

Corporate Scrutiny Committee

Agenda

Date: Tuesday, 12th June, 2012
Time: 2.00 pm
Venue: Committee Suite 1,2 & 3, Westfields, Middlewich Road,
Sandbach CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**
2. **Minutes of Previous Meeting** (Pages 1 - 6)
3. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in relation to any item on the agenda.

4. **Declaration of Party Whip**

To provide an opportunity for Members to declare the existence of a party whip in relation to any item on the agenda.

5. **Public Speaking Time/Open Session**

For any apologies or requests for further information, or to give notice of a question to be asked by a member of the public

Contact: Mark Nedderman
Tel: 01270 686459
E-Mail: mark.nedderman@cheshireeast.gov.uk

A total period of 15 minutes is allocated for members of the public to make a statement(s) on any matter that falls within the remit of the Committee.

Individual members of the public may speak for up to 5 minutes, but the Chairman will decide how the period of time allocated for public speaking will be apportioned, where there are a number of speakers.

Note: In order for officers to undertake any background research, it would be helpful if members of the public contacted the Scrutiny officer listed at the foot of the agenda, at least one working day before the meeting to provide brief details of the matter to be covered.

6. **Council Tax Discount Policy** (Pages 7 - 10)

To consider a report of the Director of Finance and Business Services.

7. **Business Planning Process 2012/13** (Pages 11 - 18)

1. To consider a report from the Director of Finance and Business Services.
2. To appoint Members to the Budget Task Group.

8. **Work Programme Progress Report** (Pages 19 - 26)

To consider a report of the Borough Solicitor.

9. **Forward Plan - Extracts** (Pages 27 - 32)

To note the current forward plan, identify any new items, and to determine whether any further examination of new issues is appropriate.

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Corporate Scrutiny Committee**
held on Tuesday, 17th April, 2012 at Committee Suite 1,2 & 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor J P Findlow (Chairman)
Councillor D Newton (Vice-Chairman)

Councillors G Baxendale, B Burkhill, S Corcoran, W S Davies, F Keegan,
D Neilson and D Topping

Apologies

Councillors G Barton, B Moran and G Wait

185 **OFFICERS PRESENT**

Lisa Quinn - Director of Finance and Business Services
Paul Bradshaw – Head of HR and Organisational Development
Melanie Henniker – HR Delivery manager
Mark Nedderman – Senior Scrutiny Officer

186 **ALSO PRESENT**

Councillor D Flude

187 **MINUTES OF PREVIOUS MEETING**

RESOLVED – That the minutes of the meeting held on 6 March 2012 be confirmed as a corrected record and signed by the Chairman.

188 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

189 **PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the public present at the meeting who wished to address the committee.

190 **WORK PROGRAMME PROGRESS REPORT**

The Committee reviewed the work programme for 2012/13.

At the previous meeting of the Committee, Members had resolved to review the Council's policy in respect of exemptions on Council tax for second and empty homes in anticipation of an expected change in legislation. It was suggested that this item should now be added to the Committee's work programme

In connection with the item concerning Mayoralty/Civic arrangements, the Senior Scrutiny Officer reported that there were no outstanding matters to investigate in connection with this item.

RESOLVED

- (a) That the report be received;
- (b) That an item be added to the work programme to brief Members in June 2012 on the current arrangements which provide discounts in respect of Council Tax for empty properties and second homes in Cheshire East, with a view to the policy being reviewed.
- (c) That the item relating to the Mayoralty/Civic arrangements in Cheshire east be deleted from the work programme.

191 **FORWARD PLAN - EXTRACTS**

The Committee considered items listed in the current forward plan.

RESOLVED – That the Forward Plan be received.

192 **SICKNESS ABSENCE REPORT**

Councillor D Flude attended the meeting and addressed the Committee in respect of this matter.

The Committee considered a report of the Head of HR and Organisation Development relating to sickness absence in Cheshire East.

The Committee was informed that during 2009/10, the average number of days lost due to sickness was 7.05. This had risen to 8.19 days during 2010/11.

By way of comparison, a North West Employers survey carried out in April 2011 had determined that the average sickness absence rate for Unitary Councils in the North West was 9.15 days. The Chartered Institute of Personnel in its report into Absence Management for 2011 confirmed that for employers in public services with 5000 or more staff, the average number of days lost was 9.6 days and for private sector services was 11.8 days.

