

At a meeting of the MANAGEMENT SCRUTINY COMMITTEE held in the CIVIC CENTRE on THURSDAY, 15TH SEPTEMBER, 2011 at 5.30 p.m.

Present:-

Councillor Tate in the Chair

Councillors Anderson, G. Miller, Mordey, Oliver, Rolph, Stewart, S. Watson and Wood.

Also Present:-

Councillor Speding, Cabinet Secretary (item 4 – Response from Cabinet – 22nd June 2011 – Policy Review – Smarter Working).

Welcome and Introductions

The Chairman welcomed everyone to the meeting and invited both Members and Officers to introduce themselves.

Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Walker and Wilson.

Minutes of the Last Meeting of the Committee held on 14th July, 2011

1. RESOLVED that the minutes of the last meeting of the Committee held on 14th July, 2011 (copy circulated), be confirmed and signed as a correct record.

Declarations of Interest (including Whipping Declarations)

There were no interests declared.

Response from Cabinet – 22nd June, 2011 – Policy Review – Smarter Working

A joint report of the Chief Executive and Cabinet Secretary was submitted (copy circulated), providing feedback from the Cabinet meeting on 22nd June, 2011 which considered the Management Scrutiny Committee's Policy report into Smarter Working.

(For copy report – see original minutes).

The Chairman advised that the Cabinet Secretary had been invited to attend for this item of business.

Ms. Sue Stanhope, Director of Human Resources and Organisational Development reported that all actions detailed within the Action Plan were underway and on track with the relevant due date.

In relation to action (g) Ms. Stanhope advised, in response to Councillor Miller, that none of the redundant properties had been marketed as yet however an update would be presented to the Committee as and when appropriate.

In response to the Chairman, Ms. Stanhope advised that there had been a significant increase in the number of staff working flexibly and mobile working. The second of the touchdown zones was now up and running. Ms. Stanhope added that the exact numbers could be made available to Members if required. Ms. Stanhope added that sickness absence was reducing and that the Authority was on course to be under 10 days per annum per employee which was the lowest for a number of years. This had been achieved by a combination of operating different ways of working and the provision of significant support to assist staff stay at work/return to work to reduce sickness levels within the Council.

In response to a number of enquiries from Councillor Rolph, Ms. Stanhope advised that she would ensure Helen Townsend captured the views of Elected Members as part of the evaluation process of the impact of smarter working on the organisation and its staff.

Ms. Stanhope advised that in relation to action (f), the Equality Impact Assessment that was to be undertaken was in respect of employees and this would not pick up the point that was being made in respect of the accessibility of the Council's buildings. However Ms. Stanhope advised that she would raise this issue with the Head of Land and Property to enquire what Equality Impact Assessments were to be made in respect of buildings.

With regards to the rationalisation of buildings, Ms. Sonia Tognarelli advised that there was a global resource to support this however it was key to ensure that the minimum resource was used to refurbish or reinstate any building or site until it was understood what its future use was going to be and that financial expenditure was capped and not allocated to individual projects.

Full consideration having been given to the report it was:-

2. RESOLVED that the proposed actions detailed within the Action Plan appended to the report as Appendix A be noted.

At this juncture Councillor Speding left the meeting.

Policy Development and Review 2011/12: Approach to the Review and Setting the Scene – Money Lending

The Chief Executive submitted a report (copy circulated) seeking agreement from the Committee in relation to the final terms of reference for the Policy Review into Money Lenders and Illegal Loan Sharks and also looking to establish background information and set the scene for the investigation that is to follow.

(For copy report – see original minutes).

Mr. Nigel Cummings, Scrutiny Officer briefed the Committee on the report and highlighted the facts and figures regarding UK Debt as detailed in paragraph 8 of the report and the types of loans and borrowing. Mr. Cummings circulated a copy of a proposed timeline for the review.

In response to Members' comments, Mr. Richard Reading, Principal Trading Standards Officer advised that there had been a review into high cost lending carried out and the outcome was that there would not be a change in the legislation in relation to it. The review had concluded that the markets for high-cost credit worked reasonably well. However one of the recommendations of the review conducted by the Office of Fair Trading was to promote best practice among suppliers.

In response to Councillor Oliver who enquired why Credit Unions had not become more popular, Mr. Reading stated that in his opinion, it was because those people that have some money they want to save, want the best return for their pound which a Credit Union would not give and those that have less money, are looking at the day to day expenditure and can not afford to save any of their income in order to build up a saving history to enable them to get money out at a later date.

Councillor Miller added that to his knowledge, more people were wanting to borrow from the Credit Union rather than save with it. The fact was that the credit charges from the Credit Union were not much lower than other credit providers as the costs of running the Credit Union were too high.

Members commented that the report was very informative and the topic was very appropriate in the current financial climate. It would be an interesting issue for the Council to look at in terms of the impact on the City.

Councillor S. Watson commented that most people were desperate when they went to loan sharks for money and that it was important that the Committee look at alternative options that could be put in place in order to help people if these were no longer available.

Following some discussion it was:-

3. RESOLVED that:-

- (i) the title of the review be approved as 'At Any Cost: The Effects of High-Cost Credit and Illegal Loan Sharks on Local Communities'; and

- (ii) arrangements be made for the Committee to meet 1 hour prior to the formal meetings of the Committee in order to focus on the work of the policy review.

Policy Development and Review 2011/12: Approach to the Review and Setting the Scene – Self Regulation

The Chief Executive submitted a report (copy circulated) seeking agreement from Members in relation to the final terms of reference for the policy review into Self Regulation and looking to establish background information and set the scene for the investigation that is to follow.

(For copy report – see original minutes).

Mr. Mike Lowe, Head of Performance Improvement briefed the Committee on the report highlighting the objectives of the review, the workshop approach and the timetable of meetings as set out at Appendix 1 to the report, to which Members would be invited to attend in order to give them the knowledge of emerging issues.

Mr. Lowe also drew attention to the summary of current inspection and assessment detailed at Appendix 2 and to the tools available in the seven point offer from the Local Government Group to support improvement.

In response to Members' questions, Mr. Lowe advised that the Local Government Group did not tell Councils what they should deliver or how it should be done but instead it was designed to help Councils improve accountability in ways which were most appropriate to them.

Mr. Lowe added however that not all external inspection processes had been stopped as there were some processes that would remain around vulnerable adults and children. The Council was also working on a peer review around Safeguarding to complement the self regulation process.

Councillor Rolph commented that the Audit Commission Four Star inspection process meant little to local people and self regulation gave the Council the opportunity to provide meaningful information and statistics to residents of the City.

Mr. Lowe confirmed that self regulation and improvement would provide the Council with the opportunity of determining its own priorities and shape the agenda to what was appropriate to Sunderland. One of the key principles was about being accountable to local people and how the Council could demonstrate it was engaging and listening to local people through the priorities it set.

Ms. Sonia Tognarelli, Head of Financial Resources advised that even with the disbanding of the Audit Commission, the Value for Money Assessment would still be retained and there would be an independent check in place and therefore it was important to have the processes in place to justify this.

In response to Councillor Oliver, Mr. Lowe advised that there were numerous activities and mechanisms the Council currently used to listen to local people such as for example the budget setting process where the Council's spending priorities were set, the State of the City Debate and ongoing intelligence and customer impact which it obtained on a daily basis through the Customer Service Network. Mr Lowe stated that this information was used to redesign and develop appropriate measures to understand and review services currently being provided.

Councillor Anderson highlighted the important role for Scrutiny in the self regulation process to examine the services and ensure they were of good quality.

Mr. Lowe added that the increased role for Scrutiny had been recognised by the Local Government Group and that this would be explored and the current performance reporting framework would be enhanced.

4. RESOLVED that:-

- (i) the title of the review be approved as "Demonstrating Local Accountability: A Look at the Emerging National Self Regulation Framework and Implications for the Council"; and
- (ii) the proposed timetable for the review be approved.

Performance Report Quarter 4 (April 2010 – March 2011)

The Chief Executive submitted a report (copy circulated) providing a performance update relating to the period April 2010 to March 2011 including a summary of progress in relation to Local Area Agreement targets and progress in relation to other national and local indicators relevant to the Management Scrutiny Committee.

(For copy report – see original minutes).

Mr. Mike Lowe, Head of Performance Improvement reported that comments and issues raised at the meetings of the other Scrutiny Committees held earlier in the month had been pulled together into one paper. Officers had provided answers to some of the issues at the meetings and it had been agreed in some cases that further information would be sought and the relevant individual Scrutiny Committee advised at a later date. Mr. Lowe stated that in closing the loop the issues raised could be submitted to the Management Scrutiny Committee to add value to the process.

Mr. Lowe referred the Committee to the summary of the report which stated that the Council continued to perform well in respect of the percentage of Council Tax collected and timeliness of payment of invoices and in respect of the time taken to process Housing Benefit and Council Tax Benefit. He highlighted the performance in relation to the corporate indicators for equality.

The Chairman advised that the performance issues arising from the Scrutiny Committees would be shared with the Members of the Management Scrutiny Committee.

Councillors Miller and Wood once again expressed real concerns over the continual poor achievement of Looked After Children in relation to NI 101 5A*-C GCSEs (or equivalent) at KS4 (with English and Maths).

Councillor Stewart assured members that this issue had been raised at the Children, Young People and Learning Scrutiny Committee and as a result a Task and Finish Group had been set up to look at the consistently poor results in relation to GCSEs for Looked After Children and what could be done to improve performance. The Scrutiny Committee had also asked for additional detail to be included in the Children and Young People's Plan with regard to this issue when a draft had been considered at a meeting of the Scrutiny Committee and comments to this effect had been submitted to the Cabinet for consideration.

Councillor Anderson commented that the Council had a statutory duty to undertake Equality Impact Assessments and sought assurance that they were being carried out on all Local Authority decisions and policies.

Mr. Lowe commented that he was aware that they were being undertaken but that he would make enquiries with the relevant Officers and ensure that a response was provided on this issue and circulated to all Members of the Committee.

Councillor Rolph enquired as to the impact of E-Readers for example Kindles, on the number of active borrowers from the City's libraries.

Councillor Stewart advised that the Children, Young People and Learning Scrutiny Committee had received a report on this issue a few months ago which showed that the majority of people using libraries were children in schools and the elderly. The issue of electronic books had been raised. There were pilots going on and the Scrutiny Committee had been pressing to get involved as this was the way things were going.

