

# New Delivery Vehicles and Environment Overview and Scrutiny Committee

## Agenda

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**Date:** Thursday, 5th February, 2015  
**Time:** 2.00 pm  
**Venue:** The Tatton Room - Town Hall, Macclesfield SK10 1EA

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

### **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. **Whipping Declarations**

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

4. **Minutes of the Last Meeting** (Pages 1 - 4)

To approve the minutes of the meeting held on 8 January 2015 as a correct record.

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For requests for further information

**Contact:** Katie Small

**Tel:** 01270 686465

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

5. **Public Speaking**

A total period of 15 minutes is allocated for members of the public to make a statement(s) on any matter that falls within the remit of the Committee.

Individual members of the public may speak for up to 5 minutes, but the Chairman will decide how the period of time allocated for public speaking will be apportioned, where there are a number of speakers.

Note: In order for officers to undertake any background research, it would be helpful if members of the public contacted the Scrutiny officer listed at the foot of the agenda, at least one working day before the meeting to provide brief details of the matter to be covered.

6. **Cheshire East Council Energy Framework**

To receive a presentation on the energy framework for Cheshire East.

7. **Quarter 3 Ansa and Orbitas reports** (Pages 5 - 18)

To give consideration to the quarter 3 Ansa and Orbitas reports.

8. **Forward Plan** (Pages 19 - 26)

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

9. **Work Programme** (Pages 27 - 32)

To give consideration to the work programme.

**CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **New Delivery Vehicles and Environment  
Overview and Scrutiny Committee**  
held on Thursday, 8th January, 2015 at Committee Suite 1,2 & 3, Westfields,  
Middlewich Road, Sandbach CW11 1HZ

**PRESENT**

Councillor W Livesley (Chairman)  
Councillor K Edwards (Vice-Chairman)

Councillors G Barton, H Davenport, R Fletcher, M Hardy, A Martin and  
B Murphy

C Allman – Programme Manager  
I Bunn – Principal Building Control and Planning Systems Manager  
L Butcher – Executive Director of Strategic Commissioning  
A Dunstone – Contract and QA Manager  
R Kemp – Commissioning Manager – Waste and Environment  
D Laycock – Project Manager

**39 APOLOGIES FOR ABSENCE**

There were no apologies for absence

**40 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**41 WHIPPING DECLARATIONS**

There were no whipping declarations.

**42 PUBLIC SPEAKING**

There were no members of the public present wishing to speak

**43 MINUTES OF THE MEETING HELD ON 4 DECEMBER 2014**

Consideration was given to the minutes of the last meeting.

**RESOLVED**

That the minutes be approved as a correct record and signed by the Chairman.

#### **44 DEVELOPING THE ENVIRONMENTAL SERVICES HUB**

Consideration was given to a presentation on developing the Environmental Services hub. The presentation outlined:

- The approach
- Key principals
- The need for change
- Key work streams
- Proposed services to be delivered
- Progress to date
- Benefits for Environmental Services
- Benefits from partnering with Bentley
- Key issues

It was intended for the hub to be based in Middlewich, land had been purchased, however planning permission was still required. The site provided excellent links to the rest of Cheshire East, the hub would be a waste transfer site and the headquarters for ANSA.

It importance of working closely with Bentley was noted as the migration was two phased, the timeframe was ambitious and planning permission had still to be sought by both Bentley and the Council.

The authority was committed to providing one Environmental Services Hub for the Borough as it was not practicable to provide two for a borough the size of Cheshire East, Members requested to receive evidence to prove that one hub would be cost effective.

With regard to the lessons learnt, it was agreed that there needed to be full communication with Members and the public. It was noted that an engagement strategy was currently being developed.

**RESOLVED**

That Members receive a cost/benefit analysis of providing one hub for the whole of the Cheshire East.

#### **45 PLANNING SUPPORT COMPANY**

Further to the meeting held on 4 December 2014, the Committee received additional information on the Building Control and Planning Support high level process.

Councillor M Hardy had met with finance officers to discuss the evidence relating to mitigating loss and a cumulative surplus of £90K over 5 years. He felt that the financial need to form a company was proven and the suggested profit over 5 years was conservative, however the management fee should be reviewed annually.

