


## **Overview and Scrutiny Management Board**

**Monday, 8<sup>th</sup> September, 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 held on 11<sup>th</sup> June, 2014 as a correct record.
5. Review of Senior Management and Organisational Structure.
6. Amendment to the Annual Scrutiny Programme.
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: 28<sup>th</sup> August, 2014**

**Distribution:**

Councillor D Tyler (Chair)

Councillor A Finch (Vice-Chair)

Councillors D Blood, I Cooper, C Elcock, C Hale, M Hanif, R James, L Jones,  
M Mottram and K Turner

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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](mailto:steve.griffiths@dudley.gov.uk)

## **Minutes of the Overview and Scrutiny Management Board**

**Wednesday 11<sup>th</sup> June, 2014 at 6.00 p.m.  
at the Council House, Priory Road, Dudley**

### **Present:**

Councillors D Blood, I Cooper, C Elcock, A Finch, C Hale, M Hanif, L Jones, M Mottram, K Turner, D Tyler and M Wood

### **Observer:**

Councillor C Baugh

### **Officers:**

R Sims, Assistant Director (Housing Strategy and Private Sector - Lead Officer to the Board) and S Griffiths (Democratic Services Manager - Directorate of Corporate Resources)

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#### **1      Election of Chair**

Councillor D Tyler was elected as Chair of the Overview and Scrutiny Management Board for the 2014/15 municipal year.

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#### **2      Election of Vice-Chair**

Councillor A Finch was elected as Vice-Chair of the Overview and Scrutiny Management Board for the 2014/15 municipal year.

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#### **3      Apology for Absence**

An apology for absence from the meeting was submitted on behalf of Councillor R James.

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#### **4      Appointment of Substitute Member**

It was reported that Councillor M Wood had been appointed as a substitute for Councillor R James for this meeting of the Board.

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5      **Declaration of Interests**

Councillor D Tyler declared a non-pecuniary interest in Agenda Item No. 7 (Annual Scrutiny Programme 2014/15) in relation to the proposed scrutiny of the work and priorities of the West Midlands Police and Crime Commissioner as a Member of the West Midlands Police and Crime Panel.

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6      **Minutes**

Note: The Chair asked that a suitable letter be sent to former Councillor Sue Ridney to place on record the appreciation of her past service and her significant contribution to developing health and other scrutiny-related work within Dudley MBC.

Resolved:

That the minutes of the meeting held on 29<sup>th</sup> April, 2014, be approved as a correct record and signed.

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7      **Annual Scrutiny Programme 2014/15**

Further to Minute No. 27 of the meeting held on 29<sup>th</sup> April, 2014, the Lead Officer and the Director of Corporate Resources reported on the Annual Scrutiny Programme for 2014/15.

The Board had previously considered the development of the draft Annual Scrutiny Programme. Consideration had been given to items rolled-forward from 2013/14 and a number of suggested topic areas for inclusion in the programme for the forthcoming municipal year. The draft plan had been developed following consultation with Directorates and Members. Topics had been identified taking account of key corporate challenges and priorities in the business planning process.

The Board was requested to endorse the items set out below for inclusion in the 2014/15 Annual Scrutiny Plan. This included an additional item identified during the consultation process concerning corporate services provided by the Council that were shared between Directorates.

Scrutiny Committee

Corporate Performance Management, Effectiveness and Efficiency Scrutiny Committee

Areas for Scrutiny

- The Work and Priorities of the West Midlands Police and Crime Commissioner
- Corporate use of shared services

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|--|---|
| Adult, Community and Housing Services Scrutiny Committee | <ul style="list-style-type: none"> <li>• Housing Futures Board</li> <li>• Dudley MBC's readiness to implement the Care Bill in April 2015</li> </ul>            |
| Children's Services Scrutiny Committee                   | <ul style="list-style-type: none"> <li>• Childhood Neglect</li> <li>• Early Help Offer</li> <li>• Special Educational Needs Reforms</li> </ul>                  |
| Urban Environment Scrutiny Committee                     | <ul style="list-style-type: none"> <li>• Economic Development (including inward investment)</li> <li>• Environmental Management, Commercial Services</li> </ul> |
| Health Scrutiny Committee                                | <ul style="list-style-type: none"> <li>• Elements of Patient Experience in Acute Care</li> </ul>  |

