

Public Document Pack

Date of meeting **Wednesday, 18th December, 2013**
Time **7.00 pm**
Venue **Committee Room 1, Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG**
Contact **Martin Stevens 01782 742250**

Overview and Scrutiny Co-ordinating Committee

AGENDA

PART 1 – OPEN AGENDA

- 1** **Apologies**
- 2** **Declarations of Interest**
- 3** **MINUTES FROM THE PREVIOUS MEETING** **(Pages 1 - 8)**
To agree as a correct record the minutes of the previous meeting held on 24 September 2013.
- 4** **COMMUNITY CENTRE REVIEW** **(Pages 9 - 24)**
To consider the recommendations from the Community Centre Review Task and Finish Group prior to Cabinet on 15 January 2014.
- 5** **Work Plans for the Overview and Scrutiny Committees and the** **(Pages 25 - 40)**
Health Scrutiny Committee
- 6** **Forward Plan** **(Pages 41 - 84)**
- 7** **TASK AND FINISH GROUP STATUS UPDATE** **(Pages 85 - 86)**
To receive a status update on each of the Task and Finish Groups currently established.
- 8** **URGENT BUSINESS**
To consider any business which is urgent within the meaning of section 100(4) of the Local Government Act 1972

Members: Councillors Bailey, Cairns, Eastwood, Mrs Heesom, Loades, Matthews (Vice-Chair), Miss Reddish, Mrs Shenton, Stringer, Studd (Chair) and Mrs Williams

PLEASE NOTE: The Council Chamber is fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms upon request.

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

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

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

Public Document Pack Agenda Item 3

OVERVIEW AND SCRUTINY CO-ORDINATING COMMITTEE

Tuesday, 24th September, 2013

Present: Councillor Robin Studd – in the Chair

Councillors: Councillor Reginald Bailey, Councillor George Cairns, Councillor Colin Eastwood, Councillor Mrs Gillian Heesom, Councillor David Loades, Councillor Ian Matthews, Councillor Miss Marion Reddish, Councillor Mrs Elizabeth Shenton and Councillor David Stringer

Portfolio Holder(s): Councillor Gareth Snell – Communications, Policy & Partnerships

Officers: Dave Adams – Executive Director, Operational Services
Neale Clifton – Executive Director, Regeneration & Development
Martin Stevens – Scrutiny Officer
Louise Stevenson – Scrutiny Officer

1. **APOLOGIES**

Apologies were received from Councillor Mrs Williams.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest received.

3. **MINUTES FROM THE PREVIOUS MEETING**

It was noted that the Licensing of Premises (in particular take aways) task and finish group, which had been agreed at the previous meeting of the Committee, would commence in the forthcoming months when capacity was anticipated to be created by current task and finish groups concluding their work.

RESOLVED: That the minutes of the previous meeting held on 24 June 2013 be agreed as a correct record.

4. **WORK PLANS FOR THE OVERVIEW AND SCRUTINY COMMITTEES AND THE HEALTH SCRUTINY COMMITTEE**

The work plans for the Overview and Scrutiny Committees and the Health Scrutiny Committee were given consideration.

The Economic Development and Enterprise Scrutiny Committee had determined at its 10 September 2013 meeting that there would be an interim meeting prior to its 18 December meeting. The Scrutiny Officers were currently consulting on dates, but it was anticipated that the interim meeting would take place in November.

The Chair of Transformation and Resources Scrutiny Committee reminded members of the budget scrutiny café which was taking place again as part of the budget setting

process. The scrutiny café would take place on 14 January 2014 and Members were asked to put the date in their diaries.

RESOLVED: That the work plans be received.

5. **FORWARD PLAN**

RESOLVED: That the Forward Plan be noted.

6. **WORKING GROUP STATUS UPDATE**

The Committee gave consideration to a report providing a status update on the current scrutiny task and finish groups.

The Allotments Review Task and Finish Group had held a meeting that day and met with stakeholders including a representative from the National Society of Allotment and Leisure Gardeners, local allotment associations and parish council allotment providers.

The Chair of the Transformation and Resources Scrutiny Committee provided a verbal update on the Community Centre Review Task and Finish Group, of which she was Chair. The task and finish group was set up to shadow the work of the officer task and finish group, and the original review timeline had been October 2012 to July 2013. There had been some slippage in the timeline due to issues that had arisen, and some areas had not yet been looked at as a result. The group had met on fourteen occasions for a variety of meeting types, including an open forum meeting for the Community Centre Management Committees, task and finish group meetings, one to one meetings with Community Centre Management Committees and site visits to the community centres. The next meeting was scheduled for 7 October 2013. Consultation had been undertaken, which included a centre management questionnaire, a user consultation and a self-assessment questionnaire, with the data shared with the task and finish group. Several issues had been identified so far including: governance, communication, maintenance and capacity issues. Asset values had been questioned by the group when they had been considered previously and would be re-visited on 7 October. It was clear that there was a need for a community centre guide and one point of contact at the Borough Council for the management committees to liaise with. An officer report was expected to go to Cabinet in November and it was intended for a task and finish group report to accompany this.

Cllr Stringer, as Chair of the HS2 Working Group, advised that the working group members could expect copies of his draft report to Cabinet by the end of the week. There was still the intention to invite HS2 Ltd to a future meeting of the working group.

RESOLVED: That the working group status update and the verbal updates be noted.

7. **URGENT BUSINESS**

There was no urgent business considered.

8. **KEELE GOLF COURSE**

The Executive Director, Regeneration and Development introduced a report regarding Keele Golf Course. The Committee were being asked to scrutinise the tender process undertaken and the implementation procedure and monitoring process for the preferred bidder.

There would be a special meeting of the Active and Cohesive Communities Scrutiny Committee on 3 October 2013 to consider the golf development and course maintenance aspects of the tender process that had been undertaken, and a special meeting of the Transformation and Resources Scrutiny Committee on 9 October 2013 to consider the procurement and financial aspects of the tender process. It was noted that unlike a normal commercial lease, the lease for Keele Golf Course included extensive operational detail which the Active and Cohesive Communities Scrutiny Committee would consider at its special meeting.

There had been a two stage process to identify a preferred bidder. Stage one was to attract expressions of interest, which involved setting out initial information with broad heads of terms, advertisements being placed in professional journals and known operators of golf courses being approached. This resulted in three initial expressions of interest which were evaluated and basic financial and health checks for the companies undertaken. Stage two saw a documentation pack issued to the companies who had expressed an interest, inviting them to submit an offer.

The draft cabinet report provided information about the multi-disciplinary officer evaluation panel that had been set up to receive the bids from the final two companies to tender. The evaluation panel had identified points of clarification or inconsistency with the bids that had needed to be addressed. When this had been done the bids were then scored against the evaluation criteria. Moderated scores from the panel were evaluated by the Executive Director, Resources and Support Services for a further check of the scores to take place. To encourage the market to respond, companies were given the opportunity to bid on 10, 20 or 25 year leases, and to submit a bid for a fixed annual sum or a percentage of annual turnover as a rental return to the Council. The preferred operator was prepared to offer a fixed rental sum every year and a percentage of fixed turnover each year.

A Member questioned who held the lease for the Golfers Inn, which formed part of the golf course. The company who took over the golf course lease would need to apply to the Council for a licence and although the Licensing Committee decision could not be predetermined, it was not anticipated that there would be difficulty in obtaining a licence.

Members questioned the two houses that sat adjacent to the golf course and whether they would be used by golf course staff. There were two cottages, with one occupied

on a secure tenancy with the former green keeper at the course. It was intended that the other house would be incorporated as part of the new lease. The fact that the semi-detached property was not listed in the report of remedial works was noted by Members, who questioned if it had been ascertained whether any repairs were required to the house. The house was understood to be in a better standard of repair than the operational buildings associated with the golf course and believed to only require modest cosmetic work, although it was understood that the property had not been inspected internally. A Member of the Committee was concerned by this and felt that significant costs could be incurred as a result. The Executive Director, Regeneration and Development advised that any operator would be required to carry out statutory work in the first three months of taking on the lease, particularly to address matters such as boiler servicing. Health and safety aspects were the main concern of the Council, with decoration a matter for the new operator.