Over sixty percent of all working days lost due to sickness was categorised as long term sickness and accounted for approximately

a quarter of all the employees absent. (Long term sickness was defined by the Council as 15 working days or more).

There were a number of contributory factors that may be leading to an increase in sickness absence statistics, including better reporting arrangements which had provided better accuracy; stress related to Council restructures, the ongoing challenging financial situation leading to further reviews and uncertainty for staff, and the recent review of staff terms and conditions of employment.

A number of measures were in place to address sickness rates including strategic intervention in the Waste and Recycling Service, and in addition, the Health and Safety Team had been involved in reminding employees of preventative measures in relation to injuries.

The Attendance Management Policy would be reviewed with a view to simplifying the process and ensuring that the trigger points were appropriate in the circumstances and to support managers in taking action on attendance at a timely and early stage.

The HR Delivery Team would continue to provide coaching and training for managers in attendance management, both through the Corporate Training Programme and also on a local one-to-one or team basis as required and considered effective. This training would focus on the proactive management of attendance with a view to retaining employees in work and to support them in returning to work as soon as practicably possible.

Additional proactive measures included:

- A number of Health and Wellbeing events being held in May.
- Close working with the Occupational Health Service to identify proactive health promotion strategies and activities that could be rolled out across the Council and sustained in the longer term.
- The possible introduction of an Employee Assistance Programme (EAP). An EAP was a resource for employees to enable them to access support, usually in the form of counselling, to help them deal with difficult issues (whether work-related or in their personal life).

The Committee was in favour of measures to provide support to staff during sickness absences, particularly those relating to alleviating the effects of stress, but felt that the target set for the average number of days sickness per employee should be lower than the existing target of 9 days.

RESOLVED –

- (a) That the report be received;

- (b) That the measures outlined in paragraphs 4.1 - 4.7 of the report be supported , particularly the proposals relating to the setting up of an Employee Assistance programme (EAP);
- (c) That the Head of HR and Organisational Development be requested to consider introducing a new lower target than the existing 9 days for the average number of days leave taken by Cheshire East employees;
- (d) That subject to affordability, the Head of HR and Organisational development be requested to carry out a staff satisfaction survey as the last one was carried out in 2009.

193 **EXCLUSION OF THE PRESS AND PUBLIC**

That the press and public be excluded from the meeting during consideration of the following item pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 4 Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

194 **REVIEW OF ARRANGEMENTS TO MANAGE WORKFORCE CHANGE**

The Committee considered a report of the Head of HR and Organisational development relating to proposals to manage workforce change in connection with the Councils Voluntary redundancy Scheme.
The Committee was presented with 5 potential options which would be the subject of negotiation with trade unions.

RESOLVED –

- (a) That the report be received;
- (b) That Cabinet be informed that this committee recommends that that the Council should give further consideration to options 4 and a combination of options 5 and 3;
- (c) That whichever option is adopted, Cabinet be requested to consider ensuring that the new scheme should be in place for a period extending beyond 12 months in order to introduce stability into the system.

The meeting commenced at 2.00 pm and concluded at 3.37 pm

Councillor J P Findlow (Chairman)

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CHESHIRE EAST COUNCIL

REPORT TO: CORPORATE SCRUTINY COMMITTEE

Date of Meeting:	12 th June 2012
Report of:	Director of Finance and Business Services
Subject/Title:	The Policy on Council Tax Discounts
Portfolio Holders:	Councillor Raynes

1.0 Report Summary

- 1.1 To advise the Committee on the current arrangements for Council Tax discounts in relation to empty properties and second homes.
- 1.2 To brief the Committee on the scope for further changes that have been consulted on by the Government.

2.0 Decision Requested

- 2.1 To note the contents of the report.
- 2.2 To consider any advice they can offer to Cabinet on the potential changes to discounts.

3.0 Reasons for Recommendations

- 3.1 The Committee made a request for this item at their meeting in March 2012.

4.0 Wards Affected

- 4.1 Not applicable.

5.0 Local Ward Members

- 5.1 Not applicable.

