

Public Document Pack

Date of meeting Thursday, 29th August, 2013
Time 7.00 pm
Venue Committee Room 1, Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG
Contact Louise Stevenson ext 2250

Active and Cohesive Communities Overview and Scrutiny Committee

AGENDA

PART 1 – OPEN AGENDA

- 1 Apologies**
- 2 DECLARATIONS OF INTEREST**
To receive declarations of interest from Members on items included in the agenda.
- 3 MINUTES FORM THE PREVIOUS MEETING (Pages 1 - 4)**
To agree as a correct record the minutes of the previous meeting of the Committee held on 17 June 2013.
- 4 PUBLIC SECTOR COMMISSIONING IN PARTNERSHIP (PSCIP) (Pages 5 - 10)**
To consider a report regarding Public Sector Commissioning in Partnership. VAST, the provider of the infrastructure support service, will give a presentation at the meeting.
- 5 BATESWOOD LOCAL NATURE RESERVE (Pages 11 - 12)**
To consider a progress report of the development of a fishing club at Bateswood Local Nature Reserve.
- 6 LEISURE AND CULTURE COMMUNITY INTEREST COMPANY (Pages 13 - 14)**
To consider an update regarding the future potential of a Community Interest Company to manage leisure and cultural facilities and services.
- 7 YOUNG PERSON'S PARTICIPATION IN SPORTS**
This will be sent to follow.
- 8 WORK PLAN (Pages 15 - 16)**
To discuss and update the work plans to reflect current scrutiny topics
- 9 URGENT BUSINESS**

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

Members: Councillors Bailey (Vice-Chair), Cairns (Chair), Miss Cooper, Mrs Cornes, Mrs Heesom, Miss Olszewski, Plant, Taylor.M, Miss Walklate, Mrs Williams and Mrs Winfield

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.

ACTIVE AND COHESIVE COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE

Monday, 17th June, 2013

Present:- Councillor George Cairns – in the Chair

Councillors Councillor Reginald Bailey, Councillor Miss Julie Cooper, Councillor Mrs Gillian Heesom, Councillor Miss Sophie Olszewski, Councillor Glyn Plant, Councillor Matt Taylor, Councillor Miss June Walklate and Councillor Mrs Gillian Williams

Officers; Dave Adams – Executive Director for Operational Services
Nick Lamper – Senior Members' Services Officer
Martin Stevens – Democratic Services Officer

1. APOLOGIES

Apologies for absence were received from Cllr Mrs Cornes and Cllr Mrs Winfield.

2. MINUTES FROM THE PREVIOUS MEETING

The minutes of the meeting held on 19 March 2013 were confirmed as a correct record.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. PUBLIC SECTOR COMMISSIONING IN PARTNERSHIP (PSCIP)

The Senior Members' Services Officer gave an update to the report. He stated that the County Council had put the timescales back further and therefore the contract with CAB/ Age UK would be extended until the end of the financial year.

RESOLVED: That the report be noted.

5. KEELE GOLF COURSE

The Executive Director for Operational Services introduced a report on Keele Golf Course. He stated that the report set out the actions taken since the previous operator had gone into voluntary liquidation. A temporary arrangement was in place with Glendale Managed Services who were carrying out grounds maintenance of the course and the overall management. This had hopefully provided a seamless arrangement for the users of the course. He was pleased to report that notices had been placed in the Trade Press inviting suitable operators to lease the course to ensure its continued operation. There was essentially a two stage process. The first being to obtain expressions of interest and the second was to compose a shortlist and develop a more detailed proposal showing the clear intent for the course, which would form the lease.

The Chair stated that it was important for prospective operators to understand that it was a municipal golf course and not a private golf course.

RESOLVED: That the Committee receives a further report when the marketing process has been completed.

6. **KIDSGROVE SPORTS CENTRE**

A Member stated that Kidsgrove Sports Centre had been closed once already for twelve months and there had been trouble with the plant since that time. It had been very difficult to get the admission numbers to return to normal levels since the closure. He wanted to have a better understanding of the responsibilities of the interested parties in the event of the building going wrong. If the building was intended to be replaced, there was a need to understand the timescales and the business plan.

The Chair stated that there was a concern that if money was spent on keeping the building up and running in the short term, which was then ultimately replaced, a considerable amount of money could be determined to have not been wisely spent. It was therefore important to plan ahead and be kept well informed. He requested that a meeting be arranged with the Headmaster and Chair of Governors' of the School and County Council officials. This was in order to gain a better understanding of their future plans.

