

Corporate Overview and Scrutiny Committee

Agenda

Date: Thursday, 7th July, 2016
Time: 10.00 am
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 - 4)

To approve the minutes of the meeting held on 7 April 2016.

3. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in 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. **Final Outturn Performance Report** (Pages 5 - 10)

To consider a report of the Chief Operating Officer.

Report to follow.

7. **Business Planning Process 2017/20** (Pages 11 - 16)

To consider a report of the Chief Operating Officer.

8. **Work Programme Progress Report** (Pages 17 - 24)

To consider a report of the Head of Corporate Resources and Stewardship

9. **Forward Plan** (Pages 25 - 36)

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 Overview and Scrutiny Committee** held on Thursday, 7th April, 2016 at Committee Suite 1,2 & 3, Westfields, Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor M Simon (Chairman)
Councillor M Grant (Vice-Chairman)

Councillors C Andrew, Rhoda Bailey, G Baxendale, S Corcoran, D Flude, A Moran, J Saunders, B Walmsley, H Wells-Bradshaw and J Wray

Apologies

Councillors G Barton, L Wardlaw and J Weston

23 MINUTES OF PREVIOUS MEETING

RESOLVED – That the minutes of the meeting held on 4 February 2016 be confirmed as a correct record and signed by the Chairman.

24 ALSO PRESENT

Peter Groves – Finance and Assets Portfolio Holder
Peter Bates – Chief Operating Officer
Alex Thompson - Corporate Manager Strategy & Reporting

25 DECLARATIONS OF INTEREST

There were no declarations of interest.

26 DECLARATION OF PARTY WHIP

There were no declarations of the existence of a party whip.

27 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present who wished to speak.

28 CHANCELLORS BUDGET ANNOUNCEMENTS 2016

Peter Bates Chief Operating Officer updated the Committee on the main points contained within the recent budget speech given by the Chancellor of Exchequer as they affected Local Government. In summary the budget speech announced:

- There was an expectation that all schools would become academies by 2020, or have an academy order in place to convert by 2022

- The modernisation of the administration of business rates to revalue properties more frequently and make it easier for businesses to pay the taxes that were due:
- The introduction of more frequent business rate revaluations (at least every 3 years)
- Allocation of the £50 million Pothole Action Fund for England in 2016-17. In addition, the government would also provide a further £130 million to repair roads and bridges damaged by recent storms.
- The Government would pilot the approach to 100 per cent business rates retention in Greater Manchester and Liverpool City Region and will increase the share of business rates retained in London, although there was no mention of Cheshire East in this proposal.
- Allocation of £100 million nationally to assist with homelessness.

RESOLVED – That the report be received.

29 FUTURE BUDGET DEVELOPMENT AND ENGAGEMENT

Councillor Peter Groves, Finance and Assets portfolio holder and Peter Bates Chief Operating Officer set out a broad framework for engagement with Overview and Scrutiny for the 2016/17 budget.

The Committee was informed that the intention during the forthcoming budget consultation cycle was to introduce a more inclusive approach by holding regular internal meetings with political groups.

The government had announced that there was now an option available for local authorities to seek a four year financial settlement. All Councils had been invited Council to apply for the new arrangement by 14 October 2016 which would provide better financial certainty.

The Government had also announced that the current arrangements whereby Local authorities received Revenue Support Grant (RSG) were being phased out, meaning that Local Authorities would in 4 years time have to be self funding through a combination of business rates, council tax and fees and charges.

As the Council would only expect a minimal increase in business rates revenue, greater emphasis would be placed on the Council tax base which was under the control of the Council. Elsewhere, the Council would have to look at reducing expenditure on non statutory services.

Additional pressure could be added through the triannual review of pensions which was due in the 2017/18 financial year.

Based upon the above, the finance team would be undertaking some financial modelling to identify projected budget pressures over the next 4 years, which were expected to amount to £40 million

In response to a question regarding business rates retention, Peter Bates informed Members that further feedback was still awaited from the pilot authorities.

In response to query about the current and projected level of new homes bonus to be expected Peter Bates explained that last year the Council received £9.2 million in new homes bonus, but that the Government recently announced that the national new homes bonus pot had been reduced by 50% in 2018/19. The savings from that funding stream had been diverted to the Better Care Fund(BCF), and that money would be ring-fenced.

The announcement in the budget about all schools becoming academies by 2020 had significant implications for the Council. Currently 80% of academies bought back central support from the Council. The current arrangements would have to be reviewed in light of the recent announcement.

