

Public Document Pack

Date of meeting Monday, 28th November, 2011
Time 7.00 pm
Venue Civic Offices, Merrial Street, Newcastle Under Lyme, Staffordshire ST5 2AG
Contact Julia Cleary (01782 742227)

Overview and Scrutiny Co-ordinating Committee

AGENDA

PART 1- OPEN AGENDA

- 1 Apologies
- 2 Declarations of Interest
- 3 **MINUTES FROM PREVIOUS MEETING** (Pages 1 - 2)
To consider the minutes of the previous meeting held on 19 September 2011.
- 4 **Update Regarding Scrutiny Briefs Currently Being Considered** (Pages 3 - 44)
- 5 **Forward Plan November to February 2011** (Pages 45 - 74)
- 6 **URGENT BUSINESS**
To consider any business which is urgent within the meaning of section 100(4) of the Local Government Act 1972

Members: Councillors M Clarke (Chairman), I Wilkes (Vice-Chair), D Becket, Boden, J M Cooper, I Gilmore, L Hailstones, Heames, M Olzewski, E Shenton, Snell, J Williams and G Heesom

'Members of the Council: If you identify any personal training / development requirements from the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Committee Clerk at the close of the meeting'

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

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OVERVIEW AND SCRUTINY CO-ORDINATING COMMITTEE

Monday, 19th September, 2011

Present:- Councillor Michael Ross Clarke – in the Chair

Councillors Councillor Ian Wilkes, Councillor Miss Julie Cooper, Councillor Ian Gilmore, Councillor Mrs Ann Heames, Councillor Mark Olszewski, Councillor Mrs Elizabeth Shenton, Councillor Gareth Snell and Councilor Mrs Gill Heesom

1. APOLOGIES

Apologies were received from Councillors Becket, Boden, Mrs Hailstones and Williams.

2. DECLARATIONS OF INTEREST

Councillor Mrs Shenton requested that a note be made regarding her Membership of the Newcastle under Lyme Sports Council.

3. MINUTES FROM THE PREVIOUS MEETING

That the minutes of the meeting held on 4 July 2011 be agreed as a correct record.

4. CALL-IN REGARDING PROPOSALS FOR THE REDEVELOPMENT AND DISPOSAL OF KNOTTON RECREATION CENTRE FOLLOWING THE CABINET DECISIONS OF 15 JUNE 2011

The Chair welcomed the Committee and explained the procedure to be followed for the Call-in.

The Lead Call in Member explained the reasons for the call in. The following issues were of concern:

- The perceived lack of consultation with local residents in Knutton
- The regeneration programme in Knutton following the demise of RENEW
- The revenue budgets stated in the original report to Cabinet
- The proposed mini supermarket that could potentially take business away from the high street in Knutton.

The relevant Cabinet Member responded to the issues and drew the Committees attention to the report that was submitted to the Cabinet on 15 June 2011. The Cabinet Member stated that consultation had been undertaken with members of the public and through meetings of the AMI briefing group. Members and residents had been kept constantly informed of the issues relating to Knutton Recreation Centre through this group and it was thought that all decisions made had kept faith with the outcomes of consultations. The issue regarding the opening of a new mini supermarket was not yet set in Stone and was still subject to discussion as were issues relating to the retention of the 3G football pitch and the Bowling Green.

Overview and Scrutiny Co-ordinating Committee - 19/09/11

The Committee questioned the Lead Call in Member and Cabinet representative and further concerns were raised regarding the perceived block booking of the Gordon Banks Leisure.

The following was resolved:

That the item be sent back to formal Cabinet to reconsider the decision in the light of the following specific points that were raised by the Overview and Scrutiny Co-ordinating Committee; and that Cabinet formally respond back to this committee:

- **The block booking of the Gordon Banks Sports Centre**
- **The mix of affordable and social housing**
- **Full consultation with residents, users and other interested parties**
- **The impact of a convenience store**
- **Parking provision and concerns at Jubilee 2**

5. UPDATE REGARDING SCRUTINY BRIEFS CURRENTLY BEING CONSIDERED

The Committee considered the report regarding the Scrutiny Briefs. It was noted that not all of the work currently being carried out by the Scrutiny Committees was included in the report including projects being undertaken by the Transformation and Resources Scrutiny Committee.

Resolved: That the Scrutiny briefs be agreed and the report noted.

6. FORWARD PLAN FOR THE PERIOD COVERING SEPTEMBER 2011 TO DECEMBER 2011

The Committee received a report regarding items that were currently on the forward plan. Concerns were raised regarding the format of the forward plan and it was agreed that steps to be taken to improve both the lay out of the plan and the timescales it covered. The Chair also raised concerns regarding the timing of the Committee meetings and requested that steps be taken to ensure that all future meetings were held prior to meetings of the Full Council in order to enable him to feed back to the Council any reports or comments from the Committee.

Resolved: (a) That the report be noted.

(b) That a meeting be arranged with the Chair and Officers to discuss the forward plan.

(c) That the Calendar of meetings be changed where possible to ensure that meetings of this Committee fell before meetings of the Full Council.

7. URGENT BUSINESS

COUNCILLOR MICHAEL ROSS CLARKE
Chair

UPDATE REGARDING SCRUTINY BRIEFS CURRENTLY BEING CONSIDERED

Submitted by: Elections and Licensing Manager

Portfolio: All Portfolios

Ward(s) affected: None Specific

Purpose of the Report

To provide feedback to the Co-ordinating Committee on the work being undertaken or planned by the various Overview and Scrutiny Committees and the Health Scrutiny Committee.

Recommendations

- (a) That the Report be noted.
- (b) That any new Scrutiny Briefs be agreed.
- (c) That any comments regarding the scrutiny briefs or work currently being undertaken be fed back to the individual Committees.

Reasons

The Co-ordinating Committee has the role of overseeing all scrutiny activity to ensure that progress is being made, recommendations followed up, duplication of activity avoided and a balanced workload achieved.

1. **Background**

- 1.1 Attached at **Appendix A** is a schedule detailing the current work programmes and actions of each scrutiny committee.

2. **Options Considered**

- 2.1 That the draft scrutiny briefs be agreed by the Co-ordinating Committee and any comments fed back to the individual scrutiny committees.

3. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

- creating a cleaner, safer and sustainable Borough
- creating a Borough of opportunity
- creating a healthy and active community
- transforming our Council to achieve excellence

4. **Legal and Statutory Implications**

None have been identified

5. **Equality Impact Assessment**

No adverse impact has been identified

6. **Financial and Resource Implications**

None identified at present

7. **Major Risks**

None identified at present

8. **Sustainability and Climate Change Implications**

None identified at present

9. **List of Appendices**

Appendix A - Schedule of Work and Actions

Appendix B - Third Sector Commissioning

Appendix C - Bateswood Local Nature Reserve Proposed Consultation Plan

Appendix D - Volunteer staffing of CCTV control room

Appendix E - Police Reform & Social Responsibility Act (and other proposed reforms)

Appendix F - Crime & Disorder Reduction Partnership

Appendix G - Proposed Development of a Safer & Stronger Communities Strategy for Newcastle-under-Lyme

Appendix H - Co-location of partners organisations in NBC buildings

Appendix I - Flexible working for NBC employees

Appendix J - Review of the Constitution

Appendix K - Procurement

ACTIVE AND COHESIVE OVERVIEW AND SCRUTINY COMMITTEE

Title	Action	Method of Scrutiny and Way Forward
Review of Grants and the Third Sector Commissioning Framework	The final report in relation to this was agreed by Cabinet on 7 th September 2011	<p>Review has already been completed, so role of the Active & Cohesive Overview & Scrutiny Committee will be to receive regular updates from Officers regarding the implementation of the recommendations and to scrutinise the outcomes triggered by the changes.</p> <p>Recommendations made by the Committee at its meeting on 22nd August 2011 were included in the Cabinet Report that was considered at its meeting on 7th September 2011.</p> <p>That a Working Group be established to scrutinise the Third Sector Commissioning contracts</p>
Third Sector Commissioning – Future Funding and Contracting	Scrutiny Brief to Committee on 31 st October (Appendix B).	Review has of the grants process has already been completed (detailed above), so role of the Committee will be to continue to scrutinise progress of areas contained within the brief regarding liaison with key witnesses and calls for evidence.
Locality Action Partnerships	<p>The final report in relation to this was agreed by Cabinet on 7th September 2011</p> <p>An action plan has now been produced detailing how and when the recommendations will be implemented</p>	<p>Updates to the Active & Cohesive Communities Overview & Scrutiny Committee – review has taken place and the Committee is a key part of overseeing delivery of the recommendations and ensuring that stated deadlines are met and benefits realised</p> <p>Report presented to Scrutiny Committee on 31st October 2011</p>
Bateswood Consultation Process	Report and Scrutiny Brief to meeting on 31 st October	That the results be brought back to this committee after the consultation period has ended.

	2011. (Appendix C)	
Knutton Recreation Centre	Report to meeting on 31st October 2011	That the results of any consultation be brought to this committee prior to going to the Cabinet
Jubilee 2 Update	Report to meeting on 31 st October 2011	
Draft Health and Wellbeing Strategy	Liase with Health Scrutiny Committee to ensure there is no duplication of work	Project Initiation Document produced. Members requested that the Chair liase with the Coordinating Committee and Health Scrutiny Chairs to decide upon the best way to approach this item. Options available could be a cross-committee Working Group or a joint meeting of the two committees
Leisure Trust Options	To come to Committee in approx 12 months	
Allotments Service	Scrutiny Brief to come at a later date.	Report to Cabinet 30 th November 2011
County Wide Museum Service	Scrutiny Brief to come at a later date	
Community Centres Review	Scrutiny Brief to come at a later date	
Green Space Strategy	Report to the next meeting of the Committee.	This involved a regular review of the Strategy. A report on this matter would be presented to the Cabinet next March. A report would be brought to the next meeting.

