

## Environment and Regeneration Overview and Scrutiny Committee

# Agenda

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**Date:** Tuesday, 23rd January, 2018  
**Time:** 2.00 pm  
**Venue:** The Capesthorpe Room - Town Hall, Macclesfield SK10 1EA

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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.

It should be noted that Part 1 items of Cheshire East Council decision making and Overview and Scrutiny meetings are audio recorded and the recordings will be uploaded to the Council's website

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

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

To give consideration to the minutes of the meeting held on 16 November 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. **Whipping Declarations**  

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/Open Session**

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**Contact:** Katie Small  
**Tel:** 01270 686465  
**E-Mail:** [katie.small@cheshireeast.gov.uk](mailto:katie.small@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. **Homelessness in Cheshire East** (Pages 7 - 14)

To give consideration to a presentation on Homelessness in Cheshire East

7. **Extra Controls in the Private Rented Sector** (Pages 15 - 20)

To give consideration to a presentation on extra controls in the private rented sector

8. **Environment and Regeneration Budget Proposals 2018- 2021**

To consider Budget proposals as set out in the Council's Pre-Budget Consultation 2018/21 document, specifically in relation to Outcome Two (Cheshire East has a strong and resilient economy) and Outcome Four (Cheshire East is a green and sustainable place).

The Pre-Budget Consultation 2018/21 Document has previously been circulated to Members. Available online at:

[http://cheshireeast.gov.uk/council\\_and\\_democracy/your\\_council/council\\_finance\\_and\\_governance/cheshire\\_east\\_budget/cheshire\\_east\\_budget.aspx](http://cheshireeast.gov.uk/council_and_democracy/your_council/council_finance_and_governance/cheshire_east_budget/cheshire_east_budget.aspx)

9. **Mid-year Ansa and Orbitas reports** (Pages 21 - 48)

To give consideration to the mid year performance report for Ansa and Orbitas

10. **Highway Service Contract** (Pages 49 - 64)

To receive a presentation on the Highway Service Contract

11. **Forward Plan** (Pages 65 - 78)

To give consideration to the areas of the forward plan which fall within the remit of this committee.

12. **Work programme** (Pages 79 - 86)

To give consideration to the work programme

**CHESHIRE EAST COUNCIL****Minutes of a meeting of the Environment and Regeneration Overview and Scrutiny Committee**

held on Thursday, 16th November, 2017 at The Capesthorne Room - Town Hall, Macclesfield SK10 1EA

**PRESENT**

Councillors D Bailey, T Dean, O Hunter, N Mannion, B Roberts, C Browne, G M Walton, M J Weatherill and S Edgar

**1 APPOINTMENT OF CHAIRMAN**

The Chairman and Vice-Chair had both sent their apologies for the meeting. In the absence of an appointed Chairman, the Committee was asked for nominations to elect a Chairman. Councillor George Walton and Councillor Brian Roberts were both nominated, Councillor Walton received 5 votes, Councillor Roberts received 3 votes.

RESOLVED: That Councillor George Walton be appointed Chairman, for the purposes of this meeting only.

**2 ALSO PRESENT**

David Malcolm- Assistant Development Control Manager  
Karen Carsberg- Housing Strategy Manager  
Gerard Buckley- Housing Policy Officer

**3 APOLOGIES FOR ABSENCE**

Councillors H Davenport, Hayley Wells-Bradshaw, M Parsons and M Hardy.

**4 MINUTES OF THE PREVIOUS MEETING**

RESOLVED- That the minutes of the meeting held on 23 October 2017 be confirmed as a correct record and signed by the Chairman.

**5 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**6 WHIPPING DECLARATIONS**

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

**7 PUBLIC SPEAKING/OPEN SESSION**

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

## 8 **CIVICANCE LTD - PROGRESS UPDATE**

David Malcolm, Head of Planning, attended the meeting to present an update on the progress and performance of the Alternative Service Delivery Vehicle (ASDV) for Civicance Ltd. for 2016/17.

David advised the Committee that Civicance had been operating for just over two years. The service dealt with issues relating to building control, land charges and planning support. The building control side of the service was still a challenge because of the competitive nature of the market whereas the planning support side had shown a good standard of processing applications through to registration.

The principle parts of the service had not changed significantly, but David did note that whilst the key performance indicators against the performance framework were green, there were some areas of concern that related to building controls.

### RESOLUTION:

- (a) That David be thanked for his presentation;
- (b) That this Committee be updated on progress by Civicance.

## 9 **CHESHIRE EAST HOUSING STRATEGY 2018-2023**

Karen Carsberg, Housing Strategy Manager and Gerard Buckley, Housing Policy Officer attended the meeting to present the Cheshire East Housing Draft Strategy 2018-2023.

Karen advised the Committee that whilst there was no statutory requirement for the Council to have a Housing Strategy, the People Directorate would be implementing a Strategy for 2018-2023 as part of the aim to deliver high quality, safe, affordable housing. Prior to this, there had been external work with key stakeholders and from there a Draft Strategy for consultation. The strategy had a planned implementation date of April 2018.

The Draft Strategy had two main themes:

- Growth and Quality of Place; and
- Health, Wellbeing and Quality of Life.

Within these themes there were a number of priorities. Karen advised that the Strategic Housing team had worked alongside Regeneration and Health colleagues to ensure the strategy priorities linked with the wider agenda for Environment and Regeneration; and that consideration was made to statutory duties such as the Homeless Reduction Act to prevent homelessness.

The Committee noted that bungalows were the type of accommodation sought after especially for Older People or those with less mobility however often developers would include bungalows as part of a housing scheme and then remove them once the application had been to the Planning Committee.

Councillor Harold Davenport arrived at the meeting.

The consultation period would run from 27 Nov-8 Jan, the Committee was encouraged to submit comment during this time.

RESOLUTION:

- (a) That the Draft Strategy be received and noted;
- (b) That the Committee continue to make comments as appropriate during the consultation process.

### 10 FORWARD PLAN

The Committee reviewed the Forward Plan.

RESOLVED- That the Forward Plan be received and noted.

### 11 WORK PROGRAMME

The Committee reviewed its Work Programme. Helen advised a number of updates as suggested by Frank Jordan, Executive Director of Place.

RESOLVED: That:

- (a) the item on Local Plan be removed from the Work Programme as this is something that will be dealt with through a briefing note;
- (b) the item on Homelessness be retitled Homelessness Strategy;
- (c) the Air Quality item be scheduled for 20 March 2018;
- (d) the Transfer of Community Assets Task and Finish Group be disbanded and removed from the Work Programme;
- (e) the Highways Policies item be renamed Highways Management;
- (f) the Parking Policies Task and Finish Group item be renamed Parking Strategy;
- (g) the Briefing Sessions be removed as these are now coordinated through Member Training and Development; and
- (h) the Energy Company item be removed from the Work Programme.

The meeting commenced at 2.00 pm and concluded at 3.45 pm

Councillor George Walton (Acting Chair)

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## Homelessness in Cheshire East

Scrutiny Committee January 2018



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## What is homelessness?

Homelessness takes many forms. It is more than simply people who are sleeping rough, who make up a small proportion of the total number of those who are homeless. Homelessness can be:

- Statutory homeless households in priority need in temporary accommodation such as Bed and Breakfast
- Single homeless living in supported housing or in a hostel
- 'Hidden homeless', in insecure arrangements with friends or others, known as 'sofa surfing'.
- Households in fear of losing their home, or on the verge of actually losing their home
- Rough sleeping



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## Homelessness in Cheshire East

The 2017 Review of homelessness in Cheshire East found:

- Some areas of concern, especially concerning gaps in service and lack of multi-agency working for some categories of clients
- Issues around young people / young adults (especially those who are single), and those who have complex needs, including chaotic behaviour
- People leaving mental health care with no home is an increasing problem, (with work being done to deliver improvements), as is the link between homelessness and substance misuse issues
- Access to the private rented sector is a challenge but some improvements have been seen. Different options are currently being considered
- The consultation events held as part of the Review process demonstrated that there is a real commitment from agencies and providers in Cheshire East to achieve positive outcomes for people who are homeless or who are at risk of homelessness.



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## Homelessness Strategy Review



**Many people approach us for advice and assistance. There were almost 4,000 over the last 3 years:**

Financial Year	Office presented at	Office presented at	Total	% Change
	Crewe	Macclesfield		
2014/2015	657	511	1,168	-
2015/2016	780	548	1,328	+13.7%
2016/2017	756	588	1,344	+ 1.2% increase
Total	2,193	1,647	3,840	-




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## Homelessness Strategy Review



**Some households are homeless and need accommodating.**

**The number of households accepted as homeless has gone up by 31% between 2015 and 2016, with the main causes of homelessness over the last 3 years:**

Year	In priority need and unintentionally homeless	Main causes of homelessness:			Total
		Asked to leave by family or friends	Domestic abuse	End of Assured Shorthold Tenancy	
2014	114	48	23	7	78
2015	84	24	18	9	51
2016	110	44	22	12	78
Total	308	116 (37.6%)	63 (20.4%)	28 (9%)	207 (67.2%)




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## Rough sleeping



**Rough sleeping is the most visible face of homelessness.**

- The number of rough sleepers is continuously monitored, through information from partners, who also provide an estimate or count of rough sleeping on one night each year chosen between 1st October and 30th November. This is a snapshot on a single night, and not an assessment of the total number of rough sleepers over the whole year.
- Cheshire East has typically had low levels of rough sleeping. The Homelessness Strategy has a priority to ensure that residents do not have to sleep rough, and a number of interventions are currently being planned.
- The DCLG is planning to release the 2017 data for rough sleeping in late January 2018.
- Rough sleeping is being addressed through a preventative approach, using a number of things, such as the Upstream project, and a Hard to House panel will be looking at helping entrenched rough sleepers with accommodation, benefits, and employment issues.




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### Prevention and Relief

**Prevention Duty**

**Relief Duty**

- Cheshire East must take reasonable steps to prevent homelessness for any at risk eligible applicant, regardless of priority need
- This can involve assisting them to stay in their current accommodation, or helping them to find a new place to live

- Cheshire East must take reasonable steps to help the applicant to secure suitable accommodation
- Help could be, for example, providing a bond guarantee, funding a rent deposit or working with a private landlord to make properties available




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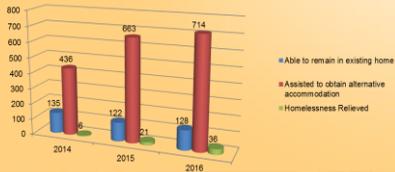


### Prevention and Relief

The number of successful homelessness preventions in Cheshire East has increased year on year, with 2,261 households assisted between 2014 and 2016.

Over this time, 1,813 (82%) households were assisted to find alternative accommodation.

As well as homeless prevention, homelessness can be relieved. Total cases of prevention and relief in 2016 increased from 577 in 2014 to 878 (an increase of 52%).



Year	Able to remain in existing home	Assisted to obtain alternative accommodation	Homelessness Relieved
2014	135	436	6
2015	122	663	21
2016	128	714	36




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### Prevention and Relief

A priority for the new Homelessness Strategy will be to explore new ways to help more households to remain in their own home.

