

Public Document Pack

Date of meeting Monday, 24th June, 2013
Time 7.00 pm
Venue Committee Room 1, Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG
Contact Martin Stevens 01782 742250

Overview and Scrutiny Co-ordinating Committee

AGENDA

PART 1 – OPEN AGENDA

- 1 Apologies**
- 2 DECLARATIONS OF INTEREST**
To receive declarations of interest from Members on items included in the agenda.
- 3 MINUTES FROM THE PREVIOUS MEETING (Pages 1 - 4)**
To agree as a correct record the minutes of the meeting held on Monday, 25 March 2013.
- 4 CO-OPERATIVE STRATEGY 2013-2015 (Pages 5 - 8)**
To receive an update on the Co-operative Strategy 2013-15.
- 5 COMMUNITY CENTRES REVIEW - VERBAL UPDATE FROM
CLLR ELIZABETH SHENTON**
The Chair of the Community Centres Review Working Group, Cllr Elizabeth Shenton, will give a verbal update on the status of the work of the working group.
- 6 DECRIMINALISED CAR PARKING**
To consider the best approach to the scrutiny of decriminalised car parking.
- 7 WORK PLANS FOR THE OVERVIEW AND SCRUTINY
COMMITTEES AND THE HEALTH SCRUTINY COMMITTEE (Pages 9 - 22)**
To consider the work plans for the Overview and Scrutiny Committees and the Health Scrutiny Committee.
- 8 FORWARD PLAN (Pages 23 - 34)**
To give consideration to the Forward Plan.
- 9 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), Mrs Shenton, Stringer, Studd (Chair), Miss Walklate and Mrs Williams

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 Quorum

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

Monday, 25th March, 2013

Present:-	Councillor Mrs Elizabeth Shenton – in the Chair
Councillors	Miss Baker, Cairns, Eastwood, Mrs Heames, Loades, Matthews, Olszewski, Sweeney, Miss Walklate and Mrs G. Williams
In attendance Officers	Cllr J. Williams Mark Bailey (Head of Improvement and Partnerships)

1. APOLOGIES

An apology for absence was received from Cllr Mrs Johnson.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the meeting held on 12 February 2013 were confirmed as a correct record.

4. CO-OPERATIVE STRATEGY 2013-2015

The Head of Business Improvement and Partnerships presented a report on the Co-operative Strategy 2013-2015. The strategy set out the details around the aim of the Council to become a Co-operative Council, which was also reflected as a key priority within the Council Plan. The strategy brought together a number of areas of existing work and reflected a range of legislative and policy changes and the development of the Big Society Concept by the current Coalition Government Nationally. It was envisaged that further consultation would take place with partners and other stakeholders and an updated strategy would be presented to Cabinet after the summer. A Member argued that it needed to make clear as to how the development of Co-operative Council would make things better in the Borough.

A Member stated that it was important to understand in detail the voluntary resources available in the Borough to a high level of detail. He commented that the Local Area Partnerships needed to have more of a skill base and that the Council should make a recommendation to the LAP Chairs. He added that it was important to ensure that the utilisation of resources was correct and that the correct level of staffing resources was allocated for each role with the appropriate skill set to deliver any action plan or changes from the strategy. Careful risk assessments should also be carried out.

A Member argued some Local Area Partnerships were stronger than others. He suggested that the Chairs of the LAPs should be invited for half a day to encourage collaborative working with the Council. This would enhance the understanding of how the Council was evolving and improving. He added that there would be benefit in the Parish Councils attending.

A Member stated that NBC should engage with the CVS and see what was happening in different sectors in the Borough, including the voluntary and community sectors. A Member commented that the document set out the framework for the development of the Co-operative Council and that details of action would be added later in the process.

In response to the points raised the Head of Business Improvement and Partnerships stated that the points were pertinent, but the strategy was currently only in draft and could be developed further as more was known. Appropriate actions would have to be developed and implemented and he agreed it was important to carry out risk assessments. It was a challenge to develop communities to take on more from the Council and other partners. The LAPs needed to develop further and it was important to maximise resources. Whilst he believed in the notion of partnership working, it needed to be effective and deliver positive outcomes.

RESOLVED:

A) That the Committee notes the contents of the strategy.

B) That the amendments and suggestions suggested by the Scrutiny Committee, as detailed in the minutes, are recommended to be incorporated into the strategy.

C) That the Local Area Partnership Chairs' and Parish Councils' be invited to a meeting with the Council.

5. PEER CHALLENGE

The Head of Business Improvements and Partnerships introduced a report on the LGA Corporate Peer Challenge which had previously been received by the Council's Cabinet. He stated that through the Council's Membership of the Local Government Association, they were entitled to a free of charge Corporate Peer Challenge. The Council had accepted the offer from the LGA with the main part of the work taking place between 10 and 12 October 2012. A review team from the LGA had met with a mix of Officers and elected Members. The Cabinet Report in paragraph 1.5 contained the questions and area of focus of the review team. They were also asked to consider the Council's approach in the developing Council Plan to become a co-operative Council. Appendix A to the report was effectively the action plan that had been devised as a consequence of the peer challenge review. There was a considerable amount of work to be completed, requiring significant resources, which would have to be carefully managed.