In response to a question regarding the status of the additional funds for adult social care resulting from the recent government initiative to increase Council tax by 2%, it was confirmed that these additional funds were ring-fenced to the BCF.

In addition, Peter Bates referred to the transitional grant funding awarded by the Government for 2016/17 and suggested that he would welcome suggestions from this committee as to how this money should be spent.

RESOLVED –

- (a) That the update be received noted;
- (b) That the commitment to making the budget consultation arrangements more inclusive be welcomed and further discussions be held between the Finance and Assets Portfolio holder, Chief Operating Officer and Chairman and Vice Chairman of this committee

30 **WORK PROGRAMME PROGRESS REPORT**

The Committee reviewed its work programme.

RESOLVED-

- (a) That an item be added under the heading 'possible future items' to review the Council's working arrangements with partners and other third parties specifically in relation to value for money;
- (b) That the Leader of the Council and the Housing and Planning Portfolio Holder be invited to attend the next informal meeting of the Committee on 9 June 2016 to provide an update on the Local Plan process

31 **FORWARD PLAN**

The Committee reviewed the forward plan.

RESOLVED – that the forward plan be received and noted.

The meeting commenced at 2.00 pm and concluded at 4.00 pm

Councillor M Simon (Chairman)

Cabinet Paper

Date of Meeting:	12 July 2016
Report of:	Chief Operating Officer (Section 151 Officer)
Subject/Title:	2015/16 Final Outturn Review of Performance
Portfolio Holder:	Cllr Peter Groves, Cllr Paul Findlow

1. Report Summary

- 1.1. This report sets out the Council's financial and non financial performance at the final outturn stage of 2015/16 and highlights the latest progress towards achieving the Council's Residents First Outcomes as described in the Council's three year plan 2013 to 2016.
- 1.2. The final outturn review shows how the Council has continued to build on the positions achieved in the last two years, which demonstrate that the overall financial health, performance, resilience and value for money at Cheshire East Council is strong despite taking £70m out of its cost base since 2011, and having frozen Council Tax for five consecutive years. Savings have been consistently achieved through permanent savings of £5m in management costs, efficiency, removing any duplication of effort, and a planned programme of asset disposals. This approach has protected funding provided to front line services. The Council's strong financial position reflects its enhanced governance, innovative delivery arrangements and effective stewardship of public money.
- 1.3. At the final outturn, the Council's reserves strategy remains effective, with an underspend of £0.5m being reported. This represents a variance of only 0.2% against a net budget of £246.6m. This is the 4th consecutive year that a favourable forecast position to budget has been reported for the Council. In achieving this position the Council is mitigating rising costs in social care. Nationally caseloads are increasing and this is also being seen in Cheshire East. Controlling in-year costs as well as accurate budget setting have made this pressure affordable in 2015/16. The ongoing impact of this pressure is also reflected in the Council's Medium Term Financial Strategy.
- 1.4. Cheshire East is the third largest Council in the Northwest of England, responsible for over 500 services, supporting over 370,000 local people. Gross annual spending is over £750m, with a balanced net budget for 2015/16 of £246.6m. In quarter four, examples of good performance were:
 - Improving the percentage of primary and secondary schools judged good or outstanding
 - Achieving a recycling rate which continues to be in the top 10% of all local authorities

- Producing amended Local Plan Strategy, approved at Full Council in February 2016
- 1.5. The attached report, **Annex 1**, sets out further details of how the Council has performed in 2015/16. It is structured into three sections:
- Section 1 Summary of Council Performance** - brings together the positive impact that service performance and financial performance have had on the 5 Residents First Outcomes during the year.
- Section 2 Financial Stability** - provides an update on the Council's overall financial position. It demonstrates how spending in 2015/16 has been funded, including the positions on overall service budgets, grants, council tax and business rates, treasury management, centrally held budgets and the management of the Council's reserves.
- Section 3 Workforce Development** - provides a summary of the key issues relating to the Council's workforce development plan.

