

Overview and Scrutiny Management Board

Wednesday, 26th February, 2014 at 6.00pm
in Committee Room 2 at the Council House, Priory Road, Dudley

Agenda - Public Session

(Meeting open to the public and press)

1. Apologies for absence.
2. To report on the appointment of any substitute members for this meeting.
3. To receive any declarations of interest under the Members' Code of Conduct.
4. To confirm and sign the minutes of the meeting on 20th January, 2014 as a correct record.
5. Annual Report of the Overview and Scrutiny Management Board 2013/14.
6. Review of Community Forums (Verbal Report).
7. Forward Plan of Key Decisions.
8. To consider any questions from Members to the Chair where two clear days notice has been given to the Director of Corporate Resources (Council Procedure Rule 11.8).



Director of Corporate Resources

Dated: 18th February, 2014

Distribution:

Councillor Ridley (Chair)

Councillor Tyler (Vice-Chair)

Councillors A Ahmed, Blood, Boleyn, Caunt, Hale, Islam, James, Kettle and Marrey.

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- The Democratic Services contact officer for this meeting is Steve Griffiths, Telephone 01384 815235 or E-mail steve.griffiths@dudley.gov.uk

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

Monday 20th January, 2014 at 6.00 p.m.
in Committee Room 2, The Council House, Dudley

PRESENT:-

Councillor Ridney (Chair)
Councillor Tyler (Vice Chair)
Councillors A Ahmed, Blood, Boleyn, Caunt, Hale, Islam, James, Kettle and Marrey.

Councillor Crumpton (Cabinet Member for Children's Services and Lifelong Learning) attended at the invitation of the Board

OFFICERS:-

R Sims, Assistant Director (Housing Strategy and Private Sector - Lead Officer to the Board), P Sharratt (Interim Director of Children's Services), C Russell (Divisional Lead – Family Support, Directorate of Children's Services), A Pope-Smith (Director of Adult, Community and Housing Services), V Little (Director of Public Health – Chief Executive's Directorate) and S Griffiths (Democratic Services Manager - Directorate of Corporate Resources)

PARTNER ORGANISATIONS:-

J Alexander (Dudley and Walsall Mental Health Partnership NHS Trust), N Bucktin (Dudley Clinical Commissioning Group), A Gray (Dudley Council for Voluntary Services) and L Writtle (Black Country Partnership NHS Foundation Trust)

OBSERVERS:-

Councillors Harley and Lowe.

15. **DECLARATIONS OF INTEREST**

No Member declared an interest in any matter to be considered at this meeting.

16. **MINUTES**

RESOLVED

That the minutes of the meeting held on 26th November, 2013, be approved as a correct record and signed.

17. CHILDREN'S CENTRES IN DUDLEY

Further to Minute No. 14 of the meeting held on 26th November, 2013, the Board received a joint report of the Lead Officer and the Interim Director of Children's Services on children's centres in Dudley. An additional report had also been circulated on the outcome of the consultation process, which had ended on 10th January, 2014, together with a proposed draft model for the future provision of children's centres in the Borough.

Following introductions, the Chair outlined the procedure for the meeting and thanked the Chair and Members of the Children's Services Scrutiny Committee for the scrutiny work previously undertaken in relation to children's centres.

The Lead Officer introduced the report and set the context for the scrutiny of the children's centres report. He thanked all the officers concerned for their work in producing the report and developing the additional proposals submitted to the meeting.

The Interim Director of Children's Services presented the report and indicated that, following the consultation, a revised model for children's centres provision had been drafted which proposed that all centres should remain open; the children's centres should be organised into 5 clusters across the Borough and that the Council should work with partners to maximise the use of the children's centre buildings.

The proposed model aimed to meet statutory obligations; maintain early years learning and development as a priority; ensure support to children and families in greatest need; focus resources on front line service delivery and ensure that the needs of localities were met. It was proposed to develop the integrated approach by working with partner agencies and organisations to ensure that children under 5 and their families received a range of services. The restructure of the service would also deliver budget savings.

Concerns were expressed as to why a decision had been taken to change the proposals part-way through the consultation exercise. Reference was made to meetings held at children's centres during the consultation period where no minutes had been taken. The Interim Director of Children's Services reported that the changes had been made as a result of the overwhelming initial public response indicating clear support for the centres and the need to allay concerns as soon as possible. Although it was acknowledged that minutes had not been taken at all meetings, all the feedback had been considered as part of the consultation process.

