
Chief Executive's Office

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Date: 23 August 2006

Chief Executive: Donna Hall

Chorley
Council

Town Hall
Market Street
Chorley
Lancashire
PR7 1DP

Dear Councillor

OVERVIEW AND SCRUTINY COMMITTEE - TUESDAY, 5TH SEPTEMBER 2006

You are invited to attend a meeting of the Overview and Scrutiny Committee to be held in the Council Chamber, Town Hall, Chorley on Tuesday, 5th September 2006 commencing at 6.30 pm.

AGENDA

1. **Apologies for absence**

2. **Declarations of any interests**

Members of the Committee are reminded of their responsibilities to declare any personal interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the council's Constitution and the Members Code of Conduct. If the personal interest is a prejudicial interest, then the individual member should not participate in the discussion on the matter and must withdraw from the room and not seek to influence a decision on the matter.

3. **Minutes (Pages 1 - 4)**

To confirm as a correct record the minutes of the Overview and Scrutiny Committee held on 27 June 2006 (enclosed)

4. **Capital Programme 2006/07 - Monitoring Report (Pages 5 - 22)**

Joint report of Executive Director – Corporate & Customer and the Director of Finance (enclosed).

5. **Revenue Budget 2006/07 - Monitoring Report No. 2 (Pages 23 - 28)**

Report of Director of Finance (enclosed).

6. **Forward Plan (Pages 29 - 34)**

To consider the Council's Forward Plan for the four month period 1 August 2006 to 30 November 2006 (enclosed)

7. **Overview and Scrutiny Improvement Plan (enclosed) (Pages 35 - 44)**

Continued....

8. **Overview and Scrutiny Panels (Pages 45 - 48)**

a) Corporate and Customer Overview and Scrutiny Panel

The Corporate and Customer Overview and Scrutiny Panel recommends that this Committee approve the Scoping Document for its inquiry into the 'Contact Centre Efficiencies and Policies with Lancashire County Council' (enclosed)


b) Environment and Community Overview and Scrutiny Panel

The Environment and Community Overview and Scrutiny Panel recommends that this Committee approve the Scoping Document for its inquiry into 'Neighbourhood Working' (enclosed)

9. **Overview and Scrutiny Work Programme 2006/07 (enclosed) (Pages 49 - 52)**

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

Yours sincerely



Chief Executive

Distribution

1. Agenda and reports to all Members of the Overview and Scrutiny Committee (Councillor Dennis Edgerley (Chair), Councillors Thomas McGowan, Kenneth Ball, Thomas Bedford, Terence Brown, Alan Cullens, Francis Culshaw, Mrs Marie Gray, Harold Heaton, Geoffrey Russell, Mrs Iris Smith and Christopher Snow) for attendance.
2. Agenda and reports to Donna Hall (Chief Executive), Colin Campbell (Executive Director - Environment and Community), Gary Hall (Director of Finance), Steve Pearce (Assistant Head of Democratic Services) and Gordon Bankes (Democratic Services Officer) for attendance.

This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515118 to access this service.

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپکی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون
کیجئے: 01257 515823

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Overview and Scrutiny Committee

Tuesday, 27 June 2006

Present: Councillor Dennis Edgerley (Chair), Councillors Thomas McGowan, Kenneth Ball, Thomas Bedford, Terence Brown, Alan Cullens, Francis Culshaw, Mrs Marie Gray, Harold Heaton, Geoffrey Russell, Mrs Iris Smith and Christopher Snow

Also in attendance: Councillor Keith Iddon

06.OS.29 DECLARATIONS OF ANY INTERESTS

Councillors D Edgerley and Mrs I Smith declared a personal interest in Minute 06.05.33 (Future of Mental Health Services in Lancashire - Consultation). Both Members remained in the meeting but took no part in the discussion.

06.OS.30 MINUTES

RESOLVED - That the Minutes of the Overview and Scrutiny Committee held on 2 March 2006 be confirmed as a correct record and signed by the Chair.

06.OS.31 EXECUTIVE CABINET - 29 JUNE 2006

As part of the revised scrutiny process the Committee was requested to consider any reports on the agenda for the Executive Cabinet meeting that was to be held on 29 June 2006.

Under the item of 'Draft Provisional Capital Outturn 2005/06 and 2006/07' Monitoring' the Chair raised the subject of the Capital Outturn 2005/06 and the overspending for the Town Hall Disabled Access and Refurbishment Scheme as well as the Housing Maintenance Capital Programme.

A review was currently taking place on the issues surrounding the Town Hall project and the possibility of receiving some of the costs from the contractor due to the delays.

06.OS.32 CHORLEY COMMUNITY SAFETY PARTNERSHIP ALCOHOL STRATEGY

The Committee received a report of the Director of Streetscene, Neighbourhoods and Environment to which was attached the 'Chorley and South Ribble Alcohol Harm Reduction Strategy 2006.

The Strategy had been the result of collaboration between Chorley Community Safety Partnership and the Chorley and South Ribble PCT.

The Committee received from David Herne of the Chorley and South Ribble Primary Care NHS Trust, a short presentation summarising the key alcohol related public health issues and the attitude to alcohol use.

RESOLVED - That the Alcohol Harm Reduction Strategy with Chorley be supported with its introduction through the work of the Council's MAPS team as well as the use of the Council's Licensing Liaison Panel in getting the message over to the licensing trade.

06.OS.33 FUTURE OF MENTAL HEALTH SERVICES IN LANCASHIRE - CONSULTATION

The Committee's views were requested on the proposals for changes in the way mental health services are provided in Lancashire.

Members received the consultation document on the proposals as well as a brief summary and views of the Environment and Community Overview and Scrutiny Panel which had received a presentation from the Chief Executive of the Chorley and South Ribble Primary Care NHS Trust.

RESOLVED - That the proposals be supported and that a comment be submitted on accessibility for those attending the new mental health hospitals.

06.OS.34 DECRIMINALISATION OF PARKING ENFORCEMENT SCRUTINY INQUIRY

The Committee received the final report from the former Customer Overview and Scrutiny Panel on their investigation into the effectiveness of the Decriminalisation of Parking Enforcement.

This Committee had requested the Panel to carry out the inquiry and to assess the impact the introduction of the Parkwise Scheme had on residents, visitors, traders and businesses in Chorley and to identify any future improvements for customer service.

RESOLVED - That the former Customer Overview and Scrutiny Panel's report on its scrutiny inquiry into the Decriminalisation of Parking Enforcement and the recommendations contained in the report, be approved and that they be forwarded to the Executive Cabinet for its approval.

06.OS.35 OVERVIEW AND SCRUTINY ANNUAL REPORT 2005/06

The Committee received the Overview and Scrutiny Annual Report for 2005/06 which outlined and commented on the areas of work and scrutiny inquiries undertaken by the Committee and the three Overview and Scrutiny Panels during the last municipal year.

RESOLVED - That the Overview and Scrutiny Annual Report for 2005/06 be noted.

06.OS.36 OVERVIEW AND SCRUTINY WORK PROGRAMME 2006/07

The Committee received a report of the Chief Executive enclosing the proposed Overview and Scrutiny Work Programme fore 2006/07 which identified the proposed areas of work to be undertaken by the Overview and Scrutiny Committee and its two associate Panels during the municipal year.

The Committee was requested to prioritise the planned scrutiny inquiries to be undertaken by the Committee and the Panels.

RESOLVED 1) That the following scrutiny inquiry be undertaken during 2006/07 in the order set out and complete the Scrutiny Inquiry Project Outline document for the first priority inquiry at its next meeting.

Overview and Scrutiny Committee

- **The Council's current performance against the key lines of inquiry to be assessed by the Audit Commission during the Comprehensive Performance Assessment and Direction of Travel.**
- **Job Evaluation**
- **The effectiveness of the Community Safety Partnership in the delivery of reduced levels of crime within the Borough.**

Corporate and Customer Overview and Scrutiny Panel

- **Contact Centre Efficiencies and Partnership with Lancashire County Council**
- **Gershon Efficiencies**
- **Staff Sickness Absences**

Environment and Community Overview and Scrutiny Panel

- **Neighbourhood Working**
- **Town Centre Strategy**
- **Inequalities in the Borough**

2) That the Overview and Scrutiny Work Programme for 2006/07 be approved.

3) That the Executive Cabinet be recommended to note the content of the Overview and Scrutiny Work Programme for 2006/07 and agree to the order of priority of the inquiries.

06.OS.37 FORWARD PLAN

The Committee received the Council's Forward Plan setting out the details of the key decisions which the Executive Cabinet, individual Executive Members and Officers were expected to take during the four month period 1 July 2006 to 31 October 2006.

The Committee noted the details of the decision to be taken in respect of approval of terms for acquisition of property required to construct the Gillibrand Link Road which was expected by 5 October 2006.

The Chair urged Members to look at the items on the Forward Plan as this was an area the Committee and Panels could look at.

RESOLVED - That this Committee receives before 5 October 2006 a report on the subject of land acquisition for the Gillibrand Link Road with the responsible Executive Member present at the meeting.

06.OS.38 QUARTERLY PERFORMANCE INDICATORS 2005/06 END OF YEAR MONITORING REPORT

The Committee received a monitoring report setting out performance against the Council's key and Best Value Performance Indicators for the year ending 31 March 2006.

The Performance Indicator falls into the three main types of Corporate KPI's, Best Value KPI's and Local KPI's and related to the measuring of performance for each service unit.

The report identified, in respect of each service area, whether the performance was (i) achieving or exceeding its target for 2005/06, (ii) within a tolerance level, or (iii) significantly worse than planned or worse than the previous year. The data also indicated whether performance was improving, worsening or remaining static during the reported periods and included explanatory comments from the officers on similar selected areas.

RESOLVED - That the report be noted.

06.OS.39 BUSINESS PLAN MONITORING STATEMENT JANUARY TO MARCH 2006

The Committee received the Business Plan Monitoring Statement relating to Corporate and Policy Services which identified the progress against the key action included in the Unit's Business Plan for 2005/06.

