

Jobs, Regeneration and Assets Overview and Scrutiny Committee

Agenda

Date: Monday, 21st November, 2016
Time: 2.00 pm
Venue: Committee Suite 1,2 & 3, Westfields, Middlewich Road,
Sandbach CW11 1HZ

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

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

1. Apologies for Absence

2. Minutes of Previous meeting (Pages 3 - 6)

To approve the minutes of the meeting held on 24 October 2016.

3. Declarations 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

4. Public Speaking Open Time Session

For requests for further information

Contact: Mark Nedderman

Tel: 01270 686459

E-Mail: mark.nedderman@cheshireeast.gov.uk with any apologies

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, it would be helpful if members of the public notified the Scrutiny Officer listed at the foot of the Agenda at least one working day before the meeting with brief details of the matter to be covered.

5. **Houses of Multiple Occupation (HMOs)** (Pages 7 - 10)

To consider a report of the Executive Director Place.

6. **Work Programme** (Pages 11 - 16)

To review the current Work Programme

7. **Forward Plan** (Pages 17 - 28)

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

CHESHIRE EAST COUNCIL**Minutes of a meeting of the Jobs, Regeneration and Assets Overview and Scrutiny Committee**

held on Monday, 24th October, 2016 at Committee Suite 1,2 & 3, Westfields, Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor H Wells-Bradshaw (Chairman)

Councillors S Brookfield, C Browne, T Dean, B Dooley, B Roberts and S Edgar

Apologies

Councillors D Bebbington

37 ALSO PRESENT

Frank Jordan - Executive Director – Place
Andrew Round - Director of Growth and Regeneration
David Malcolm - Head of Planning (regulation)
Julian Cobley – Managing Director the Skills & Growth Company
Mark Thompson – East Cheshire Engine of the North

38 MINUTES OF PREVIOUS MEETING

RESOLVED – That the minutes of the meeting held on 18 July 2016 be confirmed as a correct record and signed by the Chairman.

39 DECLARATIONS OF INTEREST

Councillor Beverly Dooley declared a pecuniary interest in respect of item 7 - Engine of the North - on the grounds that she owned land to the South of Macclesfield. She took no part in the proceedings in respect of this matter.

Councillor Tony Dean declared a non- pecuniary interest in respect of item 8 – relating to the Skills and Growth Company.

40 DECLARATIONS OF PARTY WHIP

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

41 PUBLIC SPEAKING TIME/OPEN SESSION

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

42 CIVICANCE

The Committee considered a report of the Head of Planning (regulation) on the progress and performance of Civicance Ltd for the first half of 2016/17.

Activity across the business had continued to be busy. Some of the highlights included over 3000 planning applications being resgistered; 1350 building regulation applications; responding to 60 dangerous structures; and handling over 4800 land charge search requests.

Building control remained a challenging competitive market, however work was now undertaken on a daily basis for Staffordshire Moorlands and High Peak District Councils.

In response to a question about the timeframe to implement quality assurance measures, David Malcolm informed the committee that this was covered in the improvement plan and would be in the next 3 months, although he expected that there would be a requirements to provide more training for staff for instance in connection with validation check lists which were now out of date.

In response to a query seeking clarification as to why the planning portal did not currently indicate when a planning application had been 'called-in' by a Member of the Council, David explained that there was no reason why this could not be achieved and that the subsequent decision could also be communicated to the member concerned.

RESOLVED –

- (a) That the performance report be received and noted;
- (b) That David Malcolm be invited back to this committee in six months time to provide an update on the implementation of quality assurance measures.

43 EAST CHESHIRE ENGINE OF THE NORTH

The Committee considered a report of the Director of Growth and Regeneration on the performance of the East Cheshire Engine of the North Alternative Service Delivery Vehicle.

Andrew Round informed the Committee that the contractual arrangements with Engine of the North differed from other ASDVs at the Council in that Engine of the North did not have a revenue budget. Instead, virtually all of its activity was capitalised because its primary purpose was to generate capital receipts.

