

# **New Delivery Vehicles and Environment Overview and Scrutiny Committee**

## **Agenda**

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**Date:** Thursday, 4th September, 2014  
**Time:** 10.30 am  
**Venue:** Committee Suite 1,2 & 3, Westfields, Middlewich Road,  
Sandbach CW11 1HZ

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

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

1. **Apologies for Absence**

2. **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.

3. **Declaration of Party Whip**

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

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For requests for further information

**Contact:** Katie Smith

**Tel:** 01270 686465

**E-Mail:** [katie.smith@cheshireeast.gov.uk](mailto:katie.smith@cheshireeast.gov.uk) with any apologies

4. **Public Speaking Time**

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.

5. **A New Energy Supply Company?: a Local Solution for Local Residents**

To receive a presentation on what the Council is trying to achieve and the progress made to date.

6. **Draft Waste Strategy 2030** (Pages 1 - 6)

To give consideration to the draft Waste Strategy 2030.

7. **Quarter 1 Ansa and Orbitas reports** (Pages 7 - 24)

To receive the first quarter reports for Ansa and Orbitas

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

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

9. **Work Programme** (Pages 37 - 42)

To give consideration to the draft work programme

## **CHESHIRE EAST COUNCIL**

### **REPORT TO: New Delivery Vehicles and Environment Overview and Scrutiny Committee**

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**Date of Meeting:** 4 September 2014  
**Report of:** Strategic Director of Commissioning  
**Subject/Title:** Draft Waste Strategy 2030  
**Portfolio Holder:** Service Commissioning Portfolio – Councillor David Topping

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#### **1.0 Report Summary**

- 1.1 This report introduces the draft Waste Strategy 2030.

#### **2.0 Recommendation**

- 2.1 That the Committee examine the draft strategy and submit comments for consideration.

#### **3.0 Wards Affected**

- 3.1 All

#### **4.0 Local Ward Members**

- 4.1 All

#### **5.0 Background**

- 5.1 Cheshire East Council currently operates under a waste strategy that was prepared in 2007. The need to update this strategy arises from a number of issues:
- 5.2 In order to set up the objectives of Ansa Environmental Services Ltd and inform procurement decisions, the Council needs the direction of an overall waste strategy. Additionally this strategy will form the link between the strategic aspirations of the Council, the formation of Ansa's business plan and the final delivery of services. This in turn will inform and be informed by the Waste Local plan.
- 5.3 In addition, there is a need to build confidence in both the public sphere and waste management industry, that the Council has a considered and well thought out long term strategy for waste management. The industry needs to:
- Understand the strategic direction of the authority to inform its own decisions

- Have confidence in the future procurement of recycling and waste processing being undertaken as part of the Environmental Operations Major Change Programme.

## **6.0 Waste Strategy 2030 High Level Objectives Summary**

6.1 The Waste Strategy has been created around 19 high level objectives that are grouped into 5 broad categories

- 6.1.1 Service delivery – covering quality and customer satisfaction levels and investigating opportunities for efficiencies through working with other waste collection and disposal authorities
- 6.1.2 Waste reduction and reuse – to make waste prevention, reduction and reuse a priority, seeking to reduce the total amount of household waste produced and to work to increase waste reuse activity amongst residents in partnership with the charitable and furniture reuse sector
- 6.1.3 Recycling – continue to exceed national targets for recycling, promote home composting and utilise energy generation to process kerbside collected organic waste to generate heat and power
- 6.1.4 Residual waste management – utilise waste that cannot be reused or recycled as a resource for energy generation helping to alleviate fuel poverty in the borough, reduce disposal to landfill to 0% and achieve 100% disposal to waste to energy generation
- 6.1.5 Working together – work in partnership with the commercial and charitable sectors to promote waste reduction reuse and recycling, continue to build and utilise the waste prevention volunteer network to promote waste education and awareness and work with schools and higher education establishments to promote waste prevention to the next generation.

## **7.0 Key milestones achieved**

- Waste Strategy 2030 High Level Objectives agreed at the Environment PDG in summer 2013
- High Level Objectives accepted at Cabinet March 4<sup>th</sup> 2014
- Draft Waste Strategy started June 2014 – progress has included:
  - workshops to discuss a long list of options and then the shortlist – included Ansa board, Cllrs Topping and Livesley and senior Council officers
  - Statutory 5 week consultation on the Strategic Environmental Assessment with Environment Agency, Natural England and English Heritage

- 4 week public consultation with residents, Councillors – borough/town/parish, citizen’s panel, interest groups and partners. (765 responses)
  - 2 focus groups with residents and interest group representatives.
- Draft Waste Strategy 2030 now being considered by the New Delivery Vehicles and Environment Overview and Scrutiny Committee

## **8.0 Public Consultation summary**

8.1 The survey respondents were in broad agreement with the Council’s high level objectives. See appendix for a brief summary of the responses.

## **9.0 Next Steps**

- a. Complete the Waste Strategy incorporating changes that may have arisen from comments from the consultees
- b. Seek Cabinet approval for the Waste Strategy 2030 at the Cabinet meeting on October 14<sup>th</sup> 2014

## **11.0 Access to Information**

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

Name: Ralph Kemp and Andrew Dunstone  
Designation: Commissioning Manager  
Tel No: 01270 686683  
Email: [Ralph.kemp@cheshireeast.gov.uk](mailto:Ralph.kemp@cheshireeast.gov.uk)

Name: Andrew Dunstone  
Designation: Waste Monitoring & Evaluation Officer  
Tel No: 01270 371319  
Email: [Andrew.dunstone@cheshireeast.gov.uk](mailto:Andrew.dunstone@cheshireeast.gov.uk)

## Appendix

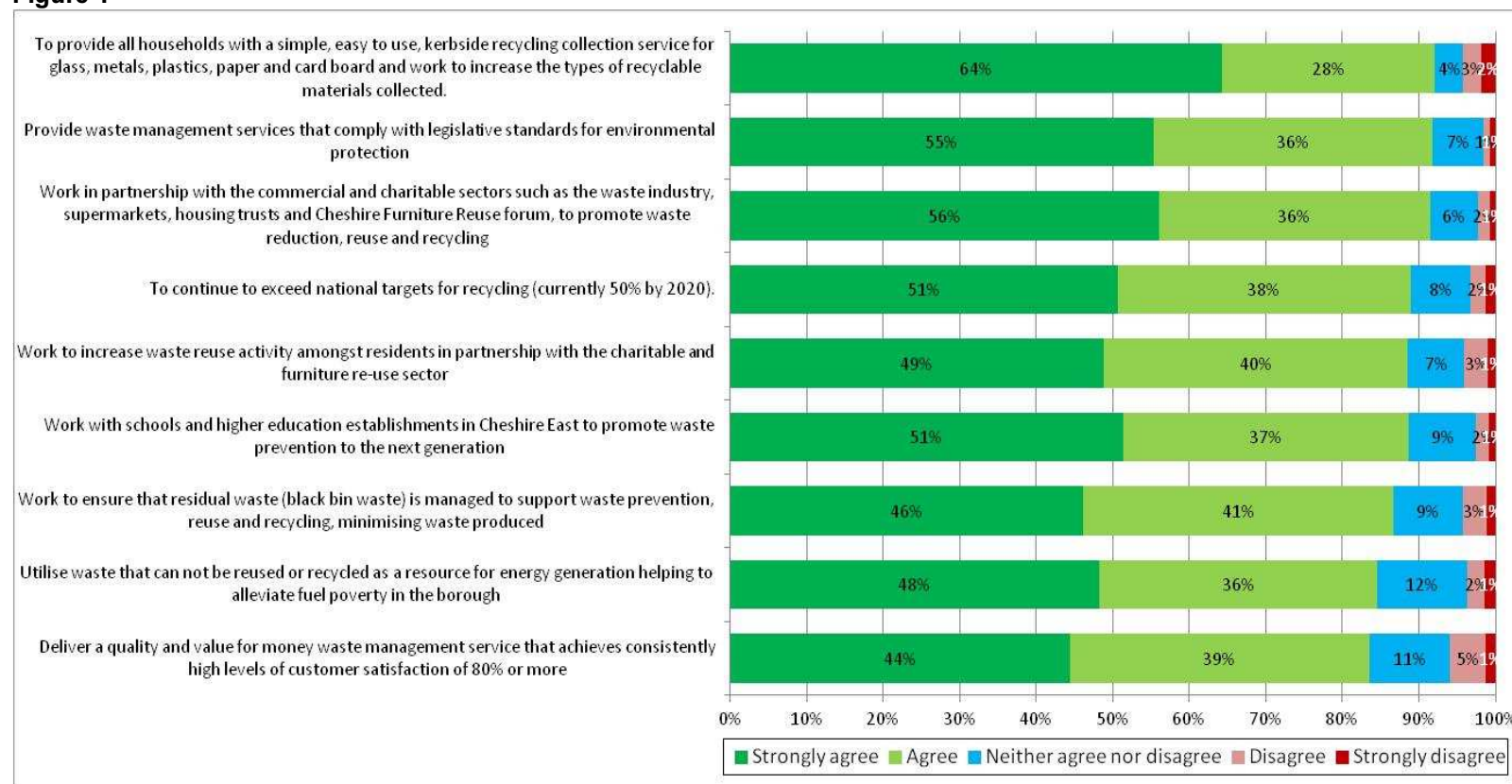
### Summary report of Waste Strategy 2030 High Level Objectives Consultation

The survey ran from July 14<sup>th</sup> – August 11<sup>th</sup> 2014 and 765 people completed the questionnaire.