Members agreed that the support services costs appeared to be high, however noted, savings would be made through the transition period and that to compete with the private sector the company would need to be commercial.

Members agreed that the constitution needed to be revised to allow the Council to be more agile.

RESOLVED

1. That the update be received
2. That the final proposals be supported to the Committee prior to Cabinet.

#### **46 ASSESSMENT OF WASTE COLLECTION COMPLIANCE WITH NEW LEGISLATION (TEEP)**

Consideration was given to the Assessment of Waste Collection of compliance with new legislation (TEEP). Under the revised Waste Framework Directive in respect to the Waste (England and Wales) regulations 2011, Regulation 13 required the separate collection of recyclable glass, metal, paper and plastic from householders from January 2015. Therefore as a Council that collects dry recyclables in one silver bin, it would need to be demonstrated that it would be unnecessary and uneconomic to switch to a separate collection and that the quality of the processed recycling streams being produced through the contract with UPM was of the same as if it had been kerbside sorted. The report demonstrated that there was no necessity to collect the materials separately and that it was not technically, environmentally and economically practicable (TEEP) to do so. It was highlighted that this would need to be reviewed if the Council decided to collect food waste.

RESOLVED

That Cabinet be recommended to accept the TEEP Assessment.

#### **47 FORWARD PLAN**

Consideration was given to the areas of the forward plan which fall within the remit of the Committee.

RESOLVED

That the forward plan be noted.

#### **48 WORK PROGRAMME**

Consideration was given to the work programme.

RESOLVED

That an update on the energy company be brought to the next meeting.

The meeting commenced at 2.00 pm and concluded at 4.15 pm

Councillor W Livesley (Chairman)

# Report

## **REPORT TO: New Delivery Vehicles and Environment Overview and Scrutiny Committee 05/02/14**

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**Date of Meeting:** 5 November 2014  
**Report of:** Ralph Kemp Strategic Commissioning  
**Subject/Title:** Quarter 3 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 third quarterly reports to commissioning and scrutiny for 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.

#### **Ansa Environmental Services**

5.2 In this third quarter Ansa Environmental Services reports anticipated annual costs within the agreed management fee. In doing so it is set to deliver the agreed £1.3 million of savings negotiated in the management fee for the first year.

5.3 The report does continue to highlight three areas of pressure that ANSA has absorbed as part of the service delivery. These relate to savings associated with the garden waste shut down, the discount on green waste additional bins and a pressure associated with providing new / replacement bins which has increased this year beyond budget expectations.

5.4 We are investigating with Ansa the 30% rise in requests for new and replacement bins. To this end we are working with the web team, call centre and Ansa bin delivery staff to ensure bin replacements are done as a result of a genuine need as opposed to for example because they are old/dirty or if it is a regular request from the same property. Bins in the past were rolled out as part of large scale introduction programs and hence we have assessed the age of bins in use and the need for capital replacement on a request basis in

# Report

future years. Finally we are working to pass on costs for bin supply at new large scale property developments to developers, through a charge for bins to the developer as in the case in many local authorities. This will be subject to a future portfolio holder decision on 26th Jan 2015.

- 5.5 The company continues to provide a high level of service reporting a green status on the contractual performance indicators. The commissioning team is currently working to fine tune the specification and KPI's as required by the contract in this first year.

## Orbitas

- 5.6 In this third quarter Orbitas is forecasting that it will deliver services within the management fee at an operating profit before tax of £55,000.
- 5.7 In the period 1<sup>st</sup> April to 30<sup>th</sup> Nov 2014 Orbitas has seen an increase in burials and cremations slightly above the three year average. This is against a slight decrease in the number of deaths registered compared with the previous year.
- 5.8 The rise in burials and cremations has resulted in the year to date figure for this element of Orbitas income being £42,000 ahead of the expected budget position. It has also improved the end of year forecast for income against the Bereavement Services budget. This is now projecting a reduced income which relates to the lower than expected death rate of £122,000 compared with the quarter two forecast of £179,000. This is against a net budget of £1.3m. It is anticipated in the final quarter this income gap can be closed further.
- 5.9 The company remains compliant with its other key performance indicators. As part of the contract requirements the commissioning team is currently working to fine tune the specification and KPI's as required by the contract in this first year.

