

Corporate Overview and Scrutiny Committee Agenda

Date: Thursday, 4th June, 2020

Time: 2.00 pm

Venue: Virtual Meeting

How to Watch the Meeting

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

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

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

1. Apologies for Absence

To receive any apologies for absence.

2. Declarations of Interest

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

Contact: Mark Nedderman

Tel: 01270 686459

E-Mail: mark.nedderman@cheshireeast.gov.uk

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

3. **Minutes of Previous meeting** (Pages 5 - 10)

To approve the minutes of the meeting held on 3rd February 2020.

4. **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.

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

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. **Corporate Performance Scorecard 2019/20 Quarter 3** (Pages 11 - 18)

To consider an update on the latest available performance data for the Corporate Services Directorate

7. **2019/20 Outturn**

To consider a report from the Executive Director of Corporate Services (to follow).

8. **Best 4 Business (B4B) Update**

To receive an update on the Best 4 Business (B4B) programme.

9. **Corporate Peer Challenge**

To receive an oral update from the Executive Director of Corporate Services.

10. **Work Programme Progress Report** (Pages 19 - 28)

To give consideration to the Corporate Overview and Scrutiny Work Programme.

11. **Forward Plan** (Pages 29 - 40)

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

Membership: Councillors Q Abel, C Bulman, J Clowes (Chairman), JP Findlow, R Fletcher, M Hunter, A Moran, B Murphy (Vice-Chairman), J Saunders, M Simon, R Vernon and L Wardlaw

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CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Corporate Overview and Scrutiny Committee**
held on Monday, 3rd February, 2020 at Committee Suite 1,2 & 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor J Clowes (Chairman)
Councillor B Murphy (Vice-Chairman)

Councillors J Bratherton, I Macfarlane, JP Findlow, R Fletcher, M Hunter,
A Moran, M Beanland, M Simon and L Wardlaw

PORTFOLIO HOLDERS IN ATTENDANCE

Councillor L Crane, Portfolio for Highways and Waste
Councillor J Rhodes, Portfolio Holder for Public Health and Corporate
Services
Councillor A Stott, Portfolio Holder for Finance, ICT and Communication

OFFICERS IN ATTENDANCE

Nicola Andrews, Community Safety Manager (Plus Dane Housing Group)
Jan Bakewell, Director of Governance and Compliance
Tim Bamber, Customer Support & Enforcement Manager (Peaks & Plains
Housing Trust)
Jane Burns, Executive Director of Corporate Services
Sarah Butler, Tenancy Enforcement Manager (The Guinness Partnership)
Steven Horton, Tenancy Enforcement Officer (Plus Dane Housing Group)
Frank Jordan, Deputy Chief Executive and Executive Director of Place
Mark Palethorpe, Executive Director of People
Gareth Pawlett, ICT Manager
Dave Squires, Head of Customer Services (Peaks & Plains Housing Trust)
Alex Thompson, Director of Financial and Customer Services

57 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Penny Butterill
(substituted for by Councillor Michael Beanland) and Councillor Jos
Saunders (substituted for by Councillor Iain MacFarlane).

58 MINUTES OF PREVIOUS MEETING

The committee reviewed the minutes of the meeting on 9 January 2020,
and noted that the job titles of Kath O'Dwyer (Acting Chief Executive) and
Michael Moore (Interim Communications Manager) had been omitted from
the list of attendees.

RESOLVED -

That, subject to noting these two omissions, the minutes of the previous meeting be approved as a correct record and signed by the Chairman.

59 DECLARATIONS OF INTEREST

No declarations of interest were received.

60 DECLARATION OF PARTY WHIP

No whipping declarations were received.

61 PUBLIC SPEAKING TIME/OPEN SESSION

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

62 ANTI-SOCIAL BEHAVIOUR

Representatives from The Guinness Partnership, Peaks & Plains Housing Trust, and Plus Dane Housing Group attended the meeting to update the committee on the future planned arrangements for how anti-social behaviour was planned to be managed in Cheshire East.

Each housing provider gave an overview of its working arrangements in place to manage anti-social behaviour, before the committee had an opportunity to ask questions.

There was some discussion about whether equitable housing should be pepper-potted throughout a housing estate or whether it was better to keep it all together in an attempt to manage ASB. The housing providers advised that there was no perfect solution because it depended on the houses, the people and the area. The committee were advised that often private dwellings had been purchased by investors (often outside the area with no commitment to the community) who then let to private tenants, on many occasions there had been issues for customers of registered social landlords with private tenants which the housing provider had dealt with.

The housing providers all reported that, whilst the instances of ASB appeared to have increased in number, this was more likely to be the result of greater confidence in the reporting of it by customers.

The committee asked specifically about the significance of hate crime across the borough. Peaks & Plains Housing Trust reported little race crime, possibly because of the demographic of the area, however there had been significant issues with transgender hate crime. Plus Dane Housing Group reported a 2019 hate crime trend towards the gypsy and traveller community by local residents and the emerging issue of County Lines crime that had been monitored.

The committee recognised this item was an area previously scrutinised by the Health and Adult Social Care and Communities Overview and Scrutiny Committee via a task and finish group in April 2017, and noted the positive progression that had been made by the providers since then.

RESOLVED –

The representatives of the three housing providers be thanked for their attendance and update, and be invited back to present a further update in approximately one year.

63 2019/20 THIRD QUARTER REVIEW (FINANCE)

Consideration was given to the Third Quarter Review 2019/20, in advance of a decision being taken by Cabinet. Following detailed consideration of the report, the committee commented that;

- the earmarked reserves were too low;
- Cabinet had agreed to sell the shares in Manchester Science Park at its meeting held in June 2018 as no dividend was being received and the uplift may not have been as profitable in the future;
- the direct and in direct costs of the fire at Beechmere Residential Home should be reflected in the third quarter review;
- in relation to Outcome 4, paragraph 31, the £100K improvements made to Congleton Park should be publicised;
- in relation to Outcome 4, paragraph 33, it was agreed that the education package about air quality should be circulated to members;
- in relation to Financial Stability, paragraph 78, it was agreed that the level of resources to deal with flooding be reconsidered to ensure it was adequate;
- in relation to Financial Stability, paragraph 90, clarity was sought regarding the £91K saving, which was confirmed to be related to a Corporate Services restructure;
- that further details on the types apprenticeships would be circulated to the committee; and
- in relation to Sustainable Modes of Transport to Schools, it was agreed that the detail and number of applications from schools should be circulated to the committee.

RESOLVED -

That the comments raised by the committee be collated and passed on to Cabinet for consideration.

