

Public Document Pack

Date of meeting Thursday, 26th April, 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 (Pages 1 - 4)
- 4 The Refurbishment and re-use of the former St Giles & St Georges School Building Scrutiny Brief (Pages 5 - 6)
- 5 Workplan (Pages 7 - 20)
- 6 Forward Plan (Pages 21 - 36)
- 7 URGENT BUSINESS

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

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

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

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

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OVERVIEW AND SCRUTINY CO-ORDINATING COMMITTEE

Monday, 12th March, 2012

Present:- Councillor Michael Clarke – in the Chair

Councillors Councillor Ian Wilkes, Councillor David Becket, Councillor Eddie Boden, Councillor Julie Cooper, Councillor Linda Hailstones, Councillor Ann Heames, Councillor Mark Olszewski and Councillor Elizabeth Shenton

6. **APOLOGIES**

Apologies were received from Cllr Snell, Cllr Gilmore and Cllr Mrs Williams.

7. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

8. **MINUTES FROM THE PREVIOUS MEETING**

That the minutes from the meeting held on 28th November 2011 be agreed as a correct record.

9. **SCRUTINY BRIEFS**

The Committee discussed a proposed scrutiny brief regarding the future use of the former St Giles and St George's School and Maxims Nightclub. It was decided that the two properties be looked at separately as the Council was not thought to own the Maxims building but only the land it was built on. The main concern and the topic to be addressed in the first instance was the future of the St Giles and St Georges building.

Members considered that the following information be included on the brief:

Questions to be addressed:

- What was the current position regarding the former St Giles and St Georges building
- Whether the Council owned the land and not the building on the Maxims site and what the current situation was regarding this.
- How much was it costing the Council to maintain these buildings.
- Has a risk assessment been carried out regarding the cost to the Council both now and in the future of maintaining these buildings.
- Is there any strategic importance regarding the buildings.

Background Materials:

- Cabinet reports
- Recent valuations etc.
- Listed status.
- Building Control information.

Evidence and Witnesses

- Neale Clifton
- Simon Smith

Method of Scrutiny

- Overview and Scrutiny Co-ordinating Committee.

Timetable

- Additional meeting of the Co-ordinating Committee to be arranged mid April to consider an updated brief.

The Committee considered four scrutiny briefs that had been agreed at the meeting of the Active and Cohesive Overview and Scrutiny Committee held on Monday 5th March 2012.

Allotments Service – Review of Policy

The Committee considered a scrutiny brief considering whether the proposed allotments policy contained acceptable options to reduce the cost of the service and progress local management of allotment sites.

Members stated that it would be beneficial to invite existing community management groups such as the Friends of Lyme Valley to address those carrying out the scrutiny review.

It was also thought that there needed to be enhanced clarity as to exactly what the Active and Cohesive Committee was being asked to do and as to whether there was an aim to increase or amalgamate current allotments. Members agreed that an increase in allotment facilities was very desirable and that if there was suitable Council owned land not being used then this should be considered for allotments.

The Committee agreed that target dates needed to be included in the scrutiny brief and information regarding when any outcomes would be considered by Cabinet.

County Wide Museum Service – Staffordshire Museums Strategic Network Feasibility Study.

The Committee agreed that there should be representation from The Active and Cohesive Overview and Scrutiny Committee at the seminar due to be held on 27th March 2012 and that Cabinet dates needed to be included in the brief.

Community Centres Review

The Committee suggested the following with regards to the Scrutiny Brief:

- That there be clarity regarding exactly which services/activities were being looked at as these could range from indoor sports to chess clubs.
- That tangible measures be used to judge how well these worked.

Members suggested that in the first instance the majority of the questions to be addressed could be asked of the Community Centre Management Committees including what activities they would like to see happening in the centres.

The Committee also stated that care would have to be taken regarding any Community Centres that were not Council owned as action taken regarding these would be restricted.

The brief stated that the fact finding would be concluded in 12 weeks but the Committee recommended that this could be increased.