2. Recommendation

- 2.1 Cabinet is asked to consider and comment on the final outturn review of 2015/16 performance, in relation to the following issues:
- the summary of performance against the Council's 5 Residents First Outcomes (**Section 1**);
 - the final service revenue and capital outturn positions, overall financial stability of the Council, and the impact on the Council's reserves position (**Section 2**);
 - the delivery of the overall capital programme (**Section 2, paragraphs 211 to 225 and Appendix 4**);
 - fully funded supplementary capital estimates and virements up to £250,000 approved in accordance with Finance Procedure Rules (**Appendix 5**);
 - changes to Capital Budgets made in accordance with the Finance Procedure Rules (**Appendix 8**);
 - treasury management investments and performance (**Appendix 9**);
 - management of invoiced debt (**Appendix 11**);
 - use of earmarked reserves (**Appendix 12**);
 - update on workforce development and staffing (**Section 3**).
- 2.2 Cabinet is asked to approve:
- fully funded supplementary capital estimates and virements above £250,000 in accordance with Finance Procedure Rules (**Appendix 6**);
 - supplementary revenue estimates to be funded by additional specific grant (**Appendix 10**);

- that the council enter into grant agreements with Academies, Foundation, Voluntary Aided and Free schools receiving funding allocations or who are allocated in-year allocations during 2016/17 and for named schemes within the existing 2015/16 Schools Capital Programme.

2.3 Cabinet is asked to recommend that Council approve:

- fully funded supplementary capital estimates and virements above £1,000,000 in accordance with Finance Procedure Rules (**Appendix 7**);
- The establishment of earmarked reserves for Transforming Services and the Royal Arcade (**Appendix 12**).

3. Other Options Considered

3.1. None.

4. Reasons for Recommendation

- 4.1. The Council monitors in-year expenditure through a quarterly reporting cycle. The cycle concludes each financial year with an outturn report that reflects financial and operational performance and provides any requirements to note, approve or recommend changes in line with the Council's Financial Procedure Rules.
- 4.2. The overall process for managing the Council's budget focuses on value for money and good governance and stewardship. Changes that become necessary during the year must be properly authorised and this report sets out those areas where any further approvals are now required.

5. Background/Chronology

- 5.1. The Council's quarterly reporting structure provides forecasts of a potential year-end outturn. The details in this report highlight achievements against outcomes and the successful management of potential risks during the year.
- 5.2. At final outturn, the Council's reserves strategy remains effective with a modest underspend of £0.5m (0.2%) against a budget of £246.6m.

6. Wards Affected and Local Ward Members

6.1. All

7. Implications of Recommendations

7.1. **Policy Implications**

- 7.1.1. Performance management supports delivery of all Council policies. The final outturn position, ongoing considerations for future years, and the impact on general reserves will be fed into the assumptions underpinning the 2017/20 medium term financial strategy.

7.2. Legal Implications

- 7.2.1. The legal implications surrounding the process of setting the 2013 to 2016 medium term financial strategy were dealt with in the reports relating to that process. The purpose of this paper is to provide a progress report at the final outturn stage in 2015/16. That is done as a matter of prudential good practice, notwithstanding the abolition of centrally imposed reporting requirements under the former National Indicator Set.
- 7.2.2. Currently the Constitution does not provide for decisions to award grants to be made by officers and so in order for grant agreements to be entered into a Cabinet decision is required. Going forward, changes to the Council's Finance Procedure Rules are being proposed to include an exception so that grant agreements can be authorised under the powers, duties and functions under the Education Acts currently delegated to the Director of Children's Services.
- 7.2.3. The approval to enter into grant agreements requested relates to those Academies, Foundation, Voluntary Aided and Free schools included within the existing financially approved 2015-16 Schools Capital Programme, allocations within the 2016-17 Schools Capital Programme (included in the main body of this report) and any 2016-17 in year allocations.
- 7.2.4. The only other implications arising directly from this report relate to the internal processes of approving supplementary capital estimates and virements referred to above which are correctly dealt with through the Finance Procedure Rules as discussed.
- 7.2.5. Legal implications that arise when such other activities funded from the budgets that this report deals with are undertaken, but those implications will be dealt with in the individual reports to Members or Officer Decision Records that relate.

7.3. Financial Implications

- 7.3.1. The Council's financial resources are aligned to the achievement of stated outcomes for local residents and communities. Monitoring and managing performance helps to ensure that resources are used effectively and that business planning and financial decision making are made in the right context of performance – to achieve better outcomes from an appropriate cost base.

7.4. Equality Implications

7.4.1. This report is a backward look at Council activities in 2015/16. Any equality implications that arose from activities funded by the budgets that this report deals with will have been dealt with in the individual reports to Members or Officer Decision Records that relate.

