

Public Document Pack

Date of meeting Tuesday, 1st April, 2014
Time 7.00 pm
Venue Committee Room 1, Civic Offices, Merial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG
Contact Julia Cleary 01782 742227

Overview and Scrutiny Co-ordinating Committee

AGENDA

PART 1 – OPEN AGENDA

- 1 Apologies**
- 2 Declarations of Interest**
- 3 MINUTES FROM THE PREVIOUS MEETING (Pages 1 - 14)**
Minutes of the meetings held on 24th September 2013 and 18th December 2013
- 4 Annual Review Transformation and Resources Overview and Scrutiny Committee (Pages 15 - 20)**
- 5 Annual Review Economic Development and Enterprise Overview and Scrutiny Committee (Pages 21 - 28)**
- 6 Annual Review Active and Cohesive Overview and Scrutiny Committee (Pages 29 - 34)**
- 7 Annual Review Cleaner, Greener and Safer Overview and Scrutiny Committee (Pages 35 - 40)**
- 8 Annual Review Health Scrutiny Committee (Pages 41 - 48)**
- 9 Annual Review Overview and Scrutiny Coordinating Committee (Pages 49 - 52)**
- 10 PORTFOLIO HOLDER QUESTION TIME**
Cllr Gareth Snell: Council Leader and Portfolio Holder for Communications, Policy and Partnerships

Cllr Mike Stubbs: Deputy Leader and Portfolio Holder for Finance and Resources.
- 11 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 and Committee Room 1 are 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.

Overview and Scrutiny Co-ordinating Committee Wednesday, 18 December 2013

Present Members: Cllr Reginald Bailey, Cllr George Cairns, Cllr David Loades, Cllr Ian Matthews, Cllr Elizabeth Shenton, Cllr David Stringer and Cllr Robin Studd (Chair)

Present Officers: Dave Adams – Executive Director Operational Services, Andy Arnott – Leisure and Cultural Services Project Officer, Rob Foster – Head of Leisure and Cultural Services, Martin Stevens - Democratic Services Officer

1. **Apologies**

Apologies for absence were received from Cllr Colin Eastwood, Cllr Marion Reddish and Cllr Gill Williams.

2. **Declarations of Interest**

There were no declarations of interest.

3. **Minutes from the Previous Meeting**

The minutes of the meeting held on 24 September 2013 were confirmed as a correct record.

4. **Community Centre Review**

The Chairman stated that the report by the Community Centre Task and Finish Group was a generic one and did not focus on specific community centres. He therefore hoped that Members would not focus on specific community centres during the debate. The Chairman asked Cllr Elizabeth Shenton, the Chair of the Task and Finish Group to present the report.

Cllr Shenton stated that a huge amount of work had taken place since her report at the last meeting and she thanked Members and Officers for their efforts. She believed the work of the Task and Finish Group represented a very successful model going forward. It was important to note that the Council had a key definition of a Community Centre, which was defined within the report. A public consultation exercise had been undertaken between February and June 2013 and a tour of all fifteen community centres had been undertaken in February. This had been a positive move as it changed the direction of travel for the group. The Task and Finish Group report contained a number of proposals to the issues that they had identified. These included generic proposals that could be applied to and adopted by all management committees and some specific proposals to be addressed with Committees on a centre by centre basis. A report on the outcome of the study would be

received by Cabinet in autumn 2014. Some of the key proposals included producing and implementing a comprehensive community centre guide along with relevant training, in conjunction with strategic partners by July 2014. A simple but effective way of improving communication was a single point of contact for the community centres to liaise with at the Council. Other proposals included improvements in procurement, electricity and bulk purchasing. It was proposed to undertake the proposals identified in section 3 of the report within existing revenue resources. Both Members and Officers would help to implement the proposals. It was worth noting that two community centres did not engage with the Task and Finish Group. The Scrutiny brief had originally been to look at other community facilities but it was decided to focus solely on community centres due to the level of work required.

The Vice Chair of the Task and Finish Group, Cllr David Loades, thanked the Officers and Members who had contributed to the report. He was also grateful to the community centres, the vast majority of which had engaged with the Task and Finish group. There were issues of cost to consider and the potential to do things differently. It was also important to show support to the community centres. He recommended the continuation of the work of the Task and Finish Group to proceed with an assessment of all community centres in all areas to fully understand the situation.

The Chairman thanked Cllr Shenton and Cllr Loades for their contribution. He stated that the review had been long overdue. He believed the work of the group to be a good model for Task and Finish Groups in the future.

A Member commented that communication with the centres was important believing the centres had the potential to thrive with the right expertise. A Member added that delivery needed to be precise and concise. The emphasis on delivery by the Community Centres was important.

There was a discussion about the future format of the group. It was suggested that a Cabinet Panel was the best way forward for the group. The Leader of the Council stated that he would discuss the prospect of delegated authority with the Portfolio Holder. It was also requested that a timeline be constructed by Officers, for implementing the proposals.

RESOLVED:

A) That the Community Centre Task and Finish Review report be endorsed.

B) That Officers establish a timeline for implementing the proposals contained within the report.

C) That a Community Centre Cabinet Panel be established, with the Leader, to discuss the prospect of delegated authority with the Portfolio Holder.