RESOLVED - That the report be noted.

Chair

Report of	Meeting	Date
Executive Director – Corporate & Customer and the Director of Finance (Introduced by the Executive Member for Resources, Councillor G Morgan)	Executive Cabinet	24 August 2006

CAPITAL PROGRAMME MONITORING 2006/07

PURPOSE OF REPORT

- To update members on the progress of the 2006/07 Capital Programme, and to seek member support and approval for a number of recommendations from the Capital Programme Board.

CORPORATE PRIORITIES

- The schemes within the Capital Programme contribute to the achievement of all the Councils corporate priorities.

RISK ISSUES

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

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

- The Capital Programme sets out the council strategic investment plans and if these are not delivered it will not fully achieve its strategic objectives, running the risk of damaging the Councils reputation.
- The Capital Programme also carries a significant financial risk. This is in terms of ensuring value for money, maximising resources available, and managing the performance to ensure the least possible impact on the revenue account.
- The estimated financing of the programme in 2006/07 takes into account capital receipts from the sales of assets that have not yet been received. Should they not be received some schemes within the programme may need to be frozen or the level of external borrowing increased.

BACKGROUND

- This report follows the same format as the Capital Monitoring reports in 2005/06, which details the performance of the capital programme followed by recommendations from the Capital Programme Board.
- On the 29th June 2006 Executive Cabinet approved the 2006/07 capital programme budget of £12,160,320.

HOW ARE WE PERFORMING?

9. The Capital Programme Board has been established now for 15 months, and has made good progress ensuring a more controlled and successful delivery of the programme.
10. Chorley Council's approach to project management is a well thought of method within the North West. In May we hosted a North West eGovernment Group event, which involved a presentation on how we approach project management here in Chorley. Recently the North West Centre of Excellence also chose our project management toolkit, to promote as being best practice for managing projects.

(A) Key Performance Indicators

11. High level monitoring of the Capital Programme is carried out through 4 Performance Indicators, which have been described in previous Executive Cabinet reports. Table 1 lists these and shows targets and current performance.

Performance Indicator	Target 2006/07	Performance August 2006
	%	%
1. The % of the Capital Programme budget actually spent.	90	49
2. The % of projects using the toolkit.	70	59
3. The % of successful projects.	90	0
4. The % of capital schemes intended to be completed during the year actually completed.	85	0

Table 1 - Capital Programme 2006/07 - Key Performance Indicators

12. The performance of the first two targets is already very promising and ahead of schedule.
13. The percentage of the budget actually spent is ahead of target, but this is mainly due to a recent £4.5 million payment in respect of the Eaves Green Link Road.
14. The percentage of projects using the toolkit is already ahead of the 2005/06 year-end result of 34%.
15. The Project Support Officer is working with project managers to increase the number of schemes using the project management toolkit, starting with the largest projects in terms of cost, timescale, and risk, as these schemes will benefit the most from being managed and controlled more effectively.
16. The percentage of successful projects can only be measured on schemes that both use the toolkit, and that have been completed. As no schemes have yet been completed this year, there is currently no data for these measures. This is not uncommon for this time of year.

(C) Capital Monitoring 2006/07

17. The latest Capital Programme forecast for 2006/07 shows an increase in the programme of £1,921,100 to £14,081,420. Table 2 below summarises the changes.

Executive Cabinet Date	Details	£	Note
29/06/06	Approved Capital Programme Plus	12,160,320	
	Slippage from 2005/06	100,620	A
	Other changes	1,820,480	B
24/08/06	Revised Capital Programme	14,081,420	

Table 2 - Capital Programme 2006/07 - Total Capital Spending

Note A: A scheme by scheme analysis of the expenditure slipped from last year is shown in appendix 1.

Note B: A scheme by scheme analysis of the 'other changes' is given in appendix 1, with brief explanations of the changes given in appendix 2.

(D) Capital Receipts Monitoring

18. Appendix 3 gives a high level summary of the capital receipts expected and achieved to date this year. As detailed in the risks above, the financing of the programme depends on these receipts being achieved.
19. The Right To Buy (RTB) sales are on target, however there are issues with the sale of some assets which were expected to be achieved last year.
20. The Capital Programme Board is monitoring the progress of the sales of assets, and where necessary are putting measures into place, in an effort to ensure they are received within this financial year as required.

PROGRAMME BOARD RECOMENDATIONS

21. Set out below are a summary of requests received at the last two meetings of the Capital Programme Board on the 21st and 31st July 2006, and in each case the Boards recommendations. These are listed under the two headings of 'Exception Reports' and 'New Schemes and Projects'.

Exception Reports

22. All exception reports relate to schemes, which were overspent at the end of 2005/06.

(A) Access to Home Working

23. A retrospective exception report was submitted by the Director of ICT Services requesting an additional £14,254 of LGOL grant funding in order to widen the scope of the scheme. The original scope was to enable remote access to the Council's network and applications, however the additional funding would also provide a fully featured home working solution for Revenues and Benefits. No additional Council funding will be required.
24. Board Recommendations - To approve a £14,254 increase in budget to be financed from LGOL grant funding.

(B) Chorley Cemetery Extension

- 25. This scheme was overspent by £5,380 at the end of 2005/06 as a result of slippage being accounted for before the final salary recharge. The exception report by the Interim Streetscene Manager recommended reducing this year’s budget by the amount of last year’s overspend.
- 26. Board Recommendations – To reduce this year’s budget by £5,380 to cover the overspend in 2005/06.

(C) New & Replacement Litter & Dog Waste Bins

- 27. This scheme was overspent by £2,766 at the end of 2005/06. This was due to a number of incidents of bins being damaged by vehicles and vandalised toward the end of the year. This meant that replacement bins and emergency repairs were required.
- 28. Boards Recommendations – To reduce this year’s budget by £2,766 to account for last years overspend.

New Schemes and Projects

- 29. A business cases for a new project was submitted to the Board for consideration. This has been uploaded onto the Loop and can be found here, <http://theloop/section.asp?sectionType=list&catid=12334>, under ‘New Projects for Consideration’.

Project	Priority	Outcome	Estimated Budget
PIMSS Asset Management	Place	5.1 5.2	£25,000

Table 3 - Summary of new scheme recommended for inclusion into Category C

- 30. The Board recommends that the new project listed in Table 3 be included as a category 'C' scheme and as such on the reserve list for future consideration when resources become available.

Allocation of the Regional Housing Capital Grant

- 31. The Board reviewed the options for the allocation of the £493,000 Regional Housing Capital Grant. They agreed that the first priority should be to use the grant to replace the £150,000 Housing Revenue Account revenue contribution to capital. The Board felt that more information was required on other priorities such as affordable housing and additional disabled facilities grants before recommendations can be made regarding the allocation of the remaining grant.
- 32. The board therefore recommends that £150,000 of the regional housing capital grant be used to replace the HRA revenue contribution to capital.

COMMENTS OF THE DIRECTOR OF HUMAN RESOURCES

- 33. There are no Human Resources implications to this report.

RECOMMENDATION(S)

- 34. That the revised Capital Programme for 2006/067 in the sum of £14,081,420 be approved.

35. That the following recommendations of the Capital Programme Board be approved:

Exception Reports

- a. To approve a £14,254 increase in the 2005/06 Access to Home Working budget to be financed from LGOL grant funding.
- b. To reduce this year's 'Chorley Cemetery Extension' budget by £5,380 to cover the overspend in 2005/06.
- c. To reduce this year's 'Litter/Dog Waste/On-street recycling bins' budget by £2,766 to account for last years overspend.

New Capital Schemes and Projects

- d. That the PIMSS Asset Management scheme be placed on the reserve list (category C) for future consideration when resources become available:
- e. That £150,000 of the regional housing capital grant be used to replace the HRA revenue contribution to capital.

**REASONS FOR RECOMMENDATION(S)
(If the recommendations are accepted)**

- 36. To revise the 2006/07 Capital Programme.
- 37. To approve considered recommendations for schemes which are either overspending or require additional resources.
- 38. To bring forward a new scheme which members may consider for inclusion in the future Capital Programme.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 39. None.

PAUL MORRIS
EXECUTIVE DIRECTOR – CORPORATE & CUSTOMER

GARY HALL
DIRECTOR OF FINANCE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Rebecca Ostapski	5779	02 August 2006	CPB Cabinet Report Aug 06

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Capital Programme - 2006/07

Scheme	2006/07 Current Estimate £	Slippage from 2005/06 £	Other Changes £	2006/07 Revised Estimate £	External Funding £	CBC Funding £
<u>Strategy Group</u>						
<u>Policy & Performance</u>						
Project Management Support Capitalisation	40,000			40,000		40,000
External Funding Pot	50,000		(30,000)	20,000		20,000
- Euxton Villa Football Club			10,000	10,000		10,000
- Music Café Project			20,000	20,000		20,000
Contribution to Pitch Drainage Bishop Rawsthorne School	19,950			19,950	19,950	0
Website Refresh			50,000	50,000		50,000
Policy & Performance Total	109,950	0	50,000	159,950	19,950	140,000
Strategy Group Total	109,950	0	50,000	159,950	19,950	140,000
<u>Corporate & Customer Challenge Group</u>						
<u>Finance</u>						
e-Claims travel and subsistence	6,000			6,000		6,000
Capitalised Restructuring Costs	33,700			33,700		33,700
Finance Total	39,700	0	0	39,700	0	39,700
<u>Human Resources</u>						
e-Enabling HR systems - Training	30,000			30,000		30,000
Human Resources Total	30,000	0	0	30,000	0	30,000