The Corporate Performance Management, Efficiency and Effectiveness Scrutiny Committee undertook the ongoing function to review the quarterly performance management report. The Health Scrutiny Committee also dealt with a wide range of other issues, including statutory health scrutiny items. In the draft programme reported to the Board on 29<sup>th</sup> April, there had been an item relating to the Dudley Physical Activity and Sport Strategy. In view of the workload of the Health Scrutiny Committee, a view was taken that this item should not form part of the initial Annual Scrutiny Plan, however, this might be reviewed at a future point.

Requests for the referral of any further specific topics for scrutiny would be channelled through the Overview and Scrutiny Management Board. The Board would decide whether to undertake the scrutiny review itself or refer the matter to a specific Scrutiny Committee.

Details of the scrutiny topics would be reported to the June/July cycle of Scrutiny Committees with a view to briefing Members of each Scrutiny Committee on the workload allocated to them as well as providing further background information on the topics being considered during the year.

In 2014/15, Scrutiny Committees would also 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, 2014, the Overview and Scrutiny Management Board would meet to scrutinise the overall budget proposals on a strategic basis. A meeting of the Board had been scheduled for this purpose on 25<sup>th</sup> November, 2014.

During the autumn of 2014, the Overview and Scrutiny Management Board would also consider key strategic items concerning the Better Care Fund and Corporate Restructuring. The details relating to agenda items and the start time of meetings would be subject to further discussion between the Lead Officer and the Chair and Vice-Chair.

The Council's overview and scrutiny arrangements would continue to be the subject of an annual review process. Any relevant issues would be reported to the Overview and Scrutiny Management Board during the municipal year.

Resolved:

That the Annual Scrutiny Programme for 2014/15, including the items referred to above, be approved and adopted.

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8      **Membership of the Children's Services Scrutiny Committee**

Further to Minute No. 28 of the meeting held on 29<sup>th</sup> April, 2014, the Board considered a report of the Director of Corporate Resources on a review of the composition and membership of the Children's Services Scrutiny Committee.

The Overview and Scrutiny Management Board had previously indicated its wish to review the composition and membership of the Children's Services Scrutiny Committee, to ensure that the Committee remained fit for purpose and to enable it to move forward with a wider focus than just educational issues. The Board had particular regard to the number of non-elected Members who served on the Committee and the need to reflect the developing social care agenda taking account of the items in the Annual Scrutiny Programme.

The report contained a summary of the existing legal provisions concerning the appointment of co-opted members and details of the historical arrangements adopted by the Council.

The Board agreed that the existing co-opted membership was no longer appropriate for all meetings given the wider remit of the Children's Services Scrutiny Committee. Views were expressed on the size of the Committee and the need to avoid a single focus on educational issues.

The Board recommended that the statutory co-opted members should be retained and that the Children's Services Scrutiny Committee establish a pool of specialist/key contacts to be invited to attend to advise the Committee, or give evidence where appropriate, at specific meetings. This would provide for flexibility depending on the topics under discussion. It was envisaged that the pool of contacts could include a wide range of educational and social care professionals, faith groups, disability groups, trade unions and persons from other Boroughs with specific expertise.

Resolved:

That the Council be recommended to approve amendments to the co-opted membership of the Children's Services Scrutiny Committee, as outlined above, namely to retain the statutory co-opted members and that the Scrutiny Committee be requested to establish a pool of specialist/key contacts to be invited to advise the Committee, attend or give evidence at meetings, as appropriate, depending on the specific topics under discussion.

The meeting ended at 6.40 p.m.