64 MEDIUM TERM FINANCIAL STRATEGY 2020-24

Pursuant to the previous meeting held on 9 January 2020, members considered the Medium Term Financial Strategy, with a view to providing feedback and comments to Cabinet prior to a decision being taken on it. The committee commented and recommended that;

- the percentage of waste being sent to landfill should be circulated to the committee;
- the consultation process for the budget setting exercise be investigated, ensuring that in future, it is user friendly and encourages members of the public and relevant stakeholders to respond;
- members had concerns regarding the low levels of reserves and requested that Cabinet be asked to provide an outline of its financial strategy in relation to how it planned to strengthen its reserves in future years;
- in relation to investment in services, it was agreed that clarification as to why capital investment (18) was not included in the Medium Term Financial Strategy, would be circulated to the committee;
- members were concerned that the increase in demand-led budgets had been at the expense of other budget areas;
- members welcomed the capital investment in relation to home repairs for vulnerable people;
- that the Charging and Trading Strategy be circulated to the committee; and
- the current deficit in relation to the Cheshire Pension Fund be circulated to the committee. It was acknowledged that the funding levels were now considered to be appropriate.

RESOLVED -

That the comments raised by the committee be collated and passed on to Cabinet for consideration.

65 ICT INVESTMENT (IIP)

Consideration was given to a report on the joint ICT investment made by Cheshire East and Cheshire West and Chester Councils (Evolution).

The Corporate Manager for ICT advised the committee that the position of the ICT infrastructure in 2017 was not a platform that could be built upon, which had required the council to look to invest in in-house data centres (that contained all servers and network equipment,) plus further resilient servers in the Cloud. These data centres had to be fixed ahead of the

deployment of Windows 10 software. The joint ICT investment would enable simplification and cheaper updates for change in the future.

The committee noted there had been some difficulties with ICT hardware that had led to some nervousness amongst members of the Council about how successful the project would prove to be.

RESOLVED -

- 1 That recommendations 2.1 and 2.3 of the officer's report be noted.
- 2 That recommendation 2.2 be reworded to say that this committee acknowledge the benefits of this ICT-led investment programme (Evolution).

66 FORWARD PLAN

Consideration was given to the councils' forward plan of key decisions.

RESOLVED -

That the forward plan be noted.

67 WORK PROGRAMME

The committee reviewed its work programme; noted its interest in adding an item on the council's procurement framework to the programme, potentially as a workshop event.

The Scrutiny Officer agreed to liaise with officers regarding this request and return with an update on 2 April 2020.

RESOLVED -

- 1 That the items listed below be dealt with by the committee during the time indicated:
 - Best for Business - June 2020
 - Results of the Members Survey on the Members Enquiry Service, Members Technology and Development and the Brighter Futures Group - June 2020
 - Registered Social Landlords response to Anti-Social Behaviour- February 2021
- 2 That the following items be added to the committee's work programme to be scheduled in at a later date:
 - Corporate Peer Challenge

- Corporate Plan
- Procurement Framework

The meeting commenced at 2.00 pm and concluded at 6.00 pm

Councillor J Clowes (Chairman)

Corporate Overview and Scrutiny

Date of Meeting: 02 April 2020

Report Title: Corporate Performance Scorecard 2019/20 Quarter 3

Portfolio Holders: Councillor Amanda Stott – Cabinet Member for Finance, IT and Communications

Councillor Jill Rhodes – Cabinet Member for Public Health and Corporate Services

Senior Officer: Jane Burns – Executive Director for Corporate Services

1. Report Summary

- 1.1. The report and the attached scorecard provides an update on the latest available performance data enabled by the Corporate Directorate for 2019/20 (relating to quarter three).

2. Recommendation

- 2.1. That the Performance Scorecard be noted.

3. Reasons for Recommendation

- 3.1 This report is part of the Council's performance management framework.

4. Other Options Considered

- 4.1. There are no further options to consider.

5. Background

- 5.1 The Corporate Directorate Scorecard was first developed in 2017/18.
- 5.2 The measures included are regularly reviewed by Corporate Leadership Team as part of their quarterly 'Performance Stocktake' meetings and updated regularly in line with the Council's annual business planning process. The most recent Scorecard (relating to quarter three) is presented to Scrutiny for review. The timing of this COSC meeting means that this report is slightly dated.
- 5.3 The Scorecard provides an accessible summary of performance against targets within the Corporate Directorate. The key performance indicators included in the Scorecard support delivery of business plan objectives across the directorate and

contribute to overall monitoring of the Council's journey towards achieving its six corporate outcomes.

5.4 At the end of Quarter 3, overall performance is mixed. Areas requiring further improvement to achieve targets include:

- Percentage variance between forecast outturn and total net budget – 2.4% against a target of 0%. This has been reported to COSC as part of the Third Quarter Review. Mitigating actions continue to be implemented which seek to minimise the impact of this forecast to bring the outturn position in line with the Reserves Strategy by the end of the financial year.
- Percentage of Stage 2 complaints resolved within timescales – 67% against a target of 90%. Further investigation will be undertaken as part of the Customer Experience Workstream, and a review will further consider the appropriateness of policy and targets in line with available resource.
- Number of working days lost to staff sickness – cumulative in-year performance stood at 7.83 days at the end of Q3, meaning it is unlikely, based on historic trend data, that the authority will achieve its annual target of less than 10 days. In part, this is impacted by a high level of absences in Care4CE where, due to the level of vulnerability of the individuals they support, staff are required to take a minimum of 48-hours sickness leave for certain illnesses. Excluding Care4CE, it is projected that the annual working days lost based on current reporting would reduce to circa 8 days.

5.5 In Quarter 3, a few examples of good performance were:

- Percentage of Freedom of Information requests completed within timescales – 96% against a target of 90%.
- Average speed to answer calls received to the customer contact centre – 99 seconds against a target of 120 seconds.
- Percentage of Local Taxation collected within 2 years (Council Tax & Business Rates combined) – 98.92% at the end of Q3, with a year-end target of 99%.
- No non-adherences to Contract Procedure Rules have been reported during 2019/20.

6. Implications

6.1. Legal Implications

6.1.1. There are no legal implications arising from this report.

6.2. Finance Implications

- 6.2.1. At the third quarter stage the Council was forecasting a potential overspend of up to £6.8m compared to the 2019/20 Budget and mitigating actions have been put in place to minimise the impact of this forecast. Overspending is occurring due to demand led pressures in the People Directorate, past service pension costs and delays associated with achieving some efficiency savings included within service budgets.
- 6.2.2. Further robust actions will be taken to bring the outturn position in line with the reserves strategy by the end of the financial year, including the use of additional capital receipts and the realignment and appropriate use of earmarked reserves.

6.3. Equality Implications

- 6.3.1. There are no equalities implications arising from this report.

6.4. Human Resources Implications

- 6.4.1. Human Resources data is integrated into the Corporate Directorate Scorecard, and analysis of performance may identify areas for improvement or actions needed in order to achieve agreed targets.