## 6.0 Access to Information

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

Name: Ralph Kemp

Designation: Corporate Manager Commissioning - Waste and Environmental Services

Tel No: 01270 686683

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

**Ansa Environmental Services Ltd**

**Cheshire East Council – Scrutiny Update**

**THIRD QUARTER FEEDBACK REPORT**

**Quarter 3**

**October – December 2014**

**Ansa Environmental Services Ltd**

**PERIOD** | October 2014 – December 2014

**PROGRESS TO DATE** | **Successes and events**

- Children from schools across Cheshire East attended a series of fun and interactive events during September and October where they found out more about the role of a 'Junior Recycling Officer' and were given the opportunity to take part in fun games to learn more about recycling.

Events were held in Crewe, Congleton and Macclesfield and the JROs are now working with our Waste Education Officer and their teachers to raise awareness of recycling within their schools in preparation for the Junior Recycling Officer of the Year event in March 2015.



- Ansa staff supported the planting of a million bulbs during this period at over 100 sites across Cheshire East including town centres, highway verges and major parks which could see flowers blooming from the end of February until early May dependent on the weather.
- A number of very successful school events have been held including –a Recycling Assemblies for a variety of primary schools in the borough reaching out to over 100 pupils. We also supported a Year 7 Recycling Challenge for 181 pupils at Malbank High, Nantwich

### Communications

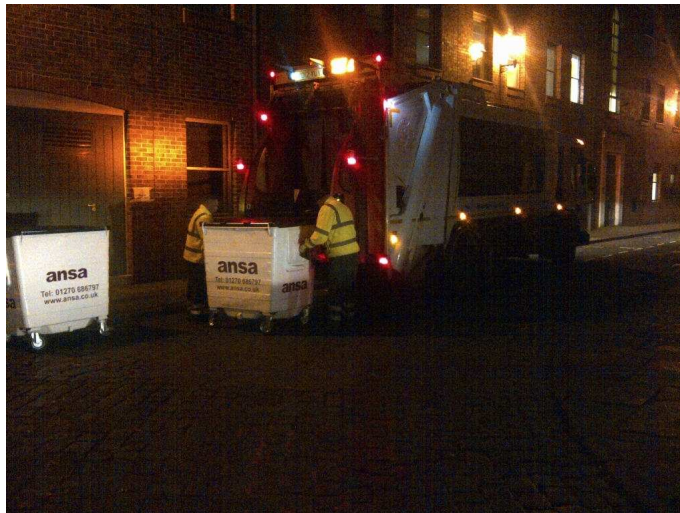
- Our Waste Reduction Volunteers have been busy this autumn. They attended the student survival day event at Reaseheath College to talk to students about 'Love Food Hate Waste'. The event was very busy and the WRVs engaged with students about using leftovers, storing food correctly, planning their shopping etc.
- The Waste Reduction Volunteers also attended a Health & Well being Fair at Nantwich Civic Hall last week organized by Crewe & Nantwich Senior Forum.

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- Our communications team have been preparing the Christmas Waste Awareness Campaign which will be the reduction of food waste at Christmas as well as general Christmas recycling using the silver recycling bin that residents have at home. Key messages are, Reduce food waste this Christmas with Love Food Hate Waste , Use Silver recycling bin for additional Christmas waste such as wrapping and cards, Carry on Composting this Christmas- compost your festive fruit and winter vegetable peelings.

## Commercial Activities

- November saw Ansa taking its first steps into the collection of waste from Cheshire East facilities. The launch of this commercial service, involved new routes being developed which we hope to build upon in the New Year. Ansa logoed commercial bins are now advertising our services across the borough.



- LGV training continues to be developed.
- A new opportunity has arisen which has seen us hire out our event trailer to third parties.

## Staffing

- Ansa's own Apprenticeship Scheme was launched at the Apprentice Open Day event in November. Priority is being given to providing placements for young people in or leaving care and we are working with Children's Services at Cheshire East to promote the scheme.
- As part of our approach to health and wellbeing we offered all our employees the chance to get a flu vaccination free of charge.
- A number of our managers took part in the Movember campaign by starting off clean shaven on 1<sup>st</sup> November and then growing moustaches for the full month. Other staff also played their part by contributing to the collection.