Councillor Rolph expressed a sense of shock at the performance in relation to performance indicators BV011c, BV016a and BV017a and queried how the Council's Level of Equality could be measured as 'achieving' taking this performance into account. Councillor Rolph suggested that the criteria used was questionable in these cases.

Councillor Rolph also commented that the Civic Centre building itself poorly supported anyone working here who had a disability.

Mr. Lowe undertook to speak to colleagues working in the aspects of performance management raised by Councillor Rolph in relation to employees with disabilities and equality issues and seek information and an explanation as to how the rating had been evaluated for Members. Mr. Lowe stated that he would raise the issue of disability access in respect of the Civic Centre building with the Head of Land and Property and seek a response on this issue.

Full consideration having been given to the report; it was:-

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 and that the further information requested by Members as detailed above, be provided.

Scrutiny Committees Work Programmes for 2011-12

The Chief Executive submitted a report (copy circulated) attaching for information the variations to the Scrutiny Committee work programmes for 2011/12 and providing and opportunity to review the Committee's own work programme for 2011/12.

(For copy report – see original minutes).

6. RESOLVED that the variations to the Scrutiny Committee's programmes for 2011-12 and to its own work programme be noted.

Forward Plan – Key Decisions for the Period 1st September, 2011 – 31st December, 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 September, 2011 to 31st December, 2011 which relate to the Management Scrutiny Committee.

(For copy report – see original minutes).

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

Urgent Item

In accordance with Section 100(B) of the Local Government Act 1972 in order to ensure that the Management Scrutiny Committee are in a position to secure the most cost effective charges in relation to attending and travelling to the Conference, the Chairman determined that the report requesting the Committee to nominate delegates to attend the Local Government Chronicle's Overview and Scrutiny Annual Conference be considered at this meeting as a matter of urgent business.

Request to Attend a Conference – LGC Overview and Scrutiny Annual Conference

The Chief Executive submitted a report (copy circulated) requesting the Committee to nominate the Chairman of the Management Scrutiny Committee and the Head of Scrutiny and Area Arrangements to attend the Local Government Chronicle's Overview and Scrutiny Annual Conference to be held on 8th November, 2011 at Greater London House, London and to report back to a future meeting of the Committee.

(For copy report – see original minutes).

8. RESOLVED that the Chairman of the Management Scrutiny Committee and the Head of Scrutiny and Area Arrangements be authorised to attend the above Conference at a cost of £399 per delegate to be funded from the budget of the Scrutiny Committee.

The Chairman thanked everyone for their attendance and closed the meeting.

(Signed) R.D. TATE,
Chairman.

REFERENCE FROM CABINET – 5 OCTOBER 2011

CAPITAL PROGRAMME SECOND REVIEW 2011/2012 (INCLUDING TREASURY MANAGEMENT)

Report of the Head of Law and Governance

1. Why has this report come to the Committee?

- 1.1 To set out for advice and consideration of this Committee an extract from the report of the Capital Programme Second Review 2011/2012 (including Treasury Management) including details of new schemes that have been added to the capital programme, which are referred by Cabinet to Council for approval.
- 1.2 Members' views will contribute to the consultation process.

2. Background and Current Position

- 2.1 The Cabinet, at its meeting held on 5 October 2011, gave consideration to a report of the Executive Director of Commercial and Corporate Services. The report advised of changes made to the Capital Programme 2011/2012 since the First Capital Review in June 2011 and provided an update on progress in implementing the Treasury Management Borrowing and Investment Strategy for 2011/2012.
- 2.2 Copies of the 5 October 2011, Cabinet Agenda have been made available to all Members of the Council. The recommendations were agreed at the meeting.

3. Conclusion

- 3.1 The report is referred to the Management Scrutiny Committee, for advice and consideration in the context of inclusion of additional schemes for 2011/2012 costing over £250,000 which are set out in the attached extract. Comments from the Scrutiny Committee will be reported to Cabinet at its meeting on 2 November 2011 and onto full Council on 30 November 2011.

4. Recommendation

- 4.1 The Scrutiny Committee is invited to give advice and consideration to Cabinet on the proposed additional schemes as set out in the attached extract.

5. Background Papers

- 5.1 Cabinet Agenda, 5 October 2011.

5.2 A copy of the Agenda is available for inspection from the Head of Law and Governance or can be viewed on-line at:-

<http://www.sunderland.gov.uk/committees/cmis5/Meetings/tabid/73/ctl/ViewMeetingPublic/mid/410/Meeting/7218/Committee/1485/Default.aspx>

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Appendix A

CAPITAL PROGRAMME SECOND REVIEW 2011/2012 – EXTRACT OF REPORT

	£000
Additional Schemes 2011/2012 Capital Programme	
Cabinet Secretary	
Port Crane - Cabinet on 20 th July 2011, recommended funding of £0.500 million through prudential borrowing to support the purchase of a mobile crane on an invest to save basis. The purchase will provide additional capacity at the Port of Sunderland to enable commercial opportunities to be maximised and to more efficiently meet existing trading obligations.	500

REFERENCE FROM CABINET – 5 OCTOBER 2011

REVENUE BUDGET SECOND REVIEW 2011/2012

Report of the Head of Law and Governance

1. Why has this report come to the Committee?

- 1.1 To set out for advice and consideration of the Committee an aspect of the report on the Revenue Budget Second Review 2011/2012 namely requesting the Council to approve the transfer of funds.
- 1.2 In accordance with the Management Scrutiny Committee workplan, to advise of progress in implementing savings proposals for 2011/2012.

2. Background and Current Position

- 2.1 The Cabinet, at its meeting on 5 October 2011, gave consideration to a report of the Executive Director of Commercial and Corporate Services. The report gave details of outcome of the Revenue Budget Second Review for 2011/2012.
- 2.2 The Cabinet approved the contingency transfers proposed at Appendix A.
- 2.3 In accordance with the Council's Budget and Policy Framework certain transfers require Council approval. The following extract refers to those transfer of funds:

'savings on capital financing charges as a result of slippage on the capital programme and income from interest on investments are anticipated to result in savings of approximately £4.0m at year end. It is proposed that these amounts and any further underspendings arising from underspent contingencies at the end of 2011/2012 are earmarked to support transitional costs arising from the 2012/2013 budget setting process'.

- 2.4 In addition, and in accordance with the Management Scrutiny Committee workplan, which requested that the Committee be advised of progress in implementing savings proposals for 2011/2012, the full report to Cabinet of 5 October 2011 is attached for information. Members attention is drawn to paragraph 4.2 of the report which summarises this progress.

3. Conclusion

- 3.1 The matter at 2.3 is referred to the Management Scrutiny Committee for advice and guidance. Comments from the Scrutiny Committee will be reported to Cabinet at its meeting on 2 November 2011 and onto full Council on 30 November 2011.

4. Recommendation

- 4.1 The Scrutiny Committee is invited to give its comments on the issues of transfers as set out in the above extract

5. Background Papers

- 5.1 Cabinet Agenda, 5 October 2011.
- 5.2 A copy of the Agenda is available for inspection from the Head of Law and Governance or can be viewed on-line at:-

<http://www.sunderland.gov.uk/committees/cm5/Meetings/tabid/73/ctl/ViewMeetingPublic/mid/410/Meeting/7218/Committee/1485/Default.aspx>

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CABINET MEETING – 5 OCTOBER 2011

EXECUTIVE SUMMARY SHEET- PART I

Title of Report:

Revenue Budget Second Review 2011/2012

Author(s):

Executive Director of Commercial and Corporate Services

Purpose of Report:

To report details the outcome of the Revenue Budget Second Review for 2011/2012.

Description of Decision:

Cabinet is recommended to

- approve the contingency transfers proposed at Appendix A.

Is the decision consistent with the Budget/Policy Framework?

Yes

If not, Council approval is required to change the Budget/Policy Framework

Suggested reason(s) for Decision:

To respond to variations in expenditure and income which have arisen in 2011/2012 and enable effective budgetary control to be exercised.

Alternative options to be considered and recommended to be rejected:

No alternative options are proposed.

Is this a “Key Decision” as defined in the Constitution?

No

Relevant Scrutiny Committee:

Management

Is it included in the Forward Plan?

Yes provisionally

In light of the content of this report it is not necessary.

Cabinet 5th October 2011

Revenue Budget Second Review 2011/2012

Report of the Executive Director of Commercial and Corporate Services

1. Introduction

This report advises Members of the overall Revenue position following the second review for 2011/2012 including proposed contingency transfers for the second quarter of 2011/2012.

2. Description of Decision

- 2.1. Cabinet is requested to approve the proposed contingency transfers proposed at Appendix A.

3. Revenue Budget Monitoring 2011/2012

Overall Position

- 3.1 In overall terms whilst there are significant challenges in delivering the savings requirement for 2011/2012 and ongoing mitigating actions being put in place by Portfolio holders, at this stage it is anticipated that the outturn position will be positive. In addition savings on capital financing charges as a result of slippage on the capital programme and income from interest on investments are anticipated to result in savings of approximately £4.0m at year end. It is proposed that these amounts and any further underspendings arising from underspent contingencies at the end of 2011/2012 are earmarked to support transitional costs arising from the 2012/2013 budget setting process.

A full review has been undertaken in respect of each Portfolio and a summary of the position following the second review is set out in the report for each Portfolio, together with the contingency allocations proposed for the second quarter.

3.2 Contingency Transfers

A full review has been undertaken for each service and full details of proposed contingency transfers are set out at Appendix A.

3.3 Major Variations

Cabinet Portfolio holders have been fully briefed on the variations which have arisen in the second quarter of the year. Significant items to draw to Members attention are set out below:

3.3.1 Leader

It is forecast the Portfolio will be within its delegated budget at the end of 2011/2012. The following is drawn to members attention:

- **Design and Print**
A service review is currently on-going within the Design and Print service to identify future service delivery options. The service has experienced a further reduction in income during 2011/12 as a result of a decline in council printing requirements, as other parts of the council have made efficiencies and introduced cost containment measures. Action is being put in place to mitigate this shortfall and the position will be updated as part of the third quarterly review.

3.3.2 Deputy Leader

It is forecast the Portfolio will be within its delegated budget at the end of 2011/2012. There are no issues to draw to members attention at this time.

