement. It was also intended that the Board would piggy back on a number of Lancashire based programmes to try to extend services with limited resources.

### **3.5 DOMESTIC VIOLENCE DETECTIONS**

**(Detective Inspector, Geoff Hurst, Lancashire Constabulary attended the meeting)**

The new Corporate Strategy had been approved in November 2012 and identified the percentage of domestic violence detections as a key measure for success against the priority of 'clean, safe and healthy communities'. The measure was selected in order to focus attention on this issue and ensure a coordinated effort.

A target of 70% detection rate was set, which reflected the current police target for this indicator. The indicator is measured using data by the Police and reported to the Chorley and South Ribble Community Safety Partnership. Detective Inspector Hurst explained that the police no longer use this target as a way of measuring its detection success, for a variety of differing reasons. The recording of Domestic Violence incidents has changed over time with many parameters being altered. The age limit for recording has been lowered to 16 year olds, sibling to sibling incidents and other familial incidents are now included and the implementation of a wide range of interventions and alternative disposals other than prosecution and caution, have reduced the number reaching 'detection' stage. With this in mind the police are now focusing more on reducing risk through interventions and managing outcomes.

The MARAC (Multi Agency Risk Assessment Conference), chaired by the police, meets monthly and focusses on the safety of victims of domestic abuse identified as being at high risk. The MARAC combines up to date risk information with a timely assessment of a victim's needs and links those directly to the provision of appropriate services for all those involved in a domestic abuse case: victim, children and perpetrator. Information is shared and joint decisions made on the most appropriate way to reduce or manage the identified risks.

Officers also work with other services in the Multi-Agency Safeguarding Hub (MASH), currently based in Leyland, with each agency - including Lancashire Constabulary, Lancashire County Council and Blackpool Council's Children's and Adult's Services, Lancashire Probation Trust, the NHS (including mental health services) and Lancashire Fire and Rescue Service (LFRS) - based in one building, allowing the efficient sharing of information. Once a person at risk is referred into the MASH, the different services undertake a joint risk assessment, arranging for appropriate interventions to reduce the threat of harm to the individual. There does not have to be a prosecution for a person to be referred to the MASH.

It was also explained how the police treat cases and presented some useful statistics on the difference between serious and less serious incidents.

Chorley, South Ribble, West Lancashire and Preston Community Safety Partnerships were in the process of commissioning a pilot domestic abuse perpetrator project. An external organisation would be commissioned to deliver interventions to perpetrators who have been deemed high risk but not subject to statutory supervision. The Pilot had been funded by the Police and Crime Commissioner and would look to support five perpetrators across the borough of Chorley with the aim of reducing their reoffending behaviour.

The police have also started to see greater reporting of domestic violence by members of the public. Media campaigns, such as the new Clare's Law, have helped to raise awareness of the issue and people are not afraid to come forward to report incidences they have witnessed. The IDVA service can also be accessed by victims of domestic abuse, by being present at the courts and doctors surgeries across the borough.

## **4 KEY MESSAGES FROM SCRUTINY TASK GROUPS**

### **4.1 PLAYING AREAS AND OPEN SPACES STRATEGY**

Chorley had never previously had an overall Strategy that pulled together all the existing management and location plans of sites across the borough. The Council has very high and ambitious standards that are above those of our neighbouring authorities. The new strategy was required to pull together the three key areas of play areas, playing pitches and open spaces. It would also provide detailed actions and assist with section 106 agreements in the future.

Consultation was undertaken on the draft Play, Open Spaces and Playing Pitch Strategy 2013 - 2018 with partners, local residents, sports clubs/organisations, community groups and neighbourhood partnerships. The Strategy set out how Chorley Council planned to protect, manage, enhance and secure its open spaces over the next five years and beyond. It focused on sites that needed to be improved upon and sustained to mitigate against negative trends and recommended how any identified deficiencies in provision of open space should be addressed through a five year action plan.

The tool used to assess the impact of new policies, strategies and areas of service is the Council's approved Integrated Impact Assessment that included an element focusing on health impact. Using the draft Strategy as an example, the Task Group sought to test the Health Impact Section of Integrated Impact Assessment on a number of sites from the lists that covered the three areas of play areas, open spaces and playing pitches, to ascertain whether the Integrated Impact Assessment was robust enough to maximise its health and wellbeing outcomes.

The Group came to the conclusion that overall there needed to be more emphasis placed on the importance of using the Integrated Impact Assessments on any new policies and procedures that are implemented by the Council, particularly in relation to the impact of health and wellbeing. It was also considered that a better understanding about the importance of using this tool would greatly influence decisions made in the future in relation to health and wellbeing and therefore training in this area was a key issue that needed addressing for both officers and Elected Members of the Council.

