

# Corporate Overview and Scrutiny Committee

## Agenda

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**Date:** Thursday, 9th March, 2017  
**Time:** 2.00 pm  
**Venue:** Committee Suite 1,2 & 3, Westfields, Middlewich Road,  
Sandbach CW11 1HZ

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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 3 - 6)

To approve the minutes of the meeting held on 2 February 2017.

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**

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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](mailto: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. **Parking Outside Schools** (Pages 7 - 22)

To consider a report of the Parking Outside Schools Task and Finish Group.

7. **Highways Procurement Process**

To receive a presentation from Paul Traynor, Strategic Commissioning Manager - Highways

8. **Work Programme Progress Report** (Pages 23 - 30)

To review the work programme.

9. **Forward Plan** (Pages 31 - 38)

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, 2nd February, 2017 at Committee Suite 1,2 & 3,  
Westfields, Middlewich Road, Sandbach CW11 1HZ

**PRESENT**

Councillor M Grant (Vice-Chair, in the Chair)

Councillors Rhoda Bailey, S Corcoran, B Dooley, S Pochin, J Saunders,  
A Moran, L Smetham, B Walmsley, H Wells-Bradshaw and J Wray

**Apologies**

Councillor M Simon

**50 ALSO PRESENT**

Councillor Liz Durham – Children and Families Portfolio Holder  
Councillor Paul Findlow – Corporate Policy and Legal Services Portfolio Holder  
Councillor Peter Groves – Finance and Assets Portfolio Holder  
Councillor Don Stockton – Regeneration Portfolio Holder  
Councillor Paul Bates – Communities and health Portfolio Holder  
Councillor Stewart Gardiner – Deputy Cabinet Member  
Councillor Chris Andrew – Deputy Cabinet Member  
Councillor Glen Williams – Deputy Cabinet Member  
Peter Bates – Chief Operating Officer  
Frank Jordan – Executive Director Place  
Mark Palethorpe - Strategic Director of Adult Social Care and Health  
Gill Betton – Head of Service - Children's Development & Partnerships  
Alex Thompson - Head of Finance & Performance

**51 MINUTES OF PREVIOUS MEETING**

RESOLVED – That the minutes of the meeting held on 1 December 2016 be confirmed as a correct record and signed by the Chairman.

**52 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**53 DECLARATION OF PARTY WHIP**

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

**54 PUBLIC SPEAKING TIME/OPEN SESSION**

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

**55 QUARTER 3 PERFORMANCE REPORT**

The Committee considered a report of the Chief Operating Officer relating to the third quarter review of Performance 2016/17.

The report highlighted financial and non-financial pressures and performance, indicating how the Council was working to achieve the outcomes of the Corporate Plan 2016 to 2020.

**Section 1 Summary of Council Performance** – brought together the positive impact that service performance and financial performance had had on the six Residents First Outcomes during the year;

**Section 2 Financial Stability** - provided an update on the Council's overall financial position. It demonstrated how spending in 2016/17 had been funded, including: service budgets, grants, council tax and business rates, treasury management, centrally held budgets and reserves;

**Section 3 Workforce Development** - provided a summary of the key issues relating to the Council's workforce development plan.

RESOLVED – That the report be received and noted

### 56 CORPORATE PLAN 2017/20

The committee considered a report of the Chief Operating Officer relating to the Corporate Plan and Medium Term Financial Strategy for the Council for the years 2017/18 to 2019/20.

The report was presented in three parts:

1. Corporate Plan 2017-20;
2. Budget Consultation Responses;
3. Medium Term Financial Strategy.

The Committee considered budget proposals as they related to each of the Council's six outcomes and questioned Portfolio holders, Executive Directors and Heads of Service on various aspects of the report.

RESOLVED –

- (a) That the report be received;
- (b) That the Chief Operating Officer be requested to produce a summary public document which shows how the budget consultation feedback has been reflected in the final recommended budget proposals to Council.

### 57 WORK PROGRAMME PROGRESS REPORT

The Committee reviewed its work programme.

RSOLVED – That subject to the addition of an item to receive a report in future on the procurement process in relation to a new Highways Contract, the work programme be received.