CLEANER, GREENER AND SAFER COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE

Title	Action	Method of Scrutiny and Way Forward
Crime and Disorder Reduction Partnership	Due to the many different elements that joined together to inform the CDRP no clear way forward was obvious so further information would be required.	A TOTAL alcohol project had recently been carried out by Keele University and it was decided to discuss this project at the next meeting before deciding on how to apply scrutiny to the area(s) covered by the Crime and Disorder Reduction Partnership.
Alcohol Strategy	Presentation received by the Committee	The Committee received a presentation regarding the Strategy. It was requested that the Council's Community Safety Officer attend a Butt Lane LAP meeting and that the outcomes of the Cheshire East Initiative be brought to a future meeting when it becomes available.
Recycling Strategy	Regular Updates to the Committee	
Carbon Management Plan	Regular Updates to the Committee	To oversee the implementation of the proposals set out in the plan and to make a decision regarding scrutiny and intervention if targets were not met. Regular updates would be received by the committee quarterly.
Volunteers Staffing CCTV Control Room – 3 Month Project.	Further information re SIA registration was requested by the Committee. Scrutiny Brief attached at Appendix D	A meeting has been arranged with the Chair, Vice Chair and Officers involved in order that a decision can be made regarding whether or not to bring the topic to the full scrutiny committee. The topic was discussed by the Committee at its meeting on 9 th November and a presentation was given by Councils Community Safety Officer. Further information had been requested by the committee and would be provided by Officers.

Primary Authority Scheme	This topic was picked up from the forward plan	An additional meeting of the Committee had been convened to discuss the Primary Authority Scheme and the comments from this Committee had been fed back to Cabinet.
Police Reform and Social Responsibility Act	Scrutiny Brief attached at Appendix E	Act not yet in force – regular updates on implementation to be brought to the Committee.
Crime and Disorder Reduction Partnership	Scrutiny Brief attached at Appendix F	Report to be brought to the next meeting of the Committee.
Development of a Safer and Stronger Communities Strategy for Newcastle under Lyme	Scrutiny Brief at Appendix G	Further information requested for the next meeting.

ECONOMIC DEVELOPMENT AND ENTERPRISE OVERVIEW AND SCRUTINY COMMITTEE

Title	Action	Method of Scrutiny and Way Forward
Preparation of a new Economic Development Strategy for the Borough	That an additional meeting of the Committee be arranged to consider the Strategy prior to its submission to Informal Cabinet on 28 th September – comments from this meeting were fed into the Cabinet report.	Officers to provide an update on the Strategy at each meeting of the Committee. That Scrutiny of the Strategy remain with the Whole Committee. No progress regarding the strategy has been reported since the last meeting.
The Stoke on Trent & Staffordshire Local Enterprise Partnership's proposals for the designation of an Enterprise Zone in North Staffordshire	Set aside for consideration at a later date due to recent national decisions.	None at present.
Broadband Provision	Working Group has now met twice. A meeting is due to be held on Wednesday 30 th when a presentation will be give by a representative from	Small task and finish group (3 members) to be convened to look at the topic in detail.

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	BT.	Working Group established: Cllr Kearon, Cllr Wilkes and Cllr Holland.
High Speed 2 Limited	First meeting of the working group has been held.	Small task and finish group (3 members) to be convened to look at the topic in detail. Working Group established: Cllr Becket, Cllr Loades and Cllr John Williams. No further action pending Government decision in the New Year.
Proposal to jointly commission a viability assessment for the Community Infrastructure Levy (CIL) with Stoke on Trent City Council		Further reports to be brought to the Committee prior to a decision regarding how to proceed. No action to date since last meeting.

TRANSFORMATION AND RESOURCES

Title	Action	Method of Scrutiny and Way Forward
Revenue and Capital Budget	MTFS to Committee on 2 nd November 2011.	Report was noted.
Co-Location of Partner Organisations in the Civic Offices	Scrutiny Brief attached at Appendix H	Members agreed that this matter should be brought back to the next meeting when more information would be available
Flexible Working for Borough	Scrutiny Brief attached at Appendix I	This item would be left for the body of the

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Council Employees		Committee to receive regular updates
Review of the Constitution	Scrutiny Brief attached at Appendix J	This matter had commenced in the previous Municipal Year and Members queried whether the work already undertaken could be carried forward. It was confirmed that any Working Group set up would continue with what had been done previously and in addition, the independent members who were involved previously could be invited back.
Procurement Brief	Scrutiny Brief attached at Appendix K	Members requested that a progress report be given on this matter at the January meeting.
Performance Management Review		That a working Group be set up including Cllr Mrs Beech, Cllr Fear, Cllr Mrs Shenton and Cllr Snell,
<p>The Committee requested that Scrutiny Briefs on the Following be brought to the next meeting of the Committee:</p> <ul style="list-style-type: none"> • Finance and Performance Management Monitoring Report • Corporate Complaints, Comments and Compliments Policy • Capital Strategy • Revenue and Capital Budgets 2012/12 • Treasury Management Strategy 		

HEALTH SCRUTINY

Title	Action	Method of Scrutiny and Way Forward
Consultation on Mental Health Services	Response submitted to Staffordshire County Council Health Scrutiny Committee	
Fit For the Future and move of the Accident and Emergency Centre	Presentation received from representatives of the hospital on	The Chair requested that should any risks or problems materialise then the

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		<p>Committee be informed at an early stage and that this would remove the requirement for regular updates regarding the move.</p> <p>The Committee discussed that best time to visit the new site of the A&E department and decided to aim for January when the building had been handed over, the visit would also be open to colleagues from the County Council Health Scrutiny Committee.</p>
Review of Major Trauma Services		Recommendation submitted to the County Council.
Health Indicators in Newcastle under Lyme		
Cardiac Rehabilitation Response to County Council Health Scrutiny Report regarding phase IV Cardiac Rehabilitation	It was agreed that action was required to get more people onto Phase IV and that further discussions would be held on this issue with the health experts.	Further information and reports would be submitted to a later meeting.
Closure of High Street Practice Newcastle under Lyme	The Committee received a presentation from representatives of the PCT at its meeting on 7 th November 2011.	<p>That the PCT be asked to provide regular updates on the progress made on the dispersal of patients from the High Street Practice.</p> <p>That the PCT be asked to keep the Committee advised of any proposals to run clinical services from the High Street premises.+</p>
Services Provided by GPs and Publicity	At its meeting on 7 th November 2011 the Committee questioned representatives from the	That the PCT be asked to look at updating current information on the

	PCT regarding concerns expressed at a previous meeting relating to arrangements that were in place to enable patients to access phlebotomy services other than at the University Hospital of North Staffordshire.	availability of services in the community and providing improved information on how to contact NHS Direct.
Neuroradiology Review Final Report	Question regarding this were referred to the accountability session which was held at the Civic Offices on 10 th November 2011.	The Committee would continue to monitor the situation.
Health and Wellbeing Strategy	During consideration of this matter the Chairman expressed the view that the Borough Council should have two representatives on the County Council's Health and Wellbeing Board and that through the development of our own Strategy document demonstrate that we were making positive steps regarding this issue.	It was hoped that a first draft of the Strategy would be available in the New Year.
SCC Health Scrutiny Committee to seek involvement in work on excess seasonal winter mortality in their area and Newcastle Borough Council Health Scrutiny Committee to seek scrutiny involvement in work on infant mortality in their area.	Report to be provided to the next meeting of the Committee and project brief.	Project brief to be completed.

Brief for Scrutiny

<p>Topic to be Scrutinised</p> <p>Third Sector Commissioning – future funding and contracting</p>
<p>Questions to be Addressed</p> <ol style="list-style-type: none"> 1. How effective are Third Sector Commissioning commissioned contracts in relation to the Borough Council? 2. Can the existing systems be improved and, if so, how can they be improved? 3. Release of future monies and agreement on contract period? 4. Can work commence with internal stakeholders, the drafting of service outlines and commencement of the commissioning process? 5. What is the long-term vision of the Borough Council in terms of its relations with the voluntary and community sectors, especially in the light of developments such as localism?
<p>Outcome</p> <ol style="list-style-type: none"> 1. Examine the existing position with regard to funding provided by the Borough Council through the Third Sector Commissioning Framework 2. Review of current service delivery by existing providers from the Voluntary – Community Sector 3. Review how the systems currently work to ensure that value for money is being achieved and the Government’s Best Value guidance is being complied with, as well as ensuring that money and services are reaching those who most need it 4. To review the potential of collaboration with neighbouring authorities as part of direct commissioning or in partnership through the Third Sector Commissioning in Partnerships (TSCiP) to provide both a co-ordinated uniform approach to service delivery and examine possible opportunities for economies of scale.
<p>Background Materials</p> <ol style="list-style-type: none"> 1. Previous reports to NBC Cabinet (Grants Review) 2. Previous report to EMT – Third Sector Commissioning 3. Previous reports to the Active & Cohesive Communities Overview & Scrutiny Committee 4. NBC Grants Review Report (2011) – to be considered by Active & Cohesive Communities Overview & Scrutiny Committee on 22/8/11 and Cabinet on 7/9/11 5. <i>Best Value: New Draft Statutory Guidance</i> (DCLG, 2011)
<p>Evidence and Witnesses</p> <ol style="list-style-type: none"> 1. Results of the ongoing of grants, as commissioned by the Active & Cohesive Communities Overview & Scrutiny Committee (2011) 2. Elected Members/Grants Assessment Panel 3. Cabinet Members 4. Voluntary sector representatives, including CVS 5. Other major voluntary/third sector partners and commissioned

