

# Public Document Pack

**Date of meeting** Monday, 25th June, 2012  
**Time** 7.00 pm  
**Venue** Civic Offices, Merrial Street, Newcastle Under Lyme, Staffordshire ST5 2AG  
**Contact** Julia Cleary 01782 742227

## **Overview and Scrutiny Co-ordinating Committee**

### **AGENDA**

#### **PART 1– OPEN AGENDA**

- 1 Apologies**
- 2 Declarations of Interest**
- 3 Minutes from the previous meeting held on 26th April 2012 (Pages 1 - 2)**
- 4 Workplans for the Overview and Scrutiny Committees and the Health Scrutiny Committee (Pages 3 - 14)**
- 5 Forward Plan (Pages 15 - 34)**
- 6 URGENT BUSINESS**

To consider any business which is urgent within the meaning of section 100(4) of the Local Government Act 1972

**Members:** Councillors G Cairns, M Clarke, S Hambleton, A Heames, H Johnson (Vice-Chair), D Loades, I Matthews, M Olzewski, E Shenton (Chair), S Sweeney, Taylor, J Walklate and G Williams

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

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

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## **OVERVIEW AND SCRUTINY CO-ORDINATING COMMITTEE**

Thursday, 26th April, 2012

**Present:-** Councillor Michael Clarke – in the Chair

Councillors Councillor Ian Wilkes, Cllr David Becket, Councillor Eddie Boden and Councillor Mark Olszewski

**13. APOLOGIES**

Apologies were received from Cllr Miss Cooper, Cllr Snell and Cllr Mrs Heames.

**14. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**15. MINUTES FROM THE PREVIOUS MEETING**

That the minutes from the meeting held on 12<sup>th</sup> March 2012 be agreed as a correct record.

**16. THE REFURBISHMENT AND RE-USE OF THE FORMER ST GILES & ST GEORGES SCHOOL BUILDING SCRUTINY BRIEF**

A scrutiny brief was considered regarding the refurbishment and re-use of the former St. Giles & St. Georges School Building.

Officers confirmed the Victorian former primary school was not listed but was of local interest. The LEA had now built a new school in Poolfields and the Council had purchased the old school buildings to ensure that they were not demolished. A risk assessment had been carried out regarding the cost to the Council of maintaining the building both now and in the future, this was updated monthly and costs were minimal with regards to maintaining the buildings. It was however pointed out that the integrity of the building would decrease if it remained empty and that the maintenance costs could increase.

The Council had been considering re-furbishing the buildings as a 'Centre for Creative Industries', with small units for small enterprises. It was hoped that these small enterprises would be attracted to the town centre setting and the quality of the building. Consideration had also been given with regards to moving the museum and art gallery to the buildings but the costs of refurbishment had at that time been considered to expensive and public money from organisations such as Advantage West Midlands was no longer available. It was confirmed that the property had been purchased with a restrictive covenant regarding its future use.

The question was raised as to whether the covenant could be removed. Officers stated that if the County Council had cleared the site and put it on the open market then the purchase cost would have been significantly increased, because of the covenant and the fact the buildings were intended to be used for community/regeneration purposes they had been purchased at a reduced rate.

There has previously been some interest in the site from the Baptist Church and Choices Housing. With regard to Choices Housing schemes had been designed and architectural drawings prepared and a presentation made to Cabinet. The Council were now in a position to approach Choices regarding proceeding with the scheme. Attempts had been made to work with the Baptist Church but it had been unable to sell its current property and had decided to go it alone. It was confirmed that the buildings would not be sold to the private market to ensure that they were preserved.

If Choices opted not to continue with the project then an alternative plan would be produced. This could involve exploring the removal of the restrictive covenant, which would require liaison with Staffordshire County Council. Action would need to be taken quickly and it would be necessary to revisit what had already been done.

It was thought that any alternative plans would involve leasing the property rather than selling it. Officers confirmed that there was a preference for long term leases for town centre properties. This ensured a measure of control and after the initial rent-free period, a long term income. There could probably be a generous rent free period if the occupants were prepared to bring the buildings up to specification.

Members also questioned why the building was no longer being considered as an alternative venue for the museum especially if the sale of land at the Brampton was also taken into account. Members considered that this option should be revisited if the Choices option was not viable.