The Executive Director for Operational Services stated that he could provide accurate figures on the current usage of the centre since the facility was reopened and that the County Council recognised the strategic need for Leisure service provision within the Kidsgrove area.

The Chair stated that it was important to encourage people to return to the centre.

RESOLVED: That a meeting be arranged with the Headmaster and Chair of Governors' of the School and Staffordshire County Council officials. This is in order to gain a better understanding of their future plans for the centre.

7. **ALLOTMENTS SERVICE REVIEW SCRUTINY WORKING GROUP - PROGRESS REPORT**

The Chair stated that a review on allotments had not taken place for a considerable time. Excellent work was being completed on the review by the Officers and the Members of the Working Group. The Officers had been able to show a past and future perspective.

RESOLVED: That the status report be noted.

8. **WORK PLAN**

The Chair requested that Bateswood Consultation process remain on the work plan in case any safety issues arose. In response to questions from Members, The Executive Director for Operational Services stated that he would commission an update report on the progress of the fishing club.

The Chair requested a report on the expected timescale of the Community Interest Company.

A Member requested scrutiny give consideration to the licensing of premises and in particularly that of takeaways. It was agreed that the Overview and Scrutiny Co-

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ordinating Committee be asked to consider how best to approach the scrutiny of this item.

The Chair requested a report and briefing on how specifically young people could be encouraged to take up regular sport and physical exercise.

9. **URGENT BUSINESS**

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

Meeting closed at 7.35pm.

COUNCILLOR GEORGE CAIRNS
Chair

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Report to Active and Cohesive Overview & Scrutiny Committee 29 August 2013

Public Sector Commissioning in Partnership (PSCiP)

1. Background:

- 1.1 The initial concept of the PSCiP programme at the outset was initiated by Newcastle-under-Lyme Borough Council's (NuLBC) Chief Executive at the time recognising the potential of significant savings for all partners involved in the collaboration process when commissioning from the voluntary/third sector.
- 1.2 At the time NuLBC had already launched and were successfully working within its own protocols and procedures linked to its 'third sector commissioning framework' a framework that was shared and adopted by a number of public sector organisations.
- 1.3 NuLBC in collaborating with the County Council and PCT's as part of the PSCiP programme have been the only district to identify the benefits of such work, with a number of like authorities monitoring outcomes as the work develops and contracts are let.
- 1.4 NuLBC as part of the work retain the responsibility for needs analysis, priority setting, determining the service they want and will be involved in shaping the service specifications/outlines to make sure they meet their needs. NuLBC officers are an integral part of the commissioning/tender process, they will also have a voice as part of the ongoing monitoring process following mobilisation of new contracts ensuring any issues linked to performance with the successful service provider are reviewed and appropriately responded to.
- 1.5 Officers at NuLBC continue to contribute, support and maintain a profile as part of the work of PSCiP programme, albeit the focus for Newcastle has been linked to two specific service areas: Infrastructure Support & Volunteering Service and Debt, Benefits and Consumer Advice.

2. Benefits from the Programme:

- 2.1 It is believed that shared commissioning will create efficiencies for public sector organisations through backoffice rationalisation including finance, legal, admin, commissioning, procurement and performance management departments. Whilst these efficiencies would be significant for larger PSO's in terms of staff resource District Councils with smaller investment levels should also see a reduction of staff time currently committed to all elements of the commissioning/grant process although on a smaller scale. There may also be possibilities to deliver additionality in some areas of the service outlines.
- 2.2 The economies of scale and collective bargaining power of a shared approach should improve value for money e.g. same level of service at a reduced contract value or increased service levels for the same contract

value. This will be particularly important in the current climate of budget reductions.

- 2.3 Robust performance management will improve accountability ensuring services are delivered that meet organisational priorities and community need and this will also provide evidence to support future strategic planning e.g. identifying groups/areas for differential targeted delivery.
- 2.4 The commitment to a partnership approach will bring significant benefits including removing duplication of services and sharing expertise and best practice. More than that it will define the commitment to transparency and equity in commissioning and show a readiness to adapt in a changing environment to continue to secure essential services.
- 2.5 Shared commissioning will also create opportunities for backoffice efficiencies for third sector organisations particularly the larger organisations. Shared processes will make it easier and less resource intensive to identify opportunities, complete the application process and the performance management returns required. It could also offer real opportunities to work collaboratively.