Members further noted that sub-leases were not mentioned in the documentation and asked whether sub-leasing of the property would be permitted. The Executive Director, Regeneration and Development advised that sub-leasing was dependent upon the nature of the operator and any reasons that might be given for sub-leasing. It was probable that both of the bidders would wish to operate the overall business activity themselves. Nevertheless it was likely that the Borough Council would be prepared to consider sub-leasing with its approval and subject to appropriate provisions to protect the Council's interests.

The Chair noted that works to improve the course's buildings would need to be monitored as there could be disparity if one building was improved and another was not. It was the remit of the Council's Facilities Manager to review the buildings on the course, and the residential properties had not stood out as requiring substantial work when he had visited the estate.

RESOLVED: (a) That the comments of Committee Members be noted by Officers.

(b) That the Committee are satisfied with the tender process that has been undertaken, the implementation procedure and the monitoring process for the preferred bidder.

9. **DISCLOSURE OF EXEMPT INFORMATION**

RESOLVED: That the public be excluded from the meeting during consideration of the appendix to the draft Cabinet report regarding Keele Golf Course because it is likely that there will be disclosure of exempt information as defined in paragraph 3 in Part 1 of Schedule 12A of the Local Government Act 1972.

10. **Keele Golf Course**

The Committee considered the confidential appendix to the draft Cabinet report.

COUNCILLOR ROBIN STUDD

Chair

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Report to the Overview and Scrutiny Co-Coordinating Committee

Community Centre Review

18th December 2013

Background

On the 12th June and 19th September 2012 Cabinet considered reports highlighting the need to undertake a strategic review of community centre provision made by the Council.

Cabinet subsequently requested that Overview and Scrutiny Coordinating Committee establish a Task and Finish Group to shadow the work of the Officers Working Group undertaking the review.

Over the last 12 months, Members of the Task and Finish Group, Chaired by Cllr Mrs Elizabeth Shenton have worked closely with and assisted Officers in undertaking the review.

During the review, numerous opportunities have been provided to community centre management committees to engage with and contribute to the process. The review has now been concluded and a draft Cabinet report has been prepared and agreed by the Task and Finish Group. A copy of that report, which identifies a range of issues identified during the review, and makes a series of recommendations, will be considered by the Cabinet at its meeting on 15th January 2014.

Scrutiny Process

The purpose of this report is to give the Members of this committee the opportunity to scrutinise the process, review the draft report, and make recommendations to the Cabinet on its suitability to meet the needs of the Council and its communities as a way forward.

Members are asked to consider whether the process followed was appropriate and suitable in order to ensure that all the relevant issues have been explored and that the proposals that are made adequately address those issues.

Recommendations:

- a) That the Committee considers the process undertaken during the review, the issues identified and the proposed set of actions set out in the draft Cabinet report.
- b) That the Committee make recommendations to the Cabinet in respect of the appropriateness of these aspects in ensuring that the aims of

the review have been achieved and the suitability of the proposed set of actions.

- c) That the Committee consider making recommendations to Cabinet in respect of ongoing Member involvement in the implementation of the proposed set of actions in conjunction with Officers.

Dave Adams - Executive Director – Operational Services
Newcastle-under-Lyme Borough Council

DRAFT REPORT TO CABINET

15th January 2014

DRAFT REPORT OF THE EXECUTIVE MANAGEMENT TEAM

Report Title: Community Centres Review
Submitted by: Executive Director – Operational Services
Portfolio: Stronger and Active Neighbourhoods
Ward(s) affected: All

Purpose of the Report

To seek authority to implement the joint Officer and Member Task and Finish Group recommendations made as a result of the Community Centres review.

Recommendations

- a. That Cabinet approve the joint Officer and Member Task and Finish Group proposals set out in this report.
- b. That the proposals are communicated to each community centre management committee jointly by officers and members of the Task and Finish Group in January 2014.
- c. That a further report be submitted to Cabinet by the autumn of 2014 providing a progress update in relation to the proposals set out in this report.

Reasons:

To achieve the Council's vision for Community Centre provision of delivering effective community based activities that are provided through the community centres, providing services people want and that are managed and well resourced.

1. Background

1.1 The role of a community centre from the perspective of the council is defined as 'a place where people from a particular neighbourhood can meet for social events, education classes, recreational activities, social support, public information, and other services'.

1.2 The Council currently owns fifteen community centres within the confines of the Boroughs Boundary. These vary in the degree of the activities provided, their facility mix, stock condition, locality, the level of competition from the immediate market place; however they are all operated by volunteers, supported by your Officers, under an informal management agreement which has a range of issues that need to be addressed as part of the review of the Community Centres.

- ◇ Audley Community Centre
- ◇ Bradwell Lodge Community Centre
- ◇ Butt Lane Community Centre

- ◇ Chesterton Community Centre
- ◇ Clayton Community Centre
- ◇ Harriet Higgins Community Centre
- ◇ Holly Road Community Centre
- ◇ Knutton Community Centre
- ◇ Marsh Hall Community Centre
- ◇ Ramsey Road Community Centre
- ◇ Red Street Community Centre.
- ◇ Silverdale Community Centre.
- ◇ Silverdale Social Centre.
- ◇ Whitfield Community Centre
- ◇ Wye Road Community

Wood Lane Community Centre has not been included within the scope of this review as the Council does not incur any financial expenditure in relation to this centre given the existing lease arrangements in place that have been in place for some time.

The location of each of the above community centres is identified on the attached map at Appendix 1.

1.2 The Council recognised that there was a strategic need to undertake a review of the community centres and as a result, on the 20th June and the 19th September 2012 Officers submitted reports to Cabinet highlighting the strategic need to undertake the review. As a result of these reports Cabinet made the following decisions:

- ◇ To approve the scope and the timeframe of the review and the establishment of a project working group.
- ◇ That the Scrutiny Co-ordinating Committee establish a task and finish group to shadow the work of the project working group, and as part of its work visit each site, speak with committees, users and make recommendations to the Cabinet in terms of the future use of centres.
- ◇ That an interim report be submitted to Cabinet with a detailed plan of how the review will be conducted, including engagement with management committees and stakeholders having obtained the views of the Task and Finish group.
- ◇ That Officer's submit regular updates and progress reports to the Task and Finish Group during the review period.
- ◇ That a further report is submitted to Cabinet in the future in relation to the modernisation of community centre provision within the Borough.
- ◇ To approve the Community Centre Review Brief
- ◇ To approve the Consultation Programme.

2. Issues

- 2.1** Local government plays a crucial role in the life of the communities it serves. It is directly responsible for vital public services, from street lighting, housing, waste collection and community facilities which often act as the focal point of an area.

Central Government is committed to passing on new powers and freedoms to local councils who have the direct responsibility for delivering local services, and as a result the Localism Act 2011 will have the following implications for the services it delivers such as the provision of community centres:

- ◇ Makes it easier for local people to bid to take over the amenities they feel strongly about and retain them as part of their local life.
- ◇ Ensures that local social enterprises, volunteers or community groups with a bright idea for improving local services get a chance to say how things are done.
- ◇ Enables local residents to call to account local authorities for the careful management of tax payer's money.

2.2 The Community Centre review was designed to assess the value of the portfolio of local community centres which the Borough Council owns and operates and to make recommendations on how they could be used more effectively and efficiently. The review has considered how the centres are managed, how they are staffed, how local resident input is supported, and how each individual centre might be better organised to deliver value for money. The review is particularly timely given the wider financial pressure the Council will face over the next five years.

2.3 It should be noted that the review was due to be completed by July 2013. However due to difficulties engaging with some community centres the Officer working group and Member Task and Finish group decided to work collaboratively to engage with those centres and as a result the review concluded in September 2013, and the recommendations in this report are jointly made between your Officers and Members of the task and finish group.