This will be done by:

- Implementing the Homelessness Reduction Act.
- Mitigating the impact of welfare reform.
- Assisting those facing homelessness from the social rented sector and private rented sector.
- Reducing the number of households evicted from owner-occupied properties.
- Targeted property adaptations to enable people to remain where they are.
- Working with partners to enable households to access education, training and employment.




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### How do we compare in 2016-2017?



	Able to remain in home	Assisted into alternative accommodation	Total	Number per 1,000 households	Total Prevention and Relief
Cheshire East	150	668	818	4.97	867
North Somerset	138	470	608	6.53	633
Wiltshire	107	689	796	3.86	796
East Riding of Yorkshire	153	5	158	1.07	182
CW & C	1,281	968	2,249	15.58	2,258
Warrington	275	398	673	7.50	732




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### Questions?




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### Homelessness Reduction Act 2018 (HRA)



The HRA places a strong focus on early prevention work and the lifetime of the new Homelessness Strategy will see the HRA introduced then fully embedded in Cheshire East practices.

It is imperative that our focus remains on early identification of, and intervention with, individuals whose accommodation is not settled, as this will result in significantly improved outcomes for those affected.




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**The Homelessness Reduction Act 2018** 

The HRA will be implemented on the 3rd April 2018, with the public body Duty to Refer being deferred until October 2018.

There are new duties to prevent and relieve homelessness.

The categories of people eligible for Council support has been expanded, in a move away from the current focus on 'priority housing lists' based on applicants' vulnerabilities, and moving Cheshire East priorities from 'crisis management' to a pro-active approach to preventing homelessness.

The HRA requires:

- free homelessness advice and information services to be provided to all residents AND
- Provision of advice designed with certain vulnerable groups in mind:
- Care leavers, former armed forces, people leaving custody, victims of domestic abuse, people leaving hospital and people with mental health issues




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**Homelessness Reduction Act** 

Advice must include:

- Prevention of homelessness
- Securing accommodation when homeless
- Help available to people threatened with, or homeless
- How to access the available help




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**Homelessness Reduction Act** 

The HRA lengthens the period during which someone might be threatened with homelessness from 28 days to 56 days.

Personalised housing plans

- We must carry out an assessment of the circumstances and needs of all eligible applicants who are homeless, or threatened with becoming homeless within 56 days.
- The assessment has to be shared with the applicant
- A Personalised Housing Plan will be drawn up which sets out the 'reasonable steps' the authority and the applicant will take (and other agencies/people as appropriate)
- 'Reasonable steps' should be tailored to the individual and the plan should be realistic




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### A different way of doing things

A cultural change for everyone is needed to deliver the HRA, including:

- Front line staff
- Advocates
- Elected Members & MPs
- Customers

This cultural change may be achieved through:

- Training and awareness (Elected Members' training on the 30<sup>th</sup> January)
- Strong Leadership
- Getting Officers and Managers on board NOW
- Recruiting additional staff
- New strategic documents to help deliver change:




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### Homelessness Strategy

A new Homelessness Strategy for 2018 - 2021 has been produced. It has used information on current and emerging issues, as identified in the Homelessness Strategy Review, to identify new priorities.

The Homelessness Strategy's 4 priorities are:

1. Enable more people to remain in their home and prevent them from becoming homeless
2. Help people who are homeless to secure appropriate affordable accommodation
3. Provide interventions so no-one has to sleep rough in Cheshire East
4. Ensure adequate support is in place to help people maintain and sustain accommodation

- Consultation closed – Adoption March 2018
- Homelessness Strategy Steering Group – Multi Agency approach to tackling Homelessness




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### CE Allocations Policy

The CE Allocations Policy is being reviewed.

The Policy underpins the ability to move people who are in housing need to appropriate social housing. With approximately 6,500 registered for housing and only an average of 1,300 properties available annually it is vital the policy strikes the balance between supporting sustainable, settled neighbourhoods whilst giving priority to those people who are in urgent housing need.

The Policy is being reviewed to:

- Ensure that the Policy is HRA compliant
- respond to customers' comments
- respond to Elected Members' comments
- tackles under-occupation to make best use of our housing stock

A review of Homechoice and IT improvements have recently been carried out making Homechoice more efficient and user - friendly.




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Questions?

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## Extra Controls in the Private Rented Sector

Environment and Regeneration  
Overview and Scrutiny Committee  
23 January 2018

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### Background



- Strategic Housing workplan 2017-18 – *“Examine the evidence base for extra controls in the private rented sector”*
- Members’ concerns:
  - Effect on communities and neighbourhoods
  - Poor housing conditions and overcrowding
  - Exploitation of tenants
  - Waste and flytipping
- Calls for greater regulation of HMOs / compulsory landlord registration scheme
- Working group

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### Working Group Terms of Reference



1. To gather, review and evaluate evidence to establish the need for:
  - Selective licensing of the private rented sector (“compulsory landlord registration scheme”)
  - Additional licensing of HMOs
  - Article 4 direction under the Town and Country Planning Order 1995
2. To plan for the communication and delivery of the extension to the mandatory licensing scheme for HMOs
3. To consider links with other work streams, eg Local Plan Policy SC4 (Residential Mix)

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### Extension to Mandatory Licensing of HMOs



- Proposal by the Department for Communities and Local Government in 2015 and subject to further consultation in 2016
- Announcement 28 December 2017 – plans to go ahead in 2018 and legislation is now being prepared

**An entire house or flat which is let to 5 or more tenants who form 2 or more households and who share facilities – this is a HMO that will require a licence, regardless of how many storeys the property is set out over**

- Minimum room sizes introduced
- Licence holders will be required to comply with LA schemes for waste management

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### Implications for Cheshire East



- The number of HMOs that will require a licence will increase 10-fold – from nearly 50, to around 500.
- Around 50 will remain exempt from licensing – buildings that were converted prior to 1996 Building Regulations
- An estimated 100 properties will not require a licence due to their small size

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### Implementation



- Increase in staffing levels – full cost recovery through licence fees charged to the landlord
- Local communication plan targeting landlords and tenants to build on any national communications
- Strengthen our 'fit and proper' test
- Two phases to the implementation:
  1. A six-month period where landlords must apply for a licence: LAs cannot fine or prosecute a landlord for failing to apply during this period
  2. After six months, any landlord who has failed to apply can be prosecuted or a civil penalty applied
- Continue our inspection programme for the 150 properties that don't require a licence

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### Option for Additional Licensing of HMOs



We have the option to introduce an Additional Licensing scheme for the remaining unlicensed HMOs:

- Those with less than 5 tenants
- Those converted prior to the 1996 Building Regulations

Subject to their being evidence that a significant proportion of these HMOs are being ineffectively managed.

Insufficient evidence at this time for this group of properties that an additional licensing scheme is required – but to re-evaluate this following implementation of the mandatory licensing

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### Actions (1)



Recommendation	Action	Timescale
1. Focus on the implementation of the extension to the mandatory licensing scheme	Put staffing resources in place	Subject to implementation date for legislation – estimated April 2018
	Develop and launch a communications plan	
2. Pro-active work to inspect the HMOs that fall outside of the mandatory licensing scheme	Continue with the existing programme of HMO inspections	Ongoing
3. Not to introduce additional licensing at this time due to a lack of sufficient and robust evidence to support it	Re-evaluate the evidence for additional licensing of c150 unlicensed properties	12 months after implementation of mandatory licensing

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### HMOs and Planning



Type of HMO	Planning permission
1. Small shared houses or flats occupied by between 3 and 6 unrelated individuals who share basic amenities = Use class C4 Small houses in Multiple Occupation	Change of use from dwelling house (C3) to HMO (C4) is 'permitted development'
2. Those with more than 6 unrelated individuals who share basic amenities = 'sui generis' (not within a use class)	Change of use from dwellinghouse (C3) to HMO (sui generis) requires planning permission

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### HMOs and Planning



- Permitted development rights can be removed through an Article 4 Direction in a designated area, so that planning permission is required for the development of all HMOs, regardless of the size of the property
- Mapping exercise undertaken to show spatial distribution of HMOs in Cheshire East
  - Identifies a concentration of HMOs in a small neighbourhood in Crewe South

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### A4D process



- **Non-immediate:**
  - takes effect 12 months from LPA giving notice of making the direction
  - within that 12 months, decision must be made to confirm A4D following public consultation
- **Immediate:**
  - must be confirmed by LPA within 6 months and following public consultation
  - LPA liable for compensation for 12 months from being made

**Evidence.....**

**Planning Practice Guidance:** "The use of article 4 directions to remove national permitted development rights should be limited to situations where this is necessary to protect local amenity or the wellbeing of the area. The potential harm that the direction is intended to address should be clearly identified."

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### Other A4D considerations



- Does not change what is already there
- An A4D is not a moratorium on HMOs – it just means that all proposed HMOs will require PP (...which may still be granted)
- The Council receives no planning application fee for development proposals that would otherwise have been PD
- Associated local policy/guidance will be required
- An 'immediate' A4D would expose the Council to compensation
- Could a 'non-immediate' A4D may result in more HMOs being created in the short-term?
- Need for ongoing monitoring – to assess continued need for A4D and any other impacts
- Equalities impact assessment normally carried out

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**Actions (2)**

Recommendation	Action	Timescale
1. Give further consideration to an Article 4 Direction to remove permitted development rights in respect of HMOs	Evidence collation in relation to specific identified areas	July 2018

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**Selective Licensing**  
*"compulsory landlord registration scheme"*

- Area with a high proportion of private rented housing (>19%), and one or more of the following:
  - Low housing demand
  - Significant and persistent anti social behaviour
  - Poor property conditions
  - High levels of migration / deprivation / crime
- Borough-wide scheme not suitable due to proportion of private rented housing (12.5%, Census 2011)
- Crewe and Macclesfield schemes also dismissed (Crewe 16.0%; Macclesfield 13.4%)
- Merit in considering localised schemes in Crewe Central / Crewe South – further in depth analysis required

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**Actions (3)**

Recommendation	Action	Timescale
1. Not to introduce selective licensing at this time – further in-depth analysis of Crewe Central / Crewe South needed	In-depth analysis of evidence in Crewe Central / Crewe South	January 2019
2. Improve data collection by front line services to ensure the data we own is at the highest level of reliability	Review data quality, collection and recording methods and make recommendations / implement solutions	April 2018
3. Encourage reporting of poor housing conditions / poor management	Communications plan to increase tenants' awareness of their rights	April 2018

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**Questions?**

**Thank you.**

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**Contact details**

**Karen Whitehead**  
Housing Standards & Adaptations Manager  
[karen.whitehead@cheshireeast.gov.uk](mailto:karen.whitehead@cheshireeast.gov.uk)  
01270 686 653

**Karen Carsberg**  
Strategic Housing Manager  
[Karen.carsberg@cheshireeast.gov.uk](mailto:Karen.carsberg@cheshireeast.gov.uk)  
01270 686 654

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# Report

## REPORT TO: Environment and Regeneration Overview and Scrutiny Committee

**Date of Meeting:** January 23<sup>rd</sup> 2018  
**Report of:** Ralph Kemp Strategic Commissioning  
**Subject/Title:** Mid-year Ansa and Orbitas reports  
**Portfolio Holder:** Cllr. Don Stockton

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### 1.0 Report Summary

1.1 The purpose of this report is to present the Commissioners update for the Council owned companies of Ansa Environmental Services Limited and Orbitas Bereavement Services Limited.

