

Public Document Pack

Date of meeting Tuesday, 24th September, 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 within the agenda.

3 MINUTES FROM THE PREVIOUS MEETING (Pages 1 - 6)

To agree as a correct record the minutes of the meeting held on 24 June 2013.

4 KEELE GOLF COURSE (Pages 7 - 40)

To consider the tender process undertaken and the implementation procedure and monitoring process for the preferred bidder.

Should confidential information be discussed the Committee will need to pass a resolution to go into exempt session. Confidential information may well be despatched to Members in advance of the meeting.

5 Work Plans for the Overview and Scrutiny Committees and the Health Scrutiny Committee (Pages 41 - 54)

6 Forward Plan (Pages 55 - 94)

7 Working Group Status Update (Pages 95 - 96)

8 URGENT BUSINESS

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

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

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

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

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

Public Document Pack Agenda Item 3

OVERVIEW AND SCRUTINY CO-ORDINATING COMMITTEE

Monday, 24th June, 2013

Present:-	Councillor Robin Studd – in the Chair
Councillors	Councillor Reginald Bailey, Councillor George Cairns, Councillor Colin Eastwood, Councillor David Loades, Councillor Ian Matthews, Councillor Miss Marion Reddish, Councillor Mrs Elizabeth Shenton, Councillor David Stringer and Councillor Mrs Gillian Williams
Officers	Mark Bailey (Head of Business Improvement and Partnerships) Martin Stevens (Democratic Services Officer)

1. APOLOGIES

An apology for absence was received from Cllr Heesom.

The Chairman reported that Cllr Reddish had replaced Cllr Walklate on the Committee.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the previous meeting held on Monday, 25 March 2013 were confirmed as a correct record.

4. CO-OPERATIVE STRATEGY 2013-2015

The Head of Business Improvement and Partnerships stated that the Co-operative Strategy 2013-2015 had been discussed at the previous meeting of the Committee. The strategy had been agreed at Cabinet in February 2013. The note updated Members on developments since then and also set out a series of proposals for further work around the concept. The strategy provided a framework for the Borough Council to develop, in conjunction with others, a Co-operative Council in Newcastle-under-Lyme. This was one of the key priorities as set out in the current Council Plan. The strategy incorporated five key concepts which were, encouraging collaborative working, enhancing citizen / customer experiences, engagement with others, establishing change and empowering stakeholders.

The Head of Business Improvement and Partnerships stated that in addition to developing the Strategy, the values of the Council had also been amended to reflect the Co-operative Council approach. The Council had also become part of the Co-operative Councils Innovation Network. The network was made up of Councils who subscribed to the principle of co-operative working and delivery. The network would be formally launched at the LGA Conference on the 3 July 2013. A number of actions had also arisen from the LGA Peer Challenge process and from discussions at the previous meeting of the scrutiny committee. These action points were

contained in page seven of the report circulated with the agenda. A report on the Co-operative strategy would be presented to Cabinet on 17 July 2013.

A Member stated that it was important to include the correct stakeholders in the consultation process. In response the Head of Business and Improvement and Partnerships stated that a list could be provided in due course.

A Member stated that it was important to fully understand that LAPs were not political and he believed the issue of a Co-operative Council to be a political issue. In response the Head of Business Improvement and Partnerships stated that as an Officer he was not putting the issue forward as a political one. He didn't believe the notion of a Co-operative Council to be political on its own, but understood that each LAP would have to form their own view. A Member stated that it was important not to draw the LAPs into a political arena.

A Member stated that the relationship with some of the Parish Councils and the LAPs needed to be improved, if they were to be working in partnership in the future. The Head of Business and Improvement and Partnerships cited the example of Audley Parish Council as having a positive working relationship with the LAP. He hoped that this could be replicated with other Parish and Town Councils and the LAPs.

A Member stated that some LAPs were forming their own constitutions and bank accounts. The Head of Business Improvement and Partnerships confirmed that this was not a compulsory requirement but was an option which some were pursuing. There was a discussion about the different relationships some of the local Parish Councils had with the LAPs.

The Chairman requested that reports should be written jargon free and should be easily understandable by the public.

5. COMMUNITY CENTRES REVIEW - VERBAL UPDATE FROM CLLR ELIZABETH SHENTON

Cllr Shenton gave a verbal update on the review taking place of the Community Centres in the Borough. She stated that the Community Centres Review Task and Finish Group shadowed the Office group. It had recently, over two days, visited all 15 Community Centres within the Borough. She had composed a working data sheet on each of the centres as there wasn't a definitive document on each of the centres. She was currently awaiting some further information to complete each of the data sheets. She had identified several distinct areas, Governance, Health and Safety, Finance Management and Marketing. A number of action points had been determined at the last meeting of the Task and Finish Group. These included obtaining asset values for each centre, a breakdown of all expenditure over £10,000 for the last two years and for all expected future expenditure over the next few years. She believed that re-charges by the centres from other departments within the Council should be included as part of the financial information. She also wanted employees to be added to the Community Centre data sheets and details of any commercial leases in operation at any of the centres.

Cllr Stenton stated that an Open Forum meeting at Newcastle Museum was going to be held on the 18 July at 6.30pm with representatives from each of the Community centres invited. The next Task and Finish Group meeting had been arranged for the 23 July 2013. She emphasised the importance of keeping a tight timetable.

A Member stated that a self-assessment form which had been sent out recently to the Community Centres had been incredibly difficult to understand. Cllr Shenton in response stated that she had not seen the form before it had been sent out which was unfortunate.

A Member stated that the Borough Council might have to offer more financial support in the future if the Community Centres were to continue in their current form. The Business Management needed to be addressed at some of the community centres.

A Member stated that Officers of the Council needed to talk with the Management Committees at each of the centres as some had little knowledge as to what was happening. In response, Cllr Shenton stated that two representatives from each of the management committees were being invited to the open forum meeting on the 18 July, which she hoped would go some way to engaging them.

RESOLVED: That a report on the outcome of the open forum meeting with the community centres on the 18 July and the Task and finish Group on the 25 July be presented to the next meeting of the Overview and Scrutiny Co-ordinating Committee.

6. **DECRIMINALISED CAR PARKING**

The Chair reported that the issue of de-criminalised car parking had been referred by the Cleaner Green and Safer Communities Overview and Scrutiny Committee. It was agreed that a document needed to be drawn up by the Committee detailing exactly the particular areas that they thought should be addressed before considering the approach further.

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

The Chair reported that the licensing of premises particularly that of Takeaways had been referred by the Active and Cohesive Scrutiny Committee.

A Member stated that the abundance of takeaways in certain areas of the Borough was also a health issue, which was helping to contribute to obesity. It was agreed to set up a Member working group to look at the issue of the licensing of takeaways. The six Members would be, Cllr Eastwood, Cllr Gill Williams, Cllr Loades, Cllr Stringer, Cllr Studd and Cllr Reddish. It was hoped the group could conclude within three months.

The Chair asked Cllr Stringer, the Chair of the Economic Development and Enterprise Overview and Scrutiny Committee whether there was anything he wished to report on the work plan for the Committee. In response Cllr Stringer stated that he was hoping to call a meeting of the HS2 Working Group in July. He wanted to hold a second meeting with stakeholders to obtain their views which could then be reported to Cabinet. The membership, since it had been agreed to extend the working group to seven members, was still being finalised. The work plan was going to be updated shortly to remove some of the historical items and to better reflect the items the Committee intended to scrutinise moving forward.

The Chair asked Cllr Shenton, the Chair of the Transformation and Resources Overview and Scrutiny Committee to give an update on the work plan for the Committee. She reported that an extra meeting of the Committee had been arranged for the 22 July 2013 at 7pm. The key items on the agenda presently included the

budget, Gatedale Cinema and the financial status of Keele Golf Course. She reported the other items that remained on the work plan as contained within the document circulated with the agenda.