**17. WORKPLAN**

The Committee considered the work plans and progress of the various Overview and Scrutiny Committees and the Health Scrutiny Committee.

With regard to Health Scrutiny and in particular Health and Well Being Boards, it was noted there were areas where the Council could progress independently from the County Council.

**RESOLVED:** That the work plans be agreed and updated.

**18. FORWARD PLAN**

A report was submitted identifying items listed in the forward plan of key decisions to ascertain if further examination of any issues was considered appropriate.

**Resolved:** That the contents of the Forward Plan be noted.

**COUNCILLOR MICHAEL CLARKE**  
**Chair**

## 1. ACTIVITIES OF THE OVERVIEW AND SCRUTINY COMMITTEES AND THE HEALTH SCRUTINY COMMITTEE AND THEIR WORKPLANS

**Submitted by: Member Services Officer**

**Portfolio: All**

**Ward(s) affected: Non-specific**

### **Purpose of the Report**

This report provides an opportunity for the Chairs of the Overview and Scrutiny Committees and the Health Scrutiny Committee to report on the activities of the individual committees.

### **Recommendation**

**That the Committee receive updates from the Chairs of the Overview and Scrutiny Committees and the Health Scrutiny Committee**

**That the workplans for the Overview and Scrutiny Committees and the Health Scrutiny Committee be agreed.**

**That the Committee consider how best to carry out Scrutiny of the Health and Wellbeing Strategy.**

### **Reasons**

This provides an opportunity on the agenda for the individual committees to report on their activities. Such reports will enable the Co-ordinating Committee to perform its role of overseeing scrutiny activity and ensuring that there is no unnecessary duplication in workload. Likewise, it provides an opportunity to ensure that committees are not trying to take on too much work.

## 2. What activity should be included in a work programme?

The Centre for Public Scrutiny has identified four principles which are generally accepted as forming the basis of overview and scrutiny activity. These principles are:

- **Provide ‘critical friend’ challenge to Executives, as well as external authorities and agencies**
- **Reflect the voice and concerns of the public and its communities**
- **Take the lead and own the scrutiny process on behalf of the public**
- **Make an impact on the delivery of public services.**

These principles will form the basis of our evaluation of the effectiveness of the overview and scrutiny arrangements.

The overview and scrutiny committees will be responsible for setting their own work programme and in doing so they shall take into account the wishes of Members on that committee.

The overview and scrutiny committees will also respond, as soon as their work programme permits, to requests from the Overview and Scrutiny Co-ordinating Committee, the Council and/or the

Cabinet to review particular areas of Council activity. Where they do so, the overview and scrutiny committees shall report their findings and any recommendations back to the Cabinet and/or Council within 2 months of receiving it or as soon as is reasonably practical.

Once it has formed recommendations on proposals for development, the overview and scrutiny committee will prepare a formal report and the Chief Executive will submit it for consideration by the Cabinet (if the proposals are consistent with the existing budgetary and policy framework), or to the Council as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed budget and policy framework)

The Council or Cabinet shall consider the report of the overview and scrutiny committee within two months of it being submitted to the Chief Executive or as soon as is reasonably practical

From time to time, ad hoc recommendations to the Cabinet may arise from discussion at meetings of the overview and scrutiny committees. These recommendations will be passed directly to the relevant Portfolio Holder who will be required to respond to the relevant overview and scrutiny committee within two months, or as soon as is reasonably practicable. The Portfolio Holder will invite the relevant overview and scrutiny committee Chair or Vice Chair to a meeting of the Cabinet to explain the reasons for the recommendation.

Overview and scrutiny committees may make proposals to the Cabinet for developments insofar as they relate to matters within their terms of reference

Overview and scrutiny committees may hold inquiries and investigate the available options for the future direction of the Council and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration.

### **3. Performance Management and Review**

Overview and scrutiny has a key role to play in helping to improve the performance of the Council, for example by looking at performance data, achievements against performance indicators or targets and also scrutinising external inspection reports. The Council's performance management framework provides a quarterly cycle of reporting of performance information to the Cabinet. Overview and scrutiny therefore has a performance monitoring and review role in respect of agreed action plans and can make recommendations thereon.