In relation to the extension of the consultation process until 10th January, 2014, the Lead Officer indicated that the consultation had a wider scope and an extensive amount of valuable feedback had been gathered on which to base future decisions. It was acknowledged that the consultation period had included the festive period and the extension enabled a full range of views to be submitted.

A Member queried whether a risk assessment had been undertaken before the initial proposals had been put out to consultation. Concerns were also expressed that site meetings had not taken place in all areas and that the overall effectiveness of the consultation exercise was questionable.

The Interim Director of Children's Services reported that an Equality Impact Assessment and a risk assessment had been undertaken in the context of the budget position and the need to maintain a reasonable level of service.

The Cabinet Member for Children's Services and Lifelong Learning indicated that he had attended a number of consultation meetings. Whilst it was acknowledged that some Members felt that certain meetings had not taken place, the overall view was that the consultation process had generated valuable feedback and ideas for further consideration. A view was expressed that children's centres should be viewed as 'family and well being' centres and that opportunities should be explored to strengthen the support offered to families.

In relation to the proposed future model, questions were raised about staffing levels and seniority of employees on duty at the centres in order for the services to run effectively. It was proposed that a manager would be responsible for a cluster of children's centres; there would be designated heads/deputy heads and a person on reception duty at each centre. There would be a consequential review of management, support and administration structures.

A Member queried the possibility of reduced opening hours at children's centres. Officers indicated that no decisions had been taken at the present time pending further research and analysis of usage, service needs and demands in each area. Consideration would also be given to the potential usage of centres by partner organisations and the future opening hours would reflect local needs. Attention was drawn to paragraphs 5 and 6 of Appendix 2 to the additional report, which made specific reference to staffing and the use of buildings.

It was noted that some children's centre buildings were already used by partner organisations, however, it was hoped that the examples of good partnership working could be extended and applied consistently across the Borough.

The Chair invited contributions from representatives of the other partner organisations who were present at the meeting.

The Director of Adult Community and Housing Services made reference to housing/libraries provision and the operation of services on a 'community hub' model. This required further consideration and the redesign of the children's centres offer and, whilst it would not be possible to replicate everything in every children's centre, further dialogue was encouraged to explore the opportunities.

In relation to Child and Adolescent Mental Health Services (CAMHS), it was acknowledged that essential work would need to continue and that discussions should focus on extending mental health support services where possible and to signpost services more consistently within centres. The Dudley and Walsall Mental Health Partnership NHS Trust acknowledged the need to capitalise on partnership working opportunities.

The Dudley Council for Voluntary Services indicated that a considerable amount of outreach activity was already undertaken and this varied depending on the size of each centre. There were some risks associated with competition for bookings and the possibility of charging for facilities. Further opportunities would be considered to extend services and to undertake more effective signposting, however, it was acknowledged that there would be some variations of usage on a centre by centre basis.

The key issue for Dudley Clinical Commissioning Group was the need to move to an integrated approach and that children's centres could be viewed as a key access point. Ongoing work concerning the integration of services was being undertaken with Adult, Community and Housing Services and the children's centres service redesign was seen as an opportunity to do further work to deliver health and social care at a local level with appropriate links to specialist services.

The Black Country Partnership NHS Foundation Trust also acknowledged the opportunities and the need for further partnership development work to meet long term aims. Reference was made to health visiting and services for children with additional complex needs. Future service delivery would need to reflect partnership working and exploit opportunities to move service delivery to a locally based model.

The Director of Public Health referred to the resource issues faced by the public sector generally and the need to exploit the opportunities for integrated service provision. This would require a fresh approach to integrated early years service provision, involve children's centres staff in improving the promotion of services and removing duplication. The 5 cluster model mirrored the service provision of other partners, which could enable further work to develop the integrated offer of services to children and families building on the strengths of local communities.

A Member commended the changing context of the debate to place a greater emphasis on improving service delivery for the future. A full review was required of the services provided, and how they were provided, to ensure the most effective future service provision through a jointly integrated approach.

A further question was raised concerning the required saving of £1.5m. A view was expressed that this level of saving could not be achieved without the investment of external resources. Attention was drawn to paragraph 4 of Appendix 2 to the additional report, which stated that the proposed model would deliver savings of £1.5m.