Cllr John Williams stated that the review team had recommended further improvements to the scrutiny process including more pre-decision scrutiny and greater holding of Members and Officers to account. It was evident though that Scrutiny was already trying to do this.

A Member commented that it was very important for the Council to listen to people's views and to have key priorities. Talking to Members and involving them all in the decision making process and policy development was an important part of the democratic process. The role of a modern day Councillor was continuing to develop.

A Member stated that he thought all Councillors should be involved in the implementation process of the action plan.

RESOLVED: That the Scrutiny Committee consider the action plan again later in the year, if good progress is not apparent over the coming months.

6. CALENDAR OF MEETINGS

The Committee considered the calendar of meetings which had been previously considered by Full Council on 27 February 2013.

A Member stated that there were currently insufficient Officers available to help service the meetings of the Council. In response the Head of Business Improvement and Partnerships stated that he was aware of the situation and Committee Services were clearly pressured. This had been as a consequence of a number of factors including sick leave, maternity leave and the increase in the number of meetings. He was looking to rectify the problem by re-directing some resources and exploring other options to help resolve the situation.

A Member stated that there needed to be more focus at meetings, concentrating on the most important elements. It was important to get the most out of meetings when they were held rather than increasing them in number. The Chair stated that not everything was being reported to scrutiny that was on the forward plan, as it was not necessary, particularly when there were briefing sessions and the Co-ordination Committee having oversight of the work plans.

A Member stated that the work taking place in member development was enabling members to work at home without having to come into Civic Offices. The paperless way of working was clearly the way for the modern councillor to work.

There was a discussion about the calendar of meetings. A Member suggested that Thursdays should be avoided. It was requested that the Active and Cohesive Scrutiny Committee meeting taking place on Thursday, 19 December be changed to Monday, 16 December. The Member Training scheduled for the 16 December should be switched to the 19 December.

7. WORK PLANS FOR THE OVERVIEW AND SCRUTINY COMMITTEES AND THE HEALTH SCRUTINY COMMITTEE

The Committee considered the work plans for the Overview and Scrutiny Committees and the Health Scrutiny Committee.

Members agreed to add Community Centres to the work plan of the Overview and Scrutiny Co-ordinating Committee.

There was a discussion about Kidsgrove Sports Centre. The Head of Business Improvement and Partnerships stated that a report could be commissioned for the next Active and Cohesive Overview and Scrutiny Committee which could address some of the financial issues.

There was a discussion about Universal Credit. It was requested that Councillors be given a briefing on the subject before the next full Council meeting and receive appropriate documentation.

A Member stated that there were many changes taking place in Health. There was a new Interim Chief Executive in place at Stafford Hospital. Over the last two years

there had been more recognition of the role that the districts could play in health scrutiny.

A Member commented that the surplus of funds at the UHNS needed to be scrutinised to ensure that best use of the funds was made. There was accountability sessions every twelve months which scrutiny needed to consider how they could use them to be most effective.

RESOLVED:

- A) That the Community Centre review be added to the work programme for the Overview and Scrutiny Co-ordinating Committee.
- B) That a briefing to all Members be given on Universal Credit before the next meeting of Full Council.

8. **FORWARD PLAN**

RESOLVED: That the Forward Plan, 15 February 2013 to 15 March 2013 be noted.

9. **URGENT BUSINESS**

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

Meeting Closed 8.45pm.

COUNCILLOR MRS ELIZABETH SHENTON
Chair

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

Briefing Note for Overview and Co-ordinating Scrutiny Committee

Newcastle-under-Lyme Co-operative Strategy 2013-2015: Update

Head of Business Improvement and Partnerships

BACKGROUND

Members will recall that the above Strategy was agreed at Cabinet in February 2013.

The Strategy provides the framework for the Borough Council to develop, in conjunction with others, a Co-operative Council in Newcastle-under-Lyme. The development of a co-operative council is one of the key priorities as set out in the current Council Plan.

This note updates Members on developments since then and also sets out a series of proposals for further work around the concept.

The national development of a co-operative approach to local government has been set in train due to the various issues currently faced by the public sector including reducing resources and rising expectations from service users and citizens generally.

The co-operative approach argues that traditional approaches to governance and service delivery are no longer fit for purpose and argue instead that new models of co-production need to be explored which mean a different role both for organisations and for people.

The Strategy sought to develop these ideas and translate them into a set of core concepts for Newcastle-under-Lyme. These concepts emphasise the desire of the Borough Council to use its role as a leading body within the community to ensure that citizens, partners and staff work together to improve the borough.