### **4. Holding the Cabinet to Account** – this comprises two key aspects:

- Scrutinising proposed decisions by the Cabinet collectively or individually through “call-in” procedures as specified in the Constitution
- Scrutinising the impact of decisions taken after they have been implemented.

### **5. External Challenge**

The Local Government and Public Involvement in Health Act 2007 provides for a local authority's overview and scrutiny arrangements to develop a strong outward focus, encouraging participation from partners and the public. One aspect of this is external scrutiny – scrutinising the work and impact of external agencies on a Council's community. There may be other public agencies, such as health service organisations or voluntary and private sector organisations, which will also come under this activity.

The above encapsulate opportunities to work closely with and involve the Cabinet, officers, partner agencies and authorities, the public and its communities in overview and scrutiny activity whilst demonstrating how the function can contribute to improving both public services and the quality of life of our various communities.

## **9. Summary**

This report highlights the kind of Overview and Scrutiny activities that the Committee should be undertaking and also highlights a number of areas which the committee may wish to examine over the coming year. It is important to secure the development of Overview and Scrutiny and, more importantly, the involvement of Members in issues surrounding the authority's performance, finances and transformation agenda that a clear, flexible and realistic work programme is agreed.

## **10. Outcomes Linked to Corporate Priorities**

It is envisaged that the activity of the overview and scrutiny committees will lead to improved outcomes which support the overall priorities of the Council.

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## ACTIVE AND COHESIVE OVERVIEW AND SCRUTINY COMMITTEE

Title	Method of Scrutiny	Action from last Meeting
Review of Grants and the Third Sector Commissioning Framework	Full Scrutiny Committee to consider review.	<p>That Cabinet be informed that the Committee were positive with regards to the recommendations.</p> <p>That the needs of Borough residents be given top priority with regards the tendering exercise.</p> <p>That further reports be brought back to this Committee once the bidding process had been completed.</p>
Bateswood Consultation Process	<p>Working Group set up to look at consultation results:</p> <p>Cllr Cairns Cllr John Cooper Cllr Wilkes Cllr Gill Williams Cllr Thomas Lawton</p>	<p>Site Visit on 11th May.</p> <p>WG met on 23rd May to review results of consultation and to discuss thought and impressions.</p> <p>Agreed to set up meeting with interested parties, this meeting will take place on 27<sup>th</sup> June 2012.</p>
Draft Health and Wellbeing Strategy	Currently being looked at by Health Scrutiny Committee.	Request from Committee that the Overview and Scrutiny Co-ordinating Committee determine how and where this topic should be scrutinise.
Leisure Trust Options		To come to Committee in approx 12 months
Allotments Service		Report to Cabinet 30 <sup>th</sup> November 2011 – Agreed that a review should be carried out.
County Wide Museum Service		Scrutiny Brief Agreed
Community Centres Review		Scrutiny Brief Agreed

Kidsgrove Sports Centre	Committee to monitor situation regarding the roof and maintenance works.	Guarantee to be requested from the County Council that regular inspections will be carried out in the future.
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## CLEANER, GREENER AND SAFER COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE

Title	Method of Scrutiny	Actions from last Meeting
Alcohol Strategy	Meeting arranged with Chair, portfolio holders and Officers.	No outstanding actions.
Waste and Recycling Strategy	To come to this Committee at a future date.	
Carbon Management Plan	To oversee the implementation of the proposals set out in the plan and to make a decision regarding scrutiny and intervention if targets were not met. Regular updates will be received by the committee quarterly.	No outstanding Actions
Development of a Safer and Stronger Communities Strategy for Newcastle under Lyme	A report will be brought to this Committee following the close the consultation on 10 <sup>th</sup> August.	
Policing in Kidsgrove		Scrutiny Brief to be produced.
Skip Fees		Officers to investigate viability of a review
Heavy Traffic Enforcement		Officers to investigate viability of a review.
Take Aways		More specific information required before correct scrutiny Committee can be identified.