6.0 Policy Implications including - Climate change - Health

- 6.1 The report covers current policy in relation to Council Tax discounts and scope for change.

7.0 Financial Implications (Authorised by the Borough Treasurer)

- 7.1 None.

8.0 Legal Implications (Authorised by the Borough Solicitor)

8.1 The Council should have robust processes so that it can meet statutory requirements and fulfil its fiduciary duty.

9.0 Risk Management

9.1 The steps outlined in this report help to mitigate the four main legal and financial risks to the Council's financial management:

- The Council must set a balanced Budget
- The Council must set a legal Council Tax for 2013/2014
- The Council should provide high quality evidence to support submissions for external assessment.
- That Council borrowing will comply with the Treasury Management Strategy which is underpinned by the Prudential Code.

10.0 Background and Options

10.1 The Corporate Scrutiny Committee meeting in March considered their Work Programme item and requested a report on Council Tax discounts for empty properties and second homes in Cheshire East to provide the basis for reviewing the policy.

BACKGROUND

10.2 The rules in relation to Council Tax discounts on long term empty properties and second homes were first changed for 2006/2007 to enable councils to move away from the compulsory 50% discount to local arrangements (within certain restrictions).

10.3 Gradually all councils in Cheshire moved to a revised discount of 25% for both categories to match the single person discount.

10.4 For 2011/2012 Cheshire East Council agreed a further change to:

- Reduce discount on long term empties to 0%.
- Reduce the discount on second homes to 10%.

10.5 These raised an additional £2.1m of income.

10.6 No changes were made for the 2012/2013 Budget as there was no further discretion available to increase income levels.

CHANGES FOR 2013/2014

10.7 The Government issued a Technical Reforms to Council Tax consultation in October 2011 which included the scope for further changes to Council Tax discounts from April 2013. This has been followed by a response on 28th May 2012.

10.8 The key issues accepted by the Government are:

- Ability to charge 100% for second homes.
- Potential to charge more where a property is empty.

10.9 The table below sets out the issues:

Proposal from CLG	Impact on Cheshire East	Impact on local residents
a. Ability to charge 100% on Second Homes	Additional income c.£0.12m	Additional costs of c.£130 pa for c.900 second home owners
b. Locally determine discounts for uninhabitable property	Additional income c.£0.26m if discount removed c.£0.13m if discount limited to 6 months	Additional costs of up to c.£1,300 for owners (currently 240) of property undergoing structural alteration
c. Locally determine discounts for vacant property	Additional income c.£0.93m if discount removed c.£0.46m if discount limited to 50%	Additional costs of up to c.£650 for c.1,700 empty property owners
d. Locally determine charges for property left empty for more than 2 years	Additional income c.£0.64m	Additional costs of up to c.£650 for c.1,200 property owners

10.10 The Committee is asked for their views on further changes to discount levels.

10.11 Finance Officers will be able to illustrate the impact of varying discounts at the meeting.

10.12 Members should note that ministers have already stated options for potential use of this new flexibility at a local level:

Councils facing a budget gap as a result of the 10% cut in council tax benefit funding can plug the hole by increasing charges on second and empty homes,(Local government minister Andrew Stunell).

Communities secretary Eric Pickles has suggested councils could use new tax powers over empty and second homes to fund a £20 cut in council tax bills. The proposal for helping “families and pensioners with the cost of living” came as the government confirmed councils would get new powers to scrap council tax discounts on second homes and charge an ‘empty home premium’ of 150% tax.

Local Government Chronicle May 2012

10.13 Changing Council Tax discounts to increase income forms one of the potential options for helping to achieve the £2m+ saving required from the localisation of Council Tax benefit schemes from April 2013.

11.0 Access to Information

11.1 The background papers relating to this report can be inspected by contacting the report writers:

Name: Lisa Quinn
Designation: Director of Finance and Business Services
Tel No: 01270 686628
Email: lisa.quinn@cheshireeast.gov.uk

CHESHIRE EAST COUNCIL

REPORT TO: CORPORATE SCRUTINY COMMITTEE

Date of Meeting:	12 th June 2012
Report of:	Director of Finance & Business Services
Subject/Title:	Business Planning Process Update
Portfolio Holder:	Councillor Raynes

1.0 Report Summary

1.1 To provide an update on the Business Planning Process to cover:

- The comments made by the Corporate Scrutiny Committee in March 2012.
- The outline Business Planning Process going forward.
- The suggested timing of the Budget Task Group meetings.