<p>organisations, e.g. CAB</p> <p>6. Community representatives/LAP chairs</p> <p>7. National representatives and organisations, e.g. NCVO</p> <p>8. Monitoring reports from existing service providers (Arch North Staffs/CAB/Brighter Futures/NCVS/Age UK)</p>
<p>Method of Scrutiny</p> <p>1. A review of the grants process has already been completed, so role of the Active & Cohesive Overview & Scrutiny Committee is so continue its existing role in terms of scrutiny, but progress the areas contained in this brief where required in terms of liaison with key witnesses and calls for evidence</p>
<p>Timetable</p> <p>Start date: Newcastle-under-Lyme BC being a signatory to the Staffordshire Compact would look to commission services within the timescales set. The Compact looks for a minimum of 12 week engagement with the Community and Voluntary Sector as part of any commissioning process.</p> <p>The existing 7 commissioned contracts agreed to run for 3 years will expire on the 31st March 2012.</p> <p>The possibilities to extend certain contracts are being considered to establish co-terminus contract end dates and start dates established by the TSCiP programme (these services being Debt, Benefits & Consumer Advice currently delivered by CAB and infrastructure and Support Services delivered by NCVS)</p>
<p>Constraints</p> <p>Monitoring of existing services is ongoing a review with stakeholders will be undertaken once funding allocation has been announced.</p> <p>A review of grants and commissioning has already started and a number of recommendations are currently being implemented.</p>
<p>Members to Undertake the Scrutiny</p> <p>Councillor Mrs Heames</p> <p>Members of Active & Cohesive Communities Overview & Scrutiny Committee</p>
<p>Support</p> <p>Head of Business Improvement & Partnerships</p> <p>Partnerships Manager</p> <p>Business Improvement Manager</p> <p>Partnerships Officer (Community Development)</p> <p>Business Improvement Officer (Performance & Procurement)</p> <p>Chief Executive</p>
<p>Newcastle Borough Council Corporate Plan Priority area(s)</p> <ul style="list-style-type: none"> ○ Creating a cleaner, safer and sustainable Borough ○ Creating a Borough of opportunity ○ Creating a healthy and active community ○ Transforming our Council to achieve excellence

CfPS Objectives:

- Provides and critical friend challenge to executive policy makers and decision makers
- Enables the voice and concerns of the public to be heard
- Is carried out by independent governors who lead and own the scrutiny role
- Drives improvement in public services

Brief Approved by Overview and Scrutiny Co-ordinating Committee

Signed

Date

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Brief for Scrutiny

ACTIVE AND COHESIVE COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE

<p>Topic to be Scrutinised</p> <p>Bateswood Local Nature Reserve Proposed Consultation Plan</p>
<p>Questions to be Addressed</p> <p>1. Is the proposed consultation plan acceptable in scope and content?</p>
<p>Outcome</p> <p>1. To ensure that sufficient consultation with the local community takes place to enable Cabinet to properly consider the requests from the community for angling and additional bridle route provision on Bateswood Local Nature Reserve.</p>
<p>Background Materials</p> <p>1. Previous report to Cabinet 2. Draft consultation pack</p>
<p>Evidence and Witnesses</p> <p>1. Portfolio Holder for Culture and Active Communities 2. Halmer End ward councillors</p>
<p>Method of Scrutiny</p> <p>1. Members of Active and Cohesive Communities Overview and Scrutiny Committee to consider proposed consultation plan and provide a view on it's scope and content.</p>
<p>Timetable</p> <p>1. 12 week consultation period from the date of approval of the consultation plan.</p>
<p>Constraints</p> <p>1. Staff and budget resource availability to deliver the consultation plan within the agreed timescale and to the proposed scope and content. Any proposed amendments or additions to the plan may impact on the ability to deliver it within the currently proposed timescale and with the resources currently available.</p>
<p>Members to Undertake the Scrutiny</p> <p>1. Members of the Active and Cohesive Communities Overview and Scrutiny Committee.</p>
<p>Support</p> <p>1. Executive Director – Operational Services 2. Head of Operations 3. Landscape Manager</p>

4. Landscape Officer 5. Park Attendants 6. Ward councillors
Newcastle Borough Council Corporate Plan Priority area(s) <ul style="list-style-type: none">○ Creating a cleaner, safer and sustainable Borough○ Creating a healthy and active community
CfPS Objectives: <ul style="list-style-type: none">● Enables the voice and concerns of the public to be heard● Is carried out by independent governors who lead and own the scrutiny role● Drives improvement in public services
Brief Approved by Overview and Scrutiny Co-ordinating Committee Signed Date

Brief for Scrutiny

<p>Topic to be Scrutinised</p> <p>The proposed staffing of the CCTV control room, Knutton Lane, Newcastle-under-Lyme with volunteers.</p>
<p>Questions to be Addressed</p> <ol style="list-style-type: none"> 1. How many CCTV volunteers will be available to staff the CCTV control room? 2. What is the calibre of the volunteers? 3. How can the volunteers add value to the existing service? 4. When will the training commence, what will be the duration of the training & what will it comprise of? 5. What will be the impact of this scheme on existing sub-contracted staff? 6. How long should this pilot scheme last for and in what ways will it benefit Newcastle Borough Council?
<p>Outcomes</p> <ol style="list-style-type: none"> 1. There is a clear opportunity for suggestions to be put forward as to how to improve the pilot CCTV volunteer scheme and how it could be expanded thereafter. 2. An understanding of why this scheme is being developed and the potential issues which may accompany a fledgling pilot project such as this. 3. A consideration of how this project can potentially save the Borough Council money if it is to be expanded/extended. 4. An understanding and consideration of partnerships and how project planning and delivery depends on effective partnership working. 5. Focusing on the project and performance management aspects of this pilot project, including the impacts on performance data and service delivery. 6. A consideration of good working practices and how the Borough Council can utilise trained volunteers in other areas of business.
<p>Background Materials</p> <ol style="list-style-type: none"> 1. Alcohol Harm Reduction Strategy 2008-2012. 2. CCTV: Making it work. Recruitment And Selection of CCTV Operators. E Wallace and C Diffley (2008).
<p>Evidence and Witnesses</p> <ol style="list-style-type: none"> 1. Portfolio Holder for Safer, Stronger Communities 2. Head of Service Business Partnerships & Improvement 3. Representatives from Staffordshire Police 4. Representatives from Newcastle Partnerships Against Business Crime (PABC) 5. Representatives from Newcastle Borough Council (Community Safety Team)

<p>Method of Scrutiny</p> <ol style="list-style-type: none"> 1. It is suggested that the role of the Cleaner, Greener Safer Overview and Scrutiny Committee is to continue its existing role in terms of scrutiny but receives ongoing updates (verbal or written) on progress of the CCTV Volunteer Scheme. 2. The Scrutiny Committee after examining this brief may wish to help to progress the CCTV Volunteer Scheme by suggesting ways for the Task & Finish group to improve the scheme perhaps beyond the initial 3 month pilot project.
<p>Timetable</p> <p>Work has already commenced on the project, application forms, job descriptions and person specifications have been sent out and 15 application forms have been received. Interviews will be taking place on Friday 11th and 18th of November.</p>
<p>Constraints</p> <p>All 15 applicants will be interviewed over a two-day period. It is expected that around 10-12 of these applicants will be successful. Anticipated start date will be in the new year depending on volunteer suitability and after intensive training.</p>
<p>Members to Undertake the Scrutiny</p> <p>Members of the Cleaner, Greener Safer Overview and Scrutiny Committee</p>
<p>Support</p> <p>Head of Business Improvement & Partnerships Community Safety Business Manager</p>
<p>Newcastle Borough Council Corporate Plan Priority area (s)</p> <ul style="list-style-type: none"> • Creating a cleaner, safer and sustainable Borough • Creating a Borough of opportunity • Transforming our Council to achieve excellence
<p>CfPS Objectives:</p> <ul style="list-style-type: none"> • Drives improvement in public services • Enables the voice and concerns of the public to be heard
<p>Brief approved by Cleaner, Greener Safer Overview and Scrutiny Co-ordinating Committee</p> <p>Signed</p> <p>Date</p>

Brief for Scrutiny

<p>Topic to be Scrutinised</p> <p>The Police Reform & Social Responsibility Act, in terms of interpretation, implementation and evaluation – together with other related reforms to the Community Safety/Public Protection regime at the national level.</p>
<p>Questions to be Addressed</p> <ol style="list-style-type: none"> 1. What areas are covered by the Police Reform and Social Responsibility Act 2011? 2. What impact do the reforms and other changes contained within the Act potentially have on the work done under the heading of Community Safety/Public Protection? 3. What factors need to be considered in analysing the proposed impact of these reforms and what are the key drivers which underpin this legislation? 4. What are the options for delivery of services potentially affected by these reforms? 5. What other areas of change will impact on Community Safety/Public Protection and which are not covered by the Act or any of its related documents or schedules?
<p>Outcomes</p> <ol style="list-style-type: none"> 1. A clear understanding of the Police Reform and Social Responsibility Act 2011, including its main proposals and the factors which underpin the Act, its ongoing development and its implementation. 2. An appreciation of the key changes proposed by the Act, including the introduction of Police and Crime Commissioners and how this new role will affect the work done in the Borough in Community Safety/Public Protection terms, including the impact on levels of performance and crime statistics. 3. A clear understanding and appreciation of how these proposed changes will link in with existing Borough Council and partnership plans, including changes to the way licensing is undertaken. 4. An ability to investigate these areas of change and also to be in a position to be aware of further changes being proposed, together with changes brought about during implementation and adjustments made to proposals as a result. 5. To be aware of changes to funding as a result of the proposals set out in the Act and how these funding changes will impact both on existing areas of work and also planned additional areas of work under the Community Safety/Public Protection banners. 6. To suggest possible alternative approaches to these issues and also to recognise additional opportunities and develop ways to assist in realising these in the medium to long terms (including new ways of working both alone and in partnership with others).
<p>Background Materials</p> <ol style="list-style-type: none"> 1. Existing Community Safety Strategies, including the Borough's Alcohol