1. The consultees were asked how strongly they agreed or disagreed with the Council's high level objectives.

Figure 1, below, shows that over 80% of respondents agreed or strongly agreed with 9 of the objectives. The highest levels of agreement were with the Council maintaining a simple, easy to use kerbside collection service, 92%.

Figure 1



2. Figure 2, below, shows that the percentage of respondents agreeing with the objectives declines from 80% (for waste to energy generation) to 53% for the creation of the wholly owned company. The proportion of respondents who disagreed with the objectives was consistently below 10% except for 3 of the objectives.

**Figure 2**

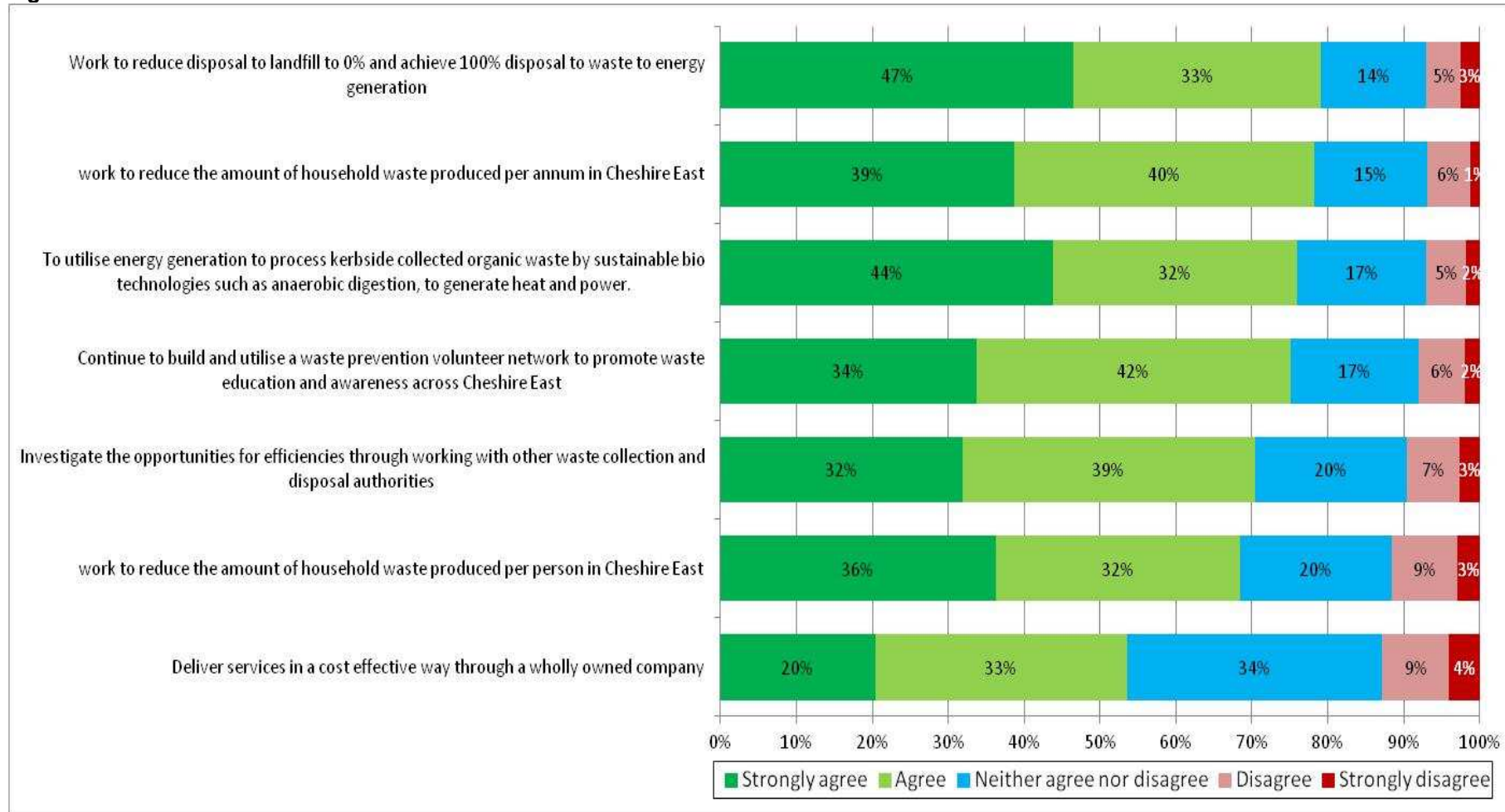


Figure 3

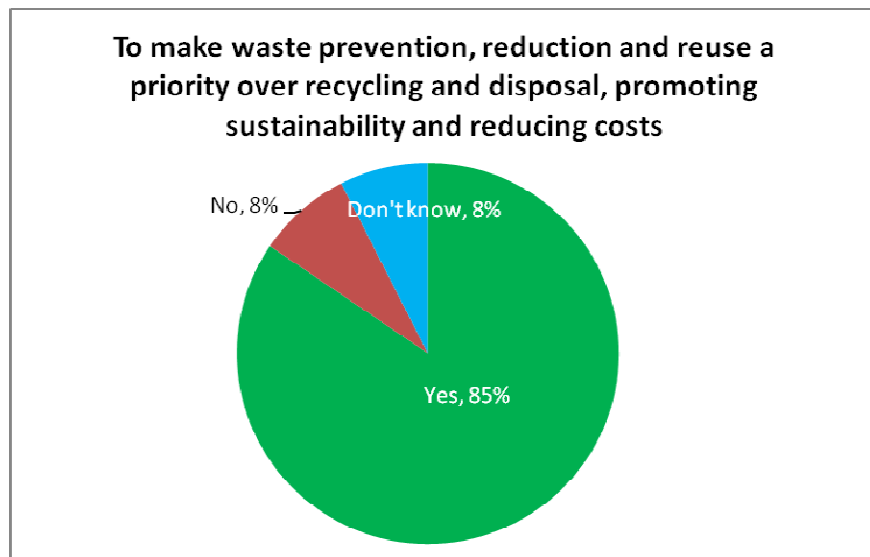
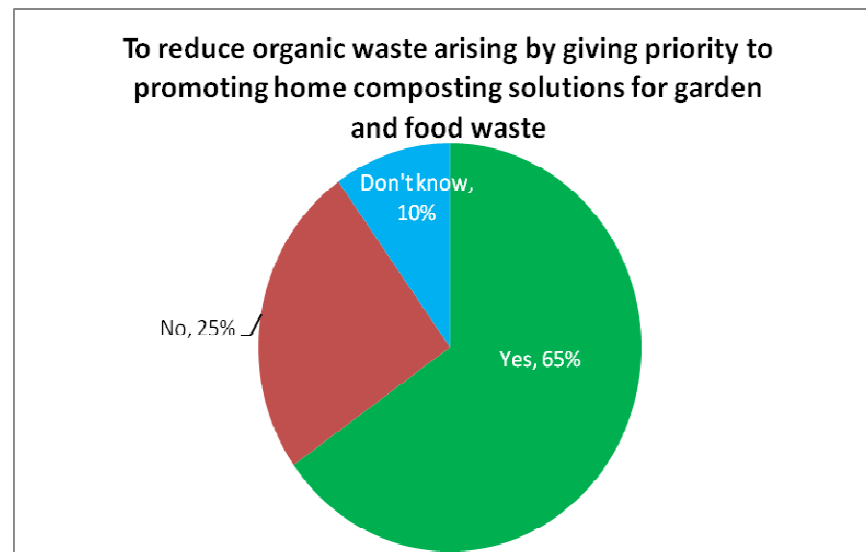


Figure 4



3. The vast majority of respondents (85%, figure 3) agreed that waste prevention, reduction and reuse should be a priority. A quarter (25%) of respondents did not think that the Council should seek to reduce organic waste by promoting home composting solutions (figure 4).