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## PERFORMANCE

### Contract Based Key Performance Indicators (KPIs)

1. **Increase customer satisfaction** – to be reported annually.
2. **Maintain waste prevention volunteers** – Based on initiative established within CWAC and CEC shared service.

Target - 25

Current Number of Volunteers - 28

Community Volunteers – In excess of 250

Hours Secured Mid-Year – In excess of 4000hrs

Status – GREEN

3. **Maintain reuse of household waste at a minimum of 977t** – waste predominantly collected from civic amenity sites and separated out for re-use. (Qtr 2 position, Qtr 3 data will be available in Qtr4)

Target – 977t

Mid-Year position – 587t

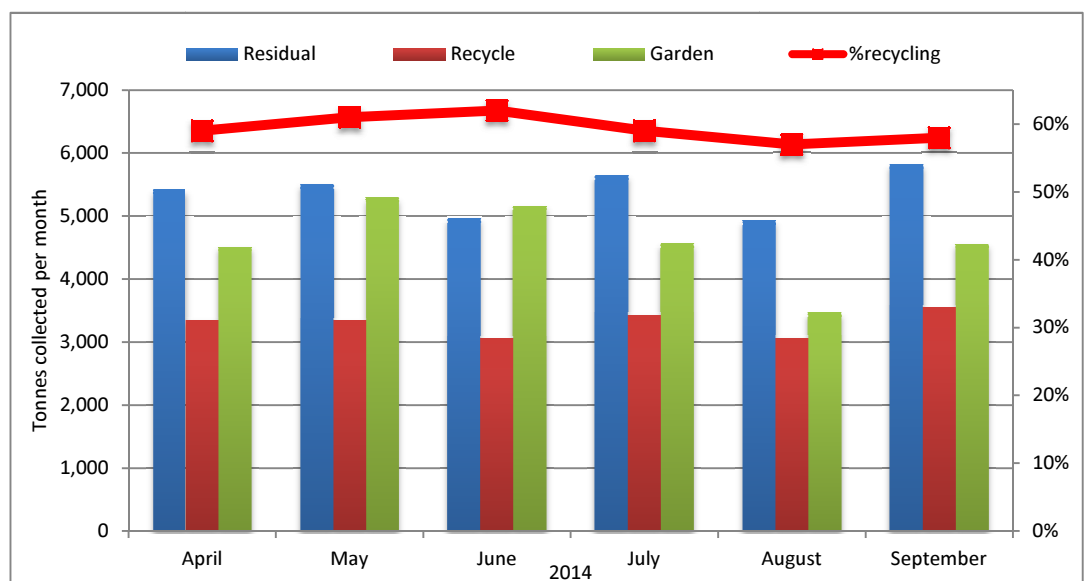
Status - GREEN

4. **Continue to exceed national recycling target (50%) and current performance levels (2013/14) of 54%.** (Qtr 2 position, Qtr 3 data will be available in Qtr4)

Target – >54%

Mid-Year position – 58.6%

Status - GREEN



5. **Maintain the percentage of Local Authority collected residual waste sent to landfill** – historically 100% but reduced during 2013/14 to 57% following waste to energy initiative.

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(Qtr 2 position, Qtr 3 data will be available in Qtr4)

Target – <57%

Mid-Year position – 24.8% (part year result)

Status – GREEN

- 6 Maintain at least four Green Flag Awards ( in conjunction with Orbitas for Sandbach cemetery)** (CEC currently have seven, four of which are controlled by Ansa - Bollington Recreation Ground, The Moor, Knutsford and Congleton Park.)