**58 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 3.45 pm

Councillor M Grant (Vice-Chair, in the Chair)

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## CHESHIRE EAST COUNCIL

### Corporate Overview and Scrutiny Committee

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**Date of Meeting:** 9 March 2017  
**Report of:** Safer Parking for Communities Task and Finish Group  
**Subject/Title:** Safer Parking for Communities around Schools Task and Finish Group Final Report  
**Portfolio Holder:** Councillor P Bates

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#### 1.0 Report Summary

- 1.1 This report introduces the Safer Parking for Communities around Schools Task and Finish Groups final report on its findings, conclusions and recommendations following its review.

#### 2.0 Recommendations

- 2.1 That the Committee receive the Task and Finish Group's Report (attached).  
2.2 That the Committee approve the Task and Finish Group's recommendations, which are contained in the attached report.  
2.3 That the Committee submit the final report to Cabinet for consideration.

#### 3.0 Reasons for Recommendations

- 3.1 The Corporate Overview and Scrutiny Committee agreed to carry out this review at the request of the former Portfolio Holder for Communities. In Cheshire East around 34% of pupils are driven to school and inconsiderate parking is major issue for children, parents, residents, commuters and emergency services.
- 3.2 Parking outside schools is understandably an emotive issue for all concerned. During the review, it soon became apparent to the Task and Finish Group that one solution would not suit all locations and situations. For any scheme to be successful, all stakeholders would have to share responsibility and work together. Within the recommendations, the Task and Finish Group has therefore suggested several different solutions which could be used to help alleviate the problem.

**4.0 Wards Affected**

4.1 All

**5.0 Local Ward Members**

5.1 All

**6.0 Policy Implications**

The policy implications are not known at this stage

**7.0 Financial Implications**

7.1 The financial implications are not known at this stage

**8.0 Legal implications**

8.1 The legal implications are not known at this stage.

**9.0 Risk Management**

Not known at this stage

**10.0 Background**

10.1 At its meeting on 15 November 2015, at the request of the former Portfolio Holder for Communities, the Corporate Overview and Scrutiny Committee agreed to set up a Task and Finish Group on safer parking for communities around schools as:

- School traffic and parking was a major problem for the whole community
- Children were at risk
- There were issues with enforcement

To address these concerns, the Task and Finish Group agreed the following terms of reference for the review:

- To determine whether or not there is a problem with parking around schools.
- To identify what measures and schemes are currently in place and investigate best practice.
- Identify measures to ensure safer parking.
- To investigate the enforcement and education options.
- To understand the role of partner organisations.
- To alleviate the parking problems around schools.



- 10.2 The attached report documents the Task and Finish Group's findings, conclusions and recommendations to Cabinet.

**11.0 Access to Information**

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

Name: Katie Small  
Designation: Scrutiny Officer  
Tel No: 01270 686465  
Email: [katie.small@cheshireeast.gov.uk](mailto:katie.small@cheshireeast.gov.uk)

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## **Corporate Overview and Scrutiny Committee**



## **Safer Parking for Communities around Schools**

### **Task and Finish Group**

### **Final Report**

**November 2016**

## 1.0 Foreword

- 1.1 The Corporate Overview and Scrutiny Committee agreed to carry out this review at the request of the former Portfolio Holder for Communities. In Cheshire East around 34% of pupils are driven to school and inconsiderate parking is major issue for children, parents, residents, commuters and emergency services.
- 1.2 Parking outside schools is understandably an emotive issue for all concerned. During the review, it soon became apparent to the Task and Finish Group that one solution would not suit all schools and that for any scheme to be successful, all stakeholders would have to share responsibility and work together. The Task and Finish Group has therefore recommended several different solutions which could be used to help alleviate the problem.
- 1.3 I would like to thank the Task and Finish Group, officers and partner organisations for their valued and hard work during the review.
- 1.4 I commend this report to Cabinet and hope the recommendations can be taken forward.



Chairman – Councillor M Simon

## 2.0 Introduction

- 2.1 The former Portfolio Holder for Communities had requested that Members investigate safer parking for communities around schools as:
- School traffic and parking was a major problem for the whole community
  - Children were at risk
  - There were issues with enforcement
- 2.2 Parking outside schools at dropping off and picking up time is a recognised, long standing and growing national problem. Typical behaviour includes:
- Parking on double yellow lines
  - Parking on 'school keep clear' road markings
  - Parking on the pavements, causing obstructions
  - Parking on zigzag markings and pedestrian crossings; and
  - Parking across the school gates
  - Parking across neighbouring private driveways
- 2.3 This is not just a safety issue but a problem of traffic congestion and nuisance to local residents. The issue is complex and varies by location and type of school. Over many years attempts to tackle the issues have been implemented across the UK, however to date no successful long term resolution has been identified.
- 2.4 The Corporate Overview and Scrutiny Committee therefore decided to set up a task and finish group to scrutinise the problem in Cheshire East.