In relation to the extension of services available, a Member raised a concern about the possibility of overloading the children's centre environment and the need to ensure that arrangements were in place to measure ongoing effectiveness. The Cabinet Member for Children's Services reported that a range of services were already delivered and staff had a range of valuable experience. However, it was acknowledged that further work was necessary to gauge the service needs in particular areas. The Director of Adult, Community and Housing Services emphasised the need to ensure that services were 'joined up' and centred on the needs of families. This required more effective partnership working and community engagement activity.

Following the contributions from partner organisations, the Vice-Chair welcomed the firm commitment to working together to develop a more holistic approach to family support services. He recognised the commitment of the various agencies to engage in regular meaningful dialogue with all partners having an equal contribution to these discussions.

The Chair invited the Interim Director of Children's Services and the Cabinet Member for Children's Services and Lifelong Learning to make final statements.

The Interim Director thanked the Board for their comments and emphasised the commitment to move forward with the proposals. The consultation exercise had generated valuable information on which to base decisions to develop a service that was fit for purpose and sustainable for the future.

The Cabinet Member acknowledged that this was a difficult period but recognised the value of the public response to the consultation process. He referred to the opportunities to engage with partner organisations and shape integrated and sustainable services for the future. A considerable amount of work was ongoing and further consultation on the redesign of the service would take place with managers and employees concerned. The Cabinet would consider the report on the Revenue Budget Strategy 2014/15 at its meeting on 12th February, 2014.

The Chair thanked all attendees for their contributions to the debate.

RESOLVED

- (1) That following the review of the consultation responses, the Cabinet be recommended to consider the draft proposed model for the children's centres offer in Dudley as set out in Appendix 2 to the additional report submitted to the meeting.
- (2) That the Cabinet be recommended to ensure that discussions with partner organisations are continued and enlarged with a view to developing a jointly integrated service that is fit for purpose, effective, viable and sustainable for the future.

The meeting ended at 7.35 p.m.

CHAIR

Overview and Scrutiny Management Board – 26th February, 2014

Joint Report of the Director of Corporate Resources and the Lead Officer

Annual Report of the Overview and Scrutiny Management Board 2013/14

Purpose of Report

1. To consider the annual report of the Overview and Scrutiny Management Board for 2013/14.

Background

2. The terms of reference of the Overview and Scrutiny Management Board, as set out in the Constitution, require an annual report to be submitted to the Council. It is a key function of the Board to make reports and recommendations to the Council and/or the Cabinet in connection with the discharge of overview and scrutiny functions.
3. On 26th November, 2013, the Overview and Scrutiny Management Board considered an interim report on the operation of the revised scrutiny arrangements since their start in June 2013. This report builds on the issues identified in the interim review and identifies further ongoing work to improve the arrangements based on comments and views expressed by Members of the Council.
4. The changes to the Council's scrutiny arrangements have been broadly welcomed. In particular, positive comments have been made on the directorate aligned Committee arrangements and the adoption of an Annual Scrutiny Programme to give a clear focus on specific topics for in-depth scrutiny by Members.
5. Scrutiny Committees retain the flexibility to scrutinise any additional topics that might arise during the year. In carrying out their individual work programmes, Scrutiny Chairs and Vice Chairs have the freedom to adapt their approaches to carry out the scrutiny reviews allocated to them. Examples have been informal meetings, visits, working groups and 'virtual' meetings.
6. The Council has recognised the importance of retaining an annual review process. This should ensure that the arrangements continue to align themselves to the needs of the Council and that the scrutiny arrangements remain adaptable and flexible to changes in circumstances.
7. As part of the annual review process, the views of all elected Members have been invited. A summary of the comments received will be reported at the Overview and Scrutiny Management Board meeting.