5. Work Plans for the Overview and Scrutiny Committees and the Health Scrutiny Committee

The Chair of the Active and Cohesive Overview and Scrutiny Committee stated that the Allotments Task and Finish Group would be concluding their work in February. The Committee had recently held a successful joint meeting with the Health Scrutiny Committee on the issue of physical activity. He noted that the work plans now listed the remits of each scrutiny committee and he would be working with the Scrutiny Officer to ensure the areas within the remit received appropriate consideration.

The Chair of the Enterprise and Growth Scrutiny Committee stated that at the last meeting the Committee had considered the membership of the Aspire board. Aspire wished to reduce the number of Borough Councillors on the board from 3 to 1. The Committee endorsed this proposal, but recommended that remuneration should not be offered to the Borough Councillor, that the representative should be a Member of the Executive and that there were appropriate substitution procedures in place. The Housing Capital Strategy had been discussed and the Asset Management Strategy had been considered in some detail. He was keen to ensure that the local Ward Members were informed of the assets that fell within their ward which were on the list. The Committee had received an excellent report on Ryecroft. This was an important project for scrutiny and one which he expected the Committee to complete extensive work on in the future.

Cllr David Loades commented on the work plan for the Health Overview Scrutiny Committee. He stated that it was important to ensure good attendance by Members of the Council and the public to the forthcoming accountability session in January. It was important for the Committee to look at the review of the CCG's clinical priorities in relation to alcohol and suggested that this be added to the work plan.

The Chair of the Transformation and Resources Overview and Scrutiny Committee stated that at the last meeting they had considered the Asset Management strategy but without the confidential appendix, which actually listed the potential assets for disposal. It was an item which required consideration, as to how best for it to be scrutinised in the future. One suggestion was for it to be considered in its entirety by just one committee in future. She was hopeful that the Scrutiny Café would be better attended in the New Year. She asked for the Scrutiny of the Post Office Network to be removed from the potential future items box on the work plan as this had already been considered.

The Scrutiny Officer gave an update on the items that had been considered at the Cleaner, Greener and Safer Communities Scrutiny Committee and the work plan.

6. Forward Plan

The Chair of the Transformation and Resources Overview & Scrutiny Committee requested that, 'the Wholly Owned Company for Communication Services,' referred to on page 75 in the agenda documents should be added to the work plan for the Transformation and Resources Scrutiny Committee.

The Chair of the Active and Cohesive Overview & Scrutiny Committee stated that he believed the Committee he chaired should meet more frequently. In response the Democratic Services Officer stated that the Committee was able to call extra meetings when needed and this had happened with Keele Golf Course. There had also been an extra joint meeting with the Health Scrutiny Committee on Physical activity. A Member added that there was a limit on resources. The Democratic Services Officer stated that any requests for the Council Diary should be sent to the Democratic Services Manager.

A Member stated that under Allotment Policy in the Forward Plan it listed, "Not Applicable", under the relevant Overview and Scrutiny Committee, where it should have stated the Active and Cohesive Overview and Scrutiny Committee.

7. Task and Finish Group Status Update

The Chair of the Allotments Task and Finish Group suggested a minor correction to the update document. It was only Officers that had met the Parish Councils and not the group itself.

The Chair of the Constitution Review Working Group stated that a report from the group would be received by the Transformation and Resources Overview and Scrutiny Committee in January. The Working Group were considering a number of areas including:

- The introduction of a Vice-Chair for the Health Scrutiny Committee and increasing the Membership of the Committee.
- The future of the Overview and Co-ordinating Committee and its possible replacement with a Scrutiny Chair / Vice Chairs group.
- The remits of the Scrutiny Committees with particular focus on the Health Scrutiny Committee.
- The possible introduction of a public question time at Scrutiny Committees and Cabinet.

- There was a general agreement that Portfolio Holder Question Time was working well and so the Group wanted it to be referenced in the constitution.
- The importance of training for Chairs and Vice Chairs.
- Formalising the concept of pre-cabinet scrutiny.
- Grants Assessment Panel.

The Chair thanked the Officers who had been supporting the Working Group who had provided excellent support. She asked Members to feedback to her on any suggestions for changes to the remits of the Scrutiny Committees.

The Chair of the HS2 Working Group stated that he was really pleased with how the group had worked and Full Council had received a preliminary report from the group. He thanked the two Scrutiny Officers who had supported him. He expected the group to continue over the next two years to look at specific issues as required.

8 Urgent Business

There was no urgent business within the meaning of section 100 (4) of the Local Government Act 1972.

The Chairman and the Committee thanked, Martin Stevens (Democratic Services Officer) for the work he had completed for the Borough Council during his Secondment and wished him well for the future.

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

Public Document Pack

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

This page is intentionally left blank

Transformation and Resources Overview and Scrutiny Committee Annual Work Plan Review

Committee Name: Transformation and Resources Overview and Scrutiny Committee

Chair: Cllr Paul Waring

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 Regeneration, Business & Town Centres

Date of Meeting	Topic	Outcomes / Recommendations	Further Action Required / Feedback
20 th May 2013	The Reporter Magazine	<p>That a questionnaire be included in an issue of The Reporter, asking a number of multiple choice questions relating to its future direction.</p> <p>That the number of hits The Reporter receives on the website be determined.</p> <p>That the difference in cost between black and white and colour printing of The Reporter be determined.</p>	Scrutiny recommendations were considered by the Leader and officers – no further action taken at this stage
	Budget Preparation		Budget agreed by Full Council 22nd February 2014.
	Constitution Working Party	Working Party was reconvened with Cllr Shenton in the chair.	Report due to go to meeting on 26th March 2014 before submission to Full Council in April 2014.