CHAIR

**Overview and Scrutiny Management Board – 8<sup>th</sup> September, 2014**

**Report of the Chief Executive**

**Review of Senior Management and Organisational Structure**

**Purpose of Report**

1. To consider proposals for the Council's senior management restructure and make any recommendations or observations to the Cabinet as part of the consultation process.

**Background**

2. On 3<sup>rd</sup> July, 2014, the Cabinet considered a proposed senior management and organisational restructure together with arrangements for the appointment of a new Chief Executive. The Cabinet endorsed the proposed new structure, as shown in Appendix 1, to form the basis of formal consultation in accordance with an approved procedure and timetable. I was authorised to take all necessary steps with regard to the consultation.
3. Since 2011 the Council has been required to make unprecedented savings in its revenue budget and this will continue until at least 2018. To date this has largely been achieved by a combination of efficiency savings and redundancies. In the current climate I concluded that the current management and organisational structure is no longer sustainable and that now is the right time for the Council to have a comprehensive review of our senior management and organisational structure.
4. After consultation with the Leader of the Council and the Leader of the Main Opposition Group, earlier this year I commissioned an independent review to be conducted by Colin Williams, Director of West Midlands Employers. His brief was to submit viable options which would ensure that future arrangements were fit for purpose whilst securing up to £1m savings in senior management costs. The review specifically took into account:-
  - Any ongoing need for, and the role of, a Chief Executive.
  - The number and deployment of Directorates including the pros and cons of bringing together Adult and Children's Social Care and/or Education under one Directorate.
  - The number and deployment of Assistant Directors and Heads of Service within each proposed Directorate.
  - Whether the Office for Public Health should remain within the Chief Executive's Directorate or be transferred to another Directorate.



5. The methodology for the review included face to face meetings with the Chief Executive and Directors; a series of focus groups with Assistant Directors and senior officers; and individual meetings with senior members.
6. In his final report Mr Williams suggested alternative options based on a three directorate structure. After discussions with senior members a preferred proposal was identified (see Appendix 1). This proposal involves a reduction in 2nd Tier Posts from 5 Directors (including the Director of Public Health) to 3 Strategic Directors. There is also a substantial reduction at 3<sup>rd</sup> Tier from 17 Assistant Directors (or equivalent) to 8 Chief Officers. At this stage, Appendix 1 simply lists the various functions that would probably fall within each of the new Directorates. The proposal envisages that the number of Heads of Service posts at 4<sup>th</sup> Tier will also reduce and this will be determined through further consultation. The overall number of managers at 4<sup>th</sup> Tier and above (including the Chief Executive's post) is envisaged to reduce from 87 to 71. In total this would represent a 20% reduction in senior management capacity and savings of about £1m. The 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Tier posts will be evaluated using the JNC scheme which is recommended by West Midlands Employers and this could go down to the 5<sup>th</sup> Tier if necessary.
7. The creation of the new Strategic Director posts will reflect a change of focus for the Senior Management Team whose priorities will be based on integration, strategic co-ordination and external relationships, whilst holding to account the new Chief Officer posts for service delivery. Therefore, this is not simply about restructuring and reallocation of responsibilities, but is also a fundamental change in culture and approach.

#### Statutory Officers

8. The Council has 5 statutory posts which must be accommodated within this structure. Under this proposal the Section 151 Officer (Treasurer) and Monitoring Officer roles would fall within the Resources and Transformation Directorate. The Director of Public Health would be located in People Services. The statutory roles of Director of Adult, Social Services and Director of Children's Services would be undertaken by the Chief Officer (Adult Social Care) and Chief Officer (Children's Services) respectively. However, in making this decision the Council must have regard to statutory guidance.
9. In relation to the Director of Children's Services the statutory guidance issued by the Department for Education in 2013 states that:-
  - The Director of Children's Services is "appointed for discharging the education and social services functions of the local authority";
  - It is for individual authorities to determine their own organisational structures in the light of their local circumstances. However [they] must ensure there is both a single officer and a single elected member each responsible for both education and children's social care";
  - The Director of Children's Services should report directly to the Chief Executive."