7.5. Rural Community Implications

7.5.1. The report provides details of service provision across the borough.

7.6. Human Resources Implications

7.6.1. This report is a backward look at Council activities in 2015/16. Any HR implications that arose from activities funded by the budgets that this report deals with will have been dealt with in the individual reports to Members or Officer Decision Records that relate.

7.7. Public Health Implications

7.7.1. This report is a backward look at Council activities in 2015/16. Any public health implications that arose from activities funded by the budgets that this report deals with will have been dealt with in the individual reports to Members or Officer Decision Records that relate.

7.8. Other Implications (Please Specify)

7.8.1. None

8. Risk Management

8.1. Performance and risk management are part of the management processes of the Authority. Risks are captured both in terms of the risk of underperforming and risks to the Council in not delivering its objectives for its residents, businesses, partners and other stakeholders. Risks identified in this report are used to inform the overall financial control risk contained in the Corporate Risk Register.

8.2. Financial risks are assessed and reported on a regular basis, and remedial action taken if and when required. Risks associated with the achievement of the 2015/16 budget - and the level of general reserves – were factored into the 2016/17 financial scenario, budget and reserves strategy.

9. Access to Information/Bibliography

The following are links to key background documents:

[2015/16 Three Quarter Review of Performance](#) Cabinet 9/2/16 Item 94

[2015/16 Mid Year Review of Performance](#) Cabinet 10/11/15 Item 63

[2015/16 First Quarter Review of Performance](#) Cabinet 29/9/15 Item 34

[Budget Book 2015/16](#)

[Medium Term Financial Strategy 2015/18](#)

10. Contact Information

Contact details for this report are as follows:-

Name: Peter Bates
Designation: Chief operating Officer
Tel. No.: 01270 686013
Email: peter.bates@cheshireeast.gov.uk

CHESHIRE EAST COUNCIL**REPORT TO:****CORPORATE OVERVIEW AND SCRUTINY COMMITTEE**

Date of Meeting:	7 th July 2016
Report of:	Chief Operating Officer (Section 151 Officer)
Subject/Title:	Business Planning Process 2017/20
Portfolio Holder:	Cllr. Peter Groves

1 Report Summary

- 1.1 This report updates Corporate Overview and Scrutiny Committee on the Council's Business Planning Process for 2017/18 to 2019/20. A robust Business Planning Process forms part of the continued improvement in financial planning, control and transparency. This enables the Council to deliver a balanced budget through a process that considers priorities, performance, risks and workforce issues.
- 1.2 The Council will continue to demonstrate strong financial management by considering the medium term budget position at an early stage in the year and through successive outturn reports:
- The 2014/15 outturn position was signed off by the Council's external auditors, without qualification, and demonstrated that the overall financial health, performance, resilience and value for money at Cheshire East Council is strong
 - The Council is due to report its 2015/16 outturn position to Cabinet on 12th July 2016. At Third Quarter a small underspend was forecast signalling that improved budget management has been maintained. In addition, the 2015/16 Draft Statement of Accounts has been issued for public inspection and is currently being audited.
- 1.3 In February 2016 the Council approved the Medium Term Financial Strategy (MTFS) Report incorporating:
- An Executive Summary from the Portfolio Holder for Finance & Assets setting out the key actions to address the Council's priorities.
 - The Council's MTFS Report 2016/19 setting out how the priorities and actions will be funded.
- 1.4 The MTFS is subject to annual update as further information over funding levels becomes available and the Council develops more detailed plans for later years.
- 1.5 The outcome of the update process will be the production of a revised MTFS Report in February 2017 to set the Budget, Capital Programme and Council Tax.
- 1.6 A comprehensive process is required to achieve that outcome and this report sets out the framework for Members and officers.

- 1.7 A key part of the cycle in 2016 will be the production of an Efficiency plan in October 2016. This plan will enable the authority to secure the 4-year fixed funding deal that Central Government offered as part of The Local Government Final Settlement for 2016/17 announced on 8th February 2016.

2 Recommendation

- 2.1 To note the Business Planning Process for 2017/20 and the availability of officers throughout the process.

3 Other Options Considered

- 3.1 None.

4 Reasons for Recommendations

- 4.1 The Council requires an agreed process to set a budget for 2017/20. However, the Council needs to consider the approach to delivering the Council’s Priorities and link those ambitions with resource allocation in a managed way.