<p>Harm Reduction Strategy and other key documents</p> <ol style="list-style-type: none"> 2. Police Reform and Social Responsibility Act 2011 3. The existing Corporate Plan, Sustainable Community Strategy and other key documentation 4. Previous Cabinet and Scrutiny reports relating to Community Safety/Public Protection
<p>Evidence and Witnesses</p> <ol style="list-style-type: none"> 1. Representatives from partner organisations – e.g. Staffordshire Police 2. Leader of the Council and Portfolio Holder for Safer & Stronger Communities 3. Other Cabinet Members 4. Relevant Heads Of Services & Business Managers 5. EMT 6. Offices from Business Improvement & Partnerships 7. Other local authorities and local government agencies (where relevant)
<p>Method of Scrutiny</p> <ol style="list-style-type: none"> 1. It is suggested that the role of the Cleaner, Greener and Safer Communities Overview & Scrutiny Committee is to continue its existing role in terms of scrutiny, but receive updates on progress of the Act and related developments 2. The Scrutiny Committee may wish to examine this Brief and suggest particular areas of focus, which can be progressed through a Task and Finish Group, if the Committee so wishes
<p>Timetable</p> <p>Start date: initial brief to the Cleaner, Greener and Safer Communities O & S Committee – 9th November 2011</p> <p>Update on the Act and its implementation to Cleaner, Greener, Safer O & S Committee – 29th February 2012</p> <p>Progress reports – to be arranged</p>
<p>Constraints</p> <p>Act has already been passed, although many of the detailed areas of reform still to be worked through. Police & Crime Commissioners will be elected in Nov 2012.</p>
<p>Members to Undertake the Scrutiny</p> <p>Members of the Cleaner, Greener, and Safer Communities Overview & Scrutiny Committee</p>
<p>Support</p> <p>Chief Executive EMT Head of Business Improvement & Partnerships Partnerships Manager/Community Safety Manager Other Heads of Service & Business Managers</p>

<p>Newcastle Borough Council Corporate Plan Priority area(s)</p> <ul style="list-style-type: none">○ Creating a cleaner, safer and sustainable Borough○ Creating a Borough of opportunity○ Creating a healthy and active community○ Transforming our Council to achieve excellence
<p>CfPS Objectives:</p> <ul style="list-style-type: none">● Provides and critical friend challenge to executive policy makers and decision makers● Enables the voice and concerns of the public to be heard● Is carried out by independent governors who lead and own the scrutiny role● Drives improvement in public services
<p>Brief Approved by Overview and Scrutiny Co-ordinating Committee</p> <p>Signed</p> <p>Date</p>

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Brief for Scrutiny

<p>Topic to be Scrutinised</p> <p>Crime & Disorder Reduction Partnership</p>
<p>Questions to be Addressed</p> <ol style="list-style-type: none"> 1. Where is the Partnership now, in terms of effectiveness? 2. Can things be done differently & better, especially in light of resource reductions? 3. What links are there with wider partnerships and partners? Can these be developed in order to produce positive outcomes?
<p>Outcome</p> <ol style="list-style-type: none"> 1. A safer Borough, free from crime and the fear of crime. 2. A re-constituted CDRP, allied to community safety work which is effective and cost-effective. 3. Reaffirmation of links between key partners in the delivery of positive outcomes for the Borough.
<p>Background Materials</p> <ol style="list-style-type: none"> 1. Previous audits of community safety in the county as a whole (2008) 2. Police Reform and Social Responsibility Bill 3. Sustainable Community Strategy 4. Partnership Plan 5. Annual Strategic Assessment 2010-11
<p>Evidence and Witnesses</p> <ol style="list-style-type: none"> 1. Partner organisations, including responsible authorities 2. Elected Members – NBC and SCC, including Cabinet Members 3. Key officers, including Head of Business Improvement & Partnerships, Community Safety Manager and other key officers inside and outside the Borough Council 4. Peer review (to be defined and arranged) 5. LAPs Chairs
<p>Method of Scrutiny</p> <ol style="list-style-type: none"> 1 Task & Finish Group – to oversee any review and change process and consisting of chairs of Cleaner, Greener, Safer Overview & Scrutiny Committee, Active & Cohesive Overview and Scrutiny Committee, as well as members from those committees and also representative from Transformation & Resources Overview & Scrutiny Committee 2 Consideration of partner evidence and views 3 Consideration of LAPs views 4 Consideration of elected Member views and evidence 5 Input from review panel, made up of representatives from other organisations as part of a peer review process
<p>Timetable</p> <p>Start date: September 2011</p>

<p>Dates of meetings: TBA Draft report: 31 August 2011 (outline report) and follow up reports from T & F Groups thereafter Final report: Presented to 9 November 2011 Report to Council 14 December 2011</p>
<p>Constraints</p> <p>Partner buy-in to the processes and capacity of all bodies to take part in review processes</p>
<p>Members to Undertake the Scrutiny</p> <p>Councillor Williams Councillor Mrs Heames Others to be confirmed</p>
<p>Support</p> <p>Head of Business Improvement & Partnerships Community Safety Manager Chief Executive Community Safety Team</p>
<p>Newcastle Borough Council Corporate Plan Priority area(s)</p> <ul style="list-style-type: none"> ○ Creating a cleaner, safer and sustainable Borough ○ Creating a Borough of opportunity ○ Creating a healthy and active community ○ Transforming our Council to achieve excellence
<p>CfPS Objectives:</p> <ul style="list-style-type: none"> ● Provides and critical friend challenge to executive policy makers and decision makers ● Enables the voice and concerns of the public to be heard ● Is carried out by independent governors who lead and own the scrutiny role ● Drives improvement in public services
<p>Brief Approved by Overview and Scrutiny Co-ordinating Committee</p> <p>Signed</p> <p>Date</p>

Brief for Scrutiny

<p>Topic to be scrutinised</p> <p>The proposed development of a Safer and Stronger Communities Strategy for the Borough of Newcastle-under-Lyme.</p>
<p>Questions to be Addressed</p> <ol style="list-style-type: none"> 1. What priorities should a Safer and Stronger Communities Strategy focus on and what should be included in the Strategy? 2. How should such a Strategy be developed and who should play a part in this development? 3. What critical success measures should be included in any proposed Strategy? 4. How will the Strategy be delivered and what are the major obstacles to effective delivery? 5. What other strategies, plans and approaches link in with a proposed Safer and Stronger Communities Strategy? 6. What should be the period covered by the Strategy and what should be the process for renewal or refreshment to reflect changes at the national level and elsewhere?
<p>Outcomes</p> <ol style="list-style-type: none"> 1. A clear understanding of the main drivers behind the development of a Safer and Stronger Communities Strategy for the Borough, including a knowledge of the key statistics and indicators connected to this area of work. 2. A developed and agreed Strategy, which sets out the key areas of priority and focus for the Borough Council, its partners and communities and a clearly articulated set of outcomes underpinning the Strategy. 3. A clearly developed set of measures and milestones to order the areas of focus set out in the Strategy, in order to be able to evaluate progress against outcomes and the impact of work being done as part of the delivery of the Strategy. 4. Clear links between the Strategy and existing/planned areas of work both at the local level and also beyond, including the developing localism agenda as set out in the Decentralisation and Localism Bill and elsewhere, and also the other key strategies being developed by the Borough Council – in the areas of health and economic development. 5. Input into the development of approaches designed to deliver the main aspects of the Strategy – including ongoing work with partner organisations under the main headings of the Strategy. 6. A clearly developed evaluation approach in order to review and challenge the Strategy and also to ascertain the levels of impact of the actions resulting from delivery of the Strategy. 7. A clear approach to communication and engagement with key stakeholders in the Borough both in order to better understand need and perception and also to work with stakeholders closely in delivering the Strategy. 8. An understanding and appreciation of any barriers to delivery or further

<p>development and an ability to work on approaches to mitigate or remove these barriers, together with an ability to recognise further opportunities and develop approaches based on these opportunities.</p> <p>9. To develop and implement horizon scanning approaches which allow the Strategy to be dynamic and which also allow for changes to be made where relevant and which recognise changes to the external environment which impact on the Strategy’s ongoing development.</p> <p>10. A knowledge of work being done elsewhere and an appreciation of how applicable other examples are in terms of developing and delivering the Strategy.</p> <p>11. An evaluation of the capacity for existing mechanisms – e.g. Locality Action Partnerships (LAPs) to deliver key areas of this work</p>
<p>Background Materials</p> <p>1. Existing Community Safety Strategies, including the Borough’s Alcohol Harm Reduction Strategy and other key documents</p> <p>2. The Decentralisation and Localism Bill and other key pieces of existing or planned legislation</p> <p>3. The existing Corporate Plan, Sustainable Community Strategy and the ‘Story of Our Place’ (drafted as part of the ongoing review of Locality Action Partnerships)</p> <p>4. Previous Cabinet and Scrutiny reports relating to the LAPs review (see above) and the work being done in Community Safety in the Borough by the Borough Council and key partners</p> <p>5. Other key documents produced either locally or nationally – e.g. relating to Community Budgets</p>
<p>Evidence and Witnesses</p> <p>1. Representatives from partner organisations – e.g. Staffordshire Police, NCVS</p> <p>2. Leader of the Council and Portfolio Holder for Safer & Stronger Communities</p> <p>3. Other Cabinet Members</p> <p>4. Relevant Heads Of Services & Business Managers</p> <p>5. EMT</p> <p>6. Offices from Business Improvement & Partnerships</p> <p>7. Other local authorities and local government agencies (where relevant)</p>
<p>Method of Scrutiny</p> <p>1. It is suggested that the role of the Cleaner, Greener and Safer Communities Overview & Scrutiny Committee is to continue its existing role in terms of scrutiny, but receive updates on progress of ongoing work on developing a Safer and Stronger Communities Strategy for the Borough.</p> <p>2. The Scrutiny Committee may wish to examine this Brief and suggest particular areas of focus, which can be progressed through a Task and Finish Group, if the Committee so wishes</p>
<p>Timetable</p> <p>Start date: initial brief to the Cleaner, Greener and Safer Communities O & S</p>