10. An authority may decide to depart from the guidance provided there are clear reasons for doing so. There are precedents where a number of authorities have done this. In our proposed structure the statutory director will have direct access to the Chief Executive and other senior officers and will work closely with the Cabinet Lead for Children's Services. The seniority of the post will also be reflected in the salary.
11. With regard to the Director of Adult Social Services the statutory guidance issued by the Department of Health in 2006 is less prescriptive but it states that an authority should ensure that the Director is directly accountable to the Chief Executive and comparable in terms of seniority with the Director of Children's Services. These conditions are satisfied by these proposals.

### Summary

12. To summarise this is the most radical restructuring proposal for the Council since its creation in 1974. It will mean that we continue to be fit for purpose for the formidable challenges that we face but it will require a reduction in our management capacity of 20% and it will create savings in management costs of around £1m. Mr Williams is of the opinion that the implementation of the proposed restructure would produce the leanest management structure of any metropolitan district council. This would place Dudley "ahead of the curve" but, to ensure that we remain fit for purpose and manage expectations, it will be necessary to define and invest in further transformation in order to realise the potential of key staff if we are to meet the rigorous challenges that lie ahead.

### Chief Executive

13. The clear advice from Mr Williams, based on his consultations with elected members and senior officers, was that we should continue to have a Chief Executive post.
14. However, in presenting the proposals I had to consider my own position. As we enter a critical phase in our history I believe that the Council needs to have a settled senior management team for the next 5 years, so far as possible, in order to implement the new structure and manage the transformation agenda. It is for this reason that I have decided that the time is right for me to retire later this year when a new Chief Executive is ready to take over.
15. The process for recruiting a Chief Executive is already underway. An appointment will be considered by the Appointments Committee and their recommendation will be submitted to full Council for ratification in October, 2014.

### Procedure and Timetable

16. Before any final decision is taken by the Council on restructuring, provision has been made for a statutory period of consultation with affected staff and relevant Trade Unions. A procedure and timetable was endorsed by the Cabinet on 3<sup>rd</sup> July, 2014, and the key stages are summarised as follows:

- Stage 1: Informal consultation – June, 2014
- Stage 2: Formal ‘first phase’ consultation – 30<sup>th</sup> June, 2014 to 8<sup>th</sup> September, 2014 (including consultation with Overview and Scrutiny Management Board)
- Stage 3: Decision making and implementation of appointments to 2<sup>nd</sup> and 3<sup>rd</sup> tier posts – 8<sup>th</sup> September to 1<sup>st</sup> December, 2014
- Stage 4: Detailed development of 4<sup>th</sup> tier structure and formal ‘second phase’ consultation – 1<sup>st</sup> November, 2014 to 30<sup>th</sup> January, 2015
- Stage 5: Decision making and implementation of appointments to 4<sup>th</sup> tier posts – 1<sup>st</sup> February to 31<sup>st</sup> March, 2015

17. Immediately following the Cabinet approval to commence the consultation process, I issued a message via the ‘Chief Executive’s Chat’ on 4<sup>th</sup> July, 2014 to Council employees concerning the restructuring proposals. The contents of that message are set out in Appendix 2.
18. The Cabinet will be considering the outcome of the consultation at its meeting on 1<sup>st</sup> October and make a recommendation to full Council on the new structure at its meeting on 13<sup>th</sup> October, 2014.

### **Finance**

19. The proposed structure will realise savings in the region of £1m. Salary bandings for Strategic Directors and Chief Officers will be based on professional advice from West Midlands Employers in order to reflect the wider responsibilities of post holders, their changing focus and market comparability.
20. The precise impact on the Medium Term Financial Strategy will be calculated when the proposals (including any impact at Head of Service level) have been finalised. In calculating this impact, it will be necessary to adjust for existing directorate savings proposals at Assistant Director and/or Head of Service level as well as accounting properly for the General Fund, Housing Revenue Account, Public Health budget and Dedicated Schools Grant.