## 3.0 Setting the Scene

- 3.1 School related traffic congestion and risks of such congestion is a significant problem to the community and is mainly due to parents dropping off and picking up their children from school. In Cheshire East, in 2011, 34% of pupils were driven to school whilst 47% walked.
- 3.2 School traffic is a problem for students, teachers, parents, residents and emergency services. It can cause road traffic accidents and child pedestrian injuries are more likely to occur in settings with high traffic volume and on street parking with children often emerging from behind parked cars.
- The journey to and from school (door to door) accounts for 20% of child casualties.
  - 25% of all car journeys are under 2 miles, that's about a 30 minute walk and 12 minute bike ride (DTLR Transport Statistics).

- Children who walk or cycle to school are less at risk of heart disease, stroke, diabetes and osteoporosis when they are older but 4 out of 10 boys and 6 out of 10 girls are active for less than one hour per day.
- The decline in walking to school has coincided with a rise in childhood obesity, with the proportion of overweight children increasing by 7%. (travelling to school: DFES and DFT report 2004).
- During the rush hour, 1 in 5 cars are on the school run.
- Parents on average drive 600 miles a year on the school run, costing over £300 a year on fuel and wear and tear on the car.
- In 1971 most 7 year olds made their own way to school unaccompanied and usually on foot.
- Between 1993 and 2004 the proportion of primary school children being driven to school rose from 29% to 41%. In secondary schools over the last 10 years there has been a 60% increase in the number of children being driven to school.
- Each day about 8.3million children are involved in the school run.
- 39% of households own at least one bike yet only 5% of journeys are by bike.
- Research for the national travel survey found that 60% of all journeys by women taking children to school and 57% of those by men returned straight home afterwards.
- Many people believe that their child is safer being driven to school.
- Research suggests that children who walk or cycle to school are more alert and ready to learn, achieving better academic results.
- Walking or cycling to school provides greater independence and freedom
- Walking or cycling to school promotes a healthy lifestyle that will carry through to adulthood.
- Walking or cycling to school is better for the environment.

## **4.0 Recommendations**

- 4.1 That the safer routes to schools scheme be resurrected .
- 4.2 That where possible, when schools are applying for academy status, land be kept back with a view to turning it into a car park.
- 4.3 That negotiations take place with schools to ascertain whether or not it would be possible to provide a car park or drop off zone.
- 4.4 That a Sustainable Modes of Travel to School Strategy be produced by September 2017.\*
- 4.5 That schools be encouraged to produce Travel Plans, and if required, the Council assist with its formation. The plan should include the appropriate initiatives set out in paragraph 16.2 of the report.
- 4.6 That the education programme provided by Cheshire Fire and Rescue Service include safer parking and that a joint letter from Cheshire Fire, Police and Cheshire East Council be sent out to all parents highlighting the importance of road safety and safer parking.
- 4.7 The possibility of Cheshire Fire and Rescue Service attending schools at school drop off time with a fire engine be explored.
- 4.8 That a walking to schools with hero's campaign be introduced – Police or Fire Officers could be involved in the introduction of walking buses.
- 4.9 That signs be erected outside schools showing pictures of correct and incorrect ways to park.

4.10 That the Council take a zero tolerance approach to enforcement and that enforcement patrols be increased.

\* This recommendation has already been approved.

## 5.0 Background and Membership

5.1 At the request of the former Portfolio Holder for Communities, on 15 November 2015 the Corporate Overview and Scrutiny Committee agreed to set up a Task and Finish Group to look at safer parking for communities around schools. It was agreed that the following councillors would sit on that group:



Margaret Simon



Michael Beanland



Mo Grant



Sarah Pochin



Bernice Walmsley

## 6.0 Terms of Reference (as agreed with the former Portfolio Holder)

- To determine whether or not there is a problem with parking around schools.
- To identify what measures and schemes are currently in place and investigate best practice.
- Identify measures to ensure safer parking.
- To investigate the enforcement and education options.
- To understand the role of partner organisations.
- To alleviate the parking problems around schools.