2.0 Decision Requested

2.1 To note the contents of the report, the key stages of the process to create a 2013/2016 Business Plan and the timing of Budget Task Group.

2.2 To determine the membership of Budget Task Group.

3.0 Reasons for Recommendations

3.1 To respond to a formal request from the Corporate Scrutiny Committee at their meeting in March 2012.

4.0 Wards Affected

4.1 Not applicable.

5.0 Local Ward Members

5.1 Not applicable.

6.0 Policy Implications including - Carbon reduction - Health

6.1 The report outlines the process that will influence policy creation.

7.0 Financial Implications (Authorised by the Director of Finance and Business Services)

7.1 None.

8.0 Legal Implications (Authorised by the Borough Solicitor)

8.1 The Council should have robust processes so that it can meet statutory requirements and fulfil its fiduciary duty.

9.0 Risk Management

9.1 The steps outlined in this report help to mitigate the four main legal and financial risks to the Council's financial management:

- The Council must set a balanced Budget.
- The Council must set a legal Council Tax for 2013/2014.
- The Council should provide high quality evidence to support submissions for external assessment.
- That Council borrowing will comply with the Treasury Management Strategy which is underpinned by the Prudential Code.

10.0 Background and Options

10.1 The Business Plan for 2012/2015 was approved at Council in February 2012. This was the result of a revised Business Planning Process which integrated the setting of corporate priorities with the setting of the Budget.

10.2 It was agreed Corporate Scrutiny Committee would have the Overview and Scrutiny role for the process to create the Business Plan. To carry out this role the Committee created an informal sub-group called the 'Budget Task Group'. The use of an informal group enables flexibility in terms of meeting at key stages of the process and reviewing private material.

10.3 The work of the Budget Task Group was the subject of a report to the Committee in March where Members considered the process and final Business Plan.

10.4 Details on the comments made by the Committee in relation to the process and Business Plan and further briefing are set out in the following appendices:

Comments from Corporate Scrutiny Committee. Appendix 1

The Business Planning Process 2013/2016 - Broad Timescale Appendix 2

Suggested Budget Task Group meetings.

Appendix 3

- 10.5 A report to launch and set out details of the new Business Planning Process for 2013/2016 will be taken to Cabinet on 23rd July 2012. Further briefing will be provided to all Members as part of the launch process on 24th July 2012.
- 10.6 Given the proposal to retain Budget Task Group with representation from wider Overview and Scrutiny the Committee is asked to agree membership of the Group.

11.0 Access to Information

- 11.1 The background papers relating to this report can be inspected by contacting the report writer:

Name: Lisa Quinn
Designation: Director of Finance & Business Services
Tel No: 01270 686628
Email: lisa.quinn@cheshireeast.gov.uk

Appendix 1

Comments from Corporate Scrutiny Committee

The issues raised by the Committee and the measures to address those are set out below:

Committee Feedback	Proposed Solution
Provide opportunities for all Overview and Scrutiny Committees to have an input to the Business Planning Process.	The Budget Task Group will include representation from other Overview and Scrutiny Committees to observe, contribute and report back to their Committees.
Confusion over which version of the Business Plan was the latest.	Agenda papers will provide clarity as to which versions of published, or non-published, material will be the subject of discussion for each meeting.
Provision of suitable hardware to enable meetings to access financial information electronically.	<p>The recommended solution is for Members to use their Council laptops during the Task Group meetings.</p> <p>All Members of the Council have already been offered a laptop to help perform their duties. The laptops include the standard package of Microsoft Office software, access to e-mail and the internet. These machines could be used to view documents etc.</p> <p>Alternatives, such as I Pads are being trialled but a business case has not yet been taken forward.</p> <p>All material will be made available electronically before, during and after the meetings (where possible).</p>
Changes made to policy proposals during the process should be tracked and easily identifiable.	Comprehensive records are maintained within Finance. The approach to version control between documents will be enhanced to allow members to track changes made during the process. These will be shared with the group as required.