### **Law**

21. Section 111 of the Local Government Act 1972 enables the Council to do anything that is calculated to facilitate or is conducive or incidental to the discharge of its various functions.
22. Pursuant to Section 1 of the Localism Act 2011 the Council has the general power of competence to do anything that individuals may do.

### **Equality Impact**

23. An Equality Impact Assessment has been undertaken in respect of the proposals and was endorsed at the Cabinet meeting on 3<sup>rd</sup> July, 2014.

## **Recommendation**

24. That the Overview and Scrutiny Management Board consider proposals for the Council's senior management restructure and that any recommendations or observations be submitted to the Cabinet at its meeting on 1<sup>st</sup> October, 2014.

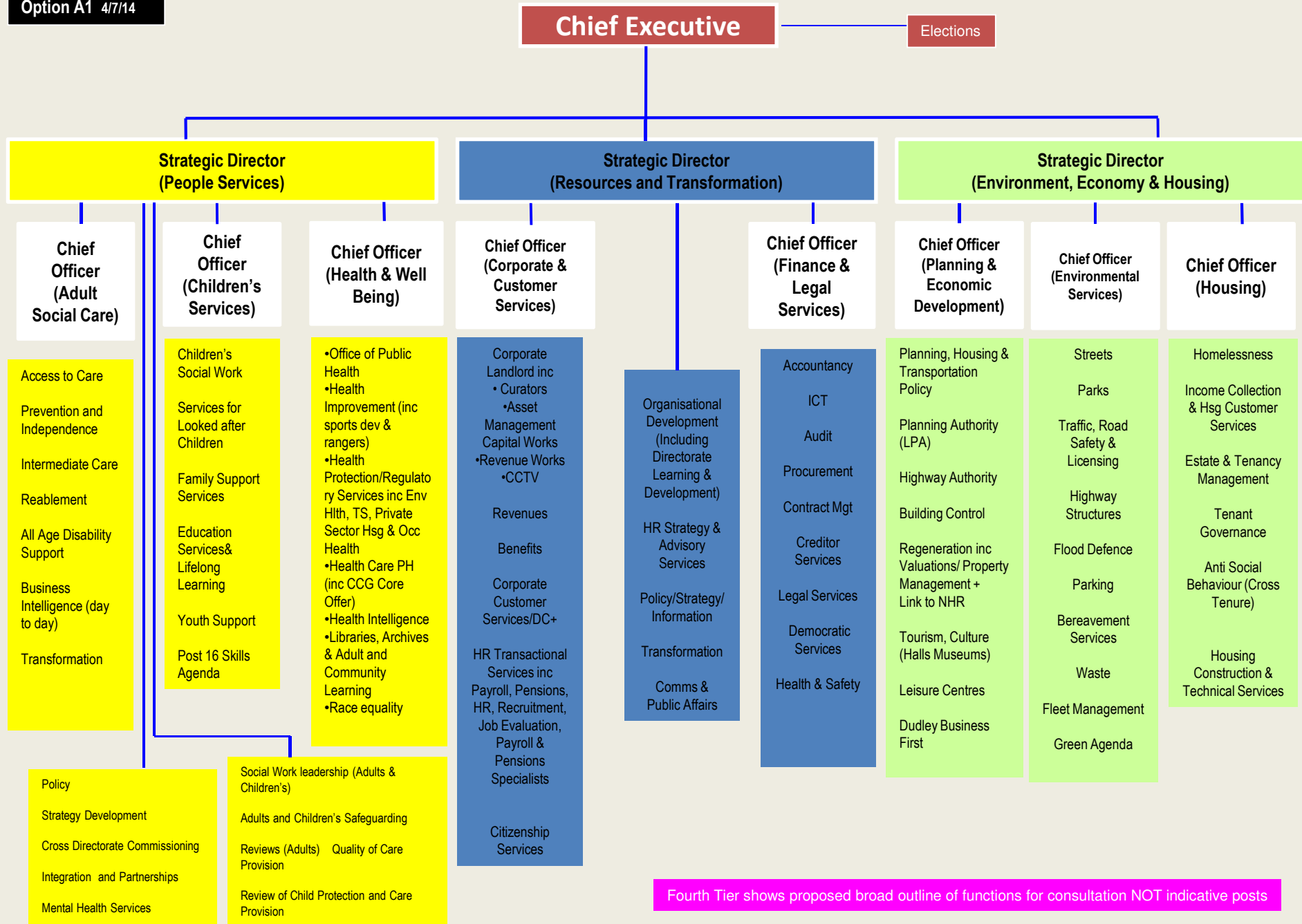
John Polychronakis

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**John Polychronakis**  
**Chief Executive**

