

## **OVERVIEW AND SCRUTINY INQUIRY PROJECT OUTLINE**

<p><b>Review Topic:</b> Efficiency gains at Chorley Council during 2004 and 2007 and plans for the future.</p>	<p><b>Investigation by:</b> Corporate and Customer Overview and Scrutiny Panel.</p>
<p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To assess the performance of the Council in achieving the efficiency targets set by the Government.</li> <li>2. To identify the Council's future plans to tackle the efficiency agenda.</li> <li>3. To ensure that efficiency gains do not adversely impact on our customers.</li> </ol>	<p><b>Desired Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. To identify any lessons learned so far and to assess how these can be applied to the future efficiency agenda.</li> <li>2. To ensure that Chorley Council is on target to achieve it's efficiency savings.</li> <li>3. To ensure suitable monitoring arrangements are in place to enable action if required.</li> <li>4. To identify potential areas for efficiency not already being considered.</li> </ol>
<p><b>Terms of Reference:</b></p> <ol style="list-style-type: none"> <li>1. To examine the Annual Efficiency Statement sent to the Government.</li> <li>2. To consider the Councils' approach to planning and achievements of efficiency gains ensuring: <ul style="list-style-type: none"> <li>• That opportunities are maximised to help the Council achieve its corporate priorities,</li> <li>• That Government targets set are achieved.</li> </ul> </li> <li>3. To examine the procedure and methodology for measuring and driving the efficiency agenda.</li> <li>4. To report the findings to the Overview and Scrutiny Committee.</li> </ol>	
<p><b>Key Issues:</b></p> <ol style="list-style-type: none"> <li>1. Is the Council achieving the current efficiency targets?</li> <li>2. How does the Council identify / report efficiency gains?</li> <li>3. To compare performance with other CIPFA Family Authorities and private companies providing Local Authority services.</li> <li>4. To identify potential areas for efficiency not already being considered.</li> </ol>	<p><b>Risks:</b></p> <p>(For the Inquiry)</p> <ol style="list-style-type: none"> <li>1. Having expectations beyond the capacity to deliver.</li> </ol> <p>(For the Efficiency agenda)</p> <ol style="list-style-type: none"> <li>2. That Government targets will not be hit.</li> <li>3. That the maximum opportunities for efficiencies will not be taken.</li> </ol>
<p><b>Venue(s):</b></p> <p>Town Hall, Market Street, Chorley</p>	<p><b>Timescale:</b></p> <p><b>Start:</b> July 2007</p> <p><b>Finish:</b> February 2008</p>

## Information Requirements and Sources:

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

1. Annual Efficiency Statements (AES).
2. Annual Use of Resources Assessments.
3. Value for Money (VFM) Strategy.
4. Customer Access Strategy.
5. Relevant reports to Chorley's Executive Cabinet.

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

1. Assistant Chief Executive (Business Transformation).
2. Customer Access Officer.
3. Directors / managers as identified through the Inquiry.
4. Other Local Authority officers as identified through the Inquiry.

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

1. Audit Commission family group.
2. Chartered Institute of Public Finance and Accountancy (CIPFA).
3. Association for Public Service Excellence (APSE).

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

As identified through the Inquiry, potentially Blackburn with Darwen, Pendle, Thameside, Trafford.

### Officer Support:

#### Lead Officer:

James Douglas (Business Improvement Manager).

#### Policy and Performance Officer:

Sarah Dobson (Performance Advisor – Corporate and Customer).

#### Democratic Services Officer :

Ruth Hawes (Assistant Democratic Services Officer).

### Likely Budget Requirements:

<b><u>Purpose</u></b>	<b><u>£200.00</u></b>
<b>Total</b>	<b><u>£200.00</u></b>

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

Overview and Scrutiny Committee, Executive Cabinet.