These concepts are listed as the 'five Es' in the Strategy: -

- **Encouraging collaborative working** – developing partnership working further and deeper, making it a critical part of how the Council operates;
- **Enhancing citizen/customer experiences** – co-operating with citizens/customers by making their experiences in doing business with the Council as simple and straightforward as possible;
- **Engagement with others** – developing consultation and communication further to ensure that as many people as possible know what we are doing and why;
- **Establishing change** – to be clear about what change we want and why and how we will deliver it – ensuring that any change is fair; and
- **Empowering stakeholders** - people taking charge of their own lives and being part of decisions about their own area

In addition to developing the Strategy, the values of the Council have also been amended to reflect the co-operative council approach. The Council's values are now:

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- We will put residents at the centre of everything we do
- We will work co-operatively with our partners and communities
- We will be open and transparent in all our decision making
- We will be open to new ideas and new ways of doing things

Since the Strategy was agreed, a number of changes, proposals and projects have been brought forward to begin to bring these co-operative concepts and values to life for the Council. These include the following: -

- Building on changes to our partnership working by developing new links with areas such as health and using co-location to further partnership work in key areas such as anti-social behaviour
- Further developing LAPs and working with town/parish councils with a view to encouraging devolution where possible
- Enhancing consultation work where possible and where relevant
- Setting up a partner workshop on investigating the impact of welfare reform
- Developing the concept of the 'customer journey' – analysing where people do business with the council with a view to ensuring that the process is as simple and straightforward as possible
- Inclusion of the new values in the Council Plan for 2013-2016
- Developing an Employer Supported Volunteering scheme for the Council's staff to volunteer locally
- Work with staff, including a conference on the issue in May 2013

Underpinning these areas of work is the implementation of a new performance management framework, which emphasises the delivery of improvements against outcomes not outputs and recognises the need for the Council to work with others to achieve improvements in key outcome areas.

Finally, in terms of developments since the Strategy was produced, the Council has become part of the Co-operative Councils Innovation Network. The Network is made up of councils who subscribe to the principles of co-operative working and delivery, namely: -

- Working with local people to create solutions
- Using concepts like collective action and co-operation as the foundation for developing solutions
- Re-balancing power between public services and citizens to deliver better outcomes and manage demand on public services

The Network formally launches at the LGA Conference on 3rd July 2013.

ISSUES

Despite the areas already covered and the development in a number of areas, a number of other actions need to be considered by the Council.

These actions have come from a number of sources, but mostly from the LGA Peer Challenge process in October 2012 and also discussions at the Overview and

Scrutiny Co-ordinating Committee in March 2013, when the Co-operative Strategy was discussed.

These actions include the following: -

- Engaging with other stakeholders on what being a co-operative council means – this process has begun in part in terms of discussions with partners, elected Members and LAPs, but more may need to be done?
- Developing a charter, including minimum standards for the co-operative council – it is suggested that the ‘five Es’ could form the basis for this?
- Enhancement of the customer experience/journey – work has already begun on this via an EMT sponsored programme board, but should it be done in a different way?
- Embedding the co-operative council concept into consultation and decision-making, including setting out the behaviours and attitudes expected of all stakeholders (including the use of a code of conduct) – this may include staff training and also opening up the decision making process currently in place for the Council (including the Constitution)?
- Further development of support for Members, staff and communities – this is an area of work which has started in some areas, but may need a more co-ordinated strategic approach in key areas?
- LAPs to be a champion of the co-operative approach – the approach has been started with LAP Chairs, but may need a more intensive session around key concepts such as commissioning and devolution, for example?
- Development of a model of co-production – in other words, asking citizens to do something in terms of delivering a service – giving something back. This can be done in any number of ways, but the Third Sector Commissioning Framework could be used to achieve it, for example
- Relating the co-operative council concept to the performance management framework – how does it improve things and how can this improvement be measured?

It is therefore suggested that elected Members form a view on these issues and the next steps in terms of developing them under the co-operative council heading.

PROPOSALS

It is proposed that Cabinet consider this note and take into account the work done around developing a co-operative council and the work which needs to be done.

It is therefore proposed that Members review the work already done and examines the developing areas of work.

As said, the last report on the co-operative council concept went to the Overview and Scrutiny Co-ordinating Committee in March 2013. It may be that the Co-ordinating Committee consider this note at their meeting on 24th June 2013, prior to Cabinet on 17th July 2013.

Any discussion, therefore, could be focused on the above issues and where work could be done next.