Target – >4

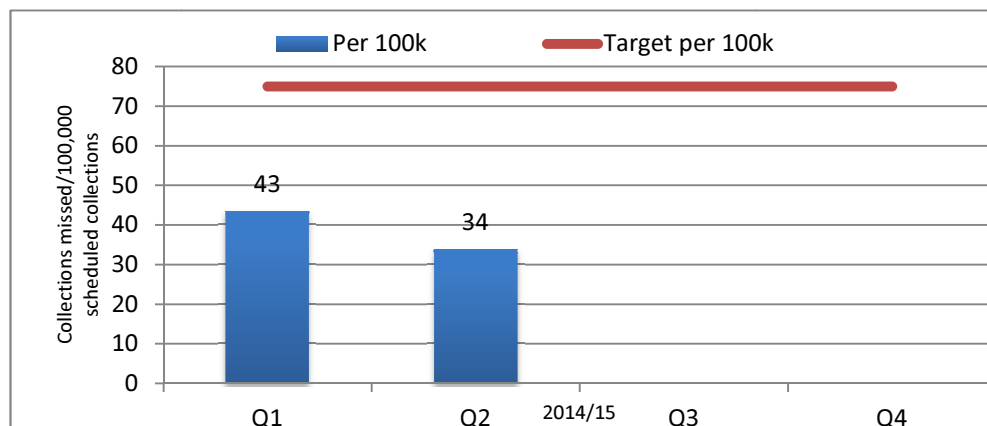
Mid-Year position – 4 currently secured.

Status – GREEN

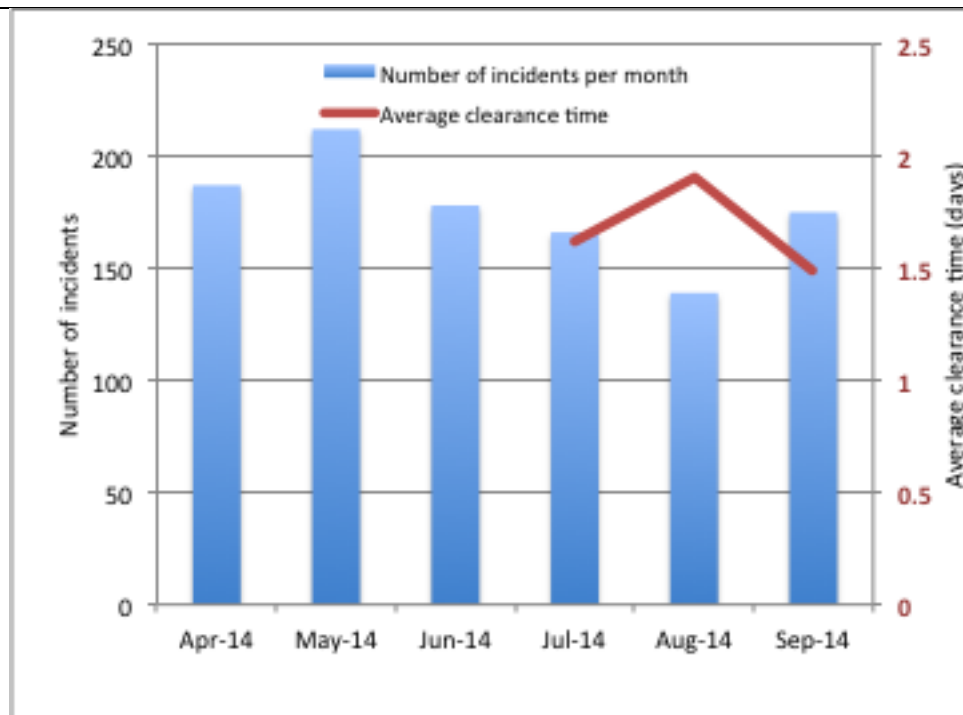
## Operational Performance Indicators

- 6. Missed collections** - the proportion of collections completed as scheduled during Q1 was 99.957%. In Q2 we worked with crews to further improve performance increasing completed collections to 99.964%.**(Qtr 2 position, Qtr 3 data will be available in Qtr4)**

The graph shows 2014/15's missed collection performance.



- 7. Flytipping performance** – in Q2 a total of 480 fly tipping incidents were reported compared to 577 in Q1. Ansa continue to carry out Waste Awareness/Prevention activities. **(Qtr 2 position, Qtr 3 data will be available in Qtr4)**



- **Waste Strategy** – Ansa has actively supported and contributed to the development of the Council's Waste Strategy.

