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Children and Families Scrutiny Committee

Agenda

Date:	**Tuesday, 31st May, 2011**
Time:	**2.00 pm**
Venue:	**Committee Suite 1,2 & 3, Westfields, Middlewich Road, Sandbach CW11 1HZ**

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

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

1. **Minutes of Previous Meeting** (Pages 1 - 8)

   To approve the minutes of the meeting held on 12 April 2011

2. **Declaration of Interest/Party Whip**

   To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests and for members to declare the existence of a party whip in relation to any item on the agenda.

3. **Apologies for Absence**

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

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

Contact: Mark Grimshaw
Tel: 01270 685680
E-Mail: mark.grimshaw@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 notified the Scrutiny officer listed at the foot of the agenda, at least one working day before the meeting with brief details of the matter to be covered.

5. **Home to School Transport update**

To receive an update on the progress and emerging issues following the consultation as part of the Home to School Transport Review. Report to follow.

6. **Children and Families Landscape**

To receive a presentation from the officers of the Children and Families Service.

7. **Work Programme update** (Pages 9 - 20)

To give consideration to the work programme.

8. **Time of Meetings**

Members to discuss the preferred time for meetings and arrangements around special meetings.

9. **Forward Plan - extracts** (Pages 21 - 22)

To give consideration to the extracts of the forward plan which fall within the remit of the Committee.

10. **Consultations from Cabinet**

To note any consultations referred to the Committee from Cabinet and to determine whether any further action is appropriate.

Agenda Item 1

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Children and Families Scrutiny Committee** held on Tuesday, 12th April, 2011 at Committee Suite 1,2 & 3, Westfields, Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor R Westwood (Chairman)
Councillor D Neilson (Vice-Chairman)

Councillors A Barratt, D Flude, J Goddard, A Kolker, A Ranfield, M J Simon, J Wray, John McCann, Ray Woolgar

Apologies

Councillors T Jackson and M Parsons and Jill Kelly

In attendance

Councillor R Bailey

Officers

Andrew Wade	Complaints Manager
Debbie Watson	Lead for Children's Centres
Cath Knowles	Head of Safeguarding
Fintan Bradley	Head of Strategy, Planning & Performance
Mark Grimshaw	Scrutiny Officer

42 **APOLOGIES FOR ABSENCE**

43 **MINUTES OF PREVIOUS MEETING**

Resolved –

That the minutes of the meeting held on 15 February 2011 be approved as a correct record.

44 **DECLARATION OF INTEREST/PARTY WHIP**

Ray Woolgar declared a personal interest on the grounds that he was a Governor at Springfield School.

45 **PUBLIC SPEAKING TIME/OPEN SESSION**

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

46 **CHILDREN AND FAMILIES COMPLAINTS PROCEDURES**

Andrew Wade, Complaints Manager, attended to provide a report which summarised the information regarding the compliments and complaints received between April 2009 and January 2011 and which outlined the proposals for improving the related processes and procedures.

It was explained that there was a long established compliments and complaints procedure at Cheshire East, much of which was inherited from previous authorities. Attention was drawn to the possibility that as the public were increasingly using the internet to submit compliments and complaints; it was very likely that the volume of these would go up considerably. With this in mind, it was explained that there was a need to review how compliments and complaints were managed. Indeed, it was noted that research had indicated that high performing organisations value and encourage feedback from their customers/service users. Therefore, it was vital for Cheshire East to ensure that its processes and procedures were as good as they could be.

Andrew Wade continued to highlight and outline the main areas for development that had been identified by the service. Firstly, it was explained that work was being done to try and get more young people contributing compliments and complaints. It was noted that the service were liaising with Barnardos in their role as advocates for young people in an attempt to improve this.

Furthermore, it was reported that attempts were being made to improve how stage 1 complaints were being managed. In particular, attention was drawn to the way that the service was putting more emphasis on mediation so that any issues that arose would be dealt with prior to reaching the complaints stage.

After considering the report in detail, the Chairman made the comment that as this was an important service and something that was subject to Ofsted inspections, it was very pleasing to see the work that was going on.