<p>Committee – 9th November 2011 Presentation of initial draft of the Safer and Stronger Strategy to Cabinet – 30th November 2011 Update on the Strategy, including presentation of PID/initial draft to Cleaner, Greener, Safer O & S Committee – 29th February 2012 Progress reports – to be arranged</p>
<p>Constraints</p> <p>No immediate constraints, although ‘localism’ picture is still emerging and also developing picture in terms of future Community Safety work</p>
<p>Members to Undertake the scrutiny</p> <p>Members of the Cleaner, Greener, and Safer Communities Overview & Scrutiny Committee</p>
<p>Support</p> <p>Chief Executive EMT Head of Business Improvement & Partnerships Partnerships Manager/Community Safety Manager Other Heads of Service & Business Managers</p>
<p>Newcastle Borough Council Corporate Plan Priority area (s)</p> <ul style="list-style-type: none"> ○ Creating a cleaner, safer and sustainable Borough ○ Creating a Borough of opportunity ○ Creating a healthy and active community ○ Transforming our Council to achieve excellence
<p>CfPS Objectives:</p> <ul style="list-style-type: none"> ● Provides and critical friend challenge to executive policy makers and decision makers ● Enables the voice and concerns of the public to be heard ● Is carried out by independent governors who lead and own the scrutiny role ● Drives improvement in public services
<p>Brief Approved by Overview and Scrutiny Co-ordinating Committee</p> <p>Signed</p> <p>Date</p>

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Brief for Scrutiny

Topic to be scrutinised
The proposed co-location of partner organisations in the Civic Offices in Newcastle-under-Lyme and also Kidsgrove Town Hall in Kidsgrove
Questions to be Addressed
<ol style="list-style-type: none"> 1. What are the arrangements going to be for partner organisations moving into NBC buildings across the Borough? 2. How have these arrangements been developed and what issues have been considered in this development? 3. What is the impact of these moves on NBC? 4. What opportunities are there for partnership working as a result of this co-location and what benefits are there for citizens and other key stakeholders? 5. What benefits have resulted from co-location, both for NBC and also for partner organisations?
Outcomes
<ol style="list-style-type: none"> 1. An understanding of the backgrounds and ongoing issues relating to partner moves and co-location by the Scrutiny Committee and, therefore, an ability to challenge and question developments as and when they occur 2. An opportunity to put forward possible suggestions for further co-location where possible and to examine existing arrangements in different service areas with regard to shared approaches 3. An enhanced understanding and consideration of partnership working, including both partnership structures and also the delivery of areas of work in pursuit of positive outcomes 4. Focus on the performance management and resource aspects of co-location, including the impact on service delivery of co-location and possibly enhanced partnership working, together with the impact on NBC performance levels 5. Consideration of examples of good practice elsewhere and lessons for this Council and partners in terms of sharing buildings and other resources 6. Focus on the benefits for citizens and the impact on levels of citizen satisfaction with services and facilities, together with consideration of impact on other key stakeholders of changes including local interest groups and other organisations in different sectors
Background Materials
<ol style="list-style-type: none"> 1. Information from previous Cabinet and Scrutiny Committee reports on updates to the NBC Transformation Programme and also updates on the The Way We Work (TWWW) Programme 2. Various review documents on use of public buildings, including the Westminster Sustainable Business Forum report <i>Leaner and Greener: Delivering Effective Estate Management</i> (February 2011) 3. Key examples from other local authorities, e.g. Three Rivers Council

<p>(Hertfordshire); Surrey Heath (where police stations have re-located into council buildings)</p> <p>4. NBC Asset Management Strategy 2011-12</p>
<p>Evidence and Witnesses</p> <ol style="list-style-type: none"> 1. Representatives from partner organisations – Staffordshire CC, Staffordshire Police, NHS North Staffordshire 2. Portfolio Holder for Customer Services & Transformation 3. Portfolio holder for Resources & Efficiency 4. Cabinet Members 5. Heads Of Services & Business Managers 6. Senior Officers 7. Analysis of space utilisation in council buildings 8. TWWW Programme Manager
<p>Method of Scrutiny</p> <ol style="list-style-type: none"> 1. It is suggested that the role of the Transformation & Resources Overview & Scrutiny Committee is to continue its existing role in terms of scrutiny, but receive updates on progress of the co-location work, together with summaries of how co-location is proceeding. 2. The Scrutiny Committee may wish to examine this Brief and suggest particular areas of focus, which can be progressed through a Task and Finish Group, if the Committee so wishes
<p>Timetable</p> <p>Start date - Work has already commenced – the TWWW Programme was started in January 2011, and built on previous work done through the Transformation Programme (from February 2010 onwards)</p> <p>Updates on TWWW received by the Transformation & Resources Scrutiny Committee – quarterly</p> <p>Initial consideration of this Brief and further areas of work identified – 2nd November 2011 meeting of the Transformation & Resources Scrutiny Committee</p> <p>Dates of meetings: 18th January & 28th February 2012 progress reports if required.</p>
<p>Constraints</p> <p>Work has commenced on co-location and partners will be moving into the building over the next 9 months, up to July 2012</p>
<p>Members to Undertake the Scrutiny</p> <p>Members of Transformation & Resources Overview & Scrutiny Committee</p>
<p>Support</p> <p>Chief Executive EMT Head of Business Improvement & Partnerships (also TWWW Programme Manager) Heads of Service & Business Managers</p>

<p>Newcastle Borough Council Corporate Plan Priority area (s)</p> <ul style="list-style-type: none">○ Creating a cleaner, safer and sustainable Borough○ Creating a Borough of opportunity○ Creating a healthy and active community○ Transforming our Council to achieve excellence
<p>CfPS Objectives:</p> <ul style="list-style-type: none">● Provides and critical friend challenge to executive policy makers and decision makers● Enables the voice and concerns of the public to be heard● Is carried out by independent governors who lead and own the scrutiny role● Drives improvement in public services
<p>Brief Approved by Overview and Scrutiny Co-ordinating Committee</p> <p>Signed</p> <p>Date</p>

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Brief for Scrutiny

<p>Topic to be Scrutinised</p> <p>Proposals to encourage and enhance flexible working amongst the employees of Newcastle-under-Lyme BC (NBC)</p>
<p>Questions to be Addressed</p> <ol style="list-style-type: none"> 1. What flexible working arrangements are in place for NBC employees? 2. How have these arrangements developed and what factors have been taken into consideration in this development process? 3. How are these arrangements being implemented and what are the results of this implementation process? 4. What has been the impact on service delivery of the introduction of flexible working? 5. What benefits have resulted from introducing flexible working? 6. What further opportunities are there to introduce flexible working in more areas of the council's business? How have other organisations dealt with these issues? 7. What resource implications are there in terms of flexible working and what barriers are there to it? Can these barriers be overcome?
<p>Outcomes</p> <ol style="list-style-type: none"> 1. A clear understanding of the nature of 'flexible working' – what is it and what practices and approaches are not covered by it. 2. A further understanding of the background and ongoing issues relating to the introduction and implementation of flexible working at NBC, including any issues faced in terms of developing the approach. 3. How flexible working has been used in other organisations and what opportunities are afforded to NBC through learning from others. 4. An understanding of the potential and actual benefits of flexible working, including what service areas can benefit from these approaches as opposed to the traditional office based approach to working. 5. An understanding and appreciation of the issues relating to flexible working which – when allied to an understanding of the benefits of flexible working – can offer a sound basis for challenge from Members in terms of these approaches. 6. An opportunity to put forward possible suggestions for further areas of flexible working. 7. Focus on the performance management aspects of flexible working, including how such approaches can enhance levels of performance as well as where such approaches can hamper performance. 8. An appreciation of the benefits or otherwise of flexible working on citizens and key stakeholders (including users of services). 9. Ensuring that the right policies and practices are in place to effectively support flexible working in the Council.
<p>Background Materials</p> <ol style="list-style-type: none"> 1. Information from previous Cabinet and Scrutiny Committee reports on updates to the NBC Transformation Programme and also updates on

<p>the The Way We Work (TWWW) Programme</p> <ol style="list-style-type: none"> 2. Various review documents on use of flexible working in local government as well as the wider public sector (and also the private sector) such as the Department of Transport's report <i>Smarter working and the Public Sector</i> (June 2011) 3. Key examples from other local authorities and public sector organisations, e.g. Barnet, Enfield and Haringey Mental Health NHS Trust 4. NBC Homeworking Scheme (August 2011)
<p>Evidence and Witnesses</p> <ol style="list-style-type: none"> 1. Portfolio Holder for Customer Services & Transformation 2. Portfolio holder for Resources & Efficiency 3. Cabinet Members 4. Heads Of Services & Business Managers 5. EMT 6. Employees Consultative Committee representative 7. TWWW Programme Manager
<p>Method of Scrutiny</p> <ol style="list-style-type: none"> 1. It is suggested that the role of the Transformation & Resources Overview & Scrutiny Committee is to continue its existing role in terms of scrutiny, but receive updates on progress of flexible working in its different guises (including home and mobile working) 2. The Scrutiny Committee may wish to examine this Brief and suggest particular areas of focus, which can be progressed through a Task and Finish Group, if the Committee so wishes
<p>Timetable</p> <p>Start date - Work has already commenced – the TWWW Programme was started in January 2011, and built on previous work done through the Transformation Programme (from February 2010 onwards)</p> <p>Updates on TWWW received by the Transformation & Resources Scrutiny Committee – quarterly</p> <p>Initial consideration of this Brief and further areas of work identified – 2nd November 2011 meeting of the Transformation & Resources Scrutiny Committee</p> <p>Dates of meetings: 18th January & 28th February 2012 progress reports if required.</p>
<p>Constraints</p> <p>Work has commenced on home working (Homeworking Scheme approved in August 2011). Work progressing on mobile working.</p>
<p>Members to Undertake the Scrutiny</p> <p>Members of Transformation & Resources Overview & Scrutiny Committee</p>
<p>Support</p> <p>Chief Executive EMT</p>