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ECONOMIC DEVELOPMENT AND ENTERPRISE OVERVIEW AND SCRUTINY COMMITTEE – 20 MARCH 2013

Title	Scrutiny Method	Progress to Date/Actions from last Meeting	Expected Completion Date	Expected Outcomes/Date for Progress to be Assessed
Economic Development Strategy (AMBER)	Full Committee	<ul style="list-style-type: none"> • Cabinet agreed strategy & 1st year action plan 23.05.12 • Feedback & progress on action plan possibly end Q4 or Q1 2013/14 • Report on agenda for 26.06.13 		
The S-O-T & Staffs LEP (AMBER)	Working Group: Cllrs Matthews, Peers & Studd	<ul style="list-style-type: none"> • Receiving summary paper. Will meet as/when required. 		
Broadband Provision (AMBER)	County Council Working Group	<ul style="list-style-type: none"> • Jeanette Hilton to attend working group & feedback to EDE. • Re-scoping required. WG need to define what needs to be scrutinised & where they would like to go with it. • Update on agenda for 26.06.13 		
High Speed 2 Limited (AMBER)	Working Group: Cllr Becket Cllr Loades Cllr Cairns	<ul style="list-style-type: none"> • 04.07.2012 - wg resolved to recommend: 1) continue stance to object, but should it take place then local station should be provided 2) EDE (through WG) continue to scrutinise & meet when consultation stage begins 3) highlight to Cabinet consultation due to begin in Autumn. • Cabinet resolved 18.07.2012: 1) modify Council stance to offer support for principle of HS2 as long as potential economic benefits for N. Staffs could be demonstrated to outweigh environmental consequences & whether such benefits would be derived from local station to serve area. 2) EDE continue to monitor through wg who will reconvene when consultation begins. • Update provided to EDE 17.09.2012. • Report presented to March meeting. • Working Group meeting to be arranged for mid/late July 2013 		
Community Infrastructure Levy (CIL) (AMBER)	Full Committee	<ul style="list-style-type: none"> • Brief report received 17.09.2012. • Report presented to December meeting. • Report presented to March meeting. 		
Staffordshire Strategic Assets Review (GREEN)	Full Committee	<ul style="list-style-type: none"> • Report discussed at 21.06.2012 meeting. To be considered at Jan Cabinet with the Asset Management Strategy. 		
Asset Management Strategy (GREEN)	Full Committee	<ul style="list-style-type: none"> • Report presented to December meeting 2012. 		
Town Centre Partnerships Development (AMBER)	Full Committee	<ul style="list-style-type: none"> • Update report for 2nd round Portas Pilot bid on 17.09.2012. • Update briefing at Dec meeting clarifying status of TCP incl. appointment of Town Centre Manager, funding update & key priorities. • Report presented to December meeting. 		

Page 10		<ul style="list-style-type: none"> • Report presented to March meeting. • Scrutiny Committee to consider business plan at future meeting with Town Centre Partnership Manager in attendance. 		
Town Centre Initiatives for Vacant Shops (AMBER)	Full Committee	<ul style="list-style-type: none"> • Chair & vice-Chair met with officers to discuss town centre initiatives for vacant shops 06.09.12. Briefing note provided 17.09.2012 to update EDE. EDE comments to be considered by Portfolio Holder & Officers • Officer briefing note re pop-up emporium initiative 19.12.12 • Report presented to March meeting. 		
Former St Giles and St Georges (AMBER)	To be decided, possible working party	<ul style="list-style-type: none"> • Recs for Cabinet 28.06.12: EDE would support further investigation of combination of options 'A' & 'C'. 'B' should be discounted completely • Reconsidered 17.09.12. Museum resiting still considered desirable. Indoor market suggested. EDE remain opposed to demolition, but would be less hostile if could be satisfied replacement would be correct scale & design. Likely value of cleared site, costs of indoor market & museum suggestions requested. More info required before a preferred option can be offered. • Cabinet agreed option A (market bldg again in current condition) 17.10.12. Requested Officers look into option 'e' (use site for housing). Open item for EDE while waiting for decision, can discuss without referring back to Cabinet. 		
Knutton Recreation Centre (GREEN)	To be decided, possible working party	<ul style="list-style-type: none"> • Additional meeting 28.07.2012. • Recs to be passed to Sept Cabinet. • Will be brought back to Committee if necessary. 		
Town Centre Car Parking (AMBER)	Working Group: Cllrs Baker, Peers, Studd & M. Taylor	<ul style="list-style-type: none"> • Leader request to investigate & consider potential options that may exist to improve current arrangements • Scrutiny brief for 17.09.12. WG formed – 2nd meeting 24.10.2012. Interim report expected. • Report presented to March meeting. 		
N/C Town Centre Public Realm Project (AMBER)	Working Group: Cllr Baker Cllr Cairns Cllr Holland	<ul style="list-style-type: none"> • WG met 24.10.12. EDE considered 22.11.12. • EDE expressed some concerns, passed to Cabinet. • Await outcome of Dec Cabinet. • Request for review 12 months after implementation – dependent on Cabinet decision. • Report presented to March meeting. 		
Empty Homes Strategy (GREEN)	TBC	<ul style="list-style-type: none"> • Report provided for consideration on 17.09.2012. • Considered at Dec Cabinet. 		
Home Improvement Agency Services	TBC	<ul style="list-style-type: none"> • Report/scrutiny brief to Committee –originally expected for Dec meeting. Report on agenda for 26.06.13 		