Committee Feedback	Proposed Solution
<p>Improve the narrative relating to the proposals and provide more detailed figures within the Business Plan.</p>	<p>To be addressed within the next Business Plan to ensure:</p> <ul style="list-style-type: none"> - the format is explained in advance. - appropriate narrative is provided to enhance understanding of the proposals. - the impact of proposals on the priorities for the Council are made clear. - proposals are shown at the relevant level of detail. <p>It should be noted that the Business Plan deliberately grouped smaller efficiency or housekeeping items that did not warrant Member debate into one line. These were explained within footnotes to the relevant pages. This approach will continue in order to focus on the main options.</p>
<p>Overview and Scrutiny should be given an opportunity to comment on the emerging priorities influencing the Business Plan by September of each year at the latest.</p>	<p>To be addressed as part of the revised process.</p>
<p>The Business Plan is too long and a more succinct version should be produced.</p>	<p>The Business Plan (including the Budget) is necessarily a long and complex document as it deals with the whole Council’s service and financial plans in a single place.</p> <p>Further consideration will be given to a summary version, however, such a document requires resources to produce and publish and is ultimately of limited use in terms of restating the main document.</p>
<p>The link between the summary tables and detailed tables needs to be clearer.</p>	<p>To be addressed though text references and links on the electronic version.</p> <p>This will be assisted by launch of the Budget Book and a FAQs document.</p>
<p>The links between Annex 3 (Process, Financial Position and Key Changes) and Annex 7 (Three Year Budget Tables) should be clearer.</p>	<p>To be addressed as part of the next process.</p> <p>Budget Task Group will be involved in debate over the new document format where possible.</p>

Appendix 2

The Business Planning Process 2013/2016 Broad Timescale

Introduction

Following approval of the Business Plan for 2012/2015 work has been quickly started by Cabinet Members and CMT to develop the new process for creating a Business Plan for 2013/2014 onwards.

This reflects the ongoing challenges facing the Council in terms of cost pressures and the funding changes being introduced by Government which give the Council a limited opportunity to influence its funding levels.

A full report will be taken to Cabinet on 23rd July 2012 to update all members on the process.

Key Changes

The timetable has not been finalised but key changes include greater 'task group' working to develop policy, consider options and inform debate.

Key Stages

The following key stages are proposed:

June / July	CMT identify issues and potential options.
July	CMT / Cabinet Members review issues, potential options and estimated financial envelope. Agree direction in terms of priorities and options to be explored.
August / September	Create Task Groups to develop more detailed options based on direction. Link with Policy Advisory Groups.
October / November	Challenge and Consult.
December / January	Draft Business Plan.
January	Consult.
February	Business Plan.

Appendix 3

Suggested Budget Task Group Meetings

Given the proposed timetable at **Appendix 2** the following Budget Task Group dates are proposed for the new process.

Mid June (Post Corporate Scrutiny Committee)	Set Terms of Reference. Briefing on expected new process and an opportunity to comment.
Early July	Review Draft Cabinet Report
Late July	Review direction in terms of emerging priorities and options.
August / September	Meetings with groups to develop detailed options.
October	Participate in challenge.
November	Consider format of Business Plan
December	Review early Draft Business Plan.
January	Comment on issued Draft Business Plan.
February	Comment on Business Plan.

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.CHESHIRE EAST COUNCIL

REPORT TO: CORPORATE SCRUTINY COMMITTEE

Date of Meeting: 12 June 2012
Report of: Borough Solicitor
Subject/Title: Work Programme update

1.0 Report Summary

- 1.1 To review items in the 2012/2013 Work Programme listed in the schedule attached, together with any other items suggested by Committee Members.

2.0 Recommendations

That the 2012/2013 work programme be reviewed.

3.0 Reasons for Recommendations

- 3.1 It is good practice to agree and review the Work Programme to enable effective management of the Committee's business.

4.0 Wards Affected

- 4.1 All

5.0 Local Ward Members

- 5.1 Not applicable.

6.0 Policy Implications including - Carbon reduction - Health

- 6.1 Not known at this stage.

7.0 Financial Implications

- 7.1 Not known at this stage.

8.0 Legal Implications

- 8.1 None.