2.4 A public consultation exercise was undertaken between February and June 2013. The questionnaire targeted users, non users and hirers of the Community Centres and was accessible online and at all the community centres, libraries, Guildhall and Kidsgrove Customer Contact Centre. Overall there were 716 responses received of which 80.73% of respondents' were users of the centres, 9.4% were hirers of the centres and 9.9% were non users of the centres. The key findings of the consultation were as follows:

- ◇ 82% of respondents felt that it was important to have a community centre.
- ◇ They key reasons for those not using the centres were that they were not aware of what was on (42%) or activities were not at a time they wished to use them (26%).
- ◇ The main activities taking place in community centres were physical activity (38.8%), leisure and socialising (23.5%), celebratory events (8.2%) and learning and education (7.4%).
- ◇ The key messages concerning the strengths and weaknesses of the community centres were as follows:
 1. 87% rated the cleanliness of the centres as good or excellent
 2. 85.1% rated the opening hours of the centres as good or excellent
 3. 77.1% rated the price of activities as good or excellent
 4. 74% rated the maintenance of the centres as good or excellent
 5. 72.9% rated the ease of booking the centres as good or excellent
 6. 70.4% rated the range of activities on offer as good or excellent
 7. 68.2% rated the standard of equipment at the centres as good or excellent
 8. 54.4% rated the changing facilities as good or excellent.

2.5 In addition to the questionnaire the following consultation events were held with your officers and members of the Task and Finish Group.

- ◇ A tour of all fifteen community centres was undertaken on the 7th and 8th February 2013. The focus of the tour was to meet with the management committees and identify their concerns, understand the usage patterns of the community centres, review the building condition of the community centres, determine areas of concern which were unknown to Officers or Members and to identify potential opportunities for the development of community centres.
- ◇ On the 25th April 2013 a Community Centre Chairpersons meeting was held to update management committees on the outcome and findings of the public consultation. This meeting also proved useful in identifying the next step of the review, a committee self assessment by the centres focusing on health and safety, operational issues, financial management and governance arrangements. The self assessment forms can be found at appendix 3.
- ◇ On the 18th July the Task and Finish Group held a Chairpersons meeting due to the limited number of self assessment forms returned. Despite the offer of officer support to complete the forms it was identified that there was a general concern from the management committees that the forms were over complicated and where these were not completed this could have a detrimental impact of the centre.
- ◇ During the last two weeks of August 2013 officers and members of the task and finish group arranged to meet with those committees who had not submitted the self assessment forms in order to assess what support, if any, the committees required in order to ensure they become more sustainable and enable them to complete the self assessment process.
- ◇ Over the period of the community centre review officers and members of the task and finish group have met on 12 separate occasions.

2.6 During the community centre review a number of concerns were identified:

- ◇ In some cases it is apparent that businesses are operating from community centre premises potentially on a commercial footing. This gave rise to concerns over potential liabilities for business rates, rental arrangements, business registration, tax arrangements etc.
- ◇ In some instances, community centres are not operating all or parts of the building in accordance with the definition of community centres identified in section 1.1 of this report.
- ◇ In some cases there are delays in the rectification of maintenance issues resulting in a lack of continuity of services being provided to the community
- ◇ There is a lack of generic operational procedures at the community centres raising concerns over issues such as employment and insurance liabilities
- ◇ Most management committees find difficulties in attracting new members to their committees, particularly for key roles such as Chairperson, Treasurer, and Secretary etc.
- ◇ It appears that in some cases the hire charges made at some community centres are insufficient to cover their fixed costs, thereby reducing the long term sustainability of the centre.

- ◇ Up to date information on the financial situation of management committees is not submitted in all cases on a regular basis.
- ◇ In some instances there is a lack of communication between officers, nominated Councillors and the community centre management committees.
- ◇ In most cases there is significant current and future building repair costs liabilities for the Council in order to maintain centres in an appropriate condition for community use.
- ◇ There are a range of other premises available for community use which may either duplicate the type of facilities on offer or in some cases compete for the same community use.
- ◇ In some cases there is a lack of adherence to constitutional requirements given that some committees did not formally meet or had less than four members.
- ◇ There is a lack of clear instructions as to how residual assets should be dealt with upon the dissolution of a management committee.
- ◇ In some instances community centres are being used for a single purpose in all or parts of the building which does not agree with the definition of community centres in section 1.1.
- ◇ Some community centre management committees appear to be directly employing staff without necessarily having all the adequate controls in place.

3. **Proposals.**

3.1 A number of proposals are made in relation to the issues identified in section 2.5. These include generic proposals that should be applied to and adopted by all management committees and some specific proposals to be addressed with committees on a centre by centre basis as follows.

3.2 Operational, Health and Safety Management

Finding 1: Over a period of time management committees have adopted their own approaches in relation to the day to day management of the centres including operational areas, business planning, governance arrangements, health and safety and management of the community centres. In some cases these do not comply with best practice.

- **Proposal: 1.** Produce and implement a comprehensive community centre guide along with relevant training, in conjunction with strategic partners i.e. Vast, for all centres by July 2014.
- **Proposal 2:** Review community centres compliance with the guide and report the findings to Cabinet by the Autumn of 2014.

Finding 2: Community centres require advice from a number of departments and sections within the Council and some management committees are unclear on the best point of contact within the Council. This results in delays for support and advice being given.

- **Proposal 1:** That the Leisure and Cultural Services team becomes the gatekeeper for all points of contact for the community centres via a dedicated email and telephone number by January 2014.
- **Proposal 2:** An officer working group be established that meets on a quarterly basis to discuss key issues in relation to the community centres.

3.3 Financial Management

Finding 1: Community centres procure their gas, water and electricity independently of the Council and each other, often resulting in poor economies of scale and placing an increased burden on the management committee's resources.

- **Proposal 1:** Identify the most cost effective solution for the procurement of utilities for the community centres by the spring of 2014 and offer joint purchasing opportunities to management committees.
- **Proposal 2:** That the outcome of the above is reported back to Cabinet by the autumn of 2014 to include the uptake by community centres and the likely savings they will collectively make.

Finding 2: Management committees are not fully aware of what external funding may be available to them. This may be limited as most management committees do not currently have security of tenure thus reducing some funding opportunities available to them.

- **Proposal 1:** Working in conjunction with strategic partners hold a funding event identifying potential funding opportunities for the community centre committees in the spring of 2014.
- **Proposal 2:** Officers and management committees work collaboratively on an ongoing basis to identify and share potential external funding opportunities.

Finding 3: Up to date information on the financial situation of management committees is not submitted in all cases on a regular basis. In some cases there is outstanding financial information.

- **Proposal 1:** Full disclosure of annual accounts will be required of each management committee by the end of May each year for examination by the Councils Director of Resources and Support Services.
- **Proposal 2:** All outstanding financial information should be supplied to the Council by May 2014.

3.4 Community Centre Governance Arrangements.

Finding 1: The current model constitution in place for community centres is out of date and should be replaced with a new fit for purpose agreement between the Council as the owner of the asset and the community centre management committees.

- **Proposal 1:** A Community Centre Handbook is produced for the purpose of setting out how the facilities should be managed and that Community Centre Management Committees be requested to adopt these at a formal meeting no later than July 2014.

- **Proposal 2:** A tour of community centres is undertaken each year by the Portfolio Holder, the relevant Ward Members and Officers to review discuss any relevant issues with the management committees.

Finding 2: The recruitment of committee members can be difficult and may have an impact on the long term sustainability of the management committees in years to come.

- **Proposal 1:** In consultation with local strategic partners develop a promotional strategy for the recruitment of committee members for community centres and other similar facilities/services as required by the Summer of 2014:

Finding 3: The role of the Councils nominated representatives for each management committee is not always understood, resulting in some cases to ward members not being given the opportunity to attend meetings and support the work of the centre and represent the Councils interests.