Contact Officer: John Polychronakis - Telephone: 01384 815201  
Email: [john.polychronakis@dudley.gov.uk](mailto:john.polychronakis@dudley.gov.uk)

## **List of Background Papers**

Minute No. 15 of the Cabinet meeting dated 3<sup>rd</sup> July, 2014



Fourth Tier shows proposed broad outline of functions for consultation NOT indicative posts

Chief Executive's Chat Issue no. 245

Following last night's Cabinet meeting it has been agreed that we will now start the formal consultation process for a new corporate management structure.

The structure we are consulting on is attached and you will see that it is significantly more streamlined than the structure we currently operate.

The proposal means a radical reduction in our senior management posts. In real terms it would reduce our management by 20% and create savings in management and support costs of around £1m. It would also mean that this authority would have the leanest management structure of any metropolitan borough council. This would place Dudley 'ahead of the curve' but would also allow us to maintain the fabric of the authority for future years.

Before any final decision is made on restructuring there will be a statutory period of consultation with affected staff and the relevant Trade Unions. The Cabinet will consider the outcome of the consultation on 01 October and will make a recommendation to full Council on the new structure at its meeting on 13 October.

As well as the restructure there is still a continuing need to make significant budget savings and we are giving officers another opportunity to enter expressions of interest for voluntary redundancy. This proposal was also agreed at Cabinet last night and will go forward to full Council on the 14<sup>th</sup> July. Subject to their agreement we will be able to issue full details regarding a corporate "expressions of interest process" which will be open for employees to register their interest from late July to early September 2014. Employees who have previously applied will need to complete a new submission to demonstrate their current interest. As with previous years, there is no guarantee that your application will be taken further at this stage. The register of interest will be held and used for the ongoing budget savings as required.

Please do not attempt to register your interest yet: further details will follow after the 14<sup>th</sup> July 2014.

John Polychronakis

Chief Executive

4 July 2014

Chief Executive's Chat Issue No. 246

Following my earlier chat I have been asked to clarify the following issue. The structure chart that I have circulated does not refer to **posts** below Chief Officer level but to **services**. When the Strategic Directors and Chief Officers have been appointed later this year, they will be responsible for developing the structure for their directorate which will be the subject of a further consultation before any final decision is taken. This consultation is scheduled to start in the week commencing the 8 December 2014 and will close on the 30 January 2015.