9.0 Risk Management

9.1 There are no identifiable risks.

10.0 Background and Options

10.1 The schedule attached has been updated since the last meeting.

10.2 Members are asked to review the schedule and if appropriate add new items. When selecting potential topics, Members must have regard to the Corporate Plan and Sustainable Community Strategy – ‘Ambition for all’ and also to the general criteria which should be applied to all potential items when considering whether any Scrutiny activity is appropriate. Matters should be assessed against the following criteria:

- Does the issue fall within a corporate priority;
- Is the issue of key interest to the public;
- Does the matter relate to a poor or declining performing service for which there is no obvious explanation;
- Is there a pattern of budgetary overspends;
- Is it a matter raised by external audit management letters and or audit reports?
- Is there a high level of dissatisfaction with the service;

10.3 If during the assessment process any of the following emerge, then the topic should be rejected:

- The topic is already being addressed elsewhere
- The matter is subjudice
- Scrutiny cannot add value or is unlikely to be able to conclude an investigation within the specified timescale
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11 Access to Information

The background papers relating to this report can be inspected by contacting the report writer:

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Corporate Overview and Scrutiny Committee Work Programme June 2012

Issue	Description/Comments	Suggested by	Portfolio Holder as at May 2012	Corporate Priority	Current Position R,A,G	Date for completion
Budget	Consultation group set up to review consultation arrangements for 2011/2012.	Committee	Finance	Nurture Strong Communities	Budget Task Group to continue in the new civic year with open invitations for each of the other O&S Committees to send a representative.	Start date June 2012 and ongoing
Business Generation Centres	Review the formal response of Cabinet and subsequent actions	Portfolio Holder	Prosperity and Regeneration	Create Conditions for Business growth	Formal Cabinet response received January 2012. Actions to be reviewed in 6 months time.	July 2012
Procurement	To review procurement arrangements in Cheshire to ensure that the Council is achieving best value.	Portfolio Holder	Corporate Policy	Nurture Strong Communities	Presentation received on 4 October 2011. No further action planned at the moment but	TBA

					the situation to be kept under review.	
Shared Services	The Committee received a presentation on the latest position with regard to shared services and the possible creation of a Separate legal entity for certain core services on 1 November 2011	Portfolio Holder	Corporate Policy	Nurture Strong Communities	A joint meeting is due to be held with this colleagues in Cheshire West and Chester in Summer 2012	TBA
Future Political Management arrangements in Cheshire East	To review the range of options likely to be available to local authorities in the Localism Bill in respect political management structures	The Committee	Corporate Policy	Nurture Strong Communities	New arrangements are to be run in shadow form in 2012	TBA
Temporary Agency Staff Contract	To be consulted on the procurement of temporary agency staff – a joint arrangement with Cheshire West and Chester Council.	The Committee	Performance	Nurture Strong Communities	Report on considered on 25 November 2011. The matter to be reviewed in 6 months after the start of the contract.	September 2012
Second Homes Discount	To review the Council Policy on second home discounts	The Committee	Finance	Nurture Strong Communities	Report on today's agenda	12 June 2012

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FORWARD PLAN 1 JUNE 2012 - 30 SEPTEMBER 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. It will next be published in mid June and will then contain all key decisions expected to be taken between 1 July and 31 October 2012. Key decisions are defined in the Councils Constitution.

Reports relevant to key decisions, and any listed background documents may be viewed at any of the Councils Offices/Information Centres 6 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 Team
Cheshire East Council ,
c/o Westfields, Middlewich Road, Sandbach Cheshire CW11 1HZ
Telephone: 01270 686463

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.

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, Council Information Centres and Council 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 1 June 2012 to 30 September 2012

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	Relevant Scrutiny Committee	How to make representation to the decision made
CE12/13-1 Managing Workforce Change	To consider the current position of the Council's severance scheme and future options.	Cabinet	28 May 2012	N/A	Corporate	Paul Bradshaw, Head of HR and Organisational Development
CE12/13-5 South Macclesfield Development Area	To consider the overall vision and delivery strategy for the site, and a procurement process to select development partners and professional services consultants.	Cabinet	28 May 2012	With a wide range of stakeholders including local businesses, landowners and local residents through interactive exhibitions, market testing and public meetings throughout the coming year.	Corporate; Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE11/12-39 Cheshire Shared Services Legal Entity	To consider the actions necessary to set up a Separate Legal Entity (SLE) for the ICT, HR and Finance and Occupational Health Shared Services, in shadow operation from 1 April 2012 prior to transfer to a SLE proper from 1 April 2013.	Cabinet	25 Jun 2012	With Chester West and Chester Council.	Corporate	Lisa Quinn, Director of Finance and Business Services