Scheme	2006/07 Current Estimate £	Slippage from 2005/06 £	Other Changes £	2006/07 Revised Estimate £	External Funding £	CBC Funding £
<u>ICT Services</u>						
IT Support (incl. salary capitalisation)	30,000			30,000		30,000
PDG Scheme - Migration to OS Master Map			29,260	29,260	29,260	0
Telephony	42,100			42,100		42,100
Single business account	13,500			13,500		13,500
ICT Services Total	85,600	0	29,260	114,860	29,260	85,600
<u>Property Services</u>						
Planned Maintenance of Fixed Assets	200,000			200,000		200,000
Union Street Offices Heating and Ventilation	25,000			25,000		25,000
Invest in Success - Gillibrand Scheme	757,300			757,300		757,300
Gillibrand Street Site Assembly			370,000	370,000	370,000	0
Affordable Housing Project (Site Assembly)			980,000	980,000	980,000	0
Property Services Total	982,300	0	1,350,000	2,332,300	1,350,000	982,300
Corporate & Customer Challenge Group Total	1,137,600	0	1,379,260	2,516,860	1,379,260	1,137,600

Scheme	2006/07 Current Estimate £	Slippage from 2005/06 £	Other Changes £	2006/07 Revised Estimate £	External Funding £	CBC Funding £
<u>Environment & Community Challenge Group</u>						
<u>Development & Regeneration</u>						
A	1,663,970	28,110		1,692,080	1,364,630	327,450
A	300,000			300,000	180,000	120,000
A	353,660		(290,000)	63,660		63,660
A			150,000	150,000		150,000
A			130,000	130,000		130,000
A			10,000	10,000		10,000
A	4,300,000		219,650	4,519,650	4,519,650	0
A	20,000			20,000		20,000
A	123,370		(123,370)	0	0	0
A	103,220		152,000	152,000	152,000	0
A	15,000			103,220		103,220
B	101,670			15,000		15,000
B	7,500			101,670		101,670
B				7,500	7,500	0
	6,988,390	28,110	248,280	7,264,780	6,223,780	1,041,000
<u>Housing Services</u>						
A	1,789,670	34,730	(1,824,400)	0	0	0
A			253,170	253,170	253,170	0
A			770,000	770,000	770,000	0
A			21,500	21,500	21,500	0
A			1,000	1,000	1,000	0
A			250,000	250,000	250,000	0
A			300,000	300,000	300,000	0
A			81,000	81,000	81,000	0
A			34,730	34,730		34,730
A			113,000	113,000	113,000	0
	1,789,670	34,730	0	1,824,400	1,789,670	34,730

Environment & Community Challenge Group**Development & Regeneration**

Astley Park Improvements - Construction
 Disabled Facilities Grants
 Housing Renewal
 - Home Repair Grants
 - Energy Grants
 - Handyperson Scheme
 Eaves Green Link Road (S106 funded)
 Chapel Street Environmental Enhancement
 Planning Delivery Grant-funded capital schemes
 - eDevelopment and Building Control Project
 Regeneration Projects - Design Fees
 Groundwork Projects
 Elwood Initiative (grants for tree planting & management)
 Adlington Rail Station Improvements (S106 funded)

Development & Regeneration Total**Housing Services**

Housing Investment Programme (Council Dwellings)
 - Heating Systems
 - Replacement Windows & Doors
 - Community Safety - Lifeline Alarms
 - Estate Improvements - Hillside Crescent
 - Adaptations for Disabled
 - Major Void Works
 - Fascias and Soffits
 - Cotswold House CCTV
 - Capitalised Salaries - to reallocate to schemes

Housing Services Total

Scheme	2006/07 Current Estimate £	Slippage from 2005/06 £	Other Changes £	2006/07 Revised Estimate £	External Funding £	CBC Funding £
<u>Leisure & Cultural Services</u>						
A Leisure Centres DDA Works	139,650	7,350		147,000		147,000
A Leisure Centres Capital Investment	1,355,250	12,540		1,367,790		1,367,790
A Duxbury Park Golf Course capital investment	92,920			92,920		92,920
B YVP Extension Flood Alleviation	2,500			2,500		2,500
Leisure & Cultural Services Total	1,590,320	19,890	0	1,610,210	0	1,610,210
<u>Streetscene, Neighbourhoods & Environment</u>						
A Extension to Chorley Cemetery (new burial area)	10,000			10,000		10,000
A Kerbside Recycling Schemes	112,490			112,490		112,490
A Fleet Management System		3,970		3,970		3,970
A Tesco superstore cycle path (S106 funded)		13,920		13,920	13,920	0
B Traffic Calming	128,000		(48,000)	80,000		80,000
B - Pedestrian improvements Southport Rd/St Thomas's Rd	151,380		30,000	30,000	151,380	30,000
B - Various traffic calming/local road safety schemes			18,000	18,000	100,000	18,000
B Transport Improvements (S106 funded)			100,000	151,380	151,380	0
B Highway improvements - Gillibrand estate/Southlands	43,470			100,000	100,000	0
B Parks and Play Areas Refurbishment	30,000			43,470		43,470
B Chorley Play Facilities (S106 funded)	50,780			30,000	30,000	0
B Euxton Play Facilities (S106 funded) - Mile Stone Meadow	1,100			50,780	50,780	0
B Euxton Play Facilities (S106 funded) - Balshaw Lane				1,100	1,100	0
B Litter/Dog Waste/On-street recycling bins			42,940	42,940	42,940	0
B PSS Planting Schemes	3,500			3,500		3,500
B PSS Computerised Cemetery records	13,670			13,670		13,670
Streetscene, Neighbourhoods & Environment Total	544,390	17,890	142,940	705,220	390,120	315,100
<i>Environment & Community Challenge Group Total</i>						
	10,912,770	100,620	391,220	11,404,610	8,403,570	3,001,040
Capital Programme Total						
	12,160,320	100,620	1,820,480	14,081,420	9,802,780	4,278,640

Scheme	2006/07 Current Estimate £	Slippage from 2005/06 £	Other Changes £	2006/07 Revised Estimate £	External Funding £	CBC Funding £
<u>Financing the Capital Programme</u>						
Prudential Borrowing	1,673,590	34,620		1,708,210		1,708,210
Unrestricted Capital Receipts	1,895,370			1,895,370		1,895,370
Housing Investment Programme Restricted Capital Receipts	473,660	34,730		508,390		508,390
Revenue Budget - Specific Revenue Reserves or Budgets	116,670		50,000	166,670		166,670
Ext. Contributions - Developers	4,560,710	13,920	1,669,650	6,244,280	6,244,280	
Ext. Contributions - Lottery Bodies	1,347,280	17,350		1,364,630	1,364,630	
Government Grants - Planning Delivery Grant	123,370		57,890	181,260	181,260	
Government Grants - Disabled Facilities Grants	180,000			180,000	180,000	
Government Grants - Major Repairs Allowance	1,789,670			1,789,670	1,789,670	
Government Grants - DEFRA			42,940	42,940	42,940	
TOTAL CAPITAL FINANCING	12,160,320	100,620	1,820,480	14,081,420	9,802,780	4,278,640

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Other Changes August 2006/07

Other Changes £	Reallocation £	From Reserve List £	Externally Funded £	Comments
(30,000)	(30,000)			See below
10,000	10,000			Allocation of External Funding Pot as approved by Executive Cabinet on the 29/06/06
20,000	20,000			Allocation of External Funding Pot as approved by Executive Cabinet on the 29/06/06
50,000		50,000		To be funded from the eWorkforce reserve, as approved by Executive Cabinet on the 29/06/06
50,000	0	50,000	0	
50,000	0	50,000	0	
29,260	29,260			Allocation of the Planning Delivery Grant as approved by Executive Cabinet on the 29/06/06
29,260	29,260	0	0	
370,000			370,000	New scheme funded by back to back agreements as approved by Executive Cabinet on the 29/06/06
980,000			980,000	New scheme funded by back to back agreements as approved by Executive Cabinet on the 29/06/06
1,350,000	0	0	1,350,000	

Scheme

Strategy GroupPolicy & Performance

External Funding Pot

- Euxton Villa Football Club

- Music Café Project

Website Refresh

Policy & Performance Total**Strategy Group Total**Corporate & Customer Challenge GroupICT Services

PDG Funded Scheme - Migration to OS Master Map

ICT Services TotalProperty Services

Gillibrand Street Site Assembly

Affordable Housing Project (Site Assembly)

Property Services Total

Scheme
Corporate & Customer Challenge Group Total

Environment & Community Challenge Group

Development & Regeneration

Housing Renewal						See below
- Home Repair Grants	(290,000)	(290,000)				Allocation of the Housing Renewal budget
- Energy Grants	150,000	150,000				Allocation of the Housing Renewal budget
- Handyperson Scheme	130,000	130,000				Allocation of the Housing Renewal budget
	10,000	10,000				Cumulative interest earned on S106 commuted sum, paid to LCC to implement Link Road scheme
Eaves Green Link Road (S106 funded)	219,650				219,650	
Planning Delivery Grant-funded capital schemes	(123,370)	(123,370)				See below + Migration to Master Map
- e-Development and Building Control Project	152,000	94,110			57,890	Allocation of the Planning Delivery Grant as approved by Executive Cabinet on the 29/06/06

Development & Regeneration Total

Housing Services

Housing Investment Programme (Council Dwellings)						
- Heating Systems	(1,824,400)	(1,824,400)				See below
- Replacement Windows & Doors	253,170	253,170				Allocation of HIP
- Community Safety - Lifeline Alarms	770,000	770,000				Allocation of HIP
- Estate Improvements - Hillside Crescent	21,500	21,500				Allocation of HIP
- Adaptations for Disabled	1,000	1,000				Allocation of HIP
- Major Void Works	250,000	250,000				Allocation of HIP
- Fascias and Soffits	300,000	300,000				Allocation of HIP
- Cotswold House CCTV	81,000	81,000				Allocation of HIP
- Capitalised Salaries - to reallocate to schemes	34,730	34,730				Allocation of HIP
	113,000	113,000				Allocation of HIP