	Modernisation of the Post Office Network	<p>That Officers meet with Staffordshire County Council to consider a three way working approach with the Post Office.</p> <p>That the Scrutiny Committee receives a further report in the future when more information is available.</p>	On work plan for future consideration.
	Keele Golf Course	<p>That Cabinet be asked to consider a junior rate at Keele golf Course.</p> <p>That a further report on Keele Golf Course, with a particular focus on the financial position, be commissioned for the extra meeting of the Scrutiny Committee proposed for July.</p>	<p>Reports also brought to meetings on 22nd July, 2nd September, 9th October</p> <p>Ongoing</p>
	Recommendations from Cabinet meeting held on 5th March in relation to Keele Golf Course	<p>a) That officers be authorised to engage with nearby/adjacent land owners with a view to jointly commissioning a comprehensive master-planning exercise, involving Borough Council owned land in the area in order to establish the most appropriate long term use for the Keele Golf Course site.</p> <p>b) That officers report back on the outcome of the land owner engagement process and to seek approval for a two stage master planning exercise beginning with a scoping report to identify its physical parameters, with any budgetary approval being sought from Council as necessary.</p> <p>c) That officers be authorised to undertake a limited maintenance regime on the basis described in the report until the outcome of the master planning exercise is known.</p> <p>d) That officers be authorised to undertake security measures described in the report.</p> <p>e) That officers be authorised to see expressions of interest in some form(s) of interim use for a period of up to three years.</p> <p>f) That officers keep under review the holding costs attributed to the</p>	

		Keele Golf Course and take all appropriate steps to minimise the same. g) That a wider, broader leisure use be kept in mind.	
	Financial and Performance Management Report	Regular reports continue to be received	Ongoing
22 nd July 2013	UK Mail	Added to work Programme due to the poor level of service that the company appeared to be providing	Agreed at meeting held on 2nd September that the Committee would look at the Council's mail arrangements when the contract came up again for renewal.
	Budget Consultation and Budget Review Group		Budget approved by Full Council 22nd February 2014
2 nd September 2013	Portfolio Holders Question time added to work programme	Opportunity for the Committee to question the Portfolio Holders on their priorities and work objectives for the next 6 months and to address any issues or concerns that they may be facing.	Ongoing every 6 months
	Capital Strategy 2014 to 2014	The time limit for Right to Buy house purchases to be ascertained and circulated to the Committee. The Portfolio Holders for Finance and Resources and Economic Development, Regeneration and Town Centres to provide a response detailing how the Asset Management Strategy is compiled. The Executive Director, Resources and Support Services to review the wording of the Capital Strategy 2014 to 2017, with particular reference to paragraph 6.11 and amend if necessary.	Agreed by Full Council on 22nd February 2013
6 th November	Medium Term Financial Strategy	The Portfolio Holder for Finance and Resources to ascertain whether the Medium Term Financial	Strategy had previously been agreed by Cabinet

2013		Strategy can be received by the Committee prior to Cabinet in future and provide a formal explanation as to why the strategy was received by Cabinet before the scrutiny committee.	at the meeting held on 16th October 2013.
	Asset Management Strategy	Approved by Cabinet at the meeting held on 15th January 2014 – decision was called in and rejected by Economic Development O&S Committee	
3 rd December 2013	Budget Consultation Process	Update from the Head of Communications on the outcomes of the consultation process	
	Treasury Management Strategy	That the Committee approve the strategy for submission to the Full Council on 26 February 2014.	Agreed by Full Council on 22nd February 2014.
	First Draft Savings Plans 2014/2015	General discussion regarding savings plan - further discussions held during the Scrutiny Café on 14 th January and the next meeting of the Committee.	
	Revenue and Capital Budgets 2014/2015	Agreement that the report be submitted to Cabinet.	Agreed by Full Council on 22nd February 2014.
14 th January	Budget Scrutiny Cafe	Feedback on budget proposals received from Elected Members.	
22 nd January 2014	Council Plan	Members requested to provide any feedback on the draft plan to the Head of Business Improvements, Central Services and Partnerships.	

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 • Concurrent Functions – Request from Cabinet that scrutiny undertake a review in order to report back to Cabinet in time for implementation of a revised scheme for 2015/2016.