A list of draft key performance indicators were presented to the Committee. These would be reviewed after one year. It was noted that the delivery programme had slipped one year.

The committee raised a number of questions about the performance of Engine of the North. Members were informed that there was a high risk to much of the business dealings of Engine of the North which resulted from managing a complex development programme

RESOLVED

- (a) That the report be received;
- (b) That The Strategic Director Place be requested to report back to this committee in the new year with additional information on:
 - Whether the Council is providing Engine of the North with a clear brief to meet the Key Performance Indicator targets;
 - Whether expectations around Capital receipts are realistic and if not, whether they should be re-set.

44 **SKILLS AND GROWTH COMPANY**

The Committee considered a report of the Strategic Director Place on the performance of the Skills and Regeneration Company which had begun trading in April 2016.

A comprehensive performance framework had been included in the contract between the Council and the company with performance measures agreed and aligned to eight company priorities.

The Committee concluded that it was too early to properly assess the performance of the company and suggested that a further performance report be submitted in April 2017.

RESOLVED

- (a) That the report be received;
- (b) That the Executive Director Place be requested to submit a performance report to this committee in April 2017

45 **WORK PROGRAMME**

The Committee reviewed its work programme.

RESOLVED – That the following amendments be approved:

- That the item relating to CIL be programmed in the first instance for February 2017 to consider draft proposals and final proposals being submitted in September 2017;
- That the item relating to LEP be deleted and that a Member briefing be arranged setting out the functions of the LEP including details of its work programme and business plan;
- That the item relating to Lifelong learning be dealt with at the 21 November 2016 meeting;
- That an update be provided on credit unions;
- That the item relating to HMOs be dealt with at the 21 November 2016 meeting;
- That the item relating to Crewe Town Centre Regeneration be dealt with in January 2017;
- That the item relating to Macclesfield Town Centre Regeneration be dealt with in March 2017

46 **FORWARD PLAN**

The Committee considered the current forward plan.

RESOLVED – That the forward plan be received and noted

The meeting commenced at 2.00 pm and concluded at 3.28 pm

Councillor H Wells-Bradshaw (Chairman)

CHESHIRE EAST COUNCIL

Jobs, Regeneration and Assets Overview and Scrutiny Briefing Paper

Date of Meeting:	21 November 2016
Report of:	Housing Standards & Adaptations Manager
Subject/Title:	Houses in Multiple Occupation
Portfolio Holder:	Councillor Ainsley Arnold

Introduction

1. The private rented sector has recently seen rapid growth and is now the second largest tenure behind home ownership. It offers a flexible form of tenure and meets a wide range of housing needs. It contributes to greater labour market mobility and is increasingly the tenure of choice for young people. Cheshire East plays an essential role in quality assurance in this sector, and is committed to ensuring that existing housing is of good quality and provides a safe and warm environment in which people can thrive. This and other growth, regeneration and community priorities in Cheshire East are vital to promoting a strong 'sense of place' for our residents and businesses, and play a key role in driving new investment and jobs.
2. Houses in multiple occupation (HMOs) are a vital component of our housing offer, providing accommodation for tenants who are unable to afford to rent a self contained property, or who enjoy the flexibility that renting a room in a property offers to them.
3. A HMO is defined under sections 254 and 257 of the Housing Act 2004. An HMO can be a building or part of a building if it is:
 - Occupied by 3 or more people who form more than one household, and where those people share (or lack) one or more basic amenities, such as a WC, personal washing and cooking facilities; or
 - A converted building containing one or more units of accommodation that **do not** consist entirely of self-contained flats. There is no requirement that the occupiers share facilities; or
 - A converted building consisting entirely of self-contained flats, where the building work undertaken in connection with the conversion did not comply with the 1991 Building Regulations, and more than one third of the flats are occupied under short tenancies.
4. The following types of property are considered as HMOs:
 - **Shared houses**, for example, a house shared by a group of friends, students or individuals unknown to each other where there is some sharing of amenities
 - A house divided into individual **bedsits**, for example, each bedsit may have its own cooking facilities, but the bathroom is shared.
 - A **flat in multiple occupation**, for example, a converted or a purpose built flat which is occupied by two friends and they share a kitchen and a bathroom. The rest of the building may contain flats in single occupation.
 - **Partial conversions**, for example, floor by floor lets, where each floor of a house may be let separately and be provided with cooking and bathroom facilities, but the building has not been fully converted or separated into individual flats, each with its own entrance. There may or may not be other fully converted flats in the building.
 - **Fully self-contained flats** which do not meet the 1991 Building Regulations standard.