The Chair asked Cllr Cairns, the Chair of the Active and Cohesive Overview and Scrutiny Committee to provide an update on the work plan for the Committee. Cllr Cairns stated that the Committee had recently met and had agreed to arrange a meeting between Kidsgrove Sports Centre, the County Council, the local school and the Borough regarding its future. He was pleased to report that the Allotments Review Working Group was progressing well with two meetings held to date. At the last meeting of the Scrutiny Committee he had requested that a report on how young people could be encouraged to take up regular sport and physical exercise. It was agreed that Community Centres could be taken off the work plan for the Committee.

A Member asked about where the risk lay for Kidsgrove Sport Centre. He asked if the Borough Council's Audit Committee was receiving copies of the inspection reports.

The Chair asked Cllr Eastwood, the Chair of the Health Scrutiny Committee to provide an update on the work plan. Cllr Eastwood stated that he wished to add Cardiac rehabilitation to the work plan. Whilst the Committee had considered the Health and Wellbeing strategy at the last meeting, it remained on the work plan as the Committee wanted to scrutinise the action plans. Infant mortality would be considered at every Health Scrutiny Committee rather than the Health and Wellbeing Board. He would be meeting with County Health Officers shortly to help clarify the roles of the Borough and County Council in regards to Health Scrutiny. There was a discussion about the role and remit of the Health Scrutiny Committee. Some comments were made regarding the fact that the Cleaner, Greener and Safer Communities Scrutiny Committee were considering items which linked with health such as the alcohol strategy. Cllr Eastwood stated that the Borough Council had a key role to play in prevention activities and that the Council should not be dependent on the County Council in this area. District Councils had an increasingly important role to play in health. It was agreed that a review needed to take place to ensure the remits for the Committees were up to date and appropriate.

Cllr Williams talked through the work programme for the Cleaner, Greener and Safer Communities Overview and Scrutiny Committee. There was a discussion about the definition of anti social behaviour and how it could be measured. It was agreed that the increase in homelessness should be added to the work programme.

There was a general discussion about the LGA Peer Review and the feedback that had been received at the Committees to date.

8. FORWARD PLAN

The Chairman reported that an updated forward plan had been circulated.

RESOLVED: That the forward plan be noted.

9. URGENT BUSINESS

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

COUNCILLOR ROBIN STUDD
Chair

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Keele Golf Course – Overview of Process for Procuring a new Tenant to Manage, Develop and Maintain the Facility

24 September 2013

Background

On 21 March 2013 the operating company at Keele Golf Course went into voluntary liquidation but continued to operate until the liquidator passed back the lease to the Council on 1 May 2013.

Glendale Managed Services were asked to quote for grounds maintenance at the course and also separately for managing the golf course. As existing grounds maintenance contractor to the Council a variation to their existing contract was approved following evaluation of their quote. In relation to the golf course management, two quotes were obtained, and following evaluation the work was awarded to Glendale. Both contracts are for an initial 4 months with the option to extend monthly for a further two months. These arrangements commenced on 2 May 2013. On 1 May 2013 the course was staffed by Council senior officers to ensure a continuation of service and gave the opportunity to audit the operation prior to the interim contractor starting. The next step is for the Council to find an operating company to maintain and manage the course in the long-term.

Tender Process

The attached slides have been prepared for the Overview and Scrutiny Co-ordinating Committee, to consider the process of procuring a new Tenant to manage, develop and maintain Keele Golf Course. Key extracts from the invitation to bid are also attached for Members information. Tenders were returned on 19 August and are currently being evaluated. Further information regarding the evaluation of the bids should be ready in time for the meeting of the Overview and Scrutiny Co-ordinating Committee on the 24 September 2013. Members of this Committee should be aware that the Active and Cohesive Overview and Scrutiny Committee will be reviewing the golf development and course maintenance issues at a special meeting on 3 October 2013, whilst the financial and value-for-money issues will be reviewed at a special meeting of the Transformation and Resources Overview and Scrutiny Committee on 9 October 2013.

Recommendations:

- a) For the Scrutiny Committee to consider the tender process undertaken and to affirm that the Council is in compliance with its own procurement rules and statutory legislation.
- b) For the Scrutiny Committee to consider the implementation procedure and monitoring process for the preferred bidder.

Neale Clifton - Executive Director - Regeneration & Development
Newcastle-under-Lyme Borough Council
01782 742400

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KEELE GOLF COURSE

**Overview of process for
procuring a new tenant to manage,
develop and maintain the facility
May to October 2013**

BACKGROUND

- Pre May 2013 – commercial lease
- May 2013 to date – interim management and maintenance
- Cabinet decision May 2013 to procure tenant and ratify interim position
- 2-stage bidding process with options

STAGE 1 – EXPRESSIONS OF INTEREST

- EIQ preparation and evaluation criteria set
- Marketing approach agreed
- Heads of Terms for lease drafted

STAGE 2 – ADVERTISING

- Ads placed in key publications and websites seeking expressions of interest
- 3 EIQ submissions by due date
- Financial/health checks undertaken
- Evaluation completed; all 3 parties invited to proceed to next stage

STAGE 3 – INVITATION TO BID

- Content of documents prepared and evaluation criteria set
- Documents included:-
 - Heads of Terms;
 - Schedule of Works;
 - Operational Management Schedule;
 - STRI Report
- 2 submissions received

STAGE 4 – EVALUATION OF BIDS

- Multi-disciplinary evaluation panel established
- Independent scoring against evaluation criteria
- Initial moderation of scores and identification of clarification issues
- Clarification meeting with each party
- Submission of clarification information and final evaluation panel scoring
- Independent/critical friend review of evaluation panel scoring

STAGE 5 – SCRUTINY PROCESS

- Review of overall process by Co-ordinating Overview & Scrutiny Committee
- Review of financial/resources issues by Transformation and Resources Overview & Scrutiny Committee
- Review of service issues by Active and Cohesive Overview & Scrutiny Committee

STAGE 6 – DECISION

- Finalise officer evaluation and report
- Consider output of scrutiny processes
- Cabinet decision
- Offer to preferred bidder

STAGE 7 – IMPLEMENTATION

- Continued interim management and maintenance
- Completion of legal documents and lease terms
- Gearing up period
- Hand-over arrangements implemented
- Likely timescale 2 to 3 months

STAGE 8 – MONITORING

- Establishment of multi-disciplinary officer team to support monitoring
- Monitoring meetings with tenant – monthly for first 6 months, then quarterly
- Annual review and report to members



Invitation to Submit an Offer for Lease

**APPOINTMENT OF A SPECIALIST GOLF OPERATOR FOR THE DEVELOPMENT,
MANAGEMENT AND MAINTENANCE OF THE KEELE GOLF CENTRE, KEELE ROAD,
NEWCASTLE-UNDER-LYME, STAFFS.**

**Issued by
The Borough Council of Newcastle-under-Lyme
Directorate of Regeneration & Development**

[Key extracts only for NBC scrutiny purposes](#)

Closing date for submission of completed documents

**17:00 on Monday
19th August 2013**

Version date: July 2013

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17 INDICATIVE TIMETABLE

Actions		Date(s)
1.	Closing date for receipt of proposal	19.08.2013
2.	Evaluation Period	20.08.2013 to 30.08.2013
3.	Council Consultation Process	02.09.2013 to 17.10.2013
4.	Council decision obtained	16.10.2013
5.	Notification of decision to all applicants	18.10.2013
6.	Finalisation and Issue of Lease documentation	18.10.2013 to 01.11.2013
7.	Lease Commencement Date	02.12.2013

Note: All dates are indicative only and may be subject to change where necessary.

SECTION 2 - INFORMATION FOR APPLICANT'S SUBMISSION

DESCRIPTION OF DEMISE

Location

Keele Golf Centre occupies a highly commercial trading location directly off the A525 opposite to Keele University and close to the M6 motorway, Junction 15. It is located approximately one mile west of Newcastle-under-Lyme town centre.

