

At a meeting of the MANAGEMENT SCRUTINY COMMITTEE held in the CIVIC CENTRE on THURSDAY, 14TH APRIL, 2011 at 5.30 p.m.

Present:-

Councillor Tate in the Chair

Councillors M. Forbes, Miller, Morrissey, Rolph, Stewart and Walker.

Welcome

The Chairman welcomed everyone to the last meeting of the Management Scrutiny Committee for the current municipal year.

Apologies for Absence

Apologies for absence were submitted to the meeting on behalf of Councillors Mordey, Oliver and S. Watson.

Minutes of the Last Meeting of the Committee held on 17th March, 2011

i) Policy Development and Review 2010/2011: Draft Report

Councillor Rolph stated that she had said at the last meeting that 'a better records management process tended to improve the reputation of the Council' rather than 'the recognition of the Council' and it was:-

1. RESOLVED that the minutes of the last meeting of the Scrutiny Committee held on 17th March, 2011 (copy circulated), be confirmed and signed as a correct record, subject to the above amendment.

Declarations of Interest (Including Whipping Declarations)

There were no interests declared.

Variation of Agenda

The Chairman proposed, and it was agreed, that item 7 of the agenda, a report on the Draft Annual Report for 2010/11 be considered following the Audit Commission

Annual Audit Letter 2009/10, as the Head of Scrutiny and Localism needed to leave the meeting following consideration of the item.

Audit Commission Annual Audit Letter 2009/10

The Head of Law and Governance submitted a report (copy circulated) providing Members with an opportunity to consider the Audit Commission's Annual Audit Letter for 2009/10, considered by the Cabinet on 6th April, 2011.

(For copy reports – see original minutes).

Mr. Gavin Barker, Audit Manager, Audit Commission, briefed the Committee on the report and highlighted that:-

- there were outstanding objections to the Council's accounts for 2007/08 and 2008/09 which meant that the District Auditor had been unable to issue his final certificate for those accounts and that he would be unable to issue the final certificate for the 2009/10 accounts until the objection was decided;
- progress had been made on the objections and the District Auditor had been recently able to share his preliminary views with both the Objector and the Council's Officers, however subsequently legal issues had arisen which were likely to lead to further delays;
- an unqualified opinion had been issued on the financial statements;
- a recommendation had been made to the Council that there was scope to streamline the financial statements and that the Council would need to ensure the successful implementation of International Financial Reporting Standards (IFRS) for the production of its 2010/11 financial statements.

With regards to the Value for Money conclusion, Mr. Barker advised that an unqualified conclusion stating that the Council had adequate arrangements to secure economy, efficiency and effectiveness in the use of resources had been issued. The Council faced challenges due to the significant front loading of government grant reduction confirmed within the local government finance settlements for 2011/12 and 2012/13. However the District Auditor considered the strengths in the Council's governance arrangements, its history of good financial management and the ongoing preparation through the Sunderland Way of Working, would help the Council to respond to these challenges.

In response Ms. Sonia Tognarelli, Acting Deputy Director of Financial Resources, stated that the audit had identified a number of relatively minor errors in the statements which had been amended. The Audit Commission had highlighted the challenges the Council faces which were being taken on board. Overall the Council was pleased with the overall findings of the 2009/10 Annual Audit Letter and agreed that it was well placed to deal with the Value for Money conclusions.

In response to Councillor Miller, Mr. Barker stated that he was unable to say when the Council's accounts for 2007/08, 2008/09 and 2009/10 would be signed off as the objections remained outstanding and legal issues which had arisen were likely to lead to further delays. This however was a technical issue and there were no issues with the financial accounts.

Ms. Tognarelli advised that in relation to the need to implement the International Financial Reporting Standards that this would not represent a significant cost to the Council and was a technical matter to put the necessary arrangements in place to meet the requirements.

The Chairman enquired what assistance the Audit Commission could offer to the Council to meet the challenges for the forthcoming year.

Mr. Barker stated that the Audit Commission was currently working on the 2010/11 Value for Money Assessment and the conclusion was that the Council was doing all the right things. The two areas which had been identified were firstly, for arrangements to monitor the savings the Council had identified to ensure delivery of the savings and if problems were identified for arrangements to be put into place to deal with the problems. Secondly, to monitor what was being done to identify future efficiencies and opportunities to make changes and improve service delivery.

Ms. Tognarelli confirmed that robust arrangements to monitor the savings identified were in place and that thought was being given to areas where this approach could be continued in order to protect frontline services as far as possible.

The Chairman having thanked Mr. Barker for his attendance; it was:-

2. RESOLVED that the report and the content of the Audit Commission's Annual Audit Letter for 2009/10 be received and noted.

Draft Annual Report 2010/11

The Chief Executive submitted a report (copy circulated) providing the Committee with the opportunity to consider the draft Scrutiny Report for 2010/11.

(For copy report – see original minutes).

Ms. Charlotte Burnham, Head of Scrutiny and Localism presented the report to the Committee for approval and advised that it would be submitted to the Council at its meeting in June 2011, subject to any amendments by the Scrutiny Committee.

3. RESOLVED that the content of the Draft Scrutiny Annual Report for 2010/11 be approved and that it be submitted to the Council meeting in June 2011 for consideration and despatched to key stakeholders and placed on deposit in public places for information.

Policy Development and Review 2010/11: Draft Final Report

The Chief Executive submitted a report (copy circulated) providing Members with the final draft report from the evidence gathered in relation to the Committee's policy review for the year on Smarter Working.

(For copy report – see original minutes).

Councillor M. Forbes referred to paragraph 7.3.4 of the report and enquired how staff working on annualised hours were managed and how this was rolled out.

In response Ms. Sonia Tognarelli, Acting Deputy Director of Financial Resources advised that the Council had in place a range of flexible working options, including home working, compressed hours and annualised hours which involved the manager looking at how many hours were needed in order to get the business done.

Mr. Nigel Cummings, Scrutiny Officer, added that the needs of the business were addressed service team by service team and any issues addressed on a rolling programme.

Mr. Mike Lowe, Assistant Head of Performance and Improvement, commented that Managers had at their disposal a range of flexible working options for employees to assist in monitoring staff, improving morale and to achieve a work life balance whilst maximising productivity and service delivery standards.

4. RESOLVED that the draft final report in relation to the Committee's policy review for the year on Smarter Working be approved and be submitted to the Cabinet for approval at its meeting in June 2011.

Performance Report Quarter 3 (April-December 2010)

The Chief Executive submitted a report (copy circulated) providing the Scrutiny Committee with a performance update relating to the period April to December 2010 including a summary of:-

- progress in relation to the LAA targets and other national indicators; and
- results of the annual budget consultation.

(For copy report – see original minutes).

Mr. Mike Lowe, Assistant Head of Performance Improvement, briefed the Committee on the report advising that the top priorities identified in the annual budget consultation were detailed at section 3.1 and were listed in priority order.

Councillor Miller referred to the LAA theme Prosperous and Learning City NI 101 concerning Looked After Children and commented that he was horrified at the latest update which showed only 6% of Looked After Children achieving 5 A*-C GCSEs (or

equivalent) at Key Stage 4 (with English and Maths). He pointed out that this had reduced from the December 2009 position of 10%. Councillor Miller went on to say that this indicator linked with NI 63 under the LAA theme – Healthy City, concerning the stability of placements of Looked After Children: length of placement, where the latest update showed this to be also in decline.