Urban North Staffordshire Green Space Strategy

Members noted that a report on this was due to go to Cabinet in May 2012. It was agreed that this should be postponed until September to allow for further involvement from groups such as Parish Councils. Care also needed to be taken to ensure that there was no duplication of work between the Active and Cohesive and Cleaner Greener Scrutiny Committees.

RESOLVED: (a) That a scrutiny brief regarding the former St Giles and St Georges site be prepared for the next meeting of the Committee and that officers be in attendance to discuss the way forward.

(b) That an additional meeting of the Committee be held in April to discuss the scrutiny brief relating to the former St Giles and St Georges site.

(c) That the above recommendations relating to the Active and Cohesive Scrutiny Committee briefs be passed back to Officers.

10. WORK PLANS

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

RESOLVED: That the work plans be agreed and updated.

11. FORWARD PLAN OF KEY DECISIONS

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.

Members noted that a report on the Delivery of Home Improvement Agency Services was due to be presented to Cabinet in June 2012. It was agreed to take no action at the moment but to monitor the progress of this report at future meetings.

The Committee also requested that it be made clear on the Site Allocations and Policies Development Plan that only the 1st Phase was due for completion in July 2012.

Advice was also sought regarding the Procurement of the Reporter and how scrutiny could best become involved in this.

RESOLVED: That the above recommendations and requests be provided to the relevant Officers.

12. URGENT BUSINESS

COUNCILLOR MICHAEL CLARKE
Chair

Brief for Scrutiny

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| Topic to be scrutinised The Refurbishment and re-use of the former St Giles & St Georges School Building |
| Questions to be addressed <ul style="list-style-type: none">• What is the current position regarding the former St Giles and St Georges building• What was the purpose behind the acquisition of the building and why has this not been taken forward?• Is the retention of the building still of importance to the Council?• If so, how much might it cost to re-furbish it and to what purpose might the building be put?• What resources, if any, could the Council offer toward this objective?• What plans do the Council have to find a suitable user?• How much is it costing the Council to maintain the building.• Has a risk assessment been carried out regarding the cost to the Council both now and in the future of maintaining the building.• Is there any strategic importance regarding the building. |
| Outcome <ul style="list-style-type: none">• To bring forward the refurbishment and re-use of the building• To limit financial exposure to the Council |
| Background materials A number of Cabinet reports over the past 2 – 3 years providing a progress update or seeking a policy steer from Members |
| Evidence and witnesses Simon Smith, Regeneration Manager, will provide a verbal update on discussions taking place with a prospective user of the building. |
| Method of scrutiny <ul style="list-style-type: none">• Review / re-assess project objectives• Request regular project updates |
| Timetable April to December 2012 (then take stock) |
| Constraints |

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| <ul style="list-style-type: none"> • Limited appetite for Council capital expenditure • Loss of government or RDA funding opportunities • Urban design and planning considerations • Restrictive covenant on use of the building • Public / political impatience to see tangible progress given the high visibility of the building |
| <p>Members to undertake the scrutiny</p> <p>TBA (Julia to advise)</p> |
| <p>Support</p> <p>Julia Cleary</p> |
| <p>Newcastle Borough Council Corporate Plan Priority area (s)</p> <p>‘Creating a Borough of Opportunity’</p> <p>○</p> |
| <p>CfPS Objectives:</p> <ul style="list-style-type: none"> • Provides ‘critical friend’ challenge to executive policy makers and decision makers • Enables the voice and concerns of the public to be heard • Is carried out by independent governors who lead and own the scrutiny role • Drives improvement in public services |
| <p>Brief approved by Overview and Scrutiny Co-ordinating Committee</p> <p>Signed:</p> <p>Date:</p> |