Key Scrutiny Activities in 2013/14

8. This report gives a brief overview of the key areas of business considered by Scrutiny Committees during the 2013/14 municipal year. The Overview and Scrutiny Management Board received a more detailed interim report on the working arrangements at its meeting on 26th November, 2013. In addition, all Scrutiny Committees were involved in budget scrutiny during the November, 2013 cycle of meetings.
9. The minutes of all formal Scrutiny Committee meetings are reported to full Council in the 'White Book' submitted to each Council meeting. In addition, the minutes and reports of Scrutiny Committees can be accessed online via the [Committee Management Information System](#) on the Council's website. The main items of business considered by Scrutiny Committees in 2013/14 are as follows:

Urban Environment Scrutiny Committee

10. Chair – Councillor Tyler; Vice Chair – Councillor Hale; Lead Officer – Assistant Director of Adult, Community and Housing Services (Housing Strategy and Private Sector).
 - Parks, Nature Reserves and Open Spaces Strategy.
 - Support for Local Business.
 - Traffic Regulation Orders (TRO) Process.

Adult, Community and Housing Services Scrutiny Committee

11. Chair – Councillor Islam; Vice Chair – Councillor James; Lead Officer – Assistant Director Customer Services.
 - Impacts and Outcomes of the Making it Real Agenda – What Does Personalisation Mean for the People in Dudley
 - Welfare Reforms and Housing – The Dudley Response
12. The Committee has considered specific items on discretionary housing payments; the local welfare assistance scheme; the impact of the benefit cap and removal of the spare room subsidy on income collection and an options paper on the remodelling and reclassification of Council housing stock. In March, 2014, the Committee will consider an update on New Bradley Hall.

Children's Services Scrutiny Committee

13. Chair – Councillor Marrey; Vice Chair – Councillor Boleyn; Lead Officer – Assistant Director Housing Services.
 - Early Intervention Strategy for the Borough – Children's Centres
 - Safeguarding Standards within the Borough and Children's Services Contribution
 - Looked After Children – Provision and Outcomes

Corporate Performance Management, Efficiency and Effectiveness Scrutiny Committee

14. Chair – Councillor Blood; Vice Chair – Councillor A Ahmed; Lead Officer – Assistant Director, Policy and Improvement.
 - Quarterly Performance Management Report (ongoing scrutiny item)
 - Local Council Tax Reduction Scheme (Year 2)
 - Apprenticeships and Work Experience
 - Corporate Complaints System

Health Scrutiny Committee

15. In connection with its statutory role, the Committee has considered specific reports on the maternity update; Dudley Clinical Commissioning Group primary care development strategy; mortality rates; the urgent care public consultation; the Keogh review update; development of the vascular services hub; stroke transformation programme; the Dudley Health and Wellbeing Board progress report 2013/14; the 111 service; NHS quality accounts and the realignment of community physiotherapy clinics. The Committee also has the following items in the Annual Scrutiny Programme:
 - Tobacco Control Strategy -Update/Development
 - Elements of Patient Experience in Acute Care

Work of the Overview and Scrutiny Management Board

16. The Overview and Scrutiny Management Board met on 29th May, 2013 to approve the terms of reference and Annual Scrutiny Programme for 2013/14. A further meeting was held in July, 2013 to ensure that any outstanding issues from previous Scrutiny Committees were properly dealt with.
17. On 26th November, 2013, the Overview and Scrutiny Management Board considered an interim report on a review of the new scrutiny arrangements. The following key issues were identified:

Developing the Annual Scrutiny Programme

18. Early consideration needs to be given to potential topics for inclusion in the 2014/15 Annual Scrutiny Programme. This will be considered during the March/April cycle of meetings. The Overview and Scrutiny Management Board will meet early in the new municipal year to approve the Annual Scrutiny Programme.
19. It is important that Scrutiny Committees retain the freedom to influence the topics they wish to scrutinise in the Annual Scrutiny Programme and during the municipal year. Scrutiny Committees will retain some discretion over the number of topics they wish to scrutinise, however, the workloads of Committees need to remain manageable.

20. The development of the Annual Scrutiny Programme should continue as a Member-led process taking account of the views of Directorates, Scrutiny Chairs and other Members. Members are asked to reflect on the number of topics selected for the annual scrutiny plan in the context of the Council's budgetary situation, corporate priorities and organisational capacity.