Housing Services Total

Streetscene, Neighbourhoods & Environment

Traffic Calming

Other Changes £	Reallocation £	From Reserve List £	Externally Funded £	Comments
1,379,260	29,260	0	1,350,000	
(290,000)	(290,000)			
150,000	150,000			
130,000	130,000			
10,000	10,000			
219,650			219,650	
(123,370)	(123,370)			
152,000	94,110		57,890	
248,280	(29,260)	0	277,540	
(1,824,400)	(1,824,400)			
253,170	253,170			
770,000	770,000			
21,500	21,500			
1,000	1,000			
250,000	250,000			
300,000	300,000			
81,000	81,000			
34,730	34,730			
113,000	113,000			
0	0	0	0	
(48,000)	(48,000)			See below

Other Changes £	Reallocation £	From Reserve List £	Externally Funded £	Comments
30,000	30,000			Allocation of the Traffic Calming budget as approved by Executive Cabinet on the 29/06/06
18,000	18,000			Allocation of the Traffic Calming budget as approved by Executive Cabinet on the 29/06/06
100,000			100,000	Funded from S106 money as approved by Executive Cabinet on the 29/06/06
42,940			42,940	Funded from an external DEFRA grant as approved by Executive Cabinet on the 29/06/06
142,940	0	0	142,940	
391,220	(29,260)	0	420,480	
1,820,480	0	50,000	1,770,480	
50,000		50,000		From eWorkforce Reserve
1,669,650			1,669,650	S106 contributions and land assembly 'back to back' agreements
57,890			57,890	
42,940			42,940	
1,820,480	0	50,000	1,770,480	

Scheme

- Pedestrian improvements Southport Rd/St Thomas's Rd
- Various traffic calming/local road safety schemes
- Highway improvements - Gillibrand estate/Southlands
- Litter/Dog Waste/On-street recycling bins

Streetscene, Neighbourhoods & Environment Total

Environment & Community Challenge Group Total

Capital Programme Total

Effect on Financing

- Revenue Budget - Specific Revenue Reserves or Budgets
- Ext. Contributions - Developers
- Government Grants - Planning Delivery Grant
- Government Grants - DEFRA

TOTAL EFFECT ON FINANCING

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Monitoring of Usable Capital Receipts 2006/07

	Unrestricted Receipts £	HIP Restricted Receipts £	Total Usable Receipts £
Balance brought forward 1 April 2006	101,866	1,035,910	1,137,776
Received to date	184,404	151,367	335,771
Total Usable Receipts in hand	286,270	1,187,277	1,473,547
Required for capital financing	(1,895,370)	(508,390)	(2,403,760)
Sub total	(1,609,100)	678,887	(930,213)
Usable Receipts due in remainder of year	1,609,100	120,503	1,729,603
Estimated balance 31 March 2007	0	799,390	799,390

Note:

The 'HIP Restricted Receipts' are available for capital expenditure in respect of the housing function of the authority only. They are a proportion of RTB sales available under the transitional arrangements for the pooling of housing capital receipts, which apply from 2004/05 to 2006/07. Such restricted receipts can be carried forward for use in later years. The use of these restricted receipts has already been taken account of in the 2006/07 to 2008/09 capital programme.

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Report of	Meeting	Date
Director of Finance (Introduced by the Executive Member for Resources Councillor G Morgan)	Executive Cabinet	24 August 2006

REVENUE BUDGET MONITORING 2006/07 - REPORT 2 (END OF JUNE 2006)

PURPOSE OF REPORT

- This paper sets out the current financial position of the Council as compared against the budgets and efficiency savings targets it set itself for 2006/07 for the General Fund and the Housing Revenue Account.

CORPORATE PRIORITIES

- This report does not directly relate to the corporate priorities.

RISK ISSUES

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

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

- Actions to manage the budget have the potential to impact on all of the above risk categories.

BACKGROUND

- The Council's budget for 2006/07 included real cash savings targets of £278,000 from the management of the establishment and a further £60,000 of savings to come from efficiency and procurement related activities.

CURRENT FORECAST POSITION

- The appendix 1 shows the summary forecast position for the Council based upon actual spending in the first quarter of the financial year, adjusted for future spending based upon assumptions regarding vacancies and service delivery. No individual service unit figures are attached. These are available for inspection in the Members Room.
- In my last report I advised on the projected outturn which forecast an overspend of £82,000, The current projection has improved slightly and is now for an over spend of £66,000 after using the £100,000 in the council's contingency budget to reduce the



anticipated budget gap. At this stage no specific allocations have been made from the contingency budget.

8. The latest forecast shows how the position has changed. The significant movements since my last report are shown in the table below, further details are contained in the service unit analysis available in the members room:

Table 1 – Significant Variations since the last monitoring report

	£'000
Additional salary savings in forecast	(48)
Loss of income in Development & Regeneration	25
Savings in Development & Regeneration recovery plan	(25)
Target Bonuses for recycling contract	16
Use of equalisation reserve for target bonuses	(26)
Increase in NNDR costs for Streetscene, Neighbourhoods & Environment	15
Benefits payments	25
Other minor forecasts	2
Net change since October report	(16)

9. As part of our continuing drive to identify savings that contribute towards our annual targets, a further £48,000 has been identified relating to the management of our establishment. These savings have arisen in a number of directorates, and further savings should be identified over the coming months. This now brings the total savings identified to £223k against a target for the year of £278k.
10. The most significant change being reported this month is the reduction in income within the Development & Regeneration directorate. The £25k shown in the table above is further broken down as Building Control Plan Fees £9k and Building Control Inspection Fees £20k partially offset by Planning Application Fees increased income of £4k.
11. In response to this projected loss of income the Director for Development & Regeneration is undertaking a study to determine how this can be balanced with cost savings. Initial indications are that by not filling existing vacant posts until October and savings from supplies and services budgets will enable the service to recover this position.
12. I have included in the table above the savings in the recovery plan based on assurances from the Director of Regeneration & Planning that they are achievable as they are mainly arrived at from not filling existing vacant positions.
13. In addition to identifying savings needed to offset the loss of income, the Director for Development & Regeneration has also instigated a review by her team of the major income streams for the directorate to determine if there are any other areas where income budgets are unlikely to be achieved. As soon as information is provided on this I will report it to the Executive Cabinet.
14. The forecast for target bonus payments relating to the recycling contract has risen again this month as a result of increased performance. However, the impact is reduced as a result of bringing in an amount from the equalisation reserve established at the end of 2005/06 financial year designed to smooth the effect of variances arising from the recycling contract. In the previous monitoring report the increased cost was reported, but no account was taken of the use of reserves. This report now shows the effect of using the reserve specifically designed for this purpose.

15. The annual assessment of rateable value for council assets has increased within the Streetscene, Neighbourhood & Environment directorate beyond the level assumed in the budget. The result is that £15k of additional costs has been incurred on NNDR split amongst the following assets:
- Bengal Street Depot £8k
 - Car Parks £3k
 - Chorley Cemetery £3k
 - Yarrow Bridge Depot £1k
16. In previous reports to the Executive Cabinet I have advised of the volatility of a number of budgets. One such budget that has the potential to impact significantly on our year-end position is the budget for housing benefit payments. At this stage in the year it is impossible to accurately predict the level of overspend on the budget, as the very nature of the expenditure is that it is demand driven. That said based on previous years experience I feel it is prudent at this stage to advise members of a potential overspend of approximately £25k at the end of the first quarter.
17. There are some steps that can be taken to reduce this level of overspend including reviewing the level of the provision for bad debts on overpayments. This review is normally conducted at the end of each financial year and takes into account the success of our recovery procedures in ensuring overpayments are repaid to the council. Taking into account such factors I have currently included an estimate of £25k as an overspend, but should information come to light that requires this figure to be amended, I will report back to the cabinet at that time.
18. Another area previously reported to members as requiring close monitoring has been the concessionary travel budget. Following changes in the statutory requirements placed on the council, the cash budget this year has increased to £514k from £217k in 2005/06. At the moment there has been insufficient information received to determine if the increased budget will adequately cover the increased costs arising from the enhanced scheme. The budget will be kept under constant review, and members informed as soon as any significant variations from budget are known.

HOUSING REVENUE ACCOUNT

BACKGROUND

19. The forecast for the HRA at the end of 2005/06 was for balances to be at £534k, however the actual outturn position resulted in a higher than expected contribution to balances taking them to £592k.
20. Last month I reported additional costs of £53k are expected to be incurred on the HRA in respect of Job Evaluation. This position has not changed.
21. However, the current income forecast has now been increased by £69k based on current year to date receipts. This is mainly due to a continued low level of council house sales.
22. The result of these two anticipated variations is that HRA balances are expected to be in the region of £683k at the end of the year.

SUMMARY

23. Progress continues to be made towards the Corporate Savings Target of £278,000 for the year. Further savings will be made as the year progresses and more vacancies occur.

24. There are a number of areas that will be monitored closely as the year progresses, these are:
- Contribution to Corporate Savings and Efficiency Targets
 - Agency Staff costs
 - Income streams from Development & Regeneration and associated recovery plan
 - Increased refuse collection costs
 - Concessionary travel and benefit costs
25. No action is proposed at this stage in the year even though further savings are still required. If later in the year the situation requires it, then further steps may be necessary and I will advise Members should I feel action is appropriate.