ACTIVE AND COHESIVE OVERVIEW AND SCRUTINY COMMITTEE

| Title | Action | Method of Scrutiny, Way Forward and Progress |
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| Review of Grants and the Third Sector Commissioning Framework | Report of working group to Committee on 5th March. | <p>Review has already been completed, so role of the Active & Cohesive Overview & Scrutiny Committee will be to receive regular updates from Officers regarding the implementation of the recommendations and to scrutinise the outcomes triggered by the changes.</p> <p>Recommendations made by the Committee at its meeting on 22nd August 2011 were included in the Cabinet Report that was considered at its meeting on 7th September 2011.</p> <p>That a Working Group be established to scrutinise the Third Sector Commissioning contracts</p> <p>Working Group hopes to deliver its final report to the next meeting of the Committee.</p> |
| Third Sector Commissioning – Future Funding and Contracting | <p>Scrutiny Brief to Committee on 31st October</p> <p>FINISHED</p> | <p>Review has of the grants process has already been completed (detailed above), so role of the Committee will be to continue to scrutinise progress of areas contained within the brief regarding liaison with key witnesses and calls for evidence.</p> |
| Locality Action Partnerships | <p>The final report in relation to this was agreed by Cabinet on 7th September 2011</p> <p>An action plan has now been produced detailing how and when the recommendations will be</p> | <p>Updates to the Active & Cohesive Communities Overview & Scrutiny Committee – review has taken place and the Committee is a key part of overseeing delivery of the recommendations and ensuring that stated deadlines are met and benefits realised</p> <p>Report presented to Scrutiny Committee on 31st October 2011</p> |

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| | implemented FINISHED | |
| Bateswood Consultation Process | <p>Draft Report to Scrutiny on 5th March.</p> <p>Working Group e set up to look at consultation results: Cllr Cairns Cllr John Cooper Cllr K-N Taylor Cllr Wilkes Cllr Gill Williams</p> | <p>That the results be brought back to this committee after the consultation period has ended.</p> <p>Closing date for consultation was 27th January 2012. Draft report to go to Cabinet in March based on the results of the consultation.</p> <p>1st meeting of working group held on 30th March, field trip to Bateswood provisionally booked for 11th May 2012.</p> |
| Knutton Recreation Centre | COMPLETE | <p>That the results of any consultation be brought to this committee prior to going to the Cabinet</p> <p>Committee will scrutinise all consultation exercise undertaken regarding the football pitch/bowling green/shop provision etc</p> |
| Jubilee 2 Update | COMPLETE – Venue now open to the public | Regular Report to each meeting. |
| Draft Health and Wellbeing Strategy | <p>Liaise with Health Scrutiny Committee to ensure there is no duplication of work</p> <p>Presentation to Health Scrutiny By Rob Foster, Head of Leisure and Cultural Services on the new local public Health agenda.</p> | <p>Project Initiation Document produced.</p> <p>Members requested that the Chair liaise with the Coordinating Committee and Health Scrutiny Chairs to decide upon the best way to approach this item. Options available could be a cross-committee Working Group or a joint meeting of the two committees</p> |

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| Leisure Trust Options | To come to Committee in approx 12 months | |
| Allotments Service | Scrutiny Brief agreed at meeting on 5th March 2012 | Report to Cabinet 30 th November 2011 – Agreed that a review should be carried out. |
| County Wide Museum Service | Scrutiny Brief agreed at meeting on 5th March 2012 | Scrutiny Brief awaited. |
| Community Centres Review | Scrutiny Brief agreed at meeting on 5th March 2012 | Scrutiny Brief awaited – ASAP – TO CABINET IN JUNE |
| Green Space Strategy | Scrutiny Brief agreed at meeting on 5th March 2012 | Scrutiny Brief Awaited - ASAP Recommend light touch review recommended? – Cabinet in May |