(AMBER)		<ul style="list-style-type: none"> • Service currently provided by Revival, options to be reviewed incl county wide service or NBC standing alone. 		
Housing Capital Programme 2013/14 (GREEN)	TBC	<ul style="list-style-type: none"> • To consider the allocation of funding, particularly from New Homes Bonus funds to deliver housing priorities ensuring that the most vulnerable residents receive support. • Report presented to December meeting 		
Newcastle Housing Advice (NHA) – Homelessness, Housing Options & Housing Register Contract Retendering Exercise (GREEN)	TBC	<ul style="list-style-type: none"> • Implementation in March 2014 • Report presented to March meeting. 		
MEMBERS SUGGESTIONS FOR SCRUTINY TOPICS				
Suggested by:	Suggestion for Scrutiny Topic:			

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TRANSFORMATION AND RESOURCES OSC WORK PLAN

Title	Forward Plan Item?	Scrutiny Method	Progress to Date/Actions from Last Meeting	Expected Completion Date	Expected Outcomes/Date for Progress to be assessed
Pre-budget Consultation	Yes	Full Committee			
Keele Golf Course		Full Committee			
Cinema - Gatedale		Full Committee			
Jubilee 2		Full Committee			
Revenue and Capital Budget	Yes	Full Committee	Report outlining timetable and scrutiny process to be received 20.05.2013	Feb 2014	Scrutiny undertaken annually by TROSC
Capital Strategy	Yes	Full Committee	Expected December 2013	Feb 2014	Scrutiny undertaken annually by TROSC
Treasury Management Strategy	Yes	Full Committee	Expected November 2013	Feb 2014	Scrutiny undertaken annually by TROSC
Scale of Fees and Charges	Yes	Full Committee	Expected January 2014	Feb 2014	Scrutiny undertaken annually by TROSC
Asset Management Strategy	Yes	Full Committee	Expected December 2013		
Financial and Performance Management Report (GREEN)		Full Committee	<ul style="list-style-type: none"> Continue to monitor and scrutinise performance alongside finances & that quarterly reports are provided to TROSC To include J2 figures (income over target) Quarter 4 2012/13 report expected Q1 13/14 New style performance report expected in Sept 	Rolling Scrutiny	Report received on a rolling quarterly basis
Review of the Constitution (AMBER)		Working Group: Cllrs Shenton, Holland & Snell	<ul style="list-style-type: none"> To remain as a living doc to be kept under review Report from wg received at Council on 24.04.2013 Update report from wg to be received 20.05.2013 	Rolling Scrutiny	
Modernisation of the Post Office Network	No	TBC	<ul style="list-style-type: none"> To consider modernisation of the Post Office network & the possibility of partnership working Presentation received from PO rep 19.11.2012. TROSC have awaited an LGA report before proceeding. LGA report now published and to be discussed 20.05.13, with view to identifying elements for a scrutiny brief. 		

			<ul style="list-style-type: none"> • 		
Universal Credit			<ul style="list-style-type: none"> • Presentation received from Head of Revs & Bens 07.03.2013. This was made available to all Cllrs on 22.04.2013. • Further update expected Q3 2013/14. 		
Council Plan 2013-14 to 2015-16 (AMBER)	Yes	Full Committee	<ul style="list-style-type: none"> • Presentation received 24.01.13 prior to March Cabinet • Expected at future meeting with more substantial document 		

ACTIVE AND COHESIVE OVERVIEW AND SCRUTINY COMMITTEE

Title	Forward Plan Item?	Scrutiny Method	Progress to Date	Expected Completion Date	Expected Outcomes/Date for Progress to be Assessed
Review of Grants & Third Sector Commissioning Framework (AMBER)	Yes – previously considered by Cabinet	Full Committee	Agreed on 14.06.2012 that Cabinet be informed: <ul style="list-style-type: none"> • Committee positive re recs. • Needs of Borough residents be given top priority with regards to tendering exercise. • Further reports be received when bidding process complete Cabinet agreed in principle, A & C will be consulted further before final decision made. A & C to revisit later in year. <ul style="list-style-type: none"> • Concern raised 06.09.12 re funding for Coalfield Alliance mining wards. Assurance requested that coalfield regen money would go to these areas & not in collective pot at SCC. Appears to go directly to CAB, not through NBC. • Report re Public Sector in Partnership expected March or June 2013 		
Bateswood Consultation Process (GREEN)	Yes – previously considered by Cabinet	Working Group: Cllrs Cairns, J. Cooper, Lawton, Wilkes, G. Williams	<ul style="list-style-type: none"> • Site Visit 11.05.2013. WG met 23.05.12. • Meeting with interested parties 27.06.2012. • A & C considered & agreed wg recs 06.09.12. • Cabinet resolved 17.10.12 to adopt committee recs. 	Cabinet Adopted Recs 17.10.2012	Would the Committee like to assess the progress for this 12 months after the Cabinet decision?
Draft Health and Wellbeing Strategy (AMBER)		Currently with Health Scrutiny	Coord resolved strategy should remain with Health. Small wg at SCC incl Cllr Eastwood. Special meeting at SCC to discuss		
Leisure Trust Options (AMBER)		TBC	<ul style="list-style-type: none"> • Outline business case being established, models being investigated. May be community interest company rather than leisure trust option. • Report received by Scrutiny on 14.03.2013. • Report on Community Interest Companies (CIC) requested to be received by Scrutiny prior to consideration by Cabinet. 		
Allotments Service (AMBER)	Yes – previously considered by Cabinet	Working Group: Cllrs Bailey, Cairns, J. Cooper, Walklate Winfield, G. Williams	<ul style="list-style-type: none"> • Report to Cabinet 30.11.11 agreed review be carried out. • Cabinet considered 14.11.12. A & C to undertake review of identified issues. • A & C considered 13.12.12. Working group established, their next meeting is on 04.03.2013. • Status report requested by Chairman for meeting on 17.06.13. 	Working group expect to conclude Dec 2013	
Community Centre Review (AMBER)	Yes – previously considered by Cabinet	Working Group set up by Coord	<ul style="list-style-type: none"> • Cabinet request Coord set up wg to shadow officer wg. • Wg set up with first meeting 31.10.2012. 	Coordinating working group expect to conclude July 2013	