## ECONOMIC DEVELOPMENT AND ENTERPRISE OVERVIEW AND SCRUTINY COMMITTEE

Title	Method of Scrutiny	Actions from last Meeting
Economic Development Strategy	Full Committee	Strategy and 1 <sup>st</sup> year action plan agreed by Cabinet on 23 <sup>rd</sup> May 2012.  Feedback to be provided at the end of Quarter 3 (19 <sup>th</sup> December)
The Stoke on Trent & Staffordshire Local Enterprise Partnership's proposals for the designation of an Enterprise Zone in North Staffordshire	None at present.	Set aside for consideration at a later date due to recent national decisions.
Broadband Provision	County Council Working Group	Jeanette Hilton to attend working group and feedback to Committee.
High Speed 2 Limited	Working Group: Cllr Becket Cllr Loades Cllr John Williams	Awaiting further information from Central Government.
Proposal to jointly commission a viability assessment for the Community Infrastructure Levy (CIL) with Stoke on Trent City Council	Full Committee	Report expected towards Autumn.
Staffordshire Strategic Assets Review	Full Committee	Report to be discussed at meeting on 21 <sup>st</sup> June 2012.
Asset Management Strategy	Full Committee	Next update to Committee September / October 2012
Town Centre Partnerships Development and Initiatives	Full Committee	Update to Committee 21 <sup>st</sup> June 2012.

Former St Giles and St Georges	To be decided, possible working party.	Additional meeting to be arranged to discuss this.
Knutton Recreation Centre	To be decided, possible working party.	Additional meeting to be arranged to discuss this.
Home Improvement Agency Services	tbc	Report/scrutiny brief to Committee Quarter 2.
Empty Homes Strategy	tbc	Information requested regarding timescales.

## TRANSFORMATION AND RESOURCES

<b>Title</b>	<b>Method of Scrutiny</b>	<b>Actions from Last Meeting</b>
Revenue and Capital Budget	Full Committee	Scrutiny Brief to be provided at the earliest possible date.  Short training sessions to be arranged prior to the next meeting of the Committee.
Capital Strategy	Full Committee	Scrutiny Brief to be provided at the earliest possible date.
Treasury Management Strategy	Full Committee	Scrutiny Brief to be provided at the earliest possible date.
Scale of Fees and Charges	Full Committee	Scrutiny Brief to be provided at the earliest possible date.
Financial and Performance Management Report	Full Committee	That the Council continues to monitor and scrutinise performance alongside finances and that quarterly reports are provided to this Committee.
Flexible Working for Borough Council Employees	Full Committee	Committee to receive regular updates.

Review of the Constitution	Working Group :  Cllr Shenton Cllr Holland Cllr Cairns Cllr Snell 3 independent members	Remain as a living document to be kept under review as there were still areas that had not been reviewed.  Request that document be put on website as PDF with search facilities.  Report to go to full Council in July.
Civic Hubs / One Stop Shops	tbc	Scrutiny Brief to the next meeting of this Committee.
Jubilee 2	Full Committee	Regular updates requested regarding income over target.

## HEALTH SCRUTINY COMMITTEE

Title	Method of Scrutiny	Actions from last Meeting
Consultation on Mental Health Services	Full Committee	That consideration of this matter be deferred to a special meeting of the committee to be convened in consultation with the Chairman and that in the meantime a copy of the consultation document be forwarded to all members of the committee.
Fit For the Future and move of the Accident and Emergency Centre	Full Committee	That UHNS be congratulated on the improvement in the figures for unexpected deaths and in securing the Major Trauma contract for Wales.  That the responses to the questions tabled at the meeting be placed on the agenda for the next meeting.  That the County Council be contracted regarding organising a follow up visit to the A&E department.

Cardiac Rehabilitation Response to County Council Health Scrutiny Report regarding phase IV Cardiac Rehabilitation	Full Committee.	<p>That every effort be made to secure an early start date for the programme.</p> <p>That Staffordshire County Council be advised of the delay in commencing the programme and that the Chairman of this committee be asked to raise the issue at the next meeting of the County Council's Health Scrutiny Committee.</p>
Health and Wellbeing Strategy	Full Committee	<p>A update was provided to the Committee from the Executive Director for Operational Services.</p> <p>The Council would continue to work on its on Strategy.</p> <p>Request from Active and Cohesive Committee that the Coordinating Committee considers the best way to scrutinise this topic.</p>
Health and wellbeing Board	Full Committee	<p>It had been agreed to increase elected member representation on the Staffordshire Health and Wellbeing Board to two. Discussions were ongoing between this Council and Stoke and Staffordshire Moorlands with regard to the nomination of that additional member to represent the north of the county.</p>
Phlebotomy Services	Full Committee	<p>A report was submitted seeking answers to a large number of questions and it was agreed that these be forwarded to the PCT with a request that answers be provided in time for inclusion in the agenda for the next scheduled meeting.</p>
Prescription Medication	Staffordshire County Council Health Scrutiny Committee	<p>The County would look into this issue following request from this Committee.</p>