Head of Business Improvement & Partnerships (also TWWW Programme Manager) Heads of Service & Business Managers, including Heads of Human Resources and Customer Services & ICT
Newcastle Borough Council Corporate Plan Priority area(s) <ul style="list-style-type: none">○ Creating a cleaner, safer and sustainable Borough○ Creating a Borough of opportunity○ Creating a healthy and active community○ Transforming our Council to achieve excellence
CfPS Objectives: <ul style="list-style-type: none">● Provides and critical friend challenge to executive policy makers and decision makers● Enables the voice and concerns of the public to be heard● Is carried out by independent governors who lead and own the scrutiny role● Drives improvement in public services
Brief Approved by Overview and Scrutiny Co-ordinating Committee Signed Date

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Brief for Scrutiny

<p>Topic to be scrutinised</p> <p>Review of the Constitution</p>
<p>Questions to be Addressed</p> <ol style="list-style-type: none"> 1. How does the Constitution currently work? 2. Can the existing ways of working be improved and, if so, how can they be improved? 3. Can the information and training be provided to Members, officers, partners and the public?
<p>Outcome</p> <ol style="list-style-type: none"> 1. Examine the existing position. 2. Review how the systems currently work to ensure that the Council makes its decisions in an efficient, effective manner. 3. To provide a set of recommendations for implementation which seek to make the existing way we work less complicated, more efficient and more accountable whilst remaining comprehensive and lawful to ensure that these systems operate at maximum levels of efficiency and effectiveness.
<p>Background Materials</p> <ol style="list-style-type: none"> 1. Previous reports to NBC Cabinet 2. Previous reports to the Transformation and Resources Overview & Scrutiny Committee 3. The Constitution 4. New Council Constitutions Guidance Pack 5. Good practice examples
<p>Evidence and Witnesses</p> <p>Members, officers, partners, outside bodies as required</p>
<p>Method of Scrutiny</p> <p>Reports to Committee, Task and Finish Groups as agreed by the Chair and Head of Central Services</p>
<p>Timetable</p> <p>Start date: Already started Dates of meetings: As needed Final report to Transformation Overview & Scrutiny 28th February 2012 Report to Cabinet March 2012 Report to Council May 2012</p>
<p>Constraints</p>
<p>Members to Undertake the Scrutiny</p> <p>Councillor Mrs. Shenton</p>

<p>Members of Transformation & Resources Overview & Scrutiny Committee</p> <p>Support</p> <p>Head of Central Services Heads of Service The Business of the Council Programme Management and support team Chief Executive</p>
<p>Newcastle Borough Council Corporate Plan Priority area(s)</p> <ul style="list-style-type: none"> ○ Creating a cleaner, safer and sustainable Borough ○ Creating a Borough of opportunity ○ Creating a healthy and active community ○ Transforming our Council to achieve excellence
<p>CfPS Objectives:</p> <ul style="list-style-type: none"> ● Provides a critical friend challenge to executive policy makers and decision makers ● Enables the voice and concerns of the public to be heard ● Is carried out by independent governors who lead and own the scrutiny role ● Drives improvement in public services
<p>Brief Approved by Overview and Scrutiny Co-ordinating Committee</p> <p>Signed</p> <p>Date</p>

Brief for Scrutiny

<p>Topic to be scrutinised</p> <p>Review of the Sustainable Procurement Strategy/Action Plan implementation and identifications of ongoing future savings.</p>
<p>Questions to be Addressed</p> <ol style="list-style-type: none"> 1. How will the current procurement strategy be implemented throughout the Borough Council? 2. What areas of category spend reviews have been identified as part of the strategy? 3. How will the work be supported and delivered? 4. Can the existing systems be improved and, if so, how can they be improved? 5. What is the long-term vision of the Borough Council in terms of its approach to procurement?
<p>Outcome</p> <ol style="list-style-type: none"> 1. The action plan linked to the Sustainable Procurement Strategy identifies areas of focus that will support delivery over the life of the strategy. The plan being divided into 10 key areas of focus. 2. Focus on category spend will be delivered by way of spend analysis and subsequent procurement reviews to identify ongoing savings. This work will be undertaken with both internal stakeholders and suppliers to the council. 3. Building on previous external spend analysis, data from the council's financial management system and externally funded support, officers will increase focus on ongoing contract savings. This work will be delivered as part of a supplier engagement process. 4. Maintaining the profile of effective and compliant procurement remains a key driver and your officers have commenced a programme of procurement briefings to service areas around the authority. 5. Ongoing review of how systems currently work will remain a priority to ensure that value for money is being achieved and the Government's Best Value guidance complied with. 6. To continue to provide and build on best practice recommendations, guidance, tools and templates which seek to make the existing processes less complicated, more accountable and better co-ordinated in order to ensure that these systems continue to operate at maximum levels of efficiency and effectiveness. 7. Consideration in establishing a senior procurement forum to drive 'value-for-money and cross-category procurement approaches for all new procurement opportunities.
<p>Background Materials</p> <ol style="list-style-type: none"> 1. Previous procurement strategy; identification of shortfalls against the previous action plan and a recognition of the need to further develop and build on the improvements delivered in the previous three years. 2. Previous spend analysis that identified the benefits and potential

<p>savings by collaboration and aggregation of contracts across neighbouring authorities.</p> <p>3. Third party analysis of spend by V4 engaged by IEP WM to undertake procurement health checks across the Staffordshire region (inclusive of 8 Districts, City and County Councils.</p> <p>4. Roots Review.</p>
<p>Evidence and Witnesses</p> <p>1. Results and actions from previous budget service reviews</p> <p>2. Portfolio holder for Resources & Efficiency</p> <p>3. Cabinet Members</p> <p>4. Heads Of Services & Business Managers</p> <p>5. West Midland – Improvement and Efficiency Programme (WM –IEP)</p> <p>6. Externally funded support – V4</p> <p>7. Staffordshire Procurement Group</p>
<p>Method of Scrutiny</p> <p>This is a first review of the proposed approach to procurement in support of delivery of the recently published ‘Sustainable Procurement Strategy. It is suggested that the role of the Transformation & Resources Overview & Scrutiny Committee is to continue its existing role in terms of scrutiny, but progress the areas contained in this brief where required in terms of liaison with key witnesses and calls for evidence.</p>
<p>Timetable</p> <p>Start date - Work has already commenced – on the drafting and subsequent approval of the Sustainable Procurement Strategy by Cabinet – July 2011. External consultancy procured and funded by WM-IEP – August 2011. Engagement with consultants commenced – September 2011. Meeting of Transformation & Resources Overview & Scrutiny Committee 2nd November 2011 Dates of meetings: 18th January & 28th February 2012 progress reports if required.</p>
<p>Constraints</p> <p>Work has commenced the three year strategy and action plan running until 2013.</p>
<p>Members to Undertake the Scrutiny</p> <p>Members of Transformation & Resources Overview & Scrutiny Committee</p>
<p>Support</p> <p>Chief Executive EMT Head of Business Improvement & Partnerships Heads of Service Business Improvement Manager Business Improvement Officer (Performance & Procurement)</p>

<p>Newcastle Borough Council Corporate Plan Priority area(s)</p> <ul style="list-style-type: none">○ Creating a cleaner, safer and sustainable Borough○ Creating a Borough of opportunity○ Creating a healthy and active community○ Transforming our Council to achieve excellence
<p>CfPS Objectives:</p> <ul style="list-style-type: none">● Provides and critical friend challenge to executive policy makers and decision makers● Enables the voice and concerns of the public to be heard● Is carried out by independent governors who lead and own the scrutiny role● Drives improvement in public services
<p>Brief Approved by Overview and Scrutiny Co-ordinating Committee</p> <p>Signed</p> <p>Date</p>

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FORWARD PLAN – **1ST NOVEMBER 2011 TO 29TH FEBRUARY 2012**

This Plan sets out the key decisions which the Executive expect to take over the next four months. The Plan is rolled forward every month and is published by the 15th of each month. It will next be published in mid November and will then contain all key decisions expected to be taken between 1st December 2011 and 31st March 2012. Key decisions are decisions which are likely:

- (a) to result in the Council incurring expenditure or making savings which are significant having regard to the budget for the service concerned, or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards of the Borough.

Other Decisions

Although it is not a statutory requirement, this Forward Plan also contains details of other matters likely to be considered by the Council's Cabinet or Full Council which are not 'key decisions'.

Reports relevant to key decisions, and any listed background documents, may be viewed at the Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffs, ST5 2AG six days before the decision is to be made. Copies of, or extracts from, these documents may be obtained on the payment of a reasonable fee from the following address:

Head of Central Services,
Civic Offices,
Merrial Street,
Newcastle-under-Lyme,
Staffordshire,
ST5 2AG.

Telephone: 01782 742200

However, it is not possible to make available for viewing or to supply copies of reports or documents the publication of which is restricted due to confidentiality of the information contained therein.

Unless otherwise stated, representations in respect of any proposed decision may be made in writing to the Head of Central Services at the Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffordshire, ST5 2AG not later than two working days prior to the meeting at which the decision will be taken.

A decision notice for each key decision is published within 6 days of it having been made. This is open for public inspection on the Council's website and at the Civic Offices.

The law and the Council's constitution provides for urgent key decisions to be made. A decision notice will be published for these in exactly the same way.