6.5. Risk Management Implications

- 6.5.1. The directorate performance reporting process supports the Council's wider performance management arrangements and provides opportunities for the Council to identify and focus on areas for improvement to support achievement of its strategic ambitions. Timely performance reporting mitigates risk of the Council not achieving its outcomes by providing the opportunity to review performance outputs and trends, identify areas for improvement, and introduce corrective and/or proactive actions wherever necessary to address areas of poor - or under - performance.

6.6. Rural Communities Implications

- 6.6.1. There are no implications for rural communities.

6.7. Implications for Children & Young People

- 6.7.1. There are no direct implications for children and young people at this stage.

6.8. Public Health Implications

- 6.8.1. There are no direct implications for public health at this stage.

7. Ward Members Affected

- 7.1. Performance measures from Directorate Scorecards form a supporting role in production of the quarterly performance reports to Cabinet. The Directorate Scorecard approach enhances the process of performance reporting to Members.

8. Access to Information

- 8.1. Background information can be inspected by contacting the report author.

9. Contact Information

- 9.1. Any questions relating to this report should be directed to the following officer:

Name: Jane Burns

Job Title: Executive Director for Corporate Services

Email: Jane.Burns@cheshireeast.gov.uk

Corporate Directorate Scorecard 2019 - 2020

Ref	Lead Department	Measure	Corporate Outcome	Portfolio	Directorate Category	Benchmark	Quarter 4 2018/19	Quarter 1 2019/20	Quarter 2 2019/20	Quarter 3 2019/20	Quarter 4 2019/20	Annual Target 2019/20	RAG and Direction of Travel	Commentary
CS01	Financial and Customer Services	% variance between forecast outturn and total net budget	6	Finance, IT and Communication	Cheshire East	CEC Data	0.0%	N/A	2.7%	2.4%		0%	☹️	At the third quarter the Council is forecasting a potential overspend of up to £6.8m compared to the 2019/20 Budget. Overspending is occurring due to demand led pressures in the People Directorate, past service pension costs and delays associated with achieving some efficiency savings included within service budgets. Mitigating actions are being put in place to minimise the impact of this forecast to bring the outturn position in line with the reserves strategy by the end of the financial year.
					Corporate		3.6%	N/A	3.6%	3.9%		0%	☹️	
					People		1.2%	N/A	3.2%	2.9%		0%	☹️	
					Place		2.3%	N/A	-0.1%	-0.1%		0%	😐	
CS02	Financial and Customer Services	% variance between outturn and budget for capital schemes	6	Finance, IT and Communication	Cheshire East	CEC Data	36%	N/A	17%	-11%		15%	😐	Corporate directorate - The Best4Business capital project has had an increase to MTFS £4.36m in 2019-20. Forecast re-profiled to future years, notably Strategic Capital Investments £13.5m; Adults Social Care & Public Health; System replacement £1.2m; ICT Infrastructure Investment Programme £1.8m. People directorate - variance due to carry forward £4.5m less £10m re-profiled to future years. Place directorate - carry forward £44m, however, this was offset by the exercise re-profiling 20% to future years across the programme.
					Corporate		44%	N/A	-18%	-57%		15%	☹️	
					People		25%	N/A	-17%	-32%		15%	☹️	
					Place		36%	N/A	30%	1%		15%	😐	
CS03	Financial and Customer Services	Recovery of invoiced Housing Benefits overpayments (reported in-year as year-to-date)	6	Finance, IT and Communication	Cheshire East	CEC Data	£1.12m against a target of £1.1m	£283k	£447k	£634k		£1.1m	☹️	The ongoing transfer of HB cases to Universal Credit is impacting collection levels. Direct deduction cases are being affected by lack of resource at DWP and the imminent reduction in the deduction levels from Universal Credit. As a result, it is unlikely that the target will be achieved.
CS04	Financial and Customer Services	% of Local Taxation collected within 2 years (Council Tax & Business Rates combined)	6	Finance, IT and Communication	Cheshire East	Under investigation	99.2%	98.29%	98.65%	98.92%		99%	😐	This is an annual outturn figure, which rises in-year. Q3 figure of 98.92% is slightly down on the same period in 2018/19 when the figure stood at 98.97%. The indicator has been impacted by council tax resource focussing on new property in order to maximise revenue from new properties and New Homes Bonus. However, the expectation is that the target will be met at Q4.
CS05	Financial and Customer Services	% return on the Council's financial investments	6	Finance, IT and Communication	Cheshire East	CEC Data	2.75%	2.45%	2.04%	2.06%		Bank Base Rate + 0.50% (1.25%)	😐	The reduction in Q2 and Q3 compared with Q1 is mainly due to increased levels of cash following receipt of Department of Transport funding for Congleton Link Road. The actual amount of investment interest has increased but the rate reduces because the proportion of strategic investments held in managed funds is now lower. Also, market uncertainties relating to global trade issues and Brexit had dampened returns from the managed funds. However, during Q3 and continuing into Q4 the level of strategic investments is being increased from £10m to £20m which, although too late to influence Q3 returns, will improve average returns from Q4 onwards.
CS06	Financial and Customer Services	% of net housing benefit payments recovered by subsidy (forecast)	6	Finance, IT and Communication	Cheshire East	CEC Data	99.02%	98.4%	98%	98.3%		98.4%	😐	Usually increases following Q3 but impacted by rising supported accommodation and vulnerable customers moving onto Universal Credit awaiting assessments by DWP.
CS07	Financial and Customer Services	Number of calls received to the customer contact centre	6	Finance, IT and Communication	Cheshire East	N/A	105,068 (Q4)	105,425	99,469	98,570		N/A	😐	Call volumes continue to reduce during the second half of the year. There was a significant increase in waste and recycling calls due to the new rounds review and food caddy rollout, but this was offset by fewer than usual Highways calls which would be expected during periods of winter weather which we haven't had.
CS08	Financial and Customer Services	Average speed to answer calls received to the customer contact centre	6	Finance, IT and Communication	Cheshire East	N/A		110 seconds	124 seconds	99 seconds		120 seconds	😐	Performance across Q3 as follows: * October - 67 seconds * November - 149 seconds * December - 83 seconds November saw longer wait times due to the increased waste and recycling calls at the start of the new rounds roll out. Our year to date of 110 seconds is 6 seconds less than at Q2, and remains below our annual target.
CS09	Financial and Customer Services	% of waivers compared to contracts awarded	6	Finance, IT and Communication	Cheshire East	CEC Data	8.88%	9.59%	2.27%	3.61%		TBC	☹️	Performance has improved again following the implementation of audit recommendations. Any waivers continue to be reported to Audit & Governance Committee.
					Corporate		2.22%	2.74%	1.14%	0%		TBC	😐	
					People		2.22%	5.48%	1.14%	3.61%		TBC	☹️	
					Place		4.44%	1.37%	0%	0%		TBC	😐	

