

## OVERVIEW AND SCRUTINY INQUIRY PROJECT OUTLINE

<b>Review Topic:</b> Public Participation in the Council’s Decision – Making Process	<b>Investigation by:</b> Community Overview and Scrutiny Panel
	<b>Type:</b> Inquiry

<b>Objectives:</b>  To identify the means by which the Council could introduce Area Forums/Committees and public speaking at the various Council meetings to enable effective engagement with the local community in the Council’s political decision-making Processes	<b>Desired Outcomes:</b>  The identification of procedures and practices to be adopted for the administration of Area Forums/Committee’s and Public Speaking at the various Council meetings
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<b>Terms of Reference:</b>  To conduct an investigation into the means by which the Council may more effectively engage with the local community on the provision of services provided by the Council and other key partner organisations in the Borough of Chorley.  To investigate the provision of (1) Area Forums or Committees and (2) the introduction of public speaking at meetings of the Council on a trial basis and the administrative arrangements involved.  To report on the investigation’s findings and make recommendations to the Overview and Scrutiny Committee.
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<b>Key Issues:</b> <b>Area Forums/Committees</b>  <ol style="list-style-type: none"> <li>1. Area Forums/Committees.</li> <li>2. Geographical area of each Forum/Committee.</li> <li>3. Core Membership.</li> <li>4. Co-opted members/organisations invited to attend meetings</li> <li>5. Terms of reference/issues to be included on the agendas</li> <li>6. Public participation in the meetings/Public Question Time</li> <li>7. Number of meetings to be held each year</li> <li>8. Venues for meetings/risk assessments</li> <li>9. Use of PA/loop system</li> <li>10. Publicity/promotion of meetings</li> <li>11. Staffing – Officer support required</li> <li>12. Budgetary requirements</li> </ol>	<b>Risks:</b>  To raise expectations of the public that are beyond the capacity to deliver
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<p><b>Public Speaking at Council Meetings</b></p> <ol style="list-style-type: none"> <li>1. Which meetings would the public be allowed to speak at or ask questions <ul style="list-style-type: none"> <li>• Council, Executive Cabinet, Development Control or all meetings.</li> </ul> </li> <li>2. Would the public be allowed to speak on all agenda items or only selected items.</li> <li>3. Length of time allowed for speaking.</li> <li>4. Feedback of responses to the public.</li> <li>5. Meeting room accommodation.</li> <li>6. Publicity.</li> </ol>	
<p><b>Venue(s): Town Hall</b></p>	<p><b>Timescale: 9 months</b></p> <p><b>Start: March 2005</b></p> <p><b>Finish: November 2005</b></p>

## Information Requirements and Sources:

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

Corporate Improvement Plan – June 2004

Report by Chief Executive on “*Community Engagement – Possible Area Forums*” to the Community Overview and Scrutiny Panel – 7 October 2004

Chorley Borough Community Strategy (2005-2016) and Action Plan (2005/08)

Details of comparative services provided by district councils in Lancashire

“*Making decisions locally*” – Local Government Association Research Report

### Witnesses: *(who, why?)*

Area Forum Manager at Preston City Council - presentation

Officers from other Lancashire district councils

Representatives of key partner organisations – eg Lancashire Constabulary and Primary Care Trust

County Councillors for the Chorley Borough

Parish Council representatives

Representatives of local resident, tenants and community organisations

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

Area Forum Manager at Preston City Council - presentation

Officers from other Lancashire district councils

Representatives of key partner organisations – eg Lancashire Constabulary and Primary Care Trust

County Councillors for the Chorley Borough

Parish Council representatives

Representatives of local resident, tenants and community organisations

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

Area Forum and Area Committees held in other local authority areas

The Pilot Area Forum meetings to be held in 3 areas of Chorley in September/October 2005

### Officer Support:

**Lead Officers:** Martin O'Loughlin – Head of Customer, Democratic and Office Support Services and Steve Pearce – Assistant Head of Democratic Services

**Committee Administrator:** Tony Uren – Democratic Services Officer

**Corporate Policy Officer:** Tim Rignall – Head of Corporate and Policy Services

### Likely Budget Requirements:

**Purpose**

**£**

**Total**

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### Target Body<sup>1</sup> for Findings/Recommendations

(Eg Executive Cabinet, Council, PCT)

Executive Cabinet