John Polychronakis

Chief Executive

4 July 2014

**Overview and Scrutiny Management Board – 8<sup>th</sup> September, 2014**

**Report of the Director of Corporate Resources**

**Amendment to the Annual Scrutiny Programme**

**Purpose of Report**

1. To consider an amendment to the Annual Scrutiny Programme as recommended by the Health Scrutiny Committee.

**Background**

2. The Annual Scrutiny Programme for 2014/15 was approved at the last meeting of the Overview and Scrutiny Management Board held on 11<sup>th</sup> June, 2014.
3. The topics identified for scrutiny were reported to individual Scrutiny Committees during June/July. On 16th July, the Health Scrutiny Committee considered a report of the Lead Officer to the Committee on the health scrutiny work plan for 2014/15. This originally included an item on “Elements of Patient Experience in Acute Care.”
4. The Health Scrutiny Committee noted that since the Overview and Scrutiny Management Board meeting, a change in the topic for the in-depth review for the Committee for 2014/15 was proposed and it was now considered that the Committee’s area for review should be the Dudley Physical Activity and Sport Strategy.
5. The Health Scrutiny Committee resolved to request the Overview and Scrutiny Management Board to consider the proposal to change the Health Scrutiny Committee’s area for scrutiny from “Elements of Patient Experience in Acute Care” to “Dudley Physical Activity and Sport Strategy”.
6. Subject to formal confirmation of the above proposal, the Health Scrutiny Committee will appoint a Working Group to consider the Dudley Physical Activity and Sport Strategy. The membership of the Working Group will comprise the Chair and Vice-Chair of the Health Scrutiny Committee (Councillors Hale and Elcock), together with Councillors K Shakespeare, N Barlow, S Henley, P Brothwood and E Taylor.

**Finance**

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

## **Law**

8. 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.

## **Equality Impact**

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

## **Recommendation**

10. That the recommendation of the Health Scrutiny Committee to amend the Annual Scrutiny Programme for 2014/15, as set out in paragraph 5 above, be approved.



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**Director of Corporate Resources**

Contact Officer: Steve Griffiths  
Telephone: 01384 815235  
Email: [steve.griffiths@dudley.gov.uk](mailto:steve.griffiths@dudley.gov.uk)

## **List of Background Papers**

Report and minutes of the Overview and Scrutiny Management Board dated 11<sup>th</sup> June, 2014  
Report and minutes of the Health Scrutiny Committee dated 16<sup>th</sup> July, 2014.



## **Overview and Scrutiny Management Board – 8<sup>th</sup> September, 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 1<sup>st</sup> September, 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 1<sup>st</sup> September, 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**

Contact Officers: Philip Tart  
Telephone: 01384 815300  
Email: [philip.tart@dudley.gov.uk](mailto:philip.tart@dudley.gov.uk)

Steve Griffiths  
Telephone: 01384 815235  
Email: [steve.griffiths@dudley.gov.uk](mailto:steve.griffiths@dudley.gov.uk)

## **List of Background Papers**

The Constitution

## Forward Plan of Key Decisions

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

| Decision No<br>Directorate  | Project Name                  | Key Decision   | Decision Period<br>Meeting Date                          | Reports, Appendices &<br>Background Papers   | Consultation Details  | Decision Taker          | Contact Name  |
|-----------------------------|-------------------------------|--|--|--|---|-------------------------|---|
| 0627<br>Children's Services | School Place Planning         | Approve the proposed expansion of a number of Primary Schools in order to meet the demand for school places.   | July 2014 - September 2015                               | Response report to the consultation of the Directorate of Children's; Services   | Schools, staff, pupils, parents, the local community. Consulted via a consultation document that contains details of the proposals. A statutory notice will also be published containing details of the proposals.  | Councillor Tim Crumpton | Toni Guest Head of Place Planning and School Reorganisation (Phone: 3725) |
| 0611<br>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 outcome of the tender exercise following a contract award. | Philip Tart             | Philip Tart Director of Corporate Resources (Phone: 01384 815300)         |
| 0626<br>Corporate Resources | Annual Review of Constitution | To consider the annual review of the Constitution for 2014 and determine any amendments.   | Cabinet October 2014; Full Council Meeting November 2014 |  | Corporate Board, Members and Internal Officers as necessary   | Cabinet; Full Council   | 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 Sep 2014*