FORWARD PLAN FOR PERIOD 1ST NOVEMBER 2011
TO 29th FEBRUARY 2012
(as at 19.10.11)

NOVEMBER

TITLE OF REPORT:		
FINANCE AND PERFORMANCE MANAGEMENT MONITORING REPORT		
Portfolio		√ as appropriate
	Customer Service and Transformation	√
	Regeneration and Planning	
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
	Culture and Active Communities	
Brief description of report	These joint financial/performance reports provide information about key performance areas and finance revenue/capital budgets	
Spend required/saving generated (<i>if applicable</i>)	Not applicable	
Decision maker	Cabinet	
Earliest date of decision	Ongoing - quarterly	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	
	Active and Cohesive Communities	
	Transformation and Resources	√
Wards affected	All	
Proposed consultation	Not applicable	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Tim Hine, Policy and Performance Manager Dave Roberts, Head of Finance	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	Not exempt	

TITLE OF REPORT: AMENDMENT TO THE CORPORATE COMPLAINTS, COMMENTS AND COMPLIMENTS POLICY		
Portfolio		√ as appropriate
	Customer Service and Transformation	√
	Regeneration and Planning	
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
	Culture and Active Communities	
Brief description of report	To ask Cabinet to approve an amendment to the Corporate Complaints, Comments and Compliments Policy, as a result of recommendations made by the Local Government Ombudsman (LGO) regarding complaints procedures.	
Spend required/saving generated (<i>if applicable</i>)	None	
Decision maker	Cabinet	
Earliest date of decision	November 2011	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	
	Active and Cohesive Communities	
	Transformation and Resources	√
Wards affected	All	
Proposed consultation	None at this time	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Jeanette Hilton, Head of Customer & ICT Services	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	Not exempt	

TITLE OF REPORT: PROPOSALS FOR THE REFURBISHMENT AND RE-USE OF THE FORMER ST GILES & ST GEORGE'S SCHOOL BUILDING		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	√
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
	Culture and Active Communities	
Brief description of report	To report back to Cabinet on proposals for the refurbishment and re-use of the former St Giles & St George's School building, including the proposed lead tenants of the building, timescales, designs and the financial offer	
Spend required/saving generated (<i>if applicable</i>)	Potentially significant savings on the sums which have previously been envisaged as needing to be spent on the building	
Decision maker	Cabinet	
Earliest date of decision	November 2011	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	√
	Active and Cohesive Communities	
	Transformation and Resources	
Wards affected	Town	
Proposed consultation	Not known at this stage	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Simon Smith, Regeneration and Economic Development Manager	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)		

TITLE OF REPORT: REGISTER OF LOCALLY IMPORTANT BUILDINGS AND STRUCTURES SUPPLEMENTARY PLANNING DOCUMENT		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	√
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
Brief description of report	To inform Members of the results of the consultation process on the draft Register of Locally Important Buildings and Structures Supplementary Planning Document (SPD) and to consider the final Register of Locally Important Buildings and Structures SPD.	
Spend required/saving generated (<i>if applicable</i>)	The cost of publishing the SPD is already included in the budget.	
Decision maker	Cabinet following Strategic Planning Committee recommendation	
Earliest date of decision	November 2011	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	√
	Active and Cohesive Communities	
Transformation and Resources		
Wards affected	All	
Proposed consultation	N/A. However, a public notice is required.	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Helen Beech, Planning Policy Manager	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)		

TITLE OF REPORT: INTEGRATED WASTE MANAGEMENT STRATEGY		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	
	Environment and Recycling	√
	Safer and Stronger Communities	
	Resources and Efficiency	
Brief description of report	Report to outline the options of extending the Integrated Waste Management Strategy and associated recycling contracts (Dry Recycling, Green Treatment and Food Treatment) for two years.	
Spend required/saving generated (<i>if applicable</i>)	Saving generated by limiting RPI increase on contract for next two years	
Decision maker	Cabinet	
Earliest date of decision	November 2011	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	√
	Economic Development and Enterprise	
	Active and Cohesive Communities	
	Transformation and Resources	
Wards affected	All	
Proposed consultation		
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Trevor Nicoll, Head of Recycling and Fleet Services	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)		

TITLE OF REPORT: REVIEW OF RECYCLING BRING SITE PROVISION		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	
	Environment and Recycling	√
	Safer and Stronger Communities	
	Resources and Efficiency	
Brief description of report	Report to outline options for recycling bring bank provision within the Borough.	
Spend required/saving generated (<i>if applicable</i>)		
Decision maker	Cabinet	
Earliest date of decision	November 2011	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	√
	Economic Development and Enterprise	
	Active and Cohesive Communities	
Transformation and Resources		
Wards affected	All	
Proposed consultation		
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Trevor Nicoll, Head of Recycling and Fleet Services	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)		

TITLE OF REPORT: ALLOTMENT REVIEW		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	
	Environment and Recycling	√
	Safer and Stronger Communities	
	Resources and Efficiency	
	Culture and Active Communities	√
Brief description of report	Review of allotment policy	
Spend required/saving generated (<i>if applicable</i>)	Under consideration	
Decision maker	Cabinet	
Earliest date of decision	November 2011	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	√
	Economic Development and Enterprise	
	Active and Cohesive Communities	√
	Transformation and Resources	
Wards affected	All	
Proposed consultation	Under consideration	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Roger Tait, Head of Operations	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)		

TITLE OF REPORT: HOUSING CAPITAL PROGRAMME 2012/2013		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	√
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
	Culture and Active Communities	
Brief description of report	To seek approval for the Housing Capital Programme.	
Spend required/saving generated <i>(if applicable)</i>	The report will outline the proposed schemes to be operated using the funding.	
Decision maker	Cabinet	
Earliest date of decision	November 2011	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	√
	Active and Cohesive Communities	
	Transformation and Resources	
Wards affected	All	
Proposed consultation	Consultation directed at partner agencies.	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Joanne Basnett, Head of Housing Services	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A <i>(if applicable)</i>	N/A	

TITLE OF REPORT: HOUSING RENEWAL ASSISTANCE POLICY		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	√
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
Brief description of report	To seek support to amend the Housing Renewal Assistance Policy.	
Spend required/saving generated (<i>if applicable</i>)	The policy seeks to direct the use of available funding to the greatest priorities.	
Decision maker	Cabinet	
Earliest date of decision	November 2011	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	√
	Active and Cohesive Communities	
Transformation and Resources		
Wards affected	All	
Proposed consultation	Consultation directed at partner agencies.	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Joanne Basnett, Head of Housing Services	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	N/A	

TITLE OF REPORT: TOWN CENTRE CAR PARKING		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	√
	Environment and Recycling	√
	Safer and Stronger Communities	
	Resources and Efficiency	
Culture and Active Communities		
Brief description of report	Review the provision of town centre car parks	
Spend required/saving generated (<i>if applicable</i>)		
Decision maker	Cabinet	
Earliest date of decision	November 2011	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	√
	Active and Cohesive Communities	
Transformation and Resources		
Wards affected	All	
Proposed consultation		
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Graham Williams, Engineering Manager	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)		

TITLE OF REPORT: STAFFORDSHIRE STRATEGIC ASSETS REVIEW		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	√
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
Brief description of report	Participation in review of public sector assets across Staffordshire to inform the Council's future asset management strategy and site allocations Development Plan Document.	
Spend required/saving generated (<i>if applicable</i>)		
Decision maker	Cabinet	
Earliest date of decision	November 2011	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	√
	Active and Cohesive Communities	
Transformation and Resources		
Wards affected	All	
Proposed consultation		
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Jeff Hamnett, Head of Regeneration and Assets	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)		

TITLE OF REPORT: BOROUGH GATEWAY SIGNS: MODIFICATION TO IDENTIFY KEELE UNIVERSITY		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	√
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
Brief description of report	To seek approval to modify the existing signs at the main gateways into the Borough	
Spend required/saving generated (<i>if applicable</i>)		
Decision maker	Cabinet	
Earliest date of decision	November 2011	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	√
	Active and Cohesive Communities	
Transformation and Resources		
Wards affected	All	
Proposed consultation	Consultees are listed in the report	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Graham Williams, Engineering Manager	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)		

JANUARY

TITLE OF REPORT: COMMUNITY CENTRES REVIEW		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
	Culture and Active Communities	√
Brief description of report	A strategic review of community centre provision in the Borough.	
Spend required/saving generated (<i>if applicable</i>)	None at this stage. The report will seek approval to develop invest-to-save proposals	
Decision maker	Cabinet	
Earliest date of decision	January 2012	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	
	Active and Cohesive Communities	√
	Transformation and Resources	
Wards affected	All	
Proposed consultation	Community Centre management committees, residents' associations, third sector and partner agencies	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Robert Foster, Head of Leisure and Cultural Services	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)		

TITLE OF REPORT: CAPITAL STRATEGY		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	√
	Culture and Active Communities	
Brief description of report	To approve the Capital Strategy which sets out how the Council proposes to deploy its capital resources.	
Spend required/saving generated (<i>if applicable</i>)	Not yet known	
Decision maker	Cabinet	
Earliest date of decision	January 2012	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	
	Active and Cohesive Communities	
	Transformation and Resources	√
Wards affected	All	
Proposed consultation	N/A	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Dave Roberts, Head of Finance	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	N/A	

TITLE OF REPORT: SCALE OF FEES AND CHARGES 2012/13		
Portfolio		√
	Customer Service and Transformation	
	Regeneration and Planning	
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	√
Brief description of report	Reviews the fees and charges which the Council makes in order to keep them in line with the cost of service provision and to establish the amounts to be included in the 2012/13 budget.	
Spend required/saving generated (<i>if applicable</i>)		
Decision maker	Cabinet	
Earliest date of decision	January 2012	
Relevant Overview and Scrutiny Committee		√
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	
	Active and Cohesive Communities	
	Transformation and Resources	√
Wards affected	All	
Proposed consultation		
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Dave Roberts, Head of Finance	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	Not exempt	

TITLE OF REPORT: GYPSY AND TRAVELLER POLICY REVIEW		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	√
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
	Culture and Active Communities	
Brief description of report	To seek approval for amendments to the Gypsy and Traveller Policy.	
Spend required/saving generated (<i>if applicable</i>)	None anticipated	
Decision maker	Cabinet	
Earliest date of decision	January 2012	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	√
	Active and Cohesive Communities	
	Transformation and Resources	
Wards affected	All	
Proposed consultation	Open consultation advertised on the Council's website.	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Joanne Basnett, Head of Housing Services	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	N/A	

TITLE OF REPORT: SITE ALLOCATIONS AND POLICIES DEVELOPMENT PLAN DOCUMENT (DPD) DRAFT CONSULTATION ISSUES AND OPTIONS REPORT		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	√
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
	Culture and Active Communities	
Brief description of report	The report will present an 'Issues and Options' Paper and seek approval to engage the public in the first stage of public consultation on the Site Allocations and Policies DPD	
Spend required/saving generated (<i>if applicable</i>)	With the exception of the Examination in Public the cost of preparing the DPD is already included in the budget.	
Decision maker	Cabinet following recommendations from the Strategic Planning Committee	
Earliest date of decision	January 2012	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	√
	Active and Cohesive Communities	
	Transformation and Resources	
Wards affected	All	
Proposed consultation	This stage of preparation of the DPD will involve informal public consultation. A statutory six week public consultation on a draft Options document, including specific site option proposals is scheduled for mid 2012	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Helen Beech, Planning Policy Manager	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	Not exempt.	