The Site

The golf course site extends approximately to 60.7Ha / 150 Acres and includes an 18 hole course par 72 course of some 5,848 ms / 6,396 yds in length, a 9 hole par 27 short golf course, clubhouse, Golfers Arms PH, green keepers building and a residential property

The 18 whole undulating parkland course, designed by renowned golf architect Fred Hawtree was developed and opened in the mid 1970's. Greens and tees are irrigated by an automatic sprinkler system served by mains water.

Adjoining the course is a practice putting and a practice pitching green.

The 9 hole par 27 course which opened in the summer of 2006 is approximately 2015 metres/2,413 yards in length It is located a short walk from the Golfers Arms PH and occupies the eastern part of the site. It comprises an open area divided into two sections by a mature hedgerow. Only the greens are irrigated by an automatic system.

Please see attached STRI report (dated 25th June 2013) which details the condition of the courses, recommended remedial & improvement works. These works will form a condition of the lease and have to be undertaken within the first twelve months.

N.B. The automatic irrigation systems have not been fully tested or examined and it will be for the incoming tenant to do so and undertake such work as may be necessary so as to put them into good repair.

The Golf Clubhouse/Golfers Arms PH and car park

These facilities are located near to the southern boundary and are visible from the A525 main road. The building was constructed in the mid 1970's mainly of brick elevations, having a two storey section (under a pitched tiled roof) and a single storey part having a flat felted

roof. On the ground floor it extends in area to approximately 312.75 sq ms (GIA) and on the first floor 170 sq ms (GIA)

The clubhouse and Golfers Arms provide the following range of accommodation;

- Entrance lobby
- Golf shop with adjoining storage area / two offices, workshop and a further office accessed from the lobby
- Ladies and gentlemen's WC's with changing areas, each providing one shower
- Ground floor bar (approx 30 covers) service kitchen, beer cellar and cold room
- Boiler room
- First floor main bar with restaurant area (approx 60-70 covers) main kitchen, washing up area, stairs to ground floor.

Adjoining the clubhouse/Golfers Arms are two parking areas which can accommodate approx 100 vehicles.

The Green keepers building

This single storey building extends to approx 215 sq ms / 2,314 sq ft (GIA). It is constructed of brick elevations under a profile steel roof. Internally it comprises a storeroom, chemical store, mess room and WC.

The Golf Houses, nos. 1 & 2.

Situated to the east of the Golfers Arms is a pair of semi-detached dwellings. They were constructed in the 1970's, having brick elevations under a pitched tile roof. Accommodation comprises; ground floor living room, hallway with three first floor bedrooms and a bathroom. It is intended to include Golf House no. 1 in the lease demise.

Please see building floor plans and condition survey.

HEADS OF TERMS

Without Prejudice, Subject to Lease

LESSOR: The Borough Council of Newcastle under Lyme, Civic Offices,
Merrial Street, Newcastle under Lyme, Staffordshire,
ST5 2AG

CONTACT: Mr Phil Thompson MRICS. Tel No: (01782) 742378
Email: phil.thompson@newcastle-staffs.gov.uk

LESSORS SOLICITORS: The Borough Council of Newcastle under Lyme, Civic Offices,
Merrial Street, Newcastle under Lyme, Staffordshire, ST5
2AG

ACTING: *(name & contact details of solicitor acting is to be confirmed)*
Civic Offices
Merrial Street
Newcastle under Lyme
Staffs ST5 2AG.

LESSEE:tbc.....

CONTACT:

LESSEE'S SOLICITORS:

ACTING:
Direct Dial:
Mobile:
Email:

DEMISE:
(property description) 9 & 18 golf hole course(s), golf shop/office/public
house/restaurant premises (formerly known as The Golfers
Arms), separate green keepers equipment store, semi-

detached house together with adjoining land / fishing ponds, all hedges/trees/fences and boundaries.

The extent of the demise is more particularly shown edged red on the attached plan.

PROPOSED USE: Golf course, golf club house, bar with catering, retail, tuition and other appropriate facilities.

TERM:

OPTION A

A new 10 year FRI lease (excluded from The LL&T Act security of tenure provisions) of the Keele golf centre.

OR

OPTION B

A new 25 year, FRI lease (excluded from The LL&T Act security of tenure provisions) of the Keele golf centre.

COMMENCEMENT: To be agreed

RENT: The annual rent will be on one of the following bases;

- (i) A fixed sum p.a. exclusive, plus VAT, if applicable, quarterly in advance; *or*
- (ii) A percentage of gross turnover exclusive, plus VAT, if applicable, payable monthly in arrears; *or*
- (iii) A combination of (i) & (ii) above

In the case of (ii) & (iii) above, at the beginning of each financial year (throughout the term) the lessor will issue an invoice based upon the anticipated rent for the forthcoming twelve month period and a balancing adjustment will be made at the end of the twelve month period to reflect the actual percentage of turnover received.

By no later than the 15th of each month the Lessee is to provide to the lessor a statement of turnover in respect of the preceding month, together with a BACS payment, being a percentage of turnover.

In the case of (i) or (iii) above, arrears of rent will incur interest at the monthly rate of 2% above base rate.

The tenant will be required to operate an 'open book' accounts system. In order to monitor till income the tenant will be required to provide an approved computerised system / CCTV installation.

RENT REVIEW:

In the case of the basis of rent being (i) or (iii) above, the fixed sum element of the rent is to be reviewed at the end of each 5th year of the term to either a market rent or increased by an inflation (indexation) formula.

**UTILITIES, RATES
& TAXES**

The lessee is to pay all costs in connection with the supply of utilities and shall pay all present and future rates & taxes.

REPAIRS:

The lessee shall put the whole of the demise, including the lessors fixed equipment, into a satisfactory tenantable condition, as specified in the schedule of works, within the first 12 months of this agreement and thereafter keep it in such condition.

The lessee is to manage and maintain the course(s) throughout the term in accordance with UK golf industry good practice, e.g. to the standard required by the Sports Turf Research Institute (STRI), or equivalent. The lessee is to obtain an STRI report (in August each year) and comply with its conditions/recommendations, including programme, timescales, all of which are to be pre-agreed with the lessor prior to implementation. A copy of the STRI report is to be supplied to the lessor within two weeks of it being issued. All costs associated with obtaining the report and complying with its conditions shall be paid by the lessee.

IMPROVEMENTS

The lessee has to provide full details of any proposals to the lessor and obtain prior written approval before commencing any work.

The lessor wishes to encourage improvements by way of alterations and development of the centre, including complementary facilities. Should the lessee's improvement of facilities result in an area of land becoming available for alternative use the Council would be prepared to vary the lease, taking back this area of land and upon its future disposal at an uplifted value, pay to the lessor a premium, being 10% of the uplift in value.

**SCHEDULE
OF WORKS:**

A specification of repairs to buildings, exterior hard landscaping & car parks, and STRI recommendations for 9 & 18 hole courses, grounds etc. will be appended to the lease.

DECORATION:

The lessee is responsible for all decoration (buildings, structures etc.) of the demise, throughout the term and redecoration in the last year of the term.

CLEANING:

The lessee is to keep the whole of the demise clean, tidy and clear of rubbish at all times.

REMEDY OF BREACHES

The lessor may inspect the demise, after giving reasonable prior notice, in order to assess its condition & state of repair. Notice of any breaches will be given and should they not be remedied within 3 months, the lessor may enter and carry out the works needed, recovering costs incurred from the lessee.

ALTERATIONS:

The lessee is prohibited from making any alterations without the lessor's prior written approval.

ALIENATION:

Not to assign part only of the demise.

Not to assign the whole of the demise without the Lessor's prior written consent which shall not to be unreasonably withheld or delayed PROVIDED that the lessor may impose reasonable conditions, e.g. the proposed assignee is respectable, responsible and able to pay the rent, the assignee enters into an AGA etc.

BREAK CLAUSE:

In the case of a lease granted for 25 years the lessor is inviting offers and investment proposals for;

- (i) a straight 25 year lease; and
- (ii) a 25 year lease which includes an option to break exercisable at anytime after year 10, subject to a minimum of 6 months notice.