3.3.3 Cabinet Secretary

It is forecast the Portfolio will be within its delegated budget at the end of 2011/2012. The following areas are drawn to Members attention:

- **Port**
The Port is forecasting a deficit against budget of £412,000 due to the continuing difficult trading conditions associated with the global economic downturn. This position represents a significant improvement on the outturn position for 2010/2011 as a result of an increase in income levels early in the current financial year. The position is being kept under close review with regular updates to the Port Board. The forecast deficit position was provided for in setting the 2011/2012 contingencies provision.
- **Industrial Units**
The Industrial Units portfolio is anticipating a shortfall in income of £100,000 due to vacant units. Recent progress on letting of units is anticipated to reduce this shortfall in future years. The forecast shortfall in income for 2011/2012 was provided for in setting the budget for contingencies. The ongoing position will be considered as part of the 2012/2013 budget process.

3.3.4 Children and Learning City

It is forecast the Portfolio will be within budget at the end of 2011/2012. However the Safeguarding service area continues to be subject to significant demand pressures. As part of the 2011/2012 budget planning framework additional funding was provided to address budget pressures within the Safeguarding Service in respect of external placements and agency social workers. However, demand for services continues to increase resulting in significant budget pressures in the following areas:

- **External Placements**
It is currently forecast the service will exceed its budget by £630,000 which can be met from the External Placement Reserve (£360,000) and anticipated savings as a result of management actions in other areas of the Looked after Children budget including use of grant funding. The ongoing position will be taken into account within the medium term financial planning process.
- **Safeguarding Legal Fees** – It is currently predicted that this area will overspend by £150,000 at the year end. A review of this area is being undertaken to ascertain the extent to which internal resources can be enhanced or other mechanisms used to mitigate this impact on an ongoing basis
- **Extended Rights to Free Transport**
Subsequent to the setting of the 2011/2012 budget, notification was received in relation to the Extended Rights to Free Travel and General Duty to Promote Sustainable Travel Grant of £0.154m in 2011/2012, increasing to £0.191m in 2012/2013. It is proposed to passport £0.094m of this funding to Children's Services to assist Home to School, and Home to College Transport services in responding to new statements and promoting independent travel initiatives. The remaining funding in 2011/2012 of £0.060m will be earmarked to support transitional costs arising from implementation of the Sunderland Way of Working operational arrangements.

3.3.5 Prosperous City

It is forecast the Portfolio will be within its delegated budget at the end of 2011/2012. There are no issues to be drawn to members attention at this time.

3.3.6 Healthy City

The Portfolio continues to experience a number of service pressures and the following areas are drawn to Members attention:

- **Health, Housing and Adult Services**
The Directorate are progressing the three year delivery plans which seek to enable people to receive care associated with their needs and introduce ways of enabling people to live independently in their own homes. Some of these plans will be delivered later than the original timescales. The directorate have identified alternatives to deliver the required level of savings including utilising £0.842m received from Health to help mitigate the shortfall.

Officers are currently identifying projects/areas of investment which will help deliver the savings required.

- **Sport and Leisure**
The service continues to be adversely affected by the impact of the economic downturn, which is resulting in reduced attendances, particularly in Wellness Centres and a consequential shortfall in income. This reflects the national trend, however, work is underway to quantify the financial impact and a plan of action is in the process of being developed. An update will be provided as part of the third revenue review report.
- **Meals at Home**
Following a review of the service clients are transitioning from this service to alternative service providers. Internal service provision will cease operation as at the 31 August 2011. However as clients are transitioning to alternative service providers this is resulting in a reduction in meal numbers provided and therefore reduced income for the service resulting in a forecast budget shortfall which will need to be addressed.

3.3.7 Safer City and Culture

The Portfolio is forecast to be within its delegated budget at the end of 2011/2012. There are no issues to draw to members attention at this stage.

3.3.8 Attractive and Inclusive

The following is drawn to Members attention:

- **Parking Services**
This service area is continuing to experience a downturn in income, similar to previous years resulting in a forecast shortfall in income of £227,000. The potential shortfall in income was provided for in setting the 2011/2012 contingencies provision.

3.3.9 Sustainable Communities

The Portfolio is forecast to be within its delegated budget at the end of 2011/2012.

3.3.10 Responsive Local Services and Customer Care

The Portfolio is forecast to be within its delegated budget at the end of 2011/2012.

4. Summary Position - Implementation of Savings Plans

4.1 The budget process for 2011/2012 took account of the requirement for reductions in expenditure of £57.9 million. As outlined to cabinet in June, progress in implementing the proposals is being rigorously monitored by Directors in conjunction with Portfolio Holders, using a traffic light system. Monthly budget monitoring is being carried out at an enhanced level to ensure the position is understood early and actions put in place to mitigate any impact.

4.2 At this stage, the following is noted

- £33.2m of the savings has been fully realised;
- £15.8m are not yet scheduled for full implementation but good progress has been made in these areas with action plans developed, responsibilities assigned and timescales identified. At this stage therefore it is not anticipated that this will impact on the overall financial position of the Council as the saving is anticipated to be achieved.
- £8.4m of savings have been affected by delays in implementation, however these are either offset by reductions in costs to the Switch team which is budgeted for, or alternative savings have been identified and the ongoing position into 2012/2013 is secured;
- £0.4m of savings have one off alternative savings identified to ensure a balanced budget in 2011/2012, however the ongoing position into 2012/2013 is still to be secured;
- At this stage £0.1m of savings are forecast unlikely to be achieved as originally intended. Work is on-going to identify alternative savings to address this gap.

As reported as part of the budget setting process transitional costs are arising in 2011/2012 as the organisation moves to the revised Sunderland Way of Working operational arrangements. Budget provision was provided to meet the costs of the SWITCH team and this is being closely monitored.

4.3 At this stage in the transition process one off early retirement costs of £3.567m have arisen, the cost of which can be met from the resources set aside to meet transitional costs as part of the outturn position for 2011/2012.

4.4 The first six months of 2011/12 represents a period of significant transition in relation to staffing and associated salaries costs. As restructures are being implemented considerable realignment of costs and budgets is being necessitated in order to map staff appointments to redesigned services or the SWITCH team. This is resulting in considerable difficulty in monitoring and forecasting staffing costs at the micro / individual service level for individual budget managers. At this stage therefore a holistic approach to monitoring salaries costs across the council has been adopted. This takes into account salaries costs incurred to date and forecast across the council including costs of staff within the SWITCH team.

4.5 The net position in relation to staffing cost under spends across the council will be earmarked to support transitional costs arising from the implementation of the Sunderland Way of Working operational arrangements.

5. Reasons for Decision

5.1 To respond to variations in expenditure and income which have arisen in 2011/2012 and enable effective budgetary control to be exercised.

6. Alternative Options

6.1 No alternative options are proposed

7. Background Papers:

7.1 Portfolio Holders Briefing Notes

Cabinet Meeting – 5th October 2011
Variations Necessitating Contingency Transfers 2011/2012

	Justification / Approval	2011/2012 £	Full Year Effect £
Leader			
Transformation, Programme and Projects salary costs	General Provision	61,773	61,773
Deputy Leader			
Graduate Trainee Costs	Specific Provision	15,286	15,286
Diversity and Inclusion	General Provision	30,000	30,000
Cabinet Secretary			
Counsel Fees	General Provision	6,950	6,950
Rental Income Shortfall – Industrial Units	Strategic Priorities	85,000	100,000
Children and Learning City			
Hendon Old Orphanage	Specific Provision	7,893	94,712
Counsel Fees	General Provision	48,249	48,249
Safer City and Culture			
Bowes Railway Grant	General Provision	5,112	0
Summer Events	Specific Provision	175,000	175,000
Attractive and Inclusive			
Coroners Court - Premises hire costs	General Provision	34,621	0
Overall Efficiencies			
Flexible Working Efficiencies	General Provision	(101,819)	0
Procurement Efficiencies	Specific Provisions	(232,311)	(232,311)
BTP Efficiencies	Specific Provisions	(145,426)	(145,426)
	TOTAL	(9,672)	154,233

**REFERENCE FROM CABINET – 5 OCTOBER 2011 – BUDGET PLANNING
FRAMEWORK 2012/2013 AND MEDIUM TERM FINANCIAL 2011/2012 –
2014/2015**

Report of the Head of Law and Governance

1. Why has this report come to the Committee?

- 1.1 To seek the views of this Committee on a report considered by Cabinet on 5 October 2011 on the proposed budget planning framework which will guide the preparation of the Revenue Budget for 2012/2013.

2. Background and Current Position

- 2.1 The Cabinet, at its meeting held on 5 October 2011, gave consideration to a joint report of the Chief Executive and the Executive Director of Commercial and Corporate Services. The report identifies the key factors influencing the development of the Councils financial plans into the medium term and sets out the budget planning framework for the Council for 2012/2013. The report also sets out the headlines and context for the Medium Term Financial Strategy for 2011/2012 to 2014/2015. The strategy is now in draft form and will be presented to Cabinet in November.
- 2.2 Copies of the 5 October 2011, Cabinet Agenda have been made available to all Members of the Council. Recommendations from the meeting will be reported orally to the Scrutiny Committee.

3. Conclusion

- 3.1 The report is referred to the Management Scrutiny Committee for its comments, in the context of the approved consultation arrangements for the Council's Budget. Comments from the Scrutiny Committee will be reported to Cabinet at its meeting on 2 November 2011 and onto full Council on 30 November 2011.

4. Recommendation

- 4.1 The Scrutiny Committee is invited to give its comments to Cabinet on the attached joint report of the Chief Executive and the Executive Director of Commercial and Corporate Services

5. Background Papers

5.1 Cabinet Agenda, 5 October 2011.

5.2 A copy of the Agenda is available for inspection from the Head of Law and Governance or can be viewed on-line at:-

<http://www.sunderland.gov.uk/committees/cm5/Meetings/tabid/73/ctl/ViewMeetingPublic/mid/410/Meeting/7218/Committee/1485/Default.aspx>

Elaine Waugh
Head of Law and Governance

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CABINET MEETING – 5th October 2011

EXECUTIVE SUMMARY SHEET- PART I

Title of Report:

Budget Planning Framework 2012/2013 and Medium Term Financial Strategy 2011/2012 – 2014/2015

Authors:

Chief Executive and Executive Director of Commercial and Corporate Services

Purpose of Report:

This report identifies the key factors influencing the development of the Councils financial plans into the medium term and sets out the budget planning framework for the Council for 2012/2013. The report sets out the headlines and context for the Medium Term Financial Strategy for 2011/2012 to 2014/2015. The strategy is now in draft form and will be presented to Cabinet in November.