### 2.0 Recommendation

2.1 That the Committee notes the reports from both companies.

### 3.0 Wards Affected

3.1 All

### 4.0 Local Ward Members

4.1 All

### 5.0 Background to Ansa and Orbitas Quarterly Reports

5.1 Ansa and Orbitas were formed as wholly owned Council companies on the 1st April 2014 to deliver Environmental and Bereavement services. They operate through an agreed management fee paid monthly under a contract with the Council for service delivery. Regular quarterly monitoring meetings are held by the commissioner with each company and in these all relevant issues are discussed.

#### **Ansa Environmental Services**

5.2 This report highlights the proactive work on the recycling message being spread in schools, community groups, shows and retirement villages. The message is also being delivered by an enthusiastic group of volunteers who are part of the Cheshire East Waste Reduction Volunteers (CEWRVs).

5.3 All key performance indicators are being achieved these range from the number of parks with green flag awards to the tonnes of waste that are successfully reused. Similarly, the operational performance indicators are showing that all targets are being met.

# Report

## Orbitas

**6.0** The Orbitas report outlines areas of their work under sections following the Council's main objective outcomes. These include the Orbitas Funeral, a local supply chain and training opportunities, sustainable products and the work of their Minor maintenance team. The company is reporting compliance with its performance indicators at the half year point.

## **7.0 Access to Information**

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

Name: Ralph Kemp

Designation: Corporate Manager Commissioning - Waste and Env Services

Tel No: 01270 686683

Email: [Ralph.kemp@cheshireeast.gov.uk](mailto:Ralph.kemp@cheshireeast.gov.uk)

# **Report**

**Ansa Environmental Services Ltd**

**Cheshire East Council – Scrutiny Update**

**MID-YEAR FEEDBACK REPORT**

**April - September 2017**



# ansa

# Mid Year Scrutiny

# Report



# Report

## INTRODUCTION

This report provides an overview of the and projects that Ansa has either delivered involved in and an update of Company performance during the first half of the year 2017/2018.

It was confirmed this quarter that Ansa retained all Green Flag awards and the highly prized Green Flag Heritage for Queens Park in Crewe. For the third

running we have also retained the prestigious RoSPA Gold Award

Significant work has been taking place to ensure the successful creation of our first Joint Venture Company, Alliance Environmental Services Ltd, in partnership with High Peak & Staffordshire Moorlands Borough Councils.

## KEY ACHIEVEMENTS

### Activities and Events

#### Community Talks

As part of our community engagement, we held recycling talks for the Holmes Chapel PROBUS group and the Broken Cross community group in Macclesfield.

The members of the groups learned about the importance of recycling and the current media dialogue surrounding food waste within their homes.

#### Recycling Talk - Rotary Group of Congleton

During August, Lisa Lowe gave a presentation to the Rotary Club of Congleton and explained the role of Ansa and the services they provide in the Borough. The talk was received positively and the group asked numerous questions about recycling, composting and minimising food waste. They seemed especially interested in our successful "We Hate Food Waste" campaign. There were approximately 20 members present.

At the close of the talk, the Secretary praised the initiatives that the company was running and thanked Ansa as a whole, with special mention to the front line staff who work hard to keep our neighbourhoods clean.



#### Recycling Talk - Carrs Court, Wilmslow

In August Lucinda Hodges visited Carrs Court in Wilmslow to give a recycling presentation to its residents.

Carrs Court is a retirement complex with 47 apartments.

Lucinda gave her presentation to 23 Carrs Court residents about Recycling at home and at HWRCs.

They asked many interesting questions and showed a good knowledge of the Cheshire East recycling scheme.



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# Report



## Recycling Talk - Trefoil Guild Talk, Macclesfield

Lucinda Hodges presented a recycling talk during September. The talk included examples of recycling crafts, as Trefoil Guild members are ex-Guides, Brown Owls, Ranger Leaders etc.

They scored well on the Bathroom Recycling Quiz – what can and can't be recycled within the bathroom.

They were a knowledgeable audience with many interesting questions.

## Willowmere Project



Lisa Lowe attended the Willowmere Retirement Village in Middlewich, part of the Advantage Housing Group, to share recycling tips and educate the resident group (approximately 25 members) on what they can and cannot recycle. Lots of questions were asked and a lively discussion took place.

Ansa are currently using Willowmere as a pilot scheme to modify and improve the housing group's current waste collection system to make things easier on the residents

and staff alike. Once this is operational, the system will then be introduced to the other Extra Care Housing villages in the Borough and beyond, such as Beechmere, Crewe, Oakmere, Handforth, and Hazelmere, Winsford. Lisa received the praise below for her visit.

## Real Nappy Week and Library

Lucinda Hodges met with Sarah Bradley of Green Bum Babies Real Nappy Library on Friday 22 September. She spoke to 12 parents about the benefits of real nappies.

The meeting included planning for the Cheshire East Real Nappy Week and Nappy Library Launch at Little Joey's Playgroup in Macclesfield that will be taking place at the end of October or early November.

We also attended a mum2mum market to talk about Real Nappies and the Nappy Library on Sunday 24 September and spoke to 15 parents about the Real nappy scheme

## Nantwich Food Festival

Lisa Lowe and several Waste Reduction Volunteers held a stand at the Nantwich Food Festival to provide talks and activities about composting, recycling and food waste to festival-goers. This is a popular, local event which attracts thousands of visitors and helps to maintain Ansa's high profile within the community.

Throughout the three day event, the team spoke directly to 312 people.

## Volunteer Scheme Progress

# Report

The Ansa project team met up with the Cheshire East Waste Reduction Volunteers (CEWRVs) to get some more ideas on how they wanted the scheme to progress. Volunteers were updated about the new depot and briefed on how we will introduce the 'champion' system which identifies subject area experts.

They also received feedback from the consultation that was conducted in January which included a willingness to get more involved with schools and do more hands-on work in their local communities. A full rebrand is currently in progress and will aim to promote the scheme as well as recruiting new volunteers. The meetings we have with the volunteers are less formal than they may have previously experienced under the previous contract. We aim to build strong relationships without any formalities. The next phase of training for them will be manual handling which will enable them to confidently assist the Ansa Engagement Team with events. Plans are also underway for the volunteers to visit a MRF

A new logo has been agreed which maintains the integrity of the original project and branding without losing momentum, as well as being uniquely identifiable as a Cheshire East brand.



## Collaboration with Everybody Sport & Recreation

Ansa is now working with Everybody Leisure on their new Taste for Life Cookery Classes which are taking place around the Borough. Each course is public health funded and runs for six weeks. The courses are designed to develop people's cookery skills

by cooking a variety of quick and easy meals to take home, whilst learning about the benefits of healthy eating at a low cost.

Six courses are running at the moment and it has been agreed that Ansa attend on the final week of each course to give a brief talk on the importance of portion control and minimisation of food waste, focussing on reducing food waste. It was also identified that the class tutors, nutritionists and dieticians could benefit from this important information and further opportunities will be explored.



# Report

Lisa Lowe attended the first session, for a special needs group, and gave a brief talk on reusing food waste scraps and proper storage of food. Everyone was enthusiastic and enjoyed the sessions.



## School Events

**Upcycling at Fallibroome –June 2017.** Year 8 students at Fallibroome Academy were treated to a visit from Ansa and Groundwork UK to make them aware of the importance of upcycling and what fun it can be. They were encouraged to invent and create new objects from old pallets of wood. The imagination and creativity of all children showed through and some amazing items were created.

The school was congratulated for encouraging their students to engage in waste minimisation and the majority of students went away enthusiastic and eager to create new things from old. They left with the positive message that they are assisting Ansa and Cheshire East Council with improving the environment via reuse as well as helping to reduce landfill.

## Emotionally Healthy Schools Fair – Middlewich High School

Middlewich High School ran an “Emotionally Healthy Schools Fair” on Wednesday 21<sup>st</sup> June, which was attended by many organisations such as Cheshire Police, the NHS and Cheshire Fire and Rescue Service.



Ansa hosted a stall with Groundwork UK and ran a food waste quiz. Following that, the students took part in an interactive recipe challenge and a healthy smoothie activity. Engagement with approximately 230 students from Years 7 and 8 took place and also a number of local primary schools attended throughout the day.

The Lord Lieutenant of Cheshire, David Briggs MBE attended and was very impressed with the smoothie creations of the children. He also showed keen interest in the different

# Report

ways that Ansa and CEC are promoting the reduction of food waste in the Borough. The team also engaged with other organisations and set up further networking opportunities to promote the "We Hate Food Waste" campaign further.

## Primary Schools

The Junior Recycling Officers' programme continues to go from strength to strength, approx. 7000 primary school children engaged with our recycling and food messages as well as 175 Junior Recycling during this academic year. Ansa conducts assemblies as well as attending pre-arranged school events to assist with projects.



with  
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Officers  
special

## Junior Recycling Officer of the Year

The annual Junior Recycling Officers of the Year event was held on 5 July at Reaseheath Hall in Nantwich.

The event celebrates the work that Junior Recycling Officers (JROs) carry out within their schools to promote the 3Rs: Reduce, Reuse and Recycle.

The winning school was chosen by Ansa Board members Cllr John Hammond and Cllr Steve Hogben.

JROs from St Vincent's Catholic Primary in Knutsford were the delighted winners.

## School visit to Household Waste Recycling Centre

On 13th June the school council of St Mary's Catholic Primary, Crewe enjoyed a visit to the Pyms Lane Household Waste Recycling Centre. The children, who were from years five and six, learned about how recycling is sorted and how hazardous waste is kept separate from general recycle and waste. The children were also very interested in the value of textiles, as the school has recently installed a clothing bank.

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## Groundworks Contract

Groundwork began delivering the 'Recycling Challenge' for secondary schools in July 2012 and continues to thrive. The project is focused on raising students understanding of waste management and targeting behavioural change leading to higher rates of reuse and recycling. This is achieved by delivering in-school sessions with groups of students as well as out of school experiences for students and teachers to attend. The work delivered relates directly to the National Curriculum and can be moulded to specific subjects.

The programme links closely with the Junior Recycling Officer project delivered in primary schools in the area and looks to build on this knowledge bringing in a greater understanding of the Waste Hierarchy and looking at the benefits (social, environmental and economic) of reducing landfill. The programme is also assisted by the Ansa engagement team.

## **SAFETY, HEALTH ENVIRONMENT & QUALITY**

### **Health and Safety Training**

In preparation for staff moving to the new Environmental Hub a number of training courses have been delivered both to refresh existing knowledge and to give opportunities for new learning. Fire Marshall Training was delivered by D-Day Training for Ansa's Fire Marshals, they were taught about the chemistry of fire, how to prevent it from spreading, how to use/identify fire extinguishers and the devastating effect that fire can have a company. Manual Handling courses have also been rolled out to all staff involved in the move. This training was self-delivered by our Fleet Trainer, Dave Eccles who has been focussing on broadening the portfolio of training courses he has available deliver to both internal and external customers.