Scrutiny of Budget Proposals

21. Members have acknowledged the need to clarify and refine the budget scrutiny process for the future. Particular reference was made to the scrutiny of budget proposals by individual Scrutiny Committees and in particular, the Corporate Performance Management, Efficiency and Effectiveness Scrutiny Committee.
22. For 2014/15, Scrutiny Committees will focus on the detailed scrutiny of individual Directorate budget proposals whilst retaining some flexibility for cross-cutting issues. Following the programmed cycle of Scrutiny Committees in November, the Overview and Scrutiny Management Board will then meet to scrutinise the overall budget proposals on a strategic basis.
23. In connection with the scrutiny of budget proposals and other financial issues, comments were made on the skills and knowledge required to undertake in-depth scrutiny. The Board supported further Member development and training in this complex area of work. This will complement Member development sessions on specific issues identified in the 2014/15 Annual Scrutiny Programme.
24. The involvement of a wider group of Members in scrutinising budget proposals is a positive development to assist Members in understanding the complexities involved with the Council's finances and budget process.

Programming of Scrutiny Committee Meetings

25. The calendar of meetings for 2014/15 will include programmed meetings of all Scrutiny Committees throughout the whole year in line with the established cycle of committees. This will give clear timelines for the production of reports and reduces the possibility of meetings clashing with other key meetings in the municipal calendar. Additional formal and/or informal meetings or working groups can be arranged as and when necessary. The programme of meetings will be formally approved at the Annual Meeting of the Council in June, 2014.

Scrutiny of Decisions Taken by External Bodies

26. Reference has been made to the lack of a facility under the Constitution for reporting back on decisions taken by external bodies on which the Leader represents the Council (eg: West Midlands Joint Committee and the Local Enterprise Partnership).
27. The Board supports the development of a more robust feedback mechanism either through the Cabinet or Scrutiny Committees. This will be considered in the annual review process and discussed further with the Leader of the Council.

Format of Scrutiny Committee Minutes

28. Scrutiny Committee minutes should be more extensive than certain other meetings and record additional detail. Whilst it is accepted that verbatim minutes are unnecessary and excessive, the consensus view is that Scrutiny Committee minutes should be sufficiently detailed to record the thread of the discussion and capture the essence of the debate. Officers have acknowledged these views and have obtained examples of 'best practice' from other local authorities.

Scrutiny Call-in

29. The Overview and Scrutiny Management Board has received the Forward Plan of Key Decisions for information at its programmed meetings during the year. It should be noted that, at the time of writing, there have been no formal scrutiny 'call-ins' referred to the Overview and Scrutiny Management Board during the 2013/14 municipal year.
30. At the meeting on 26th November, 2013, it was reported that the Leader of the Council had requested the Overview and Scrutiny Management Board to scrutinise the consultation on the future of Sure Start Children's Centres in Dudley. A special meeting of the Overview and Scrutiny Management Board took place on 20th January, 2014 with appropriate recommendations being submitted to the Cabinet and Council via the budget report.

Other Issues

31. Issues have been identified relating to the development of a more robust and consistent mechanism for Lead Officers briefing Chairs and Vice-Chairs on key issues being considered by Scrutiny Committees.
32. Concerns have been raised regarding the ability of Directorate officers to give full and meaningful responses at meetings, particularly arising from questions on the Quarterly Corporate Performance Management report. It has been suggested that a senior officer from each Directorate should attend the Committee meeting. The arrangements for circulating papers make it impractical for Members to submit advance questions in all cases. This is linked to issues raised by Members about the formatting of the quarterly performance report and the timing of its distribution.
33. The Council will draw and build upon learning points during the year as to how individual reviews were undertaken, particularly the use of different working methods such as informal working groups and 'virtual' scrutiny meetings. We are also considering good practice examples of work undertaken in other local authorities and advice offered by the Centre for Public Scrutiny.

Finance

34. The costs of operating the Council's scrutiny arrangements are being contained within existing budgetary allocations.

35. The ongoing budget reductions will undoubtedly have an impact on the levels of Directorate and Democratic Services support that is available for the scrutiny process. Moving forward into 2014/15, consideration has to be given to the availability of corporate and directorate resources to service and support working groups, meetings and various levels of scrutiny activity.

Law

36. Scrutiny Committees are established in accordance with the provisions of the Local Government Act 1972 and the requirements of the Council's Constitution, which was adopted under the Local Government Act 2000, subsequent legislation and associated Regulations and Guidance.