Councillor M. Forbes commented that she was pleased with the latest position in relation to NI 100 which showed 64% of Looked After Children reaching Level 4 in mathematics at Key Stage 2. However she added that she shared Councillor Miller's concern in relation to NI 101 above which remained not well addressed and endorsed everything that had been said on the matter.

Councillor Stewart advised that the above issues had been raised and discussed at the Children, Young People and Learning Scrutiny Committee meeting and that they would continue to be monitored by the Scrutiny Committee. He advised that one of the points picked up during the Scrutiny Committee's policy review carried out this year which looked at the issue of young people who are not in education, employment or training (NEET) in Sunderland was that Looked After Children 'fall through the net' and that there was a need to ensure that they were included. He advised that arising out of the review there was a recommendation for a further more detailed look at this issue for the coming year. Councillor Stewart stated that Members were corporate parents and that it was crucial that they worked to make sure that Looked After Children had the same opportunities as other children.

Mr. Lowe confirmed that the services were responding to the agenda and the issues had been reported and challenged by the relevant Scrutiny Committees which would continue to receive quarterly reports.

Councillor Rolph referred to Section 3.1.3 of the report relating to the roads and footways. She enquired whether the different responses concerning the condition of roads and footways when the responses were drilled down further, could be attributed to older people being more likely to be walking and younger people being more likely to be driving. Younger people would therefore notice the condition less and be more positive about the condition of roads and footpaths.

Councillor M. Forbes queried why the Council did not come down harder on Utility Companies for the problems they caused with the roads and footpaths.

Mr. Lowe advised that a report produced that week stated that Local Authorities should concentrate on preventative maintenance. Mr. Lowe advised that he would seek responses to Councillor Rolph and Councillor M. Forbes' queries from Street Scene and Highways Colleagues.

Councillor Rolph commented that the way domestic violence was being tackled was good, however the finance to support this was reducing and the situation needed to be monitored in order to ensure performance did not reduce as a result.

Councillor M. Forbes commented on the lack of facilities for young people and queried why football pitches which used to be open and accessible were now fenced off.

Mr. Lowe undertook to seek a response from City Services as to the Council's policy on access to sports facilities.

With regards to affordable housing, Councillor M. Forbes made the comment that in the areas where housing was being demolished the land was being sold off and so there was no new access to affordable housing.

The Chairman commented that it was important for future meetings that appropriate officers from the service directorates were in attendance so as to respond to Members' queries.

In response, Mr. Lowe advised that Officers were looking to strengthen the performance management arrangements, the governance and relationship between Committees to ensure the arrangements were robust and that a report would be submitted for the Committee to consider the proposed arrangements.

5. RESOLVED that the continued good progress made by the Council and the Sunderland Partnership and those areas requiring further development to ensure that performance is actively managed be noted.

Forward Plan – Key Decisions for the Period 1st April, 2011 to 31st July, 2011

The Chief Executive submitted a report (copy circulated) providing Members with an opportunity to consider those items in the Executive's Forward Plan for the period 1st April, 2011 to 31st July, 2011 which relate to the Management Scrutiny Committee.

(For copy report – see original minutes).

6. RESOLVED that the Executive's Forward Plan for the above period be received and noted.

Scrutiny Committee's Work Programmes for 2010-2011

The Chief Executive submitted a report (copy circulated) attaching for information, the variations to the Scrutiny Work Programmes for 2010/11 and providing an opportunity to review the Committee's own work programme for 2010/11.

(For copy report – see original minutes).

Ms. Sarah Abernethy, Acting Assistant Scrutiny Officer, briefed the Committee on the report.

The Chairman extended his thanks to all Chairs, Vice-Chairs and Members of the Scrutiny Committees for the work undertaken as well as to the Officers who had supported the Scrutiny Committees to carry out the huge volume of work over the last year.

7. RESOLVED that the variations to the Scrutiny Committees' Work Programmes be noted.

Urgent Item

In accordance with Section 100(B) of the Local Government Act 1972 by reason of special circumstances in that the conference is scheduled to take place before the next meeting of the Scrutiny Committee and prior approval is needed in order to attend, the Chairman determined that the report requesting the Committee to nominate delegates to attend the Centre for Public Scrutiny's 9th Annual Conference and Exhibition be considered at this meeting as a matter of urgent business.

Request to Attend Seminar – Centre for Public Scrutiny's 9th Annual Conference and Exhibition

The Chief Executive submitted a report (copy circulated) requesting the Committee to consider nominating delegates to the Centre for Public Scrutiny's 9th Annual Conference and Exhibition to be held on Thursday, 2nd June, 2011.

(For copy report – see original minutes).

8. RESOLVED that one Officer, together with Councillors Miller and Mordey be authorised to attend the above conference; the Members' attendances to be funded from the Scrutiny Committee's budget.

The Chairman, having reminded the Committee of the Annual Scrutiny Conference to be held on Thursday, 19th May at Crowtree Leisure Centre from 5.00 p.m., closed the meeting.

(Signed) R.D. TATE,
Chairman.

MANAGEMENT SCRUTINY COMMITTEE

ANNUAL WORK PROGRAMME 2011-2012

REPORT OF THE CHIEF EXECUTIVE

16 JUNE 2011

1. Purpose of Report

- 1.1 For Members to determine the Annual Work Programme for the Scrutiny Committee during 2011-12, including potential mini policy review work.

2. Background

- 2.1 The Scrutiny Committee is responsible for setting its own work programme within the following scope:-

General Scope: To co-ordinate scrutiny business and management of the overall Scrutiny Work Programme and consider the Council's corporate policies, performance and financial issues.

Remit: Corporate Improvement Plan; Sunderland Strategy; Partnerships (including relations with external bodies); enhancing the role and reputation of Sunderland regionally, nationally and internationally; co-ordination and development of the Scrutiny Function; Asset Management, Property Services and Building Maintenance; Area Frameworks; Corporate Communications; External Assessments; Public Protection and Trading Standards; Governance; Emergency Planning (to refer to appropriate Scrutiny Committee); Budget, financial resources and value for money; and to review any matter not falling within the remit of the other Scrutiny Committees.

- 2.2 The role of the Management Scrutiny Committee is two-fold, firstly it is for the Committee to focus on the priority areas and targets in the Sunderland Strategy. Secondly that it co-ordinates the work of all seven Scrutiny Committees to consistently address those areas of performance requiring detailed examination, and this role has been strengthened with the committee membership now consisting of the Scrutiny Chairs from all seven committees.
- 2.3 This approach allows a clear themed focus on the outcomes for the people of Sunderland, and allows for cross-cutting examination of issues, with potential for linking areas of knowledge and expertise that would not ordinarily be brought together, so increasing the likelihood of the committees identifying novel approaches and solutions to the issues they consider.
- 2.4 Partnerships, including relations with external bodies is specifically within the remit of this committee, however, it is intended that all committees should take a role in the scrutiny of partnership and area issues and have a role in engaging with partners, external scrutiny, community and public engagement, engaging with media and area scrutiny.

3. Suggested Topics

- 3.1 Topics for inclusion in the work programme should vary from single items for consideration such as quarterly performance / budget monitoring reports, the Council's budget and policy framework documents, formal consultation exercises and a potential short term policy review.

- 3.2 The following table includes relevant topics to the remit of the committee and a number of standing items which are a regular feature of the work programme.