3. Commissioned Services:

- 3.1 As indicated in para 1.5 (above) NuLBC's focus as part of the ongoing engagement process has been linked to two specific service areas:

- **Infrastructure Support and Volunteering Service**
- **Debt, Benefits and Consumer Advice**

- 3.2 **Infrastructure Support and Volunteering Service:**

NuLBC has over the past 4 years funded infrastructure service support at an amount of £12,000pa agreeing as part of the PSCiP programme to transfer such funds to the County as part of the collaborative delivery of the service.

3.2.1 Officers of the Council at the outset of the collaborative process worked with commissioning colleagues at the County as part of needs analysis, priority setting and determining service outcomes, developing the service specification/outline before this went out to market.

3.2.2 The opportunity advertised through the County Council's electronic procurement platform generated considerable interest with a high number of infrastructure organisations viewing the specification/service outline, albeit on the closing date for completed submissions, only two responses were received from Staffordshire & Stoke-on-Trent Consortium of Infrastructure Organisations (SCIO) and Voluntary Action Stoke-on-Trent (VAST).

3.2.3 The two submissions were evaluated by a panel of five officers, inclusive of an officer from NuLBC; supported by a representative from the County procurement department who also facilitated moderation with the group on completion of the initial evaluation.

3.2.4 As part of the evaluation process both tenderers were invited and delivered presentations on their proposals to the evaluation team.

3.2.5 On announcement of the result, the unsuccessful provider as part of a standstill period was offered and requested feedback, subsequently requesting further review and clarification following this process.

3.2.6 The successful provider VAST commenced delivery of the contract on the 1st May, mobilisation having commenced with the provider with a number of meetings having taken place with NuLBC officers where the needs within the borough have been communicated.

3.2.7 Additionality as part of the contract has been obtained for the borough and a number of officers have in the early stages of mobilisation received a presentation and overview of the intended service to infrastructure organisations in the borough which will include:

- **Events** – minimum of 1 dedicated Newcastle event p.a.;
- **Information Dissemination** – Disseminate information from Borough Council to the VCS with a minimum of 50 ebulletins/6 newsletters p.a.
- **Support** – Minimum of 3 hours per day x 4 days per week;
- **Volunteering** – Weekly drop in session;
- **Website** – Dedicated Newcastle section;
- **Social Media** – Live Blog & discussion forum;
- **1-2-1 Development Support** – outreach at groups preferred venue;
- **VCS Representation** – Represent the VCS at strategic borough meetings.

Should members of the Active and Cohesive Overview & Scrutiny Committee wish to receive a presentation from VAST linked to the delivery of the service to the borough, officers would be willing to facilitate this.

3.2.8 VAST; following the announcements from Newcastle CVS (NCVS) has as part of TUPE (Transfer of Undertakings (Protection of Employment)) transferred a number of former NCVS & SCIO staff into their organisation. This has effectively supported continuity of service to infrastructure organisations within the borough.

3.2.9 At a contract performance review meeting on 14 August 2013 VAST presented a progress report to officers from both County and Borough, some of the key achievements impacting on the Borough include:

- Development support to 32 groups within NUL (*note: the 32 groups supported in Newcastle is attributed to having a full time office based in the Borough as a result of NBC funding allocated to the contract*).
- Volunteering support; the total number of enquires received from Newcastle people interested in volunteering amounts to 20 since the start of the contract.
- Service continues to be delivered from 12 Andrew Place, Newcastle-under-Lyme.
- Meeting with Staffordshire Fire & Rescue service to discuss the 'Time Banking' project, being piloted in Newcastle-under-Lyme.
- Meeting with the Aspire Group to discuss volunteering with the tenants of Aspire.
- The Aspire Group have signed up to VAST's 'Employee Supportive Volunteering' (ESV) programme.
- Tesco Meir & Kidsgrove are advertising volunteering to their employees through a poster campaign; this includes a total of over 500 employees.