COMMENTS OF THE DIRECTOR OF HUMAN RESOURCES

26. There are no financial implications attached to this report.

RECOMMENDATIONS

27. Executive Cabinet are asked to:
- a) Note the contents of the report.

**REASONS FOR RECOMMENDATIONS
(If the recommendations are accepted)**

28. To ensure the Council’s budgetary targets are achieved.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

29. None

GARY HALL
DIRECTOR OF FINANCE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Phil Eskdale-lord	5483	July 2006	ADMINREP/REPORT

General Fund Revenue Budget Monitoring 2006/07

Forecast Outturn as at June 2007

APPENDIX 1

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Original Budget	Agreed Changes	Original Cash Budget	Contribution to Corp. Savings (Staffing)	Contribution to Corp. Savings (Other)	Current Cash Budget	Forecast Outturn	Variance	Variance
	£	£	£	£	£	£	£	£	%
Chief Executive's Office	966,090		966,090	(85,120)	(1,370)	879,600	874,000	(5,600)	-0.64%
Customer, Democratic & Legal Services	2,105,500	21,000	2,126,500	(740)	(5,000)	2,120,760	2,161,000	40,240	1.90%
Development & Regeneration	890,980		890,980	(30,000)		860,980	860,963	(17)	0.00%
Finance	1,481,750		1,481,750	(32,030)	(72,110)	1,377,610	1,378,000	390	0.03%
Human Resources	697,140		697,140		(250)	696,890	699,000	2,110	0.30%
Information & Communication Technology Services	939,560	19,000	958,560	(19,000)		939,560	940,000	440	0.05%
Leisure & Cultural Services	1,197,010		1,197,010		(370)	1,196,640	1,197,010	370	0.03%
Policy & Performance	534,680		534,680	(4,590)		530,090	530,000	(90)	-0.02%
Property Services	35,010	28,000	63,010			63,010	71,891	8,881	14.09%
Streetscene, Neighbourhoods & Environment	4,696,680	9,400	4,706,080	(51,480)	(220)	4,654,380	4,739,000	84,620	1.82%
Budgets Excluded from Finance Unit Monitoring:									
Benefit Payments	(381,050)		(381,050)			(381,050)	(356,050)	25,000	-6.56%
Concessionary Fares	513,250		513,250			513,250	513,250	-	0.00%
Pensions Account	212,730		212,730			212,730	212,730	-	0.00%
Less									
Corporate Savings Targets		(60,000)	(60,000)		79,320	19,320	-	(19,320)	-100.00%
Efficiency/Other Savings		(278,050)	(278,050)	222,960		(55,090)	-	55,090	-100.00%
Management of Establishment									
Total Service Expenditure	13,889,330	(260,650)	13,628,680	-	-	13,628,680	13,820,794	192,114	1.4%
Non Service Expenditure									
Contingency Fund	100,000		100,000			100,000	-	(100,000)	0.0%
Contingency - Salary Related Savings	(278,050)	278,050	-			-	-	-	0.0%
Contingency - Procurement Savings	(35,000)	35,000	-			-	-	-	0.0%
Contingency - Gershon Savings	(25,000)	25,000	-			-	-	-	0.0%
Notional Capital Charges	1,168,670		1,168,670			1,168,670	1,168,670	-	0.0%
Revenue Contribution to Capital	-		-			-	-	-	0.0%
Net Financing Transactions	219,210		219,210			219,210	219,210	-	0.0%
Parish Precepts	535,399		535,399			535,399	535,399	-	0.0%
Total Non Service Expenditure	1,685,229	338,050	2,023,279	-	-	2,023,279	1,923,279	(100,000)	-4.9%
Financed By									
Council Tax	(6,495,201)		(6,495,201)			(6,495,201)	-	-	0.0%
Aggregate External Finance	(7,743,127)		(7,743,127)			(7,743,127)	(7,743,127)	-	0.0%
Collection Fund Surplus	(48,561)		(48,561)			(48,561)	(48,561)	-	0.0%
Use of Earmarked Reserves	(1,287,670)	(77,400)	(1,365,070)			(1,365,070)	(1,391,070)	(26,000)	-1.9%
Use of General Balances	-		-			-	-	-	0.0%
Total Financing	(15,574,559)	(77,400)	(15,651,959)	-	-	(15,651,959)	(15,677,959)	(26,000)	-0.2%
Net Expenditure	-	-	-	-	-	-	66,114	66,114	0.49%
General Balances Summary Position		Budget	Forecast						
General Fund Balance at 1.4.05		£	£						
		750,000	1,000,000						
Variations agreed utilising General Fund Balance		-	-						
Forecast (Over)/Under Spend		-	(66,114)						
Forecast General Fund Balance at 31.3.06		750,000	933,886						

SERVICE LEVEL BUDGET MONITORING 2006/2007**HOUSING REVENUE ACCOUNT****JUNE 2006**

£'000

ORIGINAL SURPLUS (-) / DEFICIT (+) FOR YEAR**(75)****BALANCE AS AT 1.4.06****(592)****Add Adjustments for In year cash movements**

Slippage from 2005/2006

Virements for other Services

Transfer from contingency

Cabinet approved decisions

Delegated Authority decisions

ADJUSTED HRA BALANCES EXPECTED at 31.3.07**(667)****FORECAST****EXPENDITURE**

Job Evaluation Costs

53

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

53

INCOME

Rents

(40)

Garages

(4)

Other Charges

(25)

Income under (+)/ over (-) achieved

(69)

FORECAST BALANCES AS AT 31.3.07**(683)****Key Assumptions****Key Issues/Variables**

Repairs and Maint expenditure

Management and Maint Expenditure

Key Actions

Control of above

CHORLEY BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 AUGUST 2006 TO 30 NOVEMBER 2006

This Forward Plan sets out the details of the key decisions which the Executive Cabinet, individual Executive Members or Officers expect to take during the next four month period. The Plan is rolled forward every month and is available to the public 14 days before the beginning of each month.

A Key Decision is defined as:

1. Any executive decision (as opposed to a regulatory decision) which is likely to result in the Council incurring significant expenditure or the making of savings where there is:
 - A change in service provision that impacts upon the service revenue budget by £100,000 or more, or
 - A contract worth £100,000 or more, or
 - A new or unprogrammed capital scheme of £100,000 or more.
2. 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.

The current members of the Executive Cabinet are:

Councillor Peter Goldsworthy	Leader of the Council
Councillor Patricia Case	Deputy Leader and Executive Member for Corporate, Policy and Performance
Councillor Greg Morgan	Executive Member for Resources
Councillor John Walker	Executive Member for Customer, Democratic and Legal Services
Councillor Mark Perks	Executive Member for Heath, Leisure and Well-Being
Councillor Eric Bell	Executive Member for Streetscene, Neighbourhoods and Environment
Councillor Peter Malpas	Executive Member for Economic Development and Regeneration

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each key decision, within the time period indicated.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a Key Decision may not be taken, unless:

- It is published in the Forward Plan;
- 5 clear days have lapsed since the publication of the Forward Plan; and
- If the decision is to be taken at a meeting of the Executive Cabinet, 5 clear days notice of the meeting has been given.

The law and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in the Forward Plan in accordance with Rule 18 (General Exception) and Rule 19 (Special Urgency) of the Access to Information Procedure Rules.

Copies of the following documents may be inspected at the Town Hall, Chorley, PR7 1DP or accessed from the Council's website: www.chorley.gov.uk

- Council Constitution
- Forward Plan
- Reports on the key decisions to be taken
- The minutes or decision notice for each key decision, which will normally be published within 5 working days after having been made

Members of the public are welcome to attend meetings of the Executive Cabinet which are held at the Town Hall, Chorley. The dates and times of the meetings are published on www.chorley.gov.uk or you may contact the Democratic Services Section on telephone number 01257 -515118 for further details.

Donna Hall
Chief Executive

Publication Date: 18 July 2006

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Expected Date of Decision	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
Awarding of Contract to Refurbish All Seasons Leisure Centre	Executive Member Decisions - Health, Leisure and Well-Being	Executive Member - Health, Leisure and Well-Being	18th Aug 2006	Consultation done as a result of design process	Tender Documentation to Six External Contractors	Report of the Director of Leisure and Cultural Services	Director of Leisure and Cultural Services Tel: 01257 515815 jamie.carson@chorley.gov.uk
Approval of the Chorley Town Centre Strategy	Executive Cabinet	Executive Members for Economic Development and Regeneration	24th Aug 2006	All town centre stakeholders, retailers and other operators, agencies and the public.	Stakeholder workshops, Public Exhibitions, Websites etc.	Chorley Town Centre Strategy	Director of Development and Regeneration Tel: 01257 515285 jane.meek@chorley.gov.uk by Thursday 27 July 2006
Approval of Play Strategy for the Borough	Executive Cabinet	Executive Member for Life and Leisure	5th Oct 2006	The Plan is being developed with Chorley Play Forum - a draft document will be sent to Stakeholders Overview and Scrutiny Committee	Draft Strategy circulated at meetings	Draft Strategy	Director of Leisure and Cultural Services Tel: 01257 515815 jamie.carson@chorley.gov.uk by Thursday 7 September 2006

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Expected Date of Decision	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
Approve "Every Child Matters action plan" outlining the Council's contribution to the wider agenda	Executive Cabinet	Executive Member for Health, Leisure and Well Being	5th Oct 2006	Stakeholders	Draft Plan circulated and available for comments on website.	Draft Action Plan	Director of Leisure and Cultural Services Tel: 01257 515815 jamie.carson@chorley.gov.uk by Thursday 7 September 2006
Approval of terms for aquisition of property required to construct the Gillibrand Link Road	Executive Cabinet	Executive Member for Street Scene, Neighbourhoods and Environment	5th Oct 2006	Internal Stakeholders, Market Traders, Staff and UNISON	Issue of Service Specification.	Report of the Arbitrator appointed to determine compensation due	Director of Property Services Tel: 01257 515311 roger.handscombe@chorley.gov.uk by Thursday 7 September 2006
Selection of Service Provider for the Property Services and Market Functions	Executive Cabinet	Executive Member for Resources	5th Oct 2006	Internal Service Stakeholders, Market Traders, Staff and Unison.	Issue of Service specification	Tender documentation submitted by prospective partners and evaluation reports	Director of Property Services Tel: 01257 515311 roger.handscombe@chorley.gov.uk by Thursday 7 September 2006

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Expected Date of Decision	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
Approve "Choosing Health Action Plan" outlining the Council's contribution to the wider agenda	Executive Cabinet	Executive Member for Health, Leisure and Well Being	5th Oct 2006	Stakeholders	Draft Plan circulated and available for comments on the Website	Draft Action Plan	Director of Leisure and Cultural Services Tel: 01257 515815 jamie.carson@chorley.gov.uk by Thursday 7 September 2006
Review of Advice and Support Funding to External Groups	Executive Cabinet	Executive Member for Health, Leisure and Well Being	5th Oct 2006	Chorley and South Ribble CAB and Lancashire County Council Welfare Rights Service	Direct Contact	Various including Annual Reports on activity	Director of Leisure and Cultural Services Tel: 01257 515815 jamie.carson@chorley.gov.uk by Thursday 7 September 2006

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Revision History

Revision Date	Previous Revision Date	Version
Approved by Overview and Scrutiny Committee and Executive Cabinet Strategy Group	02/03/06 09/03/06 1/8/06	1 2



OVERVIEW AND SCRUTINY IMPROVEMENT PLAN



OVERVIEW AND SCRUTINY IMPROVEMENT PLAN

This Overview and Scrutiny Improvement Plan forms part of the Council's Performance Management process. The document brings together areas of existing good practice and areas for improvement which have been identified, following the compilation of the Centre for Public Scrutiny self-evaluation framework at a workshop session held on 20 October 2005, attended by Members of the Council and the Senior Management Group. These areas are those which the Council will be focusing its attentions on to remove the barriers to the Council achieving its corporate vision of excellence.