### ***Conclusion***

There was broad agreement by the majority of respondents to the Waste Strategy 2030 High Level Objectives and therefore we conclude that

- Respondents broadly approved of the objectives
- The objectives can be used as the core of the draft waste strategy.

Summary report author: Andrew Dunstone



# **CHESHIRE EAST COUNCIL**

## **REPORT TO: New Delivery Vehicles and Environment Overview and Scrutiny Committee**

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**Date of Meeting:** 4 September 2014  
**Report of:** Ralph Kemp Strategic Commissioning  
**Subject/Title:** Quarter 1 Ansa and Orbitas reports  
**Portfolio Holder:** Service Commissioning Portfolio – Councillor David Topping

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### **1.0 Report Summary**

1.1 The two reports are the first quarterly reports of Ansa and Orbitas.

### **2.0 Recommendation**

2.1 That the Committee examine the quarterly reports.

### **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. This is part of a move to becoming a Strategic Commissioning Council with these initial companies agreed at Cabinet on the 4th Feb 2014.

5.2 The commissioning and monitoring of these services is undertaken by the Strategic Commissioning team headed by the Strategic Commissioning Director who receives quarterly reports on the ASDV's progress against contractual performance indicators and a financial overview of the contracts performance.

5.3 The attached are the first quarterly reports of Ansa and Orbitas presented to scrutiny for their information and oversight.

### **6.0 Access to Information**

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



Name: Ralph Kemp

Designation: Commissioning Manager

Tel No: 01270 686683

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

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Ansa Environmental Services Ltd	
	
PERIOD	Q1 2014 (April to June inclusive)
<b>Ansa DEVELOPMENT &amp; PROGRESS</b>	<ul style="list-style-type: none"> <li>• Launch day events went very well with positive feedback from staff and local and national trade coverage.</li> </ul> <p><b>Council-owned waste firm to seek collection deals</b></p> <p>9 April 2014  • Waste Management • Business • Councils</p> <p>By Tom Goulding</p> <p><b>Cheshire East council has established its own waste management firm for household and commercial waste collections, which it hopes will also compete for collection contracts from other local authorities.</b></p> <p>The company is one of the first in the waste management sector to be established as a 'Teckal exempt' firm, meaning that bidding process for any public contracts would be simpler as it has no private sector ownership.</p> <p>Ansa, which is wholly-owned and funded by the council, will initially manage kerbside waste and recycling collection services for Cheshire East's 165,000 households – and will also seek to secure commercial waste contracts in the future.</p> <p>The company will also assume responsibility of fleet management, maintaining the council's refuse collection vehicles, skips wagons and road sweepers. An estimated 400 staff have transferred to the new firm from the council under TUPE regulations.</p>  <p>Cheshire East Council will seek collection contracts through new waste management firm Ansa</p> <ul style="list-style-type: none"> <li>• Staff representative nominated and elected for the Board</li> <li>• Depots have been re-branded.</li> <li>• We have supported our partner company – Orbitas.</li> <li>• Ansa Managing Director presented at Apse's <i>The New Municipal Entrepreneurs</i>.</li> <li>• Training business area has developed and delivered several training packages to customers such as private sector highways contracts and other local authorities.</li> <li>• The Waste &amp; Recycling business area is developing its commercial waste collection offering.</li> <li>• Work commenced to create an electronic GIS layer of all areas maintained by Ansa P&amp;G</li> <li>• Worked with CEC Communications team to deliver a floral splash</li> </ul>

	<p>for the Cheshire Show stand</p> <ul style="list-style-type: none"> <li>• Completion and opening of The Moor Project, Knutsford working with WREN and Friends of The Moor</li> <li>• Knutsford Market transferred to the Knutsford Town Council in June 2014</li> </ul>
<b>PERIOD HIGHLIGHTS &amp; KEY SUCCESSES</b>	<ul style="list-style-type: none"> <li>• The Waste &amp; Recycling Service won the 'Team of the Year' award at the National Recycling Awards 2014.</li> </ul>  <ul style="list-style-type: none"> <li>• Took delivery of the first phase of new refuse collection vehicles – these will be contributing to efficiencies made across the business area.</li> <li>• Work collaboratively with Wakefield Council and Lancs CC for training resource /agency model</li> </ul>
<b>RESIDENTS &amp; CUSTOMERS</b>	<ul style="list-style-type: none"> <li>• The company website is online and is developing - <a href="http://www.ansa.co.uk">www.ansa.co.uk</a>.</li> <li>• A flyer promoting Ansa and its business services has been produced.</li> <li>• We have engaged with FaceBook users via the Waste &amp; Recycling Face Book page on key subjects – Love Food, Hate Waste, the benefits of reusable nappies etc.</li> <li>• Significant support given to numerous Parish&amp; Town Councils and community groups within the borough e.g. ANTS at Queens Park, Middlewich Clean Team, Crewe Clean Team, Crewe Christian Concern</li> <li>• Support given to Royal British Legion in event planning for forthcoming WW1 commemorative events</li> <li>• A series of radio advertisements on Silk FM were run regarding Love Food, Hate Waste for National Recycling Week.</li> <li>• Ansa supported Cheshire East Council with the winter garden waste shutdown consultation.</li> <li>• A number of very successful events were arranged or supported –</li> </ul>

the Junior Recycling Officer of the Year 2014 at Jodrell Bank, the Nantwich Baby Fair at Nantwich Civic Hall, the Primary Schools event at South Cheshire College, the Bollin Valley Taster Day at Riverside Park in Macclesfield and the Bump, Birth, the Baby Fair at Macclesfield District General Hospital. Many more events are also planned before the end of March 2015.

- A number of positive comments have been received from facility users including Deeside Orienteering Club, Middlewich Clean Team, Friends of Meriton Road Park and Sandbach Community Action Group to name just a few.
- Parks & grounds developed roundabout concept for Wilmslow Public Realm improvement

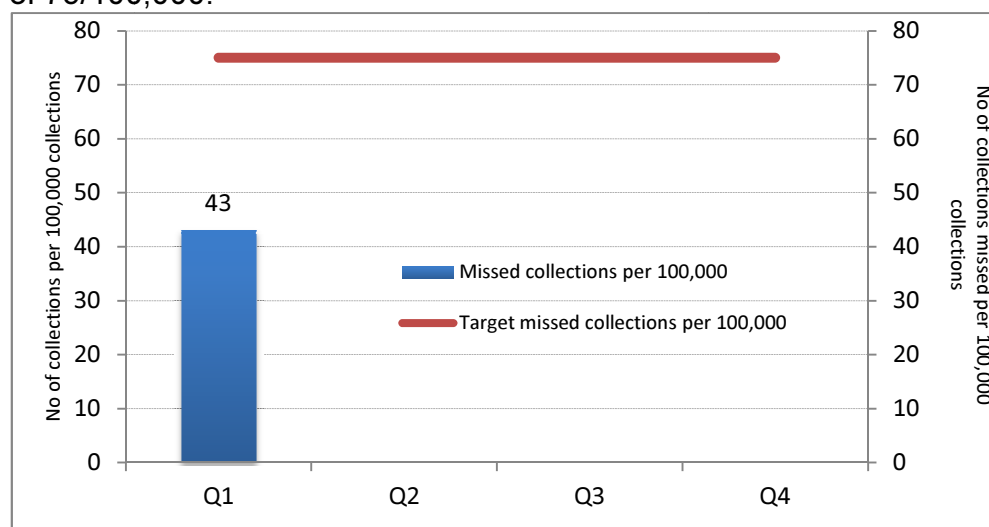
## STAFF

- The Ansa staff intranet site (*AnsaNet*) has gone live.
- A series of *Ansa Newsletters* and special edition newsletters have been produced providing staff with key information and advice
- New H&S policies and H & S Forum adopted and Cllr Roger West is Board SHEQ champion.
- *Ansa Aces* – the company's staff recognition scheme has been developed
- Numerous staff stakeholder meetings have taken place ofocusing on various topics eg PPE, recognition and award schemes
- Small number of staff have been relocated to different offices.
- Employee Board representative agreed and working successfully with the Board
- Employee code of conduct developed and distributed