- VAST manned a stand at the annual community event in Newcastle - Midsummer Mayhem.
- VAST to attend a jobs fair hosted by Aspire at the New Vic Theatre in September 2013 to promote volunteering.
- Marketing: The VAST service has been re-branded at the start of the new contract across the whole of Staffordshire and rolled out across all forms of communication. VAST report that their new website gives increased functionality and an ability to control all content making news stories live as soon as these are received by their organisation, the site allows users to:
 - View the Live Twitter Feed and Latest news,
 - Submit their own news stories,
 - Advertise job vacancies, submitting their own directly onto the site,
 - Promote events through the on-line calendar,
 - Participate in on-line forums,
 - Rating system for VAST's support and services,
 - To support customer service there is an area for users to submit both negative and positive feedback.

Officers can make a copy of the progress report available to members of the Active and Cohesive Overview & Scrutiny Committee.

3.3 **Debt, Benefits and Consumer Advice:**

NuLBC has over the past 4 years funded Debt, Benefits and Consumer Advice at an amount of £151,386 pa. The service previously delivered under separate contracts by Age UK and CAB is now being delivered collaboratively by the two organisations with CAB acting as the lead organisation until the re-commissioning of the service is completed as part of the PSCiP programme.

3.3.1 Officers of the Council have again at the outset of the collaborative process worked with commissioning colleagues at the County as part of needs analysis, priority setting and determining service needs, developing the service specification to reflect the needs within the borough.

3.3.2 An Officer from the borough council has been invited and will be included as part of the evaluation and moderation panel.

3.3.3 The budget for the service is being reviewed linked to the potential of delivering savings from the collaborative work, which should release monies to be utilised on commissioning other separate service needs for the authority.

3.3.4 The service outline and evaluation criteria have been established and agreed and the opportunity has been advertised through the County Council's electronic procurement platform. This said and following a recent restructuring of staff at the County Council a new lead officer has been appointed taking on responsibility for this work and as such has resulted in a delay in the commissioning opportunity being advertised.

4. Issues:

- 4.1 The current contract linked to the delivery of Debt, Benefits and Consumer Advice is due to expire in September 2013 in anticipation of a new contract commencing from the 1st October 2013 as part of the PSCiP programme. Due to the delay indicated in para 3.3.4 NuLBC's existing collaborative contract with CAB/Age UK will be extended the provider having been informed of this decision.
- 4.2 Whilst the commissioning/procurement process for the new Debt, Benefits and Consumer Advice has been advertised through the County Council's electronic tendering platform in a transparent manner and whilst officers can inform the current incumbent/s; there is little they can do to promote the delivery of a collaborative solution (e.g. similar to the solution currently being delivered by CAB and Age UK).

Simon Sowerby
Business Improvement Manager
Newcastle-under-Lyme Borough Council

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**Briefing Note to the
Active and Cohesive Communities Overview and Scrutiny Committee
29 August 2013**

**Progress Report of the Development of a Fishing Club
at Bateswood Local Nature Reserve**

Submitted by: Head of Operations – Roger Tait
Portfolio: Culture and Leisure
Wards Affected: Audley and Bignall End/Halmerend

Purpose of Briefing Paper

To advise the Active and Cohesive Communities Overview and Scrutiny Committee of progress with the project to allow fishing to be carried out on part of the large pool at Bateswood Local Nature Reserve.

Recommendations

That discussions continue between Audley Parish Council and the Borough Council to develop a long term lease for the pool with the Parish Council who in turn will manage the fishing within the guidelines agreed, carrying out daily maintenance works as required and providing the security and stewardship needed to manage the pool effectively.

Reasons

To enable locally managed fishing to take place on part of the pool at Bateswood.

Background

At the Cabinet meeting of 17 October 2012, approval was granted for the development of managed fishing on part of the pool at Bateswood.

Work has been on-going with the setting up of a new “friends” group for Bateswood Local Nature Reserve, pulling together new members and those who had previously been a member of the two local wildlife volunteer groups. Three meetings have taken place over the last 9 months and it is hoped that an active and effective group can be formed in the near future. It is intended to invite representatives from the group who are formed to manage fishing at the site to work with this friends group.

In December 2012 ward councillors were consulted on what type of fishing management they wished to develop at Bateswood. Suggestions were given as follows:

1. To advertise and lease the pool to a locally managed private fishing club such as (Kingsgrove and District Angling Club);
2. To advertise and lease the pool to one of the large national clubs (such as Prince Albert Club);

3. To lease the pool to the Parish Council who would in turn organise and manage a local fishing club, to cater for youth and adult fishing.

The responses all indicated that the local ward councillors preferred option 3 as this would promote opportunities for local residents to access recreational facilities within their community and retain local management of this facility.