# Report

## COMPANY PERFORMANCE

### Contractual and Operational Performance

Reported at two levels; contract based key performance indicators (KPIs) and operational performance indicators (OPIs).

### Contract Based Key performance Indicators (KPI's)

**1. Maintain CE residents customer satisfaction levels within the waste collection service at or above 75% (Baseline – 75% satisfaction – Spring 2014) – to be reported annually.**

Target – 75%

Waste collection service overall satisfaction - 90%

Status - **Green**

**2. To maintain and enhance the number of volunteers in – waste prevention, parks friends' schemes and clean teams (baseline 25 in 2013-14).**

Target- 25

Current Number of Volunteers - 50

Status- **GREEN**

**3. We will increase the tonnage of materials re-used by 1% per year** from a base of 977 tonnes in 2012/13 – waste collected from Household Waste Recycling Centres and by our third sector partner.

Target at Year end – 1,028t

Qtr 1- 427t

Qtr 2- 350 t(Projected)

Status – **GREEN**

**4. Maintain the percentage of household waste sent for recycling, reuse and composting above the national target for 2020 of 50%**

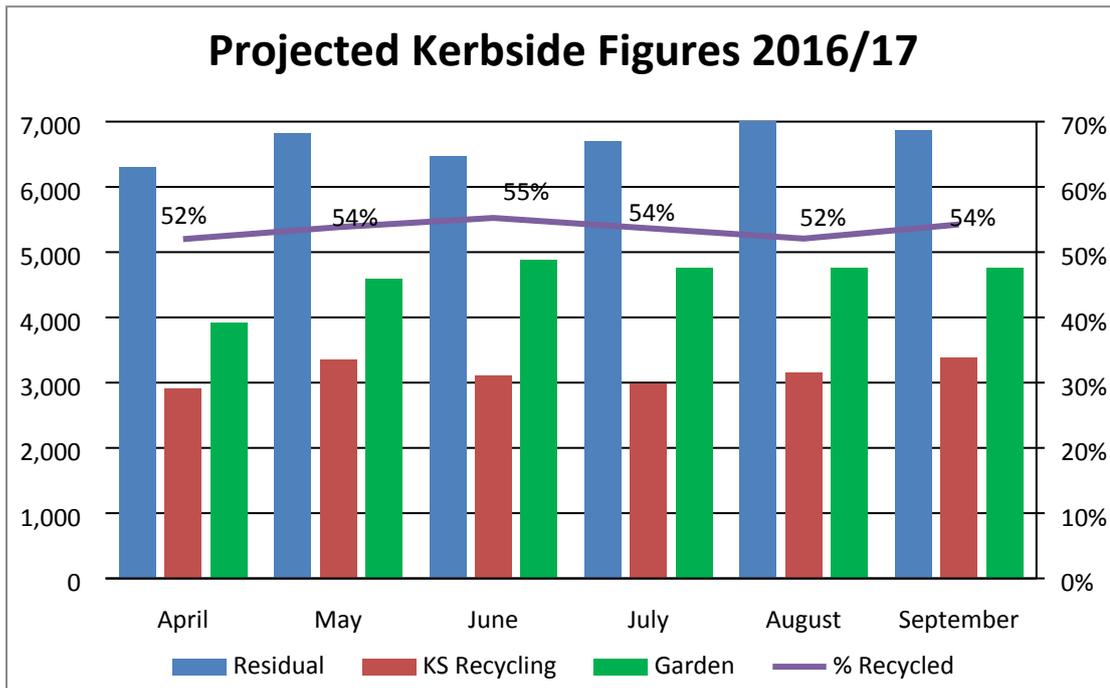
Target – end of year >50%

Qtr 1 –59%

Qtr 2 – 59%

Status – **GREEN**

The graph below shows the quantity of household waste collected at the kerbside only and the corresponding recycling performance.



**5. Reduce the percentage of waste going to landfill to 0% by 2030 (expressed as a percentage of total waste and recycling)**

Target – Baseline of 38.5% in 2013-14

Qtr 1- 21%

Qtr 2 – 31%( Projected)

Status – **GREEN**

**6. Maintain at least four Green Flag Awards per annum (CEC 2014-15 outturn - maintained, 4 of which are maintained solely by Ansa- Bollington Recreation Ground, The Moor Knutsford, Congleton Park ,Sandbach Park and Queens Park ,**

Target >4

Achieved 5

Status- **GREEN**

**7. Increase the use of waste for energy generation (expressed as a percentage of total waste and recycling) (Baseline 5.85% in 2013-14)**

Target > 5.85%

Qtr 1-20%

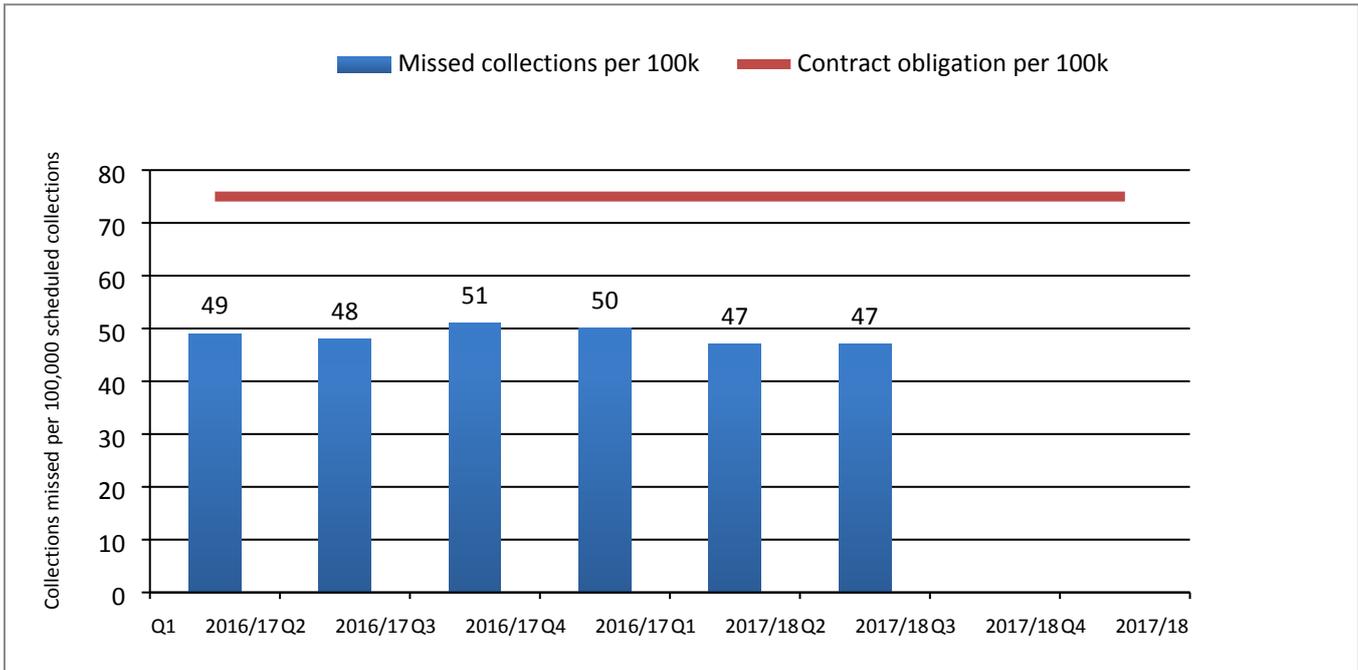
Qtr 2 -8% ( projected)

Status- **GREEN**

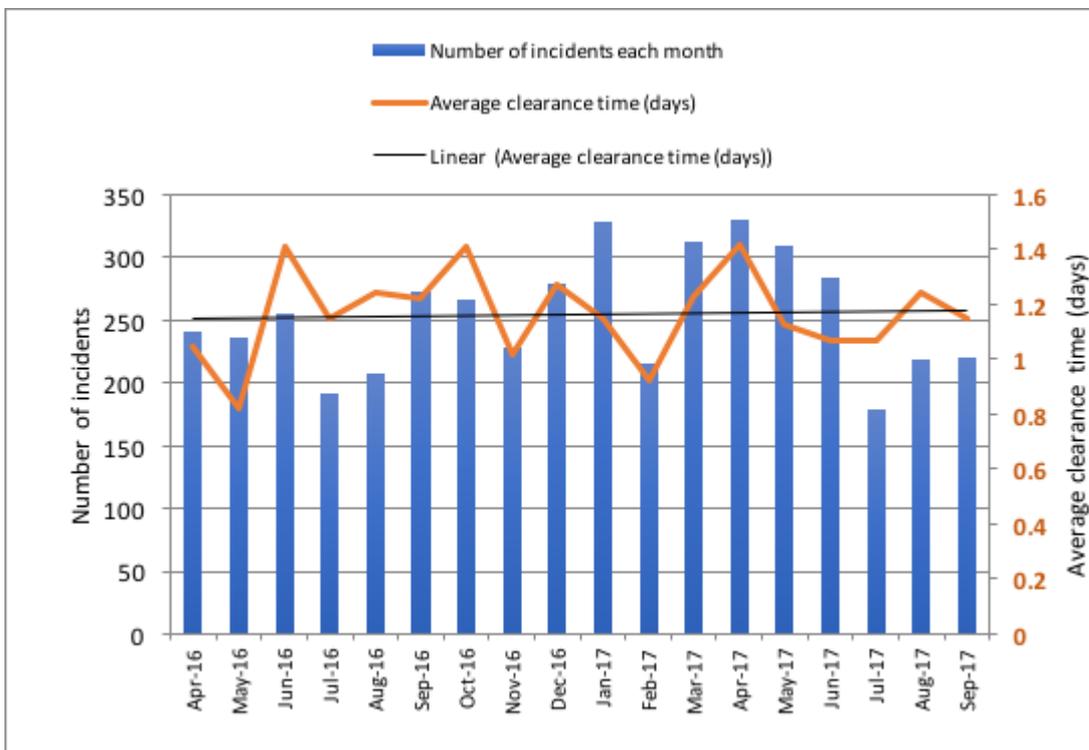
**Operational Performance Indicators ( OPI's)**

**Missed Collections:** Contract obligation to achieve less than 75 missed bins per 100,000 scheduled collections.

**QTR2 - 47/100, 00 GREEN**



**Fly tipping performance:** : Response times for clearing fly tipping remain stable. However, the number reported fly tips in quarter 2 have reduced significantly



### Street Cleaning –

The beginning of the year saw a significant increase in the number of reported fly-tipping, however, the Cheshire East No Rubbish Excuse publicity campaign may have contributed to the reduction in number of incidents reported from July.

# Report

Ansa continues to work with the Community Enforcement Officers in sharing details of fly-tipping offenders where that information is found.

## Financial Performance

Ansa Environmental Services Ltd has an initial Core Management Fee for 2017/18 of £29.084m, in addition a further £205k has been ring-fenced to cover in year relocation costs associated with the interim depot/Cledford depot moves.

**Income Statement:** The Summary Income Statement in the table below shows the cumulative year to date position to the end of September 2017 and forecast year end position based on activity to 30th September and known commitments/projections for the remainder of the financial year. The position also takes account of the Early Warning Notices in Table 2 below and further management mitigations (additional savings).