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

This page is intentionally left blank

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 Regeneration, Business & Town Centres

Cllr Mike Stubbs – Finance and Resources

Date of Meeting	Topic	Outcomes / Recommendations	Further Action Required / Feedback
26 th June 2013	Newcastle Economic Development Strategy - Year Two Action Plan and Year One Review	<p>The Regeneration and Economic Development Manager undertook to give a written response to a number of questions from Members:</p> <ul style="list-style-type: none"> • What assistance was available for graduate business start-up, • An age breakdown of FEI customers • Some information on what the Council was doing to promote Apedale County Park and the Borough generally for tourism • An update on talent match and the total number of apprenticeships as part of the 100 in 100 event. <p>The Chair requested an idiot's guide to the main strategies for Members' use with the key points for each strategy incorporated.</p> <p>The Chair asked that a simplified version of the Action Plan be made available to all Elected Members and that the Year Two Action Plan should have more definitive deadlines for the</p>	Updates to continue to be received on the action plan.

		expected completion of individual Actions.	
	Cabinet Meeting July 2013	(a) That receipt of comments from the Economic Development Overview and Scrutiny Committee be noted. (b) That the review of the Economic Development Strategy Year One Action Plan be noted and that the Year Two Action Plan be approved. (c) That officers continue to seek Members' approval for the annual Action Plans and to keep Members informed of progress made with the same.	
	(10 th September 2013)	Modified Action Plan considered: That the revisions made to the Borough's Economic Development Strategy Year Two Action Plan be endorsed. That the Committee supports the formulation of a simple guide to accompany the Economic Development Action Plan.	
	Town Centre Partnership Business Plan	That a representative from the Town Centre Partnership be invited to the Committee in approximately six months time	
	Broadband	The Committee was pleased to have read that the County Council would invest £7.83m, BDUK £7.4m and BT £12.47m over the lifetime of the project.	
	(12 th March 2014)	Update from Paul Chatwin at SCC – still nothing to report regarding Broadband but this is about to change and an update should be available by the end of March 2014.	Paul Chatwin to attend future meeting of the Committee. superfaststaffordshire.co.uk
	Home Improvement Agency	Options for the future of the Service considered.	

	Services	The Scrutiny Committee recommended Option C – Retender the Home Improvement Agency Services in partnership with Staffordshire County Council.	
10th September 2013	HS2 Working Group	The Chair of the Scrutiny Committee, who was also the Chair of the HS2 Working Group, gave a status update on the work of the group. Their task had been to examine the available evidence and to determine if HS2 would be beneficial to the Borough. The Group had been unable to establish any substantial benefits outweighing the negative consequences.	
	(4 th November 2013)	First Preliminary Report Received. That the report and recommendations from the HS2 Working Group be endorsed and be presented to Council on the 27 November 2013.	
	COUNCIL MEETING 27 th November 2013	That the Council oppose the HS2 proposals. In so doing, it should join forces with Staffordshire County and the other Councils within Staffordshire to establish a joint policy of opposition but not necessarily link in with any national protest movement. However in the event that the scheme is given assent in Parliament the following recommendations are made: 1. That the Council should work with the relevant parties to ensure that the environmental impact is kept to a minimum. Wherever possible land should be restored to its original condition after the completion of construction 2. That the Council should work with the relevant	

		<p>parties to ensure that compensation is full and fair with particular reference to those who live outside the area where compensation is automatic and those who are owners of agricultural land</p> <p>3. That the Council should work with Network Rail to ensure that the provision of train services to London from Stoke are as frequent as possible. Also that quality commuter services are initiated at the earliest possible opportunity.</p> <p>4. That the Council should continue to seek opportunities to enhance the development of business and employment that may arise from the rail network.</p>	
	(12 th March 2014)	<p>Working Group reconvened following new proposal from Stoke on Trent City Council and request for the Working Group to consider these proposals.</p> <p>'Cautious Welcome' of the Stoke proposals but no change to official Council Stance - continue to monitor and consult with the City Council.</p>	Comments from the Committee to be passed to Cabinet June 2014.
	JCB and Blue Planet	The Committee noted the contents of the report and took on board the good lessons learnt for the future.	Cabinet decision 18 th September 2013
	Local Enterprise Partnership Planning Charter	Interim report received and noted.	Officers would meet with LEP consultants and bring forward proposals on the steps that were likely to be required to achieve Planning Charter Mark Status. The Planning Committee would also be asked for its views.

<p>4th November 2013</p>	<p>Portfolio Holder Question Time</p>	<ul style="list-style-type: none"> • The Ryecroft development was a key priority and part of this work was the relocation of the main Council Offices. • A significant piece of work was taking place on the Asset Management Strategy. • A report on the process for preparing a new Local Plan would be received by Cabinet in December. There was clearly a decision to be made on whether the Council should join in collaboration with Stoke-on-Trent City Council. 	
	<p>Newcastle and Kidsgrove Town Centre Partnerships</p>	<p>Members asked the Portfolio Holder if he had any figures on business closures in Kidsgrove since the partnership had formed. The Portfolio Holder said he would endeavour to obtain the data.</p>	
<p>17th December 2013</p>	<p>Aspire Board Membership</p>	<ul style="list-style-type: none"> • That the Council's representative on the Aspire Board should be a Member of the Executive and that they are able to nominate a substitute. • That adequate training be given to the Council's representative on the Board. 	<p>Cabinet decision 15th January</p>
	<p>Housing Capital Programme</p>	<p>Recommended that funding be allocated as follows:-</p> <ul style="list-style-type: none"> • Priority Schemes • DFGs - £350,000 • Health & Safety - £50,000 • Home Improvement Agency - £13,000 • Optional Schemes • Additional support for Health and Safety - 	<p>Cabinet decision 15th January</p>