37. Scrutiny powers relating to health are included in the Health and Social Care Acts 2001 and 2012, and associated Regulations and statutory guidance. The Police and Justice Act 2006 gives the Council powers to scrutinise the work of the Crime and Disorder Reduction Partnership, and the Local Government and Public Involvement in Health Act 2007 enables local authorities to scrutinise other partners. Much of this legislation has now been consolidated in the Localism Act 2011.

38. The Council's revised scrutiny arrangements are set out in Article 6 of the Constitution (Scrutiny Committees) and the associated Scrutiny Procedure Rules and Protocols.

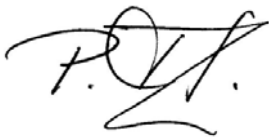
Equality Impact

39. Provision exists within the recommended scrutiny arrangements for overview and scrutiny to be undertaken of the Council's policies on equality and diversity.

Recommendations

40. That the annual report of the Overview and Scrutiny Management Board for 2013/14 be received and referred to the Council at its meeting on 14th April, 2014.

41. That the Lead Officer and the Director of Corporate Resources, in consultation with the Chair and Vice-Chair, be authorised to make any necessary amendments to update the annual report prior to its submission to the Council.



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Philip Tart
Director of Corporate Resources



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Ron Sims
Lead Officer

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List of Background Papers

The Council's Constitution – Article 6, Scrutiny Procedure Rules and Protocols
Report and Minutes of the Overview and Scrutiny Management Board dated 26th
November, 2013
Reports and Minutes of Scrutiny Committees

Overview and Scrutiny Management Board – 26th February, 2014

Report of the Director of Corporate Resources

Forward Plan of Key Decisions

Purpose of Report

1. To present the Forward Plan of Key Decisions for the four-month period commencing 1st March, 2014.

Background

2. The Access to Information Procedure Rules set out in Part 4 of the Constitution include a requirement for a Forward Plan to be prepared by the Leader covering a period of four months.
3. Attached as an Appendix is the Forward Plan covering the four-month period from 1st March, 2014. The Forward Plan sets out information on key decisions that are likely to be taken by the Council, Cabinet, a Cabinet Member or Chief Officers in the period covered by the Plan.
4. The Forward Plan is available on the Internet via the Committee Management Information System (CMIS).
5. The Forward Plan is reported to programmed meetings of the Overview and Scrutiny Management Board to assist the process of overview and scrutiny of key decisions.

Finance

6. The financial implications associated with individual key decisions will be included in reports submitted on each individual item.
7. A key decision is defined as an executive decision which is likely:-
 - (a) to result in the Council incurring expenditure, or the making of savings, which are £250,000 or more (revenue or capital); or
 - (b) to be significant in terms of its effects on communities living or working in one or more wards in the Borough.

Law

8. The requirement to produce a forward plan is set out under the Access to Information Procedure Rules in Part 4 of the Constitution.
9. The Constitution is adopted by the Council pursuant to the requirements of the Local Government Act 2000.

Equality Impact

10. The equality impact of specific key decisions will be referred to in individual reports on the items concerned.

Recommendation

11. That the Forward Plan of Key Decisions be noted.



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Director of Corporate Resources

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List of Background Papers

The Constitution

Forward Plan of Key Decisions

Decisions due to be made during the four month period from 01 Mar 2014

Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
0569 Corporate Resources	Staffing Issues	To determine any staffing issues requiring approval of the Cabinet or Cabinet Member (ie: not delegated to officers) in accordance with the Council's scheme of delegation and/or budget strategy. This may include proposals affecting the staffing establishments of the Council's Directorates. Individual items will be considered in private session to avoid the disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to any individual or information which is likely to reveal the identity of an individual.	November 2013 - June 2014		Consultation with internal officers, employees affected and their representatives, depending on the nature of individual proposals.	Cabinet; Councillor Gaye Partridge	Teresa Reilly Assistant Director (Phone: 01384 814703)
0574 Corporate Resources	Acceptance of Tenders or Quotations	Agreement, in consultation with the Cabinet Member for Finance, to accept Tenders or Quotations for the Supply of Goods, Provision of Services or Works (or the Disposal of Goods) with a value in excess of £250,000 per annum - following a procurement exercise by the Directorate of Corporate Resources (Procurement, Contract Management and Credit Services Division). Decisions will be taken throughout the year in accordance with tendering programme. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority).	April 2013 - March 2014	Summary of Tender Evaluation Report by Head of Procurement; Associated documents and reports prepared by Head of Procurement;	Key stakeholders (directorates, business units, schools etc) participating within the resulting contract are included in the tendering/evaluation processes. Appropriate Legal and Financial advice is also taken. The Director of Corporate Resources is required to consult the Cabinet Member for Finance on proposed contract awards - this occurs through correspondence and discussion as required. Contracts of this value are tendered and awarded in accordance with EU Procurement Directives which require advance publication of proposed contracts and the outcome of the tender exercise following a contract award.	Philip Tart	Philip Tart Director of Corporate Resources (Phone: 01384 815300)