Ref	Lead Department	Measure	Corporate Outcome	Portfolio	Directorate Category	Benchmark	Quarter 4 2018/19	Quarter 1 2019/20	Quarter 2 2019/20	Quarter 3 2019/20	Quarter 4 2019/20	Annual Target 2019/20	RAG and Direction of Travel	Commentary
CS10	Financial and Customer Services	Number of non adherence to Contract Procedure Rules (Cumulative data)	6	Finance, IT and Communication	Cheshire East	CEC Data	0	0	0	0		0	☹️	None reported during 2019/20.
					Corporate		0	0	0	0		0	☹️	
					People		0	0	0	0		0	☹️	
					Place		0	0	0	0		0	☹️	
CS11	Financial and Customer Services	% Spend with local providers	6	Finance, IT and Communication	Cheshire East	CEC Data	45%	N/A	N/A	N/A		45%		New measure for 2019/20 - annual measure
CS12	Financial and Customer Services	New Procurement measure on social value	6	Finance, IT and Communication	Cheshire East	CEC Data		N/A	N/A	N/A		Baseline year		New measure for 2019/20 to be determined based on outputs of Social Value Survey when closed.
CS13	Governance and Compliance Services	% of complaints resolved within timescales - Stage 1	6	Public Health & Corporate	Cheshire East	CEC Data	85% (Q4) 85% (Cumulative)	88%	83% (Q2) 85% (Cumulative)	70% (Q3) 79% (Cumulative)		90%	☹️	There was an increase in the number of Stage 1 complaints resolved outside of timescales during Q3. Due to the Waste and Recycling route optimisation process undertaken in November, there was an increase in the number of complaints that the team usually receive, and this affected turnaround. In the People directorate complaints took longer to be resolved due to complexity, especially in relation to SEND and Social Care issues.
					Corporate		80% (Q4) 85% (Cumulative)	96%	86% (Q2) 92% (Cumulative)	92% (Q3) 92% (Cumulative)		90%	☺️	
					People		76% (Q4) 70% (Cumulative)	73%	77% (Q2) 76% (Cumulative)	72% (Q3) 74% (Cumulative)		90%	☹️	
					Place		88% (Q4) 88% (Cumulative)	89%	84% (Q2) 87% (Cumulative)	67% (Q3) 78% (Cumulative)		90%	☹️	
CS14	Governance and Compliance Services	% of complaints resolved within timescales - Stage 2	6	Public Health & Corporate	Cheshire East	CEC Data	68% (Q4) 67% (Cumulative)	76%	64% (Q2) 71% (Cumulative)	67% (Q3) 69% (Cumulative)		90%	☺️	The Council issued 49 Stage 2 responses in Q3 of which 16 were issued late. The Planning and Highways departments in the Place directorate are responsible for 12 of the Stage 2 responses issued late. In accordance with the procedure, Stage 2 escalated complaints are generally dealt with by Senior Officers within the service who are dealing with a wide range of competing priorities.
					Corporate		100% (Q4) 83% (Cumulative)	50%	100% (Q2) 83% (Cumulative)	100% (Q3) 92% (Cumulative)		90%	☺️	
					People		50% (Q4) 69% (Cumulative)	67%	80% (Q2) 73% (Cumulative)	77% (Q3) 75% (Cumulative)		90%	☹️	
					Place		73% (Q4) 66% (Cumulative)	81%	46% (Q2) 68% (Cumulative)	57% (Q3) 63% (Cumulative)		90%	☺️	
CS15	Governance and Compliance Services	% of Freedom of Information requests completed within timescales	6	Public Health & Corporate	Cheshire East	Under investigation	98% (Q4) 95% (Cumulative)	96%	96% (Q2) 96% (Cumulative)	96% (Q3) 96% (Cumulative)		90%	☺️	Regular reminders to all teams and regular follow up by the Compliance and Customer Relations team ensures that the Council continues to exceed the response rates required by the Information Commissioner's Office.
					Corporate		99% (Q4) 96% (Cumulative)	97%	99% (Q2) 98% (Cumulative)	99% (Q3) 98% (Cumulative)		90%	☺️	
					People		96% (Q4) 96% (Cumulative)	96%	95% (Q2) 95% (Cumulative)	98% (Q3) 96% (Cumulative)		90%	☺️	
					Place		98% (Q4) 94% (Cumulative)	97%	95% (Q2) 96% (Cumulative)	93% (Q3) 95% (Cumulative)		90%	☹️	
CS16	Governance and Compliance Services	Number of Freedom of Information requests received	6	Public Health & Corporate	Cheshire East	Under investigation	424 (Q4) 1,824 (Cumulative)	398	451 (Q2) 849 (Cumulative)	390 (Q3) 1,239 (Cumulative)		N/A		New measure for 2019/20 to contextualise turnaround percentage measure (CS15) - numbers broadly in line with 2018/19.
					Corporate		120 (Q4) 587 (Cumulative)	105	145 (Q2) 250 (Cumulative)	122 (Q3) 372 (Cumulative)		N/A		
					People		101 (Q4) 474 (Cumulative)	115	117 (Q2) 232 (Cumulative)	90 (Q3) 322 (Cumulative)		N/A		
					Place		203 (Q4) 763 (Cumulative)	178	189 (Q2) 367 (Cumulative)	178 (Q3) 545 (Cumulative)		N/A		
CS17	Governance and Compliance Services	Number of FOI referrals to the Information Commissioner Office which are upheld in the Council's favour	6	Public Health & Corporate	Cheshire East	Under investigation	1 (Q4) 4 (Cumulative)	1	0 (1 cumulative)	4 (5 cumulative)		N/A		During 2019/20, at the end of Q3, only 1 referral was upheld in the complainant's favour versus 5 total referrals upheld in the Council's favour.
CS18	Governance and Compliance Services	% of Agreed Internal Audit Recommended Actions implemented within agreed timescales (of reports issued in year)	6	Public Health & Corporate	Cheshire East	CEC Data	65%	N/A	69%	75%		80%	☺️	The Internal Audit PIs are calculated on the same basis as those presented to Audit and Governance Committee; i.e. low priority actions are excluded. Q3 - Actions completed late CEC (overall) - 25% Corporate - 15% People - N/A Place - 67% Q3 - Actions outstanding CEC (overall) - 0% - all actions due for implementation have been completed. Corporate - 0% - all actions due for implementation have been completed. People - 0% (People actions all relate to the Homelessness Duty audit, actions have been revised into Q4 partly due to the Beechwood incident). Place - 0% - all actions due for implementation have been completed.
					Corporate		67%	N/A	82%	85%		80%	☺️	
					People		71%	N/A	N/A - No actions due for implementation within Q2	N/A - People actions have been revised into Q4		80%		
					Place		33%	N/A	0%	33%		80%	☺️	