Mandatory HMO Licensing

5. Some larger HMOs require a licence to be issued by the local housing authority. Licensing is mandatory for all HMOs which have 3 or more storeys, with 5 or more occupants forming more than one household. The licensing process considers whether the property is suitable to be occupied as a HMO, taking into account the number, type and quality of amenities, whether the licence holder and/or manager is a fit and proper person, and the management arrangements for the property. Applicants must pay a licence fee which covers the reasonable cost of processing the licence application, and the licence lasts up to 5 years. Licence holders must apply to renew a licence; there is no automatic renewal process.
6. Mandatory conditions of licences are enforced, including annual gas safety certificates, ensuring electrical appliances and furniture are safe, smoke alarms are in proper working order, and tenancy agreements for tenants.
7. In a Government consultation paper issued on 18 October 2016, the Department for Communities and Local Government (DCLG) confirmed its decision to extend the scope of mandatory licensing of HMOs in England, subject to parliamentary approval. The significant change is that the Government intends to remove the existing 'three storey' rule so that all HMOs with 5 or more occupants will require a licence. A separate briefing paper for Members is being circulated seeking views in order to formulate our response.
8. It is proposed that the extended mandatory licensing scheme will commence in 2017. There will be a grace period of six months for landlords to apply for a licence; after the grace period has ended it will be an offence to operate an unlicensed HMO.

Additional HMO Licensing

9. Part 2 of the Housing Act 2004 gives a discretionary power to local authorities to designate areas where smaller HMOs are also required to be licensed. The designated area can be the whole or part of the authority area. The authority must consider that a significant proportion of the HMOs are being managed sufficiently ineffectively so as to give rise to, or be likely to give rise to, problems for either the occupiers or the local community.
10. The first step to implementing an additional HMO licensing scheme is to ensure that it is consistent with the authority's Housing Strategy, and the approach is co-ordinated in dealing with homelessness, empty properties and anti-social behaviour in the private rented sector. The authority should consider other schemes and strategies that can be adopted that could achieve the same objectives that a designation scheme may achieve. It is important that collaborative working is in place so that an additional licensing scheme is able to form part of a wider strategic solution to housing and social problems in the designated area.
11. Any designation will need to pass a strong evidential test. Evidence specific to HMOs should include:
 1. Complaints received about housing conditions
 2. Category 1 and 2 hazards
 3. Known cases of overcrowding
 4. ASB, noise and nuisance incidents
 5. Enforcement action undertaken
 6. Waste complaints
 7. Management complaints
 8. Protection from eviction / harassment cases and interventions

12. The local authority must undertake a structured consultation exercise for a minimum of 10 weeks prior to designating an area for additional licensing.
13. A General Consent approved in March 2015 has removed the requirement for the Secretary of State to approve an additional licensing scheme, and it is for the local authority to approve the designation.