## PERFORMANCE

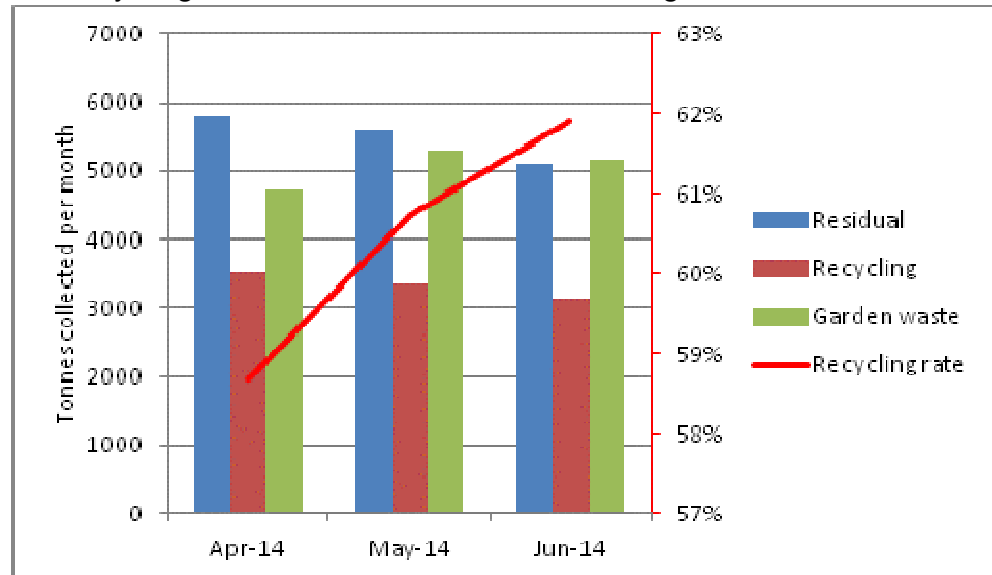
### Missed collections

The proportion of collections completed as scheduled during Q1 is 99.957%. The number of collections missed in the first quarter was 43 per 100,000 (from a scheduled 3,081,372) – well below the target of 75/100,000.



**Recycling performance** – the graph below shows the quantity of household waste collected at the kerbside only and the corresponding recycling performance. Early indications show that CEC will exceed

the national recycling target of 50% of household waste sent for recycling, reuse and composting. Please note full household waste performance for Q1 will be reported in Q2 when all figures have been collated – these will be based on kerbside waste, household waste and recycling centre waste and street cleansing waste.

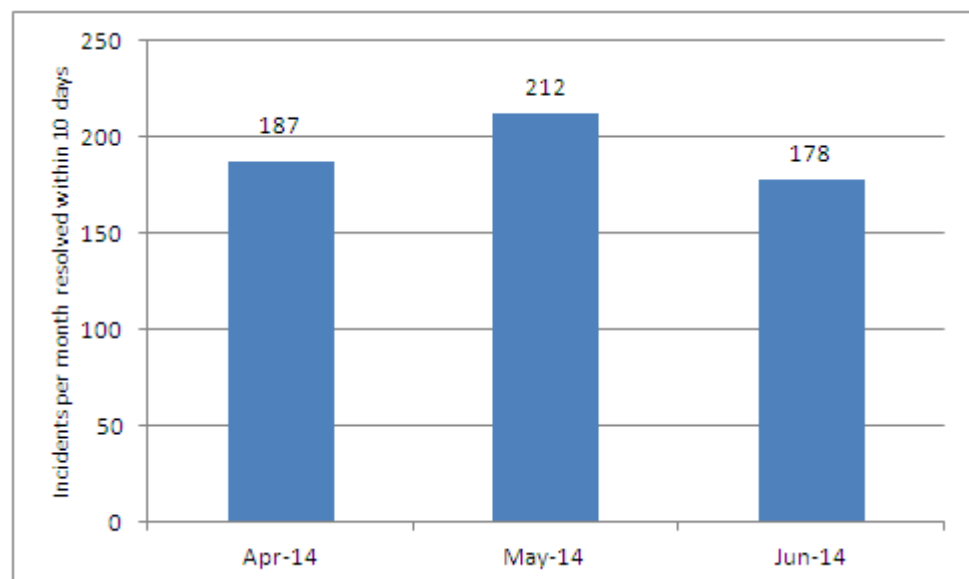


**Waste to energy** – around 38% of black bin waste that would have previously been sent to landfill was diverted to an energy from waste plant.

**Fly tipping performance** – in Q1 a total of 574 fly tipping incidents were responded to within 10 days.

Ansa continue to carry out Waste Awareness/Prevention activities which will seek to educate people to improve behaviours and will continue to respond to flytipping reports promptly to reduce risk of the problem escalating.

Work is ongoing to introduce system to collect additional data for more detailed monitoring of flytipping.



**Waste Strategy** – Ansa is actively supporting and contributing to the development of the Council's emerging Waste Strategy.

**Maintain number of Green Flag Awards-** Currently there are 4 sites within Ansa's control, currently we are awaiting the outcome of the national judging to see if our sites have retained this prestigious award.

## FINANCIAL UPDATE- QUARTER 1

	Budget 2014-15 £'000	Bdgt to Date £'000	Actual to Date £'000	Var to Date £'000	Forecast 2014-15 £'000	Variance 2014-15 £'000
Sales	(28,827)	(5,961)	(5,523)	438	(28,826)	1
Cost of Sales	26,026	5,722	4,589	(1,133)	25,671	(355)
Gross Profit	(2,801)	(239)	(934)	(695)	(3,155)	(354)
Admin Exps	2801	691	476	(215)	3,082	281
Net Profit	0	452	(458)	(910)	(73)	(73)

The Ansa Environmental Services Ltd (Ansa Ltd) Profit & Loss Account as at the 30th June 2014 is attached to this report and a high level summary is shown above.

The Ansa Ltd Management Fee for 2014/15 is £27.2m and is net of annual policy savings of £1.3m, covering efficiency, contract and new company savings.

Based on information to June, the overall annual forecast for 2014/2015 is projecting a net profit of £73k before Tax. It should be noted however that actual income and expenditure to date (as at June 14) is low against profiled target/budget to date, due in part to financial activity in the first month/6 weeks being related to closing down old year accounts plus new business processes (ie: contract novation, bill-back arrangements) bedding in. Therefore the overall favourable annual forecast position is "*indicative*" at this early stage in the year.

Key Variances reflected in the annual forecast are:

- Employee costs- after taking account of unallocated employee savings targets of £148k, a net employee under-spend is reported of £113k, this is predominantly through vacancy management and delivery of planned employee related policy savings.
- Transport costs – Implementation of 20 new fleet vehicles into the Waste & Recycling services in July is reflecting a favourable annual forecast position for 2014-15 against transport costs. Projecting a £157k under-spend at this early stage of the year.
- Forecast spending across other headings is expected to be in line with target, the only exception reflected in the forecast to date



being an under-spend against premises costs of £24,500 (this relates to the delayed extension of the Waste Transfer Station-South).

- The net savings against Employees and Transport are offset in part by an unallocated non pay policy savings target of £201k. (resulting from the "gap" identified in the business case of £108k plus other business plan savings allocated)