Ref	Lead Department	Measure	Corporate Outcome	Portfolio	Directorate Category	Benchmark	Quarter 4 2018/19	Quarter 1 2019/20	Quarter 2 2019/20	Quarter 3 2019/20	Quarter 4 2019/20	Annual Target 2019/20	RAG and Direction of Travel	Commentary
CS19	Governance and Compliance Services	Number of audit reports published	6	Public Health & Corporate	Cheshire East	Under investigation	50 (Full year)	Assurance reports - 5 External Body - 2 Total - 7	Assurance reports - 7 External Body - 2 Total - 9	Assurance reports - 7 School reports - 4 External Body - 3 Total - 13		N/A		Purely measuring the number of reports issued by the Internal Audit team is of limited benefit; it doesn't reflect the size or scale of the reviews undertaken to produce the report, and the level of output across the year isn't constant. However, reporting the cumulative position does help to provide assurance that there is sufficient work being undertaken to support the annual internal audit opinion. Q3 reports breakdown - (Assurance reports) - Council Tax, NNDR, Community Grants, Parking Services, Regular Car User, Homelessness Duty, ASDV review. (External reports) PATROL, ADAPT report, C&WLEP Growth Hub Gateway Review. (School reports) Bosley Primary, Cledford Primary, Gainsborough Primary, Alsager Highfields Primary.
CS20	Governance and Compliance Services	Number of Riddor reportable accidents	6	Public Health & Corporate	Cheshire East	Under investigation	1	2	14	16		0	😊	Q1: 2 RIDDOR reportable accidents for School employees Q2: 5 Council Employees, 2 School Employees, 4 Members of the public (MOTP) Council, 3 MOTP School Q3: 3 Council Employees, 2 School Employee, 2 Council MOTP and 9 School MOTP
CS21	Governance and Compliance Services	Number of accidents and incidents requiring the involvement of the Health and Safety Executive	6	Public Health & Corporate	Cheshire East	CEC Data	0	0	0	0		0	😐	As per information reported to Staffing Committee 24/10/2019
CS22	Governance and Compliance Services	% of deaths Registered within 5 days (no coronial involvement)	6	Public Health & Corporate	Cheshire East	CEC Data	88%	87%	93%	89%		90%	😞	Performance dropped slightly below target during Q3. Whilst we are open for business over the holiday period, the death registration figures are always affected by the doctors being unavailable to sign the documents that families need before they can come to register a death. Performance in November of 94% dipped to 82% in December, demonstrating the seasonal impact.
CS23	Governance and Compliance Services	% Births registered within 42 days	6	Public Health & Corporate	Cheshire East	CEC Data	99.3%	99%	99%	99%		98%	😐	Sustained performance during Q3 ahead of target.
CS24	Governance and Compliance Services	Number of ceremonies delivered	6	Public Health & Corporate	Cheshire East	Under investigation		566	788	443		> 2018/19		Q2 is traditionally the popular, peak season for volume of ceremonies, though as bookings at venues reach capacity this does have a positive impact on ceremony numbers during other quarters. Q3 is always a quieter quarter, though the service is on target for an increased number of overall ceremonies during the year (2019/20).
CS25	Governance and Compliance Services	Number of enquires received to the member enquiry service	6	Public Health & Corporate	Cheshire East	Under investigation		389	629	476		Baseline year		New members received training relating to the enquiry service as part of their induction and this has had a significant impact on the volume of enquiries within Q2, which reduced slightly in Q3 due to the Christmas break.
CS26	Governance and Compliance Services	% of member enquiries completed within 10 working days	6	Public Health & Corporate	Cheshire East	Under investigation		80%	78%	88%		Baseline year		The decrease in volume of enquiries enabled performance to increase since Q2.
CS27	Governance and Compliance Services	Number of Committee meetings held	6	Public Health & Corporate	Cheshire East	Under investigation	53	31	47	49		N/A		The lower meetings during Q1 relate to the election period.
CS28	Governance and Compliance Services	Number of Childcare proceedings	6	Public Health & Corporate	Cheshire East	Under investigation	13 (Q4) 79 (2018/19)	11	24 (35 cumulative)	15 (50 cumulative)		N/A		Data as per CAFCASS (Children and Families Court Advisory Support Service) national statistics. Annual projected is likely to result in 2019/20 total of around 70 - 75, as the service continues to be very busy in response to client service needs.
CS29	Governance and Compliance Services	Number of Employment Tribunals	6	Public Health & Corporate	Cheshire East	Under investigation		1	2 (1 has since withdrawn in October 2019)	1		N/A		Further information available upon request, though detail suppressed due to low number.
CS30	Transformation	Number of data incidents that are reported to the Information Commissioners Office	6	Finance, IT and Communication	Cheshire East	Under investigation		0	0	1		0	😞	New measure for 2019/20. One incident reported during Q3 – no regulatory action by the ICO.
CS31	Transformation	Availability of critical systems and services (ICT)	6	Finance, IT and Communication	Cheshire East	Under investigation	99.7%	99.3%	99.8%	95.7%		98.5%	😞	One major incident affecting CRM has been open since 26th November and caused Q3 to fall short of the target. The issue has persisted into Q4 though it is anticipated that its availability will be restored in February 2020.
CS32	Transformation	Number of working days lost to staff sickness (Cumulative data)	6	Public Health & Corporate	Cheshire East	Under investigation	10.31 days (year-end)	2.53 days	5.13 days	7.83 days		10 days	😞	Corporate: 5.59 days (Q3 cumulative) People: 9.35 days (Q3 cumulative) Place: 6 days (Q3 cumulative) Overall 2019/20 performance at Q3 is higher (worse) than at the same point in 2018/19 (7.66 days). Performance in the Corporate and Place directorates are worse than the same period in 2018/19, though performance in the People directorate is slightly better (9.35 days compared to 9.44 days). Work continues with DMTs and services to maximise attendance on service, team and individual basis. Initiatives in place to support attendance and to assist returns to work, targeting hotspots, workshops to support application of the new Attendance Management Procedure, OHU support, EAP scheme and proactive support through wellbeing initiatives including the recent wellbeing fortnight.