Selective Licensing in the Private Rented Sector

14. Part 3 of the Housing Act 2004 introduced a discretionary power to introduce a scheme to license private rented properties in a local authority area. The authority can designate the whole or any part or parts of the area as subject to selective licensing. HMOs in the designated area that are already subject to mandatory licensing would be exempt from a selective licensing scheme, but unlicensed HMOs would be equally liable to licensing as any single-let property in the designated area.
15. Selective licensing was introduced to assist in the regeneration of areas which have a high proportion of private rented properties (in excess of 19% of the housing stock in that area) and are suffering from one or more of the following:
 1. low housing demand, taking into account property values, turnover, number of properties for sale or rent, void periods, and vacant stock,
 2. significant and/or persistent levels of anti-social behaviour within the curtilage or immediate vicinity of the rented property,
 3. poor property conditions, considering the age and visual appearance of properties, and whether a review of housing conditions would warrant a significant intervention,
 4. high levels of migration from other areas as well as overseas, represented by a population increase of 15% or more over a 12 month period and a significant number of the migrants occupying private rented properties,
 5. high levels of deprivation when compared to other areas, taking into account employment status, health, average incomes, and access to services,
 6. high levels of crime compared to other areas in the local authority or above the national average, or significant increases over a 12 month period, and taking into account the nature of the crime and whether it is affecting or being caused by people in the private rented sector.
16. Similar to the additional licensing, local authorities should consider whether there are any alternative strategies to achieve the objectives it hopes to achieve by introducing selective licensing. It must also be consistent with the authority's Housing Strategy and consider strategies to tackle homelessness, empty properties and anti-social behaviour.
17. A minimum 10 week consultation must be undertaken. Where a proposed selective licensing scheme amounts to less than 20% of either the geographical area covered by the authority or 20% of the local private rented sector, a General Consent gives local authorities the power to implement a scheme. Larger schemes must be approved by the Secretary of State.

HMO Management Regulations

18. The 2006 regulations place a number of duties on managers of HMOs:
 1. To provide contact information to occupiers
 2. To maintain fire safety throughout the property
 3. To protect occupiers from injury, maintain common parts, fixtures, fittings and appliances, and maintain living accommodation
 4. To maintain water supply and drainage
 5. To supply and maintain electricity [and gas]

6. To maintain common parts, fixtures, fittings and appliances
 7. To provide waste disposal facilities
19. A local authority can make an interim management order of up to 12 months if a property is being poorly managed and is not able to be licensed. The effect of a management order is that control is taken away from the owner or manager and places control in the hands of the council.

Local picture in Cheshire East

20. There are an estimated 600 HMOs in Cheshire East, providing accommodation for around 3,000 residents. Around 460 of these HMOs are shared houses; 90 are buildings with self contained flats converted prior to the 1991 Building Regulations; and 48 are licensed HMOs providing accommodation for up to 329 people.
21. Around 70% of the HMOs are believed to be in the Crewe area, 13% are in Macclesfield and the remaining 17% are pepper-potted across Cheshire East. 26 of the 48 licensed HMOs are in Crewe, 17 are in Macclesfield, with the remainder being located in Middlewich, Nantwich and Handforth.
22. Maximum occupancy levels are based on room sizes; larger properties with higher occupancies don't really feature in our housing stock, with less than 20 properties across the whole area where 10 or more people are permitted to occupy the properties.
23. Whilst the number of properties currently requiring a licence is low in Cheshire East at 48, the proposed Government extension to the mandatory licensing scheme is estimated to bring a further 330 properties into the licensing regime.
24. All licensed HMOs are inspected annually; property conditions are found to be generally good and any items of disrepair or fire safety failures are resolved by property owners and managers.
25. Officers carry out a risk based inspection programme for non-licensable HMOs. The frequency of inspections is based on the property condition, occupancy, layout and any other features that increase the risk of injury within the property, and are inspected at a frequency of between 1 and 5 years. The frequency is increased where significant problems arise. 83 non-licensable properties were inspected in 2014/15 and 119 in 2015/16; 100 have been inspected within the first 7 months of this year so we are on track to increase the number of HMO inspections this year.
26. The use of enforcement notices is low in Cheshire East due to the generally compliant landlords in Cheshire East, good working relationships developed by officers with landlords, and a stepped approach to enforcement: offering information and advice, informal action and on the few occasions where this is not successful, initiating enforcement action. Management orders have not been used in Cheshire East, although the HMO Management Regulations are frequently cited in discussions with owners and managers.
27. Work is underway to establish whether there is sufficient evidence to consider additional or selective licensing in Cheshire East. This work will be completed by February 2017.
28. Planning has commenced for the proposed extension of the mandatory licensing scheme, with consideration being given to identifying properties, a communication plan, licence fee structure, and ensuring sufficient resources are in place to process applications and ensure HMO licence conditions are complied with.