In opening the questions, a query was raised over graph 1 in appendix 1 which illustrated that the number of complaints in Macclesfield was higher than in other areas. It was questioned whether this was solely due to the recent closure of the Langley Unit or whether there were other reasons behind this. It was confirmed that the closure of the Langley Unit could have had an impact on the figures but it was explained that just because the figures were high this did not necessarily have negative connotations. Indeed, it could be indicative that the complaints procedure was working well in those areas. Conversely, it was explained that there could be cause to investigate those areas which had a low complaints figure.

A comment was made in reference to the top of page 4 of the report. It was suggested that the phrase ‘successful in diverting complainants away’ could be adjusted to ‘successful in resolving complainants’ issues’.

Attention was drawn to the way that the current database did not correlate with the structures being put in place. It was confirmed that this was being rectified as soon as was possible and that the resource was still available for making the requisite change.

As a final remark, Cath Knowles noted that it was often difficult to get social workers to flag up the compliments that they often got for their work. With this in mind, it was explained that the number of compliments would possibly outnumber the number of complaints. Andrew Wade agreed with this and reaffirmed the

point that receiving compliments was just as important as complaints for shaping future policy.

RESOLVED – That the following recommendations be agreed:

- Training for all workers across Children's social care in handling complaints
- Training for Consultant Practitioners on Stage 1 investigations
- Training for Group Managers around undertaking stage 2 investigations
- Development of complaints information for young people
- Updating of the complaints database so it reflects the current structure and requirements.
- Recruitment and training of volunteers to sit on stage 3 panels.

47 REVIEW OF HOME TO SCHOOL TRANSPORT

Following the mid-point meeting held on 15 March 2011, Members requested that the report on Home to School Transport be brought back to the Committee so that further and more detailed questions could be asked.

As the report had already been reviewed and explained, Fintan Bradley suggested that it might be more germane if the Committee received the presentation that had been given at the consultation events.

In going through the presentation, the context behind the changes to the home to school transport charges was explained. It was reported that whilst Cheshire East wanted to provide as good a service as it possibly could, the financial pressures that all local authorities were facing meant that money had to be saved and therefore changes were necessary.

It was explained that making the changes required would have an impact on a number of parties. Most affected would be those using transport to attend denominational schools and those in post 16 education (including students with SEN).

It was stressed that the Portfolio Holder was taking any change to the current policy very seriously and as a result had ensured that a comprehensive consultation process had been put in place. It was reported that consultations had begun through four sessions which 72 people had attended and through an online survey which to date had 333 completed surveys. It was also noted that the respective website had also received 1200 hits and that the service had received a large number of written letters and emails.

In providing a summary of the consultation responses so far, it was explained that whilst most people understood the reasons behind the proposed changes, many did not agree with them. Much of the opposition was coming from those involved in faith schools or from those parents with children with disabilities. There were also concerns expressed from parents in rural areas and those who had children in schools a considerable distance apart. All of these groups had highlighted that the proposed changes would place an additional financial burden on them and that this would reduce the choice of schools available to them. Attention was also drawn to those in post 16 education who were also losing the Education

Maintenance Allowance. It was noted that this group, and in particular those with SEN would be seriously affected.

Prior to opening the session up to questions, the Chairman noted that whilst this was an opportunity for people to offer their opinions for consideration as part of the consultation process, Members would also be able to offer their opinions as individuals in line with the mainstream consultation methods. It was also suggested that the respective officers could produce a report on the consultation results to bring to the next meeting of the Committee. It was noted that by doing this Members would be able to offer their views on the proposed changes from a more informed position.

A number of general concerns were expressed over the proposed changes. There was a particular worry about reducing the choice that parents and young people had in their selection of educational settings. It was also noted that a 20% in charges was a considerable amount of money and that this would be a significant burden to families, especially with more than one child.

A question was asked regarding what would happen to those children and young people who needed to go to a specialist school that was outside of the mileage range. It was confirmed that provision would still be available in such a case.

It was queried whether due thought had been given to those young people who attend post 16 education courses in Macclesfield but live in Congleton. It was reported that the service were aware of this issue and that it was being considered in the consultation process.