CLEANER, GREENER AND SAFER COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE

| Title | Action | Method of Scrutiny and Way Forward |
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| Crime and Disorder Reduction Partnership | Due to the many different elements that joined together to inform the CDRP no clear way forward was obvious so further information would be required. | A TOTAL alcohol project had recently been carried out by Keele University and it was decided to discuss this project at the next meeting before deciding on how to apply scrutiny to the area(s) covered by the Crime and Disorder Reduction Partnership. |
| Alcohol Strategy | <p>Presentation received by the Committee</p> <p>Cllr Williams, Mark Bailey, Trevor Smith and Julia Cleary to meet on Thursday 15th to discuss way forward regarding Scrutiny of subject</p> <p>Additional meeting to be held on 18th April with representatives from Staffordshire Police and Trading Standards.</p> | <p>The Committee received a presentation regarding the Strategy. It was requested that the Council's Community Safety Officer attend a Butt Lane LAP meeting and that the outcomes of the Cheshire East Initiative be brought to a future meeting when it becomes available.</p> <p>Meeting with Chair/Vice Chair/MB/TS and Trading Standards on 7th February to discuss issues surrounding counterfeit alcohol and to request regular reports on test purchasing.</p> |
| Recycling Strategy | Regular Updates to the Committee FINISHED | 13th January - Meeting held with Chair and Vice Chair to discuss recycling and Bring Sites. |
| Carbon Management Plan | Regular Updates to the | To oversee the implementation of the proposals set out in the plan |

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| | Committee FINISHED | and to make a decision regarding scrutiny and intervention if targets were not met. Regular updates would be received by the committee quarterly. |
| Volunteers Staffing CCTV Control Room – 3 Month Project. | Further information re SIA registration was requested by the Committee. FINISHED | A meeting has been arranged with the Chair, Vice Chair and Officers involved in order that a decision can be made regarding whether or not to bring the topic to the full scrutiny committee. The topic was discussed by the Committee at its meeting on 9 th November and a presentation was given by Councils Community Safety Officer. Further information had been requested by the committee and would be provided by Officers. |
| Primary Authority Scheme | This topic was picked up from the forward plan FINISHED | An additional meeting of the Committee had been convened to discuss the Primary Authority Scheme and the comments from this Committee had been fed back to Cabinet. |
| Police Reform and Social Responsibility Act | Scrutiny Brief prepared FINISHED | Act not yet in force – regular updates on implementation to be brought to the Committee. |
| Crime and Disorder Reduction Partnership | Scrutiny Brief prepared FINISHED | Report to be brought to the next meeting of the Committee. |
| Development of a Safer and Stronger Communities Strategy for Newcastle under Lyme | Scrutiny Brief prepared Additional Meeting to be arranged end of April to look at Strategy before it goes to Cabinet in May, | Presented to Cabinet on 14 th March where the following was resolved: (a) That the contents of the Strategy and the comments received from the Cleaner, Greener and Safer Overview & Scrutiny Committee be noted. (b) That the list of Key Measure for Success on page 7 of the |

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| | | Appendix be made more clear and benchmarks added. (c) That the Strategy be circulated to partners and communities and that updates on the Strategy's development be brought to future meetings of the Cabinet. |
| Tree Preservation Orders | PLANNING STRATEGIC TO LOOK AT THIS Request from Committee that presentation be given regarding TPOs. | Agreed that Strategic Planning Committee should pursue this. |

ECONOMIC DEVELOPMENT AND ENTERPRISE OVERVIEW AND SCRUTINY COMMITTEE

| Title | Action | Method of Scrutiny and Way Forward |
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| Preparation of a new Economic Development Strategy for the Borough | Updated Strategy requested for future meeting | Officers to provide an update on the Strategy at each meeting of the Committee. That Scrutiny of the Strategy remain with the Whole Committee. An additional meeting of the Committee was arranged to consider the Strategy prior to its submission to Informal Cabinet on 28 th September – comments from this meeting were fed into the Cabinet report. No progress regarding the strategy has been reported since the last meeting. Updated Strategy to requested for future meeting |