Description of Decision:

Cabinet is recommended:

- to agree the proposed Budget Planning Framework summarised at paragraph 12 which will guide the preparation of the Revenue Budget for 2012/2013;
- to note that the full Medium Term Financial Strategy 2011/2012 to 2014/2015 will be presented to Cabinet in November.

Is the decision consistent with the Budget/Policy Framework? Yes

If not, Council approval is required to change the Budget/Policy Framework

Suggested reason(s) for Decision:

Adoption of the Budget Planning Framework forms an essential part of the process of the preparation and compilation of the Revenue Budget for 2012/2013.

Alternative options to be considered and recommended to be rejected:

There are no alternative options recommended.

Is this a “Key Decision” as defined in the Constitution?

No

Relevant Scrutiny Committee:

Management

Is it included in the Forward Plan?

No

Cabinet 5th October 2011

**Budget Planning Framework 2012/2013 and Medium Term Financial Strategy
2011/2012 – 2014/2015**

**Report of the Chief Executive and Executive Director of Commercial and Corporate
Services**

1. Purpose of Report

This report identifies the key factors influencing the development of the Councils financial plans into the medium term and sets out the budget planning framework for the Council for 2012/2013. The report sets out the headlines and context for the Medium Term Financial Strategy for 2011/2012 to 2014/2015.

The strategy is now in draft form and will be presented to Cabinet in November.

2. Description of Decision

Cabinet is recommended:

- to agree the proposed Budget Planning Framework summarised at paragraph 12 which will guide the preparation of the Revenue Budget for 2012/2013;
- to note that the full Medium Term Financial Strategy 2011/2012 to 2014/2015 will be presented to Cabinet in November.

3. National Economic Context

3.1 Impact of the Deficit Reduction Plan

There continues to be uncertainty as to the impact that the Government's policy to eliminate public sector debt over the next few years will have, and how this will impact on the economic recovery, especially in areas with greater reliance on public sector jobs and higher grant cuts such as the North East.

The International monetary Fund have revised down UK growth for 2011/12 from 1.7% to 1.1% and for 2012/13 from 2.3% to 1.6%. As a result they estimate the structural debt will be £12bn higher than government estimates - now £94bn.

The fiscal outlook therefore is likely to remain very challenging in the medium term and as a result there is likely to be a compound impact of reductions in financial resources over the period 2011 to 2015.

3.2 Inflation

The Consumer Price Index (CPI) has been above the Government's target level of 2% since December 2009 placing additional pressures on the Council's finances. It is anticipated that whilst non pay volatility will continue there will be continued suppression of pay. The average rate of inflation (CPI) is forecast to be 2.6% in 2012/2013.

The position will therefore continue to be regularly monitored and revised.

3.3 Base Rate

The Bank Base Rate has remained at an all time low of 0.5% since March 2009. Recent weak UK data releases coupled with poorer global economic recovery especially in the Euro-zone and the United States are now seeing markets push back their expectations for interest rate increases. The prospect of a base rate of 0.5% remaining in 2012/2013 remains quite high with only low 0.25% rises in prospect possibly towards the end of 2012.

4. Local Government Finance Settlement

The Local Government Finance Settlement announced in December 2010 follows the framework set out in Spending Review 2010 (SR10). The settlement covers the two year period 2011/2012 and 2012/2013. The Government is consulting on changes to the local government finance system from 2013/2014 further details of which are set out at section 5. This is a key issue for Local Authorities and particularly for Sunderland.

4.1 2011/2012 Summary Position

In overall terms taking formula grant reductions, cost pressures and other grant reductions into account the total reductions required for 2011/2012 were £57.9m. The implementation of savings proposals continues to be rigorously monitored and whilst there are challenges with delivering this significant reduction, at this stage it is anticipated that the savings will be achieved in 2011/2012 and the ongoing position in 2012/2013 secured.

4.2 2012/2013 Latest Position

The provisional Formula grant level for 2012/2013 is to reduce in cash terms by a further £12.293m.

4.3 2013/2014 Onwards

Although Government has indicated at a national level the overall grant reductions in their Spending Review 2010 for local government, it is not possible to accurately estimate the impact on each individual authority's grant allocation. However, using indicative totals from the Spending review, the reduction in grant at that stage is estimated to be £13million, before cost pressures are added. This position is even more uncertain as the outcome of the Government's Local Government Resource Review will not be known for some time and this will inevitably impact on all authorities Formula Grant funding levels. Plans will need to be revisited when the position is clarified.

4.4 Other Core Grant Funding

The Government has notified the Council of a number of core grants for 2012/2013 and the main changes are detailed below:

4.4.1 Early Intervention Grant

The provisional Early Intervention Grant (EIG) allocation for 2012/2013 of £15.937m represents an increase of £0.286m on the 2011/2012 allocation, which at 1.8% is the floor position. This reflects a specific increase in funding to support the expansion of the 2 year old offer from April 2012 and it is therefore proposed that this increase in funding is passported to Children's services for this purpose.

4.4.2 Learning Disabilities Funding (£262,000 increase) and NHS Support for Social Care (£185,000 decrease)

As in 2011/2012 investment plans will incorporate these pressures therefore it is proposed that grant will be taken into consideration at a corporate level.

4.4.3 Safer and Stronger Communities

A notified reduction of £153,000 in 2012/2013 represents year 2 of the planned three year reduction. In accordance with the approach for 2011/2012, it is proposed these grant reductions be passported to the related services.

4.4.4 Transition Grant

The Council does not qualify for any Transition Grant in 2012/2013 resulting in a reduction in resource available of £267,000.

5.0 **Future Funding Changes - 2013/2014 Onwards**

5.1 Local Government Resource Review

The Council's resource position for both 2013/2014 and 2014/2015 is not yet known. The Government is currently consulting local government on the proposals. This includes in particular the potential basis for future local retention of business rates. The position and proposed Council response are included elsewhere on this agenda and there is significant potential risk (particularly financial) for Sunderland in the proposals.

The Council are significant net recipients of redistributed business rates. Reference is made in the consultation document to creating a fair starting point by fixing the 2012/2013 baseline. This is in order that Council's such as Sunderland do not lose out as the current redistributed amount manifests itself in Formula grant funding distributed on the basis of need for essential services. However, moving on from the baseline position it is not clear how Council's such as Sunderland with high levels of deprivation and increased service pressures as a result of a growing elderly population will be resourced to support this increasing need. If business rates resource is retained or utilised to support economic growth in areas with low business rate bases or infrastructure there will still be a funding gap as a result of increased need.

Key issues including proposals around tariff and top up authorities and setting the right baseline are key to ensuring risks such as further financial risk and loss of resources are avoided when the new system is implemented.

Other aspects of the local Government Resource review are yet to be announced regarding a review of the Formula grant distribution methodology.

5.2 Public Health Transfer of Funding

The White Paper Healthy Lives, Healthy People, sets out how Local authorities will have a new role in improving the health and wellbeing of their population. There will be ring-fenced public health funding from within the overall NHS budget, dedicated to support this. The funding along with responsibility for the function will be transferred to local authorities through a ring fenced grant payment from April 2013.

The value of funding to be transferred to local authorities is currently being quantified through a national exercise and Government is reviewing the basis on which funding will be allocated to individual authorities.

5.3 Welfare Reform

The Welfare Reform Bill represents the biggest change to the benefits system in 60 years. In summary, the Bill aims to reduce the overall spending on the welfare system, and ensure that those on benefits are not better off than those with modest incomes.

One significant impact on Council resources will arise from proposed changes to Council Tax Benefit which is currently paid in line with Government guidance. From April 2013, the Council must design, implement and pay Council Tax Benefit based on its own local scheme. It is proposed that funding will only be provided at 90%, therefore the scheme will need to take this reduced level of funding into consideration. In addition the additional risk being passed to local authorities will need careful handling.

In addition the potential impact of other proposed areas of welfare reform on living standards of city residents may require consideration of provision of funding to assist with excessive hardship.

5.4 Schools Funding

A national review is currently being undertaken on the future distribution of school funding. The Government is seeking to develop a clear and transparent funding formula that supports the needs of pupils and enables Schools and Academies to be funded on a broadly comparable basis.

Any planned changes will result in movement of funding between Schools and areas. In order to provide stability in school funding, transitional arrangements will be applied to ensure that the reforms are introduced at an appropriate speed that is manageable for Schools. The current funding system for Schools will continue in

2012/2013 and the consultation will consider the right time to introduce the new system.

5.5 Academies Top Slicing

In addition to the School Funding consultation, the Government is reconsidering the reduction to Local Authority funding and the transfer of resources to the DfE made as part of the two year local government settlement for 2011/2012 and 2012/2013, to reflect the transfer of central services from local authorities to Academies. The consultation sets out the evidence the Secretary of State will use to consider the appropriate level of transfer and the proposed basis for calculation of the transfer.

As part of 2011/2012 settlement the Council had its formula grant reduced by £674,000. The revised methodology and the increase in the number of Academies nationally could see this sum potentially increasing in 2011/2012 and 2012/2013.

6. Local Income Position

6.1 Council Tax

The Localism Bill currently before Parliament provides for the provision of referendums to veto excessive council tax increases. Once it becomes law, this effectively places a limit on council tax increases and if councils exceed the government limits then the public will be able to vote to agree or veto any considered 'excessive' increase. There is no national provision for a 'freeze' beyond 2011/2012 and therefore the Council Tax position will require consideration as part of the budget process.

6.2 Options for Future Funding

A more rigorous approach will be included in the budget process regarding a more commercial approach to Authority business and driving external funding/resources opportunities.

The reduction in both revenue and capital funding requires the Council to focus on new and existing opportunities for funding including through:

- Charging arrangements
- Capital Funding such as Bonds, Tax Increment Funding, asset backed partnerships, European support
- Trading opportunities
- Alternatives to revenue funding such as social impact bonds
- Renewable/green Energy Resale

This will be used as a checklist for the Council and services to maximise opportunities for funding priority spending by

- Maximising the Council's use of its resources and assets to drive activity, lever resources and maximise benefits to the City

- Ensuring that opportunities from existing, new and developing financing funding and regeneration models are accessed where appropriate.