This latest forecast projects an outturn net profit of £72k, an improvement of £144k against the original budgeted loss of £72k for the year.

**Table 1: Summary Forecast as at 30 September 2017:**

ACTUAL 2015-16 £'000		YTD TARGET Sep-17 £'000	YTD ACTUAL Sep-17 £'000	YTD VARIANCE Sep-17 £'000	ANNUAL TARGET 2017-18 £'000	Q2 FORECAST 2017-18 £'000	ANNUAL VARIANCE 2017-18 £'000
32,471	TURNOVER	17,859	17,156	(703)	34,566	35,347	781
28,182	COST OF SALES	15,389	15,680	291	31,287	31,565	278
4,289	GROSS PROFIT	2,470	1,476	(994)	3,279	3,782	503
4,003	ADMINISTRATIVE EXPS	1,610	1,780	170	3,292	3,639	347
0	OTHER OPERATING EXPENSES	0	0	0	0	0	0
0	OTHER OPERATING INCOME	0	0	0	0	0	0
286	PROFIT FROM OPERATING ACTIVITIES	860	(304)	(1,164)	(13)	143	156
0	INVESTMENT INCOME	0	0	0	0	0	0
185	FINANCE COSTS	29	0	(29)	59	62	3
101	PROFIT BEFORE TAX	831	(304)	(1,135)	(72)	81	153
5	CORPORATION TAX	0	(5)	(5)		9	9
96	PROFIT / (LOSS) FOR PERIOD	831	(299)	(1,130)	(72)	72	144

**Table 2: Early Warning Notices (EWN)** - At Q2 Ansa are also reporting the following Early Warning Notices against the 2017-18 contracted management fee. The projected out-turn position takes account of these EWN's and recognises them as Additional Management Fee Payments. CEC Commissioners have agreed at Q2 an in year payment of £227k against the total £484k raised.

The operational position to date reflects the ongoing focus and dedication by the business areas to achieve the efficiency/savings targets at a time of continued operational disruption. The same degree of focus on budget management will be required during the latter half of the year to ensure that the forecast position is delivered whilst transitional depot movements are ongoing

# Report

**Table 2: Early Warning Notices (EWN)**

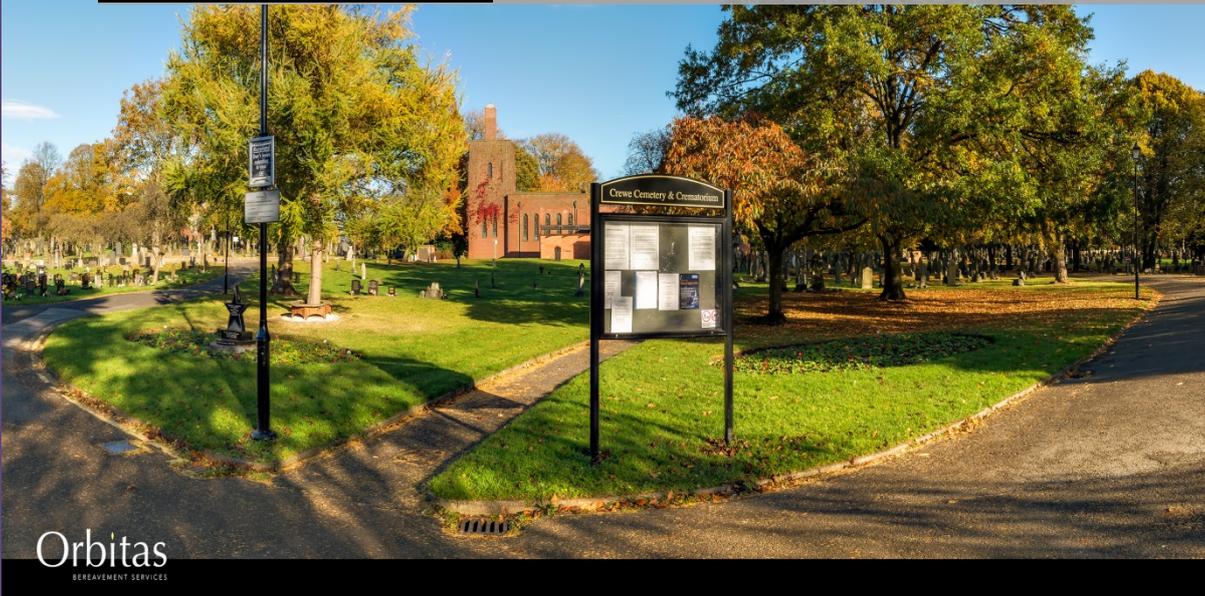
**Items outside of the Management Fee - subject to formal Early Warning Notice for additional Management Fee payment**

<b>£</b>	<b>Description</b>
(500,000)	Rota Optimisation/Re-routing following move to Cledford Lane (Delayed move date)
(110,000)	HWRC - Site closure (Saving re 2015-16 target)
(16,000)	HWRC - Rubble Charging (delayed commencement Nov to Jan)
(72,068)	HWRC - Rates pass through fro H W Martin
408,870	UPM Contract - Improved Forecast - (Pass Back)
(136,345)	Vacancy Management Savings (2015/16 Policy Change) - forecast shortfall
(58,137)	Pensions - impact of closing LGPS wef Jan 2018
<b>(483,680)</b>	<b>TOTAL VALUE</b>

# Orbitas

ORBITAS,  
BEREAVEMENT  
SERVICES  
LIMITED

SECOND QUARTER  
SCRUTINY REPORT 17/18



# Report

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# Report

## 1. INTRODUCTION

- 1.1 The purpose of this report is to provide Cheshire East Council with an update highlighting areas of good performance as well as challenges, and emerging areas of concern or risks relating to the Company, alongside information on performance from key service areas within the organisation.
- 1.2 This is the second quarter of the fourth year of trading for Orbitas, Bereavement Services Limited, and as always this report will continue to give visibility and build accountability for the improvements, we intend to deliver.
- 1.3 As in previous years, performance management will play a vital role in demonstrating how the Company is performing, and the management team will hold quarterly meetings with the Council's Commissioning Manager. The Company recognises that by measuring performance it allows it to keep track of how we are progressing, it gives important information about what is happening now and it also plays an important part in the growing of the business.

Crewe Crematorium  
2016



Orbitas Bereavement  
Services Ltd

Orbitas  
BEREAVEMENT SERVICES

# Report

## 2.0 CORPORATE SOCIAL RESPONSIBILITY

### What is Corporate Social Responsibility

“the management of a company’s positive impact on society and the environment through its operations, products or services and through its interactions with key stakeholders such as employees, customers, investors and suppliers”

*(as defined by Business in the Community, the charity which benchmarks CSR)*

We at Orbitas are committed to embed CSR into our business, as this will enable us to improve value for money by maximising the benefit of our services, and our procurement practices we will promote economic inclusion and support the growth of sustainable, socially responsible business throughout Cheshire East.

As in previous years Orbitas makes a significant contribution towards achieving, the “Outcomes” identified within Cheshire East Council’s Corporate Plan and this quarter we continue to do so.

### **Outcome 1**

#### Our local communities are strong and supportive

- The Orbitas Funeral, has been running for over two years, and because we are able to offer this at less than the national average, we believe that it not only provides excellent value but also price transparency. This quarter a review has been undertaken, with a view to putting the Orbitas Funeral out to tender once again.
- During this quarter, we have raised a cheque to the value of £5,000 for our nominated charity, East Cheshire Hospice, based at Macclesfield.

### **Outcome 2**

#### Cheshire East has a strong and resilient economy

- We always aim to procure our supply chain resources from the local community This quarter we have negotiated with local stationers, which has meant reduced prices. Remedial works to memorials have been carried out by local stonemasons; the summer bedding throughout all our cemeteries has been supplied by a local supplier

### **Outcome 3**

#### People have the life skills and education they need in order to thrive

- Creating skills and training opportunities\_– This quarter has seen our two work experience placements complete their time with Orbitas. Both were shadowing senior members of the team and learnt difference aspects of grounds maintenance.
- 15 members of staff have received and attained certificates for various areas of training

# Report

## Outcome 4

### Cheshire East is a green and sustainable place

- Use of Environmentally Friendly Products – We are continually looking at ways in which we can reduce our environmental impact, and continue to promote the use of eco-friendly containers in preference to polythene containers for ashes.
- Surplus soil from excavated graves continue to be placed in the green waste skip, which continues to reduce the cost of removal from site.

## Outcome 5

### People live well and for longer

- The Minor Maintenance Team continue to offer low cost, and value for money services to the elderly and vulnerable. The work (MA1s) received from the Occupational Therapists continues to grow and if it continues as it has in this first quarter we will have exceeded the contracted figure by 300. An early warning notice will be prepared for the Commissioner during the next quarter.

## Outcome 6

### A Responsible, Effective and Efficient Organisation

- Following research to identify the most efficient, environmentally friendly as well as offering best value for money a trailer for the North team has been purchased.

# Report

## 3.0 PERFORMANCE INDICATORS

### 3.1 Contractual Performance

#### 3.1.1 To maintain 70% of deaths registered within Cheshire East



1<sup>st</sup> July – 30<sup>th</sup> September number of burials/cremations = 715

1<sup>st</sup> July – 31<sup>st</sup> August number of burials/cremations = 477

1<sup>st</sup> July – 31<sup>st</sup> August number of registered deaths = 623

Target 70% ,Actual 76.5% during the period 1<sup>st</sup> July – 31<sup>st</sup> August. Please note that the Office of National Statistics is one month behind when issuing details of number of deaths registered.

#### 3.1.2 Ministry of Justices Fines



Target – Zero

Actual – Zero

#### 3.1.3 Number of Exhumations due to erroneous burial



Target – Zero

Actual – Zero

#### 3.1.4 Number of Local Government Ombudsman complaints upheld



Target – Zero

Actual – Zero

#### 3.1.5 ICCM Charter for the Bereaved Achievement



Target – Silver/Gold

Actual Gold

# Report

## 3.2 Finance

**Forecast Operating Position for 2017-18:** The Orbitas Bereavement Services Ltd management fee for 2017/18 is £1.477m. The accounts present a Forecast Net “Operating” Loss of around £4k (before tax). It is anticipated that this will be addressed and a breakeven position will be achieved.

### 3.2.1 Income Bereavement Income

The company forecasts £76k of new Bereavement income to be generated as a result of new business activities such as visual tributes, USB, vaults and new memoria. A surplus of £2k is being forecast on the target commercial budget set.