## **7.0 Methodology**

### **7.1 Witnesses**

- Councillor P Bates – Communities and Health Portfolio Holder
- S Cordon – Head of Communities
- P Traynor – Strategic Commissioning Manager - Highways (Cheshire East Council)
- A Grey – Cheshire Fire and Rescue
- C Heyes – Cheshire Fire and Rescue
- S Barker – Senior Road Safety Engineer (Cheshire East Highways)
- D Malcolm – Head of Planning (Regulation) (Cheshire East Council)
- S Hodgkiss – Land and Sites Coordinator (Cheshire East Council)
- F Jones - Parent and Parish Councillor
- R Johnson – Traffic Management Officer, Cheshire Constabulary
- L Mitchell – Parking Services Officer (Cheshire East council)

### **7.2 Timeline**

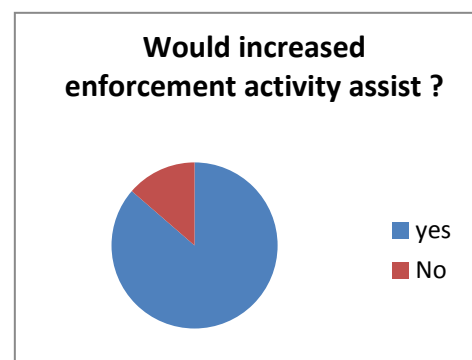
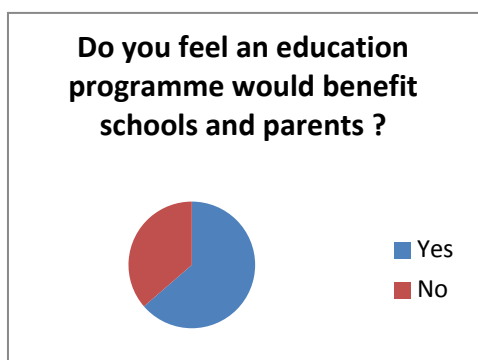
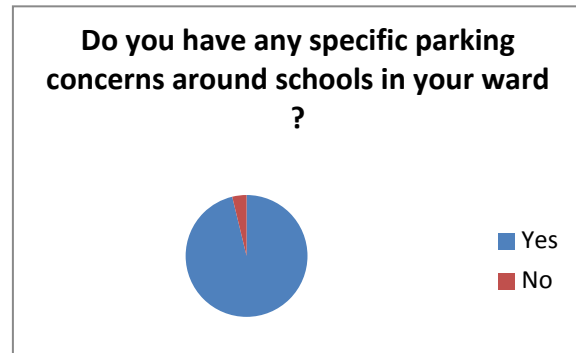
- 15 November 2015 - Corporate Overview and Scrutiny Committee agreed to set up a task and finish group.
- 23 November 2015 – The Task and Finish Group met with the Portfolio Holder for Communities and scoped the review.
- 20 January 2016 – The Task and Finish Group met with P Traynor to discuss the programme of works and enforcement.
- 5 February 2016 – The Task and Finish Group met to agree the questions to ask Planning and Education.
- 4 March 2016 – The Task and Finish Group met with the Land and Sites Coordinator
- 8 March 2016 – The Task and Finish group met with D Malcolm, Head of Planning (Regulation).
- 5 April 2016 – The Task and Finish Group met with C Heyes, Cheshire Fire and Rescue.
- 19 April 2016 - The Task and Finish Group met with R Johnson, Traffic Management Officer.
- 12 May 2016 - The Task and Finish Group met with L Mitchell, Parking Services Officer.
- 15 June 2016 - Members attended a site visit at Dane Bank Avenue to witness the problems.
- 20 July 2016 – Members met with P Traynor to discuss the success of two pilot schemes.
- 8 September 2016 – Members met with F Jones, Parent and Parish Councillor.