## FINANCES

- The Ansa Ltd Management Fee for 2014/15 is £25.5m (amended to reflect transfer of HWRC Contract costs back to CEC) and is **net of annual policy savings of £1.3m**, covering efficiency, contract and new company savings which based on the latest forecast are reported as delivered.
- Based on information to November, Ansa is on track to deliver the identified savings of £1.3m along with a further surplus once the absorbed costs associated with are resolved:
- Green Waste suspension
- Ansa incurring the cost of Green Waste
  - providing new and replacement bins

**Cheshire East Council – Scrutiny Update**

**THIRD QUARTER FEEDBACK REPORT**

**Quarter 3**

**October – December 2014**

# Report

## 1.0 INTRODUCTION

- 1.1 Orbitas is committed to continuous improvement and excellence in all that it influences and delivers. This report gives summary and detailed information on how we are performing financially and against the contract based Key Performance Indicators, KPIs); with other operational matters during the first three quarters of 2014/15.
- 1.2 Section 1 of this report provides details of the company's financial performance for mid year.
- 1.3 Section 2 provides a summary of the key non financial performance update.
- 1.4 Section 3 looks at the operational side of the business, during the first nine months since Orbitas was formed.

## 2.0 SECTION 1 – FINANCIAL INFORMATION

The table below shows the combined summary financial position for Orbitas, Bereavement Services Limited (OBSL) including the Electrician Service, for the 8 month period ended November 2014 and also the year end forecast:

	<b>Qtr3 2014-15 £'000</b>	<b>Forecast 2014-15 £'000</b>
Income	(877)	(1,244)
Gross Profit	(483)	(519)
Operating Profit before Tax	(250)	(55)

As reported above this shows a forecast operating profit of £55k for the year.

### Income

#### Bereavement 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>YTD Nov14 Target (£'000)</b>	<b>YTD Nov14 Actual (£'000)</b>	<b>YTD Nov14 Var (£'000)</b>	<b>Forecast 14-15 (£'000)</b>
Contractor Generated Income	(2,405)	(1,444)	(1,486)	(42)	(2,283)

At the end of November, performance against profiled budget is showing a favourable variance of £42,000. Overall the number of cremations to date is slightly above the same period last year however Burials/Rights of Burial are slightly down.

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## 3.0 SECTION 2 – Key Performance Indicators (KPIs)

### 3.1 Maintain three year average level of cremations carried out

Target – 2690

Average (April – November) – 1709

Actual (April – November) - 1740

Status – GREEN

### 3.2 Maintain three year average level of interments carried out

Target – 356

Average (April – November) – 242

Actual (April – November) – 225

Status – AMBER

### 3.3 Ministry of Justices Fines

Target – 1 or less

Actual – Nil

Status – GREEN

### 3.4 Number of exhumations due to erroneous burial

Target – 3 or less

Actual – Nil

Status – GREEN

### 3.5 Number of Local Government Ombudsman complaints upheld 2 or less

Target – 2 or less

Actual – Nil

Status – GREEN

### 3.6 ICCM Charter for the Bereaved Achievement

Target – Silver or Gold

Actual – Gold

Status – GREEN

### 3.7 Attain Green Flag Award at Sandbach cemetery (2014 only)

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Target – Green Flag at Sandbach Cemetery

Actual – Green Flag status achieved with an 80+ score

Status – **GREEN**

- 3.8 In relation to KPIs 1 and 2 it should be noted that there were a total number of 1965 burials and cremations undertaken during the period 1<sup>st</sup> April to 30<sup>th</sup> November. This compares with the three year average during the same period of 1951, an increase this year of 14.
- 3.9 The above paragraph should be looked at in respect of the number of deaths registered within Cheshire East during 1<sup>st</sup> April to 31<sup>st</sup> October 2014 and the same period during 2013 ie 1953 and 2015 respectively, a decrease of 62.
- 3.10 The above KPIs were set by Cheshire East, however Orbitas believes that it should be demonstrating further its competitiveness, efficiency and cost effectiveness. Orbitas is therefore participating in the APSE Performance Network to allow us to compare performance of our services on cost, quality, environmental and productivity and outcomes with the performance of other Local Authority Bereavement Services throughout the UK. This information will not only be used for internal performance reporting, target setting, informing priorities and budgeting but also to highlight areas of improvement over time. Within Orbitas we strongly believe that any effective business change needs to be underpinned by data intelligence, to establish a starting point and identify future targets. By being part of the performance network we expect to be able to identify more readily achievable cost savings along with innovative approaches to service delivery as well as identifying value for many for all of our stakeholders.