		<p>£30,000</p> <ul style="list-style-type: none"> • Energy Efficiency measures through the Energy Service Provider - £20,000 • Empty Homes - £20,000 • Accredited and Licensed Landlords Support - £32,000 • Affordable Housing - £100,000 • Stock Condition Survey - £0 <p>After discussion about the use of virements, if a particular funding allocation was being under used, it was:-</p> <p>Recommended that the Portfolio Holder be given the power in conjunction with officers to authorise virements for use of the New Home Bonus funding together with the £100,000 valued land to be disposed of for delivering affordable housing.</p> <p>A Member suggested that the credited landlord scheme should be scrutinised in the future.</p>	
	Ryecroft	The Chairman stated that the report referenced the potential for meeting Cushman and Wakefield who had been advising the Council on the scheme at its next meeting on 12 March. It was agreed that if this did prove to be an appropriate time to meet the consultants then the commencement time of the meeting could be at 6pm.	Cushman and Wakefield to be invited to a future meeting after annual council 2014.
	Asset Management Strategy	Comments passed to Cabinet	Cabinet decision – Asset Management Strategy approved 15 th January

			2014.
2nd January 2014	Call in regarding the Joint Local Plan with Stoke on Trent City Council.	That the call in be rejected and the original decision taken by the Cabinet now take effect	
6th February 2014	Call in regarding the Asset Management Strategy	That the call in be rejected and the original decision taken by the Cabinet now take effect	
	Call in regarding the Newcastle Housing Advice Service Housing Contract Award	That the call in be rejected and the original decision taken by the Cabinet now take effect	
12th March 2014	Economic Development Strategy Draft Year 3 Action Plan and Year 2 Review	Committee highlighted crucial areas and pinpointed action points for prioritisation.	

REMIT

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

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)

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 Elizabeth Shenton – leisure, Culture and Localism

Cllr Gareth Snell – Communications, Policy and Partnerships

Cllr Terry Turner – Economic Regeneration, Business & Town Centres

Cllr John Williams – Planning and Assets

Date of Meeting	Topic	Outcomes / Recommendations	Further Action Required / Feedback
17th June 2013	Public Sector Commissioning in Partnership	The County Council had put the timescales back further and therefore the contract with CAB/ Age UK would be extended until the end of the financial year	
	(29 th August 2013)	Members of the Committee were supportive of the changes that had taken place and thought they were a very positive move for the Borough and its residents	
	(25 th February 2014)	Meeting attended by Sue Nicholls from the CAB, Simon Harris from and Peter Bullock from Age UK to provide an update on the services being provided.	Further update to be provided to a future meeting.
	Keele Golf Centre	Further report to the Committee once the marketing process was complete	
	(3 rd October 2013)	That the Committee are satisfied with the golf development and course grounds maintenance aspects of the tender process that has been	

		<p>undertaken.</p> <p>That clarification be sought of the timeframe for 'essential works' as contained in the Condition Schedule.</p> <p>That the Executive Director, Operational Services ascertain from the Facilities Manager the condition of the boiler and seek an assurance that it is not hazardous.</p>	
	<p>Recommendations from Cabinet meeting held on 5th March in relation to Keele Golf Course</p>	<p>a) That officers be authorised to engage with nearby/adjacent land owners with a view to jointly commissioning a comprehensive master-planning exercise, involving Borough Council owned land in the area in order to establish the most appropriate long term use for the Keele Golf Course site.</p> <p>b) That officers report back on the outcome of the land owner engagement process and to seek approval for a two stage master planning exercise beginning with a scoping report to identify its physical parameters, with any budgetary approval being sought from Council as necessary.</p> <p>c) That officers be authorised to undertake a limited maintenance regime on the basis described in the report until the outcome of the master planning exercise is known.</p> <p>d) That officers be authorised to undertake security measures described in the report.</p> <p>e) That officers be authorised to see expressions of interest in some form(s) of interim use for a period of up to three years.</p> <p>f) That officers keep under review the holding costs attributed to the Keele Golf Course and take all appropriate steps to minimise the same.</p> <p>g) That a wider, broader leisure use be kept in mind.</p>	
	<p>Kidsgrove Sports Centre</p>	<p>That a meeting be arranged with the Headmaster and Chair of Governors' of the School and Staffordshire County Council officials. This is in order to gain a better understanding of their future</p>	<p>Report to April Cabinet 2014</p>

		plans for the centre	
	Allotments Working Group	Update from the Working Group	
	(25 th February 2014)	<p>Final report and recommendations from the Working Group received.</p> <p>That the Active and Cohesive Communities Overview and Scrutiny Committee endorse the findings of the Allotments Review Task and Finish Group and officer recommendations and that the draft Allotments Policy be approved for consultation.</p> <p>That a report be brought to a future meeting of Cabinet, recommending that the findings of the Active and Cohesive Communities Overview and Scrutiny Committee are accepted and that the draft Allotments Policy is approved for consultation.</p>	Report due to Cabinet April 2014.
29th August 2013	Bateswood Local Nature Reserve	<p>Update on the progress that had been made with the project to allow fishing to be carried out on part of the large pool at Bateswood Local Nature Reserve (LNR).</p> <p>The Chair considered it important that controlled fishing be implemented at Bateswood LNR to protect the area from unauthorised fishing and its effects.</p>	
	Leisure and Culture Community Interest Company	The Chair was of the opinion that a CIC was the best option for the future management of the Council's leisure and cultural services and requested that the Committee receive the officer working group's completed report for	