Ref	Lead Department	Measure	Corporate Outcome	Portfolio	Directorate Category	Benchmark	Quarter 4 2018/19	Quarter 1 2019/20	Quarter 2 2019/20	Quarter 3 2019/20	Quarter 4 2019/20	Annual Target 2019/20	RAG and Direction of Travel	Commentary
CS33	Transformation	Total Comensura agency spend (£) (Cumulative data)	6	Public Health & Corporate	Cheshire East	CEC Data	£7,962,201	£2,139,923	£4,338,536	£6,667,468		<£7,962,201		Q3 only figures: Cheshire East - £2,328,932 Corporate - £1,501,724 People - £768,649 Place - £58,560 Overall, the Cheshire East figure is higher at the end of Q3 than at the same point in 2018/19 (£6.7m vs £5.8m). The direction of travel is worse in the Corporate and People directorates, but better in Place where spend has reduced from £258k at Q3 in 2018/19 to £186k in 2019/20.
					Corporate		£4,758,099	£1,307,504	£2,694,800	£4,196,524		<£4,758,099		
					People		£2,873,786	£760,811	£1,515,327	£2,283,976		<£2,873,786		
					Place		£330,314	£71,608	£128,408	£186,968		<£330,314		
CS34	Transformation	Number of Comensura agency staff	6	Public Health & Corporate	Cheshire East	CEC Data	172	187	180	169		<172		Monthly analysis of agency workers is provided to DMTs. Senior HR Officers continue to work with services to review utilisation of workers and reasons for their engagement, wherever possible seeking to move to more permanent staffing arrangements and reducing costs to the Council. Many services (particularly across Corporate Services) will see a reduction in agency workers following pending restructures.
					Corporate		80	80	89	95		<80		
					People		85	100	87	67		<85		
					Place		7	7	4	7		<7		
CS35	Transformation	Number of apprenticeships (Cumulative data)	6	Public Health & Corporate	Cheshire East	CEC Data	87 in place out of 82 (Cheshire East) + 10 in place out of 73 (Schools) + 12 in place out of 12 (ASDVs)	11 in place out of 82 (Cheshire East) + 0 in place out of 73 (Schools) + 0 in place out of 12 (ASDVs)	22 in place out of 82 (Cheshire East) + 3 in place out of 73 (Schools) + 0 in place out of 12 (ASDVs)	40 in place out of 82 (Cheshire East) + 6 in place out of 73 (Schools) + 2 in place out of 12 (ASDVs)		167 total: 82 Cheshire East 73 Schools 12 ASDVs		Work continues to introduce new apprenticeships across the Council. The Council has a target of 167 new apprenticeship starts. This total is disaggregated across each area of the Council resulting in 94 new apprenticeship starts required across the Council and its ASDVs and 73 across maintained schools. For 2019/20 there are 42 in place across the Council out of 82 at the end of Quarter 3. However, we know that figures will further increase in Q4 when a cohort of social work and occupational therapy apprenticeships will commence in January 2020. While positive steps continue to be made to achieve targets across the Council, it is likely as in previous years that schools will not manage to achieve their targets. Support for all schools will continue to maximise every opportunity.
					Corporate		30 in place out of 20	5 in place out of 20	8 in place out of 20	15 in place out of 20		20		
					People		47 in place out of 50	3 in place out of 50	4 in place out of 50	11 in place out of 50		50		
					Place		9 in place out of 12 + 12 in place out of 12 (ASDVs)	3 in place out of 12 + 0 in place out of 12 (ASDVs)	10 in place out of 12 + 0 in place out of 12 (ASDVs)	14 in place out of 12 + 2 in place out of 12 (ASDVs)		12 + 12 (Place Directorate ASDVs)		
					Schools (Maintained)		10 in place out of 73	0 in place out of 73	3 in place out of 73	6 in place out of 73		73		
CS36	Transformation	% Staff Turnover Rate	6	Public Health & Corporate	Cheshire East	LGA Target 13%	11%	10.1%	10.2%	10.1%		<12%		Staff turnover across the Council remains relatively stable. Quarterly returns are calculated as rolling 12 month figure and provide another measure of workforce health when considered against other corporate measures.
					Corporate		N/A	11.9%	11.4%	8.9%		<12%		
					People		N/A	11.1%	11.3%	10.8%		<12%		
					Place		N/A	6.2%	5.8%	9.1%		<12%		



Working for a brighter future together

Corporate Overview and Scrutiny Committee

Date of Meeting: 04 June 2020

Report Title: Work Programme

Senior Officer: Jane Burns, Executive Director of Corporate Services

1. Report Summary

- 1.1. To review items in the work programme listed in the schedule attached, together with any other items suggested by committee members.

2. Recommendation

- 2.1. That the work programme be reviewed and amended as required.

3. Reason for Recommendation

- 3.1. It is good practice to regularly review the work programme and update it as required.

4. Background

- 4.1. The committee has responsibility for updating and approving its own work programme. Scrutiny liaison meetings – held between the Chairman and Vice-Chairman of the committee, alongside the portfolio holders and key senior officers – ensure that there is continued awareness and discussion of upcoming policies, strategies and decisions within the committee's remit area.

5. Determining Which Items Should be Added to the Work Programme

- 5.1. When selecting potential topics, members should have regard to the Council's three year plan and to the criteria listed below, which should be considered to determine whether scrutiny activity is appropriate.
- 5.2. The following questions should be considered by the committee when determining whether to add new work programme items, or delete existing items:

- 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 or underspends?
- Is it a matter raised by external audit management letters and or audit reports?
- Is there a high level of dissatisfaction with the service?

5.3. The committee should not add any items to its work programme (and should delete any existing items) that fall under any one of the following:

- The topic is already being addressed elsewhere by another body (i.e. this committee would be duplicating work)
- The matter is sub-judice
- Scrutiny would not add value to the matter
- The committee is unlikely to be able to conclude an investigation within a specified or required timescale

6. Implications of the Recommendations

6.1. Legal Implications

6.1.1. There are no direct legal implications.

6.2. Finance Implications

6.2.1. There are no direct financial implications.

6.3. Policy Implications

6.3.1. There are no direct policy implications.

6.4. Equality Implications

6.4.1. There are no direct equalities implications.

6.5. Human Resources Implications

6.5.1. There are no direct human resources implications.

6.6. Risk Management Implications

6.6.1. There are no direct risk management implications..

6.7. Rural Communities Implications

6.7.1. There are no direct implications for rural communities.

6.8. Implications for Children & Young People/Cared for Children

6.8.1. There are no direct implications for children and young people.

6.9. Public Health Implications

6.9.1. There are no direct implications for public health.

6.10. Climate Change Implications

6.10.1. There are no direct implications for the environment and climate change.

7. Ward Members Affected

7.1. All members are potentially affected.

8. Access to Information

8.1. The background papers can be inspected by contacting the report author.

9. Contact Information

9.1. Any questions relating to this report should be directed to the following officer:

Name: Mark Nedderman

Job Title: Scrutiny Manager

Email: mark.nedderman@cheshireeast.go.uk

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04.06.20	03.09.20	01.10.20	29.10.20	07.01.21	01.02.21	08.04.21
2.00pm	2.00pm	2.00pm	2.00pm	2.00pm	2.00pm	2.00pm
Ordinary business meeting	Ordinary business meeting	Ordinary business meeting	Ordinary business meeting	Ordinary business meeting	Ordinary business meeting	Ordinary business meeting
Committee suite, Westfields	Committee suite, Westfields	Committee suite, Westfields	Committee suite, Westfields	Committee suite, Westfields	Committee suite, Westfields	Committee suite, Westfields