5 Background / Chronology

- 5.1 Each year the Council operates a rolling Business Planning Process to match resources with service needs by consideration of the Council’s Corporate Plan. This includes consideration of the residents first outcomes, corporate risks and targeted service changes. The process addresses these requirements through four stages: (see Annex 1 for further details)

- Set parameters ~ assess funding levels through reviewing corporate funding assumptions in relation to Council Tax, business rates and grants and the Council’s spending commitments going forward.
- Gather Evidence and Develop Proposals ~ to manage the forecast reduction in resources and additional growth pressures through proposed changes to services.
- Consult and Refine ~ share the proposals with Corporate Overview and Scrutiny Committee, Members and interested parties for comment and an invitation for further suggestions for making savings or changes. Further internal challenge will develop the detail behind the proposals including consideration of detailed Business Cases in accordance with the principles of the Council’s corporate project gateway model (as overseen by the Executive Monitoring Board)
- Approve ~ Finalise the funding position and proposals. Report to Cabinet and Council to set the Budget.

- 5.2 Key dates to note:

Set parameters	April to May
Gather Evidence and Develop Proposals	June to September
Consult and Refine	October to January

Approve

February

- 5.3 The Corporate Overview and Scrutiny Committee will be provided with updates on the process through regular Finance Briefing sessions and specific reports at key stages including in-year performance and the proposals being used for engagement.
- 5.4 The Committee and all elected Members will be asked to comment on the draft proposals and put forward any ideas they have for spending in different areas or opportunities to make savings. Responses can be made by via the Chief Operating Officer.

6 Wards Affected and Local Ward Members

- 6.1 Not applicable.

7 Implications of Recommendations

7.1 Policy Implications

- 7.1.1 The report outlines the need to generate policy proposals which will impact on service delivery.

7.2 Legal Implications

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

7.3 Financial Implications

- 7.3.1 The report includes details of a process to generate policy proposals which will affect service budgets from 2017/18 onwards.
- 7.3.2 The baseline for 2017/20 business planning is the 2016/17 budget.

7.4 Equality Implications

- 7.4.1 The Council has a statutory duty to understand the equality impacts of its decisions, policies, strategies and functions.
- 7.4.2 The Council needs to ensure that its budget decisions do not discriminate against any group and promote equality of opportunity and good community relations. The Council undertakes equality assessments where necessary, and continues to do so as projects develop across the lifetime of the Corporate Plan. This process helps us to understand if our budget proposals:
- Have an adverse impact on any of the protected characteristics listed in the 2010 Equality Act.
 - Result in direct or indirect discrimination.

7.4.3 The process assists us to consider what actions could address or alleviate any adverse impact and help us to recognise where investment could alleviate an adverse impact from a saving.

7.4.4 Completed equality assessments form part of any detailed Business Cases.

7.5 Rural Community Implications

7.5.1 The process will create policy and budget proposals which will impact on service delivery across the Borough.

7.6 Human Resources Implications

7.6.1 The process will highlight any workforce implications for consideration.

7.7 Public Health Implications

7.7.1 The process will highlight any public health implications for consideration.

7.8 Other Implications

7.8.1 The Council has a statutory duty to consult with certain groups on its Budget Proposals and as part of the implementation of certain items. This will be considered as part of the process.

8 Risk Management

8.1 The steps outlined in this report will significantly 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 2017/18.
- The Council should provide high quality evidence to support submissions for external assessment.
- Council borrowing will comply with the Treasury Management Strategy which is underpinned by the Prudential Code.

8.2 The Business Planning Process itself has been reviewed in terms of equality impact. The conclusion is that the process does not disadvantage any of the groups with protected characteristics. Setting and approving the Budget is a democratic process which involves all elected Members (representing all communities within Cheshire East). The Council also places information on its website to inform and engage with all service users.

12 Access to Information

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

Name: Peter Bates
Designation: Chief Operating Officer, (Section 151 Officer)
Tel No: 01270 686013
Email: peter.bates@cheshireeast.gov.uk

Annex 1: Business Planning Process 2017/20



April to May 2016	June to Sept 2016	October 2016 to January 2017	February 2017
<p>Start with:</p> <ul style="list-style-type: none"> Medium Term Financial Strategy Targets Corporate Plan 2016/20 Outturn 2015/16 Commissioning Plans 2016/17 Charging and Trading Strategy Value for Money Analysis Current Group Performance 	<ul style="list-style-type: none"> Formal launch of process via Cabinet / Scrutiny / Member Briefing Business Cases prepared Final planning meeting scheduled for September 2016 Early consultation on proposed changes (specifically collaborative arrangements) 	<ul style="list-style-type: none"> Release Pre-Budget Report Efficiency Plan (October) Engagement Events – Schools Forum / Trades Unions / Businesses / Member Groups and other interested parties on request Refinement through Cabinet / Senior Council Officers Agree updates and Budget Report Set fees and charges 	<ul style="list-style-type: none"> Council approve domestic and non-domestic taxbases (December 2016) Cabinet to recommend estimated budget to Council Council provides approval