Table 1: New Income OBSL

	<b>Budget 17-18 (£'000)</b>	<b>YTD Sept 17 Target (£'000)</b>	<b>YTD Sept 17 Actual (£'000)</b>	<b>YTD Sept 17 Var (£'000)</b>	<b>Forecast 17-18 (£'000)</b>	<b>Variance 17-18 (£'000)</b>
New Income Streams	74	37	35	2	76	(2)

The Income relative to the Service Contract is held and reported in Cheshire East Council's accounts. The Contractor Generated Income - Target Income relative to the Service Contract (CEC Accounts) is as follows for Bereavement and the Handyperson's service:

Table 2: CEC Recorded Bereavement Income – Year on Year comparison

	<b>YTD Budget 17-18 (£'000)</b>	<b>YTD Sept 17 Income (£'000)</b>	<b>YTD Sept 17 Var (£'000)</b>	<b>Units Sept 17</b>	<b>Sept 2016 Income (prior year) (£'000)</b>	<b>Units Sept 16</b>
Bereavement Income	<b>1,272</b>	<b>1,205</b>	<b>67</b>	<b>1,436</b>	<b>1,246</b>	<b>1,467</b>

Table 2 shows there has been a 2% decrease in units recorded compared to April-September 2016/17 which equates to 31 units less. This is an improvement of 23 units compared to Qtr1 forecast.

# Report

Compared to April-September in 2016/17 the number of units recorded for cremations have decreased by 2% (-27 units), Burials decreased by 3% (-4 unit), Rights of Burials increased by 30% (+30 units).

Income has decreased by £41k compared to the same period in 2016/17, a 3% decrease in income. This is largely attributable to a 1% reduction in the death rate in 2017-18 (19 less than 2016-17 April-August). Orbitas is currently operating at 77% of deaths registered, exceeding the target (70%) by 7%. The impact of this will need to be monitored throughout 2017/18.

Table 3: CEC Recorded Income 2017/18

	<b>Budget 17-18 (£'000)</b>	<b>YTD Sept 17 Target (£'000)</b>	<b>YTD Sept17 Actual (£'000)</b>	<b>YTD Sept 17 Var (£'000)</b>	<b>2017-18 Outturn (£'000)</b>	<b>Var 1718 (£'000)</b>	<b>2016-17 Outturn (£'000)</b>	<b>2015-16 Outturn (£'000)</b>
Bereavement Income	(2,544)	(1,272)	(1,205)	67	(2,544)*	-	(2,543)	(2,294)
Handyperson Income	(25)	(15)	(8)	7	(25)	-	(25)	(37)
Total Contractor Generated Income	(2,569)	(1,287)	(1,213)	74	(2,569)	-	(2,568)	(2,331)
Electricians Income ( non CEC Income)	(127)	(32)	(36)	(4)	(98)	29	(120)	

*\*Includes mitigation – Fees and charges increased from 1<sup>st</sup> November 2017 for cremations £20 increase and burials £50 increase.*

Table 3 shows that OBSL is forecasting a balanced position that takes into account a number of variants throughout the year including an increase in fees and charges on certain services from the 1<sup>st</sup> November 2017.

The Electricians income is forecast a £29k shortfall. The Electricians income target has been reduced in 2017-18 (by £33K) to reflect the reduction in the establishment FTE by 1 as a result of one member of staff retiring and not being replaced.

Orbitas is confident that as a result of the investment made in the improved facilities, the income target identified can be realised. However, there is still uncertainty in the rate of recovery. Orbitas is increasing the cremation fee by £20 and the interment fee by £50 from the 1<sup>st</sup> November 2017 to ensure any shortfall is mitigated.

# Report

Orbitas will continue to assess the income position throughout 2017-18 (using the 3 year average of units) to inform any Early Warning Notice to the Commissioner.

## 3.3 Performance General

### 3.3.1 Prompt Payment Statistics

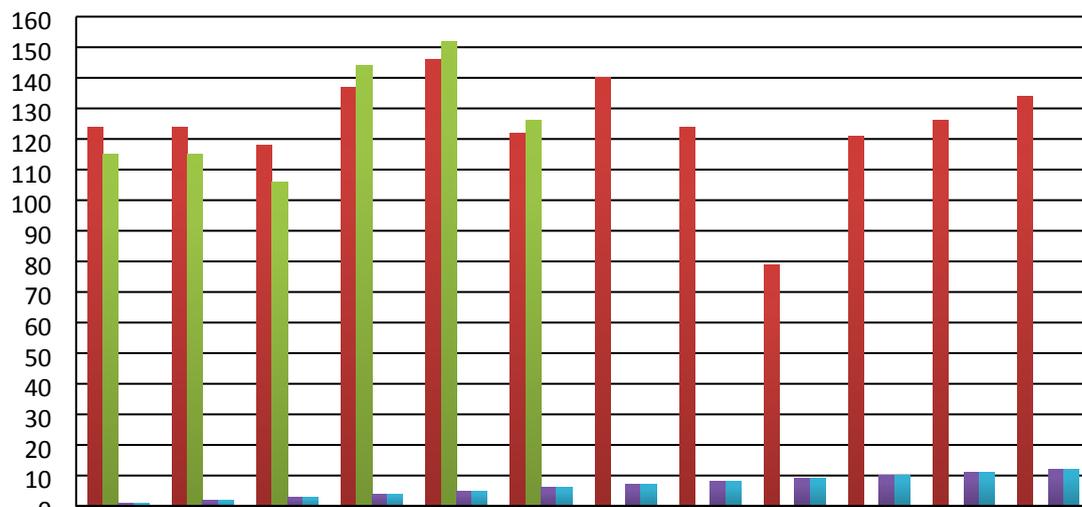
The table below shows information received from the Payments and Income Team showing the Company's performance relating to prompt payment of invoices

<b>2017</b>	<b>Apr 17</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>
Number of invoices paid	75	70	47	80	67	52
Paid Within Terms	41	35	22	47	34	25
% Paid Within Terms	54.7%	50.0%	46.8%	58.8%	50.7%	48.1%
Paid outside of Terms: Unrealistic terms	13	16	12	16	16	13
% Paid outside of Terms: Unrealistic terms	17.3%	22.9%	25.5%	20.0%	23.9%	25.0%
Paid outside of Terms: Realistic but delayed payment	8	1	2	2	0	2
% Paid outside of Terms: Realistic but delayed payment	10.7%	1.4%	4.3%	2.5%	0.0%	3.8%
Paid outside of Terms: Realistic but scanned with too little time (under ten days)	13	18	11	15	17	12
% Paid outside of Terms: Realistic but scanned with too little time (under ten days)	17.3%	25.7%	23.4%	18.8%	25.4%	23.1%

### 3.3.2 Handyperson Minor Adaptation Referrals Completed

The Handyperson service are contracted to carry out 1200 referrals a year, anything over and above this is an addition to the contract. The table below shows the number completed MA1s compared to the same period last year:

## Comparison of Minor Adaptation Referrals

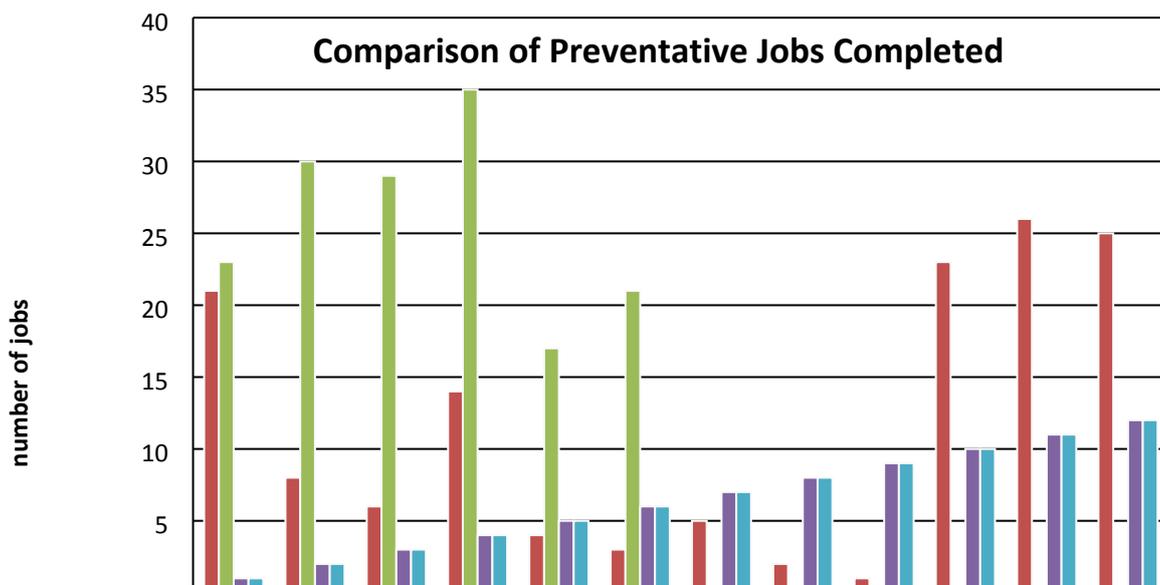


	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
2016/17	124	124	118	137	146	122	140	124	79	121	126	134
2017/18	115	115	106	144	152	126						
2018/19												
2019/20												

### 3.3.3 Handyperson Preventative Jobs Completed

The table below shows a comparison of the number of preventative jobs that the Handyperson service has completed. The service is contracted to complete 400 per annum.

## Comparison of Preventative Jobs Completed



	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
2016/17	21	8	6	14	4	3	5	2	1	23	26	25
2017/18	23	30	29	35	17	21						
2018/19												
2019/20												

# Report

## 3.3.4 Handyperson Rechargeable Works

During this quarter, the income received and banked to Orbitas, from rechargeable works was £1,929.73

## 3.3.5 Handyperson Customer Satisfaction

Question 1 – How satisfied are you with the service?

2 <sup>nd</sup> Quarter 2016/17			2 <sup>nd</sup> Quarter 2017/18		
V Satisfied	Satisfied	Dissatisfied	V Satisfied	Satisfied	Dissatisfied
85%	15%	0%	89%	11%	0%

Question 2 – How satisfied are you with the amount of time you waited?

2 <sup>nd</sup> Quarter 2016/17			2 <sup>nd</sup> Quarter 2017/18		
V Satisfied	Satisfied	Dissatisfied	V Satisfied	Satisfied	Dissatisfied
84%	12%	4%	81%	19%	0%

Question 3 – Did the Handyperson arrive at the agreed time?

2 <sup>nd</sup> Quarter 2016/17		2 <sup>nd</sup> Quarter 2017/18	
Yes	No	Yes	No
100%	0%	99%	1%

Question 4 – Did you find the Handyperson polite, friendly and helpful?

2 <sup>nd</sup> Quarter 2016/17			2 <sup>nd</sup> Quarter 2017/18		
V Satisfied	Satisfied	Dissatisfied	V Satisfied	Satisfied	Dissatisfied
100%	%		100%		

Question 5 – Did the Handyperson clear up after themselves?

2 <sup>nd</sup> Quarter 2016/17			2 <sup>nd</sup> Quarter 2017/18		
V Satisfied	Satisfied	Dissatisfied	V Satisfied	Satisfied	Dissatisfied
100%			99%	1%	

Question 6 – Overall how satisfied were you with the work we carried out?

2 <sup>nd</sup> Quarter 2016/17			2 <sup>nd</sup> Quarter 2017/18		
Exceeds Expectation	Satisfied	Dissatisfied	Exceeds Expectation	Satisfied	Dissatisfied
80%	20%		89%	11%	

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# Highways Services Contract

**Paul Traynor**

**January 2018**



# Highways Services Contract overview

## Assets include...

*We're working for you*  
we maintain ...