		consideration.	
	Young Persons participation in Sports	<p>It was intended to invite Entrust, alongside other representatives such as a representative of the primary school head teachers to the meeting on 20 November. Prior to the meeting, information would be requested from Entrust, in order that Members would be able to consider the information prior to the meeting</p> <p>That the Active and Cohesive Communities Scrutiny Committee attend the Health Scrutiny Committee meeting on 20 November 2013 in order to jointly consider Physical Activity in Schools.</p>	
	(20th November 2013 – Joint meeting with Health Scrutiny Committee)	Cllr Ben Adams (Portfolio Holder for Learning and Skills), Nicola Day (Public Health Commissioning Lead: Physical Activity and Nutrition), Mr Mark Thornewill (Director for Sport across Staffordshire and Stoke-on-Trent) and Mr Stancliffe (Head Teacher – Reginald Mitchell Primary School) attended the meeting.	Cllr Adams stated that he would feedback into the Health and Well-Being Board at County level on the discussion. He thanked the Committee for asking him to attend and to contribute to the debate.
25th February 2014	Safeguarding Children and Vulnerable Adults Policy and Action plan	<p>That a further update on the action plan be brought back to the Committee in 6 months</p> <p>That clarity regarding the auditing of the policy be investigated.</p>	Update report regarding the action plan in 6 months.
	Portfolio Holder Question Time	Cllr Shenton introduced herself as the new Portfolio Holder with responsibility for the majority of items on the Committee's remit. Items discussed	

		included the Community Centre Review and the rolling programme of events planned to commemorate the Great War.	
--	--	--	--

Task and Finish Groups:	Allotments Review (Complete)
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 • Annual Review of the Scrutiny Committee’s Work • Sport and Active Lifestyles Strategy – keep on agenda and work with Health Scrutiny when appropriate. • The future development of the Borough Museum and Art Gallery

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.

Cleaner, Greener and Safer Overview and Scrutiny Committee Annual Work Plan Review

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 Elizabeth Shenton – leisure, Culture and Localism

Cllr Ann Beech – Environment and Recycling

Cllr Tony Kearon – Safer Communities

Date of Meeting	Topic	Outcomes / Recommendations	Further Action Required / Feedback
5 th June 2013	The Alcohol Action Plan	Suggestion that Officers' could speak to the Kidsgrove Youth Parliament on the subject of alcohol prevention.	
	Anti-Social Behaviour	The Chairman asked for comparative data of previous anti-social behaviour quarter statistics in order to be able to see the direction of change. Several Members raised the issue of the noise from Mini Motos causing a nuisance to the local population and wanted to understand the options available to the Council to help resolve the problem. They also stated that the Council should take more enforcement action in the case of derelict pubs.	Report on Mini Motos to meeting on 4th September 2013.
	Joint Municipal Waste Management Strategy for Staffordshire -Draft Document for Consultation	Clarification was requested in respect of the Borough Councils Waste and Recycling Strategy and it was agreed that once the Cabinet Panel had come up with their recommendations for Cabinet on the draft strategy, a report would come before	

		the scrutiny committee in the autumn or early winter, before being received by Cabinet.	
	(4 th December 2013)	Update on progress received	Cabinet Panel to meeting in April 2014, report to the Committee following this meeting.
4th September 2013	Portfolio Holders Question Time	Cllr Kearon and Cllr Ann Beech attended the meeting and the following areas were discussed: Apprenticeships Bateswood Local Nature Reserve Urban Tree Strategy Trade Waste The Police and Crime Plan Allotments Working Group	
	Mini Motos	Some good examples of joint working had taken place with the Police and Social Services dealing with the anti-social behaviour created by Mini Motos when used inappropriately. Questionnaires had been sent to a number of residents.	The Partnership Manager stated that she would speak with the Communications team to highlight the good work to residents.
	The Purple Flag Scheme	The Community Safety Officer agreed to let all Members of the Council know what they could do to help the Council obtain Purple Flag accreditation.	
	(24 th March 2014)	Update to be received from the Community Safety Officer – Alcohol Lead.	Update to be received at meeting on 24th March 2014.
	Disabled Access / A Frame Obstruction to Pavements	On work plan - Partnerships Manager stated that she could have a discussion with the Town Centre Partnership about alternatives to A-Frames such	Briefing note to meeting on 24th March 2014.

		as Town Maps. Cllr Kearon stated that he would speak to Partners and the Chamber of Commerce on the subject and in addition to the Leader and the relevant Portfolio Holder. There was a discussion about who was responsible ultimately for the pavements in Towns.	
4th December 2013	Work Place Domestic Violence Policy	<p>Questions considered:</p> <ul style="list-style-type: none"> • Whether there was anything in the Policy that needed to be enhanced / amended? • How best could the policy be implemented at the Council? • How could the information to staff at the Council be cascaded? • How best could the Council deal with perpetrators? 	Policy agreed
	Briefing from the Police Crime Commissioner	A briefing on the Safer Communities Strategy was received.	The Partnership Manager offered to co-ordinate a written submission to the Commissioner detailing the projects which it would like to receive funding.
	Vacant and Derelict Building Enforcement	Members encouraged to bring to the attention of the Planning Service any buildings where action was needed to be taken.	That the report be circulated to all Members of the Council for information.
	Move of the Magistrates Court	That the Magistrates Court Move Working Group in its current form should disband, with the Cleaner, Greener and Safer Communities Scrutiny	

		Committee receiving reports in the future on areas of concern.	
24th March 2014	Reducing the Strength	Update to be received from the Community safety Officer – Alcohol Lead	
	Licensing of Fast Food Outlets	Initial Scrutiny Report / Brief to be considered.	
	Dog Control Orders	Initial Scrutiny Report / Brief to be considered.	