Keele Golf Course (AMBER)		Full Committee	<ul style="list-style-type: none"> The Scrutiny meeting on the 19.03.13 requested that Keele Golf Course be added to the work programme. Report to be received at Scrutiny meeting on 17.06.13. 		
Kosgrove Sports Centre (AMBER)	Yes – previously considered by Cabinet	Full Committee	<ul style="list-style-type: none"> Guarantee to be requested that regular inspections will be carried out in future. More unexpected closures can't be ruled out due to condition of building. Cabinet had update 14.11.12, centre to re-open 17.11.12 Added to Scrutiny Agenda for 17.06.2013 at the recommendation of the Head of Leisure and Cultural Services at the meeting on 19.03.13. 		
Local Sporting Opportunities & Achievements	No	TBC	<ul style="list-style-type: none"> Discussed as possible topic at Sept meeting. Report of current sports development activities in Borough received 13.12.12. A & C impressed with work already being undertaken. Resolved to consider how to involve more young people in sport at a future date. A 'virtual school of sports' could be the way forward. 		

MEMBERS SUGGESTIONS FOR SCRUTINY TOPICS

Suggested by:	Suggestion for Scrutiny Topic:

HEALTH SCRUTINY COMMITTEE

Title	Method of Scrutiny	Progress to Date/Actions from last Meeting	Expected Completion Date
Consultation on Mental Health Services (AMBER)	Full Committee	<p>Stage 2 has been implemented.</p> <p>Foundation Status – The Committee will continue to monitor.</p>	Ongoing
Fit for the Future and move to the Accident and Emergency Centre	Full Committee	<p>Visit to UHNS A & E took place on 4th March 2013 UHNS Officers attended Committee on 17 April 2013.</p> <p>4 Hour Target issues to be monitored.</p>	Ongoing
Health and Wellbeing Strategy (AMBER)	Full Committee	<p>Coordinating Committee resolved the strategy should remain with Health Scrutiny, but that a working group could include Members of Active & Cohesive Scrutiny Committee</p> <p>Health and Well Being Strategy to be presented on 13 June 2013 to Health and Well Being Board. Strategy currently out for engagement.</p>	Ongoing
Health and wellbeing Board (AMBER)	Full Committee	<p>Cllr Frank Finlay of Stafford Borough Council appointed as additional district representative for North Staffordshire.</p> <p>Initial meeting held between Newcastle Borough Councillors and officers with Cllr Finlay and Stafford officer. Cllr Finlay to be contacted before every meeting to ensure the views of the Borough Council are fully represented.</p>	Ongoing
Infant Mortality (AMBER)	Full Committee following a request from the County Council Health Scrutiny Committee.	<p>Still concerns but updates received by Dr John Harvey recently appear to show numbers are reducing.</p> <p>Update would be given at every Health and Well Being Board Meeting.</p>	Ongoing
Francis Report (AMBER)	Full Committee	<p>Request at Feb 2013 meeting that the 30 pages of the report relating to Borough and Staffordshire County Council O & S Committees be given consideration.</p> <p>Implementation of recommendations, at a District level, to be monitored.</p>	Ongoing

Suicide Prevention (AMBER)	Full Committee	Cllr Hilda Johnson will represent the Borough Council on the County Council meetings, who are the lead authority on suicide prevention.	
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OVERVIEW AND SCRUTINY CO-ORDINATING COMMITTEE