This Overview and Scrutiny Improvement Plan will be kept up to date and will form the key control document for the Executive Cabinet and the Overview and Scrutiny Committee to ensure that improvement plans for Scrutiny are kept on track, to help deliver the Council's Performance Agreement and Corporate Strategy.

We want to share our progress with everyone and regular updates will be posted to the Council's website at www.chorley.gov.uk. In addition, we will provide regular information on how we are doing through the Council's newspaper, Chorley Borough News, and through regular press releases.

If you have any comments relating to the Overview and Scrutiny Improvement Plan or require any further information, please contact:

Steve Pearce
Assistant Head of Democratic Services
Town Hall, Market Street
Chorley, PR7 1DP

Telephone No. 01257 515196
Fax No. 01257 515150

eMail: steve.pearce@chorley.gov.uk



Councillor P Goldsworthy, Executive Leader



Councillor J Walker
Executive Member for Customers, Democratic and
Legal Services



Councillor D Edgerley
Chairman of the Overview and Scrutiny
Committee

OVERVIEW AND SCRUTINY IMPROVEMENT PLAN

1	2	3	4	5	6	7	8		9
SCRUTINY PRINCIPLE	FOCUS	EVIDENCE OF WHAT WE DO WELL	OPPORTUNITIES IDENTIFIED FOR IMPROVEMENT	ACTIONS PLANNED	EXPECTED OUTCOMES	BY WHEN	BY WHOM		PROGRESS UPDATE
							Officer	Member	
1. Provide 'critical friend' challenge	1.1 Does scrutiny provide an effective challenge to the Executive?	<ul style="list-style-type: none"> ➢ Non Cabinet Members can attend Cabinet meetings - receive all papers ➢ Revised Forward Plan ➢ Toolkit ➢ Pls and Business Plans quarterly ➢ Non political in the main ➢ Shadow Executive Cabinet members appointed 	<ul style="list-style-type: none"> • Some members reluctant to criticise Executive - more commitment/need for training • Need to improve Executive Cabinet involvement in scrutiny • Increase public awareness • Feed success back to public • Officer support for O&S • Call-in should be used more • Provide the opportunity for Scrutiny Members to question Executive Members 	<ol style="list-style-type: none"> 1. Implement Overview and Scrutiny training sessions on a regular basis for: <ul style="list-style-type: none"> • Executive Cabinet Members • Scrutiny Committee/ Panel members • Overview and Scrutiny Committee/ Panel chairs • SMG Officers • Democratic Services Section 2. Introduce questions with notice to Executive Members at Council meetings 	<ol style="list-style-type: none"> 1. Clear understanding of Overview and Scrutiny function 2. More effective 'critical friend' challenge to the Executive 3. Improved public involvement in Overview and Scrutiny 	With effect from October 2006	Steve Pearce/Sue Baxendale	Councillor M Lees	Provision of Overview and Scrutiny training to be included in the Member Development Programme for 2006/07
	1.2 How does scrutiny have an impact on the work of the Executive?	<ul style="list-style-type: none"> ➢ Scrutiny Reviews - evidence gathering 	<ul style="list-style-type: none"> • Call-in (used once) - should be received positively • Ensure appropriate Cabinet Members attend Inquiry hearings • Increase public involvement in O&S to initiative topics 	<ol style="list-style-type: none"> 1. Implement Overview and Scrutiny training sessions on a regular basis for: <ul style="list-style-type: none"> • Executive Cabinet Members • Scrutiny Committee/ Panel members • Overview and Scrutiny Committee/ Panel chairs • SMG Officers • Democratic Services Section 2. Introduce questions with notice to Executive Members at Council meetings 3. Actively invite public to submit Overview and Scrutiny topics 	<ol style="list-style-type: none"> 1. Clear understanding of Overview and Scrutiny function 2. More effective 'critical friend' challenge to the Executive 3. Improved public involvement in Overview and Scrutiny 	October 2006	Donna Hall	Councillor J Walker	Report on the recommendations of the Community Overview and Scrutiny Panel scrutiny inquiry relating to public questions/speaking at various Council meetings to be submitted to Executive Cabinet on 24/08/06.
				See item 1		June 2006	Steve Pearce	Councillor J Walker	On-going

OVERVIEW AND SCRUTINY IMPROVEMENT PLAN

1	2	3	4	5	6	7	8		9
SCRUTINY PRINCIPLE	FOCUS	EVIDENCE OF WHAT WE DO WELL	OPPORTUNITIES IDENTIFIED FOR IMPROVEMENT	ACTIONS PLANNED	EXPECTED OUTCOMES	BY WHEN	BY WHOM	PROGRESS UPDATE	
							Officer	Member	
	<p>1.3 How does scrutiny routinely challenge the authority's corporate strategy and budget?</p>	<ul style="list-style-type: none"> ➢ Business Plans and PI's go to O&S committee/Panels every quarter ➢ Monthly financial monitoring reports go to O&S Committee 	<ul style="list-style-type: none"> • Scrutiny members should have more say in strategic items from the start • O&S Committee to meet prior to Executive Cabinet to scrutinise reports • More training on budget process • Presentations on strategic issues to O&S members • Scrutiny of budget process needs to be improved. • Improved monitoring of performance 	<ol style="list-style-type: none"> 4. Improved scrutiny of draft policy and strategy documents before they are agreed for consultation purposes. 5. Improved scrutiny of budget 6. Improved scrutiny of performance management within the authority 	<ol style="list-style-type: none"> 4. Effective scrutiny of policy and strategic documents 5. Effective scrutiny of budget 6. Effective performance management 	<p>March 2006</p> <p>From March 2006</p> <p>December 2006</p>	<p>Donna Hall</p> <p>Gary Hall</p> <p>Donna Hall</p>	<p>Councillor J Walker</p> <p>Councillor D Edgerley</p> <p>Councillor D Edgerley</p>	<p>Implemented - Executive Cabinet agreed on 8 September 2005 that all draft policy/strategy documents should be submitted to the Overview and Scrutiny Committee</p> <p>The Overview and Scrutiny Committee/Panels will be scrutinising elements of the budget for 2006/07 during February 2007</p> <p>Performance Management Data is submitted to the Overview and Scrutiny Committee/Panels on a quarterly basis.</p> <p>The Corporate and Customer Overview and Scrutiny Panel commenced a scrutiny inquiry into the Contact Centre Partnership agreement with Lancashire County Council in July 2006.</p> <p>Other local partnership bodies will be included in the Overview and Scrutiny Work Programme in due course following the establishment of the new management structure for the Chorley Partnership (LSP).</p>
	<p>1.4 Are external partners involved in scrutiny and how are they included?</p>	<p>Scrutiny Inquiries on:</p> <ul style="list-style-type: none"> • Flooding • One Stop Shop • Juvenile nuisance - Youth and Community Service • Parkwise 	<ul style="list-style-type: none"> • CBC to scrutinise partners and vice versa • Scrutinise LOC • Ask partners/consultative bodies for topics/comments • Bring 'everyone' together to improve service delivery • LSP improvement proposals to be discussed at Scrutiny 	<ol style="list-style-type: none"> 7. Implement scrutiny of external partners 	<ol style="list-style-type: none"> 7. Focused scrutiny of local partnership bodies 	<p>December 2006</p>	<p>Donna Hall</p>	<p>Councillor D Edgerley</p>	

OVERVIEW AND SCRUTINY IMPROVEMENT PLAN

1	2	3	4	5	6	7	8		9
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							Officer	Member	
1.5 Does scrutiny work effectively with the Executive and senior management?	> Overview and Scrutiny Chair presents Inquiry Reports to Executive Cabinet	<ul style="list-style-type: none"> Meetings between Leader/Chief Executive with O&S Chairs Prioritise key issues for scrutiny Member training on the 'real issues'/chairing skills/O&S Procedures/Role of the Executive and Senior Management Capacity of Councillors SMG to refer policy docs to Overview and Scrutiny Committee prior to consultation 	<ul style="list-style-type: none"> Meetings between Leader/Chief Executive with officers Programmed meetings of Overview and Scrutiny chairs with Executive Leader/Chief Executive <p>See Item 1</p> <p>See Item 4</p>	8. Effective working relationship between Overview and Scrutiny Chair with Leader/Chief Executive	From May 2006	Donna Hall	Councillor P Godsworthy	Implemented - a) Meetings with Overview and Scrutiny Chairs to be held every Committee cycle. b) programmed meetings to be held on a quarterly basis.	
2. Reflect the voice and concerns of the public and its communities	<ul style="list-style-type: none"> Recommendations at front of report Consult partnerships and relevant organisations Articles in newspaper and website Regular monitoring reports on Inquiries 	<ul style="list-style-type: none"> Need to be more proactive rather than reactive More effective communications with partners More information on website and Borough News Regular Overview and Scrutiny articles in Borough News Ensure widespread distribution of Borough News 	<ul style="list-style-type: none"> Improved communication/publicity of Overview and Scrutiny activities 	9. Effective publicity for Overview and Scrutiny inquiries/activities	From May 2006	Steve Pearce/ Shelley Wright	Councillor D Edgerley	Ongoing - publicity provided for the Parkwise Scrutiny Inquiry in June 2006 Regular publicity on scrutiny issues to be provided.	