- **Proposal 1:** The role of the council's nominated representatives, and the requirement for those representatives to be notified of meetings be clarified within the new Community Centre Handbook.
- **Proposal 2:** That Ward Members automatically become the Councils nominated representatives for community centres situated within their ward for the period of their office, negating the need to make specific nominations each year.

Finding 4: There was a lack of clear instructions as to how residual assets should be dealt with upon the dissolution of a management committee.

- **Proposal 1:** That management committees be informed that upon dissolution of the committee, any physical or financial assets remaining after the satisfaction of any proper debts and liabilities shall be passed to the Council and that this is included within the new Community Centre Handbook.

3.5 **Asset Management**

Finding 1: There are significant financial liabilities for the Council in respect of repairs and maintenance of community centres. The stock condition survey has identified repairs in the region of £870,000 over the next 5 years. The Councils ability to fund all of this work will be unlikely due to the current and future predicted availability of capital funding.

- **Proposal 1:** To explore means for reducing the Councils asset liabilities for community centres through offering full repairing leases and assisting community centre management committees to seek funding for ongoing repairs and maintenance.
- **Proposal 2:** To utilise Council funded expenditure on repairs and maintenance to essential works only, to ensure buildings are protected from wind and weather and are safe for use by the community.

Finding 2: In some cases, centres have established arrangements involving sub-letting parts of the building for uses which do not fit with in the role of community centres as defined in section 1.1. Some of these activities are deemed as commercial ventures and subsequently have an effect on the rateable value of the

building. This could create an unfair advantage over other similar business if a market rent and business rates and other business liabilities are not being met.

- **Proposal 1:** Authorise officers to enter into negotiations with those management committees and organisations/individuals concerned to gain a full understating of their activities and explore other tenancy arrangements where deemed appropriate for each situation by the Spring of 2014. As part of this, minimum standards of accessible usage for the community should be secured
- **Proposal 2:** Liaise with the Portfolio Holder as negotiations progress and report back to Cabinet with the outcome in the Autumn of 2014. In the meantime continue to support the community centre management committee in accordance with the general recommendations of this report.

Finding 3: In at least 3 cases, management committees have stated that in conjunction with partner groups they wish to explore a formal lease arrangement with the council to provide security of tenure and assist with securing external funding to improve their community centres or adjacent facilities.

- **Proposal 1:** Authorise officers to enter into the negotiations with the management committees to establish the best way of providing security of tenure for those community centres, including leasehold arrangements by the Spring 2014. In the meantime continue to support the community centre management committee in accordance with the general recommendations of this report
- **Proposal 2:** To report back to Cabinet the outcome of negotiations in the Autumn of 2014.

Finding 4: It has been identified that in some cases community regeneration opportunities may exist within the local area. This may present an opportunity to provide improved community facilities in partnership with other relevant organisations, particularly where the stock condition surveys identify that significant capital expenditure would be required to maintain the facility over the next five years.

- **Proposal 1:** Explore how improved community centre facilities can be provided more sustainably in the future and in conjunction with the Portfolio Holder to authorise Officers to enter in to discussions with partners to consider the options for community facilities in these areas. In the meantime continue to support the community centre management committee in accordance with the general recommendations of this report.
- **Proposal 2:** To undertake an audit of other publicly available community facilities in the vicinity of community centres to identify any duplication or under-utilisation and report the outcome of the study to Cabinet by Autumn 2014.

4. **Reasons for the Preferred Solution**

- 4.1 To achieve the Council's vision for community centre provision of delivering effective community based activities that are provided through the community centres, providing services people want and that are managed and well resourced.

5. Financial and Resource Implications

5.1 The current approved 2013/14 General Fund Revenue budget for the provision of community centres is £290,370. The main expenditure items are as follows:

- ❖ Premises costs (repairs, maintenance): £90,810
- ❖ Supplies and Services (waste removal): £2,900
- ❖ Grants: £6,000
- ❖ Support Service Recharges: £101,270 (mainly leisure management, public buildings, assets/property, and accountancy recharges)
- ❖ Capital Financing: £89,400. (relates to depreciation in accordance with the CIPFA Accounting Code to comply with proper accounting practices)

It is proposed to undertake the proposals identified in section 3 of the report within existing revenue resources as these are predominantly officer time. Current work plans will be revised to allow for this.

5.2 It is expected that the councils expenditure on community centres will be reduced over the next 5 years if the proposals within this report are implemented, however it is not possible to quantify the level at this stage.

5.3 In respect of the General Fund Capital Programme, through the council's stock condition survey a minimum sum of £870,000 has been identified as being required to be spent over the next five years on repairs and maintenance to maintain the existing conditions of the community centres. However given the other pressures on the Councils capital programme and the availability of capital funding it is unlikely that all of these works will be undertaken, potentially increasing the longer risk to the Council in the longer term.

6. Outcomes Linked to Corporate Priorities

6.1 The provision of accessible community facilities contributes to the delivery of the Council's cooperative objectives, through retaining community assets in public sector ownership, retaining democratic accountability over their management whilst addressing concerns by reshaping the relationship of the community centre management committees and the Council resulting in a greater degree of local control over how the centres are operated.

7. Legal and Statutory Implications

7.1 The Council has powers, under the Local Government Act 2000, to improve the social, economic and environmental well-being of the Borough's residents.

8. Equality Impact Assessment (EIA)

8.1 As part of the Community Centre review and the implementation of any recommendations, an equalities impact assessment will be undertaken. Overall any changes will be made in accordance with the Council's equal opportunities policy and procedures to enhance community cohesion.

9. Major Risks

9.1 A full risk assessment/log has been developed in conjunction with the Council's Corporate Risk Manager and will be subject to regular review.

10. Key Decision Information

10.1 It is proposed that in order to achieve the aim of the Council for Community Centre provision across the Borough, that the following outcomes will be achieved as a result of the Community Centre review:

- ◇ Transparency and equity in resourcing Community Centres in order to provide effective services to local people.
- ◇ To ensure that the Community Centres continuously improve, and meet the aspirations of local neighbourhoods.
- ◇ To develop capacity and maximise resources through increased support through the Community Centre Working group. This should help the existing management committees access external funding.
- ◇ A more robust management structure for community centres.
- ◇ Increased capacity and competencies with in local communities, enabling the Council to explore transferring Council assets to community groups where it is appropriate to do so.

11. Previous Cabinet Decisions

20th June 2012
 19th September 2012

12. List of Appendices

Appendix 1 Community Centre Map

13. Management Sign-Off

Each of the designated boxes need to be signed off and dated before going to Executive Director/Corporate Service Manager for sign off.

	Signed	Dated
Financial Implications Discussed and Agreed		
Risk Implications Discussed and Agreed		
Legal Implications Discussed and Agreed		
H.R. Implications Discussed and Agreed		

ICT Implications Discussed and Agreed		
Report Agreed by: Executive Director/ Head of Service		

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- A. Audley Community Centre
- B. Bradwell Lodge Community Centre
- C. Butt Lane Community Centre
- D. Chesterton Community Centre
- E. Clayton Community Centre
- F. Harriet Higgins Community Centre
- G. Holly Road Community Centre
- H. Knutton Community Centre
- I. Marsh Hall Community Centre
- J. Ramsey Road Community Centre
- K. Red Street Community Centre.
- L. Silverdale Community Centre.
- M. Silverdale Social Centre.
- N. Whitfield Community Centre
- O. Wye Road Community.^{1,2}

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SCRUTINY COMMITTEE WORK PLAN



Committee Name:	Active and Cohesive Communities Overview and Scrutiny Committee
Chair:	Cllr George Cairns
Vice-Chair:	Cllr Reginald Bailey
Portfolio Holder(s) Covering the Committee's Remit:	Cllr Elsie Bates – Culture and Leisure Cllr Gareth Snell – Communications, Policy and Partnerships Cllr Terry Turner – Economic Development, Regeneration & Town Centres Cllr John Williams – Stronger and Healthier Neighbourhoods
Work Plan Correct As At:	5 December 2013

Date of Meeting	Item	Reason for Undertaking
25 February 2014 (Agenda dispatch 14 February 2014)	Annual Review of the Scrutiny Committee's Work	To evaluate and review the work undertaken during 2013/14.
	Allotments Review	To consider the recommendations of the Task and Finish Group in respect of the reviewed allotments policy, prior to Cabinet receiving the Committee's recommendations.
	Portfolio Holder(s) Question Time	An opportunity for the Committee to question the Portfolio Holder on their priorities and work objectives for the next six months and an opportunity to address any issues or concerns that they may currently be facing. It's also an opportunity for the Portfolio Holder to flag up areas within their remit that may benefit from scrutiny in

		the future i.e. policy development.
	Sport and Active Lifestyles Strategy	To review the Sport and Active Lifestyles Strategy.
	Community Interest Company as Leisure Management Option	Action from 29.08.2013 meeting for the Committee to consider the completed report of the officer working group.