Title	Scrutiny Method	Progress to Date	Expected Completion Date	Expected Outcomes/Date for Progress to be Assessed
Co-operative Strategy (AMBER)	Full Co-ordinating Committee	Considered at meeting on Overview and Scrutiny Co-ordinating Committee meeting on 25 March 2013.	Ongoing	
De-Criminalised Car Parking (AMBER)	Full Co-ordinating Committee	The Cleaner Green and Safer Community Scrutiny committee requested at the meeting on 5 June, for the Co-ordinating Committee to consider the best way to approach scrutinising De-criminalised car parking. Agenda Item - 24.06.13	24.06.13	Approach to be agreed
Community Centres Review (AMBER)	Full Co-ordinating Committee / Working Group	The Chair of the Working Group, Cllr Elizabeth Shenton, will give a verbal update on the status of the work of the group. Agenda item – 24.06.13	Ongoing	Status to be clearly defined.

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Red – Scrutiny Considered Urgent

Amber – Currently under scrutiny/ongoing scrutiny topic

Green – Scrutiny complete

No Colour – Awaiting scrutiny

CLEANER, GREENER AND SAFER COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE

Title	Forward Plan Item?	Scrutiny Method	Progress to Date/Actions from last Meeting	Expected Completion Date	Expected Outcomes/Date for Progress to be Assessed
Alcohol Strategy (AMBER)		Full Committee	<ul style="list-style-type: none"> Update for each meeting and regular updates for revised action plan. Updates on projects received 05.06.2013 	Rolling Scrutiny	
Waste & Recycling Strategy	Yes – previously considered by Cabinet	TBC	<ul style="list-style-type: none"> Cabinet Panel approved at Cabinet 17.10.2012. Scrutiny will receive after Cabinet Panel. 		
Development of a Stronger & Safer Communities Strategy for NUL (AMBER)	Yes – previously considered by Cabinet		<ul style="list-style-type: none"> Updated strategy & action plan considered 05.09.12 - CGS supportive. Strategy approved by Cabinet 14.11.2012 Update 28.02.13 re Stronger & Safer Strategy. Police & Crime Commissioner to attend 04.12.13 meeting. 	Rolling Scrutiny	
Policing in Kidsgrove & Rural Areas (GREEN)	No	Full Committee	<ul style="list-style-type: none"> C.I. Hulme attended 30.07.12, will attend future meeting after move into Kidsgrove Town Hall. Attended 05.12.12 & provided updates re Kidsgrove move & move into Civic Offices. 		
Magistrates Courts Move – Fenton to Newcastle (AMBER)	No	Officer Partner Working Group	<ul style="list-style-type: none"> Partners invited 05.09.12 to consider move. Court rep unable to attend, officer/partner wg set up to monitor move. Agreed at 2nd wg meeting that a newsletter be distributed to local businesses – this was distributed in early Dec. 3rd wg meeting 17.01.13. Feedback positive, wg to review in 6 months. CGS received update 28.02.13 		Working group to review in June 2013
Warm Zone Delivery of Green Deal (AMBER)	Yes	TBC	<ul style="list-style-type: none"> CGS supported continuing as is, a resounding success. Cabinet resolved 17.10.12 - NBC continues support to maximise uptake of funds & officers discuss funding level required with view to allocation of funds as part of Housing Capital Programme alongside 13/14 budget setting process 		

			<ul style="list-style-type: none"> Update expected April/May 		
Newcastle Partnerships Structure/ (AMBER)			<ul style="list-style-type: none"> Update provided at meeting on 05.09.2012. 		
Let's Work Together			<p>Report received on 28.02.2013. It was requested that a Member training session be held for the Let's work together initiative.</p> <p>Comparative figures for ASB were requested and a report re ASB be provided at a future meeting.</p> <p>Briefing note re ASB to be considered 05.06.2013.</p>		
Carbon Management Plan	Yes – previously considered by Cabinet		Update received 28.02.13 to enable Members to review progress of the delivery of the Carbon Management Plan.		
Joint Municipal Waste Management Strategy for Staffordshire -Draft Document for Consultation (AMBER)		Full Committee	<p>Report considered at meeting on 05.06.2013</p> <p>Once the Cabinet Panel have come up with their recommendations for Cabinet on the draft strategy, a report will come before the scrutiny committee in the autumn or early winter, before being received by Cabinet.</p>		
Anti Social Behaviour (AMBER)		Full Committee	<p>Report considered at meeting on 05.06.2013</p> <p>The nuisance noise from Mini Motos to be considered at a future meeting.</p>		
Vacant and Derelict Buildings (AMBER)		Full Committee	Added to the work programme at the meeting on 05.06.2013		
Disabled Access and A-Frame Construction to Town Centres (AMBER)		Full Committee	Added to the work programme at the meeting on 05.06.2013		

Public Document Pack Agenda Item 8

FORWARD PLAN - 1 JULY 2013 TO 31 OCTOBER 2013 FORWARD PLAN

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

Key decisions are decisions which are likely:

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

Other Decisions

This Forward Plan may also contain details of other matters likely to be considered by the Council's Cabinet or Full Council which are not 'key' decisions.