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CHESHIRE EAST COUNCIL

REPORT TO: CORPORATE SCRUTINY COMMITTEE

Date of Meeting: 7 July 2016
Report of: Head of Corporate Resources and Stewardship
Subject/Title: Work Programme update

1.0 Report Summary

- 1.1 To review items in the 2016/2017 Work Programme listed in the schedule attached, together with any other items suggested by Committee Members.

2.0 Recommendations

That the 2016/2017 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 to reflect the decisions taken by the Committee at its previous meeting.

10.2 Members are asked to review the schedule attached to this report, and if appropriate, add new items or delete items that no longer require any scrutiny activity. When selecting potential topics, Members should have regard to the Council's new three year plan and also to the general criteria listed below, which should be applied to all potential items when considering whether any Scrutiny activity is appropriate.

10.3 When selecting potential topics, Members should have regard to the Council's new three year plan and also to the general criteria listed below, which should be applied to all potential items when considering whether any Scrutiny activity is appropriate.

10.4 The following questions should be asked in respect of each potential work programme item:

- 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;

10.5 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

11 Access to Information

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

Name: Mark Nedderman
Designation: Scrutiny Manager
Tel No: 01270 686459
Email: mark.nedderman@cheshireeast.gov.uk

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Corporate Overview and Scrutiny Committee 2016/17 updated May 2016

Formal meeting	Formal meeting	Informal meeting	Formal meeting	Informal meeting	Informal meeting
Date: 7 July 2016 Time: 2.00pm Venue: Committee Suite, Westfields	Date: 8 September 2016 Time: 2.00pm Venue: Committee Suite, Westfields	Date: 6 October 2016 Time: 2.00pm Venue: Committee Suite, Westfields	3 November 2016 Time: 2.00pm Venue: Committee Suite, Westfields	1 December 2016 Time: 2.00pm Venue: Committee Suite, Westfields	12 January 2017 Time: 2.00pm Venue: Committee Suite, Westfields

Essential items

Item	Description/purpose of report/comments	Outcome	Lead Officer/organisation/Portfolio Holder	Suggested by	Current position	Key Dates/Deadlines
Performance Management Information	Quarterly reports on Performance and Budget	A responsible effective and efficient organisation	Chief Operating Officer, Finance and Assets Portfolio Holder	The Committee	Reports are considered in line with the Cabinet reporting cycle	7 July 2016, 8 September 2016, 3 November 2016, 2 February 2017
Budget Consultation 2017/18	Corporate will begin the 2017/18 budget consultation process in September 2016 and finally will collate ,on behalf of the 5 other O&S committees, a formal 'scrutiny' response	A responsible effective and efficient organisation	Chief Operating Officer, Finance and Assets	The Committee	Formal consultation on the draft budget TBA	8 September 2016

Corporate Overview and Scrutiny Committee 2016/17 updated May 2016

			Portfolio Holder			
Capital Programme	To be fed into the budget consultation process	A responsible effective and efficient organisation	Chief Operating Officer, Finance and Assets Portfolio Holder		Formal consultation to be part of the budget process	TBA
Parking Outside Schools	To explore opportunities to improve highway safety around schools across the borough at drop off and pick up times	Our local communities are strong and supportive	Communities Portfolio Holder	Highways and Infrastructure Portfolio Holder and Head of Communities	Task and Finish Group appointed	August 2016
Local Plan	To review the local plan process	Cheshire East has a strong and resilient economy. Cheshire East is a green and sustainable place.	Director of Economic Growth Housing and Portfolio Holder	Director of Economic Growth & Housing and Planning Portfolio Holder	Leader and Housing and Planning Portfolio Holder invited to next informal meeting	9 June 2016 and continuing

Monitoring Items

Corporate Overview and Scrutiny Committee 2016/17 updated May 2016

Bailiff Services	To receive a presentation from the newly appointed bailiffs.	Our local communities are strong and supportive	Chief Operating Officer, Finance and Assets Portfolio Holder	Chief Operating Officer		8 September 2016
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Possible Future/ desirable items

ORACLE - To review whether ORACLE is fit for purpose.

