

Policy & Service Review Community Forum



Date	7 April 2005
Venue	Council Offices, Derby Road, Wesham
Committee members	Simon Renwick (Chairman) John Prestwich (Vice-Chairman) Stephen Carpenter, Peter Collins, Raymond Norsworthy, Martin Taylor, Keith Wright
Other Councillors	None
Officers	Ken Lee, Dave Joy, Allan Oldfield, Paul Walker, Lorraine Charlesworth, Lyndsey Lacey, Oliver Shimell

Deleted:

1. Declarations of interest

Members were reminded that any personal/prejudicial interests should be declared as required by the Council's Code of Conduct adopted in accordance with the Local Government Act 2000.

2. Confirmation of minutes

RESOLVED: To approve the minutes of the Policy & Service Review Community Forum meetings held on 3 and 16 February 2005 as correct records for signature by the chairman.

3. Substitute members

There were no substitute members.

4. Audit Commission inspection - access to services

Allan Oldfield (Policy and Change Unit Business Manager) presented a detailed report on the forthcoming Audit Commission inspection of access to services at Fylde.

Mr Oldfield indicated that an inspection entitled 'Improving Services Through Accessibility & User Focus' would be carried the week commencing 6 June 2005. He explained that the Audit Commission would be looking for clear

Policy & Service Review Community Forum – 7 April 2005

evidence of improvement. In particular, the inspection will look at how the council is:

- Improving access to key services and information for all sections of the local community
- Using increased accessibility to improve the quality of services available to the community

The report also set out what the inspection would focus on; information on the requirement to produce a position statement; details on the Key Lines of Enquiry (KLOE) and members role in the process.

Members indicated that there had been mixed feedback on the one stop shops and enquired whether the council would be in a position to meet the requirements of the inspection in June. Members of the forum provided examples of areas that required improvement. In response, Mr Oldfield agreed that the council was experiencing challenges following the launch of the one stop shops but suggested that this was inevitable with a change of this size.

Members sought clarification as to whether the information provided by them on examples of good community engagement was being used. Mr Oldfield confirmed this to be the case.

Following consideration of this matter the forum RESOLVED:

1. To recognise the importance of the inspection to the organisation in terms of achieving an improved CPA rating in the longer term.
2. To recommend that all members provide the lead officer for the inspection with details on how they promote and support access to services for the customers in their ward.
3. To make appropriate arrangements prior to the audit inspection for members of the community forum to visit the one stop shop based at St Annes and receive a presentation on the its work. In addition, a general invitation be extended to all members at a later date.
4. To establish the position concerning the provision of a one stop shop based at Lytham.

5. Asset Management Planning: review of assets

Paul Walker (Unit Business Manager for economic wellbeing and regeneration) presented a report to the forum on the policies and processes involved in reviewing assets held by the council.

In brief, the report detailed the requirement to produce an Asset Management Plan and provided feedback from the previous AMPs assessed by Government Office North West. The report presented the previously agreed policy of 'disposing effectively of assets that are not supporting service delivery or generating appropriate income for the council'. Attached to the report were a number of documents which related to the work of the Asset Management Group. These included a self assessment of what FBC does well

Policy & Service Review Community Forum – 7 April 2005

and could do better in relation to the management of its assets, an asset review criteria/process checklist and a process flow chart for the review of assets.

Members asked if a priority list had been drawn up detailing all the assets to be review in the programme. Mr Walker confirmed that this had been done and that the first areas to be reviewed included:

Allotments, public open spaces in St Annes, public conveniences designated for closure, the tourist information office, the solarium (North Promenade) and two garage sites at Wesham and Wrea Green.

The Forum RESOLVED:

1. To endorse the policy and processes for the review of assets as set out in the report.
2. To review the way the service objectives are described in the report to allow for them to appear as priorities as opposed to equal objectives.
3. To make appropriate arrangements to visit a Beacon Council to look at best practice in asset management.
4. To present a progress report to the Performance and Community forum on a six monthly basis detailing the work undertaken on the review of asset management planning.
5. To provide details on the Intranet of all the assets that borough council holds.

6. Elected Member Training and Development Code of Practice

Lyndsey Lacey (Senior Democratic Services Officer) asked the forum to consider the proposal of the Member Training and Development Steering group for the establishment of a Code of Practice on elected member training and development.

A copy of the proposed Code of Practice was circulated with the agenda.

The forum suggested that the wording of the proposed Code of Practice could be more encouraging. Concerns were also raised about how Personal Development Plans were intended to be used and sought clarification on their purpose.

Following a full discussion it was RESOLVED to defer consideration of this matter to allow Councillor Renwick as representative of the Community Forum to attend the next meeting of the Training and Development Steering Group to discuss the issues raised at the meeting.

7. Employee Induction Policy

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Lorraine Charlesworth (Human Resources Manager) presented a report on the proposed induction Policy for all employees of the Council.

The report outlined the purpose of the induction process, information on the current practice within the authority, and details on the proposed corporate induction day that was first piloted in 2 March 2005

Following consideration of the matter IT WAS RESOLVED that the Executive Committee be asked to consider incorporating this document within the existing Scheme of Delegation.