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| <p>The Stoke on Trent & Staffordshire Local Enterprise Partnership's proposals for the designation of an Enterprise Zone in North Staffordshire</p> | <p>Set aside for consideration at a later date due to recent national decisions.</p> | <p>None at present.</p> |
| <p>Broadband Provision</p> | <p>Working Group has now met twice. A meeting is due to be held on Wednesday 30th when a presentation will be give by a representative from BT.</p> <p>Request from Cllr Kearon that Map of future work be obtained – Jeanette Hilton sitting on County Council Board - will report back to the Committee (Board has yet to meet)</p> | <p>Small task and finish group (3 members) to be convened to look at the topic in detail.</p> <p>Working Group established: Cllr Kearon, Cllr Wilkes and Cllr Holland.</p> <p>Working Group received a presentation from Ian Binks from BT regarding the future provision of Broad band in Newcastle under Lyme. Officers would liaise with colleagues with regards to organising an event with Ian Binks/BT and local businesses.</p> <p>Map obtained and would be taken to additional meeting of the Committee on 25th April 2012</p> <p>County Group has not met to date.</p> |
| <p>High Speed 2 Limited</p> | <p>First meeting of the working group has been held.</p> <p>Awaiting advice</p> | <p>Small task and finish group (3 members) to be convened to look at the topic in detail.</p> <p>Working Group established: Cllr Becket, Cllr Loades and Cllr John Williams.</p> |

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| | <p>from Officers regarding how to proceed with this subject. No further action required pending release of consultation documents from Central Government</p> | <p>No further action pending Government decision in the New Year.</p> <p>Officers will look into restarting this working group following the government's decision to proceed with HS2.</p> |
| Proposal to jointly commission a viability assessment for the Community Infrastructure Levy (CIL) with Stoke on Trent City Council | <p>NEED TO CHECK PROGRESS - NO FURTHER PROGRESS TO DATE</p> | <p>Further reports to be brought to the Committee prior to a decision regarding how to proceed.</p> <p>No action to date since last meeting.</p> |
| Staffordshire Strategic Assets Review | <p>LOOKING AT MAY FOR NEXT UPDATE Check on progress of Mouchel report.</p> | <p>To be considered at the next meeting on 27th February - postponed from previous meeting due to delay of report from Mouchel.</p> |
| Asset Management Strategy | <p>FINISHED</p> <p>Second additional meeting held on Wednesday 7th March in order for the portfolio holder to update the Committee on progress.</p> | <p>Considered at additional meeting on 23rd November - comments fed back to Cabinet meeting on 18th January.</p> |
| Strategic Tenancy Policy | <p>Scrutiny</p> | <p>Comments to be fed back to Cabinet Meeting on 14th March 2012.</p> |

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| | Brief/Report to meeting on 27th Feb | |
| Housing Allocations Policy | Scrutiny Brief/Report to meeting on 27th Feb | Comments to be fed back to Cabinet on 14 th March 2012. |
| Town Centre Partnerships Development and Initiatives | Scrutiny Brief to Committee on 25th April 2012 | Scrutiny brief prepared and would be discussed by the Committee at an additional meeting on 25 th April, representatives of the partnership would also be in attendance. |

TRANSFORMATION AND RESOURCES

| Title | Action | Method of Scrutiny and Way Forward |
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| Revenue and Capital Budget | Comments fed back to Cabinet on 1 February 2012 FINISHED | Report was noted. Discussed in depth at meetings on 18 th and 25 th January. Chair attended Cabinet meeting on 1 st February to feedback the Committee's comments. |
| Capital Strategy | Report discussed at meeting on 18th January | |
| Treasury Management Strategy | Report discussed at meeting on 18th January | |
| Scale of Fees and Charges | Report discussed at meeting on 18th January | |
| Asset Management Strategy | Report discussed at meeting on 18th January and comments fed back to Cabinet on 1st February | |
| Financial and Performance Management Report to End of | The contents of the report were discussed at the meeting on 25th January 2012. | |