Single Item (Items to be scheduled when dates known)	
Performance / Budget Monitoring <i>(Frequency – Quarterly)</i>	To consider quarterly performance / budget monitoring reports of the Council. Look at progress on the Council's financial position in relation to the budgetary savings to be made.
Progress Reports of the Scrutiny Committees <i>(Frequency - Monthly)</i>	To receive regular progress reports from individual Chairs detailing the work / achievements of their relevant Scrutiny Committee.
Executive's Forward Plan <i>(Frequency – Monthly)</i>	To consider the Council's Executive Forward Plan which contains contain matters which are likely to be the subject of a key decision to be taken by the executive, a committee of the executive, individual members of the executive, officers, area committees or under joint arrangements in the course of the discharge of an executive function during the period covered by the plan.
On-going Issues	
Developing Links between Scrutiny and the Sunderland Partnership	To be involved in the on-going development of practices and processes to establish effective linkages between the Council's Scrutiny Function and its partners through the Sunderland Partnership. Look to invite LSP to the Committee to discuss their annual report.
Development of the Council's Scrutiny Function	To co-ordinate the on-going development / effectiveness of the Council's Scrutiny Function
The Council's Budget Setting Process for 2012/2013 <i>(October 2011 onwards)</i>	In-depth involvement in the Council's budget setting process for 2012/2013
The Council's Corporate Improvement Plan	In-depth involvement in the Council's compilation of the Corporate Improvement Plan, with particular focus on the key priorities for the year ahead.
Business Transformation Programme Working Group	To continue the BTP working group and hold an initial meeting with Exec. Director of Commercial & Corporate Services. Also review the membership of the working group in light of changes to the membership of the Management Scrutiny Committee.

4. Policy Review

- 4.1 The policy review is the process of maintaining an overview of the Council and its partners' policies and will usually examine whether the Council and / or the relevant public service provider(s) intended policy outcomes have been achieved. The process will also explore issues such as the service users' perspectives.
- 4.2 Policy reviews are project planned with appropriate methodology applied to investigate the chosen topic. This may include meetings, site visits, surveys, public meetings or analysis of comparative practice in other local authorities.
- 4.3 In light of the two-fold role of this Committee, it may be appropriate for the Committee to undertake one or two 'mini' policy reviews, to enable it to fully undertake its co-ordinating / management of the work of the Scrutiny Committees.
- 4.4 Following the selection of a topic for review, the Committee will receive a report setting out a possible approach to the review. This will include the terms of reference, definitions, links to corporate goals, partnerships, the national and local context, and proposals for gathering evidence.
- 4.6 Despite there being no Management Scrutiny Committee table at the recent conference a number of potential topics have been put forward and the Committee is recommended to select one topic from the shortlist below for a potential 'mini' review:

'Mini' Policy Review Proposals	
The Public Services Reform White Paper	Look at issues contained in the White Paper, once published, and the implications for the Council, key stakeholders and local communities.
After Comprehensive Area Assessment	To ensure that the councils frameworks and the council's approach to self regulation, self evaluation which demonstrates transparency, local accountability etc are 'fit' for purpose and taking account of the LGG advice on this matter.
Corporate Outcomes Framework	The role of scrutiny to challenge and improve both council services and those of their partners. To this end the Management Scrutiny Committee may wish to look with Performance Officers at how the appropriateness and potential effectiveness of improvement actions and performance measures will help to drive the ongoing critical friend challenge of the framework.
Communication of Council Services	How do the public and local communities find out about services that the Council offers? How does the Council communicate information around it's services? Do they reach the target audience? How can modern communication and media tools facilitate reaching different social groups?

5. Work Programme

- 5.1 A draft work programme for 2011-12 with items already scheduled is attached at **Appendix 1**. The items listed above, when reduced to a short list and when timings can be known, will be included in the programme.
- 5.2 The work programme can be amended during the year. Any Member of the Committee can add an item of business to an agenda (Protocol 1 within the Overview and Scrutiny Handbook refers).
- 5.3 **Appendix 2** of this report contains the work programmes from the six remaining committees, and these will continue to be reported to the Management Scrutiny Committee throughout the Municipal Year.

6. Conclusion and Recommendation

- 6.1 The Committee is asked to:
- (a) Consider the draft Annual Work Programme for 2011-12 and indicate any additions or amendments; and
 - (b) Consider the list of suggestions for a 'mini' policy review and determine one topic for review.

7. Background Papers

None

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MANAGEMENT SCRUTINY COMMITTEE WORK PROGRAMME 2011/12

APPENDIX 1

REASON FOR INCLUSION	JUNE 16.6.11	JULY 14.7.11	SEPTEMBER 15.9.11	OCTOBER 13.10.11	NOVEMBER 10.11.11	DECEMBER 15.12.11	JANUARY 19.1.12	FEBRUARY 16.2.12	MARCH 15.3.12	APRIL 19.4.12
Cabinet Referrals and Responses			Proposal for Budget Consultation 2012/13 (ST) Revenue & Capital Budget Variations 1 st Q (ST)	Budget Planning Framework 2012/13 (ST)	Revenue & Capital Budget Variations 2 nd Q (ST)		Council Tax Base 2012/13 (ST) Revenue & Capital Budget Variations 3 rd Q (ST) Provisional Budget Proposals 2012/13 (ST)	Budget & Service Reports - Collection Fund 11/12 - Revenue Budget & Proposed Council Tax 11/12 - Capital Programme 12/13		
Policy Review	Proposals for Policy Review (NC)									
Performance	Service Planning Arrangements for 2012/13 (JB)		Performance & VfM Assessment (SR)				Performance Management Q2 (SR)		Annual Audit Letter (moved from February due to budget focus of meeting)	Performance Management (Q3) (SR)
Scrutiny	Forward Plan (NC) Work Programme (NC)	Forward Plan (NC) Work Programmes of all Scrutiny Committees (NC) CfPS Conference Feedback (HL) Annual Scrutiny Conference Feedback (SA)	Forward Plan (NC) Work Programmes of all Scrutiny Committees (NC)	Forward Plan (NC) Work Programmes of all Scrutiny Committees (NC)	Forward Plan (NC) Work Programmes of all Scrutiny Committees (NC)	Forward Plan (NC) Work Programmes of all Scrutiny Committees (NC)	Forward Plan (NC) Work Programmes of all Scrutiny Committees (NC)	Forward Plan (NC) Work Programmes of all Scrutiny Committees (NC)	Forward Plan (NC) Work Programmes of all Scrutiny Committees (NC)	Draft Scrutiny Annual Report (NC) Forward Plan (NC) Work Programmes of all Scrutiny Committees (NC)
CCFA/Members items/Petitions										