**2700** km  
of highway

**1,900** km  
of footways

over  
**4000**  
illuminated  
signs & bollards

Over  
**40,000**  
streetlights

**92,000**  
gullies

**386**  
traffic signal  
junctions



over  
**600** km  
cycle routes

over  
**1,700**  
bridges & structures

**144**  
pedestrian  
crossings

**5.8 million** square metres of grass verge >>>>

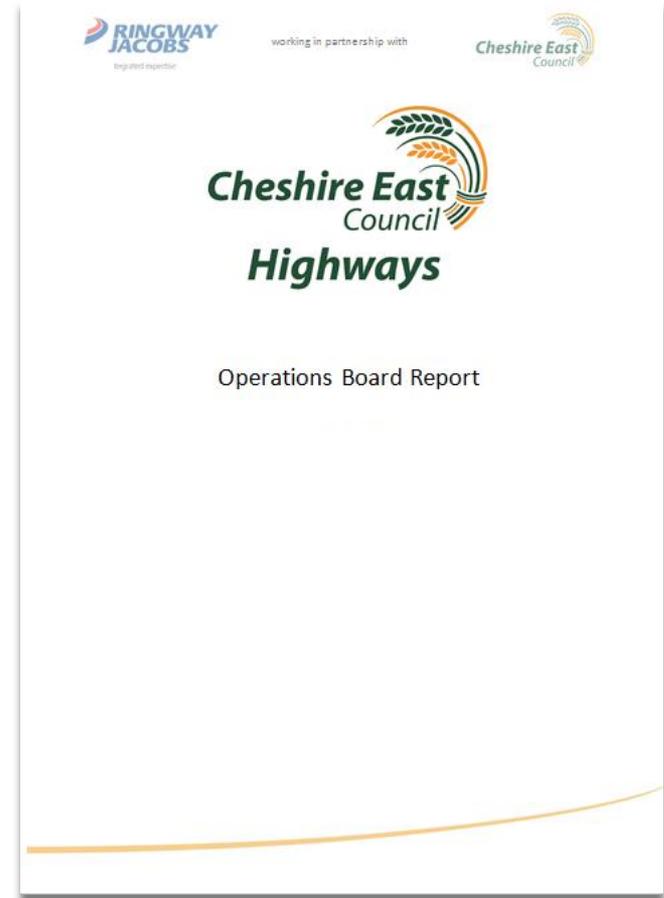
0300 123 5020

[www.cheshireeast.gov.uk/highways](http://www.cheshireeast.gov.uk/highways)

# Highways Services Contract overview

## Contract Governance

- Monthly Operations Board
  - Regular challenge and review
  - Governance and performance
- Quarterly Strategic Board
  - Contract management
  - Vision and strategy



# Highways Services Contract overview

## Operations Board – monthly agenda

---

- Health & safety\*
- Environment, sustainability & corporate responsibility\*
- Contract finance\*
- Revenue report\*
- Capital report\*
- BS 11 000 Action Plan\*
- ISO 55 001 Action Plan\*
- Performance summary\*
- Innovation and best practice
- Human resources\*
- Third party liability\*
- Communications report\*

# Highways Services Contract overview

## HSEQ performance

	<b>Reported for 2017</b>	<b>Contract to date</b>
HSE Reports	926	4,157
Lost time incidents	1	4
RIDDOR incidents	0	3
Service strikes	5	23
First Aid	5	21
Vigiroute incidents	22	57
SMT audits	35	175
Enforcement notices (Red / Yellow)	22	103
Performance notices (Gold)	5	15

# Highways Services Contract overview

## Social value

- 59 social value hours achieved in the last six months:

- A team from Wardle depot took part in Tough Mudder and raised £300 for Help for Heroes
- Took part in a Teen Tech event to encourage young people into a career in engineering
- Gifted signs to Cheshire Fire Service for use in a road training area
- Free delivery of waste paper, cardboard and wood for a community bonfire



# Highways Services Contract overview

## Revenue key outputs

---

- Performance over the last six months:
  - 626 emergency response incidents attended
  - 5,750 safety defects (potholes) repaired\*
  - 27,871 gullies cleansed (50% of annual target)
  - 1,981 street lighting reactive repairs
  - 1,437 hectares of grass cutting
  - 16,744 customer enquiries resolved\*
  - 4,850 km safety inspections undertaken (on target)

# Highways Services Contract overview

## Winter Service

---

- Winter maintenance activities started in October and are continuing with 6,000 tonnes of rock salt used to date (total of 8,900 tonnes used for whole 16/17 winter season)
  - An adverse weather desk was operational for several days in mid-December in response to heavy snow fall
    - Almost 1,000 tonnes of salt was used to treat the network over a single weekend
    - Hand gritting and ploughing also took place
  - Gritting actions continued to be planned in line with Met Office weather forecasts, and are emailed daily and posted on the @CECHighways Twitter account
-

# Highways Services Contract overview

## Capital update

---

- Carriageway surface treatment element of the Managing and Maintaining the Highway Network programme complete
- Level 2 patching and spray injection repairs are continuing
- LED Lantern Replacement continues for replacement of 9,000 lanterns – 88% of programme delivered
- Structural Column Replacement Programme continues to replace 2,000 life expired or defective columns – 75% complete
- Area Highway Groups have all met, with 98% of the programmes agreed. Schemes progressing well with good volume progressing through consultation and sign off

# Highways Services Contract overview

## Key achievements

---

- Extended scope of ISO 55 001 in Asset Management (carriageways, footways, structures and street lighting) – **won Project Achievement Award at the Institute of Asset Management Awards**
  - Maintained BS 11 000 for Collaborative Working Relationships – **won Collaboration Award at National CIHT Awards**
  - Aiming for Band 3 DfT Incentive Funding for the second year in succession
  - Another £55 million secured for strategic infrastructure projects - £150 million external investment attracted to date
  - Permit scheme continues to perform well – 33,000 applications processed in 2017 for highways and utility works – United Utilities prosecuted in January 2018 for unsafe roadworks
  - Flood Risk Management Strategy published
-



# Highways Services Contract overview

## NHT Satisfaction

- 49% - 2017 NHT Survey reports a decrease of 2% in average level of satisfaction with Highway Services
- Neighbouring Authorities: Staffordshire CC 52%, Cheshire West & Chester 53%, Derbyshire CC 57%
- Future monitoring of Customer Satisfaction utilising NHT in the next Highway Services Contract



# Highways Services Contract overview

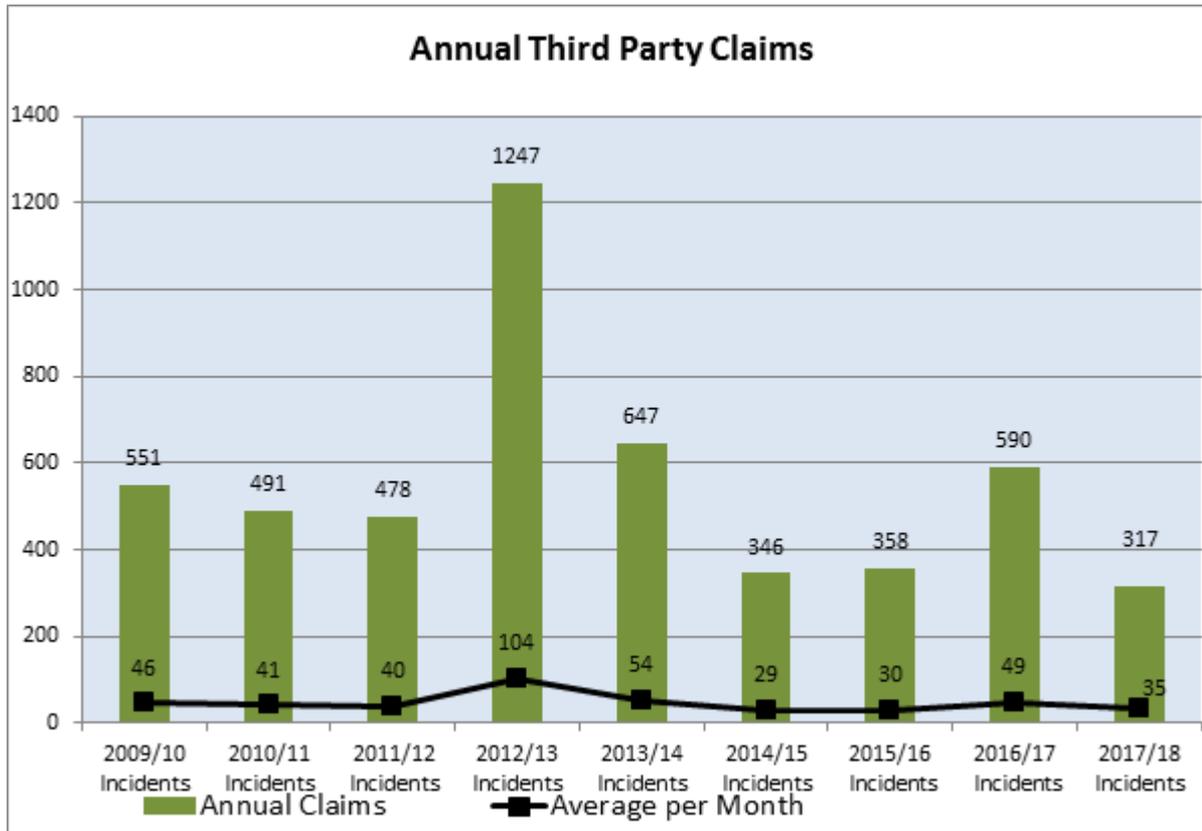
## Staff

- Apprentice and graduate recruitment
  - 2 graduates
  - 10 apprentices
- Latest apprentice intake joined in September 2017
- Introduction of several training programmes -  
Management and Leadership Programme,  
Supervisors Training Programme



# Highways Services Contract overview

## Third party liability



	2016/17	2017/18
Q1	173	130
Q2	92	72
Q3	68	115
Q4	257	-
Total	590	317

Current repudiation rate = 95%

# Highways Services Contract overview

## Community engagement

- 'Highways Hour' events in progress – meetings with Town Councils and Parish Councils to discuss their highways issues in one hour
- 24 meetings held, another 2 scheduled
- Social media followers growing steadily – 4,400 followers on Twitter
- Weekly members updates
- Report it Track it online reporting tool continues to encourage self service enquiries



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## FORWARD PLAN FOR THE PERIOD ENDING 30<sup>TH</sup> APRIL 2018

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, Executive 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
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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 17/18-23 Building an Investment Portfolio	<ol style="list-style-type: none"> <li>1. To authorise the Executive Director of Place to commission consultants to search for investment opportunities that fit within the criteria set out in the report.</li> <li>2. To delegate to the Executive Director of Place in consultation with the Portfolio Holder for Regeneration and the Portfolio Holder for Finance and Communities and in consultation with the Director of Legal Services and the Director of Finance and Procurement: <ol style="list-style-type: none"> <li>a. the decision to acquire; and</li> <li>b. the decision to establish management arrangements for the newly-acquired asset.</li> </ol> </li> </ol>	Cabinet	6 Feb 2018		Andy Kehoe	Part exempt - paras 3 & 5