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| Quarter Two | | |
| Co-Location of Partner Organisations in the Civic Offices | <p>Scrutiny Brief prepared</p> <p>Report to Committee on 18th January.</p> | <p>Members agreed that this matter should be brought back to the next meeting when more information would be available</p> <p>Members noted the information contained within the report.</p> |
| Flexible Working for Borough Council Employees | <p>Scrutiny Brief prepared</p> | <p>This item would be left for the body of the Committee to receive regular updates</p> |
| Review of the Constitution | <p>Scrutiny Brief prepared</p> <p>Meetings of the Working Group were ongoing.</p> <p>Additional meeting to be held on 23rd April 2012</p> | <p>This matter had commenced in the previous Municipal Year and Members queried whether the work already undertaken could be carried forward. It was confirmed that any Working Group set up would continue with what had been done previously and in addition, the independent members who were involved previously could be invited back.</p> |
| Sustainable Procurement Strategy | <p>Scrutiny Brief prepared</p> <p>Report presented to the Committee on 25th January 2012.</p> <p>FINISHED</p> | <p>Members requested that a progress report be given on this matter at the January meeting.</p> <p>Report presented to Committee on 18th January. Further updates would be provided by the Business Improvement Manager.</p> <p>The Committee requested a copy of the slides that were being shown to staff at the training sessions.</p> |
| Performance Management Review | <p>Presentation from Head of Business</p> | <p>That a working Group be set up including</p> |

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| | <p>Improvement and Partnerships at meeting on 25th January 2012.</p> <p>Review ongoing and a more detailed report would be provided at the next meeting of the Committee.</p> <p>Additional meeting to be held on 23rd April 2012</p> | <p>Cllr Mrs Beech, Cllr Fear, Cllr Mrs Shenton and Cllr Snell,</p> <p>Working Group set up and progressing well.</p> |
| <p>The Committee requested that Scrutiny Briefs or reports where appropriate on the following be brought to a future meeting of the Committee:</p> <ul style="list-style-type: none"> • Corporate Complaints, Comments and Compliments Policy (update) | | |

HEALTH SCRUTINY

| Title | Action | Method of Scrutiny and Way Forward |
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| Consultation on Mental Health Services | <p>Response submitted to Staffordshire County Council Health Scrutiny Committee – Still concerns that clear pathways were not in place and that proposals had not been thought through adequately.</p> | The Committee considered an update issued by the North Staffordshire combined Health Care Trust outlining progress made on the public consultation for |
| Fit For the Future and move of the Accident and Emergency Centre | <p>Visit to new A & E now taken place</p> <p>Phased transfer to the new hospital was proceeding to plan.</p> | The Chair requested that should any risks or problems materialise then the Committee be informed at an early stage and that this would remove the requirement for regular updates regarding |

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| | <p>There was still concern regarding the reduction in beds which would need to be monitored by the Committee.</p> <p>There was still concern regarding the bus routes to Bradwell Hospital and it was agreed to write to the County Council regarding these concerns.</p> <p>Updates required regarding progress of the New A&E</p> | <p>the move.</p> <p>The Committee discussed that best time to visit the new site of the A&E department and decided to aim for January when the building had been handed over, the visit would also be open to colleagues from the County Council Health Scrutiny Committee.</p> |
| <p>Review of Major Trauma Services</p> | <p>Recommendation accepted and Trauma Service to remain at North Staffs</p> | <p>Recommendation submitted to the County Council.</p> |
| <p>SCC Health Scrutiny Committee to seek involvement in work on excess seasonal winter mortality in their area and Newcastle Borough Council Health Scrutiny Committee to seek scrutiny involvement in work on infant mortality in their area.</p> <p>Report to be provided to the next meeting of the Committee and project brief. Project brief to be completed.</p> <p>PRIORITY</p> <p>A set of questions had been sent to the Director of Public Health for consideration at the next meeting prior to the setting up of a possible working group. Awaiting Responses.</p> <p>The Committee had been requested by the County Council Health Scrutiny Committee to look into infant mortality rates in Newcastle under Lyme.</p> <p>Partial response received from the Director of Public Health but further information required as a matter of urgency. A Joint Committee has been set up to look into the issue and the Borough Council will have a representative on this. The Scrutiny Committee will write to this Joint Committee requesting progress reports and results were expected by the 2nd Scrutiny meeting following the elections. The Director of Public Health would be requested to answer the remaining questions on the Scrutiny Brief.</p> | | |
| <p>Cardiac Rehabilitation Response to County Council Health Scrutiny</p> | <p>Work being undertaken by the Executive Director for Operational Services regarding Phase 3 and 4</p> | <p>Concern that the PCT were taking too long and that if the pace was not</p> |