**ANSA ENVIRONMENTAL SERVICES LTD  
PROFIT & LOSS ACCOUNT AS AT 30th JUNE 2014**

<b>BUSINESS UNIT:</b> <b>ANSA ENVIRONMENTAL SERVICES LTD</b>	<b>Annual Budget 2014-15 £</b>	<b>Budget To Date 2014-15 £</b>	<b>Actual To Date 2014-15 £</b>	<b>Variance To Date 2014-15 £</b>	<b>Commitments 2014-15 £</b>	<b>Annual Forecast 2014-15 £</b>	<b>Variance Forecast 2014-15 £</b>	<b>N o t e s</b>
<b>1. Reimbursements &amp; Contributions</b>	<b>(60,100)</b>	<b>(15,025)</b>	<b>(40,799)</b>	<b>(25,774)</b>		<b>(60,100)</b>	<b>0</b>	
<b>2. Sales</b>	<b>(5,910)</b>	<b>(1,478)</b>	<b>(366)</b>	<b>1,112</b>		<b>(6,276)</b>	<b>(366)</b>	
<b>3. Fees &amp; Charges</b>	<b>(1,203,520)</b>	<b>(194,507)</b>	<b>(257,302)</b>	<b>(62,795)</b>		<b>(1,201,917)</b>	<b>1,603</b>	
<b>4. Rents</b>	<b>(7,060)</b>	<b>(1,765)</b>	<b>(2,427)</b>	<b>(662)</b>		<b>(7,060)</b>	<b>0</b>	
<b>5. Other Income</b>	<b>(27,550,882)</b>	<b>(5,748,001)</b>	<b>(5,222,182)</b>	<b>525,819</b>		<b>(27,550,882)</b>	<b>0</b>	<b>**</b>
<b>SALES</b>	<b>(28,827,472)</b>	<b>(5,960,776)</b>	<b>(5,523,076)</b>	<b>437,700</b>	<b>0</b>	<b>(28,826,235)</b>	<b>1,237</b>	
<b>1. Direct Employees</b>	<b>8,768,033</b>	<b>2,192,008</b>	<b>1,915,053</b>	<b>(276,955)</b>		<b>8,554,270</b>	<b>(213,763)</b>	
<b>2. Direct Transport</b>	<b>4,452,827</b>	<b>1,643,935</b>	<b>878,472</b>	<b>(765,463)</b>	<b>3,727</b>	<b>4,295,578</b>	<b>(157,249)</b>	<b>***</b>
<b>3. Cost of Sales</b>	<b>12,805,663</b>	<b>1,885,738</b>	<b>1,795,308</b>	<b>(90,430)</b>	<b>7,410,564</b>	<b>12,821,815</b>	<b>16,152</b>	
<b>COST OF SALES</b>	<b>26,026,523</b>	<b>5,721,681</b>	<b>4,588,833</b>	<b>(1,132,848)</b>	<b>7,414,291</b>	<b>25,671,663</b>	<b>(354,860)</b>	
<b>GROSS PROFIT</b>	<b>(2,800,949)</b>	<b>(239,095)</b>	<b>(934,243)</b>	<b>(695,148)</b>	<b>7,414,291</b>	<b>(3,154,572)</b>	<b>(353,623)</b>	
<b>1. Indirect Costs - Employees</b>	<b>1,557,457</b>	<b>389,364</b>	<b>306,487</b>	<b>(82,877)</b>	<b>120</b>	<b>1,510,224</b>	<b>(47,233)</b>	
<b>2. Indirect Costs - Other Employee Exps</b>	<b>80,204</b>	<b>20,051</b>	<b>150</b>	<b>(19,901)</b>	<b>99</b>	<b>81,912</b>	<b>1,708</b>	
<b>3. Indirect Costs - Transport</b>	<b>28,510</b>	<b>7,128</b>	<b>3,420</b>	<b>(3,708)</b>		<b>30,598</b>	<b>2,088</b>	
<b>4. Indirect Costs - External Support</b>	<b>862,219</b>	<b>215,555</b>	<b>250</b>	<b>(215,305)</b>	<b>862,219</b>	<b>862,219</b>	<b>0</b>	
<b>5. Indirect Costs - Bank Charges</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	
<b>6. Indirect Costs - Depreciation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	
<b>7. Indirect Costs - Taxation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	
<b>8. Indirect Costs - Finance Leases</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>0</b>	
<b>9. Indirect Costs - Prof fees Subscriptions &amp; Lice</b>	<b>19,540</b>	<b>4,885</b>	<b>70</b>	<b>(4,815)</b>	<b>4,973</b>	<b>19,540</b>	<b>0</b>	
<b>10. Indirect Costs - Donations</b>	<b>1,080</b>	<b>270</b>	<b>0</b>	<b>(270)</b>		<b>1,080</b>	<b>0</b>	
<b>11. Indirect Costs - Insurance</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>(6,000)</b>		<b>0</b>	<b>(6,000)</b>	
<b>12. Indirect Costs - Advertising, Marketing &amp; Ho</b>	<b>14,160</b>	<b>3,540</b>	<b>0</b>	<b>(3,540)</b>	<b>2,511</b>	<b>14,160</b>	<b>0</b>	
<b>13. Indirect Costs - Premises</b>	<b>309,068</b>	<b>77,267</b>	<b>98,270</b>	<b>21,003</b>	<b>329,167</b>	<b>284,568</b>	<b>(24,500)</b>	
<b>14. Indirect Costs - Hired &amp; Contracted Services</b>	<b>291,930</b>	<b>72,983</b>	<b>21,224</b>	<b>(51,759)</b>	<b>103,641</b>	<b>298,137</b>	<b>6,207</b>	
<b>15. Indirect Costs - Clothing &amp; Uniforms</b>	<b>2,900</b>	<b>725</b>	<b>605</b>	<b>(120)</b>	<b>2,762</b>	<b>3,000</b>	<b>100</b>	
<b>16. Indirect Costs - Printing &amp; Stationary</b>	<b>11,780</b>	<b>2,945</b>	<b>202</b>	<b>(2,743)</b>	<b>50</b>	<b>9,180</b>	<b>(2,600)</b>	
<b>17. Indirect Costs - Telephones &amp; Mobiles</b>	<b>6,080</b>	<b>1,520</b>	<b>0</b>	<b>(1,520)</b>	<b>0</b>	<b>6,080</b>	<b>0</b>	
<b>18. Indirect Costs - Postage</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>20</b>	<b>20</b>	<b>20</b>	
<b>19. Indirect Costs - Other Exps</b>	<b>3,350</b>	<b>838</b>	<b>164</b>	<b>(674)</b>	<b>0</b>	<b>4,700</b>	<b>1,350</b>	
<b>20. Indirect Costs - Equipment &amp; Materials</b>	<b>(176,197)</b>	<b>(57,912)</b>	<b>30,522</b>	<b>88,434</b>	<b>0</b>	<b>25,333</b>	<b>201,530</b>	
<b>21. Indirect Costs - ICT/Communications</b>	<b>34,080</b>	<b>8,520</b>	<b>14,211</b>	<b>5,691</b>	<b>3,475</b>	<b>34,080</b>	<b>0</b>	
<b>22. Indirect Costs - Accounting Adjustments</b>	<b>(251,212)</b>	<b>(62,803)</b>	<b>0</b>	<b>62,803</b>	<b>0</b>	<b>(103,102)</b>	<b>148,110</b>	
<b>ADMINISTRATIVE EXPENSES</b>	<b>2,800,949</b>	<b>690,876</b>	<b>475,581</b>	<b>(215,295)</b>	<b>1,309,287</b>	<b>3,081,729</b>	<b>280,780</b>	
<b>1. Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER COSTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OPERATING (PROFIT)/LOSS (BEFORE INTEREST, T</b>	<b>0</b>	<b>451,781</b>	<b>(458,662)</b>	<b>(910,443)</b>	<b>8,723,578</b>	<b>(72,843)</b>	<b>(72,843)</b>	

\*NOTE: Excludes Premises costs (Assets), Capital Charges

\*\* NOTE: Includes Management Fee: Agreed £27,199,769 + £96,663 re closed Landfil Sites to be amended/included in Mgt Fee

\*\*\* NOTE: Internal Fleet Recharges have been excluded for presentation against "5. Other Income" and "2.Direct Transport"

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## **QUARTERLY FEEDBACK REPORT**

**Quarter 1**

**April – June 2014**

## 1.0 INTRODUCTION

Since launching the company in April 2014, Orbitas has now successfully completed its first trading period of 14/15 (quarter 1). In accordance with the co's governance arrangements and commitment to shareholders, regular performance reports are now being prepared. This report reflects a developing framework to embed performance management culture throughout Orbitas.

The report provides details of the Company's financial and non-financial performance together with other operational matters.

Section 1 of this report provides details of the company's financial performance for the first quarter.

Section 2 provides a summary of the key non financial performance update.

Section 3 looks at the operational headlines, during the first three months of operation.

## 2.0 SECTION 1 – FINANCIAL INFORMATION

**Appendix A** shows the latest financial position.

The appendix shows year to date performance for the first 3 months, a column showing current commitments and a forecast position for 2014-15. The Forecast Column is primarily based on a pay forecast that has been provided by financial services. Taken into consideration is a high level Fuel/Fleet forecast provided by Ansa. All other headings have been shown as at budget as it is relatively early in the year to predict anything further at this stage.

As a consequence of the pay variance forecast, the bottom line is currently forecasting an operating profit of £60k.

## 3.0 SECTION 2 – NON FINANCIAL PERFORMANCE UPDATE

### 3.1 Number of Cremations for the period 1<sup>st</sup> April 2013 to 31<sup>st</sup> June 2014

The table below provides details of the number of cremations taken place at Macclesfield and Crewe Crematoria, for the period April to June inclusive, with comparative data in the same periods last year.