## **8.0 Findings**

### **8.1 Members Questionnaires**



- 8.2 All Members of the Council were sent a questionnaire to ascertain their views on the problems of parking around schools in their wards. An analysis of the 27 responses is set out below:



## 9.0 Possible Reasons for Driving to School

- 9.1 Members considered that the decrease in walking to school could be due to the following factors:

- Increased car availability
- Parental choice of school
- Increasing time pressures
- Reduced levels of bus services
- Increase in traffic making walking or cycling more dangerous
- Perception of safety
- Cost and lack of awareness of public transport
- Bad weather
- Parental choice due to being part of an onward journey to work

## **10.0 20 MPH Zones**

- 10.1 The Council has carried out a local community road safety consultation between February and March 2015 with a view to using the feedback to develop an initial local community road safety programme and help formulate a forward plan for road safety. A significant number of responses related to speeding outside schools. Cabinet therefore agreed that advisory 20mph zones would be progressed for all 160 schools within Cheshire East over a three year period. Flashing signs are activated during drop off and pick up times indicating a 20mph speed limit. This programme is currently being delivered in partnership with Schools, Police, Cheshire Fire and Rescue and Local Community. In the first year the scheme has been successful and well received. This had already been done in certain areas where individual councillors had pushed for it.

## **11.0 School Pick Up/Drop off Trials**

- 11.1 Cheshire East is progressing two trials at schools to try and resolve parking issues. The Head Teachers at both schools are focussed on improving their pick up/drop off arrangements although there are differing views on the most appropriate solutions to achieve the best outcome. Specific options related to education and enforcement and the provision of a car park at one school.

## **12.0 Safer Routes to Schools**

- 12.1 Safer routes to schools enable more children to walk or cycle to school. They usually involve a series of highways measures to make roads safer, such measures can include:
- Traffic calming, lower speed limits, speed cameras.
  - Zebra/pelican crossings.
  - Central refuges.
  - Cycle/pedestrian paths.

- Re-routing street networks, forcing drivers to seek alternative routes, including the possibility of one way streets and no entry signs.

12.2 However for the scheme to be successful, schools need to be involved by providing:

- A travel plan
- Cycle storage
- Pedestrian/cycle training
- Walking buses/cycle trains
- Mapping out safer routes to schools

### **13.0 Sustainable School Travel**

13.1 Local authorities have a duty to promote the use of sustainable travel and transport. The duty applies to children and young people of compulsory school age who travel to receive education or training in a local authority's area. The duty relates to journeys to and from institutions where education or training is delivered.

13.2 There are five main elements to the duty which local authorities must undertake:

- an assessment of the travel and transport needs of children, and young people within the authority's area;
- an audit of the sustainable travel and transport infrastructure within the authority's area that may be used when travelling to and from, or between schools/institutions;
- a strategy to develop the sustainable travel and transport infrastructure within the authority so that the travel and transport needs of children and young people are best catered for;
- The promotion of sustainable travel and transport modes on the journey to, from, and between schools and other institutions; and
- The publication of a Sustainable Modes of Travel Strategy.

13.3 The group agreed that a Sustainable Modes of Travel Strategy should be implemented at the earliest opportunity.

### **14.0 School Expansions**

14.1 There are a number of school expansions due to take place by September 2017. The group agreed that Ward Members should be consulted on any proposals as they have valuable local knowledge and would be able to assist with public relations and communication.

14.2 The group also felt that those schools where congestion is already severe should not be considered for expansion unless there was clear commitment to a school travel plan which seeks to minimise both the existing and future traffic/parking/congestion issues. The use of playgrounds as a car park could also be considered during drops off and pick up times.

- 14.3 When new planning applications are submitted for school expansions or additional housing, Members, Planning Officers, Education Officers and police should work together to ensure that there is a joined up approach to providing walking routes to schools and that Section 106 monies are secured to provide any highway safety measures required.

### **15.0 Provision of Car Parks**

- 15.1 The group agreed that there was a window of opportunity to hold back a piece of land to provide a car park when schools were applying for academy status. However consideration would need to be given as to how this would be financed and only be implemented with a full and effective travel plan. Playing fields and playgrounds are protected and could not be turned into a car park unless they had not been used for 10 years or more. However there is provision under a S77 agreement to change the use of a playing field provided there is enough playing area left to meet the statutory requirement for 'space per head' . Also where a car park is installed the S77 is eased if the car park is multi use. Consideration should be given as to whether or not it would be possible to use play grounds as a car park during drop off and pick up times only.

### **16.0 Working with Schools**

- 16.1 The group acknowledged the importance of working with schools and having them on board as the problem could not be tackled by the Council alone. Some schools had previously shown resistance to take part ownership of the issue which would hinder any improvements that could be made. All schools should have a travel plan and the Council should, if required, assist the schools with its formation. A School Travel Plan is a document which sets out the measures and initiatives an individual school will use to reduce car journeys and promote other ways of getting to school safely. Successful school travel plans will be supported by the whole school community (pupils, teachers, parents, governors and support staff), the local community and the local authority.