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

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

Telephone: 01782 742222

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

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

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

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

FORWARD PLAN FOR THE PERIOD 1 JULY 2013
TO 31 OCTOBER 2013

TITLE OF REPORT:
**URBAN NORTH STAFFS GREEN SPACE STRATEGY ANNUAL
 PROGRESS REPORT**

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	To inform cabinet of progress made towards the implementation of the strategy and the associated action plan.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	17 Jul 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Cleaner Greener and Safer Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Becky Allen
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

COMMUNITY INFRASTRUCTURE LEVY - DRAFT CHARGING SCHEME

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	To present a draft charging scheme in respect of the Community Infrastructure Levy for public consultation.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	17 Jul 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting.
Background documents	
Officer contact	Helen Beech, Planning Policy Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

**TITLE OF REPORT:
NEWCASTLE ECONOMIC DEVELOPMENT STRATEGY YEAR TWO
ACTION PLAN**

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	17 Jul 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Simon Smith, Regeneration and Economic Development Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

**NEWCASTLE-UNDER-LYME CO-OPERATIVE STRATEGY 2013-2015
- UPDATE**

Portfolio	Cabinet Portfolio Holder - Stronger and Healthier Neighbourhoods
Brief description of report	To follow up the previous Cabinet report (February 2013) by setting out the work already done in terms of implementing the key areas covered by the Strategy and also setting out work still to be done. Will be submitted to Overview and Scrutiny Co-ordinating Committee prior to Cabinet (in June 2013).
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	17 Jul 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	All Relevant O&S Committee
Wards affected	All Wards
Proposed consultation	Strategy is to go out for consultation in July 2013
Last date for representations	
Background documents	
Officer contact	Mark Bailey, Head of Business Improvement and Partnerships
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

**NEWCASTLE HOUSING ADVICE (NHA) – HOMELESSNESS,
HOUSING OPTIONS AND HOUSING REGISTER CONTRACT
RETENDERING EXERCISE**

Portfolio	Cabinet Portfolio Holder - Finance and Resources
Brief description of report	To advise Cabinet of the requirement to retender the Newcastle Housing Advice (NHA) contract in readiness for expiry of the existing contract. To seek Cabinet approval for the commencement of the NHA retendering exercise and to seek a commitment for the required budget for the period 2014 – 2018.
Spend required/saving generated (<i>if applicable</i>)	Statutory service - contract term will commit revenues identified in the Medium Term Financial Strategy.
Decision maker	Cabinet
Earliest date of decision	18 Sep 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	N/A
Last date for representations	Representations can be made up to one day before the meeting.
Background documents	
Officer contact	Jo Halliday, Head of Housing
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	N/A

TITLE OF REPORT:

ICT DESKTOP STRATEGY & REPLACEMENT OF ICT DESKTOP EQUIPMENT

Portfolio	Cabinet Portfolio Holder - Communications, Policy and Partnerships
Brief description of report	To seek approval to undertake a procurement exercise and to subsequently award a contract for replacement ICT Desktop equipment and to put in place a robust and manageable ICT Desktop Strategy; detailing software and hardware management linked into the life expectancy of current technology, whilst taking into account emerging technologies. The contract would be for the delivery of end user client devices across the NULBC estate, including the supply and warranted maintenance of desktop PCs, laptops and other selected devices, covering the Civic Offices, remote sites and to support mobile working.
Spend required/saving generated (<i>if applicable</i>)	To be confirmed in the report
Decision maker	Cabinet
Earliest date of decision	18 Sep 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Jeanette Hilton, Head of Customer and ICT Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

WELFARE BENEFITS & FAIRER CHARGING

Portfolio	Cabinet Portfolio Holder - Finance and Resources
Brief description of report	To consider the results of pilot work undertaken for Welfare Benefits and Fairer Charging with a view to transferring this function from the County Council to District/Borough Councils in Staffordshire.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Dave Baker, Head of Revenues and Benefits
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

DELIVERY OF HOME IMPROVEMENT AGENCY SERVICES

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
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	
Likely Date of Decision	
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	
Officer contact	Jo Halliday, Head of Housing
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 - Economic Development, Regeneration and Town Centres
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	
Likely Date of Decision	
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	
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:

MASTERPLAN FOR RYECROFT

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	To consider a proposal to commission consultants to prepare a Masterplan for the Ryecroft development site with a view to adopting the document as a Local Plan within the Newcastle-under-Lyme Local Development Framework.
Spend required/saving generated (<i>if applicable</i>)	This project will require expenditure on commissioning consultants to prepare the Local Plan.
Decision maker	Cabinet
Earliest date of decision	
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	Town
Proposed consultation	Once prepared the masterplan will be subject to several stages of non-statutory and statutory public consultation.
Last date for representations	
Background documents	
Officer contact	Neale Clifton, Executive Director Regeneration and Development
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

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