CHILDREN, YOUNG PEOPLE & LEARNING SCRUTINY COMMITTEE WORK PROGRAMME 2011-12

APPENDIX 2

	JUNE 9.6.11	JULY 21.7.11	SEPTEMBER 8.9.11	OCTOBER 20.10.11	DECEMBER 8.12.11	DECEMBER TBC	JANUARY 12.1.12	FEBRUARY 23.2.12	APRIL 5.4.12
Cabinet Referrals and Responses		Article 4: Youth Justice Plan 2011/12 (JH/GK)				Evidence Gathering Meeting			Article 4: CYPP Update
Policy Review	Proposals for policy review (NC)	Scope of review (NC)	Approach to the Review (NC)	Update on Policy Review (NC)	Policy Review – Update		Policy Review	Policy Review – Update	Policy Review – Draft Report
Performance	Looked After Children and the Court System (MB) Youth Commissioned Contracts (SM)	Schools Performance - Termly Report (MF) New Ofsted Inspection Framework (MF) SSCB Annual Report and Business Plan (JV)	Provisional KS Results (MF/AB) Performance & Vfm Annual Report (BS)	Complaints Annual Report 11/12 (BS)	Ofsted Annual Children's Services Assessment (BS) Schools Performance – Termly Report (MF) Performance Q2 April – Sept (BS)			Attainment of C&YP (MF) Outcomes of Annual Inspection of Children's Services (ofsted) (BS)	Schools Performance – Termly Report (MF)
	Work Programme 2011/12 (NC) Forward Plan (NC) Safe & Sustainable Consultation: Children's Heart Services (NC)	Work Programme 2011/12 (NC) Forward Plan (NC)	Work Programme 2011/12 (NC) Forward Plan (NC)	Work Programme 2011/12 (NC) Forward Plan (NC)	Work Programme 2011/12 (NC) Forward Plan (NC)		Library Plan (JH) Corporate Parenting Annual Report (MB) Work Programme 2011/12 (NC) Forward Plan (NC)	Work Programme 2011/12 (NC) Forward Plan (NC)	Scrutiny Annual Report (NC) Work Programme 2011/12 (NC) Forward Plan (NC)
CCFA/Members items/Petitions									

ENVIRONMENT AND ATTRACTIVE CITY SCRUTINY COMMITTEE WORK PROGRAMME 2011/2012

REASON FOR INCLUSION	JUNE 13.06.11	JULY 25.07.11	SEPTEMBER 12.9.10	OCTOBER 24.10.10	DECEMBER 12.12.10	JANUARY 16.01.11	FEBRUARY 27.02.11	APRIL 11.04.11
Cabinet-Referrals and Responses			Response to the 10/11 Policy Review – Sunderland ‘the Place’					
Policy Review	Annual Work Programme and Policy Review (HL)	Scoping Report and Setting the Scene(HL)			Policy Review Progress Report (HL)		Policy Review Progress Report (HL)	Policy Review: Draft Final Report (HL)
Performance			Performance Q1 (Mike Lowe)		Performance Q2/ Policy Review Progress (Mike Lowe/HL)			Performance Q3/ (Mike Lowe)
Scrutiny	Seaburn Masterplan and Design Code (Keith Lowes) Forward Plan (SA)	Strategic Housing Land Availability Assessment (Neil Cole) Employment Land Review (Neil Cole) Public Conveniences (Les Clark) Work Programme (SA) Forward Plan (SA)	LDF Core Strategy (Neil Cole) Highways Maintenance (Graham Carr) Feedback from the Annual CfPS Scrutiny Conference (HL) Work Programme (SA) Forward Plan (SA)	Flood Planning (TBC) Work Programme (SA) Forward Plan (SA)	Local Development Framework – Annual Update (Neil Cole) Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Draft Scrutiny Annual Report (HL) Street Lighting Annual Update (Graham Carr/Aurora) Waste Management (TBC) Work Programme (SA) Forward Plan (SA)
CCFA/Members items/Petitions	Request for Inclusion of an Item - Planning Applications (HL)							

HEALTH AND WELL-BEING SCRUTINY COMMITTEE WORK PROGRAMME 2011-12

	JUNE 08.06.11	JULY 19.07.11	SEPTEMBER 7.09.11	OCTOBER 19.10.11	DECEMBER 07.12.11	JANUARY 11.01.12	FEBRUARY 22.02.12	APRIL 4.04.12
Cabinet Referrals & Responses		Cabinet Response to 2010/11 Food Policy Review			Progress report on 2010/11 Policy Review			
Policy Review	Work Programme & Policy Review (KJB)	Scope of Policy Review (KJB)			Home Care – final progress report (SL)			Draft Annual Report (KB)
Performance			Performance & VfM Annual Report (SL)	Procurement of social care for adults with a learning disability – progress report (SL)	Performance Q2 (SL)			Performance Q3 (SL)
Scrutiny	Safe and Sustainable: Consultation Integrated Strategic & Operational Plan (STPCT) Health & Well-Being Board (JC)	Campus Closure Programme (PC)	Safe and Sustainable: Independent report Assessment Procedure (PC)	Meals at Home Service (PC)	Safe and Sustainable outcome of consultation	Quality Standards Care Homes (SL)		Annual Commissioning Plan (STPCT)
CCfA/Members items/Petitions								

At every meeting: Forward Plan items within the remit of this committee / Work Programme update

SUSTAINABLE COMMUNITIES SCRUTINY COMMITTEE WORK PROGRAMME 2011/2012

REASON FOR INCLUSION	JUNE 14.06.11	JULY 26.07.11	SEPTEMBER 13.09.11	OCTOBER 25.10.11	DECEMBER 13.12.11	JANUARY 17.01.12	FEBRUARY 28.02.12	APRIL 17.04.12
Cabinet-Referrals and Responses			Response to the 10/11 Policy Review – Role of Culture in Supporting Sustainable Communities (HL)					
Policy Review	Annual Work Programme and Policy Review 2011/2012 (HL)	Policy Review – Scoping/Scene Setting Report (HL)	Policy Review – Evidence Gathering (HL)		Policy Review – Evidence Gathering (HL)		Policy Review Progress Report (HL)	Policy Review: Final Report (HL)
Performance			Performance Q1 (Gillian Robinson)			Performance Q2/ Policy Review Progress (Gillian Robinson/HL)		Performance Q3/ (Gillian Robinson)
Scrutiny	Housing Allocations Policy (AC) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Empire Theatre Annual Report (JH) Community Development Service (JG) Feedback from the Annual CfPS Scrutiny Conference (HL) Work Programme (SA) Forward Plan (SA)	Annual Heritage Report (JH) Built Heritage (ML) Work Programme (SA) Forward Plan (SA)	Internal Waste Plan Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Sport and Leisure Report (JG) Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)
CCFA/Members items/Petitions								

PROSPERITY AND ECONOMIC DEVELOPMENT SCRUTINY COMMITTEE WORK PROGRAMME 2011/12

REASON FOR INCLUSION	JUNE 07.06.11	JULY 19.07.11	SEPTEMBER 06.9.11	OCTOBER 18.10.11	DECEMBER 06.12.11	JANUARY 10.01.12	FEBRUARY 21.02.12	APRIL 03.04.12
Cabinet-Referrals and Responses			Response to the 10/11 Policy Review – Low Carbon Economy					
Policy Review	Annual Work Programme and Policy Review 2011/2012 (JD)	Policy Review - Scoping Report (JD)	Policy Review – Scene Setting (JD)	Policy Review - Evidence Gathering (JD)	Policy Review – Evidence Gathering (JD)	Policy Review – Evidence Gathering (JD)	Policy Review Progress Report (JD)	Policy Review: Final Report (JD)
Performance			Performance Q1 (Gillian Robinson)			Performance Q2/ Policy Review Progress (Gillian Robinson)		Performance Q3/ (Gillian Robinson)
Scrutiny	City Centre Improvement Programme – Support for Business(GF) Seaburn Masterplan (KL) Forward Plan (SA)	Visit to Port (JD) Work Programme (SA) Forward Plan (SA)	Feedback from the Annual CfPS Scrutiny Conference (JD) Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	North East Chamber of Commerce (Andrew Sugden) Work Programme (SA) Forward Plan (SA)	Low Carbon Economy – Marketing and Communication Strategy (JP) Low Carbon Economy - Role of Small Businesses (JS) Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)
CCFA/Members items/Petitions								