Task and Finish Groups:	Allotments Review (Expected to complete December 2013)
Future Task and Finish Groups:	
Suggestions for Potential Future Items:	<ul style="list-style-type: none"> • Public Sector Commissioning in Partnership • Kidsgrove Sports Centre • Ryecroft

REMIT

Active and Cohesive Communities Overview and Scrutiny Committee is responsible for:

- Arts development
- Britain in Bloom
- Cemeteries and Crematorium
- Children and young people
- Safeguarding Board, Children's Centre District Management Board/
community and learning partnerships
- Community recreation
- Cultural development
- Health improvement
- Leisure facilities
- Museum
- Sports development.

SCRUTINY COMMITTEE WORK PLAN



Committee Name:	Cleaner, Greener & Safer Communities Overview and Scrutiny Committee
Chair:	Cllr Gill Williams
Vice-Chair:	Cllr Hilda Johnson
Portfolio Holder(s) Covering the Committee's Remit:	Cllr Elsie Bates – Culture and Leisure Cllr Ann Beech – Environment and Recycling Cllr Tony Kearon – Safer Communities
Work Plan Correct As At:	5 December 2013

Date of Meeting	Item	Reason for Undertaking
24 March 2014 (Agenda dispatch 14 March 2014)	Annual Review of the Scrutiny Committee's Work	To evaluate and review the work undertaken during 2013/14.
	Disabled Access / 'A' Frame Obstruction to Pavements in Towns	To ensure equal access to the Borough's town centres for disabled people.
	Alcohol Strategy	To look at the Alcohol Strategy Action Plan and the effectiveness of the actions.
	Decriminalised Car Parking	As requested by the Committee, to address issues that have become apparent within the Borough.
	Waste and Recycling Strategy (Possibly special meeting - TBC)	To consider the recommendations of the Cabinet Panel with reference to the Borough Council's Waste and Recycling Strategy before being received by Cabinet.

Task and Finish Groups:	
Future Task and Finish Groups:	
Suggestions for Potential Future Items:	<ul style="list-style-type: none"> • Licensing of Take Aways – Report to Planning Committee • Warm Zone Delivery of Green Deal (potentially email to committee) • Increase in Homelessness • Ryecroft

REMIT

Cleaner, Greener and Safer Communities Overview and Scrutiny Committee is responsible for:

- Anti-social Behaviour Orders
- Civil contingencies
- CCTV
- Community cohesion and safety
- Community Safety and Section 17
- Decriminalised parking enforcement and on-street parking
- Emergency planning
- Older people
- Crime and Disorder Reduction Partnership
- Street and community wardens.
- Buses and concessionary travel and taxis
- Car park management
- Climate change, sustainability and energy efficiency
- Environmental enforcement
- Environmental health
- Flooding and drainage
- Highways and transport (operational)
- Recycling and waste management

- Streetscene – litter, grounds maintenance, parks and gardens.

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SCRUTINY COMMITTEE WORK PLAN



Committee Name:	Overview and Scrutiny Co-ordinating Committee
Chair:	Cllr Robin Studd
Vice-Chair:	Cllr Ian Matthews
Work Plan Correct As At:	27 November 2013

Date of Meeting	Item	Reason for Undertaking
18 December 2013 (Agenda dispatch 6 December 2013)	Task and Finish Group Status Update	To receive a note providing an update on the current status of the scrutiny task and finish groups.
	Community Centre Review	To consider the recommendations of the Community Centre Review Task and Finish Group prior to Cabinet on 15 January 2013.
1 April 2014 (Agenda dispatch 21 March 2014)	Task and Finish Group Status Update	To receive a note providing an update on the current status of the scrutiny task and finish groups.
	Leader and Deputy Leader Question Time	An opportunity for the Leader and Deputy Leader to update the Committee on their priorities and work objectives for the next six months and an opportunity for the Leader and Deputy Leader to flag up areas that may benefit from scrutiny in the future i.e. policy development.

Task and Finish Groups:	Community Centre Review
Future Task and Finish Groups:	Licensing of Premises (with particular reference to take aways)
Suggestions for Potential Future Items:	

SCRUTINY COMMITTEE WORK PLAN



Committee Name:	Economic Development & Enterprise Overview and Scrutiny Committee
Chair:	Cllr David Stringer
Vice-Chair:	Cllr Sophia Baker
Portfolio Holder(s) Covering the Committee's Remit:	Cllr Terry Turner – Economic Development, Regeneration & Town Centres Cllr Mike Stubbs – Finance and Resources
Work Plan Correct As At:	4 December 2013

Date of Meeting	Item	Reason for Undertaking
17 December 2013 (Agenda dispatch 6 December 2013)	ASPIRE Board Membership	For Scrutiny to consider the proposed changes to the Board.
	Housing Capital Programme	An important part of the Borough Council's work is Housing. The Housing Capital Programme is an important component of this function.
	Asset Management	To consider the Asset Management strategy.
	Ryecroft	To consider a scoping report on areas that the Committee could potentially scrutinise with regards to the Ryecroft Development.
12 March 2014 (Agenda dispatch	Annual Review of the Scrutiny Committee's Work	To evaluate and review the work undertaken during 2013/14.

Date of Meeting	Item	Reason for Undertaking
28 February 2014)		
	Ryecroft	Due to economic and development implications for the Borough.
	Broadband	To consider the implementation of the Superfast Staffordshire Broadband project and its impact on the Borough.

Task and Finish Groups:	<ul style="list-style-type: none"> • HS2 Working Group • Town Centre Car Parking
Future Task and Finish Groups:	
Suggestions for Potential Future Items:	<ul style="list-style-type: none"> • Newcastle Economic Development Strategy • Community Infrastructure Levy

REMIT

Economic Development and Enterprise Overview and Scrutiny Committee is responsible for:

- Building Control
- Design and heritage champion
- Economic development
- External regeneration funding
- Housing and homelessness
- Inward investment/marketing
- Land and property (asset management)
- Local Enterprise Partnership
- Planning policy and development control
- Transport strategy and policy (planning)

SCRUTINY COMMITTEE WORK PLAN



Committee Name:	Health Scrutiny Committee
Chair:	Cllr Colin Eastwood
Portfolio Holder(s) Covering the Committee's Remit:	Cllr John Williams – Stronger and Healthier Neighbourhoods
Work Plan Correct As At:	4 December 2013

N.B - Staffordshire Select Committee Digest – Standard Item.

Date of Meeting	Item	Reason for Undertaking
12 February 2014 (Agenda dispatch 31 January 2013)	Portfolio Holder(s) Question Time	An opportunity for the Committee to question the Portfolio Holder on their priorities and work objectives for the next six months and an opportunity to address any issues or concerns that they may currently be facing. It's also an opportunity for the Portfolio Holder to flag up areas within their remit that may benefit from scrutiny in the future i.e. policy development.
	The Francis Report	Implementation of recommendations, at a District level, to be monitored – Staffordshire County Council are revising their Code of Joint Working, which the Health Scrutiny Committee will receive in draft form for their comments.