CHESHIRE EAST COUNCIL

REPORT TO: Jobs Regeneration and Assets Overview and Scrutiny Committee

Date of Meeting: 21 November 2016
Report of: Overview and Scrutiny Team
Subject/Title: Work Programme update

1.0 Report Summary

- 1.1 To review items in the 2016/17 Work Programme, to consider the efficacy of existing items listed in the schedule attached, together with any other items suggested by Committee Members.

2.0 Recommendations

- 2.1 That the work programme be received and noted.

3.0 Reasons for Recommendations

- 3.1 It is good practice to agree and review the Work Programme to enable effective management of the Committee's business.

4.0 Wards Affected

- 4.1 All

5.0 Local Ward Members

- 5.1 Not applicable.

6.0 Background and Options

- 6.1 In reviewing the work programme, Members must pay close attention to the Corporate Priorities and Forward Plan.
- 6.2 Following this meeting the document will be updated so that all the appropriate targets will be included within the schedule.
- 6.3 In reviewing the work programme, Members must have regard to the general criteria which should be applied to all potential items, including Task and Finish reviews, when considering whether any Scrutiny activity is appropriate. Matters should be assessed against the following criteria:

- Does the issue fall within a corporate priority

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

6.4 If during the assessment process any of the following emerge, then the topic should be rejected:

- The topic is already being addressed elsewhere
- The matter is subjudice
- Scrutiny cannot add value or is unlikely to be able to conclude an investigation within the specified timescale

7.0 Access to Information

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

Name: Mark Nedderman
Designation: Scrutiny Manager
Tel No: 01270 686459
Email: mark.nedderman@cheshireeast.gov.uk

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Future Meetings

Formal Meeting	Informal Meeting	Formal Meeting	Informal Meeting	Formal Meeting
Date: 21 Nov 2016 Time: 2:00pm Venue: Committee Suites, Westfields	Date: 12 Dec 2016 Time: 2:00pm Venue: Committee Suites, Westfields	Date: 23 Jan 2017 Time: 2:00pm Venue: Committee Suites, Westfields	Date: 20 Feb 2017 Time: 2:00pm Venue: Committee Suites, Westfields	Date: 20 March 2017 Time: 2:00pm Venue: Committee Suites, Westfields

Essential items

Item	Description/purpose of report/comments	Outcome	Lead Officer/organisation/Portfolio Holder	Suggested by	Current position	Key Dates/Deadlines
Apprenticeships	To carry out a task group looking at how apprenticeships external to the Council	Cheshire East has a strong and resilient economy & People have the life skills and education they need to thrive	Workforce Development Officer/ Head of HR	Committee		July 2017
CIL	Cabinet recently approved work to develop schedules for CIL. Committee needs to consider its role and how it will contribute.	Cheshire East is a green and sustainable place	Head of Planning Strategy	Corporate Scrutiny Committee	Briefing received at informal meeting in April 2016. Further item on preliminary charging schedule required	Draft proposals 20 February; Final proposals September 2017
Regeneration of Towns and Villages	To assess the regeneration needs of Cheshire East's towns and villages	Cheshire East has a strong and resilient economy	Executive Director Place	Committee		TBA

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Transfer of Community Assets	To review the effectiveness of the Council's policies and guidance in relation to the transfer of community assets	Cheshire East has a strong and resilient economy	Andy Kehoe Head of Asset Management	Portfolio Holder	Task and Finish Group appointed	Scoping meeting to be re-arranged
Lifelong Learning services	To scrutinise an options appraisal on the future delivery of Lifelong Learning services and provide advice to the Portfolio Holder when considering proposals to implement the recommendations.	Cheshire East has a strong and resilient economy	David Laycock Project Manager	Portfolio Holder		TBA