6.3 Reserves and Balances

The Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

In accordance with the approach adopted to date all earmarked reserves will be revisited as part of the budget process to ensure they still accord with the Council's priorities and overall funding position.

7. Spending Pressures and Commitments

It is proposed to take into account the following spending commitments in the Budget Planning Framework for 2012/2013. Noting that at this stage in a number of cases specific cost detail requires finalisation and will be subject to review and refinement throughout the budget setting process:

7.1 Replacement of One-off Resources in 2011/2012

In meeting the funding gap for 2011/2012 directorates utilised £5.420m of one off resources such as reserves or delegated surpluses. This therefore represents an ongoing pressure into 2012/2013.

7.2 Pay and Pensions

7.2.1 Pay

The Government built its assumptions of a two year pay freeze for public sector workers (2011/2012 and 2012/2013) into its SR10 spending plans, except for those workers earning less than £21,000 a year. Beyond 2012/2013 prudent assumptions will be made at this stage for planning purposes.

7.2.2 Pensions

The results of the Actuarial review of the Local Government Pension Scheme 2010, was implemented in 2011/2012 covering three years to 2013/2014. There is no increase in deficiency payment for 2012/2013, and an increase of 5.3% for 2013/2014.

The Government has agreed to implement the recommendations from the Hutton Review and is currently in negotiations with the relevant public sector unions to agree measures that will help reduce the costs to the tax payer of funding pensions for public sector workers and is aimed at making them more affordable.

The Council is currently awaiting details of the proposed revised pension schemes for Teachers and LGPS members in order to assess the financial impact any changes will have on future year's budgets.

7.3 Energy Prices

Energy and vehicle fuel prices continue to be particularly volatile. It is therefore proposed that prudent provision be included for continued annual increases in

charges for gas, electricity and vehicle fuel for the medium term.

7.4 Waste Disposal

The impact of cost variations in relation to waste disposal have been factored into the Medium Term Financial Strategy including landfill tax, volume of waste, recycling implications, and the impact of implementing the Waste Disposal Strategic Solution.

7.5 Recycling Vehicle Leasing

Inclusion of funding to meet the additional costs of leasing vehicles to support the 'blue bin' scheme which is replacing the existing 'kerb it' scheme is proposed. This will allow for the provision of rear end loading vehicles to accommodate the new bin.

7.6 Carbon Reduction

The Carbon Reduction Commitment Energy Efficient Scheme (CRCEES) is a mandatory carbon trading scheme, that came into effect on 1st April 2010. Participation is a legal requirement for organisations that used a minimum of 6,000 MegaWatt hours of electricity during the calendar year 2008. Sunderland City Council is required to participate in the scheme. The first sale of allowances will be in April 2012, based on 'footprint' data from 2010/2011 with an anticipated cost of £540,000 (£320k excluding schools).

7.7 Adult Services Demand Issues

The increasing longevity of the national and specifically, the city's, population continues to place pressure on Adult Social Services budgets. In addition, client expectations and increasing demand to support clients with complex cases to enable clients to maintain independent living, is requiring reconfigured services and additional investment. With these pressures in mind the Government has announced additional funding for Primary Care Trust's over the coming four years, with an expectation that the funding is passported to Local Authorities for investment within Social Care services.

The impact of additional cost pressures and necessary investment have been factored into plans on an initial basis.

7.8 Children's Services Demand Pressures

There continues to be increasing demand pressures in relation to safeguarding and specifically external placements and prudent provision will be made as appropriate to strategy.

7.9 Winter Maintenance

Following the severe winters over the last two financial years additional costs have been incurred in respect of winter maintenance. It is therefore considered prudent to include a sum of £0.800m for planning purposes in line the additional cost incurred in each of the last two years.

7.10 Port Dredging

Dredging of the Port is required yearly to maintain advertised depths in order to enable the Port to continue to operate commercially. This will follow initial dredging works to be carried out in 2011/2012 and will be included from 2012/2013.

7.11 Economic Downturn

Whilst significant resources have already been earmarked to support service pressures and actions in response to the economic downturn as part of the previous years' budgets, given the continuing uncertainties, this will need to be kept under review and appropriate provision made throughout the budget process.

7.12 Integrated Transport Levy

For planning purposes further savings in respect of the ITA levy for 2012/2013 are based on an additional 5% saving being achieved in accordance with the approach agreed by the Tyne and Wear Joint Services Committee during the 2011/2012 budget setting process.

7.13 Invest to Save Programmes

In order to address demand pressures particularly in respect of adult social care and the transformation programme, up front investment to support the future generation of service provision at less cost will be required. The one off costs have been factored into plans and will be updated as plans develop.

7.14 Capital Financing

Prudential borrowing has been provided for within the medium term financial position in relation to known investments over that period, together with a provision to provide future flexibility at this stage to enable strategic priorities of the Council to proceed, in the future.

7.15 Workforce Planning

A range of workforce planning measures are in place to support the smooth implementation of savings proposals. Costs arising from voluntary early retirement can be accommodated from specific resources earmarked for this purpose. In addition the Medium term financial position provides a provision related to the cost of SWITCH. Transitional costs as a result of implementing this strategy are continually refined and reviewed.

8. Spending Priorities

8.1 Priorities from Consultation

The key priorities which emerged through the budget consultation process for 2011/2012 were:

- Community safety
- Refuse collection
- Road and footpath maintenance
- Clean streets
- Facilities for young people
- Affordable decent housing
- Enabling people with a disability, illness or health condition to live independently through access to services and facilities
- Community integration

Resources allocated as part of the 2011/2012 budget recognised these priorities with additional funding earmarked to support highways, the city centre, adult social

care modernisation and recognition of community safety priorities in the context of reduced government grant funding.

The proposals for the 2012/2013 Budget Consultation process are set out elsewhere on today's Cabinet agenda. The approach adopted will broadly follow the approach adopted last year including setting out the latest overall funding position and Council approach to address this through the Sunderland Way of Working and exploring views of residents about the direction of travel for services in response to the changing financial landscape.

Service Priorities

Directorates are currently developing three year Improvement Plans as part of their service planning processes. This will include the identification of key service priorities and action plans. These will need to be considered as they are developed to identify any financial implications.

9. Summary Resource, Pressures and Commitments Position

9.1 The table below summarises the resource and pressures position taking account of the issues set out in paragraphs 4 to 7 above.

9.2 The total reduction in resources and spending pressures represents the estimated overall savings requirements at this stage as follows:

	2011/12	2012/13	2013/14 to 2014/15
Latest estimated savings requirement	£57.9m	£25.33m	£33.73m

9.3 In evaluating the overall resource position it should be noted that the position in respect of savings requirements beyond 2012/2013 remains uncertain because of the unknown impact of the Local Government Resource Review which will not be known until the end of this year. Figures are included on the basis of best forecasts at present and will inevitably be subject to change.

10. Strategy for meeting the Savings Requirement

10.1 Productivity and Efficiency Strategy

The Council's Productivity and Efficiency Strategy 2011/2012 to 2014/2015 provides the framework for developing plans for future service delivery, ensuring that the main priorities are to support the most vulnerable residents in the city and enable economic regeneration to attract new businesses to invest in the city, despite the prevailing economic conditions. The strategy supports the aim of ensuring the most productive use of resources is maintained during this period of financial restraint.

This will progress through the continued development of individual Directorate improvement plans and service review / diversification plans to identify future

medium term pressures and the potential for savings aligned to the delivery of the Councils vision and Corporate Outcomes Framework through:

- Specific efficiency savings arising from the Business Transformation Programme;
- Reviewing services to gain a comprehensive understanding of customer need and the most cost effective way of meeting that need through service reviews, including through modernising and improving services across the Council and the Sunderland Way of Working;
- Seeking opportunities through new financial models;
- Directorate cash limits being tightly drawn and prompting the identification and reinvestment of efficiency savings.

10.2 Current Budget Savings Programme

The current savings programme aims to transform the Council into a more efficient and effective organisation and protect as far as possible frontline services through:

- The Business Transformation Programme – focussing on back office services
- Service Reviews and Directorate Modernisation programmes.

It should be noted however, that at this stage whilst targets are in place detailed plans require further development to deliver the savings set out for future years in respect of the Business Transformation programme.

11. Addressing the Savings Requirement

11.1 Options for Savings

Reflecting the approach of the Productivity and Efficiency Strategy set out at paragraph 10, it is proposed the following approach be adopted to securing the existing budget savings programme and identification of additional budget savings proposals:

- Current Budget Savings Programme:
 - Original permanent planned savings for 2011/2012 will be achieved or an alternative must be delivered on an ongoing basis in 2012/2013;
 - In accordance with the budget planning framework agreed for 2011/2012 savings originally identified for 2012/2013 will be achieved. Alternative savings will need to be identified by Directorates where a proposal has become unviable;
 - BTP Work streams to be reviewed to accelerate as appropriate;
 - Current service review programmed savings will be achieved or alternative savings identified by Directorates where necessary.
 - Opportunities for achievement of additional savings through BTP and Service Review Programme be identified;
 - Directorates be requested to bring forward additional savings plans arising from proposed implementation of 3 year Improvement Planning activity to enable a programme of additional key service reviews to be proposed;

- Opportunities for new charges and changes to existing charges be identified;
- External Funding opportunities be pursued and match funding considered for priority areas;
- The position regarding Council tax will be considered as part of the budget process.
- The SWITCH outputs and programme will be considered as part of the budget process;
- All commitments against Delegated surpluses / reserves will be reviewed;

12. Budget Planning Framework 2012/2013

12.1 Summary of Budget Planning Framework

The following budget planning framework for 2012/2013 is proposed:

- that provision for spending commitments be included at this stage on the basis set out at paragraph 7 and kept under review;
- that the spending priorities be considered in line with the finding of the budget consultation and emerging service improvement plans as set out in paragraph 8;
- that budgets be prepared on the basis that all spending pressures not specifically identified above as commitments be accommodated within Directorate cash limits;
- that options for savings to address the funding gap be progressed as set out at paragraph 11.1;
- that commitments against general balances be noted and the scope to utilise balances temporarily be explored.