Month	2013/14	2014/15
April	188	218
May	274	253
June	227	209
<b>Total</b>	<b>689</b>	<b>680</b>

### 3.2 Number of full interments for the period 1<sup>st</sup> April 2013 to 31<sup>st</sup> June 2014

The table below provides details of the number of full interments taken place throughout all of the Council's cemeteries, for the period April to June inclusive, with comparative data in the same periods last year.

Month	2013/14	2014/15
April	31	38
May	48	38
June	31	11
<b>Total</b>	<b>110</b>	<b>87</b>

3.3 In summary there were a total 767 of burials and cremations undertaken during the period 1<sup>st</sup> April to June inclusive, compared to 799 in the same period last year, a decrease of 32 (4%).

3.4 Information from the Office of National Statistics, shows that for the months of April and May the number of deaths registered in England and Wales was 80,757. This represents a decrease of 11,052 (12%) deaths in comparison to the same months in 2013.

3.5 Information from the Office of National Statistics, shows that for the months of April and May the number of deaths registered in Cheshire East was 577. This represents a decrease of 75 (12%) deaths in comparison to the same months in 2013.

3.6 Green Flag Application

A KPI set for the Company was for the year 2014 to apply and be successful in attaining Green Flag status in one of the Council's cemeteries. I am pleased to advise that we have been successful.

3.7 Other Agreed KPIs

Ministry of Justice fines to be one or less	Nil
Number of exhumations due to erroneous burial to be 3 or less	Nil
Number of Local Government Ombudsman complaints upheld 2 or less	Nil
ICCM Charter for the Bereaved to be Silver or Gold	No result yet

3.8 MP Letters

Three letters have been received from Edward Timpson MP. All have been answered within 15 working days.

3.9 Absence Monitoring

Long Term Absence	Number of Days	Comment
1 Employee	53	This employee resigned on 19 <sup>th</sup> June
Total	53	

Short Term Absence	Number of Days	Number of Occurrences	Comment
Employee 'A'	5	1	North
Employee 'B'	3	1	North
Employee 'C'	1	1	North
Employee 'D'	5	1	South
Employee 'E'	2	1	South
Total	16	5	

Orbitas has a 28 staff in total

3.10 Employee time on Union duties

One employee has spent 5 days on Union duties out of a total of 61 working days (8.2%)

3.11 Compliments/Requests for Service/Complaints etc Related to Orbitas

Number of Compliments	23
Number of Requests for Service	10
Number of Complaints	0

For clarification there have been one or two high profile complaints depicted in the media these pre date the creation of Orbitas and are excluded from the figures.

**4.0 SECTION 3 – OPERATIONAL HEADLINES**

4.1 Board Meetings

Monthly Board meetings have taken place. Attending the Board meetings are staff representatives who have been nominated by the staff; they are not trade union representatives. There are two staff representatives one for the north and one for the south, this reflects the wishes of the staff.

4.2 PDRs

Staff appraisals took place the first two weeks in June. All staff have now been appraised, using a newly developed appraisal system based upon ACAS template. Feedback from the staff is 100% supportive.

4.3 Health and Safety Inspections

The first half yearly Health and Safety Inspection of Premises have now taken place.

4.4 Health and Safety Handbook

The Handbook was approved by the Board in May, and has subsequently been approved by Unison, GMB and Unite. The handbooks are currently being printed once this has been done they will be circulated to all staff.

4.5 WW1 & WW2 Commemorations

A programme of WW1 and WW2 Commemorations has been produced, and these include:

- Matron to Martyr – book talk at Crewe and Macclesfield, relating to a Scottish Missionary who died in Auschwitz.
- Two floral tributes to mark WW1 100<sup>th</sup> anniversary
- Drumhead Service on 4<sup>th</sup> August
- Candlelight vigil on the morning of 11<sup>th</sup> November at Macclesfield Crematorium.
- Service at Cross of Sacrifice, Macclesfield cemetery on 11<sup>th</sup> November
- Commemoration of the Villiers-Russell Twins, Coppenhall Cemetery, whose death in WW1 allegedly changed naval history.

4.6 The Valley Project , Macclesfield Cemetery

Work has commenced on the initial reinstatement of the Valley, Gardens of Remembrance. Assets are project managing this.

## 4.7 Vale Royal Crematorium

Vale Royal Crematorium owned by the Westerleigh Group, was due to open in April however the opening has been put back until the end of July. It is anticipated that the Crematorium will take approximately 200 cremations from Orbitas which will have a financial impact of between £125k and £200k. Orbitas representatives have been invited to a private tour of the facilities, reflecting the already close working relationship.

## 4.8 Health and Safety Policy

A draft Health and Safety Policy has been produced and is with Assets awaiting for their contribution, before submitting to the Board for approval.

## 4.9 Anti Social Behaviour

Problems are being encountered at Macclesfield cemetery with drug dealers. The police have been informed and all staff have been given the direct number for the drug squad.

## 4.10 Weekly Updates

Weekly updates have been provided to the Leader, Portfolio, Orbitas Board and Client and have been well received. At the leaders request these have been reduced to twice monthly although still prepared on a weekly basis.

**Orbitas, Bereavement Services Limited**  
**Finance Update**

The table below shows the summary financial position for Orbitas, Bereavement Services Limited (OBSL), for the quarter ended Jun 2014 and also the year end forecast where available:

	<b>Qtr1 2014-15 £'000</b>	<b>Forecast 2014-15 £'000</b>
Income	(224)	(1,172)
Gross Profit	(109)	(378)
Operating Profit	(44)	(63)
Profit on Ordinary Activities after Tax	(35)	(50)
Level of Current Assets	140	n/a
Level of Current Liabilities	(64)	n/a
Teckal - % of income from external customers	0%	0%

The Summary Operating Statement (Profit and Loss Account) is shown in **Appendix B**. As reported above this shows a forecast operating profit of £63k for the year which is primarily due to vacancy management savings in the first quarter. The annual forecast reflects that a number of vacancies are in the process of being filled. In addition to employee costs there is a small favourable variance against insurance due to the first years insurances being paid as part of the company set up costs, funded by Cheshire East Council (Cost of Investment monies) in 2013-14.

In this first quarter 2014-15, the OBSL Accounts are only reflecting expenditure on employee related & new company costs, all other operating costs are being reported for Qtr1 in Cheshire East Council's accounts. From 1<sup>st</sup> July 2014, OBSL will record and account for all operational expenditure associated with the operation of the services contracted to it by Cheshire East Council and in addition will record and retain any new income streams generated/developed specifically by OBSL.

Income

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:

	<b>Budget 14-15 (£'000)</b>	<b>Qtr1 Target (£'000)</b>	<b>Qtr1 Actual (£'000)</b>	<b>Qtr1 Var (£'000)</b>	<b>Forecast 14-15 (£'000)</b>
Contractor Generated Income	(2,405)	(601)	(544)	57	(2,405)

At QTR1, whilst the performance is showing a small adverse variance of £57k, this is set against a profiled annual target and at this stage of the year the overall annual target is considered to be achievable. However, it should be highlighted that a new Crematorium is due to open in Northwich in August 2014 and there is a risk that the number of cremations in Crewe will be affected but at this stage it is too early to identify the impact.



## Target Net Income for the Services – Clause 6

As set out in clause 6 of the Services Contract, if the difference between the Target Income and the Estimated Total Cost of Services as agreed in the Business Plan in any contract year (“Net Income”) is exceeded (“Excess”), the amount of Excess will be shared as follows:

50% Held in a Ring Fenced Fund

25% paid to the Contractor

25% paid to the Authority

2014-15	Target £'000	Forecast £'000	Variance £'000
Estimated Contractor Generated Income - Target Income relative to the Service Contract (CEC Accts)	(2,405)	(2,405)	0
Estimated Total Cost of Services - Year 1*	1,246	1,211	(35)
Net Income (Includes Q1 CEC costs)	(1,159)	(1,194)	(35)

\*Year 1 – Includes OBSL forecast plus QTR1 operational costs (non pay) reported in CEC Accounts.

The current combined OBSL/CEC forecasts project an Excess of £35k, however given the potential income risk from a new external crematorium this position should be treated as an indication only at this stage in the year.

## Cash-flow

The table below shows the Cash-flow position for the first quarter during which only payroll related costs and related payments were processed through the OBSL Accounts. A more detailed review of the next quarter cash-flow will be undertaken before the next Board report, especially as all operating costs will be undertaken through OBSL from 1<sup>st</sup> July 2014.