Forward Plan of Key Decisions

Decisions due to be made during the four month period from 01 Mar 2014

Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
0575 Corporate Resources	Monitoring and Review of Capital and Revenue Expenditure or Income	To consider issues which have a significant impact upon the Capital or Revenue Expenditure and/or Income of the Council including those issues arising from the monitoring, review and implementation of the approved Revenue Budget and Capital Programme. [This is a standing item at each Cabinet meeting and the Decision Taker will be the Cabinet and then the Council, or individual members/officers in accordance with relevant delegations].	April 2013 - March 2014	Periodic and ad-hoc reports	Consultation appropriate to individual proposals.	Cabinet; Full Council	John Everson Technical Accountant, Corporate Resources (Phone: 01384-814806)
0576 Corporate Resources	Spending Projections 2013/14	To report details of the projected outturn for 2013/14 and to recommend amendments to the revenue budget, funded from General Balances if necessary.	April 2013 - March 2014	Report of the Treasurer	Council Directors	Cabinet; Full Council	Iain Newman Treasurer (Phone: 01384-814802)
0577 Corporate Resources	Waiver of Contract Standing Orders	Waiver of Contract Standing Orders by the Cabinet Member for Finance in appropriate circumstances. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority).	April 2013 - March 2014	Returned tender documents/Council's Standing Orders; Records; maintained by the Chief Executive; Reports/correspondence by the; Director of Corporate Resources	The Scheme of Delegation requires the Cabinet Member for Finance to consult the Treasurer. Where appropriate Stakeholders with an interest in the contract(s) will also be consulted as part of the contract evaluation exercise.	Councillor Peter Lowe	Iain Newman Treasurer (Phone: 01384-814802)
0590 Corporate Resources	Update of the Council's Capital Strategy	Approval of the latest version of the Capital Strategy of the Council.	Cabinet April 2014; Cabinet September 2014; Full Council Meeting October 2014		Officer consultation through Corporate Board. Member consultation through Scrutiny Committees - June 2014	Cabinet; Full Council	John Everson Technical Accountant, Corporate Resources (Phone: 01384-814806)
0606 Corporate Resources	Budget and Council Tax 2014/15	Set Budget and Council Tax for 2014/15	Cabinet February 2014; Full Council Meeting March 2014	Joint report of the Chief Executive and Treasurer	NNDR Payers (statutory consultation); Scrutiny Committees as specified by the Constitution; the public	Cabinet; Full Council	Iain Newman Treasurer (Phone: 01384-814802)