## 4.0 OPERATIONAL MATTERS

### 4.1 Absence Monitoring

#### **HR Report on Sickness Absence – Quarter 3: 2014/15**

Overall sickness is lower this quarter in comparison to last year.

### 4.2 Events

- 4.2.1 APSE Performance Seminar – This was held at Blackpool and was about how better to understand performance to help make critical decisions. The plenary session was followed by Workshops, one of which was the Cemetery and Crematorium workshop, which raised a lot of issues on the bench marking scheme, to which Orbitas is now committed.
- 4.2.2 Tree of Light – The annual Tree of Light Festivals were once again a huge success, with over two thousand people attending, at Sandbach, Crewe and Macclesfield. The feedback from the people who were there, was that it was the “best yet”. A tribute to the hardwork that the staff put in to make these events happen.
- 4.2.3 Remembrance Walk (Macclesfield Cemetery) – Once again Fiona Ware’s annual walk of the war graves in Macclesfield cemetery was fully attended, and her detailed knowledge of the graves in the cemetery was extremely appreciated by everyone present.

### 4.3 Projects

- 4.3.1 The Valley Project (Macclesfield) - Following recent meetings, where the Client, and Assets were in attendance, it has been agreed that the Valley will be transformed into a Bog Garden, with a stream running through it. The dam will be restored, although the bridge will not be rebuilt. The Client has advised that a bid will be made to WREN for a grant to enable paths to be built and also benches.

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- 4.3.2 Refurbishment of Crewe Crematorium – A planning application has now been submitted, once approval has been given, (there does not appear to be any contentious issues), tender documents will be sent out. The target start date is May with a finish date of September. During this period the Crematorium will be operating a three day week to allow long week end working. An analysis of the number of cremations undertaken during this period shows that we will still not be at full capacity+.
- 4.3.3 4.7.4 Alderley Edge Memorial Garden – Work has been carried out by Orbitas staff and the Probation Services to cut back an area, previously unused, at Alderley Edge cemetery to enable an memorial garden to be established. The initial plan is to divide the garden so that one third is dedicated to children with the other two thirds being for adults. Whilst the renovation work was being carried out asbestos was found in the area, this has subsequently been removed.
- 5.0 Improvement to Services**
- 5.1 Orbitas Local Funeral Service – A draft of the tender documents including specification has been given to (Ansa) procurement for them to draw up a Local Funeral Service Tender. It is anticipated that this will be advertised early in the New Year
- 5.2 Certification of Funeral Directors – a non-compulsory scheme which, if Funeral Directors meet the criteria, can be a part of. It will mean that when staff are asked to recommend a Funeral Director they will be given a preferred list, all of whom will be members of the Certification Scheme.
- 5.3 Licensing Scheme for Monumental Masons – This is a revision of the existing scheme, all monumental masons wishing to work in the Council's cemeteries must have a Licence to Operate, which means that they agree to conform to the criteria set out in the scheme

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## FORWARD PLAN TO 31 MAY 2015