### **4.2 SELECT MOVE ALLOCATIONS POLICY AND PROCEDURES**

The Scrutiny inquiry into the Select Move Choice Based Lettings scheme was requested by Members of Chorley Council after concerns were raised about the accessibility and user- friendliness of Select Move and also the perception that people from outside the sub region, and without local connection, were accessing properties in Chorley.

The Task Group examined in detail how the scheme operated, exploring the profile of customers who use it. This included looking at how often customers used Select Move and obtaining their views, the

work of the Registered Providers who participate in the scheme and whether or not there was a consistency of approach.

Members engaged with both partners and customers to ensure that all perspectives were considered and to ensure the scrutiny was balanced. The findings were mainly positive and Select Move was demonstrated to be a fit-for-purpose, effective way for a number of partners over a sub-regional footprint, to work collaboratively to allocate social housing.

Select Move does largely meet our customers' needs, as satisfaction is good, allocations are being made within a period considered to be reasonable and also the majority of customers when asked if we should revert back to the old system, said that we should not. Choice and personal preference are key elements of the scheme and so these were found to have a bearing on how long a customer may wait until they secure a property.

With the refreshed Allocations Policy and also the forthcoming system upgrade, which promises to improve the customer interface and experience, Select Move will increasingly meet need. Furthermore, the introduction of a smartphone friendly version of the website will further enhance access for customers.

The new local connection provisions within the Partnerships' revised policy will ensure those with a local connection to Chorley are given priority for all available homes in Chorley, minimising the levels of inward migration. This is important particularly given the volume of new affordable housing developments in Chorley.

## **5. CRIME AND DISORDER: CCTV PROVISION AND INFRASTRUCTURE**

Under the requirement to undertake scrutiny of crime and disorder matters, the Committee considered a detailed report of the Director of People and Places on the current Chorley CCTV service and existing infrastructure and also information about CCTV systems in other authorities where the systems have been reduced or decommissioned.

Members raised the public perception of safety provided by CCTV; how far cameras acted as a deterrent, the camera's role in preventing the escalation of crime or the prosecution of offenders including those involved in serious crime.

As the subject was complex, the Committee decided to undertake a review of the service to be Chair by Councillor Robert Fynamore.

The Overview and Scrutiny Committee asked the Task Group to undertake a scrutiny inquiry to look at CCTV Provision and Infrastructure in Chorley.

Chorley Council's closed circuit television system (CCTV) is solely owned and operated by the Council and comprises a number of overt cameras located across the Chorley borough area. The infrastructure has been in place for 18 years with some upgrades and improvements to equipment during that time but is essentially analogue based whereas current technology has moved to a digital format.

There are three main areas to the system:

- CCTV suite with monitored screens
- Recording capability for images
- Image capturing hardware – cameras

Improvements over recent years have been to partially digitise recording capacity which is now at full capacity; upgrading of monitoring screens; and the replacement of some cameras when irreparable or requiring excessive maintenance.



Present monitoring operating times meet current periods of high demand and are regularly reviewed based on crime and other intelligence data. This element of the service has been the subject of a recent internal audit and several management actions arising out of the review are being implemented.

Overall there is significant support for the provision a CCTV service from key partners such as police; from public response to a consultation; from local town centre businesses and Parish Councils and the Group were satisfied that they had received the appropriate data that was required to evidence the continued need for CCTV in Chorley.

After considering the information obtained during the review of Chorley Council's CCTV service, the Overview and Scrutiny Committee has concluded that the provision of CCTV plays an integral role in the tackling of Crime and Antisocial Behaviour. Evidence suggests that Chorley Council's CCTV is a key tool which supports the reporting, detection and prosecution of crime and antisocial behaviour which occurs across the Borough. Additionally the results of a resident survey commissioned as part of the CCTV review, show that for the majority of residents, the presence of CCTV makes them feel safe. Furthermore it is evident that CCTV proves useful in helping to safeguard vulnerable residents, including those who go missing from home.

As Chorley Council has made long term commitments in helping to ensure that Chorley has clean, safe and healthy communities and a strong local economy, it is recommended that the Council continues to support the provision of CCTV which aids the realisation of these commitments.

## 6. CHALLENGING THE EXECUTIVE

The Committee has continued to work together positively with the Executive Leader and his Cabinet in scrutinising the delivery of their proposals.