Reassurances were sought that parent's paying for post 16 transport would not be subsidising transport for under 16's. It was confirmed that this point would be considered and included in the report due to come to the next Committee.

Attention was drawn to the amount of pressure that the consultation process was putting on officer resources. It was also noted that the proposed changes could have a knock on effect of increasing the number of school appeals, putting extra pressure on officers and their time. It was suggested that this should be considered as part of the consultation process.

It was queried whether the impact on road congestion and the green agenda that the proposed changes could result in had been considered. It was confirmed that this had been considered and was forming a part of the consultation process.

In bringing the item to a close, the Chairman highlighted that there would be a number of unintended consequences as a result of the proposed changes, many of which had been noted in the 'risk awareness' section of the report. It was hoped that the officer would take the Committee's comments into consideration as part of the consultation process. Furthermore, it was stated that the Committee would need to take a firm line when scrutinising the consultation results at the next meeting as this is a topic of considerable importance.

RESOLVED –

a) That the Committee note the contents of the report

b) That the Committee defer the recommendation to endorse, subject to any proposed changes to the policies being approved, that the Starting School and Transferring to Secondary School booklets be updated.

c) That the Committee support the need to review the efficiency of the current home to school transport appeals process, due to be undertaken prior to any future policy changes taking effect.

d) That the Committee endorse that a separate review of transport arrangements for cared for children in foster placements travelling to/from school be undertaken.

e) That the Committee receive the full results from the consultation at the next meeting on 31 May 2011 to make further comment.

48 CHILDREN'S CENTRE PROGRAMME RE-SHAPING

Debbie Watson attended to present a report on the Children's Centre Programme Re-shaping. It was explained that the government wanted the network of children's centres to be retained but focused much more effectively on those families who need them most. Within this context, it was reported that the children's centre programme in Cheshire East had been reviewed to ensure that it was best placed to respond to the opportunities and challenges ahead.

It was explained that as part of the re-shaping, the service had ran a consultation process throughout February and March. Within this, it was explained that the programme of 19 centres would be re-shaped and some children's centre footprints merged resulting in a reduction of 'designated' centres to 13. It was made clear that any merging of the centres would not result in any change or reduction to services and that children and families would continue to have access to needs led services from the same venues that they currently used. Indeed, it was noted that these changes were not driven by savings but by the need for more effective management.

It was reported that following the consultation process there had been no objections to the proposed re-shaping.

After considering the report, it was suggested that the Committee reconsider the item in 6 months time to assess the efficacy of the re-shaping.

RESOLVED –

a) That the contents of the report be noted

b) That the item be placed on the work programme for review in 6 months time.

49 FOSTERING SERVICES TASK AND FINISH REVIEW

The Committee received the final report of the Task and Finish Group who conducted a Scrutiny Review of the Fostering Service. Councillor Flude, as Chairman of the group explained the main thrust behind the recommendations.

It was reported that throughout the review it had become clear that Cheshire East had some excellent staff working in the Fostering & Adoption Services and that the new systems being put in place would reap some notable benefits in the future. Having said this, the Group did identify some gaps after an extensive research process, particularly after benchmarking against other well performing authorities and it was hoped that the service could take the relevant recommendations on board to supplement the good work already going on.

Attention was also drawn to the fact that the Group had carried out the review in a very short time scale. Considering the complexity of the topic, it was impossible to cover all the issues in a sufficient amount of detail. With this in mind, the Group had made a number of recommendations for other Task and Finish reviews to 'branch off' from this review in the future.

In considering the report, the following amendments were considered.

- Recommendation 11.1 – that 'Fostering & Adoption' be substituted for 'Cared for Children'
- Recommendation 11.7 – that the word 'investigated' be added
- Recommendation 11.11 – that the phrase 'explore web-based opportunities' be added
- Recommendation 11.15 – that the sentence 'the possibility of reciprocal relationships with adjacent authorities be explored in terms of respite facilities – particularly for Cheshire East children placed out-of-Borough' be added.
- Recommendations 11.16, 11.17 and 11.18 – that the specification of working alongside the Cheshire Foster Carer Association be removed as certain services were still subject to a tendering process. With regards to Recommendation 11.18, the recognition that the Cheshire Foster Carer Association had ran an awards night remained whilst not committing that this would be necessarily be a future policy.
- Recommendation 11.20 – that this be changed to 'That foster carers be provided with the contact details of their local Councillors'

An additional recommendation was also suggested. This was as follows: That a Task and Finish Review be established to examine the 16 plus service for cared for children.