COMMUNITY AND SAFER CITY SCRUTINY COMMITTEE WORK PROGRAMME 2011/12

REASON FOR INCLUSION	JUNE 07.06.11	JULY 19.07.11	SEPTEMBER 06.9.11	OCTOBER 18.10.11	DECEMBER 06.12.11	JANUARY 10.01.12	FEBRUARY 21.02.12	APRIL 03.04.12
Cabinet-Referrals and Responses			Response to the 10/11 Policy Review – Alcohol, Violence and the Night Time Economy					
Policy Review	Annual Work Programme and Policy Review 2011/2012 (JD)	Policy Review - Scoping Report (JD)	Policy Review – Scene Setting (JD)	Policy Review - Evidence Gathering (JD)	Policy Review – Evidence Gathering (JD)	Policy Review – Evidence Gathering (JD)	Policy Review Progress Report (JD)	Policy Review: Final Report (JD)
Performance			Performance Q1 (Gillian Robinson)			Performance Q2/ Policy Review Progress (Gillian Robinson/HL)		Performance Q3/ (Gillian Robinson)
Scrutiny	Food Law Enforcement (Norma Johnston) Forward Plan (SA)	Police Reform and Social Responsibility Bill (Stuart Douglass) Work Programme (SA) Forward Plan (SA)	Feedback from the Annual CfPS Scrutiny Conference (JD) Work Programme (SA) Forward Plan (SA)	Emergency Planning (Barry Frost) Neighbourhood Helpline (LSL) Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)
CCFA/Members items/Petitions								

Combined Service Improvement and Financial Planning Process

Report of the Deputy Chief Executive

Strategic Priorities: All

Corporate Improvement Priorities: All

1.0 Why has this report come to Committee?

1.1 To apprise the Management Scrutiny Committee of progress in respect of the 2010/2011 and 2011/2012 Combined Service Improvement and Financial Planning Processes (formerly the Strategic Planning Process) and outline initial proposals in respect of the 2012/2013 process.

2.0 2010/2011 and 2011/2012 processes

2.1 In January 2010 the Management Scrutiny Committee received a report on proposals in respect of the monitoring of improvement actions identified in the 2010/2011 Strategic Planning Process. These proposals included the quarterly reporting of improvement action progress to Scrutiny Committees.

2.2 Due to the council's ongoing restructuring as part of the Sunderland Way of Working it was not possible to put in place arrangements to enable the monitoring of improvement actions that in some cases were transferring between services.

2.3 In the absence of these arrangements, improvement actions were monitored via directorate Performance Clinics where appropriate and as part of the 2011/2012 Combined Service Improvement and Financial Planning Process.

2.4 As a further consequence of the restructuring of the council it was not possible to undertake the full service improvement element of the Combined Service Improvement and Financial Planning Process 2011/2012 (undertaken during 2010). This was due to the fact that services that existed at that stage would have been required to plan improvement actions on the basis of new service delivery arrangements that were yet to be implemented and, in some cases, had yet to be fully designed.

2.5 Consequently rather than prepare and publish detailed Improvement Plans that, in some cases, would have quickly become obsolete services completed Service Level Assessments to identify improvement actions that successfully informed the Medium Term Financial Strategy and efficiencies planning processes. The key improvement actions identified as part of this process were also included in the Revenue Budget 2011/2012.

2.6 The above arrangements were able to be implemented as the current adopted Corporate Improvement Plan 2009-2010 includes financial years 2010/2011 and 2011/2012 as it is a three year plan.

3.0 Combined Service Improvement and Financial Planning Process 2012/2013

3.1 As the restructuring of the council is now ongoing and new service delivery arrangements are established or being established it is proposed that a full Combined Service Improvement and Financial Planning Process will be undertaken during 2011 for the financial year 2012/2013.

3.2 Discussions are currently ongoing between officers in the Financial Resources service within Commercial and Corporate Services and the Strategic Shared Service for Strategy, Policy and Performance Management within the Office of the Chief Executive with regard to the detailed proposals in respect of the 2012/2013 process.

3.3 It is envisaged that the 2012/2013 process will comprise elements developed as part of previous processes to ensure that directorate service improvement proposals feed into the Medium Term Financial Strategy and efficiencies planning processes, the outcome of which will then be taken and developed into the contents of Improvement or Business Plans for publication. The whole of the process will be undertaken in the context of an adopted Corporate Outcomes Framework which is currently being developed as part of a separate exercise.

3.4 It is proposed that full details of the arrangements to be put in place for the Combined Service Improvement and Financial Planning Process 2012/2013 will be presented to the Management Scrutiny Committee in due course.

4.0 Recommendation

4.1 That the Management Scrutiny Committee note the contents of the report.

ANNUAL HEALTH AND SAFETY REPORT

REPORT OF THE DIRECTOR OF HUMAN RESOURCES &
ORGANISATIONAL DEVELOPMENT

1. Why has this report come to the Committee?

1.1 A summary health and safety report is produced for Personnel Committee to review the management of health and safety at work within the Council. It was also agreed that Management Scrutiny Committee would review this report.

1.2 This report details the full calendar year of 2010.

2. Background

2.1 This report follows a standard format, detailing significant health and safety events, Council-wide initiatives to improve health and safety performance, information from formal health and safety audit reports, which have been used to capture all of the pro-active and reactive auditing undertaken by health and safety professionals and incidents reported to the Health & Safety Executive.

3. Significant Health and Safety Incidents during 2010

3.1 Sunderland International Airshow

3.1.1 The provision of health and safety advice and support to the Sunderland International Airshow 2010 was delivered within this reporting period. The event was a significant success from a health and safety management perspective. The lessons continually learnt from previous years and the thorough event planning for health and safety combined to support the delivery of a well managed, safe and enjoyable flagship event for Sunderland.

3.1.2 All 3 days of event delivery presented a very low occurrence of minor incidents on site with no significant Health and Safety occurrences.

3.1.3 2 fairground incidents that occurred within the event site were investigated by the Health and Safety Executive.

3.1.4 In the first incident a child strayed away from his parents and without supervision he tried to climb on to a moving ride. The ride operator spotted him doing this and emergency stopped the ride. The ride overrun is approximately 1 metre and the child was struck before the ride stopped. He was knocked into the centre of the ride. The site doctor treated a superficial lower abdomen abrasion and advised hospital attendance to ensure further internal injuries had not been suffered. The hospital confirmed to North East Ambulance Service that he was discharged later that afternoon.

- 3.1.5 A dangerous occurrence occurred on the Sunday involving the collapse of the Waltzer ride. 8 members of public were on the ride when it suffered a catastrophic failure of the steel guide rail that carries the ride cars. All members of the public left the ride unhurt. 1 child later presented to St. John for first aid, who subsequently confirmed that there were no injuries to treat. The child was upset but not injured.
- 3.1.6 HSE investigated the Health and Safety management arrangements for the Airshow and particularly the level of proactive document inspection and validation the council undertook as part of the event planning. The rides involved were within statutory inspection requirements which the Corporate Health & Safety Team had checked and verified before the event. The Principal HSE Inspector for the North and East Region and the local Fairground HSE inspector concluded that they were very satisfied that the Event Organiser H&S responsibilities had been well managed and pursued their investigation directly with the Fairground owners and operators.
- 3.1.7 Investigation and lack of enforcement action verifies the Council does not carry any responsibility or liability as we can demonstrate validation of statutory checks and documents prior to the event.