Monitoring Items

Item	Description/purpose of report/comments	Outcomes	Lead Officer/organisation/Portfolio Holder	Suggested by	Current position	Key Dates/Deadlines
High Growth City Project	A task and finish group conducted a review to help council prepare for the potential impact of Crewe being part of HS2 and submitted a report to Cabinet with recommendations. Phase 2 of Crewe Hub master plan to be considered by the Committee.	Cheshire East has a strong and resilient economy	Executive Director Place	Committee	Phase 2 of Crewe Hub master plan to be considered.	20 February 2017
Cheshire Neighbours Credit Union	To monitor the progress of the credit union following the reward of a further grant, subject to required	Our local communities are strong and	Strategic Partnership Manager	Committee	Update received at Feb informal. Further item at	TBA

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	actions, by the Cabinet	supportive			public meeting. Six monthly update now due	
Cheshire East Engine of the North	To monitor the performance of EotN and whether it is delivering on its targets	Cheshire East has a strong and resilient economy	Executive Director Place	Committee	Report received 24 Oct 2016 Next report requested Spring 2017	TBA
Civcance	To monitor the progress of the ASDV and delivery on targets. Report to include staffing levels and turnover, performance and workload.	Cheshire East has a strong and resilient economy	Executive Director Place	Committee	Report received 24 Oct 2016 Next report requested Spring 2017	TBA
Skills and Growth ASDV	To monitor the implementation of Cabinet decision to set up new ASDV and have an input into its role and services	Cheshire East has a strong and resilient economy & People have the life skills and education they need to thrive	Head of Investment	Committee	Report received 24 Oct 2016 Next report requested Spring 2017	TBA
Strategic Asset Management Plan	To monitor the implementation of SAMP and the transfer of surplus assets	Responsible effective and efficient organisation	Head of Asset Management	Committee	Update received at May 2016 meeting. Item on Transfers to Town and Parishes TBC	TBA
Private Housing HMOs	The Committee to consider whether the issue would benefit from scrutiny activity	Our local communities are strong and supportive	Housing Standards & Adaptations Manager	Corporate Scrutiny Committee	Awaiting implementation of new legislation. Housing and Planning Portfolio Holder invited to	21 November 2016

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					give presentation	
Macclesfield Town Centre Regeneration	To receive a paper about the strategy for the town and potential risks and ongoing issues	Cheshire East has a strong and resilient economy	Project Director Macclesfield Regeneration	Executive Director Place	Presentation received at October 2015 meeting	20 March 2017
Crewe Town Centre Regeneration	To receive a briefing about the regeneration framework for Crewe Town Centre	Cheshire East has a strong and resilient economy	Regeneration Programme Manager Crewe	Committee	Presentation received at November 2015 meeting	23 January 2017
Congleton Town Centre Regeneration	To receive a briefing about the progress of regeneration in Congleton Town Centre	Cheshire East has a strong and resilient economy	Regeneration & Major Projects Manager	Committee	briefing on regeneration in Congleton requested, deferred from April	TBA
HS2	To monitor the progress of developments.	Cheshire East has a strong and resilient economy	Executive Director Place	Committee	Latest update received at 14 December 2015 informal meeting	Future dates to be considered
Local Plan	Monitor site allocations, housing delivery and impact on regen and other strategies	Cheshire East is a green and sustainable place	Head of Planning Strategy	Committee	Agreed at workshop	TBA

Possible Future/ desirable items

- End to End Planning Process
- Homelessness Task Group – postponed in sept 15
- Council House Building
- Starter Homes



FORWARD PLAN FOR THE PERIOD ENDING 28TH FEBRUARY 2017

This Plan sets out the key decisions which the Executive expects to take over the period indicated above. The Plan is rolled forward every month. A key decision is defined in the Council's Constitution as:

"an executive decision which is likely –

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising one or more wards or electoral divisions in the area of the local authority.