	Health and Well Being Strategy	To review the action plan for the Health and Well Being Strategy.
	Alcohol and Drug Executive Board	Status report on the group set up by the Alcohol and Drug Executive Board, co-chaired by Chief Constable and Director of Public Health, to explore ways of aligning and developing the approaches to licensing taken by the eight district councils in Staffordshire.
	Community Based Services	Requested by the County Council's representative on the Committee.
	Infant Mortality	Standard Item
9 April 2014 (Agenda dispatch 28 March 2014)	Annual Review of the Scrutiny Committee's Work	To evaluate and review the work undertaken during 2013/14.

Task and Finish Groups:	
Future Task and Finish Groups:	
Suggestions for Potential Future Items:	<ul style="list-style-type: none"> • Fit for the Future & Move of A & E Centre – 4 hour target issues to be monitored. • Consultation on Mental Health Services (Committee to determine timescales). • Suicide Prevention. • Cardiac Rehabilitation at Jubilee 2

SCRUTINY COMMITTEE WORK PLAN



Committee Name:	Transformation and Resources Overview and Scrutiny Committee
Chair:	Cllr Elizabeth Shenton
Vice-Chair:	Cllr Sylvia Burgess
Portfolio Holder(s) Covering the Committee's Remit:	Cllr Gareth Snell – Communications, Policy and Partnerships Cllr Mike Stubbs – Finance and Resources Cllr Terry Turner – Economic Development, Regeneration & Town Centres
Work Plan Correct As At:	4 December 2013

Date of Meeting	Item	Reason for Undertaking
14 January 2014	Scrutiny Café – date for information, there will be no agenda published.	
22 January 2014 (Agenda dispatch 10 January 2014)	Revenue and Capital Budget 2014/15	To consider the final version of the Revenue and Capital Budget 2014/15 before it is considered by Council on 26 February 2014.
	Borrowing and Loans	To consider the potential options for borrowing and loans in the future.
	Scale of Fees and Charges	Received annually by the Committee as part of the budget setting process.
	Financial and Performance Management Report Quarter 3 2013/14	To continue to monitor and scrutinise performance alongside finances.
	Council Plan	To receive an update on the Council Plan

Date of Meeting	Item	Reason for Undertaking
	Constitution Review Working Group	To consider proposed amendments to the Constitution, prior to the proposed amendments being considered by full Council on 26 February 2013.
26 March 2014 (Agenda dispatch 14 March 2014)	Annual Review of the Scrutiny Committee's Work	To evaluate and review the work undertaken during 2013/14.
	Portfolio Holder(s) Question Time	An opportunity for the Committee to question the Portfolio Holder(s) on their priorities and work objectives for the next six months and an opportunity to address any issues or concerns that they may currently be facing. It's also an opportunity for the Portfolio Holder(s) to flag up areas within their remit that may benefit from scrutiny in the future e.g. policy development.

Task and Finish Groups:	Review of the Constitution Working Group – action to look at scrutiny committee remits
Future Task and Finish Groups:	
Suggestions for Potential Future Items:	<ul style="list-style-type: none"> • Modernisation of the Post Office Network • Council Plan • Universal Credit • Ryecroft

REMIT

Transformation and Resources Overview and Scrutiny Committee is responsible for:

- Communications and consultation
- Council structure and democracy and constitutional review
- Customer contact and customer service centres

- Member development and support
- Neighbourhood and locality working
- Partnerships: Newcastle Partnership Strategic Board
- Performance management and monitoring
- Revenues and benefits
- Putting people first
- Risk champion
- Transformation programme
- Accountancy
- Budget
- Capital and revenue expenditure
- Efficiency savings
- Financial monitoring
- Health and safety champion
- Human Resources
- Information and communication technology
- Procurement champion
- Treasury management
- Workforce development

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FORWARD PLAN -
28 OCTOBER 2013 TO 11 DECEMBER 2013
FORWARD PLAN

This Plan sets out the key decisions which the Executive expect to take. There is a requirement to publish 28 clear days of any intended key decision.

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

This Forward Plan may also contain 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 742222

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 THE PERIOD 28 OCTOBER 2013
TO 11 DECEMBER 2013**

TITLE OF REPORT: CAPITAL STRATEGY

Portfolio	
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Transformation and Resources Overview and Scrutiny Committee
Earliest date of decision	Wednesday, 6 Nov 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

FINANCIAL AND PERFORMANCE MANAGEMENT REPORT TO END OF QUARTER TWO (SEPTEMBER) 2013

Portfolio	
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Transformation and Resources Overview and Scrutiny Committee
Earliest date of decision	Wednesday, 6 Nov 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
MEDIUM TERM FINANCIAL STRATEGY

Portfolio	
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Transformation and Resources Overview and Scrutiny Committee
Earliest date of decision	Wednesday, 6 Nov 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

EXTENSION OF BULKY COLLECTION SERVICE

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	Extension of bulky collection service with Furniture Mine for a further two years.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet Portfolio Holder - Environment and Recycling
Earliest date of decision	Wednesday, 13 Nov 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Cleaner Greener and Safer Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
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:
LOCALISED COUNCIL TAX REDUCTION

Portfolio	
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Council
Earliest date of decision	Wednesday, 27 Nov 2013
Likely Date of Decision	27/11/2013
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

PROPOSED RETAIL-LED REDEVELOPMENT OF LAND AT RYECROFT COMPRISING SITES OF THE FORMER SAINSBURY'S SUPERMARKET AND THE CIVIC OFFICES

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	<p>The original and substantive decision to proceed with these proposals was made at the Council meeting on 28th July 2010. That decision was supplemented and reinforced by a further decision of Council made on 29th June 2011, at which time the County Council was engaged as a strategic funding partner. The economic regeneration objectives of the Council provided the strategic context for those decisions, particularly to enable the introduction of modern/suitable retail floor space into the town centre to strengthen its economic viability including the creation of an estimated 700 new jobs. Whilst with regard to the acquisition of the former Sainsbury's store, the decisions were underpinned by a report prepared by specialist retail development advisors.</p> <p>This report seeks approval for the necessary paving actions to progress with the implementation of the overall scheme based upon further detailed work undertaken over the past eighteen months. Most importantly the report will contain new information such as an Outline Business Case for the relocation of Council office-based services and functions in order that the current Civic Offices site can be made available for redevelopment as part of the wider Ryecroft site (in accordance with the original in-principle decisions).</p> <p>Altogether the report will contain new information that will enable decisions to be made in respect of the following matters:</p> <ol style="list-style-type: none">1. To proceed with the formal marketing of the redevelopment opportunity of the overall Ryecroft site.2. Subject to developer demand in respect of item 1, and based upon an Outline Business Case summarised in the report, to proceed to the next stage of commissioning for the relocation of Council office-based services and functions in order that the current Civic Offices site can be made available for redevelopment as part of the wider Ryecroft site.3. To consider the merits of retaining or taking steps to demolish the existing buildings on the former Sainsbury's site

	in light of ongoing holding costs.
Spend required/saving generated (<i>if applicable</i>)	Summary level information and estimates will be contained in the report in the knowledge that more precise resourcing information will not be known until later stages of related disposal and procurement processes.
Decision maker	Council
Earliest date of decision	Wednesday, 27 Nov 2013
Likely Date of Decision	27 November, 2013
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	Town
Proposed consultation	Not applicable 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	Asset Management Strategy 2013 to 2016
Officer contact	Phil Thompson
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	Whilst there will be a substantive report on the public part of the agenda, it is likely that information of a commercially sensitive nature will need to be presented to Members in a confidential report under the provisions of the Local Government Act 1972, Schedule 12A.