The trigger for exercising the option will be either the allocation through the local planning policy process or the grant of planning permission for an implementable scheme of development.

If the option is activated the lessor may take back the whole or part of the demise. In the case of part only of the demise, the lessor will seek to ensure detriment is not caused to the remainder.

INSURANCE:

The lessee is to effect insurance in the joint names of the lessor and lessee in respect of;

- (i) the demised property against loss or damage in an amount equal to the full cost of reinstatement, including associated demolition, clearance and professional fees.
- (ii) employers liability, public liability, third party and any other liability appropriate to the running of a golf centre in the sum of not less than £5M and in respect of employers liability £10M and shall produce details of cover to the lessor on demand.

The levels of cover shall be varied from time to time as required by the lessor.

LICENCES: The lessee to obtain and comply with all licences, consents and permissions necessary for the lessee's occupation and use.

STATUTORY OBLIGATIONS: The lessee will arrange for all necessary inspections to be carried out, reports obtained and for copies provided to the lessor in respect of all activities, premises facilities, fixtures, fittings & equipment.

The lessee is to undertake / comply with, at its cost, the recommended actions / works identified in the report(s) within 3 months timescale. Failure to do so will result in the lessor undertaking the work and recovering costs of doing so from the lessee.

**OPERATIONAL
MANAGEMENT:**

The lessee to observe and comply with the terms and conditions set out in the Operational Management Schedule contained in the lease.

DEPOSIT:

At the commencement of the lease the lessee will be required to place on deposit with the lessor the sum of £30,000 by way of surety against default in compliance with lease obligations. Providing all obligations have been complied with the deposit will be refunded at the end of the term.

LEGAL COSTS:

The lessee to pay the lessor reasonable legal costs.

The lease itself will contain such other terms and conditions as the lessor's solicitor may deem necessary in order to bring the agreement into effect.

SELECTION CRITERIA:

Prospective applicant's proposals will be evaluated as follows:

40% - Quality

60% - Financial Proposal

Each quality evaluation criteria has been allocated a score by the evaluation team to which a weighting will be applied of between 0 and 4 points as follows:

1	Information incomplete – significant indications that applicant lacks ability/experience/expertise/resources/structure to satisfy the Heads of Terms.
2	Information complete – concerns that applicant may lack certain essential requirements to satisfy the Heads of Terms.
3	Information complete – indicating applicants potential to satisfy the Heads of Terms.
4	Information sufficient to indicate the applicant is capable to satisfy the Heads of Terms and delivering added value.

Applicants are required to submit business plans covering the period of the lease (see 6. below) which should address each of the following quality criteria questions:

Quality criteria:

1. Centre Management, maintenance & development.

Applicants are requested in their submission to address the elements of quality management, Health & Safety, and equality and diversity as part of their method statement linked to each of the quality elements below.

- 1.1 Put all of the centre buildings into repair based on the schedule of works and the categorisation of these into; 'essential', 'necessary', 'desirable', Please provide a project plan for all recommended work, a programme timetable for delivery (score 10)
- 1.2 Demonstrate how you intend to comply with the recommendations of the STRI report dated 25 June 2013 - Based on its recommendations please provide a project plan for all recommended work, a programme timetable for delivery, (score 5)
- 1.3 In respect of 1.1 & 1.2 above provide a statement as to how you mitigate the impact of activities on the users of the centre. (score 5)

1.4 Shortlisted applicants are required to evidence as part of their proposal how they will intend to deliver all elements contained in the “*Operational Management Schedule*: - section of the ‘Heads of Terms’. (score 20)

2. Development of golf

2.1 Applicants are requested to provide in greater detail (to that contained in the EIQ) how it is proposed to grow/develop the golf centre. Specifically:

- To prepare and implement an agreed annual maintenance and improvement plan. (score10)
- The structure of fees & charges for playing golf should not discriminate against pay & play golfers, ensuring sufficient time is available to meet the demands for municipal play; be competitive with similar courses within a 30 mile radius; have available a variety of packages and season tickets offering discounts / concessions. (score10)
- To prepare and implement golf development plan in line with Golf England guidance. (score 5)
- Lessee is to conduct annual user satisfaction surveys, the first being 12 months from the commencement of the lease. Within one month of completion of the survey to prepare and deliver to the lessor an ‘improvement action plan’ which addresses significant issues which require attention. After obtaining lessor approval, implement the action plan in accordance with the agreed timescales. (score 5)
- The lessee is to secure and maintain accreditation with appropriate golf industry bodies, e.g. Golf Mark., STRI, Green keepers Association. (score 10)

3. Added Value

3.1 Promoting social value is a key factor to Newcastle-under-Lyme Borough Council and applicants are requested to provide relevant information on how it will deliver social value within the borough e.g. local employment; creation of local trainee / apprenticeships; marketing of the centre to generate increased turnover. (score15)

3.2 Applicants are required to provide details of their environmental / sustainability policy, explaining and demonstrating how these will be realised as part of the delivery of golf at Keele. (score 5)

Financial proposals;

1. Applicants are required to submit a business plan for each of the options (contained in paragraph 6 below) and addressing all elements of the Heads of Terms, to include projections as to numbers of patrons, estimated income and expenditure, balance sheet and all supporting assumptions in the delivery of your proposals. (score 25)
2. Describe the range of potential investments you intend to make over the term of the lease to develop Keele as a premier golf venue. (score 20)
3. The business plan(s) should identify the estimated level of investment linked to schedule of works identified in question 1.1 above. (score 10)
4. In the case of a 25 year lease containing an option to break and in order to encourage investment on added value improvements to the centre please indicate what your proposals would be for recompense on a sliding scale taking account of the years remaining until the end of the lease. (score 5)
5. Linked to question 1.2 above provide a breakdown of the cost of delivering each element linked to the recommendations contained in the STRI report dated 25 June 2013. (score 10)
6. Make a rental offer, confirming the basis for this, i.e. being:
 - (i) an amount per annum,
 - (ii) a varying sum being a percentage of gross turnover (derived from all centre activities and services)
 - (iii) a combination of (i) & (ii) and the amount of rent / percentage of gross turnover.

You are invited to submit offers for **both a ten or a twenty-five year lease term** and should set out your offer proposals in the format of the table overleaf;

	Lease Term		
	10 Years	25 Years (No option to break)	25 Years (Including option to break)
Rental Offer:			
1. Lump sum amount per annum (£)			
2. Percentage (%) of gross turnover			
Combination of 1 & 2 above			
Applicants proposed level of investment (£)			

(score 25)

7. Provide an explanation as to how you will set up and deliver an open book accounting arrangement, i.e. in the case of a turnover rent. (score 5)

APPENDIX 3 – OPERATIONAL MANAGEMENT SCHEDULE

Course maintenance:-

- The lessee to obtain an annual report from the Sports Turf Research Institute (STRI) and shall be responsible for implementing and complying with its recommendations within its programme timetable
- The lessee to maintain the 9 and 18 hole golf courses to a standard at least commensurate with golf industry standards of good practice for a reasonable quality municipal pay and play facility.
- the lessor may inspect the course at any reasonable time, subject to 24 hours notice.
- at the of commencement of the lease, draw up a tree management programme for the course, in conjunction with the Council's Arboricultural officer - carry out agreed works etc, review programme plan annually, carrying out all works necessary for health and safety and to implement the plan.
- Not to carry out any drainage works or works that involve earth moving, introduction or importation of 'materials' without the lessor's prior written consent.
- Not to carry out any works that involve potential damage to trees, tree roots or removal of trees without the lessor's prior written consent.
- The tenant is to inspect, test and remedy any faults or defects identified with the irrigation system(s)

Course improvements:-

- At the beginning of the lease term to commence and thereafter implement all of the recommendations contained in the appended STRI report dated 25th June 2013.

Course management:-

- Hours of operation - the course & shop shall be open everyday except Christmas Day, Boxing Day & New Years Day between the hours of dawn and dusk.
- To prepare and implement an agreed annual maintenance and improvement plan.
- To allocate Tee times on 'a first come first served' basis, offer telephone & on-line bookings.
- allow the resident club use of the 'committee room'.