OVERVIEW AND SCRUTINY IMPROVEMENT PLAN

1	2	3	4	5	6	7	8		9
							BY WHOM	Member	
SCRUTINY PRINCIPLE	FOCUS	EVIDENCE OF WHAT WE DO WELL	OPPORTUNITIES IDENTIFIED FOR IMPROVEMENT	ACTIONS PLANNED	EXPECTED OUTCOMES	BY WHEN	Officer	Member	PROGRESS UPDATE
	<p>2.2 How does scrutiny make itself accessible to the public?</p>	<ul style="list-style-type: none"> ➢ Questionnaires to relevant parties ➢ Citizens Panel ➢ Members reflect public complaints for inquiry requests ➢ Regular slot in Borough News 	<ul style="list-style-type: none"> • Improved communication between Council its partners and other non-executive members - better external and internal communication • Lack of facilities for public participation • Capacity and resource issues • Encouragement of public to comment on Inquiries (eg through Press Articles) 	<p>See Item 9</p>					
	<p>2.3 How does scrutiny communicate?</p>	<ul style="list-style-type: none"> ➢ Publish articles in newspaper ➢ Inform consultees of inquiry results ➢ Overview and Scrutiny toolkit 	<ul style="list-style-type: none"> • Capacity issues • Better consultation with partners in inquiry/meetings timetable • Time constraints on Member participation • Members ability to attend meetings • Members training opportunities - for both Executive and Scrutiny Members • Executive Members attendance at scrutiny meetings 	<p>See Item 9</p>					
				<p>See Item 1</p>					
				<p>See Item 1</p>					

OVERVIEW AND SCRUTINY IMPROVEMENT PLAN

1	2	3	4	5	6	7	8		9
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							Officer	Member	
3. Take the lead and own the scrutiny process	3.1 Does scrutiny operate with political impartiality	<ul style="list-style-type: none"> ➢ Non political ➢ No pressure is placed on Members ➢ Consensus amongst all on issues ➢ Smaller Panels (10 Members) ➢ Collect evidence ➢ Opposition Chairs ➢ More transparent ➢ Referral of Issue from Exec for Scrutiny 	<ul style="list-style-type: none"> • Improvement of the understanding/more training on the scrutiny process 	<p>See Item 1 and</p> <p>10. Revise/update Overview and Scrutiny toolkit</p>	<p>10. Updated Overview and Scrutiny toolkit in line with current best practice in other local authorities</p>	December 2006	Steve Pearce	Councillor D Edgerley	Expressions of interest invited in July 2006 for an external review of the toolkit.
	3.2 Does scrutiny have ownership of its own work programme?	<ul style="list-style-type: none"> ➢ We do have a work programme ➢ We decide Members contribution ➢ We monitor regularly the work programme ➢ Criteria for choosing Scrutiny Inquiries 	<ul style="list-style-type: none"> • Ability to get the correct information • Need to examine the skills required • External organization to improve timescales 	<p>11. Public invited to submit scrutiny inquiry topics</p> <p>12. Rolling Overview and Scrutiny work programme to be produced prior to each municipal year following consultation with members/partners/public [To be based on the Corporate Strategy]</p>	<p>11. Improved public involvement in Overview and Scrutiny</p> <p>12. Improved/co-ordinated annual work programme</p>	From June 2006 From June 2006	Steve Pearce Donna Hall	Councillor D Edgerley Councillor D Edgerley	<p>On-going - Public to be invited to submit topics through articles in the Chorley Borough News</p> <p>Implemented - Improved rolling work programme approved by Overview and Scrutiny Committee on 29/7/06 - Topics all based on issues in the corporate strategy.</p>
	3.3 Do scrutiny members consider that they have a worthwhile and fulfilling role?	<ul style="list-style-type: none"> ➢ We have a greater response from the Executive ➢ Monitoring of Recommendation from Inquiries ➢ Most Members are enthusiastic 	<ul style="list-style-type: none"> • Lack of experience • More training 	<p>-</p> <p>See Item 1</p>					

OVERVIEW AND SCRUTINY IMPROVEMENT PLAN

1	2	3	4	5	6	7	8		9
							BY WHOM Officer	Member	
SCRUTINY PRINCIPLE	FOCUS	EVIDENCE OF WHAT WE DO WELL	OPPORTUNITIES IDENTIFIED FOR IMPROVEMENT	ACTIONS PLANNED	EXPECTED OUTCOMES	BY WHEN	BY WHOM	PROGRESS UPDATE	
4 Make an impact on service delivery	3.4 Is there a current constructive working partnership with officers including support arrangements for scrutiny?	<ul style="list-style-type: none"> ➢ Officers attend and present reports ➢ Support from officers ➢ Toolkit ➢ Acceptance of Scrutiny Inquiry Recommendations by the Executive Cabinet 	<ul style="list-style-type: none"> • Improve Chairing skills • Members lack of knowledge of Officers functions 	<p>See Item 8</p> <p>See Item 1</p>					
	4.1 How is the scrutiny workload coordinated and integrated in to corporate processes?	<ul style="list-style-type: none"> ➢ Panels shaped around corporate priorities eg Markets inquiries ➢ Executive Cabinet has accepted majority of recommendations ➢ Financial implications now included in Scrutiny reports ➢ Corporate priorities in topic selection ➢ Reports are requested on agendas by Members ➢ Councillors can request scrutiny inquiries 	<ul style="list-style-type: none"> • Training/ understanding of Forward Plan • Scrutiny of the budget needs to be non political • early sharing of budgets • executive and scrutiny look at budget at same time • Identify resources aligned when considering rec's (where is the money coming from) • Ensure scrutiny topics are in line with the corporate priorities 	<p>See Item 1</p> <p>See Item 5</p> <p>See Item 5</p> <p>See Item 10</p> <p>See Item 10</p>					

OVERVIEW AND SCRUTINY IMPROVEMENT PLAN

1	2	3	4	5	6	7	8		9
SCRUTINY PRINCIPLE	FOCUS	EVIDENCE OF WHAT WE DO WELL	OPPORTUNITIES IDENTIFIED FOR IMPROVEMENT	ACTIONS PLANNED	EXPECTED OUTCOMES	BY WHEN	BY WHOM	Member	PROGRESS UPDATE
							Officer		
	<p>4.2 What evidence is there to show that scrutiny has contributed to improvement ?</p> <p>4.3 How well is information required by scrutiny managed?</p>	<ul style="list-style-type: none"> ➢ Results of inquiries - recs eg grass cutting, One Stop Shop, housing maintenance ➢ Executive Cabinet have accepted the majority of recommendations ➢ Have monitoring reports on inquiry rec's (every six months) ➢ Annual report on Overview and Scrutiny activities ➢ Planning/scoping and toolkit good ➢ Info received good ➢ Officer support good ➢ Do consult with partner groups ➢ Do go on site visits/consider best practice 	<ul style="list-style-type: none"> • Set up small groups to look at issues for scrutiny • Encourage the public to "call-in"/participate in scrutiny • Need to raise awareness of Scrutiny • Officer resources planned throughout the year - clear plan at start of year (impact of inquiries) • Annual review to ensure the quality of recommendations submitted to the Executive • Lessons learnt at the end of inquiries (what could we do better?) • Percentage of recommendations approved as P1 (Scrutiny Performance 	<p>13. Annual review of Overview and Scrutiny function.</p> <p style="text-align: center;">See Item 12</p> <p style="text-align: center;">See Item 10</p>	<p>13. Effective and efficient Overview and Scrutiny function</p>	December 2006	Donna Hall	Councillor J Walker	<p>Overview and Scrutiny function to be reviewed during the external assessment of the Overview and Scrutiny Toolkit (item 10). Assessment event to be held in 2007.</p>