Infant Mortality	Full Committee following a request from the County Council Health Scrutiny Committee.	<p>That the Council's partnership Manager be requested to submit a report to the next meeting regarding her attendance at the Joint Steering Group and progress made by that Group.</p> <p>That dependent upon the above report, the committee give further consideration to its position on this issue at its next meeting.</p>
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## THE FORWARD FOR THE PERIOD COVERING JULY 2012 TO OCTOBER 2012

**Submitted by:** Democratic Services Manager

**Portfolio:** All

**Ward(s) affected:** Non-specific

### **Purpose of the Report**

To identify any items listed in the Forward Plan of Key Decisions which this Committee may wish to be considered as a scrutiny topic by one of the Overview and Scrutiny Committees or the Health Scrutiny Committee.

### **Recommendations**

**That the Committee receive the information and identify what scrutiny, if any, of the proposed decisions is required.**

### **Reasons**

The inclusion of the proposals listed in the Forward Plan of Key Decisions gives the Coordinating Overview and Scrutiny Committee the opportunity to identify possible issues for scrutiny prior to submission to the Cabinet. This process is not intended to replace other processes but is designed to give an opportunity for the Committee to provide a view on any particular issue.

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# Public Document Pack

## **FORWARD PLAN -** **1 JULY 2012 TO 31 OCTOBER 2012**

This Plan sets out the key decisions which the Executive expect to take over the next four months. The Plan is rolled forward every month and is published by the 15<sup>th</sup> of each month. It will next be published in mid December and will then contain all key decisions expected to be taken between 1<sup>st</sup> January 2011 and 30<sup>th</sup> April 2011. Key decisions are decisions which are likely:

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

### **Other Decisions**

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

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

Democratic Services Manager,  
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 Member Services Manager 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 1 JULY 2012  
TO 31 OCTOBER 2012**

TITLE OF REPORT:  
**BATESWOOD LOCAL NATURE RESERVE - OUTCOME OF PUBLIC CONSULTATION**

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	Report on outcome of public consultation on community requests for angling and additional bridle route provision in Bateswood Local Nature Reserve
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	19 Apr 2012
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	Halmer End
Proposed consultation	Consultees listed in the report
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting.
Background documents	As per agenda. Consultation plan and analysis of results
Officer contact	Roger Tait, Head of Operations
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	No exemptions

TITLE OF REPORT:

**PROPOSALS FOR THE REFURBISHMENT AND RE-USE OF THE FORMER ST GILES AND ST GEORGE'S SCHOOL BUILDING**

Portfolio	Cabinet Portfolio Holder- Regeneration, Planning and Town Centres Development, Cabinet Portfolio Holder - Finance and Budget Management
Brief description of report	To report back to Cabinet on proposals for the refurbishment and re-use of the former St Giles and St George's School building, including the proposed lead tenants of the building, timescales, designs and the financial offer.
Spend required/saving generated ( <i>if applicable</i> )	Potentially significant savings on the sums which have previously been envisaged as needing to be spent on the building.
Decision maker	Cabinet
Earliest date of decision	19 Apr 2012
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	Town
Proposed consultation	Not known at this stage
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	As per agenda
Officer contact	Simon Smith, Regeneration and Economic Development Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	No exemptions

TITLE OF REPORT:

**DELIVERY OF HOME IMPROVEMENT AGENCY SERVICES**

Portfolio	Cabinet Portfolio Holder- Regeneration, Planning and Town Centres Development
Brief description of report	To outline the options for the delivery of the Home Improvement Agency Services and to consider the most appropriate mechanism for delivery including options for competitive tendering.
Spend required/saving generated ( <i>if applicable</i> )	Undertaking effective procurement will require officers to dedicate significant time to the process. It is acknowledged that the current investment in the services is not excessive. It is therefore key that the service specification is developed to clearly identify an appropriate level of service.
Decision maker	Cabinet
Earliest date of decision	20 Jun 2012
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	Views will be sought from Foundations; the national agency for Home Improvement Agencies, local providers and other agencies that provide complementary services.
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting.
Background documents	None.
Officer contact	Jo Basnett, Housing Strategy Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**FINANCIAL SYSTEM UPGRADE/REPLACEMENT**

Portfolio	Cabinet Portfolio Holder - Finance and Budget Management
Brief description of report	Upgrade/replacement of financial system incorporating the general ledger, accounts payable and purchasing modules.
Spend required/saving generated ( <i>if applicable</i> )	To be ascertained, likely to be greater than £50,000 spend
Decision maker	Cabinet
Earliest date of decision	20 Jun 2012
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	NA
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	None.
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	NA

TITLE OF REPORT:

**STAFFORDSHIRE LOCAL NATURE PARTNERSHIP**

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	Report requesting authority to become a partner in the proposed Staffordshire Local Nature Partnership, which is being created as a result of the government white paper for the environment, published June 2011.
Spend required/saving generated ( <i>if applicable</i> )	n/a
Decision maker	Cabinet
Earliest date of decision	20 Jun 2012
Relevant Overview and Scrutiny Committee	Cleaner Greener and Safer Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	None.
Officer contact	Becky Allen
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	



TITLE OF REPORT:  
**THIRD SECTOR COMMISSIONING**

Portfolio	Cabinet Portfolio Holder - Finance and Budget Management
Brief description of report	To seek direction and approval of Cabinet on the Council's intention to collaborate in the work of the Public Sector Commissioning in Partnerships (PSCiP) programme by including both infrastructure support and information and advice commissioned contracts as part of a combined county contract
Spend required/saving generated ( <i>if applicable</i> )	£162,000 of the Council's £248,510 commissioning budget is expended on the two services. Future back office savings are expected as part of this process
Decision maker	Cabinet
Earliest date of decision	20 Jun 2012
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	N/A
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	None.
Officer contact	Simon Sowerby, Business Improvement Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	N/A

TITLE OF REPORT:

**CEMETERIES MEMORIAL SAFETY PROGRAMME 2011-2015**

Portfolio	Cabinet Portfolio Holder- Culture and Leisure
Brief description of report	Report on outcome of previous phase of memorial inspection and testing programme and seek approval for next phase
Spend required/saving generated ( <i>if applicable</i> )	£38K (from underspend on previous phase so no 'new' funding required)
Decision maker	Cabinet
Earliest date of decision	18 Jul 2012
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
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	None.
Officer contact	Roger Tait, Head of Operations
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	N/A

TITLE OF REPORT:

**ICT SOFTWARE CONSOLIDATION - LICENSING**

Portfolio	Cabinet Portfolio Holder - Communications, Transformation and Partnerships, Cabinet Portfolio Holder - Finance and Budget Management
Brief description of report	The report seeks approval from Cabinet to appoint the supplier for the replacement of the Council's Licensing software following a procurement exercise, as part of the programme to consolidate its ICT software assets.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	Not before 18th Jul 2012
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	
Proposed consultation	
Last date for representations	
Background documents	None.
Officer contact	Jeanette Hilton, Head of Customer Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**SITE ALLOCATIONS AND POLICIES DEVELOPMENT PLAN  
DOCUMENT (DPD) DRAFT CONSULTATION ISSUES AND OPTIONS  
REPORT**

Portfolio	Cabinet Portfolio Holder- Regeneration, Planning and Town Centres Development
Brief description of report	The report will present an 'Issues and Options' paper and seek approval to engage the public in the first stage of public consultation on the Site Allocations and Policies DPD.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	18 Jul 2012
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	The consultation methods are currently the subject of a public consultation exercise. Depending on the outcome this stage of preparation of the DPD could potentially involve a minimum six week period of public consultation.
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting.
Background documents	None.
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:

**DRAFT HEALTH AND WELLBEING STRATEGY**

Portfolio	Cabinet Portfolio Holder- Stronger and Active Neighbourhoods
Brief description of report	To develop the Newcastle under Lyme Health and Wellbeing Strategy.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	19 Sep 2012
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	Third Sector and Partner Agencies.
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting.
Background documents	None.
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:

**PROCUREMENT OF THE REPORTER**

Portfolio	Cabinet Portfolio Holder - Communications, Transformation and Partnerships
Brief description of report	To outline the results of a procurement process for the print and distribution of the Council's newspaper, the Reporter and to seek a decision from Cabinet on whether to proceed with the appointment of print and distribution contractors
Spend required/saving generated ( <i>if applicable</i> )	Not known until outcome of the procurement process is undertaken. The council currently has a budget for the print and distribution of the Reporter
Decision maker	Cabinet
Earliest date of decision	19 Sep 2012
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	N/A
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	None.
Officer contact	Phil Jones
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	N/A

TITLE OF REPORT:

**REVIEW OF COMMUNITY CENTRE PROVISION**

Portfolio	Cabinet Portfolio Holder- Stronger and Active Neighbourhoods
Brief description of report	This second report follows the earlier strategic review to take forward the redevelopment and reprovion of community centres across the Borough.
Spend required/saving generated ( <i>if applicable</i> )	Invest to Save
Decision maker	Cabinet
Earliest date of decision	19 Sep 2012
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations can be made up to one working day before the meeting.
Background documents	None.
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- Regeneration, Planning and Town Centres Development
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	17 Oct 2012
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	None.
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:  
**EMPTY HOMES STRATEGY**

Portfolio	Cabinet Portfolio Holder- Regeneration, Planning and Town Centres Development
Brief description of report	The current empty homes strategy covers the period 2008 to 2012; therefore it is appropriate that the Cabinet considers a new strategy.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	12 Dec 2012
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	The draft strategy will be subject to open consultation for 12 weeks. It will be published on the Council's website and direct comments will be sought from partner agencies and discussed at relevant housing forums.
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting.
Background documents	None.
Officer contact	Jo Basnett, Housing Strategy Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**SITE ALLOCATIONS AND POLICIES DEVELOPMENT PLAN  
DOCUMENT (DPD) DRAFT OPTIONS.**

Portfolio	Cabinet Portfolio Holder- Regeneration, Planning and Town Centres Development
Brief description of report	To seek approval to engage the public in the second stage of public consultation on the Site Allocations and Policies DPD. Specific site options will be proposed in respect of the location of housing, retail, leisure facilities and employment.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	6 Mar 2013
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	The consultation methods are currently the subject a public consultation exercise. Depending on the outcome, this stage of preparation of the DPD could potentially involve a minimum six week period of public consultation.
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting.
Background documents	None.
Officer contact	Helen Beech, Planning Policy Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

<b>THE CABINET:</b>	<b>OVERVIEW &amp; SCRUTINY:</b>
Councillor Gareth Snell - Leader Portfolio: Communications, Transformation and Partnerships	Co-ordinating Overview and Scrutiny Committee: Chair: Cllr Elizabeth Shenton Vice Chair: Cllr Hilda Johnson
Councillor Eddie Boden – Deputy Leader Portfolio: Regeneration, Planning and Town Centres Development	Cleaner, Greener and Safer Communities: Chair: Cllr Gill Williams Vice Chair: Cllr Stephen Sweeney
Councillor Mike Stubbs Portfolio: Finance and Budget Management	Economic Development and Enterprise: Chair: Cllr Ian Matthews Vice Chair: Cllr Matt Taylor
Councillor Anne Beech Portfolio: Environment and Recycling	Active and Cohesive Communities: Chair: Cllr George Cairns Vice Chair: Cllr June Walklate
Councillor Elsie Bates Portfolio: Culture and Leisure	Transformation and Resources: Chair: Cllr Elizabeth Shenton Vice: Cllr Ann Heames
Councillor Tony Kearon Portfolio: Safer Communities	Health Scrutiny Chair: Cllr Colin Eastwood
Councillor John Williams Portfolio: Stronger and Active Neighbourhoods	

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