- allow the resident club and recognised societies to book 'advertised packages' in advance.
- maintain high standards of security and protection from crime.
- The structure of fees & charges for playing golf should not discriminate against pay & play golfers, ensuring sufficient time is available to meet the demands for municipal play; be competitive with similar courses within a 30 mile radius; have available a variety of packages and season tickets offering discounts / concessions.
- The lessee is to provide monthly reports broken down into usage (e.g. number of rounds played) of each income producing activity.
- To prepare and implement a golf development plan in line with Golf England guidance.
- Equal opportunities – to operate the golf course without discrimination.
- Maintain and protect public rights of way over the golf course.
- Allow public use of the club house and associated facilities.
- Lessee is to conduct annual user satisfaction surveys, the first being 12 months from the commencement of the lease. Within one month of completion of the survey to prepare and deliver to the lessor an 'improvement action plan' which addresses significant issues which require attention. After obtaining lessor approval, implement the action plan in accordance with the agreed timescales.
- Consult with the lessor as to the operation of the course, complying with the lessor's reasonable requests.
- The lessee is to secure and maintain accreditation with appropriate golf industry bodies, e.g. Golf Mark., STRI, Green keepers Association.

APPENDIX 4 – STRI Report dated 25th June 2013

Key recommendations

Greens

- In the autumn aggressive aeration needs to be carried out. Try to do this as early as possible to improve recovery of the greens surface. This should be the main renovation operation of the year; it will involve 12mm hollow coring with all the cores cleared off the surface before sand topdressing to fill the holes. Once this has been completed this operation should then be followed with a Graden sand injection scarification.
- To help with the integration of sand into the surface, it is essential to use kiln dried sand for the Graden scarification operation. This can be sourced locally from topdressing suppliers.
- During the spring 8mm micro core operations should be carried out in April, each followed by topdressing. If possible during a quiet period in the summer hollow coring should take place using 12mm hollow core tines and topdressing following this operation.
- Regular routine spiking using 8mm tines should be used to aerate the upper profile of the greens. If possible this should be done on a monthly basis
- During the winter months (when conditions allow) verti-drain the greens to relieve compaction to the lower profiles of the greens.
- If possible refinement of the grass species on the greens should take place using regular grooming or verti-cutting.
- During the spring, an application of the 3:0:3 NPK ratio fertiliser should be applied to all the greens between 30-35gm². Depending on growth this should be followed up by the same application 4-5 weeks later.
- After this going on into the summer months an application of Sierra Form 16:0:16 MPK slow release fertiliser should be applied to the greens to sustain them through the summer. This should see the greens through until the autumn when application of a granular 5:0:28 should be applied prior to the autumn renovation. The high amounts of potassium within this last fertiliser application should harden the turf against disease over the winter.
- Due to the high levels of organic matter within the soil profile and the poor species composition, a preventative fungicide programme should be in place to avoid the high levels of scarring seen over the last winter. The first application of fungicide should be applied when conditions are favourable for disease formation. For this, Heritage would be a good product. Another application should be made in early December to get the greens over until February; Instrata would be the fungicide of choice for this application. One more application of fungicide may need to be applied in February to get the greens through into the spring when no further applications should be required.
- It is essential to apply sufficient sand to the greens to be able to dilute the amount of organic matter present, budgeting for at least 120 tonnes of sand if possible over the 12 month period. Approximately 30-40 tonnes of this sand will be required in kiln dried form to use as part of the Graden sand injection scarification.

Tees

- Look to implement regular monthly aeration to the tees, but only when conditions are correct to avoid smearing of the surface.
- Top dress the tees using a medium to coarse sand. Look to apply around 150 tonnes in 3-4 applications over the spring through to the autumn to maintain surface levels and keep the sward consistent.
- Apply 2 controlled fertilisers to the tees to improve resilience. An Everriss Sierrablen 19:8:19 NPK would be ideal. The first application should go down in May with another in August. Other manufacturers of slow release fertilisers are available upon request.
- Tee renovations should take place in September/October. Look to scarify, hollow core and top dress the tees surface followed by an over seeding with a dwarf perennial ryegrass to improve sward texture and density.

Fairways

- Primo Maxx should be applied to the fairways to reduce clipping yields, improve turf density and performance. An Everriss Fairway Programme which will lead to less mowing on fairways and reduce clippings and labour costs should be implemented. This will require 3 applications of Primo Maxx at 4-6 week intervals. As discussed a herbicide application will take place over the summer to get rid of broad leaved weeds. This could be tank mixed using the Primo Maxx to save on costs and labour. Contact the company Everriss to see if your preferred herbicide is compatible with the use of Primo Maxx.

Rough

- Areas that are out of play can be left to grow and create ecological areas for insects and mammals.
- Cutting these areas only twice per year will save on labour and machinery wear, cut once in March collecting the clipping and remove from site, making sure this is done early enough to avoid disturbance of ground nesting birds and mammals. A second cut should take place in September ensuring to collect the clippings. This will encourage finer species of grass and flowers, and avoid nutrients leaching back into the ground.

Aprons

- Aprons should be ideally verti-drained at least 3-4 times during the winter, but only when conditions are favourable to avoid smearing.
- No additional nutrient input should be required on the approaches.

APPENDIX 5 - CONDITION SCHEDULE

Schedule of works required for Keele Golf Club House, car park and workshop Newcastle under Lyme

**For removal of doubt, all works below to be priced for and completed by contractor
unless instructed otherwise**

1.00	Essential works required upon taking occupation	(Price)
1.01	Golf Clubhouse/Golfers Inn.	
1.02	Renew Barge and soffit boards to main clubhouse	
1.03	Renew all external upvc guttering	
1.04	New emergency fire door and frame bottom of the stairs	
1.05	Side elevation renew 2 number broken pieces of glass	
1.06	Renew side window in bar area	
1.07	Investigate for water ingress to the bar area – Veranda above the rear extension & replace area of ceiling	
1.08	Renew asphalt decking to the veranda area	
1.09	Repaint all exterior woodwork	
1.10	General decoration to all inside	
1.11	General renew all floor coverings	
1.12	Electrical rewire to relevant electrical standards	
1.13	General around all of the building lift and level all paving slabs trip hazard	
1.14	Rear of the building and side of the building reset all the paving slabs forming steps from the emergency fire doors	
1.15	Lift and renew concrete area by cellar roller shutter door	
1.16	Clear all gullies and jet all drains and fit gulley gratings	
1.17	Take off all verge tiles, renew all of the oversailing on the barge boards replace – renew verge all to be cement bedded-Asbestos identified.	
2.00	Green Keepers Implement Shed	
2.01	Renew 4 number side windows	
2.02	Renew fascias	
2.03	Renew gutters	
2.04	Renew lighting conductor	

- 2.05 Rebuild top of irrigation shed outside front of building – refix replace roof covering to the same
- 2.06 Clean out all gullies and drains and fit 1 piece gulley surrounds
- 2.07 Renew gulley pot back inlet and connect to the drains, fit 1 piece concrete surround
- 2.08 Replace tarmac to front of the implement shed

3.00 Necessary work required within 3-5 years.

3.01 Golf Clubhouse/Golfers Inn.

- 3.02 Renew 2 number large full glazed windows to the side elevation -
- 3.03 Renew 1 pair of 2GG doors to the rear elevation to be of mortice and tenon construction and not doweled (to be rebated)
- 3.04 Renew large window at the rear of main building
- 3.05 Renew front large window to left of the main entrance
- 3.06 Renew side window at high level by the spirit store
- 3.07 Renew gas boiler, has crack in the heat exchanger leaking all of the time
- 3.08 Radiators to clubhouse require replacing
- 3.09 Renew manhole cover and frame

4.00 Green Keepers Implement Shed

- 4.01 Renew glass g.w. cast to side high level window
- 4.02 Repoint and flaunch chimney stack
- 4.03 Renew 2 small windows at the rear of the building toilet wash room area
- 4.04 Renew oversink water heater to mess room
- 4.05 Supply and fit 2 number 150 x 150 x 6 mm hollow section posts 1 either side of roller shutter to prevent further damage to brickwork

5.00 Car Park

Car park area and entrance in general is in too bad a state to repair. Renewal of tarmac surface hardcore and drainage channels to a specification agreed with the Councils Facilities Dept within 3 years of occupancy or as necessary for reasons of Health and Safety, whichever is soonest.