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OVERVIEW AND SCRUTINY INQUIRY PROJECT OUTLINE

<p>Review Topic:</p> <p>Contact Centre: Efficiencies and the Partnership with Lancashire County Council.</p>	<p>Investigation by: Corporate and Customer Overview and Scrutiny Panel</p> <p>Type: Inquiry</p>
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<p>Objectives:</p> <p><u>Efficiencies</u></p> <ol style="list-style-type: none"> 1. To assess the contribution of the Lancashire Shared Services Contact Centre to the achievement of the Council’s efficiencies agenda. <p><u>Partnership Working</u></p> <ol style="list-style-type: none"> 2. To assess the effectiveness of the Partnership arrangements for the Lancashire Shared Services Contact Centre (officer and Member arrangements). 3. To assess whether the Council is achieving the desired benefits of partnership working, for example, procurement, single point of access to services, efficiencies through extended opening hours and workload sharing. 	<p>Desired Outcomes:</p> <p><u>Efficiencies</u></p> <ol style="list-style-type: none"> 1. To maximise efficiencies from the Lancashire Shared Services Contact Centre partnership arrangements. <p><u>Partnership Working</u></p> <ol style="list-style-type: none"> 2. To establish that the partnership arrangements are working effectively, and, in situations where this is not the case, to propose actions to remedy the situation. 3. To ensure the partnership is delivering the highest quality customer experience.
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<p>Terms of Reference:</p> <ol style="list-style-type: none"> 1. To conduct an investigation into the Lancashire Shared Services Contact Centre partnership arrangements. 2. To review the efficiency programme relating to the Lancashire Shared Services Contact Centre. 3. To identify possible improvements. 4. To report on the investigations findings and make recommendations to Overview and Scrutiny Committee consistent with the Inquiry’s objectives and desired outcomes.
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<p>Key Issues:</p> <p><u>Efficiencies</u></p> <ol style="list-style-type: none"> 1. Migration of resources from back office services into the Contact Centre. 2. Integration to back office systems. 3. Streamlining contact telephone numbers and email points. 4. Managing migration of customers to more efficient methods of access to services. <p><u>Partnership Working</u></p> <ol style="list-style-type: none"> 5. Review contractual arrangements with Lancashire County Council. 6. Contractor performance and governance. 7. Differing approach of partners. 8. Customer Relationship Management 	<p>Risks:</p> <ol style="list-style-type: none"> 1. Damaging relationships with partnership organisations. 2. Possibility of negative publicity to the partnership. 3. Having desired outcomes beyond the capacity to deliver.
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system. 9. Development of Lancashire County Council Customer Service strategy. 10. Delivery of Customer Focus and Access strategy.	
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Venue(s): Town Hall, Market Street, Chorley.	Timescale: Start: July 2006. Finish:
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<p>Information Requirements and Sources:</p> <p>Documents/evidence: <i>(what/why?)</i></p> <ol style="list-style-type: none"> Lancashire County Council Customer Service strategy. Partnership Customer Contact strategy. Terms of reference for the officer partnership board and Member joint committee. Chorley Borough Council Customer Focus and Access strategy. Approved Plan and migration dates. Annual Efficiency Statement: 2005/2006 Backward looking and 2006/2007 Forward looking. <p>Witnesses: <i>(who, why?)</i></p> <ol style="list-style-type: none"> Chair of the Joint Committee. Chair of the Partnership Board. Representative from the contractor (Northgate Information Systems NIS). Representatives from District partners. Councillor D Edgerley (Previous Member of the Partnership Joint Committee). Councillor J Walker (Executive Member for Customer, Democratic and Legal Services and Member of the Partnership Joint Committee). Officers of Chorley Borough Council. <p>Consultation/Research: <i>(what, why, who?)</i></p> <ol style="list-style-type: none"> Customer satisfaction performance statistics. <p>Site Visits: <i>(where, why, when?)</i></p> <ol style="list-style-type: none"> Shire District partners. Lancashire County Council.
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<p>Officer Support:</p> <p>Lead Officer: Asim Khan (Assistant Head of Customer Services).</p> <p>Democratic Services Officer: Ruth Hawes (Assistant Democratic Services Officer).</p> <p>Corporate Policy Officer: To be identified as required.</p>	<p>Likely Budget Requirements:</p> <table> <thead> <tr> <th><u>Purpose</u></th> <th><u>£</u></th> </tr> </thead> <tbody> <tr> <td>Site visit costs</td> <td>200</td> </tr> <tr> <td>Total</td> <td><u>200</u></td> </tr> </tbody> </table>	<u>Purpose</u>	<u>£</u>	Site visit costs	200	Total	<u>200</u>
<u>Purpose</u>	<u>£</u>						
Site visit costs	200						
Total	<u>200</u>						

<p>Target Body¹ for Findings/Recommendations (Eg Executive Cabinet, Council, PCT) Overview and Scrutiny Committee.</p>
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DRAFT OVERVIEW AND SCRUTINY INQUIRY PROJECT OUTLINE

Review Topic: Neighbourhood Working	Investigation by: Environment & Community Overview & Scrutiny Panel
	Type: Inquiry

<p>Objectives:</p> <ol style="list-style-type: none"> 1) To identify the area Neighbourhoods. 2) To what extent do Directorate plan services on a Neighbourhood basis and develop recommendations for future development of localised services. 3) To identify the relevant issues relating to neighbourhood working. 4) To compare best practices from other districts and elsewhere. 5) To identify relevant areas relating to funding, budgets and capacity. 6) The ability to deliver. 	<p>Desired Outcomes:</p> <ol style="list-style-type: none"> 1. To generate services and activities appropriate for neighbourhood delivery. 2. Recommendations for selection criteria to identify suitable neighbourhoods. 3. To explore the potential options in the Government's White Paper to be published in November 2006. 4. To deliver recommendations which implement neighbourhood management and engagement strategy. 5. To explore the possibility of a priority pilot neighbourhood action plan and service delivery to be manageable.
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<p>Terms of Reference:</p> <ol style="list-style-type: none"> 1. To conduct an investigation into improvements in neighbourhood working in Chorley. 2. To report the inquiry's findings and recommendations initially to the Overview and Scrutiny Committee. 3. To explore best practice elsewhere from both inside and outside Chorley.

<p>Key Issues:</p> <ol style="list-style-type: none"> 1. In relation to the Corporate Strategy a project to prepare on neighbourhood management and engagement strategy. 2. Work to build on the recommendations of the Area Forums 3. Improve customer feedback and services 	<p>Risks:</p> <ol style="list-style-type: none"> 1. Raising expectations beyond capacity to deliver. 2. Differential services for the Council 3. Implications on resources
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<p>Venue(s): Committee Room, Town Hall, Chorley</p>	<p>Timescale:</p> <p>Start: July 2006</p> <p>Finish: end March 2007</p>
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Information Requirements and Sources:

Documents/evidence: *(what/why?)*

Resource Mapping Report
 Safer and Greener Charter for Bolton (Great Lever case study)
 Liverpool 8 Neighbourhood Regeneration
 Eldonian Housing Association
 White Paper from Government when published in November 2006.

Witnesses: *(who, why?)*

Groundwork representatives
 Other Districts, to be confirmed.
 Blackburn with Darwen Borough Council (Sharon Kemp)
 Police (Chief Inspector Andrew Murphy)
 North British Housing Managers
 Adactus
 Director of Housing Services (Steve Lomas)
 Parish Councils
 Liz Morey
 Churches and Faith Groups

Consultation/Research: *(what, why, who?)*

Practical examples of successful projects

Site Visits: *(where, why, when?)*

Visit to meetings of PAiCE, SWITCH Clayton Brook Together
 Possible other Lancashire Districts
 Housing Associations

Officer Support:

Lead Officer: John Lechmere
 Democratic Services Officer: Gordon Bankes
 Corporate Policy Officer:
 Director of Policy & Performance (Lesley-Ann
 Fenton after 4.9.06)

Likely Budget Requirements:

<u>Purpose</u>	<u>£</u>
Site Visit Cash	200.00
Total	<u>200.00</u>

Target Body¹ for Findings/Recommendations

(Eg Executive Cabinet, Council, PCT)

OVERVIEW AND SCRUTINY WORK PROGRAMME – 2006/07

Function/topic	Assigned to	J	J	A	S	O	N	D	J	F	M	A	M
1. Holding the Executive to Account													
Annual Budget Consultation	OSC						*	*	*				
Provisional full year Performance Indicator	OSC										*		
Business Plan and Performance Indicator Updates	ECOSP				*		*				*		
	CCOSP				*		*				*		
	OSC				*			*			*		
BVPP (Corporate Plan overall performance)	OSC				*						*		
Monitoring of Sickness Absence (6 monthly update)	OSC					*						*	
2. Policy Development and Review	OSC				*								
Overview and Scrutiny Improvement Plan 2006/07	OSC				*			*			*		
Corporate Improvement Plan 2004-2007 Update (Corporate Strategy)	OSC								*				
3. Scrutiny Inquiries													
Scrutiny topics to be undertaken in accordance with the programme list set out overleaf	OSC	*			*	*	*	*	*	*	*		
	CCOSP	*	*		*	*	*		*		*		
	ECOSP	*	*		*	*	*		*		*		
Budget Scrutiny	OSC										*		
	CCOSP										*		
	ECOSP										*		
LCC's arrangement for the Scrutiny of health function – Periodic Review (to be determined)	CCOSP												
Contact Centre: Efficiencies and Partnership with LCC	CCOSP												
Neighbourhood Working	ECOSP												
Council's performance against the key line of enquiry to be assessed by the Audit Commission during CPA and Direction of Travel.	OSC												
4. Monitoring of Inquiries													
Housing Maintenance Appointments System	CCOSP				*								
Flooding, Flood Prevention and Contingency Plan/Proposals	ECOSP							*					
Chorley Markets - Occupancy of Stalls & Associated Matters	CCOSP				*						*		
Juvenile Nuisance	ECOSP				*								
Grass Cutting	ECOSP							*					
Provision of Youth Activities in Chorley	ECOSP										*		
One-Stop Shop/Contact Centre	CCOSP					*					*		
Accessibility of Cycling as a Leisure Pursuit	ECOSP							*					
Parkwise Scheme	CCOSP								*				
5. Monitoring of Budget Scrutiny Recommendations													
Environmental Services	ECOSP					*			*				
Revenues and Benefits	CCOSP					*			*				
Planning Services	ECOSP					*			*				
6. Other													
O & S Training Programme	OSC				*						*		
Public Participation/Communication X													

OSC - Overview and Scrutiny Committee

ECOSP - Environment and Community
Overview and Scrutiny Panel

CCOSP - Corporate and Customer Overview
and Scrutiny Panel

X responsibility transferred to Special Cabinet Sub-Committee - June 2006
JUNE 2006

Overview and Scrutiny Topics/Issues to be Programmed

Priority Order	Topic/Issue Title	Date Included	Priority Score	Source
<ol style="list-style-type: none"> 1. 2. 	<p><u>Full Scrutiny Inquiries</u></p> <p>Overview and Scrutiny Committee</p> <p>Job Evaluation</p> <p>The effectiveness of the Community Safety Partnership in the delivery of reduced levels of crime in the Borough.</p> <p>Corporate and Customer Panel</p> <p>Gershon Efficiencies Staff Sickness Absences</p> <p>Environment and Community Panel</p> <p>Inequalities in the Borough Town Centre Strategy</p>	<p>June 2006</p>	<p>All within the Corporate Strategy</p>	<p>Corporate Strategy</p>

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