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 May 2015

Key Decision and Private Non-Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 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
CE 14/15-28 Commissioning of 5-19 Healthy Child Programme (School Health Service)	To authorise officers to take all necessary actions to follow the procurement process re: the commissioning of 5-19 years Healthy Child Programme (School Health Process), including delegated authority to Portfolio Holders, the Director of Public Health and the Executive Director of Strategic Commissioning to award and conclude the contractual documentation with the successful tenderer.	Cabinet	3 Feb 2015		Jane Branson	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 14/15-29 Crewe Town Centre Regeneration Delivery Framework	To consider recommendations on a regeneration framework for Crewe town centre.	Cabinet	3 Feb 2015		Jez Goodman	No
CE 14/15-37 Cheshire East Council Energy Framework	To endorse and approve the proposed Energy Framework for Cheshire East.	Cabinet	3 Feb 2015			No
CE 14/15-45 School Funding Formula 2015-16	To authorise officers to implement the 2015-16 Schools Funding Formula.	Cabinet Member for Safeguarding Children and Adults	February 2015		Fintan Bradley, Head of Strategy, Planning and Organisation	No
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	3 Mar 2015		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 14/15-41 Congleton Lifestyle Offer	<p>To note the outcome of assessments and consultation to date and approval to:</p> <ol style="list-style-type: none"> <li>1. Progress the modernisation of the existing leisure facilities by undertaking all required consultation, supporting assessments and studies to develop a detailed design; and</li> <li>2. Delegate all necessary powers to the Executive Director for Strategic Commissioning to undertake procurement of a delivery partner and progress the scheme to a submission of a planning application.</li> </ol>	Cabinet	3 Mar 2015			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 14/15-44 Energy Procurement - Corporate Buildings, Street Lighting and Schools	To seek agreement to use the procurement method recommended.  To appoint West Mercia Energy as the preferred provider.	Cabinet	3 Mar 2015			No
CE 14/15-47 Community Equipment Service - Provision of Larger Equipment	To authorise officers to take all necessary actions to procure two equipment framework agreements. One framework will be to enable the purchase of adult equipment. The second framework will be to enable the purchase of children's equipment.	Cabinet	3 Mar 2015			No
CE 14/15-43 Digital Customer Services	To authorise officers to take all necessary actions to implement the future 'digital by design' operating model for customer contact.	Cabinet	31 Mar 2015		Paul Bayley	No
CE 14/15-46 Determination of Local Authority Co-ordinated Scheme and Admission Arrangements	To approve the Local Authority's Co-ordinated Scheme and Admission Arrangements for 2016/17.	Cabinet	31 Mar 2015		Barbara Dale	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 14/15-33 Strategic Asset Management Plan	To accept the new Strategic Asset Management Plan and authorise the officers to take all necessary actions to implement it.	Cabinet	28 Apr 2015		Julian Cobley	No
CE 14/15-38 Cheshire East Housing Strategy 2016-2021	Initially to authorise officers to release a draft version of the Strategy for public consultation.  Subject to the consultation response, ratify the Strategy and authorise officers to implement all initiatives and actions contained therein.	Cabinet	28 Apr 2015		Karen Carsberg	No
CE 14/15-48 Alderley Park Development Framework	To consider the outcome of the public consultation and approve the use of the Development Framework for development management purposes.	Cabinet	28 Apr 2015		Adrian Fisher, Head of Planning and Policy	No
CE 14/15-42 Cheshire East Indoor Facility and Playing Pitch Strategies	To adopt both the Indoor Facility and the Playing Pitch Strategies in support of the Council's Local Plan.	Cabinet	28 Apr 2015		Mark Wheelton	No

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## CHESHIRE EAST COUNCIL

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

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**Date of Meeting:** 5 February 2015  
**Report of:** Head of Corporate Resources and Governance  
**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

Upcoming Meetings	Date:5/02/2015 Time: 2.00pm Venue: Macclesfield Town Hall	Date: 5/03/2015 Time:2.00pm Venue: Westfields, Sandbach		
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Item	Notes	Lead Officer/ Portfolio Holder	Action to be Taken	Key Dates/Deadlines
Planning Support Company	Further to the meeting held in December, to receive an update and feedback from Meeting re: Finance issues	I Bunn/C Simpson/L Butcher Councillor D Stockton	presentation	ongoing
Developing the Environmental Services Hub	To receive a presentation	L Butcher D Topping	presentation	Ongoing
Monitoring ASDV's	To scrutinise the performance of ASDV's. Quarterly reports for ANSA and Orbitas	Councillor D Topping	Monitoring ASDV's	5 February 2015
CEC Energy Framework	update		Presentation	5 February 2015
Speed Limit Review (20mph near schools, 40mph in rural areas and consistent speed limits on other roads)	Possible Task and Finish	Councillor D Topping	Task and finish	5 March 2015
Flood Risk	Under the Flood and Water Management Act 2010, its associated Regulations and expectations of the Pitt Review it	P Reeves Cllr D Topping	report	5 March 2015

## New Delivery Vehicles and Environment Overview and Scrutiny Committee

	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 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 of parking services.	S Cordon Councillor D Topping	To give consideration to the options for the service.	TBC

### Possible Future items

Street lighting

Transport Company – Shadow Board

Option appraisals for new companies