6.00 Desirable work to be carried out within the first 10 years of taking occupation or as necessary, whichever is soonest.

6.01 Golf Clubhouse/Golfers Inn.

6.02 Remove garage/store doors build up in block work with cavity – render to the same area and masonry painted to the same

6.03 Side elevation renew combination door and frame to match existing (door to be of mortice and tenon construction and not doweled)

7.00 Green Keepers Implement Shed

7.01 Renew rear store room door and frame. F.L.B. construction with steel facing plate door to be of mortice and tenon construction.

7.02 Renew washers to wash hand basin and sink unit

7.03 Renew 9 number flurry 1.8m light fittings to main shed

7.04 Renew door and frame to the pump house area, door to be morticed and tenoned not doweled F.L.B construction

7.05 Renew 2 number 1.2m single flurry fittings to mess room

7.06 Remove and replace Dauntless shires low level cistern to toilet off mess room (existing cistern contains asbestos so must be removed in line with H.S.E. guidance)

8.00 Golf Clubhouse/Golfers Inn. - Upper floors

Fully refurbish upper floors including rewiring, redecoration, re carpeting and general improvements to a specification to be agreed with the Borough Councils Facilities Dept. and to a timetable to be agreed with the Council in line with the proposers business development plan

Active and Cohesive Communities Overview and Scrutiny Committee

Work Plan – As at 13 September 2013

Date of Meeting	Item	Reason for Undertaking
3 October 2013 (Agenda dispatch 20 September 2013)	Keele Golf Course	To review the golf development and course maintenance issues at a special meeting.
16 December 2013 (Agenda dispatch 6 December 2013)	Kidsgrove Sports Centre	To report on the outcome of the meeting between Staffordshire County Council, Newcastle Borough Council, Clough Hall School and Kidsgrove Sports Centre, and to evaluate the options moving forward.
	Community Interest Company as Leisure Management Option	Action from 29.08.2013 meeting for the Committee to consider the completed report of the officer working group.
	Portfolio Holder(s) Question Time	An opportunity for the Committee to question the Portfolio Holder on their priorities and work objectives for the next six months and an opportunity to address any issues or concerns that they may currently be facing. It's also an opportunity for the Portfolio Holder to flag up areas within their remit that may benefit from scrutiny in the future i.e. policy development.
25 February 2014 (Agenda dispatch 14 February 2014)	Annual Review of the Scrutiny Committee's Work	To evaluate and review the work undertaken during 2013/14.

Task and Finish Groups

Allotments Review (Expected to complete December 2013)

Future Task and Finish Groups:

Suggestions for Potential Future Items:

Public Sector in Partnership

Cleaner, Greener and Safer Communities Overview and Scrutiny Committee

Work Plan – As at 13 September 2013

Date of Meeting	Item	Reason for Undertaking
4 December 2013 (Agenda dispatch 22 November 2013)	Waste and Recycling Strategy	To consider the recommendations of the Cabinet Panel with reference to the Borough Council's Waste and Recycling Strategy before being received by Cabinet.
	Decriminalised Car Parking	As requested by the Committee, to address issues that have become apparent within the Borough.
	Vacant and derelict buildings enforcement	To ascertain what the Council's current powers are in relation to vacant and derelict buildings enforcement, and whether best use is being made of these powers.
	Police and Crime Commissioner	To question and discuss policing priorities within the Borough and actions being taken to address crime.
24 March 2014 (Agenda dispatch 14 March 2014)	Annual Review of the Scrutiny Committee's Work	To evaluate and review the work undertaken during 2013/14.
	Disabled Access / 'A'Frame Obstruction to Pavements in towns	To ensure equal access to the Borough's town centres for disabled people.
	Alcohol Strategy	To look at the Alcohol Strategy Action Plan and the effectiveness of the actions.

Task and Finish Groups

Magistrates Courts Move

Future Task and Finish Groups

Suggestions for Potential Future Items:

Warm Zone Delivery of Green Deal (potentially email to Committee)

Overview and Scrutiny Co-ordinating Committee

Work Plan – As at 13 September 2013

Date of Meeting	Item	Reason for Undertaking
24 September 2013 (Agenda dispatch 13 September 2013)	Task and Finish Group Status	To receive a note providing an update on the current status of the task and finish groups
	Community Centre Review – Outcome of the Open Forum meeting and the task and finish group meeting	As requested at the previous meeting to monitor progress.
	Keele Golf Course	To consider the process for determining a long term solution for Keele Golf Course and to consider the outcome of this process and the preferred bidder.
27 January 2014 (Agenda dispatch 17 January 2014)	Task and Finish Group Status	To receive a note providing an update on the current status of the task and finish groups
	Leader and Deputy Leader Question Time	An opportunity for the Leader and Deputy Leader to update the Committee on their priorities and work objectives for the next six months and an opportunity for the Leader and Deputy Leader to flag up areas that may benefit from scrutiny in the future i.e. policy development.
1 April 2014 (Agenda dispatch 21 March 2014)	Task and Finish Group Status	To receive a note providing an update on the current status of the task and finish groups

Task and Finish Groups

Community Centre Review Task and Finish Group

Future Task and Finish Groups

Licensing of Premises with particular reference to takeaways

Suggestions for Potential Future Items:

Economic Development & Enterprise Overview and Scrutiny Committee

Work Plan – As at 11 September 2013

Date of Meeting	Item	Reason for Undertaking
18 December 2013 (Agenda dispatch 6 December 2013)	Newcastle and Kidsgrove Town Centre Partnerships	Action from June meeting to invite the Portfolio Holder for Economic Development, Regeneration and Town Centres to review the business plan for the Newcastle Town Centre Partnership. To also consider the business/action plan for Kidsgrove Town Centre Partnership.
	Portfolio Holder(s) Question Time	An opportunity for the Committee to question the Portfolio Holder(s) on their priorities and work objectives for the next six months and an opportunity to address any issues or concerns that they may currently be facing. It's also an opportunity for the Portfolio Holder to flag up areas within their remit that may benefit from scrutiny in the future i.e. policy development.
	Asset Management	Suggested by Neale Clifton.
12 March 2014 (Agenda dispatch 28 February 2014)	Annual review of the scrutiny committee's work	To evaluate and review the work undertaken during 2013/14.

Classification: NULBC **UNCLASSIFIED**

Task and Finish Groups

HS2 Working Group

Town Centre Car Parking

Future Task and Finish Groups

Suggestions for Potential Future Items:

Broadband

Newcastle Economic Development Strategy

Community Infrastructure Levy

Former St. Giles and St. Georges Site

Classification: NULBC **UNCLASSIFIED**

Health Scrutiny Committee
Work Plan – As at 12 September 2013

Date of Meeting	Item	Reason for Undertaking
23 October 2013 (Agenda dispatch 11 October 2013)	Health and Well Being Strategy	To review an action plan for the Health and Well Being Strategy.
	Alcohol Strategy	As requested at the last meeting further analysis of the figures relating to alcohol admissions, an understanding of the current educational processes relating to alcohol and how the Borough’s major trauma unit was dealing with the issue.
	Infant Mortality	The Borough Council’s Partnerships Manager to update the Committee.
	Alcohol and Drug Executive Board	Status report on the group set up by the Alcohol and Drug Executive Board, co-chaired by Chief Constable and Director of Public Health, to explore ways of aligning and developing the approaches to licensing taken by the eight district councils in Staffordshire.
20 November 2013 (Agenda dispatch 8 November 2013)	Physical Activity in Schools (Joint with Active and Cohesive Scrutiny Committee)	Physical activity in the Borough’s schools is lower than the national average and within the North Staffordshire region.
	The Francis Report	Implementation of recommendations, at a District level, to be monitored – Staffordshire County Council are revising their Code of Joint Working, which the Health Scrutiny Committee will receive in draft form for their comments.