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	Relevant Scrutiny Committee	How to make representation to the decision made
CE11/12-44 Review of the Interim Planning Policy on the Release of Housing Land	To approve and to recommend to Council the interim planning policy on the release of housing land.	Cabinet, Council	25 Jun 2012	With housing stakeholders, Parish Councils, Housing Market Partnership and the Local Plan database using the website, post and email.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE12/13-2 Shadow and Health and Wellbeing Board Revised Terms of Reference	To consider revised recommended terms of reference for the Shadow Board and for when it becomes statutory in April 2013.	Cabinet	25 Jun 2012	Through the commissioning groups.	Health and Wellbeing	Lorraine Butcher, Strategic Director (Children, Families and Adults)
CE12/13-6 SEMMMS Scheme Update	To authorise Officers to approve the major scheme business case in order to access DfT funding. To review the mitigation strategy, authorise the next stage of public consultation, and to delegate the lead on delivering the scheme to Stockport MBC on behalf of the 3 promoting authorities.	Cabinet	25 Jun 2012	With residents, landowners, the general public and key stakeholders through public meetings and the Council's website.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	Relevant Scrutiny Committee	How to make representation to the decision made
CE11/12-21 Cheshire Homechoice - Allocation Policy Review	To approve the allocation policy for adoption.	Cabinet	23 Jul 2012	Partner housing providers, Homechoice officers, housing benefits, Police and community safety, tenants and residents.	Environment and Prosperity 21st February 2012	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE11/12-30 Strategic Tenancy Strategy	In accordance with the Localism Act to publish a Tenancy Strategy setting out the broad objectives to be taken into consideration by Social Landlords when producing their own policies, and on the granting and reissuing of tenancies.	Cabinet	23 Jul 2012	Registered Providers and their Board Members, Stakeholders. Further guidance awaited from DCLG.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE11/12-42 Review of Discretionary Rate Relief Policy	To amend policy so applicants for discretionary rate relief must also apply for small business rate relief if appropriate, award top-up relief to those qualifying for mandatory rural settlement relief and to remove any legacy authority protection.	Cabinet	23 Jul 2012	N/A	Corporate	Lisa Quinn, Director of Finance and Business Services
CE11/12-29 Crewe Green Link Road Highway Scheme - Revised Area of CPO	To consider an amended area for the compulsory purchase of land associated with this scheme.	Cabinet	20 Aug 2012	Affected land owners and developers.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	Relevant Scrutiny Committee	How to make representation to the decision made
CE11/12-41 Future Operation of the Old Town Hall, Macclesfield	To decide upon the future running and preferred operating model for the Old Town Hall.	Cabinet	20 Aug 2012	With Macclesfield Charter Trustees and Macclesfield Forum.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE12/13-4 Health and Wellbeing Strategy	To consider and review the draft health and wellbeing strategy.	Cabinet	12 Nov 2012	Extensive community consultation.	Health and Wellbeing	Lorraine Butcher, Strategic Director (Children, Families and Adults)
CE11/12-45 Cheshire East Local Plan Core Strategy	To approve and to recommend to Council the publication draft of the Cheshire East Core Strategy.	Cabinet, Council	12 Nov 2012	With housing, business and environment stakeholders, infrastructure providers, Parish Councils and local communities through the website, email post and general publicity.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	Relevant Scrutiny Committee	How to make representation to the decision made
CE12/13-3 Business Planning Process 2013/16 Business Plan	To approve the business plan for 2013/16 incorporating the Council's priorities, budget, policy proposals and capital programme.	Cabinet	4 Feb 2013	Members, a range of stakeholders including PCT's, Parish Councils, social care representatives, businesses, trades unions, the schools forum and the public by meetings and the website.	Corporate	Lisa Quinn, Director of Finance and Business Services