<u>Item</u>	<u>Purpose</u>	<u>Lead Officer</u>	<u>Portfolios</u>	<u>Suggested by</u>	<u>Scrutiny role</u>	<u>Corporate priorities</u>	<u>Date</u>
Update on ASDVs from the Shareholder Committee	To receive an update on the council's ASDVs from the Shareholder Committee.	Executive Director of Place and Deputy Chief Executive	Deputy Leader	Chairman	To monitor activity and progress in relation to ASDVs	A responsible effective and efficient organisation.	Standing item to be received when updates are available

<u>Item</u>	<u>Purpose</u>	<u>Lead Officer</u>	<u>Portfolios</u>	<u>Suggested by</u>	<u>Scrutiny role</u>	<u>Corporate priorities</u>	<u>Date</u>
Corporate Performance Scorecard – Quarter 3, 2019/20	To consider the performance data relating to Corporate services from Quarter 3 of the 2019/20 council year.	Executive Director of Corporate Services	Finance, IT and Communications	Committee	Performance monitoring	A responsible effective and efficient organisation	04.06.20
Update on ORACLE (Best4Business) from the Joint Scrutiny Working Group	To receive an update on the Best4Business Programme from the Joint Scrutiny Working Group	Executive Director of Place and Deputy Chief Executive	Finance, IT and Communications	Portfolio Holder	Monitor the development and progress of the project	Cheshire East has a strong and resilient economy	04.06.20
Corporate Peer Challenge	To consider an update on the outcomes of the Corporate Peer Challenge that took place in January 2020.	Executive Director of Corporate Services		Chairman	Pre-Cabinet report consideration	A responsible effective and efficient organisation	04.06.20
2019/20 Financial Outturn Report	To consider the ... report, prior to Cabinet consideration on 9 June.	Director of Finance and Customer Services	Finance, IT and Communications	Chairman	Pre-Cabinet report consideration	Cheshire East has a strong and resilient economy	04.06.20
Loan to Cheshire and Warrington Local Enterprise Partnership	To consider the proposal to provide a loan to the Cheshire and Warrington LEP, prior to Cabinet consideration on 9 June.	Director of Finance and Customer Services	Finance, IT and Communications	Chairman	Pre-Cabinet report consideration	Cheshire East has a strong and resilient economy	04.06.20

<u>Item</u>	<u>Purpose</u>	<u>Lead Officer</u>	<u>Portfolios</u>	<u>Suggested by</u>	<u>Scrutiny role</u>	<u>Corporate priorities</u>	<u>Date</u>
Update on Activity of Member Working Groups in 2019/20	To consider a report on the activity and performance of the Members' Enquiry Service, Member Technology and Development Panel and Members' Brighter Future Group.	Head of Democratic Services and Governance	Public Health and Corporate Services	Chairman	Performance monitoring	A responsible effective and efficient organisation	03.09.20
Draft Cheshire East Corporate Plan	To consider an update on the production of the council's forthcoming Corporate Plan.	Executive Director of Corporate Services	Finance, IT and Communications	Chairman	Performance monitoring / plan development	A responsible, effective and efficient organisation	03.09.20
2020/21 Mid-Year Performance Review	To consider a review of the council's performance at the mid-point of the 2020/21 council year.	Executive Director of Corporate Services	Finance, IT and Communications	Committee	Performance Monitoring	Cheshire East has a strong and resilient economy A responsible effective and efficient organisation	01.10.20
Pre-Budget 2021/22 Consultation	To consider the 2021/22 budget proposals.	Director of Finance and Customer Services	Finance, IT and Communications	Committee	Budget scrutiny	Cheshire East has a strong and	29.10.20

<u>Item</u>	<u>Purpose</u>	<u>Lead Officer</u>	<u>Portfolios</u>	<u>Suggested by</u>	<u>Scrutiny role</u>	<u>Corporate priorities</u>	<u>Date</u>
						resilient economy	
Budget 2021/22 Consultation	To consider the proposed budget for 2021/22 prior to Cabinet consideration; provide any final feedback, comments and scrutiny to Cabinet.	Director of Finance and Customer Services	Finance, IT and Communications	Committee	Budget scrutiny	Cheshire East has a strong and resilient economy A responsible effective and efficient organisation	01.02.21
Procurement Framework	To consider a report on the council's procurement framework and processes; how it has worked, what difficulties have been encountered, and what areas have progressed well.	Director of Finance and Customer Services	Finance, IT and Communications	Chairman	Performance monitoring	A responsible, effective and efficient organisation Cheshire East has a strong and resilient economy	TBD – potentially a workshop item

<u>Item</u>	<u>Purpose</u>	<u>Lead Officer</u>	<u>Portfolios</u>	<u>Suggested by</u>	<u>Scrutiny role</u>	<u>Corporate priorities</u>	<u>Date</u>
Briefing on Consultation Processes	To consider the consultation process undertaken by the council for the budget-setting process, and other consultations, and investigate whether any improvements could be made to ensure it is as user friendly and engaging as possible, to encourage as many members of the public and stakeholders to respond.	Director of Finance and Customer Services	Finance, IT and Communications	Chairman	Strategy review/development	A responsible, effective and efficient organisation	TBD
Review of the Council's Political Management Structure	To consider an update on the council's political management structure	Executive Director Corporate Services	Public Health and Corporate Services	Committee	Overview	A responsible, effective and efficient organisation	TBD
Task and Finish Group – Members' Facilities, Accommodation and Culture	To consider the final report of the task and finish group for approval.		Finance, IT and Communications	Committee	Adoption of scrutiny report	A responsible, effective and efficient organisation	TBD
Member Survey Results	To consider the results of the members' survey on the Members' Enquiry Service, Member Technology and Development Panel and Member Brighter Futures Group	Executive Director of Corporate Services	Public Health and Corporate Services	Chairman		A responsible effective and efficient organisation	TBD

Future possible items:

- Digital Customer Services Review

- Re-development of Blue Light Services



FORWARD PLAN FOR THE PERIOD ENDING 31ST AUGUST 2020

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

"an executive decision which is likely –

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

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

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

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

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

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

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

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

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

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

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

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

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 19/20-17 Well-Managed Highway Infrastructure	<p>To seek authority for the Executive Director Place, in consultation with the Portfolio Holder for Highways and Waste, to approve amendments to the Council's Highway Inspection Code of Practice and Adverse Weather Plan to ensure that they accord with the document ' Well-Managed Highway Infrastructure'.</p> <p>Update: this matter has been called in and reviewed by the relevant overview and scrutiny committee of the Council. A report responding to the recommendations of the overview and scrutiny committee will be considered by Cabinet on 5th May 2020.</p>	Cabinet	5 May 2020		Chris Hindle	N/A