13. Consultation and Equalities Impact

A framework for evaluating the potential equality impact of the Council's proposals in respect of the 2012/2013 budget and future years will be prepared taking into account:

- The Public Sector Equality Duty and the Equality Act 2010
- The Council's Improvement Plans.

14. Reasons for Decision

14.1 The Budget Planning Framework forms an essential part of the process of the preparation and compilation of the Revenue Budget for 2012/2013.

15. Alternative Options

15.1 There are no alternative options recommended.

Statement of General Fund Balances

	£000	£000
Revised Estimate of Balances as at 31st March 2011		12,419
Additions / Variations to Revised Estimate Balances		
Unutilised Contingencies and non delegated budgets		4,458
Transfer to Earmarked Reserves		
Service Pressures Reserve	(1,000)	
Development Reserve	(1,500)	
Strategic Investment Reserve	(1,958)	(4,458)
Balances 31st March 2011		12,419
Use of Balances 2011/2012		
Contribution to Revenue Budget		(4,849)
Estimated Balances 31st March 2012		7,570

REFERENCE FROM CABINET – 5 OCTOBER 2011

PROPOSALS FOR BUDGET CONSULTATION 2012/2013

Report of the Head of Law and Governance

1. Why has this report come to the Committee?

- 1.1 To seek the views of this Committee on a report considered by Cabinet on 5 October 2011.

2. Background and Current Position

- 2.1 The Cabinet, at its meeting on 5 October 2011 gave consideration to the attached joint report of the Chief Executive and the Executive Director of Commercial and Corporate Services. The report outlined proposals for the budget consultation strategy and framework to inform the preparation of the Budget for 2012/2013.
- 2.2 Copies of the 5 October 2011 Cabinet agenda have been circulated to all Members of the Council. Recommendations from the meeting will be reported orally to the Scrutiny Committee.
- 2.3 The report is referred to the Management Scrutiny Committee, for its views, in the context of the budget framework. Comments from the Scrutiny Committee will be reported back to Cabinet at its meeting on 2 November 2011.

3. Recommendation

- 3.1 The Scrutiny Committee is invited to consider and forward its views to Cabinet on the attached joint report of the Chief Executive and the Executive Director of Commercial and Corporate Services.

4. Background Papers

- 4.1 Cabinet agenda, 5 October 2011

Elaine Waugh
Head of Law and Governance

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<p>CABINET MEETING – 5 OCTOBER 2011</p> <p>EXECUTIVE SUMMARY SHEET- PART I</p>	
<p>Title of Report: Proposals for Budget Consultation 2012/2013</p>	
<p>Author(s): Chief Executive and Director of Commercial and Corporate Services</p>	
<p>Purpose of Report: To propose the budget consultation strategy and framework to inform the preparation of the Budget for 2012/2013.</p>	
<p>Description of Decision: Cabinet is recommended to approve the budget consultation strategy and framework as set out in this report and refer it to the Management Scrutiny Committee for consideration.</p>	
<p>Is the decision consistent with the Budget/Policy Framework? Yes</p>	
<p>If not, Council approval is required to change the Budget/Policy Framework</p>	
<p>Suggested reason(s) for Decision: To comply with the constitutional requirements taking account of central government guidance.</p>	
<p>Alternative options to be considered and recommended to be rejected: There are no alternative options recommended.</p>	
<p>Is this a “Key Decision” as defined in the Constitution? No</p>	<p>Relevant Scrutiny Committee: Management</p>
<p>Is it included in the Forward Plan? No</p>	

Cabinet - 5th October 2011

Proposals for Budget Consultation 2012/2013

Report of the Chief Executive and Executive Director Commercial and Corporate Services

1. Purpose of Report

- 1.1 To propose the budget consultation strategy and framework to inform the preparation of the Budget for 2012/2013.

2. Description of Decision

- 2.1 To approve the budget consultation strategy and framework as set out in this report and refer it to the Management Scrutiny Committee for consideration.

3. Introduction and Background

- 3.1 The Budget and Policy Framework procedure rules contained within the Constitution of the Council requires consultation on budget proposals to take place. This report sets out proposals for budget consultation as part of the 2012/2013 budget process.
- 3.2 For a number of years the Council has recognised consultation as an important part of planning and delivering services that meet peoples' needs. Consultation by the City Council is already very wide-ranging and intensive. Examples range from:
 - consultation in relation to major strategies such as recent consultation around a new customer access strategy;
 - in depth satisfaction surveys such as the Residents Survey;
 - project specific consultation e.g. Royal Sunderland Hospital Area Parking Management Scheme.

Community Empowerment

- 3.3 The government published new Best Value Statutory guidance in September 2011. The new guidance says that authorities have a duty to consult representatives of council tax payers, those who use or are likely to use services provided by the authority, and those appearing to the authority to have an interest in any area within which the authority carries out functions. Authorities should include local voluntary and community organisations and small businesses in such consultation. This should apply at all stages of the commissioning cycle, including when considering the decommissioning of services.

- 3.4 This guidance provides further commitment to the government's localism and Big Society agendas, key aspects of which are to strengthen accountability to local people and empower local communities. This further demonstrates the need for involvement of local residents and voluntary and community sector in the budget setting process to shape what is best for Sunderland.
- 3.5 In order to develop policy and approaches for engaging with and empowering local people a Corporate Communities Officer Group links with the Community Leadership Programme. The groups remit is to embed and integrate community engagement and empowerment and ensure its full value is realised.

Budget and Council Tax Consultation

- 3.6 Central Government highlighted the need for local authorities to establish the views of local taxpayers before they take budget decisions with the publication of guidance in 2002 on conducting budget and council tax consultation.
- 3.7 The 'Council Tax Consultation: Guidelines for Local Authorities' sets out the issues that local authorities should consider when designing their own individual approach to council tax consultation and identifies different methodologies and approaches which might be taken. The following suggested approach draws on this guidance.
- 3.8 It should be noted that the Council remains the ultimate decision making body regardless of the valuable consultation undertaken in relation to budget setting. The process of consultation is about providing Members with more information in order to help them to come to an informed judgement when making budget decisions.

4. Government Guidance on Council Tax Consultation

- 4.1 There are numerous options set out in the Government guidance for developing a dialogue with the public and stakeholders on budget matters. This is simply a menu of methodologies available and there is not in any sense a requirement to pursue most, or all of them (to do so would be impractical and wasteful of resources). The approaches set out are:

- Surveys of citizens panel members e.g. in Sunderland, Community Spirit;
- Community workshops;
- Quantitative surveys;
- Budget conferences / public meetings;
- Interactive websites;

- Focus groups / forums;
 - Referenda.
- 4.2 The guidance recommends against relying solely on a single methodology to ensure that a full range of public opinion can be tested and suggests adopting a staged approach to consultation:
- Initial stage – this should be early in the budget setting process and involve discussions about priorities for different services;
 - Later stage – this should take place later in the budget setting process once a firmer picture of the financial position is known. This will consider in more detail specific issues, spending priorities and impact on Council Tax levels.

5. Proposed Arrangements

- 5.1 The proposed arrangements largely follow the successful arrangements of previous years with some minor amendments.
- 5.2 The current arrangements for undertaking budget consultation are already extensive and involve:

Consultation – Non Budget Specific

- 5.3 Whilst not budget specific, there are numerous other wide ranging consultations that take place which help to inform the priorities included in the budget consultation process. The Corporate Consultation Strategy seeks to streamline and make maximum use of consultation undertaken including the Resident's Survey, service review specific consultation, and lower level scheme specific consultation. These are all taken into account and used intelligently to help inform the resource allocation process.

Trades Unions and Chamber of Commerce

- 5.4 A briefing will be provided in November on the emerging budget resource position, the spending pressures faced by the Council, and the provisional priorities together with an indication of the impact on services and on council tax provided an informed judgement can be made.
- 5.5 A further consultation is undertaken on the provisional budget proposals during January/February where the priorities, impact on services, and indicative council tax increases are shared. Traditionally, if a formal response is to be received to the consultation it is made at this point, prior to the final consideration of the budget by Cabinet and Council.

Schools Forum, Governors and Head Teachers

- 5.6 Following a similar approach to that adopted for the Trades Unions and the Chamber of Commerce, the Schools Forum, Governors Association and Head Teachers are consulted at meetings held in November and again in January. Issues covered at these meetings include the overall budget position, but also the Children's Services specific issues e.g. Dedicated Schools Grant implications, other specific grants, and spending pressures.

Youth Parliament

- 5.7 Following a similar approach to that adopted for the 2011/2012 budget it is proposed to provide a briefing to the Youth parliament on the emerging budget position and discuss issues and priorities for young people which will be taken into account as part of the consultation process.

Citizens' Panel

- 5.8 A postal self-completion survey is undertaken in October / November of Community Spirit to ascertain views of our citizens panel. This includes exploring views of residents about the direction of travel for services in response to the changing financial landscape.

Other City Residents

- 5.9 In addition to making the survey available to the citizens panel the survey will also be available on-line via the council's e-consultation system. Anyone signed up to the system who has registered an interest in relevant subject areas will be automatically alerted when the survey is added. It will also be promoted via the council's Facebook and Twitter pages, and Community News.
- 5.10 Employees who are residents will be made aware of the online survey and encouraged to take part.

Focus Group workshop sessions

- 5.11 Further detailed feedback is sought from the citizens' panel in the form of budget consultation focus group workshops. The purpose of this element is to add to the feedback gathered from the questionnaire to provide enhanced information to assist in reaching budget decisions.
- 5.12 For the 2011/2012 budget consultation process, the approach included workshops where members of the Citizens Panel were invited to attend Focus Group events held in November at four locations throughout the

City. A number of locations and varying times are used in order to encourage a wider representation of attendance from across the city with sessions held at locations North of the River, South of the River, and in the Coalfields and Washington.

5.13 Attendance is limited by necessity to manageable numbers of Citizens Panel representatives at each group i.e. approximately 30 – 40 participants per session. However, the mixture of day and evening sessions ensures options on attendance for participants.

5.14 The events are arranged in two stages:

- Stage 1 provides a briefing on the financial context for the coming Budget, the purpose of the session being to enable participants to understand the broad issues facing the Council so that they can provide more informed feedback at the second stage session. This stage includes a question and answer session with senior officers which participants have indicated is a valued part of the process.
- Stage 2 takes the form of small group workshops with relevant council officers

The aim is to enable a more in depth analysis of local residents' views to be ascertained.