RESOLVED –

a) That the report of the Scrutiny Task and Finish Group be approved.

b) That the recommendations of the Group, as amended above, be approved and referred to the Cabinet for consideration and necessary action.

c) That the work of the group in producing an excellent and comprehensive report be noted and that thanks be extended to Julie Lewis for her support and expertise.

50 **FEES AND CHARGES**

The Committee considered the changes to the schedule of fees and charges relating to the Children's and Families Service. As most of these related to the previously discussed Home to School Transport item it was suggested that whilst the item could be noted, there would need to be recognition that the Committee could only accept the changes following the ongoing consultation process.

RESOLVED – That the Committee note the item and accept recognition of the increases whilst noting that they would be subject to consultation.

The meeting commenced at 10.30 am and concluded at 12.40 pm

Councillor R Westwood (Chairman)

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Agenda Item 7

CHESHIRE EAST COUNCIL

REPORT TO: CHILDREN AND FAMILIES SCRUTINY COMMITTEE

Date of Meeting: 31 May 2011
Report of: Borough Solicitor
Subject/Title: Work Programme update

1.0 Report Summary

1.1 To review items in the 2011 Work Programme, to consider the efficacy of existing items listed in the schedule attached, together with any other items suggested by Committee Members.

2.0 Recommendations

2.1 That the work programme be received and noted.

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 - Climate change
- Health

6.1 Not known at this stage.

7.0 Financial Implications for Transition Costs

7.1 None identified at the moment.

8.0 Legal Implications (Authorised by the Borough Solicitor)

8.1 None.

9.0 Risk Management

9.1 There are no identifiable risks.

10.0 Background and Options

10.1 In reviewing the work programme, Members must pay close attention to the Corporate Plan and Sustainable Communities Strategy.

10.2 The schedule attached, has been updated in line with the Committees recommendations on 15 February 2011. Following this meeting the document will be updated so that all the appropriate targets will be included within the schedule.

10.3 In reviewing the work programme, Members must have regard to the general criteria which should be applied to all potential items, including Task and Finish reviews, when considering whether any Scrutiny activity is appropriate. Matters should be assessed against the following criteria:

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

10.4 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

11.0 *Access to Information*

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

Name: Mark Grimshaw
Designation: Scrutiny Officer
Tel No: 01270 685680
Email: mark.grimshaw@cheshireeast.gov.uk

As of 10/05/2011
Children and Families Scrutiny Committee Workplan: April 2011 – September 2011
Portfolio Holder – Hilda Gaddum

Historical Record

Date of Meeting	Agenda Setting Meeting	Topic	Purpose/Key issues (including origin)	Comments post meeting
12 April	17/2/11	Review of Home to School Transport	To consider a report on the consultation process	That a report be brought back to Committee on 31 May 2011
		Children's Centre Programme Re-shaping	To receive a brief on the rationale behind the re-shaping of the Children's centre programme	That a report be brought back to Committee in September 2011 to review the efficacy of the changes.
		Children and Families Compliant Procedures	To inform Members of the data relating to complaints and compliments and to inform them of proposed future changes	Committee noted report
		Fostering Services Review	Members considered the final report of the Task and Finish Group	Members accepted the report and its recommendations which were then referred to Cabinet for consideration.
		Fees and Charges	To inform Members of the proposed changes to fees and charges relating to the Children and Families Committee.	Members received the report.

Date of meeting		**Topic**	**Purpose/Key issues (including origin)**	**Comments post meeting**
31 May 2011				
Date of meeting		**Topic**	**Purpose/Key issues (including origin)**	**Comments post meeting**
28 June 2011				
Date of meeting		**Topic**	**Purpose/Key issues (including origin)**	**Comments post meeting**
26 July 2011				

Date of meeting		**Topic**	**Purpose/Key issues (including origin)**	**Comments post meeting**
20 September 2011				

Next Agenda Setting Meeting: ?