- 16.2 Schools should also be encouraged to consider implementing initiatives such as:

- Green cone zones - special Green Cones placed in the carriageway to prevent motorists from parking on the yellow zig zag lines near the entrance to schools. Cheshire Fire and Rescue indicated that it may be able to source some green parking cones for schools at a cheaper price with bulk purchase.
- Staggering drop off and pick up times.
- Reward scheme for walking/cycling.
- Drop off and pick up zones.
- Encouraging car sharing.
- Walking buses/cycle trains.
- Ensuring that children are on board as they will influence parents.

- Recruiting staff and parent volunteers to educate and advise parents on safer parking at school drop off and pick up times.
- Park and stride.
- Publicity campaigns including leaflets, posters and competitions.
- Cycling proficiency training (bikeability).
- Travel to school agreements.

## **17.0 Education**

17.1 For a number of years Cheshire Fire and Rescue Service has been commissioned by Cheshire East Council to deliver road safety education in schools to key stage 2 and 4 children, which consisted of 180 visits to schools per year. The group met with representatives of the fire service to understand its role and education programme it delivers. It was agreed that:

- The education programme should include safer parking and that a joint letter from Cheshire Fire, Police and Cheshire East Council should be sent out to all parents highlighting the importance of road safety and safer parking.
- The possibility of attending schools at school drop off time with a fire engine is investigated, as this would highlight the difficulties caused by irresponsible parking. This could also be used as an opportunity to educate parents and pupils.
- That a walking to schools with hero's campaign be introduced – Police or fire officers could be involved in the introduction of walking buses.
- That signs be erected outside schools showing pictures of correct and incorrect ways to park.

## **18.0 Meeting with Traffic Management Officer**

18.1 The group met with R Johnson, Traffic Management Officer for Cheshire Constabulary. He reported that there were 70 Road Traffic Officers (including motorways) for Cheshire and 1000 PCSO's. However, only Cheshire East Council's Civil Enforcement Officers had the power to issue penalty charge notices for parking on double or single yellow lines. While the Police have the powers to ticket for the offence of obstruction this is can and is done within the officers normal duties. He highlighted that the Police and PCSO's would try to educate rather than issue fines in the first place.

## **19.0 Civil Enforcement**

19.1 The Councils Civil Enforcement Team actively pursue the issue of safer parking around schools. Morning and afternoon visits take place to coincide with the pick up and drop off times and target those schools where safety of the children, pedestrians and road users is of particular concern.

- 19.2 There are currently 11 Enforcement Officers to patrol all schools in the Borough, the Officers would prefer to educate advise and move on irresponsible and inconsiderate parkers rather than issue penalty charge notices. The group felt that enforcement was required to set an example to parents and that mobile CCTV cameras should also be considered.
- 19.3 Members attended a site visit in the location highlighted by several Councillors in the questionnaire, with the Officers during pick up times to witness a typical day on the school run. During that time, one parent was issued with a Penalty Charge Notice for parking on the keep clear markings and others were made aware of their inconsiderate parking.
- 19.4 Members noted that the Parking Service is currently recruiting a further 4 Civil Enforcement Officers which will provide some additional resource to their small team so as to further address the demand for enforcement around schools.
- 19.5 All signage and linage, particularly double yellow lines and no stopping zones should be checked to ensure that they are up to date, clear and adequate.

### **Background Documents**

National Travel Survey 2013

Travelling to School: DFES and DFT report

An Evaluations of the Travelling to School programme

Travelling to School: An Action Plan : DFT

## CHESHIRE EAST COUNCIL

### REPORT TO: CORPORATE SCRUTINY COMMITTEE

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**Date of Meeting:** 7 March 2017  
**Report of:** Director of Legal Services  
**Subject/Title:** Work Programme update

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#### **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 February 2017