For the purpose of the above, savings or expenditure are "significant" if they are equal to or greater than £1M."

Reports relevant to key decisions, and any listed background documents, may be viewed at any of the Council's Offices/Information Centres 5 days before the decision is to be made. Copies of, or extracts from, these documents may be obtained on the payment of a reasonable fee from the following address:

Democratic Services Team
Cheshire East Council
c/o Westfields, Middlewich Road, Sandbach Cheshire CW11 1HZ
Telephone: 01270 686472

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

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

This Forward Plan also provides notice that the Cabinet, or a Portfolio Holder, may decide to take a decision in private, that is, with the public and press excluded from the meeting. In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, 28 clear days' notice must be given of any decision to be taken in private by the Cabinet or a Portfolio Holder, with provision for the public to make representations as to why the decision should be taken in public. In such cases, Members of the Council and the public may make representations in writing to the Democratic Services Team Manager using the contact details below. A further notice of intention to hold the meeting in private must then be published 5 clear days before the

meeting, setting out any representations received about why the meeting should be held in public, together with a response from the Leader and the Cabinet.

The list of decisions in this Forward Plan indicates whether a decision is to be taken in private, with the reason category for the decision being taken in private being drawn from the list overleaf:

1. Information relating to an individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including to authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority
5. Information in respect of which a claim to legal and professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

If you would like to make representations about any decision to be conducted in private at a meeting, please email:

Paul Mountford, Democratic Services Officer paul.mountford@cheshireeast.gov.uk

Such representations must be received at least 10 clear working days before the date of the Cabinet or Portfolio Holder meeting concerned.

Where it has not been possible to meet the 28 clear day rule for publication of notice of a key decision or intention to meet in private, the relevant notices will be published as soon as possible in accordance with the requirements of the Constitution.

The law and the Council's Constitution provide for urgent key decisions to be made. Any decision made in this way will be published in the same way.