| Decision No<br>Directorate            | Project Name   | Key Decision  | Decision Period<br>Meeting Date | Reports, Appendices &<br>Background Papers   | Consultation Details   | Decision Taker                       | Contact Name  |
|---------------------------------------|--|---|---------------------------------|--|--|--------------------------------------|---|
| <b>0616</b><br>Corporate<br>Resources | Localised Council Tax<br>Reduction Scheme                                | Agree the local council tax reduction<br>scheme for 2015/16   | June 2014 - January 2015        | Local Government Finance<br>Act; Any associated<br>Secondary Legislation;<br>Guidance issued | Consultation only<br>required if scheme<br>amended from that<br>agreed a Full Council<br>on 2nd December<br>2013   | Cabinet; Full<br>Council             | Mike Williams<br>Assistant Director,<br>Corporate Resources<br>(Phone: 4970)  |
| <b>0612</b><br>Corporate<br>Resources | Monitoring and Review<br>of Capital and Revenue<br>Expenditure or Income | To consider issues which have a<br>significant impact upon the Capital<br>or Revenue Expenditure and/or<br>Income of the Council including<br>those issues arising from the<br>monitoring, review and<br>implementation of the approved<br>Revenue Budget and Capital<br>Programme. [This is a standing<br>item at each Cabinet Meeting and<br>the Decision Taker will be the<br>Cabinet and then the Council, or<br>individual members/officers in<br>accordance<br>with relevant delegations] | April 2014 - March 2015         | Periodic and ad-hoc reports  | Consultation<br>appropriate to<br>individual proposals   | Cabinet; Full<br>Council             | John Everson<br>Technical Accountant,<br>Corporate Resources<br>(Phone:<br>01384-814806)  |
| <b>0618</b><br>Corporate<br>Resources | Revenue Budget<br>Strategy 2015/16                                       | To consider the Revenue Budget<br>Strategy for 2015/16 and future<br>years  | June 2014 - February 2015       | Report(s) of Chief Executive<br>, Treasurer; and Director of<br>Corporate Resources          | Public consultation –<br>possible use of<br>Citizens' Panel and<br>Internet<br>Consultation with<br>representatives of the<br>Non-Domestic<br>Ratepayers | Cabinet; Full<br>Council             | Iain Newman<br>Treasurer (Phone:<br>01384-814802)   |
| <b>0620</b><br>Corporate<br>Resources | Review of Housing<br>Finance   | To approve the revised HRA<br>budgets for 2014/15 and updates to<br>the 30 year HRA Business Plan. To<br>approve the amendments to the<br>Public Sector Housing Capital<br>Programme for 2014/15 to 2018/19   | June 2014 - September<br>2014   |  | Corporate Board<br>DACHS Senior<br>Management Team<br>Corporate Resources<br>(Finance)   | Cabinet; Full<br>Council             | Catherine Ludwig<br>Housing Finance<br>Manager, Directorate<br>of Finance, ICT etc<br>(Phone: 01384<br>815075); Iain Newman<br>Treasurer (Phone:<br>01384-814802) |
| <b>0614</b><br>Corporate<br>Resources | Spending Projections<br>2014/15  | To report details of the projected<br>outturn for 2014/15 and to<br>recommend amendments to the<br>revenue budget, funded from<br>General Balances if necessary   | April 2014 - March 2015         | Report of the Treasurer  | Council Directors  | Cabinet; Full<br>Council             | Iain Newman<br>Treasurer (Phone:<br>01384-814802)   |
| <b>0569</b><br>Corporate<br>Resources | Staffing Issues and<br>Restructuring Proposals                           | To determine any staffing issues<br>requiring approval of the Cabinet or<br>Cabinet Member (ie: not delegated<br>to officers) in accordance with the<br>Council's scheme of delegation<br>and/or budget strategy. This may  | November 2013 - June<br>2015    |  | Consultation with<br>internal officers,<br>employees affected<br>and their<br>representatives,<br>depending on the                                       | Cabinet; Councillor<br>Rachel Harris | Teresa Reilly<br>Assistant Director<br>(Phone: 01384<br>814703)   |

## Forward Plan of Key Decisions

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

| Decision No<br>Directorate     | Project Name                       | Key Decision   | Decision Period<br>Meeting Date | Reports, Appendices &<br>Background Papers  | Consultation Details  | Decision Taker           | Contact Name                                      |
|--------------------------------|------------------------------------|--|---------------------------------|---|---|--------------------------|---|
|                                |                                    | include restructuring 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. |                                 |   | nature of individual proposals.   |                          |   |
| 0613<br>Corporate<br>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 Stuart Turner | Iain Newman<br>Treasurer (Phone:<br>01384-814802) |