TITLE OF REPORT:

AFFORDABLE HOUSING REGENERATION PARTNERSHIP

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	The Council has committed to undertake a joint feasibility study with Aspire Housing and it is appropriate that the outcome of this is reported to Cabinet for consideration.
Spend required/saving generated (<i>if applicable</i>)	This will be reported within the report
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	Other Registered Providers operating in the Borough have been consulted to highlight that the Council is open to discussions around ways to deliver affordable housing in the Borough.
Last date for representations	Representations can be made one working day prior to the meeting
Background documents	
Officer contact	Jo Halliday, Head of Housing
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	NA

TITLE OF REPORT:

CHARGING FOR CONTROL OF RATS AT RESIDENTIAL PROPERTIES

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	To consider the cessation of the free treatment of rats at residential properties and the introduction of a chargeable pest control service for the treatment of rats at residential properties.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Charging for control of rats at residential properties
Officer contact	Nesta Henshaw, Head of Environmental Health
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
COMMUNITY CENTRE REVIEW

Portfolio	Cabinet Portfolio Holder - Stronger and Healthier Neighbourhoods
Brief description of report	To report on the review of the Council's Community Centres.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Rob 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:
COMMUNITY INFRASTRUCTURE LEVY - DRAFT CHARGING SCHEME

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	To present a draft charging scheme in respect of the Community Infrastructure Levy for public consultation.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting.
Background documents	
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:

COMMUNITY INTEREST COMPANY OUTLINE BUSINESS CASE

Portfolio	Cabinet Portfolio Holder - Culture and Leisure
Brief description of report	To consider the outline business case for establishing a Community Interest Company to operate all or part of the the Council's Leisure and Cultural Services.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Rob 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:
FEASIBILITY STUDY FOR KIDSGROVE SPORTS CENTRE

Portfolio	Cabinet Portfolio Holder - Culture and Leisure
Brief description of report	To consider options for the future provision of sports facilities in Kidsgrove.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Rob 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:

HEALTH AND WELLBEING STRATEGY CONSULTATION

Portfolio	Cabinet Portfolio Holder - Stronger and Healthier Neighbourhoods
Brief description of report	To report on the outcomes of the consultation on the Borough Health and Wellbeing Strategy.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	Public
Last date for representations	
Background documents	
Officer contact	Rob 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:
LOCAL ENTERPRISE PARTNERSHIP - PLANNING CHARTER MARK**

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	To enable Cabinet to consider steps that are likely to be required for the Borough Council to achieve Planning Charter Mark status in 2013
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	
Officer contact	Guy Benson, Head of Planning and Development
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
LOCAL PLAN REVIEW

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	To seek approval to prepare either a new Borough wide Local Plan or joint Local Plan with Stoke on Trent City Council.
Spend required/saving generated (<i>if applicable</i>)	Expenditure will be required to prepare a new evidence base.
Decision maker	Cabinet
Earliest date of decision	Not before 11th Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	Any future consultations will be carried out in accordance with the Local Plan Regulations 2012.
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting.
Background documents	
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:
MEDIUM TERM FINANCIAL STRATEGY

Portfolio	Cabinet Portfolio Holder - Finance and Resources
Brief description of report	Sets out the Medium Term Financial Strategy for 2014/15 and the following four years, indicating the projected budgets for these years and the shortfall compared to available resources.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

MEDIUM TERM HIRE OF REFUSE COLLECTION VEHICLES

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	Hire of two refuse collection vehicles.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
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:

RENEWAL OF MICROSOFT SOFTWARE LICENSING

Portfolio	Cabinet Portfolio Holder - Communications, Policy and Partnerships
Brief description of report	To seek approval to appoint a Microsoft Licensing Reseller, following a procurement exercise, to provide the Council with Microsoft Product pricing and orders, licenses and licensing services. The existing contracts are due for renewal in 2014. ICT will therefore be procuring the following contracts: A new Microsoft Enterprise Agreement from 01 June 2014 A new Microsoft Select Agreement with effect from 01 October 2014.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Jeanette Hilton, Head of Customer and ICT Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

**STAFFORDSHIRE COMMUNITY FOUNDATION - DEVELOPMENT OF
A FUND FOR THE BOROUGH**

Portfolio	Cabinet Portfolio Holder - Finance and Resources
Brief description of report	To seek Cabinet agreement for the Council to commission the Staffordshire Community Foundation to manage a borough-wide fund on behalf of the Council and other interested bodies. The fund will be a permanent endowment fund that will distribute grants throughout the borough. The fund is made up of a combination of existing dormant funds and donations from all sectors.
Spend required/saving generated (<i>if applicable</i>)	N/A
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	All Relevant O&S Committee
Wards affected	All Wards
Proposed consultation	Public launch event - January/February 2014
Last date for representations	Staffordshire Community Foundation Voluntary/Community/Third Sector
Background documents	
Officer contact	Mark Bailey, Head of Business Improvement and Partnerships
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	N/A

**TITLE OF REPORT:
STAFFORDSHIRE WASTE PARTNERSHIP - STRATEGY REFRESH**

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	Refresh of Staffordshire Wide Waste Strategy.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Cleaner Greener and Safer Communities
Wards affected	All Wards
Proposed consultation	Staffordshire Consultion
Last date for representations	
Background documents	
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:
UPDATE OF MARKET BYELAWS

Portfolio	Councillor Terry Turner
Brief description of report	To update a number of administrative items on market management including revised market byelaws in line with DCLG requirements
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	Town
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Elaine Burgess
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
URBAN FOREST STRATEGY

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	A strategy for the management and development of all trees within Newcastle Borough.
Spend required/saving generated (<i>if applicable</i>)	To be assessed
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	Underway.
Last date for representations	NA
Background documents	
Officer contact	Paul Pickerill, Streetscene Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	NA

TITLE OF REPORT:
AMENDMENTS TO COUNCIL REPRESENTATION ON THE ASPIRE HOUSING BOARD

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	The Council currently has three members nominated on to the Aspire Housing Board. Aspire have requested that the Council considers alterations to the Board and the report will outline the proposal.
Spend required/saving generated (<i>if applicable</i>)	None
Decision maker	Cabinet
Earliest date of decision	Wednesday, 15 Jan 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations can be made up to one working day prior to the meeting
Background documents	
Officer contact	Jo Halliday, Head of Housing
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	Not applicable

TITLE OF REPORT:

ASSET MANAGEMENT STRATEGY 2014-2017

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	Approval to how the Council manages its land and property portfolio to assist it to achieve its corporate and service objectives
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 15 Jan 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Louise Beeby
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

AWARD OF THE NEWCASTLE HOUSING ADVICE CONTRACT

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	The Council is tendering the Newcastle Housing Advice Contract which includes the provision of the statutory homelessness, housing advice and housing register functions. The report will make recommendations on the award of the contract.
Spend required/saving generated (<i>if applicable</i>)	The retendering process seeks to secure savings on the contract value in line with the corporate approach.
Decision maker	Cabinet
Earliest date of decision	Wednesday, 15 Jan 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	The tendering process is timetabled to be considered by the Economic Development and Enterprise Scrutiny Committee in December 2013.
Last date for representations	
Background documents	
Officer contact	Jo Halliday, Head of Housing
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	Any confidential information would be included in a confidential appendix.