Ongoing items/reviews/Monitoring Papers

Item	Reporting:	Committee Meeting							
		12/4	31/5	28/6	26/7	20/9	18/10	15/11	
REDESIGN OF CHILDENS SERVICES Committee to be kept updated on the current position with the redesign - Challenges and Opportunities, emerging work programme, update on redesign of integrated service delivery - and given the opportunity to comment	**When Appropriate**								
PERFORMANCE REPORTING (key exceptions – red/amber and explanations/commentary) to include adoption rates, staffing information and profile of children in Cheshire East	**Quarterly (except in instances of a red flag)**								
INDEPENDENT INSPECTIONS OR REVIEWS • **Annual Unannounced Inspection** • **Children Services Performance Rating** • **Schools Inspection**	**Quarterly**								
SAFEGUARDING	**When Appropriate**								
REGULATION 33	**Bi-annual**			**X**					
BUDGET PROCESS	**When Appropriate**								
REVIEW OF WORK PROGRAMME	**Regular**								
ACADEMIES	**Quarterly**								
SEN REVIEW (inc. Green Paper)	**When Appropriate**								
QUALITY ASSURANCE SOCIAL CARE AUDIT	**When Appropriate**								

Possible Future Issues / Items (Chronology)

Meeting dates:

31 May 2011 **20 September 2011**
28 June 2011 **18 October 2011**
26 July 2011 **15 November 2011**

Item	Corporate Priority / Targets	Suggested Action	Notes	Due Date and Status
Overview of C&F Department	Supporting and Protecting our young and vulnerable people in Cheshire East	Members to be briefed on the background of the department, its functions and future challenges.		May 2011 On track
Adoption Inspection Result	Supporting and Protecting our young and vulnerable people in Cheshire East	Members to be updated on the result of the Adoption Inspection and on the resulting action plan – also to decide whether a T&F group is required.		tbc Deferred
Obesity and Diabetes Review	Supporting and Protecting our young and vulnerable people in Cheshire East	To update the Committee of recommendations and progress against these which relate to children and families.	Update received 16.11.2010 Further updates required in 6 months (May 2011)	tbc Deferred
Member Engagement in Social Services Systems	Supporting and Protecting our young and vulnerable	Members to discuss form of this – Feb Work scheduled to	Members agreed approach February 2011.	June 2011 Deferred

	people in Cheshire East	begin in June		
Review of Home to School Transport	Supporting and Protecting our young and vulnerable people in Cheshire East	Members to review results of consultation	Item came to mid-point on 15.3.11 and the Committee held on 12.04.11.	Special meeting tbc Deferred
Aiming Higher Report	Supporting and Protecting our young and vulnerable people in Cheshire East	Fintan Bradley to attend to brief Members on the content and aims of the Aiming Higher programme when appropriate.	Requested at Committee in February Issues incorporated in future of Langley unit item.	June 2011 Deferred
Virtual Head	Supporting and Protecting our young and vulnerable people in Cheshire East	Phil Mellen to attend To provide a brief on his team's role.	Requested at Committee in February	September 2011 On track
Children's Centres – Proposed Changes	Supporting and Protecting our young and vulnerable people in Cheshire East	To update Members on how the changes are working	First report came to Committee in April 2011.	September 2011 On track
Member Engagement in Intervention and Inspection options around education support	Supporting and Protecting our young and vulnerable people in Cheshire East	Members to discuss the form of this following a report from Mark Bayley.	Diminishing role for LA – wait until policy details become clearer.	TBC Deferred
Fostering Inspection	Supporting and Protecting our	Review Result when available		tbc

	young and vulnerable people in Cheshire East			
Cross-cutting performance management action plan	Supporting and Protecting our young and vulnerable people in Cheshire East	Members to be briefed	Suggested by DoCF at agenda setting meeting (17.2.11) for a future item.	tbc
Education Attainment	Supporting and Protecting our young and vulnerable people in Cheshire East	Headlines submitted when available Possible task and finish group to review the work of the multi agency improvement and achievement group (on hold)	Detailed analysis of 2010 results provided at the mid point meeting 16.09.10	tbc
Draft Children's' plan/ children's trust	Supporting and Protecting our young and vulnerable people in Cheshire East	To be involved in consultation in mid-November (possibly report on this at a future committee – January/March?)	Update provided 16.09.10	tbc
IT Systems	Supporting and Protecting our young and vulnerable people in Cheshire East	Review of IT systems as they relate to the redesign of children's services Taking into consideration the Munroe Review	Briefed by Cath Knowles	tbc
Every Child matters	Supporting and	Revisit – possible		tbc