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|---|--|--|---|---|--|
| 9 March 2017<br>Time: 2.00pm<br>Venue:<br>Committee<br>Suite,<br>Westfields | 8 June 2017<br>Time: 2.00pm<br>Venue:<br>Committee<br>Suite,<br>Westfields | 7 September<br>2017<br>Time: 2.00pm<br>Venue:<br>Committee<br>Suite,<br>Westfields | 2 November<br>2017<br>Time: 2.00pm<br>Venue:<br>Committee<br>Suite,<br>Westfields | 11 January<br>2018<br>Time: 2.00pm<br>Venue:<br>Committee<br>Suite,<br>Westfields | 1 February 2018<br>Time: 2.00pm<br>Venue:<br>Committee<br>Suite,<br>Westfields |
|---|--|--|---|---|--|

### Essential items

| Item                               | Description/purpose of report/comments   | Outcome  | Lead Officer/<br>organisation/<br>Portfolio<br>Holder        | Suggested by  | Current position  | Key Dates/<br>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 | 8 June 2017, 7 September 2017, 2 November 2017, 1 February 2018 |
| Budget Consultation 2018/19        | 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 Portfolio        | The Committee | Formal consultation on the draft budget TBA                     | TBA   |

## Corporate Overview and Scrutiny Committee 2016/17 updated February 2017

|   |  |   | 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 | The Committee  | 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   | 9 March 2017   |
| Local Plan                              | To review the local plan process   | Cheshire East has a strong and resilient economy. Cheshire East is a green and sustainable place. | Executive Director - Place Housing and Portfolio Holder      | Executive Director - Place & Housing and Planning Portfolio Holder   | Update on the latest position requested.  | 9 March 2017   |
| Member facilities/Accommodation/Culture | To review member facilities and accommodation  | A responsible effective and efficient organisation  | Chief Operating Officer, Finance and Assets Portfolio Holder | The Chairman   | Task and Finish group appointed 7 July 2016. Scoping meeting held and project plan agreed | Review expected to be completed by the end of April 2017 |

## Corporate Overview and Scrutiny Committee 2016/17 updated February 2017

|                               |  |  |                                       |               |  |     |
|-------------------------------|--|--|---------------------------------------|---------------|--|-----|
| Devolution                    | To receive an update on devolution plans in Cheshire | Cheshire East has a strong and resilient economy.  | Chief Executive/Leader of the Council | The Committee |  | TBA |
| Highways Contract Procurement | To receive a report on the procurement process       | Cheshire East is a green and sustainable place, A responsible effective and efficient organisation | Executive Director of Place           | The Committee |  | TBA |

### **Monitoring Items**

### **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.

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## **FORWARD PLAN FOR THE PERIOD ENDING 31<sup>ST</sup> MAY 2017**

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](mailto: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 15/16-8<br>Poynton Relief Road -<br>Procurement Strategy and Compulsory Purchase of Land | <p>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. Two reports will be considered at the Cabinet meeting on 7<sup>th</sup> February 2017. The first will outline the work undertaken to identify the procurement process to appoint a contractor in order to construct the scheme. The second will outline the statutory process.</p> <p>A third report to a subsequent Cabinet meeting will seek authority for the compulsory purchase of land.</p> | Cabinet        | 7 Feb 2017                |                       | Paul Griffiths                                  | No   |

| <b>Key Decision</b>  | <b>Decisions to be Taken</b>   | <b>Decision Maker</b> | <b>Expected Date of Decision</b> | <b>Proposed Consultation</b> | <b>How to make representation to the decision made</b>            | <b>Private/ Confidential and paragraph number</b> |
|--|--|-----------------------|----------------------------------|------------------------------|---|---|
| CE 16/17-29<br>Connecting Cheshire - Digital 2020 Programme                  | To proceed with the next phase of Connecting Cheshire Broadband, the Digital 2020 programme which will further enhance access to digital technology for SMEs and residents in the Cheshire and Warrington LEP area.  | Cabinet               | 7 Feb 2017                       |                              |   | NA  |
| CE 16/17-31<br>The Northern Gateway Partnership and Regional Growth Strategy | To endorse the emerging vision of the Partnership, endorse the Council's role within the governance structure and authorise the Leader of the Council, in consultation with the officers, to approve that the Council enter into a formal partnership agreement with the Northern Gateway. | Cabinet               | 7 Feb 2017                       |                              | Andrew Round, Interim Executive Director of Growth and Prosperity |   |
| CE 16/17-4<br>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  |