3.2 Sunderland Aquatic Centre – Diving accident

- 3.2.1 In October diving activities were suspended at Sunderland Aquatic Centre following a serious accident involving a 7 year old child. During supervised diving activities the child fell through the railings of the 3 metre springboard onto poolside sustaining fractures to his left wrist and right elbow as well as cuts and bruises.
- 3.2.2 The cause of the accident was inadequate edge protection to the diving platform. Whilst guard rails were in place they were not adequate to prevent a person from falling onto poolside.
- 3.2.3 The Council are currently in discussion with the design company regarding modifications required to the diving platforms to ensure safety of all users. Until such time as the remedial works are identified and undertaken, the diving platforms remain out of use
- 3.2.4 HSE investigated the accident and were content with the steps the Council has taken following the incident.

4. Council wide initiatives to drive improvements in performance

4.1 Stress Risk Assessment Project

- 4.1.1 The Council Stress Risk Assessment Process for non-school based employees has been delayed until after May 2011, as a consequence of the current change programme which will impact on the organisational structure which underpins the risk assessment process.
- 4.1.2 In respect of the equivalent work for school employees, Children's Services directorate have sourced funding to support schools in implementing the National Wellbeing

Programme over 2010/11 and 2011/12. The programme has 5 phases, with 20 schools in each phase. The programme was launched in October 2010.

4.2 IR1 Project (on-line incident reporting)

- 4.2.1 The HR/SAP development team have identified software which integrates incident reporting into the HR/SAP system. This will enable costing of incidents involving employee absence. The system went live in April 2011.
- 4.2.2 On-line reporting by employees and managers will be enabled with the introduction of employee and managers self service functionality on the SAP system.

4.3 Port Health and Safety Audit

- 4.3.1 The Port Director commissioned an health and safety audit/review of the Port in summer 2010.
- 4.3.2 The terms of reference of the review were to assess the suitability in current arrangements for the management of health and safety within the Port of Sunderland, specifically:
 - a current position statement on compliance with health and safety requirements in relation to the Port
 - whether formal systems for identifying and controlling significant risks exist,
 - whether these are being followed by managers and employees
 - identify areas of non compliance
 - prioritise the risks to be addressed
 - assist the Port Director to integrate the findings into an action plan which will form the monitoring tool for the Port Health and Safety Improvement Board (to be established following the review)
- 4.3.3 The review involved an inspection of premises under Port control, interviewing key members of staff, observing activities, reviewing records and existing management systems. This was undertaken in July and August.
- 4.3.4 The findings have been presented to the Port Director and the Port Board. The Port Director has established a Health and Safety Improvement Board to ensure progress is made in addressing both the management arrangements and physical condition of the Port where health and safety legislative requirements are not currently met.
- 4.3.5 Given the very high risk nature of some of the activities at the Port, this issue is reported to Executive Management Team in Quarterly Health & Safety Reports.

4.4 Streetscene Health & Safety Audit

- 4.4.1 A number of serious incidents occurred in Environmental Services in 2008, which resulted in injuries to employees, damage to equipment and enforcement action by the

Health and Safety Executive (HSE). These represented serious failings in the health and safety management systems operating in certain parts of the service.

- 4.4.2 As a consequence a full health and safety review of the service was undertaken between October 2008 and March 2009. An Health and Safety Improvement Board was established and a clear action plan developed to drive improvements in health and safety performance.
- 4.4.3 In October 2010 the Deputy Executive Director of City Services commissioned a follow up review to be undertaken to establish the health and safety performance within Streetscene, and to determine if the improvements specified in the plan were being implemented on the ground.
- 4.4.4 The review identified clear improvements in the overall management of health and safety across the Service. Employees, Managers and Operational Managers interviewed all demonstrated a far greater awareness and ownership of health and safety. In addition the Trade Unions have described “a sea change in the culture”.
- 4.4.5 All the elements of safety management are now in place, including management monitoring. This was not the case in 2008/9.
- 4.4.6 The ongoing challenge for the Service is to further develop systems so that they are implemented and followed by all managers and employees, so they become robust and operate effectively, particularly those designed to measure performance.
- 4.4.7 HSE quote at least a 5 year timescale to improve and embed health and safety management systems in poor performing area. Given that Streetscene are 2 years into an improvement programme, the improvements noted by this review should be recognised and celebrated. The Service must maintain progress, to continue to protect employees, and minimise losses associated with accidents and incidents, particularly given the current financial constraints.
- 4.4.8 The Head of Streetscene is incorporating the findings of the review and subsequent actions into the Streetscene Improvement Board Action Plan.

4.5 Review of Operation of Multi-Agency Events Group

- 4.5.1 The review of the operation of the Multi-Agency events group is under-way, to identify if improvements can be made to the process. The review will incorporate lessons learnt from the prosecution of Chester-Le-Street Council following the Dreamspace fatalities, and recommendations from the Lord Young Review regarding community based events.

5. Formal Audit Reports and Action Plans

- 5.1 Table 1 details the total number of audits undertaken in each directorate for 2010, the findings and the category within which they fall (critical, major, minor,) and whether managers have verified that actions have been completed.

- 5.2. Over the year there has been an improvement in the verification of actions as the audit system has become embedded in the Council.
- 5.3 The high number of unverified actions in Children's Service's have been investigated and they relate mainly to schools. Children's Services have put in place follow up arrangements; and the situation is being kept under review.

6. Incident reporting

- 6.1 Table 2 details the employee incidents reported for both for 2010 and 2009
- 6.2 In 2009 major incidents (defined as incidents which are reportable to HSE) make up just over 6% of all employee incidents reported, and in 2010 this figure is reduced slightly to just over 5%
- 6.3 The total number of reports to the HSE for 2009 is 91 and 2010 is 86. This does not represent a decrease in major incidents as the employee numbers have also decreased during this period. The incident rate is calculated based on the number of incidents per 100,000 employees, and this shows performance a slight increase in rate from 653.82 in 2009 to 661.53 in 2010.
- 6.4 Of the major incidents reported, the two highest causes are slips, trips and falls and manual handling injuries. This reflects the 2 highest causes of incidents at work nationally. Analysis has not identified any trends regarding the incidents.
- 6.5 HSE do not publish incident rates for the local authority sector, however the rate for all industrial sectors in 2009/10 was 502.7 per 100,000 employees.
- 6.6 We would expect a rate higher than this national all-sector average because:-
 - nationally there is a high level of under-reporting, however in the Council we have confidence that all incidents are reported, and
 - the incident rate varies greatly for different industrial sectors, all of which we cover in the Council. (Figures for different sectors per 100,000 employees are waste industry - 2056.0; construction industry – 781.5; public administration – 873.3; social work – 533.2; education – 296.2 per 100,000 employees; finance 161.9).
- 6.7 Further information, such as the cost of these incidents are not currently available, however in the future, when the IR1 project is fully implemented and we have a reporting system integrated with SAP/HR we will be able to cost such incidents.