The following areas are Executive Cabinet items that Overview and Scrutiny has considered and made recommendations in 2013/14

- How Chorley Council impacts on the health of our citizens
- Economic Development Strategy
- Budget Principles
- Call-in procedures

## 7. CALL-IN

The Committee considered the outcomes of a mini scrutiny review that had taken place looking into the current call in procedure. The Committee had agreed that the call in process needed to be revised following Members concerns about hearing call in requests as part of a wider Committee agenda.

A small task group of four members met to look at the key aspects of call in, including comparative information from other Councils across Lancashire. The main recommendations from that review were, to reduce the call in period from 10 days to 5 days, to allow speedier implementation of executive decisions and that a Special Meeting of the Overview and Scrutiny Committee be convened to hear all call in requests, rather than hearing them as part of a wider Committee agenda. All the changes were approved at full Council as they form part of the Council's Constitution.

Since the changes, there has been one request to call in a decision made by the Executive Member for Planning and LDF regarding the cessation of notification letters to contributors (Those who comment on planning applications).

We received a report that included the reasons behind the decision to make information available on the Council's website and that neighbour notification letters would make reference to this facility. Some Members however remained of the view that it was important that all contributors were informed of the decision individually rather than being directed to the Council's website and asked that the Executive Member reconsider the decision in light of the discussions made.

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

## **7. FINANCIAL SCRUTINY**

The Committee considered the agenda papers being submitted to the Executive Cabinet on 16 January 2014 setting out the 2014/15 budget and summary budget position over the medium term. The Council's budgetary and policy framework required that any views submitted by the Committee should be taken into account in the final approval of the budget at Budget Council on 25 February 2014.

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

The Chief Executive gave an overview of the Council's position that included information on how the Council was generating funding streams independently of grants from the Government such as the purchase of the Market Walk shopping Centre that would generate a surplus of £400,000 in 2014/15.

## **8. CONCLUSION AND THE YEAR AHEAD**

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

The Council will hold a total of eight scrutiny meetings in 2014/15, with four main Overview and Scrutiny Committee and four Performance Panel meetings. Councillor Mark Perks will take the Chair of the Committee, with Councillor June Molyneaux taking Vice Chair and we welcome several new Members to the Committee. In addition, at its first meeting, Members will agree a number of scrutiny review topics for inclusion in the Work Programme for 2014/15.

The Committee will also be undertaking some valuable scrutiny training at the start of the year on 3 July. It's a while since we undertook any scrutiny training so this session is a refresher for all Councillors and will cover:

- how to prepare for scrutiny committees or short-life task and finish groups

- the relationships between scrutiny chairs and scrutiny officers
- how to choose a small number of topics for scrutiny investigations
- how to plan and develop questions
- how to get what you want from those who come to answer questions
- innovative ways of collecting evidence
- how to make recommendations effective
- the nature of scrutiny leadership
- the party political dimension

This page is intentionally left blank



## OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2014/15

	19 Jun OSC	10 Jul OSPP	25 Sep OSPP	9 Oct OSC	4 Dec OSPP	29 Jan OSC	12 Mar OSPP	16 Apr OSC
--	---------------	----------------	----------------	--------------	---------------	---------------	----------------	---------------

**To be considered:**

Panel Meeting (OSPP) to consider Council and LSP performance in addition to scrutiny of key service areas		*	*		*		*	
Overview and Scrutiny Performance Panel minutes				*		*		*
Executive Cabinet Minutes				*		*		*
Notice of key decisions	*			*		*		*
Budget Scrutiny						*		
Health Scrutiny								
Annual Reporting Back Report	*							
Overview and Scrutiny Work Programme for the year	*			*		*		*

**Scrutiny Reviews:**

Disabled Facilities Grant (Joint Scrutiny task group with LCC)	*							
CCTV Provision and Infrastructure	Final Report FR					1M		
Play and Open Spaces Strategy				R				
Select Move Lettings Scheme				R				
Adoption of Estates				1M				
Private Rented Housing Inspection				2M				

**Potential topics for future reviews**

Chorley's Contact Centre								
Public Transport Issues								
Heath provision in Chorley East								
Maintenance of Highways (potholes)								
Development Control processes								

**Crime and Disorder Scrutiny:**

Scrutiny of the Community Safety Partnership								
--	--	--	--	--	--	--	--	--

**Key:****Task Group Reviews:**

- S Scoping of the review
- C Collecting and considering evidence
- FR Final report of the review
- R Feedback and response from the Executive Cabinet
- M Monitoring Reports, 1 2 and 3
- V Verbal update from the Chair
- ML Member Learning Session

**Acronyms**

- OSC Overview and Scrutiny Committee
- OSPP Overview and Scrutiny Performance Panel
- LSP Local Strategic Partnership

This page is intentionally left blank