5.15 Summary feedback from the events informs the budget decision making process.

5.16 Very positive feedback was received from those involved in the Focus Group events in preparing the 2011/2012 revenue budget and it is proposed that this approach be repeated for the 2012/2013 budget process.

Independent Advisory Groups (IAG's) and Voluntary Sector

5.7 These citywide groups were formed to provide an opportunity for marginalized or hard to reach people in the city to contribute their views on public services and policy development. There are seven groups looking at different themes - disability, gender, BME (race), older people, younger people, LGB (lesbian, gay and bisexual) and faith.

As part of the 2011/2012 budget consultation process IAG members and the CVS (Community Voluntary Service) were asked to partake in the same survey as undertaken with the Citizens Panel. For the 2012/2013 budget, the IAGs and Voluntary Community Sector representatives will be asked to encourage completion of the survey through their networks.

- 5.8 In addition a separate workshop session was held with representatives of the IAGs and VCS to enable further informed feedback to be gained. It is proposed that a similar approach be undertaken for the 2012/2013 budget.

Elected Members

- 5.9 As ward councillors elected members gather the views of local people and are able to feed these views into the political decision making process on priorities and council tax levels.

Timetable

- 5.10 A timetable for the proposed consultation is set out at Appendix A.

Budget Consultation 2012/2013 and Beyond

- 5.11 The Council has developed its budget consultation approach over a number of years. Following this years' consultation exercise it is intended to gather feedback on the effectiveness of both the Citizens Panel survey and the focus group workshops and use this to inform the budget consultation process for 2013/2014.

6. Involvement of Management Scrutiny Committee

In relation to the consideration of the budget, the constitution places a responsibility on the Cabinet to 'canvas the views of local stakeholders as appropriate'. The Management Scrutiny Committee is then required to consider the process proposed and undertaken and ensure its adequacy. It is therefore proposed to refer this consultation strategy and framework to the Management Scrutiny Committee for consideration.

7. Reasons for Decision

To comply with the constitutional requirements taking account of central government guidance.

8. Alternative Options

There are no alternative options recommended.

Background Papers

Council Tax Consultation - Guidelines for Local Authorities (publication of the former ODPM June 2002)

Best Value Statutory Guidance - CLG September 2011

Budget Consultation – Proposed Timetable

As recommended by the government it is suggested that a two stage approach to budget and council tax consultation be continued. The timetable below is proposed:

October 2011

- Agree approach with IAGs via the Inclusive Communities Thematic Group.
- During late October / early November a survey is to be undertaken using Community Spirit and Independent Advisory Groups. This includes exploring views of residents about the direction of travel for services in response to the changing financial landscape.
- The survey will also be available for all residents to complete on-line through the Council's new e-consultation solution.

November 2011

- Commence consultation with Trade Unions, representatives of Business Rate Payers, the Schools Forum, Head Teachers, Governors, and the Sunderland Youth Parliament. Consultation covers the anticipated budget constraints and spending priorities identified in the Medium Term Financial Strategy following adoption of the budget planning framework by Cabinet.
- In late November it is proposed to hold four budget consultation focus group workshops for representatives of the Citizens Panel using an Area based approach covering North of the River, South of the River, Coalfields and Washington.
- Workshop with Independent Advisory Groups and Community Voluntary Service.

January 2012

- Feedback from the consultation exercises in October / November will be collated and reported to Cabinet and the Management Scrutiny Committee to inform the budget decision-making process at that time.

Late January early February 2012

- Final consultations take place with Trades Unions, Chamber of Commerce, the Schools Forum, Headteachers, Governors, and the Youth Parliament regarding the budget.

March 2012

- Feedback to the public generally on:
 - the outcomes of the budget setting process;
 - how the decision-making process was informed by the consultation.

It is proposed to communicate through appropriate methods including the Council Tax Leaflet and direct to the participants of Community Spirit and through the Internet.

POLICY DEVELOPMENT & REVIEW 2011/12: PROGRESS ON REVIEWS

Report of the Chief Executive

1. Purpose of Report

- 1.1 The purpose of this report is to provide Members with an update on the progress in relation to the two policy reviews being undertaken by the Management Scrutiny Committee into self regulation and high-cost consumer credit and illegal money lending respectively.

2. Background

- 2.1 Initial scoping documents were presented to the Committee on the 14th July 2011 which set out proposed terms of reference for each of the reviews. At its meeting on 15th September, 2011 the Committee considered scene setting reports for both reviews into self regulation (now titled Demonstrating Local Accountability: A look at the emerging national Self Regulation Framework and implications for the Council) and illegal money lending (now titled At What Cost: The Effects of High-Cost Credit and Illegal Loan Sharks on Local Communities).

3. Demonstrating Local Accountability: Policy Review - Update

- 3.1 Following discussions around the approach and scene setting at the last meeting, Members agreed to the workshop approach for undertaking this particular review. The first workshop, to be arranged, will look at the sector led approach with a particular emphasis on local accountability tools including self assessment.
- 3.2 The workshop is aimed to be an interactive session and will also provide real life examples presented to Members by officers from Children's Services and Adult Social Care.
- 3.3 A report will be submitted to the 10th November 2011 Committee meeting that will outline the key points and issues rising from this first workshop.

4. At What Cost? : Policy Review Objectives of the Review - Update

- 4.1 The first focus group for this particular piece of work will have taken place immediately prior to this meeting. It is hoped that the discussions were informative and have contributed some useful evidence to the review process. A more detailed summary of this focus group will be prepared for the next meeting of the Management Scrutiny Committee.
- 4.2 As part of the policy review it is proposed to hold a session with Shontal, an interactive theatre group. Shontal are a not for profit organisation who have worked with a number of organisations to help promote financial inclusion. Using the medium of theatre Shontal bring home the reality of people struggling with debt. The format is interactive and includes audience engagement as part of the experience; during the play audience opinion and advice is sought. Shontal will

usually take around an hour for the initial piece however this will depend upon how voluble the audience are, as well as the time constraints of the event. The shows are scripted and rehearsed but never the same twice as the audience affects the flow of the action. This means the actors have to think on their feet. Our follow on work incorporates exercises demonstrating many aspects of financial risk and problems through discussion and workshop.

- 4.3 The show we would be looking to use as part of the review would be 'It's Only A Few Quid'. This show was commissioned by the Illegal Money Lending Team. Intended to be hard hitting and thought provoking, 'It's Only A Few Quid' looks at the hardship faced by a young mother who encounters the attentions of a loan shark. In a 1 hour performance, the audience sees how Gill's changing circumstances, and collapsing support network leads her to seek extra cash to help feed and clothe herself and her young son. Unfortunately she is led into a destructive financial and psychological chain of events. Surely somebody can help..... Led by a facilitator, the audience is invited to contribute to the advice and support Gill requires.
- 4.4 The aim of this as part of the review would be to illustrate how loan sharks operate in the real world and the effects this can have on a person, their family and the community. Also the interactive nature of the performance will allow for debate and discussion as the performance develops and participation will illustrate the support networks available to people in similar circumstances. This has the potential to be a powerful, innovative and informative exercise that will contribute valuable evidence to the policy review.
- 4.5 The Shontal Theatre Group are a not for profit organisation however there is a fee attached to the live theatre performance of £300.00. It would be for Members of the Management Scrutiny Committee to consider using their scrutiny budget to undertake this exercise.
- 4.6 The timetable for this policy review is attached as an appendix to this report.

5. Recommendations

- 5.1 That the information in the report is noted.
- 5.2 That Members give consideration to using the Shontal Theatre Group as part of the evidence gathering approach to the review.

Background Papers

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

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MANAGEMENT SCRUTINY COMMITTEE – POLICY REVIEW PLAN

Timeline	Review Task	Aims & Objectives	Methodology	Contributors
15 Sep 11	Management Scrutiny Committee Formal Meeting	To provide the committee with an approach to the review as well as setting the scene for the work to be undertaken.	Written Report	Scrutiny Officer Trading Standards Officers
Oct 11	The Council Perspective	To provide the committee with evidence around money lending and associated factors from a local authority perspective.	Focus Group	Scrutiny Officer Various Council Officers
Oct 11	Develop information for local media use.	Raise Awareness of the Review with the Public and encourage public involvement.	Article in the Sunderland Echo	Scrutiny Officer Communications Team
13 Oct 11	Management Scrutiny Committee Formal Meeting	Progress on the policy review and opportunity for Members to further develop the review.	Written Report	Scrutiny Officer Trading Standards Officers
Oct/Nov 11	Looking at the Support and Help Networks in Sunderland	To gather the views of support groups and organisations in relation to the debt/money lending situation within Sunderland.	Focus Group	Scrutiny Officer Local Debt Advisors, CAB, Community & Voluntary Groups
Nov 11	To look at some of the effects of money lending on local communities and people	To understand the effects of debt and illegal money lending on communities and if crime levels/instances rise as a result.	Focus Group	Police & Local Magistrates Scrutiny Officer
10 Nov 11	Management Scrutiny Committee Formal Meeting	Progress on the policy review and opportunity for Members to further develop the review.	Written Report	Scrutiny Officer Trading Standards Officers
Nov/Dec 11	To look at the local political viewpoint in relation to the review issue	To gather the views of local MPs in relation to high cost-credit and illegal money lending.	Informal Discussion	Local MPs Scrutiny Officer

MANAGEMENT SCRUTINY COMMITTEE – POLICY REVIEW PLAN

15 Dec 11	Management Scrutiny Committee Formal Meeting	Progress on the policy review and opportunity for Members to further develop the review.	Written Report	Scrutiny Officer Trading Standards Officers
Dec 11/Jan 12	To hear evidence from credit providers	To provide the opportunity for credit providers operating in Sunderland to give evidence to the committee	Focus Group	Scrutiny Officer Trading Standards Officers Credit Providers
19 Jan 12	Management Scrutiny Committee Formal Meeting	Progress on the policy review and opportunity for Members to further develop the review.	Written Report	Scrutiny Officer Trading Standards Officers
Jan/Feb 12	To hear evidence from members of the public	An opportunity for members of the public to share their experiences of high-cost credit and/or other forms of money lending.	Focus Group	Scrutiny Officer Trading Standards Officers Members of the Public
Jan/Feb 12	Evidence from the Illegal Money Lending Team	To understand the work of the ILM Team and an opportunity to find out about their work in Sunderland.	Informal Discussion Group	Scrutiny Officer Trading Standards Illegal Money Lending Team
16 Feb 12	Management Scrutiny Committee Formal Meeting	Progress on the policy review and opportunity for Members to further develop the review.	Written Report	Scrutiny Officer Trading Standards Officers
24 Feb 12	The Reflection of Evidence	To look at the evidence gathered and discuss how the report is to be presented. Also look at potential recommendations from the evidence.	Informal Meeting	Scrutiny Officer Trading Standards Officers
March/April 12	Preparation of draft and final reports	To gather all the evidence together, draw conclusions and make recommendations	tbc	Scrutiny Officer Trading Standards Officers

N.B. All members of the Management Scrutiny Committee are contributors at all stages of the review process.