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| Report regarding phase IV Cardiac Rehabilitation | Cardiac rehab being carried out at the new J2. Publicity would be circulated regarding the walk for life programme. | increased Jubilee 2 would not be able to accommodate the cardiac rehabilitation customers. |
| Closure of High Street Practice Newcastle under Lyme | The Committee received a presentation from representatives of the PCT at its meeting on 7 th November 2011. FINISHED | That the PCT be asked to provide regular updates on the progress made on the dispersal of patients from the High Street Practice. That the PCT be asked to keep the Committee advised of any proposals to run clinical services from the High Street premises.+ |
| Services Provided by GPs and Publicity | At its meeting on 7 th November 2011 the Committee questioned representatives from the PCT regarding concerns expressed at a previous meeting relating to arrangements that were in place to enable patients to access phlebotomy services other than at the University Hospital of North Staffordshire. FINISHED | That the PCT be asked to look at updating current information on the availability of services in the community and providing improved information on how to contact NHS Direct. |
| Neuroradiology Review Final Report | Question regarding this were referred to the accountability session which was held at the Civic Offices on 10 th November 2011. The Committee discussed the responses received from the UHNS and it was agreed that further clarification be sought regarding some of the answers and a further report on this matter be brought to a subsequent meeting. | The Committee would continue to monitor the situation. |
| Health and Wellbeing Strategy PRIORITY | During consideration of this matter the Chairman expressed the view that the Borough Council should have two representatives on the County Council's Health and Wellbeing Board and that | It was hoped that a first draft of the Strategy would be available in the New Year. |

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| | <p>through the development of our own Strategy document demonstrate that we were making positive steps regarding this issue.</p> <p>Priority</p> <p>A presentation was given to the Committee at its meeting on 3rd April regarding the new Local Public Health agenda</p> | |
| Health and wellbeing Board | A case for increased local authority representation on the Board would be prepared in consultation with the Chair and forwarded to the County Council's Cabinet Member for Adult Services. | |
| Phlebotomy Services | Appeared to have improved following a publicity campaign by the PCT but further publicity was required regarding services at Bradwell Hospital. | |
| UHNS Complaints procedure | <p>UHNS would be requested to provide details of its complains procedures to the committee. Still awaiting documentation.</p> <p>The Committee expressed concerns regarding the length of the procedure and comments would be passed back to the hospital.</p> | |

Public Document Pack Agenda Item 6

FORWARD PLAN - **1 APRIL 2012 TO 31 JULY 2012**

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

Member Services Manager,
Civic Offices,
Merrial Street,
Newcastle-under-Lyme,
Staffordshire,
ST5 2AG.

Telephone: 01782 742220

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 APRIL 2012
TO 31 JULY 2012

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| <p>TITLE OF REPORT: BATESWOOD LOCAL NATURE RESERVE - OUTCOME OF PUBLIC CONSULTATION</p> |
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| Portfolio | Cabinet Portfolio Holder- Culture and Active Communities |
| Brief description of report | Report on outcome of public consultation on community requests for angling and additional bridle route provision in Bateswood Local Nature Reserve |
| Spend required/saving generated (<i>if applicable</i>) | |
| Decision maker | Cabinet |
| Earliest date of decision | 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:

COMMUNITY CENTRES REVIEW

| | |
|---|---|
| Portfolio | Cabinet Portfolio Holder- Culture and Active Communities |
| Brief description of report | A strategic review of community centre provision in the Borough |
| Spend required/saving generated (<i>if applicable</i>) | None at this stage. The report will seek approval to develop invest-to-save proposals |
| Decision maker | Cabinet |
| Earliest date of decision | 19 Apr 2012 |
| Relevant Overview and Scrutiny Committee | Active and Cohesive Communities |
| Wards affected | All Wards |
| Proposed consultation | Community Centre management committees, residents' associations, third sector and partner agencies. |
| Last date for representations | Representations on public agenda items can be made up to one working day before the meeting |
| Background documents | As per agenda |
| Officer contact | Rob Foster, Head of Leisure and Cultural Services |
| 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 and Planning |
| 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 and the outcome of the tendering process is likely to see the annual delivery costs increased. 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 | 19 Apr 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 | As per agenda |
| Officer contact | Jo Basnett, Housing Strategy Manager |
| 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 and Planning |
| 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:

**URBAN NORTH STAFFORDSHIRE GREEN SPACE STRATEGY -
PROGRESS REPORT**

| | |
|---|---|
| Portfolio | Cabinet Portfolio Holder- Culture and Active Communities Cabinet Portfolio Holder- Environment & Recycling |
| Brief description of report | Report on progress with the delivery of the Action Plan |
| Spend required/saving generated (<i>if applicable</i>) | To be determined |
| Decision maker | Cabinet Cabinet |
| Earliest date of decision | 19 Apr 2012 19 Apr 2012 |
| Relevant Overview and Scrutiny Committee | All Relevant O&S Committee |
| Wards affected | All Wards |
| Proposed consultation | None |
| Last date for representations | Representations on public agenda items can be made up to one working day before the meeting |
| Background documents | As per agenda |
| Officer contact | Roger Tait, Head of Operations |
| Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>) | No exemptions |

TITLE OF REPORT:
GYPSY AND TRAVELLER POLICY REVIEW

| | |
|---|---|
| Portfolio | Cabinet Portfolio Holder- Regeneration and Planning |
| Brief description of report | To seek approval for amendments to the Gypsy and Traveller Policy following public consultation |
| Spend required/saving generated (<i>if applicable</i>) | |
| Decision maker | Cabinet |
| Earliest date of decision | Not before 16th May 2012 |
| Relevant Overview and Scrutiny Committee | Economic Development and Enterprise |
| Wards affected | All Wards |
| Proposed consultation | Open consultation will take place from January to 1 st April, the consultation on the revised policy will be advertised on the Council's website |
| Last date for representations | |
| 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:

**AMENDMENT TO THE CORPORATE COMPLAINTS, COMMENTS
AND COMPLIMENTS POLICY**

| | |
|---|---|
| Portfolio | Cabinet Portfolio Holder - Customer Service and Transformation |
| Brief description of report | For Cabinet to approve an amendment to the Corporate Complaints, Comments and Compliments Policy. |
| Spend required/saving generated (<i>if applicable</i>) | |
| Decision maker | Cabinet |
| Earliest date of decision | 23 May 2012 |
| Relevant Overview and Scrutiny Committee | Transformation and Resources |
| Wards affected | All Wards |
| Proposed consultation | |
| Last date for representations | Representations on public agenda items can be made up to 1 working day before the meeting. |
| 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 and Planning |
| 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:
SITE PROCUREMENT OF THE REPORTER

| | |
|---|--|
| Portfolio | Cabinet Portfolio Holder - Customer Service and Transformation |
| 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>) | |
| Decision maker | Cabinet |
| Earliest date of decision | 18 Jul 2012 |
| Relevant Overview and Scrutiny Committee | Transformation and Resources |
| Wards affected | All Wards |
| Proposed consultation | |
| Last date for representations | Representations on public agenda items can be made up to one working day before the meeting. |
| Background documents | None. |
| Officer contact | Phil Jones |
| 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- Culture and Active Communities |
| Brief description of report | To develop the Newcastle under Lyme Health and Wellbeing Strategy. |
| Spend required/saving generated (<i>if applicable</i>) | |
| Decision maker | Cabinet |
| Earliest date of decision | Not before 19th 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:
REVIEW OF COMMUNITY CENTRE PROVISION

| | |
|---|--|
| Portfolio | Cabinet Portfolio Holder- Culture and Active Communities |
| Brief description of report | This second report follows the earlier strategic review to take forward the redevelopment and reprovision 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 and Planning |
| 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 and Planning |
| 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 and Planning |
| 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>) | |

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