Classification: NULBC UNCLASSIFIED

	Licensing and the Impact on Health	The impact of Licensing policies on health matters within the Borough. Appropriate officers to be invited to attend meeting.
12 January 2014 (Agenda dispatch 20 December 2013 due to Christmas break)	Portfolio Holder Question Time	An opportunity for the Committee to question the Portfolio Holder on their priorities and work objectives for the next six months and an opportunity to address any issues or concerns that they may currently be facing. It's also an opportunity for the Portfolio Holder to flag up areas within their remit that may benefit from scrutiny in the future i.e. policy development.
9 April 2014 (Agenda dispatch 28 March 2014)	Annual Review of the Scrutiny Committee's Work	To evaluate and review the work undertaken during 2013/14.

Task and Finish Groups

Future Task and Finish Groups

Suggestions for Potential Future Items:

Fit for the Future and Move of the Accident and Emergency Centre - 4 hour target issues to be monitored

Consultation on Mental Health Services (Committee to determine timescales)

Cardiac Rehabilitation at Jubilee 2 (Committee to determine timescales)

Suicide Prevention

Classification: NULBC UNCLASSIFIED

Transformation and Resources Overview and Scrutiny Committee

Work Plan – As at 13 September 2013

Date of Meeting	Item	Reason for Undertaking
9 October 2013 (Agenda dispatch 27 September 2013)	Keele Golf Course	To review the financial and value-for-money issues at a special meeting.
6 November 2013 (Agenda dispatch 25 October 2013)	Portfolio Holder(s) Question Time	An opportunity for the Committee to question the Portfolio Holder(s) on their priorities and work objectives for the next six months and an opportunity to address any issues or concerns that they may currently be facing. It's also an opportunity for the Portfolio Holder to flag up areas within their remit that may benefit from scrutiny in the future i.e. policy development.
	Capital Strategy	Received annually by the Committee as part of the budget setting process.
	Medium Term Financial Strategy	Received annually by the Committee as part of the budget setting process
	Treasury Management Strategy	Received annually by the Committee as part of the budget setting process.
	Financial and Performance Management Report Quarter 2 2013/14	To continue to monitor and scrutinise performance alongside finances. New style report expected for this meeting.
	Universal Credit	Update expected.

Classification: NULBC UNCLASSIFIED

14 January 2014	Scrutiny Café – date for information, there will be no agenda published.	
22 January 2014 (Agenda dispatch 10 January 2014)	Revenue and Capital Budget 2014/15	To consider the final version of the Revenue and Capital Budget 2014/15 before it is considered by Council on 26 February 2014.
	Scale of Fees and Charges	Received annually by the Committee as part of the budget setting process.
	Asset Management Strategy	To look at the financial implications of the Asset Management Strategy.
	Financial and Performance Management Report Quarter 3 2013/14	To continue to monitor and scrutinise performance alongside finances. New style report expected for this meeting.
26 March 2014 (Agenda dispatch 14 March 2014)	Annual review of the scrutiny committee's work	To evaluate and review the work undertaken during 2013/14.

Task and Finish Groups

Review of the Constitution Working Group – action to look at scrutiny committee remits

Future Task and Finish Groups

Suggestions for Potential Future Items:

Classification: NULBC UNCLASSIFIED

Classification: NULBC **UNCLASSIFIED**

Modernisation of the Post Office Network

Council Plan

Classification: NULBC **UNCLASSIFIED**

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Public Document Pack Agenda Item 6

FORWARD PLAN - 1 AUGUST 2013 TO 30 NOVEMBER 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 AUGUST 2013
TO 30 NOVEMBER 2013**

TITLE OF REPORT:

**AUDLEY CONSERVATION AREA APPRAISAL AND MANAGEMENT
PLAN SUPPLEMENTARY PLANNING DOCUMENT**

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	To consider the recommendation of the Planning Committee that Cabinet adopt a Supplementary Planning Document (SPD) relating to the Audley Conservation Area Appraisal and Management Plan.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 18 Sep 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	Audley and Bignall End
Proposed consultation	There has been an opportunity for the public to make representations on the draft Supplementary Planning Document and the proposed final version, and the associated consultation statement, has been been available for further representations as required by Regulation 12 of Local Planning Regulations 2012
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	
Officer contact	Guy Benson, Head of Planning and Development
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

BEREAVEMENT SERVICES GROUNDS MAINTENANCE

Portfolio	Cabinet Portfolio Holder - Culture and Leisure
Brief description of report	Contract 3 Tender for all grounds maintenance and burial works within the open and closed cemeteries and crematorium grounds.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 18 Sep 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Steve Middlehurst
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

BUDGET CONSULTATION PROPOSALS 2013/14

Portfolio	Cabinet Portfolio Holder - Finance and Resources
Brief description of report	Proposals to carry out a range of consultation activities with residents and other key stakeholders as part of the 2013/14 budget setting process.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 18 Sep 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	Full details within reports to TROSC and Cabinet
Last date for representations	
Background documents	
Officer contact	Phil Jones
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

COMMUNITY INFRASTRUCTURE LEVY - DRAFT CHARGING SCHEME

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	To present a draft charging scheme in respect of the Community Infrastructure Levy for public consultation.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 18 Sep 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:
EDS ACTION PLAN

Portfolio	Councillor Terry Turner
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 18 Sep 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:

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	Wednesday, 18 Sep 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
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:

JCB

Portfolio	Councillor Terry Turner
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 18 Sep 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	Kidsgrove
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:

LOCAL ENTERPRISE PARTNERSHIP - PLANNING CHARTER MARK

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	To enable Cabinet to consider steps that are likely to be required for the Borough Council to achieve Planning Charter Mark status in 2013
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 18 Sep 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	
Officer contact	Guy Benson, Head of Planning and Development
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
EU & HLF MATCH FUNDING POT

Portfolio	Councillor Mike Stubbs
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 18 Sep 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:

**MEMORANDUM OF UNDERSTANDING WITH PM TRAINING
STAFFORDSHIRE LIMITED**

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	To outline proposals to take forward actions in line with the PM Training Concordat Action Plan over the forthcoming two years.
Spend required/saving generated (<i>if applicable</i>)	Will require officer resources to support the action plan
Decision maker	Cabinet
Earliest date of decision	Wednesday, 18 Sep 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	The proposals have been drafted in partnership with PM Training
Last date for representations	Representations can be made up to one working day before the meeting
Background documents	
Officer contact	Kim Graham
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	NA

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	Wednesday, 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:

AFFORDABLE HOUSING REGENERATION PARTNERSHIP

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	The Council has committed to undertake a joint feasibility study with Aspire Housing and it is appropriate that the outcome of this is reported to Cabinet for consideration.
Spend required/saving generated (<i>if applicable</i>)	This will be reported within the report
Decision maker	Cabinet
Earliest date of decision	Wednesday, 16 Oct 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	Other Registered Providers operating in the Borough have been consulted to highlight that the Council is open to discussions around ways to deliver affordable housing in the Borough.
Last date for representations	Representations can be made one working day prior to the meeting
Background documents	
Officer contact	Jo Halliday, Head of Housing
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	NA

TITLE OF REPORT:

HEALTH AND WELLBEING STRATEGY CONSULTATION

Portfolio	Cabinet Portfolio Holder - Stronger and Healthier Neighbourhoods
Brief description of report	To report on the outcomes of the consultation on the Borough Health and Wellbeing Strategy.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 16 Oct 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	Public
Last date for representations	
Background documents	
Officer contact	Rob Foster, Head of Leisure and Cultural Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
MARKET CHARTER RIGHTS

Portfolio	Councillor Terry Turner
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 16 Oct 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:

MEDIUM TERM FINANCIAL STRATEGY

Portfolio	Cabinet Portfolio Holder - Finance and Resources
Brief description of report	Sets out the Medium Term Financial Strategy for 2014/15 and the following four years, indicating the projected budgets for these years and the shortfall compared to available resources.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 16 Oct 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

STAFFORDSHIRE WASTE PARTNERSHIP - STRATEGY REFRESH

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	Refresh of Staffordshire Wide Waste Strategy.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 16 Oct 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Cleaner Greener and Safer Communities
Wards affected	All Wards
Proposed consultation	Staffordshire Consultation
Last date for representations	
Background documents	
Officer contact	Trevor Nicoll, Head of Recycling and Fleet Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
URBAN FOREST STRATEGY

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	A strategy for the management and development of all trees within Newcastle Borough.
Spend required/saving generated (<i>if applicable</i>)	To be assessed
Decision maker	Cabinet
Earliest date of decision	Wednesday, 16 Oct 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	Underway.
Last date for representations	NA
Background documents	
Officer contact	Paul Pickerill, Streetscene Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	NA

TITLE OF REPORT:

RENEWAL OF MICROSOFT SOFTWARE LICENSING

Portfolio	Cabinet Portfolio Holder - Communications, Policy and Partnerships
Brief description of report	To seek approval to appoint a Microsoft Licensing Reseller, following a procurement exercise, to provide the Council with Microsoft Product pricing and orders, licenses and licensing services. The existing contracts are due for renewal in 2014. ICT will therefore be procuring the following contracts: A new Microsoft Enterprise Agreement from 01 June 2014 A new Microsoft Select Agreement with effect from 01 October 2014.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Jeanette Hilton, Head of Customer and ICT Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
COMMUNITY CENTRE REVIEW

Portfolio	Cabinet Portfolio Holder - Stronger and Healthier Neighbourhoods
Brief description of report	To report on the review of the Council's Community Centres.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 13 Nov 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Rob Foster, Head of Leisure and Cultural Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

EXTENSION OF BULKY COLLECTION SERVICE

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	Extension of bulky collection service with Furniture Mine for a further two years.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 13 Nov 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Cleaner Greener and Safer Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Trevor Nicoll, Head of Recycling and Fleet Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

FEASIBILITY STUDY FOR KIDSGROVE SPORTS CENTRE

Portfolio	Cabinet Portfolio Holder - Culture and Leisure
Brief description of report	To consider options for the future provision of sports facilities in Kidsgrove.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 13 Nov 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Rob Foster, Head of Leisure and Cultural Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

MEDIUM TERM HIRE OF REFUSE COLLECTION VEHICLES

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	Hire of two refuse collection vehicles.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 13 Nov 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Trevor Nicoll, Head of Recycling and Fleet Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

COMMUNITY INTEREST COMPANY OUTLINE BUSINESS CASE

Portfolio	Cabinet Portfolio Holder - Culture and Leisure
Brief description of report	To consider the outline business case for establishing a Community Interest Company to operate all or part of the the Council's Leisure and Cultural Services.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 11 Dec 2013
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Rob Foster, Head of Leisure and Cultural Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

**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	Wednesday, 11 Dec 2013
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:
CAPITAL STRATEGY 2014/15

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

TITLE OF REPORT:

REVENUE AND CAPITAL BUDGETS 2014/15

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

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

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

TITLE OF REPORT:

SHORT TERM VEHICLE CALL OFF HIRE CONTRACT

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	Contract for all short term hire vehicles.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 15 Jan 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Trevor Nicoll, Head of Recycling and Fleet Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
TYRE CONTRACT

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	Contract for tyres for council vehicles.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 15 Jan 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Trevor Nicoll, Head of Recycling and Fleet Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
ALLOTMENT POLICY

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

TITLE OF REPORT:

INTEGRATED RECYCLING AND WASTE STRATEGY

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	Integrated Recycling and Waste Strategy for the Council from 2016 onwards.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 5 Feb 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Cleaner Greener and Safer Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Trevor Nicoll, Head of Recycling and Fleet Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
PLAYING PITCH STRATEGY

Portfolio	Cabinet Portfolio Holder - Economic Development, Regeneration and Town Centres
Brief description of report	To approve a new playing pitch strategy for the Borough.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 5 Feb 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Rob Foster, Head of Leisure and Cultural Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:
SPORT AND ACTIVE LIFESTYLES STRATEGY

Portfolio	Cabinet Portfolio Holder - Culture and Leisure
Brief description of report	To agree for consultation a multi agency Sport and Physical Activity Strategy for the Borough.
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	Wednesday, 5 Feb 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Rob Foster, Head of Leisure and Cultural Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A (<i>if applicable</i>)	

TITLE OF REPORT:

TREASURY MANAGEMENT STRATEGY 2014/15 TO 2018/19

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

TITLE OF REPORT:
EDS ACTION PLAN

Portfolio	Councillor Terry Turner
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
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	
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:

MARKET CHARTER RIGHTS

Portfolio	Councillor Terry Turner
Brief description of report	
Spend required/saving generated (<i>if applicable</i>)	
Decision maker	Cabinet
Earliest date of decision	16 Oct 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 SPORTS COUNCIL - GRANT AID
2014/15**

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

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

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**Report to the Overview and Scrutiny Co-ordinating Committee
24 September 2013
Update on the Scrutiny Working Groups**

Allotments Review Task and Finish Group

The last meeting of the Allotments Review Task and Finish Group took place on 11 September 2013 with consideration of demand and provision. The task and finish group undertook visits to a selection of allotment sites in the Borough in July, where they met allotment holders. Representatives from allotments associations, Audley Parish Council and Silverdale Parish Council are to be invited to meet the task and finish group at its next meeting on 24 September. The task and finish group is timetabled to conclude in December 2013.

Community Centre Review Task and Finish Group

The Chair of the Community Centre Review Task and Finish Group will be providing a verbal update at the meeting.

Constitution Working Group

The Constitution Working Group has recently changed its membership, with Cllr Jones replacing Cllr Snell. The date for the next meeting of the working party is currently being set and a review of the Health Scrutiny Committee's remit is at the top of their agenda for the meeting, which will also include substitute members and Chairs and vice-Chairs roles.

HS2 Working Group

The HS2 working group held a stakeholder event on 13 August where they considered the views of local action groups, local MPs, Staffordshire County Council and Parish Council's affected by the HS2 group. The group have met subsequently to meet with an officers from Stoke-on-Trent City Council and to form their views for submission to Cabinet. Cllr Stringer as Chair of the working group provided the Economic Development and Enterprise Overview and Scrutiny Committee with a progress update at its meeting on 10 September. The working group's preliminary conclusions were that there was no economic benefit for Newcastle or North Staffordshire evident in the current proposals, and that the Council should join with Staffordshire County and Lichfield Councils in opposition to HS2. The working group also feel that if HS2 were to proceed there should be adequate compensation for those people affected. It was also to support agricultural land owners, the environmental impact mitigated where possible and contact must be maintained with National Rail. The money for HS2 could be spent on other rail

projects to greater effect. A draft report is being written by the working group Chair for consideration at the group's next meeting on 30 September, with the intention that the report will reach the 13 November Cabinet meeting.

Magistrates Court Move Working Group

The last meeting of the Magistrates Court Move Working Group took place on 24 July 2013 with discussion of statistics for anti-social behaviour and shop lifting. A representative from the Court was unable to attend the meeting, which was disappointing for those who attended. A number of actions were agreed at the meeting, one of which was that there would be a further meeting of the working group in three months to receive an update from the Police on their operations and crime statistics. The attendance of a representative from the Court at the next meeting was vital. The group did not feel they were ready to complete at the 24 July meeting, as they felt there were still areas of concern regarding the court move. Since the last meeting it has been agreed with the Chair of the working group that there will be more frequent meetings, with the Scrutiny Officer seeking to arrange the date of the next meeting.

Town Centre Car Parking Task and Finish Group

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

Louise Stevenson
Scrutiny Officer
Newcastle-under-Lyme Borough Council