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 19/20-25 Cheshire East Carbon Action Plan	To receive the draft Carbon Strategy for the Council to achieve its carbon neutral aims by 2025 and to encourage all businesses, residents and organisations in Cheshire East to reduce their carbon footprint; and to authorise officers to undertake consultation and revise the strategy prior to its adoption and implementation.	Cabinet	5 May 2020		Ralph Kemp, Corporate Manager for Commissioning	N/A
CE 19/20-30 A500 Dualling - Acquisition of Land	To authorise compulsory purchase powers for the acquisition of land and rights required for the construction of the scheme.	Cabinet	5 May 2020		Chris Hindle	N/A
CE 19/20-32 Environment Strategy	To seek approval of the Environment Strategy following public consultation, and to delegate authority to the Portfolio Holder for Environment and Regeneration to make any further revisions to the Strategy.	Cabinet	5 May 2020		Paul Bayley	N/A

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 19/20-34 North West Crewe Package Infrastructure Agreement	To seek authority to enter into an infrastructure delivery agreement and other necessary legal arrangements.	Cabinet	5 May 2020		Chris Hindle	N/A
CE 19/20-35 North West Crewe Package - Land Assembly	To seek authority to implement compulsory purchase order powers following further detail to allow the Council to make a fully informed decision and give proper consideration to the use of CPO powers.	Cabinet	5 May 2020		Chris Hindle	N/A
CE 19/20-44 Vulnerable and Older Persons Housing Strategy 2020- 2023	To consult formally on the draft 2020-2023 Vulnerable and Older Persons Housing Strategy for a period of 8 weeks.	Cabinet	5 May 2020		Karen Carsberg, Strategic Housing and Intelligence Manager	N/A

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 19/20-48 Procurement of a Housing Development Framework	To authorise officers to undertake a procurement exercise to establish a housing development framework to commission the development of mixed tenure housing on identified Council-owned land; and to authorise officers to award and enter into a framework agreement with housing providers, identify and approve appropriate Council-owned land assets to be taken through the framework, and approve and award financial contributions to enhance development opportunities.	Cabinet	5 May 2020		Karen Carsberg, Strategic Housing and Intelligence Manager	N/A
CE 18/19-60 The Minerals and Waste Development Plan	To seek approval to consult on the first draft of the Minerals and Waste Development Plan.	Portfolio Holder for Planning	May 2020		David Malcolm	N/A
CE 19/20-42 Congleton Leisure Centre Redevelopment Project	To seek authority to enter into the construction contract with Rock Merchanting (T/A Pulse Fitness) for the redevelopment of Congleton Leisure Centre.	Portfolio Holder for Communities	May 2020		Paul Bayley	Fully exempt - para 3

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 19/20-47 Loan to Cheshire and Warrington Local Enterprise Partnership	To approve a loan to Cheshire and Warrington Local Enterprise Partnership to stimulate development on the Enterprise Zones; officers be authorised to take all necessary actions to progress the loan agreement and establish governance processes.	Cabinet	9 Jun 2020		Paul Goodwin	N/A
CE 19/20-55 Houses in Multiple Occupation Supplementary Planning Document	To seek approval to consult on the first draft supplementary planning document for houses in multiple occupation.	Portfolio Holder for Planning	June 2020		Jeremy Owens	
CE 19/20-36 Middlewich Eastern Bypass - CPO Powers to Acquire Revised Land for the Scheme	To authorise the use of compulsory purchase powers to acquire the land and rights required for the construction of the scheme, reflecting the revised land requirement that has now been established.	Cabinet	7 Jul 2020		Chris Hindle	N/A

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 19/20-43 Appropriation of Land for Planning Purposes at the Garden Village, Handforth	To authorise the appropriation of Council-owned land for planning purposes at the Garden Village, Handforth.	Cabinet	7 Jul 2020		Geoffrey Dyson	Part exempt - paras 3 and 5
CE 19/20-54 Level Access Showers Framework	To approve the procurement and establishment of a framework to commission level access shower works on behalf of residents with disabilities.	Cabinet	7 Jul 2020		Karen Whitehead	N/A
CE 19/20-21 Site Allocations and Development Policies Document	To decide the next steps in progressing the Site Allocations and Development Policies Document to public examination.	Cabinet	8 Sep 2020		Jeremy Owens	N/A

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 19/20-31 Proposed Expansion of Wilmslow High School	Subject to the School Organisation Sub-Committee approving the proposed expansion of Wilmslow High School at a meeting to be held on 6 th April 2020, Cabinet will be asked to authorise the Executive Director People to enter into a construction contract to facilitate the provision of additional places at Wilmslow High School.	Cabinet	8 Sep 2020		Val Simons	N/A

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 19/20-46 Support for Syrian Vulnerable Person Resettlement Programme and Unaccompanied Asylum-Seeking Children and Asylum Seekers Dispersal Programme	<p>To update Cabinet on the four programmes under support, which are:</p> <ul style="list-style-type: none"> ▪ Syrian Vulnerable Person Re-settlement ▪ Unaccompanied Asylum-seeking Children ▪ Asylum-seeker Dispersal ▪ Community Sponsorship Resettlement <p>and to seek approval to extend the current programmes following a request from Government for further commitment from local authorities.</p> <p>To delegate authority to the Executive Director People in consultation with the Executive Director Place to determine the appropriate allocation.</p>	Cabinet	8 Sep 2020		Jill Stenton	N/A

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 19/20-51 New Homes Bonus Community Fund - Review of Round 1 and Future Options	To consider a review of round 1 of the New Homes Bonus Community Fund and to consider the options for the future of the Fund.	Cabinet	8 Sep 2020		Jill Stenton	N/A
CE 19/20-52 Regional Adoption Agency Integrated Services Agreement	To approve that the Council enter into an integrated service agreement and associated support agreement with its partners.	Cabinet	8 Sep 2020			N/A
CE 19/20-53 - Future High Streets Fund Grant Support for Crewe Town Centre Regeneration	To determine whether to accept a government grant to support a range of measures to support the regeneration of Crewe town centre; to approve a supplementary capital estimate to facilitate expenditure utilising this grant; and to authorise officers to take all necessary actions to implement the proposal.	Cabinet	10 Nov 2020		Jez Goodman	N/A

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	How to make representation to the decision made	Private/ Confidential and paragraph number
CE 19/20-49 Council Tax Base 2021-22	For Cabinet to consider the Council Tax Base for Cheshire East and identify any changes to the calculation of the tax base for 2021-22 with a view to recommending the amount calculated to Council.	Council	16 Dec 2020		Paul Manning	N/A
CE 19/20-50 Medium Term Financial Strategy 2021-25	To approve the Medium Term Financial Strategy 2021-25 incorporating the Council's priorities, budget, policy proposals and capital programme. The report will include the capital, treasury management, investment and reserves strategies.	Council	17 Feb 2021			N/A