TITLE OF REPORT:

CAPITAL STRATEGY 2014/15

Portfolio	Cabinet Portfolio Holder - Finance and Resources
Brief description of report	Approval of how the Council deploys its capital resources in order to assist it to achieve its corporate and service objectives.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 15 Jan 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
COUNCIL TAX BASE

Portfolio	Councillor Mike Stubbs
Brief description of report	To set the Council Tax Base to be used for the financial year 2014/15
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 15 Jan 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Dave Baker, Head of Revenues and Benefits
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

HOUSING CAPITAL PROGRAMME 2014/15

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	The Council considers the Housing Capital Programme every year to ensure that our housing investment priorities are up to date. The report will outline the key options for housing investment in the forthcoming year to deliver our strategic housing priorities and to support our most vulnerable residents.
Spend required/saving generated (<i>if applicable</i>)	The report will outline proposals for the investment of Council funding.
Decision maker	Cabinet
Earliest date of decision	Wednesday, 15 Jan 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations can be made up to one working day prior to the meeting.
Background documents	
Officer contact	Jo Halliday, Head of Housing
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	Not applicable

TITLE OF REPORT:

REVENUE AND CAPITAL BUDGETS 2014/15

Portfolio	Cabinet Portfolio Holder - Finance and Resources
Brief description of report	To review progress on the completion of the revenue and capital budgets for 2014/15 and to enable a robust and affordable budget for 2014/15 to be approved.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 15 Jan 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
SCALE OF FEES AND CHARGES 2014/15

Portfolio	Cabinet Portfolio Holder - Finance and Resources
Brief description of report	Review of 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 2014/15 budget.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 15 Jan 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
SHORT TERM VEHICLE CALL OFF HIRE CONTRACT

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	Contract for all short term hire vehicles.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 15 Jan 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
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:
TYRE CONTRACT

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	Contract for tyres for council vehicles.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 15 Jan 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	
Proposed consultation	
Last date for representations	
Background documents	
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:

WHOLLY OWNED COMPANY FOR COMMUNICATION SERVICES

Portfolio	Cabinet Portfolio Holder - Communications, Policy and Partnerships
Brief description of report	Approval will be sought in principle for the council to establish a wholly owned company for communications services. The formation of the company should allow the council to explore trading in a way that optimises the potential of its resources as well as potentially contributing to the medium term financial planning and wider efficiency agenda.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 15 Jan 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Phil Jones
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
ALLOTMENT POLICY

Portfolio	Cabinet Portfolio Holder - Culture and Leisure
Brief description of report	Changes to allotment policy following scrutiny panel's completion.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 5 Feb 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Steve Middlehurst
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

INTEGRATED RECYCLING AND WASTE STRATEGY

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	Integrated Recycling and Waste Strategy for the Council from 2016 onwards.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 5 Feb 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Cleaner Greener and Safer Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
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:

LOCALISM ACT 2011 - PAY POLICY STATEMENT

Portfolio	Councillor Mike Stubbs
Brief description of report	<p>Local Authorities are required by the Localism Act to prepare a Pay Policy Statement for each financial year. The Statement should set out the authority's policies relating to the remuneration of its chief officers, the remuneration of its lowest paid employees and the relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.</p> <p>The Statement for 2014/15 must be approved by Council and published by 31 March 2013.</p>
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Council
Earliest date of decision	Wednesday, 5 Feb 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Localism Act 2011 - Pay Policy Statement
Officer contact	Richard Durrant, Head of Human Resources
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
PLAYING PITCH STRATEGY

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	To approve a new playing pitch strategy for the Borough.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 5 Feb 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Rob 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:
SPORT AND ACTIVE LIFESTYLES STRATEGY

Portfolio	Cabinet Portfolio Holder - Culture and Leisure
Brief description of report	To agree for consultation a multi agency Sport and Physical Activity Strategy for the Borough.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 5 Feb 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Rob 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:

TREASURY MANAGEMENT STRATEGY 2014/15

Portfolio	Cabinet Portfolio Holder - Finance and Resources
Brief description of report	To approve the strategy to be followed by the Council in carrying out its treasury management activity in the forthcoming financial year, 2014/15.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Council
Earliest date of decision	Wednesday, 26 Feb 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
IRRECOVERABLE ITEMS

Portfolio	
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 5 Mar 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

**NEWCASTLE-UNDER-LYME SPORTS COUNCIL - GRANT AID
2014/15**

Portfolio	Cabinet Portfolio Holder - Finance and Resources
Brief description of report	To approve a grant to the Sports Council and to inform members of the grants awarded by the Sports Council to individuals and sports clubs in the borough in 2013/14.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 2 Apr 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

THE CABINET:	OVERVIEW & SCRUTINY:
Councillor Gareth Snell – Leader Portfolio: Communications, Policy and Partnerships	Co-ordinating Overview and Scrutiny Committee: Chair: Cllr Robin Studd Vice Chair: Cllr Ian Matthews
Councillor Terry Turner Portfolio: Economic Development, Regeneration and Town Centres	Cleaner, Greener and Safer Communities: Chair: Cllr Gill Williams Vice Chair: Cllr Hilda Johnson
Councillor Mike Stubbs – Deputy Leader Portfolio: Finance and Resources	Economic Development and Enterprise: Chair: Cllr Dave Stringer Vice Chair: Cllr Sophia Baker
Councillor Ann Beech Portfolio: Environment and Recycling	Active and Cohesive Communities: Chair: Cllr George Cairns Vice Chair: Cllr Reg Bailey
Councillor Elsie Bates Portfolio: Culture and Leisure	Transformation and Resources: Chair: Cllr Elizabeth Shenton Vice Chair: Cllr Silvia Burgess
Councillor Tony Kearon Portfolio: Safer Communities	Health Scrutiny: Chair: Cllr Colin Eastwood
Councillor John Williams Portfolio: Stronger and Healthier Neighbourhoods	

Report to the Overview and Scrutiny Co-ordinating Committee

18 December 2013

Update on the Scrutiny Task and Finish Groups



Report Author: Louise Stevenson
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Introduction

To inform the Overview and Scrutiny Co-ordinating Committee of the status of the current scrutiny task and finish groups. Below is a summary of the current task and finish groups.

Allotments Review Task and Finish Group

The Allotments Review Task and Finish Group have met on three occasions since the last Overview and Scrutiny Co-ordinating Committee meeting, and also undertook a consultation exercise on 24 September 2013 where the group met with representatives from Parish Council allotments, allotments associations and the National Society of Allotment and Leisure Gardeners. The last meeting of the task and finish group will take place on 13 December 2013.

Community Centre Review Task and Finish Group

The Overview and Scrutiny Co-ordinating Committee will receive the Community Centre Review Task and Finish Group recommendations at the 18 December meeting, prior to Cabinet receiving them on 15 January.

Constitution Working Group

The Constitution Working Group met last on the 20 November 2013. The next meeting will take place on the 19 December 2013 where a draft of the report intended to be taken the Transformation and Resources Overview and Scrutiny Committee will be considered by Members. A report will be received by Full Council

in February. The group intend to make a number of recommendations with regards to Scrutiny and other governance matters.

HS2 Working Group

The working group's recommendations were considered firstly by the Economic Development and Enterprise OSC on 4 November 2013 with the committee recommending that the report and recommendations from the HS2 Working Group be endorsed and be presented to Council on the 27 November 2013. Full Council considered the report and recommendations on 27 November where they were unanimously approved. The working group will meet as and when required as developments occur with HS2.

Magistrates Court Move Working Group

The last meeting of the Magistrates Court Move Working Group took place on 21 October 2013 where the working group agreed to disband subject to the approval of the Cleaner, Greener and Safer Communities OSC as the parent committee. Cleaner, Greener and Safer Communities OSC received a verbal update regarding the status of the Magistrates Court Move Working Group on 4 December 2013. It was agreed that the working group could conclude with the parent committee to receive any necessary updates and for the working group to be recommenced if it was considered necessary in the future.

Town Centre Car Parking Task and Finish Group

The Economic Development and Enterprise Overview and Scrutiny Committee (EDEOSC) were tasked by Cabinet to undertake a review of town centre car parking and a task and finish group was established by EDEOSC. The task and finish group members consisted of Cllrs Baker, Studd and Peers, the Town Centre Manager and the Roebuck Centre Manager. The recommendations of the EDEOSC were as follows: 1. That cashless parking be introduced. 2. Whilst Members support the introduction of a Pay on Foot system, they acknowledged the significant capital cost required and therefore recommend the scheme be implemented should capital funding become available. 3. That free parking should be introduced after 2.00pm on Thursdays in the Midway Car Park. The working group's recommendations were considered by Cabinet at its 17 July meeting where it was resolved that double-ticketing, cashless parking and more free parking days (for the Town Centre Partnership to determine themselves) be implemented on a six month trial basis, with officers to report back to Cabinet with an evaluation as soon as practically possible after the trial ends. It is intended that the task and finish group will meet at the end of the trial period, prior to the report to Cabinet being considered, in Spring 2014.