Forward Plan

Key Decision and Private Non-Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 16/17-10 Middlewich Eastern Bypass: Selection of Preferred Route, Development of Detailed Design and Outline Business Case	To select a preferred design; develop the detailed design; authorise discussions with landowners and developers; and develop an outline business case, identifying the funding required to deliver the bypass.	Cabinet	8 Nov 2016		Andrew Round, Interim Executive Director of Growth and Prosperity	No
CE 16/17-14 Congleton Link Road - Procurement Strategy	To approve the preferred procurement strategy for Congleton Link Road and to authorise the officers to take the necessary actions to commence the procurement process.	Cabinet	8 Nov 2016		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 15/16-18 Bentley Development Framework	To approve the development framework as a consultation draft document; and to agree to review the development framework following public consultation with a view to considering endorsing the final version of the document as a material consideration when determining future planning applications on the site.	Cabinet	6 Dec 2016		Andrew Round, Interim Executive Director of Growth and Prosperity	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 16/17-12 Expressions of Interest to the DfE Innovation Programme	<p>To authorise the Executive Director People to submit the business cases and proceed to the final stages of the bidding process to the DfE Innovation Programme, and to undertake all necessary negotiations and enter into any funding and associated agreements to secure the funding from the DfE Innovation Programme.</p> <p>To delegate the authority to make decisions on the use of funds for these projects to the Executive Director People, including the procurement of services, provision of grants, entering into partnership agreements and authorising the acceptance and use of funds.</p>	Cabinet	6 Dec 2016		Nigel Moorhouse, Interim Director of Children's Services	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 16/17-18 Connected Communities	To approve the Connected Communities Strategy and to agree the allocation of existing Partnerships and Communities Budget for the delivery of the Strategy; and to authorise officers to take all necessary steps to implement and deliver the Strategy.	Cabinet	6 Dec 2016		Kirstie Hercules	No
CE 16/17-22 Merger between Wulvern Housing Association and the Guinness Partnership	Wulvern Housing Association is seeking the support of Cheshire East Council to merge with the Guinness Partnership. Cabinet will be requested to approve the nominated member to vote in favour of the proposal at the Wulvern Board Special General Meetings in December 2016 and January 2017 which will give formal consent to the merger.	Cabinet	6 Dec 2016		Karen Carsberg	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 16/17-23 Quality of Place	'Quality of Place' is a measure that focuses on the connection of environment and places. Cabinet will be asked to adopt the principles relating to Quality of Place as the overarching strategy for the Council and to inform a revised corporate plan for the Council. The paper will set out the principles and related benefits, noting that 'Quality of Place' will also be used as the key driver behind the refresh of the Local Enterprise Partnership's Strategic Economic Plan. A draft revised corporate plan will be prepared for Cabinet's consideration in due course.	Cabinet	6 Dec 2016		Brendan Flanagan	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 16/17-26 Procurement of Care and Support at Heath View Extra Care Housing Scheme, Congleton	To approve the award of a contract and authorise officers to implement the decision.	Cabinet	6 Dec 2016		Mark Palethorpe	N/A
CE 16/17-19 Highways Service Contract Re-Procurement	To approve the contract model, procurement route and project management framework, and to authorise the officers to progress the re-procurement exercise in consultation with the Portfolio Holder.	Cabinet	17 Jan 2017		Frank Jordan, Executive Director: Place	No
CE 16/17-20 Crewe Nurseries	To give delegated authority to the Executive Director- People and Deputy Chief Executive, in consultation with the Portfolio Holder, to award a contract for the Children's Residential Home tender.	Cabinet	17 Jan 2017		Kath O'Dwyer, Deputy Chief Executive and Executive Director: People	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 15/16-8 Poynton Relief Road - Procurement Strategy and Compulsory Purchase of Land	The Poynton Relief Road forms an important part of the Council's strategy of enabling job creation, delivering housing growth and addressing long standing traffic congestion and environmental issues in the town, as well as delivering an important part of the wider SEMMMS Strategy. One report will outline the work undertaken to identify the procurement process to appoint a contractor in order to construct the scheme. A second report will outline the statutory process. A third report will seek authority for the compulsory purchase of land. The reports will also seek authority for the officers to undertake all necessary actions to implement the proposals.	Cabinet	7 Feb 2017		Paul Griffiths	No
CE 16/17-11 Crewe HS2 Masterplan	To approve the HS2 masterplan for Crewe, and to authorise the Executive Director Place to enter into a public consultation on the masterplan in 2017.	Cabinet	7 Feb 2017		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 16/17-24 Cheshire Energy Networks Ltd Business Plan	To seek Cabinet's endorsement of the business plan for Cheshire Energy Networks Ltd. It is intended that the business plan will provide the framework for the company's activities for the next five years.	Cabinet	7 Feb 2017		Frank Jordan, Executive Director: Place	
CE 16/17-4 Medium Term Financial Strategy 2017-20	To approve the Medium Term Financial Strategy for 2017-20, incorporating the Council's priorities, budget, policy proposals and capital programme.	Council	23 Feb 2017		Alex Thompson	No
CE 16/17-25 Food Waste Collection Organic Waste Treatment Solution	To authorise officers to take all necessary actions to implement the proposal to bring to final tender the procurement for the treatment of food waste.	Cabinet	14 Mar 2017		Ralph Kemp	No
CE 14/15-42 Cheshire East Indoor Facility Strategy	To adopt the Indoor Facility Strategy in support of the Council's Local Plan.	Cabinet	11 Apr 2017		Mark Wheelton	No

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 16/17-21 Commissioning a Voluntary, Community and Faith Infrastructure Service	To approve the commissioning of a Voluntary, Community and Faith Infrastructure Service from April 2017 and authorise the officers to take all necessary actions to implement the proposal.	Cabinet	11 Apr 2017		Stephanie Cordon, Head of Communities	Exempt by virtue of para 5

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