TITLE OF REPORT: ASSETS MANAGEMENT STRATEGY 2012/13 TO 2014/15		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	√
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
Brief description of report	To seek approval for an Asset Management Strategy for the next 3 financial years	
Spend required/saving generated <i>(if applicable)</i>	It is anticipated that the revised Strategy would facilitate the disposal of surplus land and/or property assets thereby providing capital receipts and reducing expenditure	
Decision maker	Cabinet	
Earliest date of decision	January 2012	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	√
	Active and Cohesive Communities	
Transformation and Resources		
Wards affected	All	
Proposed consultation	Consultees are listed in the report	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda National policy advice and guidance relating to the efficient management of public sector assets	
Officer contact	Louise Beeby, Assets Manager	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A <i>(if applicable)</i>		

FEBRUARY

TITLE OF REPORT: DRAFT HEALTH AND WELLBEING STRATEGY		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
	Culture and Active Communities	√
Brief description of report	To develop the Newcastle-under-Lyme Health and Wellbeing Strategy	
Spend required/saving generated (<i>if applicable</i>)		
Decision maker	Cabinet	
Earliest date of decision	February 2012	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	
	Active and Cohesive Communities	√
	Transformation and Resources	
Wards affected	All	
Proposed consultation	Third sector and partner agencies	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Robert Foster, Head of Leisure and Cultural Services	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)		

TITLE OF REPORT: REVIEW OF COMMUNITY CENTRE PROVISION		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
	Culture and Active Communities	√
Brief description of report	This second report follows the earlier strategic review to take forward the redevelopment and re-provision of community centres across the Borough	
Spend required/saving generated (<i>if applicable</i>)	Invest to save	
Decision maker	Cabinet	
Earliest date of decision	February 2012	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	
	Active and Cohesive Communities	√
	Transformation and Resources	
Wards affected	All	
Proposed consultation		
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Robert Foster Head of Leisure and Cultural Services	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)		

TITLE OF REPORT: REVENUE AND CAPITAL BUDGETS 2012/13		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	√
Brief description of report	To review progress on the completion of the revenue and capital budgets for 2012/13 and to enable a robust and affordable budget for 2012/13 to be approved.	
Spend required/saving generated (<i>if applicable</i>)		
Decision maker	Council	
Earliest date of decision	February 2012	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	
	Active and Cohesive Communities	
	Transformation and Resources	√
Wards affected	All	
Proposed consultation		
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Mrs. Sarah Wilkes, Finance Manager	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	Not exempt	

TITLE OF REPORT: STRATEGIC TENANCY POLICY		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	√
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
Brief description of report	To seek approval for the Strategic Tenancy Policy	
Spend required/saving generated (<i>if applicable</i>)	None anticipated	
Decision maker	Cabinet	
Earliest date of decision	February 2012	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	√
	Active and Cohesive Communities	
	Transformation and Resources	
Wards affected	All	
Proposed consultation	Open consultation advertised on the Council's website.	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Joanne Basnett, Head of Housing Services	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	N/A	

TITLE OF REPORT: WASTE TRANSFER STATION TENDERS		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	
	Environment and Recycling	√
	Safer and Stronger Communities	
	Resources and Efficiency	
	Culture and Active Communities	
Brief description of report	Report to seek approval to award tender for waste transfer and sweepings treatment	
Spend required/saving generated (<i>if applicable</i>)	Spending £120,000 per year, with income of about £60,000 from recycling credits	
Decision maker	Cabinet	
Earliest date of decision	February 2012	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	√
	Economic Development and Enterprise	
	Active and Cohesive Communities	
	Transformation and Resources	
Wards affected	All	
Proposed consultation		
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Trevor Nicoll, Head of Recycling and Fleet Services	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)		

MARCH

TITLE OF REPORT: TREASURY MANAGEMENT STRATEGY		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	√
	Culture and Active Communities	
Brief description of report	To approve the Council's Treasury Management Strategy for 2012/13	
Spend required/saving generated (<i>if applicable</i>)	Not yet known	
Decision maker	Council	
Earliest date of decision	March 2012	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	
	Active and Cohesive Communities	
	Transformation and Resources	√
Wards affected	All	
Proposed consultation	N/A	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Dave Roberts, Head of Finance	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	N/A	

TITLE OF REPORT:		
URBAN NORTH STAFFORDSHIRE GREEN SPACE STRATEGY – PROGRESS REPORT		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	
	Environment and Recycling	√
	Safer and Stronger Communities	
	Resources and Efficiency	
	Culture and Active Communities	√
Brief description of report	Report on progress with the delivery of the Action Plan	
Spend required/saving generated (<i>if applicable</i>)	To be determined	
Decision maker	Cabinet	
Earliest date of decision	March 2012	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	√
	Economic Development and Enterprise	
	Active and Cohesive Communities	√
	Transformation and Resources	
Wards affected	All	
Proposed consultation	None	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Roger Tait, Head of Operations	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	N/A	

TITLE OF REPORT: BATESWOOD LOCAL NATURE RESERVE - OUTCOME OF PUBLIC CONSULTATION		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
	Culture and Active Communities	√
Brief description of report	Report on outcome of public consultation on community requests for angling and additional bridle route provision in Bateswood Local Nature Reserve	
Spend required/saving generated (<i>if applicable</i>)		
Decision maker	Cabinet	
Earliest date of decision	March 2012	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	
	Active and Cohesive Communities	√
	Transformation and Resources	
Wards affected	Halmerend	
Proposed consultation	Consultees listed in report	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda Consultation plan and analysis of results	
Officer contact	Roger Tait, Head of Operations	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	N/A	

TITLE OF REPORT: HOUSING ALLOCATIONS POLICY		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	√
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
	Culture and Active Communities	
Brief description of report	To seek approval to amendments to the current Housing Allocations Policy	
Spend required/saving generated (<i>if applicable</i>)	There will be a requirement to invest in the allocations process and ICT developments.	
Decision maker	Cabinet	
Earliest date of decision	March 2012	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	√
	Active and Cohesive Communities	
	Transformation and Resources	
Wards affected	All	
Proposed consultation	Open consultation advertised on the Council's website.	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Joanne Basnett, Head of Housing Services	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	N/A	

JULY

TITLE OF REPORT: SITE ALLOCATIONS AND POLICIES DEVELOPMENT PLAN DOCUMENT (DPD) DRAFT CONSULTATION ISSUES AND OPTIONS REPORT		
Portfolio		√ as appropriate
	Customer Service and Transformation	
	Regeneration and Planning	√
	Environment and Recycling	
	Safer and Stronger Communities	
	Resources and Efficiency	
Brief description of report	To seek approval to engage the public in the second stage of public consultation on the Site Allocations and Policies DPD. Specific site options will be proposed in respect of the location of housing, retail, leisure facilities and employment	
Spend required/saving generated (<i>if applicable</i>)	With the exception of the Examination in Public the cost of preparing the DPD is already included in the budget.	
Decision maker	Cabinet following Strategic Planning Committee recommendation	
Earliest date of decision	July 2012	
Relevant Overview and Scrutiny Committee		√ as appropriate
	Cleaner Greener and Safer Communities	
	Economic Development and Enterprise	√
	Active and Cohesive Communities	
Transformation and Resources		
Wards affected	All	
Proposed consultation	This stage of preparation of the DPD will involve informal public consultation. A statutory six week public consultation on a draft Options document, including specific site option proposals is scheduled for mid 2012.	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting	
Background documents	As per agenda	
Officer contact	Helen Beech, Planning Policy Manager	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	Not exempt.	

THE CABINET:	OVERVIEW & SCRUTINY:
<p>Councillor Stephen Sweeney - Leader</p> <p>Portfolio: Safer and Stronger Communities</p>	<p>Cleaner, Greener and Safer Communities:</p> <p>Chair: Councillor John Williams Vice: Councillor John Cooper</p>
<p>Councillor Robin Studd – Deputy Leader</p> <p>Portfolio: Regeneration and Planning</p>	<p>Economic Development and Enterprise:</p> <p>Chair: Councillor Mark Olszewski Vice: Councillor Ian Gilmore</p>
<p>Councillor Ashley Howells</p> <p>Portfolio: Resources and Efficiency</p>	<p>Active and Cohesive Communities:</p> <p>Chair: Councillor Mrs. Ann Heames Vice: Councillor Mrs. Gillian Williams</p>
<p>Councillor Miss Marion Reddish</p> <p>Portfolio: Environment and Recycling</p>	<p>Transformation and Resources:</p> <p>Chair: Councillor Mrs. Elizabeth Shenton Vice: Councillor Ann Beech</p>
<p>Councillor Nigel Jones</p> <p>Portfolio: Customer Service and Transformation</p>	
<p>Councillor James Bannister</p> <p>Portfolio: Culture and Active Communities</p>	