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 17/18-26 Sydney Road Replacement Bridge - Scheme Implementation	To update Cabinet on progress with the scheme and seek authority to: enter into an implementation agreement with Network Rail for the construction of the scheme; accept the newly-constructed bridge into Council ownership upon payment of an appropriate commuted sum by Network Rail and to enter into an asset transfer agreement, a two-party bridge agreement and any easement agreements with Network Rail as necessary; authorise officers to enter into discussions with land owners, utility companies, Network Rail and third parties in relation to acquiring the necessary land and acquiring granting rights to deliver the scheme; implement the required temporary road closure for the scheme; and confirm the funding strategy.	Cabinet	6 Feb 2018		Chris Hindle	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 17/18-32 Early Help Framework	To review, engage and co-produce a new more effective offer for the commissioning of early intervention and prevention services via a framework, and to authorise the officers to take all necessary actions to implement the proposal following the prescribed procurement process, including entering into a contract with suppliers.	Cabinet	6 Feb 2018		Nichola Glover-Edge	N/A
CE 17/18-33 Consultation Approval for the Cheshire East Admission Arrangements and Co-ordinated Scheme 2019-20	To approve the admission arrangements following consultation, which is statutorily required every 7 years.	Cabinet Member for Children and Families	Not before 20th Feb 2018		Gemma Hambrook	N/A
CE 16/17-47 Medium Term Financial Strategy 2018-21	To approve the Medium Term Financial Strategy for 2018-21, incorporating the Council's priorities, budget, policy proposals and capital programme.	Council	22 Feb 2018		Alex Thompson	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 17/18-14 Congleton Leisure Centre	To recommend to Cabinet the appointment of the preferred bidder for the redevelopment of Congleton Leisure Centre; to submit the awarded design to planning; and subject to this, to commence construction and the redevelopment of the facility.	Cabinet	13 Mar 2018		Mark Wheelton	Exempt - para 3
CE 17/18-15 Implementation of the Homelessness Strategy 2018-2021	To approve and adopt the Homelessness Strategy, commit to the resources detailed within the Strategy for the lifetime of the Strategy, and authorise officers to deliver the actions contained within the Strategy.	Cabinet	13 Mar 2018		Lynn Glendenning	N/A
CE 17/18-16 CERF Alternative Pension Scheme	To approve the appointment of an alternative pension scheme provider for the CERF group of companies; and to approve the closure of the LGPS to all new starters in the CERF group of companies from 1 <sup>st</sup> December 2017.	Cabinet	13 Mar 2018		Peter Bates, Chief Operating Officer	Fully exempt - paras 3, 4 & 5

<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 17/18-27 North West Crewe Package - Procurement Strategy	To authorise the Executive Director Place, in consultation with the Portfolio Holder for Environment, to approve the preferred procurement strategy for North West Crewe and to authorise the officers to take the necessary actions to commence the procurement process.	Cabinet	13 Mar 2018		Chris Hindle	N/A

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 17/18-28 Available Walking Routes Phase 2A	<p>§ To confirm that the route between Mobberley and Knutsford Academy and Knutsford Academy, The Studio is deemed an 'available' walking route. Therefore free home to school transport will be withdrawn for current and new pupils living in Mobberley within 3 miles of the Academy, effective from 1 September 2018.</p> <p>§ To acknowledge the feedback from the public engagement and agree that the proposed withdrawal of transport shall be amended to address some of the concerns raised.</p> <p>§ To agree that a subsidy of £192 per annum be paid to all affected families for the remainder of their child's attendance at their respective schools.</p>	Cabinet	13 Mar 2018		Jacky Forster	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 17/18-29 Education Travel Policy	To note the outcome of the consultation in respect of the revised suite of travel policies; and to agree that the revised travel policies be implemented with effect from 1 <sup>st</sup> September 2018.	Cabinet	13 Mar 2018		Jacky Forster	N/A
CE 17/18-30 Cemeteries Strategy	That Cabinet be asked to consider the draft Cheshire East Cemeteries Strategy and approve it for consultation; and to agree that, subject to consideration of the outcome of the consultation, the Strategy be adopted as Council policy by delegated officer decision.	Cabinet	13 Mar 2018		Ralph Kemp	N/A
CE 17/18-31 Recycling Bank Review	To seek authority for officers to implement the Council's recycling bank strategy.	Cabinet	13 Mar 2018		Ralph Kemp	N/A
CE 17/18-35 Review of Council Wholly- Owned Companies and Alternative Service Delivery Vehicles	To consider proposals following a comprehensive review of the Council's wholly-owned companies and alternative service delivery vehicles.	Cabinet	13 Mar 2018		Chris Allman	N/A

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 17/18-36 North West Crewe Package - Land Assembly and Compulsory Purchase Order Strategy	To authorise the Executive Director of Place, in consultation with the Portfolio Holder, to proceed with the land assembly strategy required to deliver the North West Crewe scheme. The North West Crewe Package forms an important part of the Council's vision and strategy for sustainable economic growth as set out in the Local Plan and unlocks a number of housing and employment sites by improving traffic movements and transport links in northern Crewe.	Cabinet	13 Mar 2018		Chris Hindle	N/A
CE 17/18-37 A Dynamic Purchasing System for Care and Support for People with a Learning Disability and/or Mental Health	To seek approval to establish a dynamic purchasing system for the future procurement of care and support services for individuals eligible for adult and children's social care support, including those in transition to adulthood who have a learning disability and/or mental health.	Cabinet	13 Mar 2018		Nichola Glover-Edge	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 17/18-38 Children's Home Commissioning	Cheshire East Council is looking to optimise the quality and cost-effectiveness of the Children's Residential provision it delivers for cared for children. Cabinet will be asked to delegate authority to the Acting Executive Director People in consultation with the Portfolio Holder for Children and Families to make the decision on award of contract for a Children's Residential Home tender.	Cabinet	13 Mar 2018		David Leadbetter	N/A
CE 17/18-5 Cheshire East Council Housing Strategy 2018-2023	To consider and adopt the Cheshire East Council Housing Strategy.	Cabinet	10 Apr 2018		Karen Carsberg	N/A

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 17/18-34 Cheshire East Common Allocations Policy Review	To consider the adoption of a revised Cheshire East Common Allocations Policy following consultation; and to authorise officers in consultation with the Portfolio Holder to make any minor amendments as directed by changes in legislation or further consultation on the policy.	Cabinet	12 Jun 2018		Karen Carsberg	N/A

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## CHESHIRE EAST COUNCIL

### REPORT TO: ENVIRONMENT AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE

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**Date of Meeting:** 23 January 2018  
**Report of:** Acting Director of Legal Services  
**Subject/Title:** Work Programme update

---

#### **1.0 Report Summary**

1.1 To review items in the 2017/2018 Work Programme listed in the schedule attached, together with any other items suggested by Committee Members.

#### **2.0 Recommendations**

That the 2017/2018 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 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.

10.2 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 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;

10.4 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: 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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# Environment and Regeneration Overview and Scrutiny Committee Work Programme – January 2018

Date:23.01.2018 Time: 2.00pm Venue: R1 & R2, Westfields	Date:20.03.2018 Time: 2.00pm Venue:R1 & R2, Westfields
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## Essential items

Item	Description/purpose of report/comments	Outcome	Lead Officer/ organisation/ Portfolio Holder	Suggested by	Current position	Key Dates/ Deadlines
Homelessness Strategy  HMO's	Following the enactment of the Homelessness Bill, to receive a report on homelessness in Cheshire East.  To receive an update from the working group	People live well and for longer.	Strategic Housing Manager	Committee	Committee report.	23 January 2018
Budget Proposals	To give consideration to the areas of the budget proposals which fall within the remit of the Committee	Responsible effective and efficient organisation	Director and Acting Chief Executive	Committee	Committee Report	23 January 2018
Local Transport Plan (LTP)	To give consideration to the consultation process prior to cabinet.	Cheshire is a green and sustainable place.	Director and Acting Chief Executive	Director and Acting Chief Executive	Committee Report	12 February 2018
Food waste Collection, Organic waste Treatment Solution	To scrutinise the progress made. Report received on 21 March.  Further progress reports TBA	Cheshire is a green and sustainable place	Strategic Commissioner for Waste. Portfolio Holder for Regeneration	Strategic Commissioner for Waste.	Update report	Site Visit and further updates  20 March

## Environment and Regeneration Overview and Scrutiny Committee Work Programme – January 2018

						2018
Flood Risk Management	To scrutinise flood risk management in Cheshire East.	Cheshire is a green and sustainable place	Commissioning manager for Highways	Scrutiny requirement	Annual review	20 March 2018
Strategic Asset Management Plan and disposal Strategy - Refresh	To give consideration to the refresh	Responsible effective and efficient organisation	Head of Asset Management	Committee	Update received at May 2016 meeting. Item deferred due to last agenda being too large	20 March 2018
Household waste recycling centres review	To scrutinise the results of the consultation. Report received on 21 March. Further progress reports TBA	Cheshire is a green and sustainable place	Strategic Commissioner for Waste.	Committee		17 September 2018
Outline Green Infrastructure Strategy	To develop a strategy (set up task and finish group)	Cheshire East is a green and sustainable place		Portfolio Holder	T&F	TBA

# Environment and Regeneration Overview and Scrutiny Committee Work Programme – January 2018

## Monitoring Items

item	Description/purpose of report/comments	Outcome	Lead Officer/organisation/Portfolio Holder	Suggested by	Current position	Key Dates/Deadlines
Cheshire East Engine of the North	To scrutinise the performance of EotN	Cheshire East has a strong and resilient economy	Executive Director Place	Committee	Performance report  Item deferred due to last agenda being too large	February/ March 2018
Monitoring Ansa and Orbitas	To scrutinise the performance of Ansa and Orbitas	Our local communities are strong and supportive/ Cheshire is a green and sustainable place	Strategic Commissioner for Waste. Portfolio Holder for regeneration	Strategic Commissioner for Waste.	Ongoing Performance report	23 January 2018
Highways Service	To scrutinise the performance of the highways service	Our local communities are strong and supportive/ Cheshire is a green and sustainable place	Strategic Commissioner for Highways	Strategic Commissioner for Highways	Ongoing Performance report  Task and finish group	23 January 2018
TSSL	To Scrutinise the performance Framework and	Cheshire is a green and	Chief Operating Officer.	Committee	On going Performance	20 March 2018

## Environment and Regeneration Overview and Scrutiny Committee Work Programme – January 2018

	performance	sustainable place	Portfolio Holder for Highways and Infrastructure		report	
Skills and Growth ASDV	To Scrutinise the performance	Cheshire East has a strong and resilient economy & People have the life skills and education they need to thrive	Head of Investment	Committee	Performance report	20 March 2018
Air Quality	To scrutinise the data annually and review how the Council complies with legislation	Cheshire is a green and sustainable place	Executive Director Place	Committee	Committee report	20 March 2018

Briefing Notes to be circulated

Winter Service, Local Plan

Possible Task and Finish groups

- Highway Management - Street Lighting, Clear Way Forward/AI Fresco, Verge Maintenance, Drainage.

Possible Future/ desirable items

- Strategic Infrastructure Programme
- Crewe Campus Hub
- Tatton Park – September 2018
- Charging for bins
- Cemeteries and Churchyards