Task and Finish Groups:	
Future Task and Finish Groups:	
Suggestions for Potential Future Items:	<ul style="list-style-type: none"> • Warm Zone Delivery of Green Deal (potentially email to committee) • Decriminalised Car Parking • Waste and Recycling Strategy • (Possibly special meeting after April)

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.

This page is intentionally left blank

Committee Name: Health Scrutiny Committee

Chair: Cllr Colin Eastwood

Portfolio Holder(s) Covering the Committee's Remit:

Cllr John Williams – Planning and Assets

Cllr Tony Kearon – Safer Communities

Date of Meeting	Topic	Outcomes / Recommendations	Further Action Required / Feedback
	Public health and wellbeing	<p>That the following recommendations be taken forward:</p> <p>That data collection, analysis and sharing amongst organisations be enhanced.</p> <p>That the questionnaire that will be included with the consultation on the Health and Well Being Strategy include a question on how the organisation being consulted can help implement the strategy.</p> <p>That the Committee receives a status report on the group setup 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.</p> <p>That each Council department when designing and</p>	Regular updates brought to the Committee regarding the Regulatory Bodies Group (set up by the Alcohol and Drug Executive Board)

		<p>implementing policy considers the effect that the policy will have on the effect of the health of the Borough.</p> <p>Where areas have been identified with the Borough which are more severely affected by a problem that consideration be given to a focused initiative within that area, which might take the form of a pilot scheme. This should however not contradict any wider policy already being carried out.</p> <p>That the Education Authority be asked to explain why physical activity was lower than the national average and what steps could be taken to improve the situation.</p>	
28th August 2013	Infant Mortality	<p>The Chair stated that infant mortality was unacceptably high compared to other European countries and other areas within the United Kingdom.</p> <p>It was reported that an Officer of the Council had been excluded from some meetings because they had been deemed purely clinical in nature. Members however felt that this wasn't fully in the spirit of collaboration that the group had intended.</p> <p>A Member stated that more effort needed to be put into the educational aspects surrounding the morning after pill</p>	
	(23 rd October 2013)	The questions contained in the report be forwarded	

		to relevant organisations prior to the infant mortality conference in the New Year, with any further Member questions to be included. When a response is received, a decision would be made regarding inviting organisations to a future Committee meeting.	
	(12 th February 2014)	Dr John Harvey and Sally Parkin attended the meeting. Focus now needed to be on the integration of commissioned services to ensure that all of the different agencies involved in the care/support of families were able to share the information that they held to ensure that families were accessing, known to and receiving support from the appropriate services. An initial meeting was scheduled for Monday 10th February to map out and commence this piece of work.	
	Tackling Rising Alcohol related hospital admissions in the Borough	That there should be a further analysis of the figures relating to alcohol admissions, an understanding of the current educational processes relating to alcohol and how the Borough's major trauma unit was dealing with the issue.	
	(23 rd October 2013)	Tony Bullock, Commissioning Lead for Alcohol and Drugs from Staffordshire County Council Public Health, was in attendance on behalf of the North Staffordshire Clinical Commissioning Group, to provide information on the statistics for alcohol-related admissions. The Community Safety Officer was requested to	

		<p>circulate the results of the Insight Team School Alcohol Survey County Report.</p> <p>Entrust be contacted to request information regarding the problems engaging schools for the education project for alcohol</p>	
	Minutes from the Healthy Staffordshire Select Committee	In relation to the proposed changes at Mid Staffs the Portfolio Holder stated that he was appalled that the people of North Staffordshire were not being consulted. He was taking steps with the Leader and Chief Executive to protest the situation. A Member stated that the UHNS had approached mid Staffordshire as way of improving their financial position. By taking on services they hoped to secure a larger budget	
23rd October 2013	Cardiac Rehabilitation at Jubilee 2		Questions raised by the Committee would be forwarded to the commissioner of the cardiac rehabilitation service.
	Health and Wellbeing Strategy	The draft strategy had been approved for consultation by Cabinet in the summer. It was expected that an interim report would be considered by Cabinet in December, which would seek approval to begin the second phase of the consultation, which was to engage with Borough residents around a set of proposed actions.	That the strategy should return to the Committee in six months
	(12 th February 2014)	<p>Update on the Strategy received.</p> <p>The mapping exercise which had been started by the executive Director for Operations had now</p>	