Cash-flow	April 2014 £	May 2014 £	June 2014 £	QTR1 2014 £
Planned	89,649	89,649	89,649	268,947
Performance	30,906	29,929	67,966	128,801
Variance	(58,743)	(59,720)	(21,683)	(140,146)

Note: April & May Management Fee paid 1.4.2014 (in advance), June paid 1.6.2014.

The Planned Cash-flow reflects the agreed management fee payments including VAT (ie total payment to OBSL). The variances reported above are mainly due to:

- VAT will be paid over in August hence the monthly variance above reflects VAT received but not yet paid over (approx £15k per month),
- the management fee assumed Support Service Buyback being charged monthly from CEBC, these costs are in the process of being charged (planned for July re Qtr1 and then monthly thereafter),
- Some new company costs forecast in the management were included on a monthly profile, eg marketing, Insurance and external audit costs, these new costs have not as yet been incurred,
- Finally, as reported above, there have been vacancies in the first quarter, hence the actual payroll spend has been lower than planned.

## ORBITAS LTD

## PROFIT &amp; LOSS ACCOUNT AS AT 30th JUNE 2014

BUSINESS UNIT: BEREAVEMENT SERVICES	Annual Budget 2014-15 £	Budget To Date 2014-15 £	Actual To Date 2014-15 £	Variance To Date 2014-15 £	Commitment To Date 2014-15 £	Annual Forecast 2014-15 £	Variance Forecast 2014-15 £	N o t e
<b>1. Reimbursements &amp; Contributions</b>	0	0	0	0		0	0	
<b>2. Sales</b>	0	0	0	0		0	0	
<b>3. Fees &amp; Charges</b>	0	0	0	0		0	0	
<b>4. Rents</b>	0	0	0	0		0	0	
<b>5. Other Income **</b>	(1,171,789)	(224,119)	(224,119)	0		(1,171,789)	0	Agreed Management Fee
<b>SALES</b>	(1,171,789)	(224,119)	(224,119)	0	0	(1,171,789)	0	
<b>1. Direct Employees</b>	605,436	151,308	114,642	(36,666)	31	530,319	(75,117)	Vacancy Mgt
<b>2. Direct Transport</b>	64,190	306	830	524	7,259	77,329	13,139	
<b>3. Cost of Sales</b>	186,460	0	0	0	12,738	186,460	0	
<b>COST OF SALES</b>	856,086	151,614	115,472	(36,142)	20,027	794,108	(61,978)	
<b>GROSS PROFIT</b>	(315,703)	(72,505)	(108,647)	(36,142)	20,027	(377,681)	(61,978)	
<b>1. Indirect Costs - Employees</b>	149,168	37,292	36,968	(324)		147,741	(1,427)	
<b>2. Indirect Costs - Other Employee Exps</b>	0	0	0	0		0	0	
<b>3. Indirect Costs - Transport</b>	0	0	438	438		2,642	2,642	Employee exps
<b>4. Indirect Costs - External Support</b>	123,347	30,837	27,087	(3,750)	96,260	123,347	0	
<b>5. Indirect Costs - Bank Charges</b>	0	0	0	0		0	0	
<b>6. Indirect Costs - Depreciation</b>	0	0	0	0		0	0	
<b>7. Indirect Costs - Taxation</b>	0	0	0	0		0	0	
<b>8. Indirect Costs - Finance Leases</b>	0	0	0	0		0	0	
<b>9. Indirect Costs - Prof fees Subscriptions &amp; Licences</b>	4,230	0	0	0	0	4,230	0	
<b>10. Indirect Costs - Donations</b>	0	0	0	0		0	0	
<b>11. Indirect Costs - Insurance</b>	1,817	454	0	(454)		0	(1,817)	Insurance for 14-15 paid as set up cost 13-14
<b>12. Indirect Costs - Advertising, Marketing &amp; Hospitality</b>	15,000	3,750	0	(3,750)		15,000	0	
<b>13. Indirect Costs - Premises</b>	0	0	0	0	3,221	0	0	
<b>14. Indirect Costs - Hired &amp; Contracted Services</b>	3,128	0	0	0	7,380	3,128	0	
<b>15. Indirect Costs - Clothing &amp; Uniforms</b>	1,995	0	0	0	0	1,995	0	
<b>16. Indirect Costs - Printing &amp; Stationary</b>	0	0	0	0		0	0	
<b>17. Indirect Costs - Telephones &amp; Mobiles</b>	6,728	0	0	0		6,728	0	
<b>18. Indirect Costs - Postage</b>	0	0	0	0		0	0	
<b>19. Indirect Costs - Other Exps</b>	690	173	3	(170)		690	0	
<b>20. Indirect Costs - Equipment &amp; Materials</b>	8,872	1,479	0	(1,479)		8,844	(28)	
<b>21. Indirect Costs - ICT/Communications</b>	728	0	0	0		728	0	
<b>22. Indirect Costs - Accounting Adjustments</b>	0	0	0	0		0	0	
<b>ADMINISTRATIVE EXPENSES</b>	315,703	73,985	64,496	(9,488)	106,861	315,073	(630)	
<b>1. Other Costs</b>	0	0	0	0		0	0	
<b>OTHER COSTS</b>	0	0	0	0	0	0	0	
<b>OPERATING (PROFIT)/LOSS (BEFORE INTEREST, TAX &amp;</b>	0	1,480	(44,151)	(45,630)	126,888	(62,608)	(62,608)	

\*NOTE: Excludes Premises costs (Assets) &amp; Capital Charges retained by CEC

\*\* NOTE: Management Fee



## FORWARD PLAN - 31 DECEMBER 2014

This Plan sets out the key decisions which the Executive expect to take over the four month period indicated above. The Plan is rolled forward every month. Key decisions are defined in the Councils 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 £500,000.”*

Reports relevant to key decisions, and any listed background documents, may be viewed at any of the Councils 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 the decision 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, at Council Information Centres and Council Offices.

This Forward Plan also provides notice that the Cabinet may decide to take a decision in private. In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, 28 days notice must be given of any decisions to be made in private by the Cabinet, with provision for the public to make representations as to why they should be made in public. In these 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 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 that 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 then please email

Paul Mountford, Democratic Services Officer [paul.mountford@cheshitreeeast.gov.uk](mailto:paul.mountford@cheshitreeeast.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 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 provides for urgent key decisions to be made. Any decision made in this way will be published for these in the same way.

Forward Plan to 31 December 2014

<b>Key Decision and Private Non-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 14/15-15 Fostering Capacity Scheme	To approve proposed amendments to the Council's Foster Carer Capacity Scheme. The amendments will ensure equity of response to all carers under the scheme.	Cabinet Member for Safeguarding Children and Adults	August 2014		Julie Lewis	No
CE14/15-17 Rail North - Governance and Membership	The report will set out the Rail North governance proposition and seek agreement to formally join the Association of Local Transport Authorities (which entitles authorities to become members of Rail North Limited) until February 2016 at which time the position will be reviewed.	Cabinet	2 Sep 2014		Andrew Ross	

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 14/15-4 Alternative Service Delivery Vehicles and Pensions Issues	To determine whether the Council wishes to close access to the Local Government Pension Scheme for new employees of its Alternative Service Delivery Vehicles and instead enrol them in an alternative defined contribution scheme.  If agreed, to authorise officers to take all necessary actions to implement the proposal.	Cabinet	16 Sep 2014			TBC
CE 14/15-5 Alderley Park Investment Fund	To authorise the officers to take all necessary actions to undertake the proposed investment as recommended by the Independent Options Appraisal.	Cabinet	16 Sep 2014			No
CE 14/15-6 Macclesfield Movement Strategy	To approve the scope and timescale for the completion of a 'Macclesfield Movement Strategy', including early prioritisation of schemes and allocation of budget provision for their delivery.	Cabinet	16 Sep 2014		Paul Griffiths	No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 14/15-10 Crewe Northern Growth Corridor and Sydney Road Bridge - Highway Capacity Improvements along the Corridor, including Additional or Replacement Bridge	Strategy of highway improvements from Crewe Green to the A530 to support Local Plan strategic site allocations and committed sites. Decision on preferred option for the structure at this location; authority to forward fund developer contributions and increase CEC contribution; own and maintain a new/modified structure at this location; approve procurement/delivery strategy and grant authority, if required, to enter into agreement /contract with Network Rail Infrastructure Projects for the delivery of the scheme; authority to implement procurement strategy for the delivery of this scheme; commence negotiations for 3 <sup>rd</sup> party land required to deliver the scheme and if necessary to implement a compulsory purchase order; take all other necessary actions to implement the proposal.	Cabinet	16 Sep 2014		Andrew Ross	No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 14/15-16 Cheshire East Energy Supply Company	<p>To approve the selection of the preferred bidder identified through the competitive dialogue procurement process to appoint a delivery partner.</p> <p>To delegate the decision to award the contract to officers in consultation with the relevant Portfolio Holder.</p>	Cabinet	16 Sep 2014			Yes - para 3
CE 14/15-20 Brownfield Site Development	<p>Within Cheshire East there are a number of town centre brownfield sites that are suitably located for housing and commercial development which if delivered would reduce the need for development on green land, however many of these have failed to be delivered.</p> <p>To endorse the approach in relation to Brownfield development with a focus on Macclesfield as a pilot area for research and bid development.</p>	Cabinet	16 Sep 2014		Karen Carsberg	