| <b>Key Decision</b>  | <b>Decisions to be Taken</b>   | <b>Decision Maker</b>           | <b>Expected Date of Decision</b> | <b>Proposed Consultation</b> | <b>How to make representation to the decision made</b> | <b>Private/ Confidential and paragraph number</b> |
|--|--|---------------------------------|----------------------------------|------------------------------|--|---|
| CE 16/17-32<br>Extension of the Waste and Environmental Services Contract with Ansa Environmental Services                       | To amend the Council's contract with Ansa Environmental Services in accordance with the authority delegated to the Portfolio Holder for Regeneration by the Cabinet on 9 <sup>th</sup> February 2016.  | Cabinet Member for Regeneration | March 2017                       |                              | Ralph Kemp   |   |
| CE 16/17-11<br>Crewe HS2 Masterplan  | To approve the HS2 masterplan for Crewe, and to authorise the Executive Director Place to enter into a public consultation on the masterplan in 2017.  | Cabinet                         | 14 Mar 2017                      |                              | Andrew Ross  | No  |
| CE 16/17-35<br>Transfer of Former Manchester Metropolitan University (MMU) Campus in Alsager with Associated Sporting Facilities | To approve Cheshire East Council accepting the freehold transfer of the former MMU campus in Alsager and complete a modification contract and a back-to-back lease of the property to Everybody Sport and Recreation Ltd (ESAR) on terms to be agreed. | Cabinet                         | 14 Mar 2017                      |                              | Frank Jordan, Executive Director: Place                | N/A   |

| <b>Key Decision</b>   | <b>Decisions to be Taken</b>   | <b>Decision Maker</b> | <b>Expected Date of Decision</b> | <b>Proposed Consultation</b> | <b>How to make representation to the decision made</b>              | <b>Private/ Confidential and paragraph number</b> |
|---|--|-----------------------|----------------------------------|------------------------------|---|---|
| CE 16/17-36<br>Strategic Partnership for Children and Young People's Emotional Health and Wellbeing | To grant authority to the relevant Portfolio Holders to invest resources to allow the implementation of projects to facilitate the emotional health and wellbeing programme. In particular, to enter into a memorandum of understanding with East Cheshire CCG and South Cheshire CCG for the delivery of the Emotionally Health Schools jointly funded project. | Cabinet               | 14 Mar 2017                      |                              | Kath O'Dwyer, Deputy Chief Executive and Executive Director: People | N/A   |
| CE 14/15-42<br>Cheshire East Indoor Facility Strategy   | To adopt the Indoor Facility Strategy in support of the Council's Local Plan.  | Cabinet               | 11 Apr 2017                      |                              | Mark Wheelton   | No  |
| CE 16/17-21<br>Commissioning a Voluntary, Community and Faith Infrastructure Service                | To approve the commissioning of a Voluntary, Community and Faith Infrastructure Service from April 2017 and authorise the officers to take all necessary actions to implement the proposal.  | Cabinet               | 11 Apr 2017                      |                              | Stephanie Cordon, Head of Communities                               | Exempt by virtue of para 5                        |
| CE 16/17-33<br>Playing Pitch Strategy   | To approve the Playing Pitch Strategy and authorise officers to implement the relevant action plans.   | Cabinet               | 11 Apr 2017                      |                              | Ralph Kemp  | N/A   |

| <b>Key Decision</b>  | <b>Decisions to be Taken</b>   | <b>Decision Maker</b> | <b>Expected Date of Decision</b> | <b>Proposed Consultation</b> | <b>How to make representation to the decision made</b> | <b>Private/ Confidential and paragraph number</b> |
|--|--|-----------------------|----------------------------------|------------------------------|--|---|
| CE 16/17-37<br>Devolution to the Sub-Region  | To authorise officers to commence public consultation on draft proposals relating to devolution to the sub-region.   | Cabinet               | 11 Apr 2017                      |                              | Frank Jordan, Executive Director: Place                | N/A   |
| CE 16/17-25<br>Food Waste Collection<br>Organic Waste Treatment Solution                     | To authorise officers to take all necessary actions to implement the proposal to bring to final tender the procurement for the treatment of food waste.  | Cabinet               | 9 May 2017                       |                              | Ralph Kemp   | No  |
| CE 16/17-34<br>Royal Arcade Redevelopment, Crewe - Reward of Contract to Development Partner | To approve that the Council enter into a development agreement with a named development partner selected following a recent procurement process, and to agree to fund those elements of the scheme as previously identified. | Cabinet               | 9 May 2017                       |                              | Jez Goodman  | N/A   |

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