7. Conclusions and Recommendation

- 7.1 Members are asked to note the content of the report.

Table 1
Audit Database Statistics 01/01/2010 to 31/12/2010

Audits	City Services		Chief Executives		Children's Services		Health, Housing & Adult Services		Total	
	Issued	Verified	Issued	Verified	Issued	Verified	Issued	Verified	Issued	Verified
Total number of audits	44		13		75		24		156	
Total number of non- confs	205	172	65	25	829	386	88	66	1187	649
Critical - 24 hours to fix	22	20	3	3	30	27	1	1	56	51
Major (up to 1 week to correct)	112	89	16	8	268	101	14	10	410	208
Minor - up to 12 weeks to correct	71	63	46	14	531	258	73	55	721	390

Table 2

Incident reporting		
	2009	2010
Total No of Incidents	1503	1698
HSE reportable	91	86
HSE Reportable %	6.05%	5.06%
Major Incident 1st	Slip/Trip/Fall 36.26%	Slip/Trip/Fall 40.7%
Major Incident 2nd	Manual Handling 22.58%	Manual Handling 19.77%
Incident Rate	653.82	661.53

MANAGEMENT SCRUTINY COMMITTEE

FORWARD PLAN – KEY DECISIONS FOR THE PERIOD 1 JUNE 2011 – 30 SEPTEMBER 2011

REPORT OF THE CHIEF EXECUTIVE

16 JUNE 2011

1. Purpose of the Report

- 1.1 To provide Members with an opportunity to consider those items on the Executive's Forward Plan for the period 1 June 2011 – 30 September 2011 which relate to the Management Scrutiny Committee.

2. Background Information

- 2.1 Holding the Executive to account is one of the main functions of Scrutiny. One of the ways that this can be achieved is by considering the forthcoming decisions of the Executive (as outlined in the Forward Plan) and deciding whether Scrutiny can add value in advance of the decision being made. This does not negate Non-Executive Members ability to call-in a decision after it has been made.
- 2.3 To this end, it has been agreed that the most recent version of the Executive's Forward Plan should be included on the agenda of this Committee. The Forward Plan for the period 1 June 2011 – 30 September 2011 is attached marked **Appendix 1**.

3. Current Position

- 3.1 In considering the Forward Plan, Members are asked to consider only those issues which are under the remit of the Management Scrutiny Committee. These are as follows:-

Corporate Improvement Plan; Sunderland Strategy; Partnerships (including relations with external bodies); enhancing the role and reputation of Sunderland regionally, nationally and internationally; co-ordination and development of the Scrutiny Function; Asset Management, Property Services and Building Maintenance; Area Frameworks; Corporate Communications; External Assessments; Public Protection and Trading Standards; Governance; Emergency Planning (to refer to appropriate Scrutiny Committee); Budget, financial resources and value for money; and to review any matter not falling within the remit of the other Scrutiny Committees.

- 3.3 In the event of Members having any queries that cannot be dealt with directly in the meeting, a response will be sought from the relevant Directorate.

4. Recommendations

- 4.1 To consider the Executive's Forward Plan for the period 1 June 2011 – 30 September 2011.

5. Background Papers

There were no background papers used in the preparation of this report.

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**Forward Plan -
Key Decisions for
the period
01/Jun/2011 to
30/Sep/2011**



**E Waugh,
Head of Law and Governance,
Commercial and Corporate Services,
Sunderland City Council.**

13 May 2011

Forward Plan: Key Decisions from - 01/Jun/2011 to 30/Sep/2011

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01513	To accept the evaluation of the 2010/11 Programme, agree in principle the outline programme for 2011/12, and agree specific projects to be delegated to the Deputy Chief Executive in consultation with the Prosperous City Portfolio Holder.	Cabinet	01/Jun/2011	Portfolio Holder, Partners, Stakeholders, Relevant Heads of Services and Community Spirit.	Report to EMT, direct discussions via email and personal briefings.	Via the Contact Officer by 20 May 2011 - Prosperity and Economic Development Scrutiny Committee.	Cabinet Report	Graeme Farnworth	5611551
01508	To consider work undertaken to date to deliver the council's improvement programme and agree expenditure to further develop and improve value for money in the context of changing customer expectations and the need to deliver.	Cabinet	01/Jun/2011	Cabinet, All Council Directorates	meetings, briefings	Via the Contact Officer by 20 May 2011 - Management Scrutiny Committee	Cabinet Report	Andrew Seekings	5612349
01509	To approve the acquisition of additional land for the Sunderland Strategic Transport Corridor.	Cabinet	01/Jun/2011	Member with Portfolio for Attractive and Inclusive City; Executive Director of Commercial and Corporate Services; Head of land and Property	Meetings; Briefings; Comments of Draft Report	To contact Officer by 20 May - Environment and Attractive City Scrutiny Committee	Cabinet Report; Map and Schedule	Keith Atkinson	5611562

Forward Plan: Key Decisions from - 01/Jun/2011 to 30/Sep/2011

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01504	To agree the recommendations of the Environment and Attractive City Scrutiny Committee following a review of Sunderland 'the Place'	Cabinet	22/Jun/2011	Office of the Chief Executive and City Services Staff, External Partners, Residents and Students	Evidence of Scrutiny Committee, Community Spirit Workshops/Survey, Partner Organisation Visits, Student Ambassador, Elected Member Focus Group	Via the Contact Officer by 20 May 2011 - Environment and Attractive City Scrutiny Committee	Policy Review Final Report	Helen Lancaster	5611233
01499	To approve procurement of an enabling customer services technology platform.	Cabinet	22/Jun/2011	EMT; Portfolio Holder for Responsive Services and Customer Care	Report; Briefings	In writing to contact officer by 20 May - Management Scrutiny Committee	Report	Liz St Louis	5614902
01507	To agree to recommendations of the Management Scrutiny Committee following a review of Smarter Working in Sunderland.	Cabinet	22/Jun/2011	Smarter Working Manager	Evidence at Scrutiny Committee, Interviews, Focus Groups	Via the Contact Officer by 20 May 2011 - Management Scrutiny Committee	Policy Review Final Report	Nigel Cummings	5611006

Forward Plan: Key Decisions from - 01/Jun/2011 to 30/Sep/2011

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01503	To agree the recommendations of the Children, Young People and Learning Scrutiny Committee following a review of work based learning and apprenticeships in Sunderland.	Cabinet	22/Jun/2011	Children's Services Staff, External Training Providers, Employees, Young People	Evidence at Scrutiny Committees, Interviews, Expert Jury Event, Big Brother Diary Room	Via the Contact Officer by 20 May 2011 - Children, Young People and Learning Scrutiny Committee.	Policy Review final report	Nigel Cummings	5611006
01512	To recommend Council to adopt the 2011-2012 Youth Justice Plan.	Cabinet	22/Jun/2011	Youth Offending Service Board, Scrutiny Committee	Meetings	To the contact officer by 8 June 2011 Children, Young People and Learning Scrutiny	YJB Guidance, Sunderland Strategy, CIP	Kelly Davison-Pullan	5663048
01438	To agree the Social Care Contributions Policy for Personalisation	Cabinet	22/Jun/2011	Cabinet, Service Users and Ward Members, Portfolio Holders	Briefings and/or meetings with interested parties	via the Contact Officer by 20 May - Health and Wellbeing Scrutiny Committee	Report	Neil Revely	5661880