Forward Plan of Key Decisions

Decisions due to be made during the four month period from 01 Mar 2014

Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
0607 Corporate Resources	Deployment of Resources: Housing Revenue Account and Public Sector Hsg Capital	To set the original budget for 2014/15 for the Housing Revenue Account and the Public Sector Housing element of the capital programme.	Cabinet February 2014; Full Council Meeting March 2014	Report of the DACHS and the Treasurer	Area Housing Panels	Full Council	Iain Newman Treasurer (Phone: 01384-814802)
0609 Corporate Resources	Directorate of Corporate Resources Equality Action Plan 2014/15	That the Directorate of Corporate Resources Equality Action Plan 2014/15 be approved.	Cabinet Member & Officer Mtg March 2014	Directorate of Corporate Resources Equality Action Plan 2014/15	Consultation will be undertaken with the Equality and Diversity Advisory Group and other stakeholders	Councillor Peter Lowe; Councillor Gaye Partridge	Clare Palmer Performance Management (Phone: 3163)
0610 Corporate Resources	Citizens Advice Bureaux Grant	Approval of Citizens Advice Bureaux Grant for 2014/15. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority)	Cabinet Member & Officer Mtg April 2014	Service Level Understanding and CAB Service Outline; CAB Budget for 2014/15; Business Plan 2014/15	Citizens Advice Bureaux – Budget meetings	Iain Newman; Councillor Peter Lowe	Mike Williams Assistant Director, Corporate Resources (Phone: 4970)
0611 Corporate Resources	Acceptance Of Tenders	Agreement, in consultation with the Cabinet Member for Finance, to accept Tenders or Quotations for the Supply of Goods, Provision of Services or Works (or the Disposal of Goods) with a value in excess of £250,000 per annum - following a procurement exercise by the Directorate of Corporate Resources (Procurement, Contract Management and Credit Services Division). Decisions will be taken throughout the year in accordance with tendering programme. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority).	April 2014 - March 2015	Associated documents and reports prepared by Head of Procurement; Summary of Tender Evaluation Report by Head of Procurement	Key stakeholders (directorates, business units, schools, etc) participating within the resulting contract are included in the tendering/evaluation processes. Appropriate legal and financial advice is also taken. The Director of Corporate Resources is required to consult the Cabinet Member for Finance on proposed contract awards – this occurs through correspondence and discussion as required. Contracts of this value are tendered and awarded in accordance with EU Procurement Directives which require advance publication of proposed contracts and the	Philip Tart	Philip Tart Director of Corporate Resources (Phone: 01384 815300)

Forward Plan of Key Decisions

Decisions due to be made during the four month period from 01 Mar 2014

Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
					outcome of the tender exercise following a contract award.		
0612 Corporate Resources	Monitoring and Review of Capital and Revenue Expenditure or Income	To consider issues which have a significant impact upon the Capital or Revenue Expenditure and/or Income of the Council including those issues arising from the monitoring, review and implementation of the approved Revenue Budget and Capital Programme. [This is a standing item at each Cabinet Meeting and the Decision Taker will be the Cabinet and then the Council, or individual members/officers in accordance with relevant delegations]	April 2014 - March 2015	Periodic and ad-hoc reports	Consultation appropriate to individual proposals	Cabinet; Full Council	John Everson Technical Accountant, Corporate Resources (Phone: 01384-814806)
0613 Corporate Resources	Waiver of Contract Standing Orders	Waiver of Contract Standing Orders by the Cabinet Member for Finance in appropriate circumstances. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority).	April 2014 - March 2015	Records maintained by the Chief Executive;; Returned tender documents/Council's Standing Orders;; Reports/correspondence by the Director of Corporate Resources	The Scheme of Delegation requires the Cabinet Member for Finance to consult the Treasurer. Where appropriate Stakeholders with an interest in the contract(s) will also be consulted as part of the contract evaluation exercise.	Councillor Peter Lowe	Iain Newman Treasurer (Phone: 01384-814802)
0614 Corporate Resources	Spending Projections 2014/15	To report details of the projected outturn for 2014/15 and to recommend amendments to the revenue budget, funded from General Balances if necessary	April 2014 - March 2015	Report of the Treasurer	Council Directors	Cabinet; Full Council	Iain Newman Treasurer (Phone: 01384-814802)
0615 Corporate Resources	Repair and Maintenance Budget 2014/15	To approve the Repair and Maintenance budget's programme of expenditure for 2014/15. To authorise the Director of Corporate Resources to establish a programme of works to make minor amendments to that programme and to add individual schemes to it during the course of the year, subject to available resources. To authorise the Director of	Cabinet Member & Officer Mtg April 2014	Repairs and Maintenance Policy	The Corporate Property Group	Councillor Gaye Partridge	Paul Bickerdike Building Surveying Manager (Phone: 01384-814107)

Forward Plan of Key Decisions

Decisions due to be made during the four month period from 01 Mar 2014

Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
		Corporate Resources to negotiate/extend/agree any contract necessary to facilitate the Council's Repair and Maintenance Procurement System					
0616 Corporate Resources	Localised Council Tax Reduction Scheme	Agree the local council tax reduction scheme for 2015/16	June 2014 - January 2015	Local Government Finance Act; Any associated Secondary Legislation; Guidance issued	Consultation only required if scheme amended from that agreed a Full Council on 2nd December 2013	Cabinet; Full Council	Mike Williams Assistant Director, Corporate Resources (Phone: 4970)