

# Public Document Pack

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

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

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

### **Other Decisions**

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

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

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

Telephone: 01782 742222

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

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

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

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

**FORWARD PLAN FOR THE PERIOD 1 JULY 2012  
TO 31 OCTOBER 2012**

TITLE OF REPORT:

**BATESWOOD LOCAL NATURE RESERVE - OUTCOME OF PUBLIC CONSULTATION**

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

TITLE OF REPORT:

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

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

TITLE OF REPORT:

**DELIVERY OF HOME IMPROVEMENT AGENCY SERVICES**

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

TITLE OF REPORT:

**FINANCIAL SYSTEM UPGRADE/REPLACEMENT**

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

TITLE OF REPORT:

**STAFFORDSHIRE LOCAL NATURE PARTNERSHIP**

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

TITLE OF REPORT:  
**THIRD SECTOR COMMISSIONING**

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

TITLE OF REPORT:

**CEMETERIES MEMORIAL SAFETY PROGRAMME 2011-2015**

Portfolio	Cabinet Portfolio Holder- Culture and Leisure
Brief description of report	Report on outcome of previous phase of memorial inspection and testing programme and seek approval for next phase
Spend required/saving generated ( <i>if applicable</i> )	£38K (from underspend on previous phase so no 'new' funding required)
Decision maker	Cabinet
Earliest date of decision	18 Jul 2012
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	None.
Officer contact	Roger Tait, Head of Operations
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	N/A



TITLE OF REPORT:

**ICT SOFTWARE CONSOLIDATION - LICENSING**

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

TITLE OF REPORT:

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

Portfolio	Cabinet Portfolio Holder- Regeneration, Planning and Town Centres Development
Brief description of report	The report will present an 'Issues and Options' paper and seek approval to engage the public in the first stage of public consultation on the Site Allocations and Policies DPD.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	18 Jul 2012
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	The consultation methods are currently the subject of a public consultation exercise. Depending on the outcome this stage of preparation of the DPD could potentially involve a minimum six week period of public consultation.
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting.
Background documents	None.
Officer contact	Helen Beech, Planning Policy Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**DRAFT HEALTH AND WELLBEING STRATEGY**

Portfolio	Cabinet Portfolio Holder- Stronger and Active Neighbourhoods
Brief description of report	To develop the Newcastle under Lyme Health and Wellbeing Strategy.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	19 Sep 2012
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	Third Sector and Partner Agencies.
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting.
Background documents	None.
Officer contact	Rob Foster, Head of Leisure and Cultural Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**PROCUREMENT OF THE REPORTER**

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

TITLE OF REPORT:

**REVIEW OF COMMUNITY CENTRE PROVISION**

Portfolio	Cabinet Portfolio Holder- Stronger and Active Neighbourhoods
Brief description of report	This second report follows the earlier strategic review to take forward the redevelopment and reprovision of community centres across the Borough.
Spend required/saving generated ( <i>if applicable</i> )	Invest to Save
Decision maker	Cabinet
Earliest date of decision	19 Sep 2012
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations can be made up to one working day before the meeting.
Background documents	None.
Officer contact	Rob Foster, Head of Leisure and Cultural Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**COMMUNITY INFRASTRUCTURE LEVY - DRAFT CHARGING SCHEME**

Portfolio	Cabinet Portfolio Holder- Regeneration, Planning and Town Centres Development
Brief description of report	To present a draft charging scheme in respect of the Community Infrastructure Levy for public consultation.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	17 Oct 2012
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting.
Background documents	None.
Officer contact	Helen Beech, Planning Policy Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**EMPTY HOMES STRATEGY**

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

TITLE OF REPORT:

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

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



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

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