Contact was made with Audley Parish Council to explore whether it would be feasible for the fishing pool to be managed by a club under Parish Council control. Discussions have been ongoing with the Parish Council regarding this project and a meeting was held with the Parish Council on the 7th August. This meeting discussed the development of the details of the lease arrangements that the Parish Council and any potential sub-lessee fishing club would have to adhere to. The Community Manager from the Operations Service attended to advise the Parish Councillors at this meeting on the potential outcomes of this arrangement.

The Chair and Vice-chair of the Active and Cohesive Communities Overview and Scrutiny Committee also attended.

Following this meeting a long term lease will be drawn up with Audley Parish Council and the newly formed fishing club, which in turn will assist with the management of the site and assist with the control and management of the pool area in accordance with the lease arrangements.

Further progress reports will be provided in due course.

Roger Tait
Head of Operations
Newcastle-under-Lyme Borough Council

**Report to Active and Cohesive Communities
Overview and Scrutiny Committee
29 August 2013**

Leisure and Culture Community Interest Company Update

Background

The officer working group, along with appropriate specialist advice, are continuing to scope the future potential of a Community Interest Company to manage leisure and cultural facilities and services, in the context of the Council's 'Co-operative Council' vision.

The Approach

The aim of the scoping exercise is to provide headline answers to a number of key questions, setting a clear path for further more detailed work and implementation. The questions to be answered include:

- What is the most appropriate company structure? Is a Community Interest Company the preferred model or is another structure more appropriate?
- Are there any procurement issues associated with the setting up of a new vehicle or its future trading / expansion? (we will utilise the advice the Council has previously received from Trowers & Hamlins lawyers in this regard, bringing a summary into this scoping exercise)
- What is the most appropriate scope for the new vehicle and how should facilities / services be phased into it?
- What is the headline financial impact, taking into account potential issues associated with NNDR, VAT, pensions and central support costs?

The output from our work will be a short report, providing responses against the key areas noted above, including a clear recommendation for progression/implementation as appropriate.

We will ensure that the assessment of appropriate options takes into account the key issues of future control, impact on staff and pensions, procurement considerations and service coordination across health & wellbeing. Our advice will be set in the context of the 'Co-operative Council' vision.

The scope for consideration includes the following facilities / services (albeit any initial phase is likely to only include the leisure centres, museum, Roe Lane and Westlands Sports Ground):

- Leisure centres (Jubilee2 / Kidsgrove SC)
- Borough Museum and Art Gallery
- Roe Lane football development centre
- Westlands Sports Ground
- Clayton Sports Centre (Pending outcome of lease negotiations)

Some or all of the Council's existing community centres which are currently subject to a separate review could also be considered for inclusion in the scope of the CIC if this is felt appropriate on conclusion of the community centres review.

In order to complete an accurate assessment we are currently evaluating the following information to support our work:

- income and expenditure figures for the existing facilities, covering the last 3 financial years and broken down between income / cost categories;
- usage figures, including National Benchmarking Survey reports and other KPI analysis;
- condition survey data on the existing buildings;
- staffing structures for the sites;
- Current VAT treatment of income by the Council;
- A breakdown of central costs allocated to the service;
- Pensions information from the LGPS, regarding future admitted body / delegated body status and the costs associated with this (percentage contributions and any bond required).

Summary

Once completed our report will be passed to the Executive Management Team and Cabinet for their consideration and advice on 'next steps'.

Robert Foster
Head of Leisure and Cultural Services
Newcastle-under-Lyme Borough Council

Active and Cohesive Communities Overview and Scrutiny Committee

Work Plan – As at 16 August 2013

Date of Meeting	Item	Reason for Undertaking
29 August 2013 (Agenda dispatch 16 August 2013)	Report on the fishing club at Bateswood Local Nature Reserve	Evaluation of the progress at Bateswood Local Nature Reserve.
	Young Person's Participation in Sport	Chair request from 17.06.2013 to be discussed to increase young person's participation in sport locally.
	Public Sector in Partnership	Request from Head of Business Improvements and Partnerships for the Committee to re-receive this item.
	Expected timescales of Community Interest Company as Leisure Management Option	To ensure timetable is correctly implemented.
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.
	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.

Classification: NULBC **UNCLASSIFIED**

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

Licensing of Premises (Takeaways)

Classification: NULBC **UNCLASSIFIED**