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 14/15-22 Key Worker Accommodation	To consider an approach to facilitating the inclusion of key workers in housing policy, setting out an interim and formal approach through the planning process. The decision will be to authorise: 1. an interim approach, including the definition of a key worker; 2. officers to carry out the primary research to establish the need for key worker housing provision; 3. the need for key worker housing provision, once established, to be incorporated into the development of the Affordable Housing Supplementary Planning Document.	Cabinet	16 Sep 2014		Karen Carsberg	No
CE 14/15-23 Development of Car Parking Cost Neutral Pricing Policy	To authorise the Head of Communities to develop a cost neutral car parking pricing policy by November 2014.	Cabinet	16 Sep 2014		Stephanie Cordon, Head of Communities	No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 13/14-87 Engine of the North - Development Programme for Housing and Jobs	<p>To authorise Cheshire East Engine of the North, the Council's wholly-owned development company, to undertake all action necessary to:</p> <ol style="list-style-type: none"> <li>1. Dispose of the Council's property assets in order to maximise capital receipts and deliver jobs and homes on an accelerated timescale.</li> <li>2. Approve the disposal for all potential land uses including residential, employment, retail and leisure.</li> <li>3. Maximise the capital receipts and economic benefits by progressing the sites for development.</li> </ol>	Cabinet	14 Oct 2014			No
CE 14/15-7 Poynton Relief Road - Preferred Route Announcement	To approve and protect a preferred route, and to approve ongoing development of the scheme to support a planning application.	Cabinet	14 Oct 2014		Paul Griffiths	No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 14/15-11 Homeless Strategy 2014-17	<p>To authorise the officers to begin a six week consultation phase with the public and professionals, internally, externally and in all sectors (including voluntary and third sector), on the proposed Homeless Strategy, commencing at the end of July 2014. The consultation will be authorised by the Portfolio Holder for Housing and Jobs on 28<sup>th</sup> July 2014.</p> <p>Subject to the outcome of the consultation, Cabinet on 14<sup>th</sup> October 2014 will be asked to approve the Homeless Strategy for adoption.</p>	Cabinet	14 Oct 2014			No
CE 14/15-13 Cheshire East Waste Strategy 2030	To adopt the waste strategy to 2030 which is based on the Environment PDG and Cabinet approved high level objectives, and consulted on with members of the public and local interest groups.	Cabinet	14 Oct 2014		Ralph Kemp	No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 14/15-24 Highway Services Contract - Service Period Extension	In accordance with the terms of the Highway Services Contract, to consider and decide on the possible award to Ringway Jacobs of an extension to the service period of one or two years.  Additionally, to authorise officers to take all necessary actions to implement the proposed outcome.	Cabinet	14 Oct 2014			No
CE 13/14-58 Crewe Deep Geothermal Energy Project	To note the outcomes of the viability studies as endorsed at the meeting on 22 <sup>nd</sup> July 2013.	Cabinet	11 Nov 2014			No
CE 14/15-12 Footpath 53, Step Hill, Macclesfield	To consider the options for the remedial works required to enable the reopening of Footpath 53, Step Hill, Macclesfield which has been closed for a number of years and to authorise the officers to take all necessary actions to implement the agreed way forward.	Cabinet	11 Nov 2014		Denise Griffiths	No

<b>Key Decision</b>	<b>Decisions to be Taken</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>How to make representation to the decision made</b>	<b>Private/ Confidential and paragraph number</b>
CE 14/15-14 Macclesfield Town Centre Housing Strategy	To decide whether to approve and adopt the strategy in light of the public consultation outcome, and to authorise the officers to implement all associated actions and initiatives.	Cabinet	11 Nov 2014	There will be a public consultation exercise in July, the outcome of which will be reported to Cabinet.	Karen Carsberg	No
CE14/15-19 Planning (Building Control) Alternative ASDV	To seek approval to go with the preferred option for the delivery of the Planning Service and authorise officers to take all necessary actions to implement the proposal, including the commencement of the Oracle build.	Cabinet	11 Nov 2014		Angela Davies	
CE 14/15-21 Public Health Sexual Health Service Recommissioning	To grant delegated authority to the Director of Public Health and the Executive Director of Strategic Commissioning, in consultation with the relevant Portfolio Holders, to award a contract for Public Health Sexual Health Services.	Cabinet	11 Nov 2014		Lucia Scally, Manager of strategic Commissioning	No

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE14/15-18 Cheshire Homechoice - Allocation Policy Review	<p>To approve the final version of the Cheshire Homechoice Policy for adoption and authorise officers to take all necessary steps to implement the revised Housing Allocation Policy.</p> <p>Cheshire Homechoice is the Choice Based Lettings Partnership between Cheshire East Council and Registered Providers who allocate Social Housing in Cheshire East.</p>	Cabinet	9 Dec 2014		Karen Carsberg	
CE 14/15-1 Medium Term Financial Strategy 2015-18	To recommend Council to approve the Medium Term Financial Strategy for 2015-18, incorporating the Council's priorities, budget, policy proposals and capital programme.	Cabinet	3 Feb 2015		Alex Thompson	No

## **CHESHIRE EAST COUNCIL**

### **REPORT TO: NEW DELIVERY VEHICLES AND ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE**

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**Date of Meeting:** 4 September 2014  
**Report of:** Head of Governance and Democratic Services  
**Subject/Title:** Work Programme update

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#### **1.0 Report Summary**

- 1.1 To review items in the 2014/2015 Work Programme listed in the schedule attached, together with any other items suggested by Committee Members.

#### **2.0 Recommendations**

That the 2014/2015 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.

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;

10.2 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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## New Delivery Vehicles and Environment Overview and Scrutiny Committee – Draft Work Programme

Upcoming Meetings	Date: 04/09/2014 Time: 10.30am Venue: Committee Suite, Westfields	Date: 02/10/2014 Time: 10.30am Venue: Committee Suite, Westfields	Date: 06/11/2014 Time: 2.00pm Venue: Committee Suite, Westfields	Date: 04/12/2014 Time: 2.00pm Venue: Committee Suite Westfields
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Item	Notes	Lead Officer/ Portfolio Holder	Action to be Taken	Key Dates/Deadlines
Energy Supply Project	To receive a presentation on what the council is trying to achieve and the progress made to date.	Councillor D Brown K Carsberg	presentation	4 September 2014
Fuel poverty				2 October 2014
Waste Management Strategy	To Scrutinise the draft Strategy	R Kemp	Report	4 September 2014
Monitoring ASDV's	To scrutinise the performance of ASDV's. Quarterly reports for ANSA and Orbitas	Councillor D Topping	Quarterly performance reports	4 September 2014
Options Appraisal for Planning Support Company	To give consideration to the options appraisal prior to it being submitted to Cabinet	I Bunn Councillor D Topping	report	2 October 2014
Flood Risk	Under the Flood and Water Management Act 2010, its associated Regulations and expectations of the Pitt Review it is intended that the Council's scrutiny procedure should review work by public sector bodies and essential service providers in order to manage flood risk. Also, that there should be an annual summary of actions taken locally	P Reeves		TBC

## New Delivery Vehicles and Environment Overview and Scrutiny Committee – Draft Work Programme

	to manage flood risk in order to meet the regulations and to implement the appropriate recommendations of the Pitt Review.			
The Role of Parking Services	To develop the role parking services.	S Cordon Councillor D Topping	To give consideration to the options for the service.	TBC
Budget Proposals	To scrutinise the budget proposals for the areas of work which fall within the remit of the Committee (excluding ASDV's)	Councillor P Raynes /D Topping/D Brown	To give consideration to the budget proposals	TBC

### Possible Future items

Quarterly reports for ASDV's  
 Street lighting  
 High speed 2 – briefings  
 Transport Company – Shadow Board  
 Option appraisals for new companies