Review the Council's working arrangements with partners and other third parties specifically in relation to value for money.

Member facilities/Accommodation

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FORWARD PLAN FOR THE PERIOD ENDING 30TH SEPTEMBER 2016

This Plan sets out the key decisions which the Executive expects to take over the period indicated above. The Plan is rolled forward every month. A key decision is defined in the Council's Constitution as:

“an executive decision which is likely –

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising one or more wards or electoral divisions in the area of the local authority.

For the purpose of the above, savings or expenditure are “significant” if they are equal to or greater than £1M.”

Reports relevant to key decisions, and any listed background documents, may be viewed at any of the Council's Offices/Information Centres 5 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 686472

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 record of each key decision is published within 6 days of it having been made. This is open for public inspection on the Council's Website, at Council Information Centres and at Council Offices.

This Forward Plan also provides notice that the Cabinet, or a Portfolio Holder, may decide to take a decision in private, that is, with the public and press excluded from the meeting. In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, 28 clear days' notice must be given of any decision to be taken in private by the Cabinet or a Portfolio Holder, with provision for the public to make representations as to why the decision should be taken in public. In such cases, Members of the Council and the public may make representations in writing to the Democratic Services Team Manager using the contact details below. A further notice of intention to hold the meeting in private must then be published 5 clear days before the

meeting, setting out any representations received about why the meeting should be held in public, together with a response from the Leader and the Cabinet.

The list of decisions in this Forward Plan indicates whether a decision is to be taken in private, with the reason category for the decision being taken in private being drawn from the list overleaf:

1. Information relating to an individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including to authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority
5. Information in respect of which a claim to legal and professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

If you would like to make representations about any decision to be conducted in private at a meeting, please email:

Paul Mountford, Democratic Services Officer paul.mountford@cheshireeast.gov.uk

Such representations must be received at least 10 clear working days before the date of the Cabinet or Portfolio Holder meeting concerned.

Where it has not been possible to meet the 28 clear day rule for publication of notice of a key decision or intention to meet in private, the relevant notices will be published as soon as possible in accordance with the requirements of the Constitution.

The law and the Council's Constitution provide for urgent key decisions to be made. Any decision made in this way will be published in the same way.