Forward Plan: Key Decisions from - 01/Jun/2011 to 30/Sep/2011

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01487	To approve and adopt the Internal Waste Plan	Cabinet	22/Jun/2011	All Council Directorates	Circulation of draft cabinet paper and the draft Internal Waste Plan document.	To the contact officer by 20 May - Sustainable Communities Scrutiny Committee.	Internal Waste Plan and accompanying Cabinet Report	David Henry	5612434
01505	To agree the recommendations of the Health and Wellbeing Scrutiny Committee following a review of Food in Hospitals.	Cabinet	22/Jun/2011	Service Users, City Hospitals Sunderland, Age UK and Links	Evidence at Scrutiny Meetings	Via the Contact Officer by 20 May 2011 - Health and Wellbeing Scrutiny Committee	Scrutiny Committee Minutes	Karen Brown	5611004
01489	To consider any key decisions arising from the Capital Programme and Treasury Management Outturn 2010/2011 and First Quarterly Review of the Capital Programme 2011/2012	Cabinet	22/Jun/2011	Directors and third parties affected by the proposals	Report available and e-mailed to Directors	Via Contact Officer by 26 May 2011 - Management Scrutiny Committee	None	Sonia Tognarelli	5611851

Forward Plan: Key Decisions from - 01/Jun/2011 to 30/Sep/2011

No.	Description of Decision	Decision Taker	Anticipated		Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
			Date of Decision							
01490	To consider any key decisions arising from the Revenue Budget Outturn 2010/2011 and First Quarterly Review of the Revenue Budget 2011/2012	Cabinet	22/Jun/2011		Directors and third parties affected by the proposals	Report available and e-mailed to Directors	Via Contact Officer by 26 May 2011 Management Scrutiny Committee	None	Sonia Tognarelli	5611851
01496	To recommend Council to adopt the Food Law Enforcement Service Plan for 2011/12 in respect of Environmental Health and Trading Standards	Cabinet	22/Jun/2011		Member with Portfolio for Safer City	Briefing Sessions	To contact officer by 26 May - Community and Safer City Scrutiny Committee	Report and Plan	Norma Johnston	5611973
01497	To agree the disposal of land at Newbottle Street, Houghton and to amend the land disposal policy.	Cabinet	22/Jun/2011		DFR and HLG	Email and report	To contact officer by 20 May - Management Scrutiny Committee	Cabinet report	Nick Wood	5612631

Forward Plan: Key Decisions from - 01/Jun/2011 to 30/Sep/2011

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations be and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01502	To agree the recommendations of the Community and Safer City Scrutiny Committee following a review of Alcohol, Violence and the Night Time Economy.	Cabinet	22/Jun/2011	Partners, Licensees, Voluntary Organisations, MP and Balance	Evidence at Scrutiny Meetings, Evidence at Task and Finish Group, Questionnaire	Via the Contact Officer by 20 May 2011 - Community and Safer City Scrutiny Committee	Scrutiny Committee Minutes	Claire Harrison	5611232
01501	To agree the recommendations of the Prosperity and Economic Development Scrutiny Committee following a review into the development of the Low Carbon Economy in Sunderland.	Cabinet	22/Jun/2011	Service Providers, Chamber of Commerce, Local Software firms, Local Universities and Colleges, Managing Director of Port of Sunderland, Narec	Evidence at Scrutiny Meetings, Committee Visits.	Via the Contact Officer by 20 May 2011 - Prosperity and Economic Development Scrutiny Committee.	Scrutiny Committee Minutes	Jim Diamond	5611396
01500	To agree the recommendations of the Sustainable Communities Scrutiny Committee following a review into the role of Culture in Supporting Sustainable Communities.	Cabinet	22/Jun/2011	Service Providers/Community Sector/Archives and Museums Service	Evidence of Scrutiny Meetings/Committee Visits	Via the Contact Officer by 20 May 2011 - Sustainable Communities Scrutiny Committee	Scrutiny Committee Minutes	Jim Diamond	5611396

Forward Plan: Key Decisions from - 01/Jun/2011 to 30/Sep/2011

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01484	To approve the Local Development Framework Core Strategy revised preferred option for public consultation.	Cabinet	22/Jun/2011	Head of Law and Governance, Acting Director of Financial Services	Circulation of draft cabinet paper	To the contact officer by 20 May - Environment and Attractive City Scrutiny Committee	Core Strategy revised Preferred Option	Neil Cole	5611574
01506	To agree to the recommendations of the Health and Wellbeing Scrutiny Committee following a review of the Health Needs Ex-Service Personnel	Cabinet	22/Jun/2011	MoD, HM Armed Forces, NHS North East, Regional Commissioning Units, Primary Care Trusts, Foundation Trusts, Local Authorities	Evidence at Regional Events	Via the Contact Officer by 20 May 2011 - Health and Wellbeing Scrutiny Committee	Scrutiny Committee Minutes	Karen Brown	5611004
01400	To agree the Access to Housing Project - Allocations Policy	Cabinet	20/Jul/2011	Cabinet, Service Users and Carer Groups, Portfolio Holder, Adult Services Staff and Partners	Briefings and/or meetings with interested parties	Via the Contact Officer by 20 May - Sustainable Communities Scrutiny Committee	Full Report	Alan Caddick	5662690

Forward Plan: Key Decisions from - 01/Jun/2011 to 30/Sep/2011

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01403	To consider the outcome of Public Consultation (March - June 2010) in relation to the Accessible Bus Network Design Project	Cabinet	20/Jul/2011	Portfolio Holder for Attractive and Inclusive City; Nexus; Appropriate Chief Officers	Briefings; Meetings; e-mails	Via the contact officer by 20 May - Environmental and Attractive City Scrutiny Committee	Cabinet Report	Bob Donaldson	5611517
01498	To consider consultation responses received and associated actions; approve the Seaburn Masterplan and Design Code as Supplementary Planning Document (SPD)	cabinet	20/Jul/2011	Head of Law and Governance, Acting Deputy Director of Financial Resources	Circulation of draft Cabinet paper	To contact officer by 20 June - Environment and Attractive City Scrutiny Committee	Cabinet Report, Seaburn Masterplan and Design Code SPD with associated Sustainability Appraisal Appropriate Assessment.	Ben Winter	5612549
01412	To approve the procurement of specialist vehicles to be used in the waste and cleaning service.	Cabinet	07/Sep/2011	Procurement; Appropriate Chief Officers; Portfolio holder for Attractive and Inclusive City	Report; Briefings	Via Contact Officer by 20 August - Environment and Attractive City	Report	Les Clark	5614540

Forward Plan: Key Decisions from - 01/Jun/2011 to 30/Sep/2011

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations be and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01511	To consider any key decisions arising from the Capital Programme and Treasury Management Second Quarterly Review 2011/2012	Cabinet	05/Oct/2011	Directors and third parties affected by the virement proposals	Report will be made available on the Intranet and e-mailed to Directors	By telephone to the Contact Officer by the end of September Management Scrutiny Committee	None	Sonia Tognarelli	5611851
01510	To consider any key decisions arising from the Revenue Budget Second Quarterly Review 2011/2012	Cabinet	05/Oct/2011	Directors and third parties affected by the virement proposals	Report will be made available on the Intranet and e-mailed to Directors	By telephone to the Contact Officer by the end of September Management Scrutiny Committee	None	Sonia Tognarelli	5611851