		been taken on the District Public Health Officer for Newcastle under Lyme. A template had been circulated for completion by all Heads of Service and responses were currently being analysed before an action plan could be formulated.	
20th November 2013	Physical Activity in Schools Joint meeting with Active and Cohesive Overview and Scrutiny Committee	Cllr Ben Adams (Portfolio Holder for Learning and Skills), Nicola Day (Public Health Commissioning Lead: Physical Activity and Nutrition), Mr Mark Thornewill (Director for Sport across Staffordshire and Stoke-on-Trent) and Mr Stancliffe (Head Teacher – Reginald Mitchell Primary School) attended the meeting.	Cllr Adams stated that he would feedback into the Health and Well-Being Board at County level on the discussion. He thanked the Committee for asking him to attend and to contribute to the debate.
	UHNS and the Future of Mid Staffs NHS Foundation Trust	That the Health Scrutiny Committee supports the principle of establishing a Joint Committee with other local authorities, to consider the implementation of the proposals resulting from the changes to the Mid-Staffordshire NHS foundation Trust. In addition a smaller Group of Members from the Health Scrutiny Committee, in liaison with the Leader and Chief Executive, will meet to discuss the mechanics and terms of reference for the proposed Joint Committee.	Update scheduled for meeting on 9th April 2014
	FULL COUNCIL MEETING 27th November 2013	That the updates be received and the work undertaken noted That Council note the contents of the scrutiny briefing note (attached at appendix A). That Council support the recommendations from	

		the Health Scrutiny Committee meeting of 20th November 2013 that any impact on the residents of the Borough of Newcastle under Lyme of the transfer of services from Stafford hospital to UHNS should be the subject of detailed scrutiny by this local authority	
	The Licensing Process	Briefing note from the Democratic Services manager	Regular updates to be brought to the Committee regarding the Regulatory Bodies Group (set up by the Alcohol and Drug Executive Board)
12th February 2014	Achieving Excellence for Young People	A presentation was received from Staffordshire County Council Cabinet Member Robert Marshall. Members of the Active and Cohesive Overview and Scrutiny Committee invited to attend for this item.	Response sent to the County Council based on Members comments.
9th April 2014	Healthcare at home	George Briggs and Gill Adamson from UHNS to attend the meeting. Request for attendance from representative of Health Care at Home.	
	Community Based Services	Initial Report/Scrutiny Brief to be discussed	
	Joint Code of Working with Staffordshire County Council	Awaiting information from the County Council	
	Portfolio Holders Question Time	Cllr Snell and Cllr Stubbs to attend	
	Terms of Reference for the Committee	Outcomes from the Constitution Working Group and Transformation and Resources Overview and Scrutiny Committee.	Report to Full Council in April 2014

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 • NEW - Tobacco Control – investigating what has already been done by the County on this • NEW - A&E attendance – why is this so high – request from County Council to look at this.

This page is intentionally left blank

Committee Name: Overview and Scrutiny Co-ordinating Committee

Chair: Cllr Robin Studd

Vice-Chair: Cllr Ian Matthews

Date of Meeting	Topic	Outcomes / Recommendations	Further Action Required / Feedback
24 th June 2013	Co-operative Strategy 2013-2015	The strategy had been agreed at Cabinet in February 2013. A note updated Members on developments since then and also set out a series of proposals for further work around the concept.	
	Community Centres Review	It was agreed that a report on the outcome of the open forum meeting with the community centres on the 18 July and the Task and finish Group on the 25 July be presented to the next meeting of the Overview and Scrutiny Co-ordinating Committee.	
	(18 th December 2013)	<p>That the Community Centre Task and Finish Review report be endorsed.</p> <p>That Officers establish a timeline for implementing the proposals contained within the report.</p> <p>That a Community Centre Cabinet Panel be established, with the Leader, to discuss the prospect of delegated authority with the Portfolio Holder.</p>	
	Decriminalised Car Parking	Referred by the Cleaner Green and Safer Communities Overview and Scrutiny Committee.	It was agreed that a document needed to be drawn up by the Committee

			<p>detailing exactly the particular areas that they thought should be addressed before considering the approach further.</p> <p>Now understood to have been passed to the Joint Parking Committee for consideration.</p>
24th September 2013	Keele Golf Course	The Committee were satisfied with the tender process that had been undertaken, the implementation procedure and the monitoring process for the preferred bidder.	
	Recommendations from Cabinet meeting held on 5 th March in relation to Keele Golf Course	<p>a) That officers be authorised to engage with nearby/adjacent land owners with a view to jointly commissioning a comprehensive master-planning exercise, involving Borough Council owned land in the area in order to establish the most appropriate long term use for the Keele Golf Course site.</p> <p>b) That officers report back on the outcome of the land owner engagement process and to seek approval for a two stage master planning exercise beginning with a scoping report to identify its physical parameters, with any budgetary approval being sought from Council as necessary.</p> <p>c) That officers be authorised to undertake a limited maintenance regime on the basis described in the report until the outcome of the master planning exercise is known.</p> <p>d) That officers be authorised to undertake</p>	

		<p>security measures described in the report.</p> <p>e) That officers be authorised to see expressions of interest in some form(s) of interim use for a period of up to three years.</p> <p>f) That officers keep under review the holding costs attributed to the Keele Golf Course and take all appropriate steps to minimise the same.</p> <p>g) That a wider, broader leisure use be kept in mind.</p>	
--	--	--	--

This page is intentionally left blank