Forward Plan

Key Decision and Private Non-Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 15/16-7 Congleton Link Road - Approval to Proceed with the Compulsory Purchase of Land and Agreement to the Procurement Strategy	To authorise officers to proceed with the steps required to compulsorily purchase land for Congleton Link Road, and to seek approval of the procurement strategy.	Cabinet	14 Jun 2016		Paul Griffiths	No
CE 15/16-10 Cheshire East Playing Pitch Strategy	The primary purpose of the Playing Pitch Strategy (PPS) is to provide a strategic framework which ensures that the provision of outdoor playing pitches meet the local needs of existing and future residents within Cheshire East. The required decision is for the Strategy to be adopted by the Council and to authorise Officers to take all necessary actions to implement the strategy.	Cabinet	14 Jun 2016		George Broughton	No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 15/16-39 Provision of Consultancy Services	To authorise officers to take all necessary actions to implement the proposed new, longer term contract with NEPRO Ltd for consultancy services.	Cabinet	14 Jun 2016		Janet Ellison-Jones	No
CE 15/16-41 Cheshire East Council Community Equipment Service - Leading the Region	To approve that a number of other named local authorities and public organisations can join the community equipment framework; and that authority be delegated to the Chief Operating Officer to approve the total value of spend on this procurement to be a maximum of £20M-£25M over four years.	Cabinet	14 Jun 2016		Peter Bates, Chief Operating Officer	No
CE 15/16-44 Congleton Link Road - Funding Strategy and Approval in Principle to Underwrite the Costs of Delivering the Scheme	To approve the in principle underwriting of the funding gap for the link road and to advise on the delivery strategy to maximise developer funding for the scheme.	Cabinet	14 Jun 2016		Paul Griffiths	No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 15/16-46 Procurement of Strategic Partner to develop Modular Build and Funding Framework Agreements for Cheshire East Council	To prepare and implement the procurement of a Strategic Procurement Partner, through the OJEU process, to develop a Modular Build and Funding Framework for Cheshire East Council.	Cabinet	14 Jun 2016		Peter Bates, Chief Operating Officer	No
CE 15/16-48 Tatton Park Vision	To consider and approve invest-to-save proposals in respect of furthering the Tatton Park Vision, and to authorise officers to take all necessary actions to implement the proposals.	Cabinet	14 Jun 2016		Brendan Flanagan	No
CE 15/16-49 Review of Available Walking Routes to School	To review all available walking routes to school linked to Home to School Transport; and to ensure that equitable and appropriate arrangements are in place for all Home to School Transport.	Cabinet	14 Jun 2016		Kath O'Dwyer, Direct of of Children's Services	No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 15/16-50 ERP Replacement Programme - Business Case	<p>Approval of the business case submitted in support of the programme of work to replace the Council's existing Enterprise Resource Planning (ERP) system.</p> <p>Approval to proceed with a formal public procurement exercise.</p> <p>Authority for the S151 Officer to take all necessary actions to implement the proposal.</p>	Cabinet	14 Jun 2016		Dominic Oakeshott	No
CE 14/15-42 Cheshire East Indoor Facility Strategy	To adopt the Indoor Facility Strategy in support of the Council's Local Plan.	Cabinet	12 Jul 2016		Mark Wheelton	No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 15/16-40 Crewe Green Roundabout Pinch-point Scheme	To accept a favoured option following negotiations with the Duchy of Lancaster; authorise officers to conduct a public consultation exercise on that option and alternatives; authorise officers to embark on the detailed scheme development process; and formally allocate the budget.	Cabinet	12 Jul 2016		Andrew Ross	No
CE 15/16-42 Big Mill, Congleton	To update on the Council's position with regard to Big Mill, a Grade II listed building in Congleton town centre, following the serving of an Urgent Works Notice in October 2015. The report will outline the next steps with regard to the site.	Cabinet	12 Jul 2016		Andrew Round, Interim Executive Director of Growth and Prosperity	No
CE 15/16-47 Prevent Duty and Channel Duty Progress Report	To receive a report on the Council's responsibilities under the Prevent Duty Guidance (2015), the Channel Duty Guidance (2015) and report progress with this work to date.	Cabinet	12 Jul 2016		Stephanie Cordon, Head of Communities	No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 16/17-1 Water Procurement	To approve the procurement of water services via the Public Sector Water Strategy Group framework from 2017; and to approve the Council entering into individual agreements with schools and academies via a memorandum of understanding.	Cabinet	12 Jul 2016		Peter Bates, Chief Operating Officer	No
CE 16/17-2 Housing Related Support: Procurement Approval 2017/18	To provide formal approval for officers to commence the procurement process of the Housing Related Support Programme as from 2017/18.	Cabinet	12 Jul 2016		Karen Carsberg	No
CE 16/17-3 The Development of a Sub-regional Gypsy and Traveller Unit	To authorise officers to take all necessary actions to implement the proposal to enter into the development of a sub-regional gypsy and traveller unit.	Cabinet	12 Jul 2016		Stephanie Cordon, Head of Communities	No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 15/16-45 Planning for SVPR Programme Delivery - A Phased Approach	To provide a further report on the Council's work with partners to provide support for asylum seeker dispersal, Syrian refugees and unaccompanied Syrian children, and information on a phased approach to Syrian Vulnerable Person Relocation programme delivery.	Cabinet	13 Sep 2016		Stephanie Cordon, Head of Communities	No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 15/16-8 Poynton Relief Road - Procurement Strategy	The Poynton Relief Road forms an important part of the Council's strategy of enabling job creation, delivering housing growth and addressing long standing traffic congestion and environmental issues in the town, as well as delivering an important part of the wider SEMMMS Strategy. The report will outline the work undertaken to identify the procurement process to appoint a contractor in order to construct the scheme. The report will also seek authority for the officers to undertake all necessary actions to implement the proposal.	Cabinet	11 Oct 2016		Paul Griffiths	No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 15/16-18 Bentley Development Framework	To approve the development framework as a consultation draft document; and to agree to review the development framework following public consultation with a view to considering endorsing the final version of the document as a material consideration when determining future planning applications on the site.	Cabinet	11 Oct 2016		Caroline Simpson, Executive Director of Economic Growth and Prosperity	No
CE 16/17-4 Medium Term Financial Strategy 2017-20	To approve the Medium Term Financial Strategy for 2017-20, incorporating the Council's priorities, budget, policy proposals and capital programme.	Council	23 Feb 2017		Alex Thompson	No

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