	Protecting our young and vulnerable people in Cheshire East	refresher training to be arranged		
Director of Public Health	Supporting and Protecting our young and vulnerable people in Cheshire East	To attend Committee to explain how they are going to report on children's health issues – particularly teenage pregnancy.		tbc
Government White Paper	Supporting and Protecting our young and vulnerable people in Cheshire East	Items to be brought to Committee when details emerge.		tbc

Disregarded / Discontinued Items

Item	Date	Reason
Post 16 Transfer of Funding to Local authorities	22.09.10	Responsibility no longer with LA
Analysis of School Performance	**22.09.10**	To be merged with educational attainment item
Early Years Funding Reform	22.09.10	Briefing heard on 27.07.10
Children's Centres	26.10.10	Dealt with as part of the Family Support review.
School Status report	26.10.10	Merged with Academies item
Interventions in Schools	26.10.10	To be dealt with in the schools inspection item.
School Admissions Policy / TLC review	14.12.10	Superseded by White Paper item
Redesign of Children's Services	17.02.11	Incorporated into Safeguarding item
Teenage Pregnancy	17.02.11	Superseded by Director of Public Health Item
NEETS	17.02.11	Superseded by Connexions Item
Macclesfield High School Review	04.05.11	Item no longer needing consideration
Transport for Young People	18.05.11	Superseded by Home to School Transport Review

Task Groups – potential/current/completed

Title	Progress Notes/Actions
Managing the Provision of School Places (formerly TLC)	Went to Scrutiny November 2009.
Residential Provision	Recommendations agreed 07.09.10 – went to Cabinet 20.09.10 for consideration. Members to review action plan following Officer's response to recommendations.
Family Support	Reported to Committee 07.12.10. Went to Cabinet 20.12.10
Education attainment	Set up Task and Finish Group to review the work of the multi agency improvement and achievement group

Transport for young People	Potential task group to be set up.
Foster services	Recommendations agreed 04.11. Due to go to Cabinet 06.11
Adoption Services	Possibility of Task and Finish Group tbc by Officers – scheduled for May 2011
Langley Unit – Future of new arrangements following closure	Suggested 15.03.11
Health and Looked After Children	Suggested by the Fostering T&F Review
Cared for Children 16 plus service.	Suggested by the Fostering T&F Review

Items for Induction

- LA's relationship with schools
- Corporate Parenting
- Safeguarding

Agenda Item 9

FORWARD PLAN 1 JUNE 2011 - 30 SEPTEMBER 2011

This Plan sets out the key decisions which the Executive expect to take over the next four months. The Plan is rolled forward every month. It will next be published in mid June and will then contain all key decisions expected to be taken between 1 July 2011 and 31 October 2011. Key decisions are defined in the Councils Constitution.

Reports relevant to key decisions, and any listed background documents may be viewed at any of the Councils Offices/Information Centres 6 days before the decision is to be made. Copies of, or extracts from these documents may be obtained on the payment of a reasonable fee from the following address:-

Democratic Services Team
Cheshire East Council ,
c/o Westfields, Middlewich Road, Sandbach Cheshire CW11 1HZ
Telephone: 01270 686463

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

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

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

Forward Plan 1 June 2011 to 30 September 2011

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	Relevant Scrutiny Committee	How to make representation to the decision made
CE11/12-2 Home to School Transport	To consider changes to the current home to school transport policy.	Cabinet	4 Jul 2011	Full public consultation including paper and online questionnaire, public drop in sessions, press releases, website, schools bulletin, e-mail to heads and interested parties.	Children and Families Scrutiny 31 May 2011	Lorraine Butcher, Director of Children and Families