HEALTH AND SAFETY REPORT – CHANGING THE SAFETY CULTURE IN STREETSCEENE

REPORT OF THE DIRECTOR OF HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT

1.0 Why has this report come to the Committee?

1.1 A summary health and safety report was produced in June 2011 for Committee. Members requested a further report detailing the work that has been undertaken and is still progressing relating to improving the health and safety performance within Streetscene.

2.0 Background

2.1 A number of serious incidents occurred 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 what was then Environmental Services.

2.2 As a consequence a full health and safety review of the service was undertaken between October 2008 and March 2009.

2.3 A Health and Safety Improvement Board was established and a clear action plan developed to drive improvements in health and safety performance, based on the findings of the review.

2.4 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 the re-organised Streetscene, and to determine if the improvements specified in the plan were being implemented on the ground.

2.5 The 2010 review identified clear improvements in the overall management of health and safety across the Service. Specifically:

- Employees, Managers and Operational Managers interviewed all demonstrated a far greater awareness and ownership of health and safety;
- The Trade Unions described “a sea change in the culture”, and;
- All the elements of safety management were found to be in place, including management monitoring. This was not the case in 2008/9.

2.7 The ongoing challenges identified for the Service were to:

- To further develop systems so that they are robust and operate effectively, particularly those designed to measure performance, and;
- To review and challenge the high accident incident rate. Targeted initiatives, particularly around musculoskeletal injuries should be developed and implemented.

2.8 The outcomes of the 2010 review have been used to revise the improvement action plan, and the membership of the improvement board has been refreshed to reflect the re-structure of Streetscene.

3.0 Work undertaken by the Improvement Board to improve the Safety Culture

3.1 Health and Safety Improvement Board

3.1.1 The Improvement Board has been instrumental in changing the safety performance of the service. It is chaired by the Head of Streetscene and made up of Assistant Heads of Services and Operational Managers. The Council's Health and Safety Manager and lead health and safety adviser for City Services also attend the board.

3.1.2 The primary function of the Board has been to oversee improvements in health and safety performance across the service, the senior management representation on the Board has ensured leadership and accountability for delivering said improvements.

3.1.3 The Board continues to meet on a monthly basis, the agenda includes the improvement action plan; significant health and safety incidents, and incidents reported to the Health and Safety Executive.

3.2 Review of risk assessments, including safe systems of work

3.2.1 A key action undertaken has been review of risk assessments and safe systems of work in the service.

3.2.2 Risk assessment review groups were established with managers, employees and where available trade union members. The groups were supported by a safety adviser to ensure all changes to working practices were suitable to reduce the risk of accidents and ill health as far as was reasonable and ensure a consistent approach across service areas.

3.3 Training of Senior Managers, Managers and Employees

3.3.1 An extensive refresher training programme was rolled out, which included senior managers being trained in their legal responsibilities and leadership actions. Training was cascaded through to managers, and employees.

3.3.2 Clear training matrix is in place, which includes regular tool box talks for operatives.

3.4 Health and safety monitoring and supervision

- 3.4.1 Pro-active line management monitoring is now in place in all high risk areas across Streetscene. This is a key element in organisations that have a positive health and safety culture .
- 3.4.2 An ongoing challenge is to develop a more robust monitoring system across the service to enable the identification of trends, and analysis of findings. The recently revised Improvement Board Action plan includes a through review of and development of a cross cutting monitoring system for Street Scene.
- 3.4.3 Over the last 18 months the Service has instigated disciplinary action following the identification of unsafe working practice.
- 3.4.4 A sanctions matrix been developed and agreed with the Trade Unions. It was formally introduced with the launch of Streetscene. This identifies health and safety failings and the consequence, which for serious breaches is ultimately dismissal . In discussion with the trade unions they stated that they fully supported this approach, and noted the positive influence that this approach is having on front line behaviour. This has been a significant change in approach as previously sanctions were found to be no more than a telling off.

3.5 Health and Safety Auditing

- 3.5.1 Reactive and pro-active auditing has been undertaken in Street scene by the Corporate Health and Safety Team.
- 3.5.2 Audit reports are issued to operational managers and the Improvement Board monitors the close out of audit actions within allotted timescales. This ensures that management action is taken following competent advice.
- 3.5.3 Cross service reviews were undertaken in 2008/9 and 2010/11. This ensures a holistic view of health and safety management is provided.

4.0 Conclusions and Recommendation

- 4.1 "HSE quotes at least a 5 year timescale to improve and embed health and safety management systems in a poor performing area. The health and safety improvement programme was launched in 2008 under the former Environmental Services Division. The programme has gathered pace and direction since the formation of the City Services directorate and the improvements noted to date should be recognised and celebrated."
- 4.2 To maintain progress, the Service must continue to drive forward performance, to protect employees, and minimise losses associated with accidents and incidents, particularly given the current financial constraints.
- 4.2 Members are asked to note the content of the report.

MANAGEMENT SCRUTINY COMMITTEE

SCRUTINY COMMITTEES WORK PROGRAMMES FOR 2011-12

REPORT OF THE CHIEF EXECUTIVE

13 October 2011

Strategic Priority: ALL

Corporate Improvement Objective : ALL

1. Purpose of the Report

- 1.1 The report attaches, for Members' information, the variations to the Scrutiny Committees work programmes for 2011/12 and provides an opportunity to review the Committee's own work programme for 2011/12.

2. Background

- 2.1 The role of the Management Scrutiny Committee is two-fold, firstly it has a role in co-ordinating efficient business across the seven Scrutiny Committees and manage the overall Scrutiny Work Programme and secondly to consider the Council's corporate policies, performance and financial issues.
- 2.2 The aim of its co-ordinating role is to avoid duplication, make best use of resources and to provide a corporate overview of the Overview and Scrutiny Function. As such the remainder of this report outlines the current work programmes of the Scrutiny Committees.

3. Scrutiny Committees Work Programmes

- 3.1 **Appendix 1** sets out the changes this month to the Scrutiny Committee work programmes from those endorsed at the start of the municipal year. Each Scrutiny Committee receives its own work programme in full each month in order to review progress.

4. Management Scrutiny Committee's Work Programme

- 4.1 **Appendix 2** outlines this Committee's full work programme for the year, updated to reflect new additions and amendments requested by Committee as the year has progressed.

5. Recommendation

- 5.1 That the Committee notes the variations to the Scrutiny Committees Work Programmes for 2011-12 and to its own work programme.

6. Background Papers

Scrutiny Committee Agendas – October 2011 cycle of meetings.

Contact Officer: Nigel Cummings, Scrutiny Officer
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	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)	Cabinet Response to 2010/11 Policy Review – Learning at Work (NC) Article 4: CYPP Annual Report			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) Breaks for Carers of Disabled Children (KP)	Provisional KS Results (MF/AB) Performance & VfM Annual Report (BS) Monitoring of Scrutiny Recommendations (NC)	Complaints Annual Report 11/12 (BS) SSCB Annual Report and Business Plan (JV) New Ofsted Inspection Framework (MF)	Ofsted Annual Children's Services Assessment (BS) Schools Performance – Termly Report (MF) Performance Q2 April – Sept (BS) Admissions Report			Attainment of C&YP (MF) Outcomes of Annual Inspection of Children's Services (ofsted) (BS)	Schools Performance – Termly Report (MF)
Scrutiny	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									

To be scheduled: Behaviour & Attendance Strategy
School Place Planning
Young People's Housing Options
Contact, Referral and Assessment Arrangements – Action Plan

COMMUNITY AND SAFER CITY SCRUTINY COMMITTEE WORK PROGRAMME 2011-12

	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 (JD)					
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)
Scrutiny			Performance Report (Gillian Robinson) Progress on Past Recommendations (JD)		Performance Q2/ Policy Review Progress (Mike Lowe)			Performance Q3/ (Mike Lowe)
Scrutiny (Performance)	Food Law Enforcement (Norma Johnston) Forward Plan (JD)	Police Reform and Social Responsibility Bill - Update (Stuart Douglass) Drug Misuse – Update (Leanne Davis) Work Programme (JD) Forward Plan (JD)	Work Programme (SA) Forward Plan (JD)	Neighbourhood Helpline (LSL) Police Reform and Social Responsibility Bill - Update (Stuart Douglass) Work Programme (JD) Forward Plan (JD)	Work Programme (JD) Forward Plan (JD)	Work Programme (JD) Forward Plan (JD)	Work Programme (JD) Forward Plan (JD)	Work Programme (JD) Forward Plan (JD)
CCFA/Members items/Petitions								

Environment and Attractive City Scrutiny Committee 2011/12

REASON FOR INCLUSION	JUNE 13.06.11	JULY 25.07.11	SEPTEMBER 12.9.11	OCTOBER 24.10.11	NOVEMBER (TBA)	DECEMBER 12.12.11	JANUARY 16.01.12	FEBRUARY 27.02.12	MARCH 13.03.112	APRIL 02.04.12
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/Les Clark)	Approach to the Review (HL)	Low Carbon Public Transport (Nexus, Go NorthEast, Stagecoach) Policy Review Progress Report (HL)		Exploring the Low Carbon Vehicle Market (Les Clark) Policy Review Progress Report (HL)	Procurement of Low Carbon Vehicles (TBC) Cost Benefit Analysis (HL)	Policy Review Progress Report (HL)	Policy Review: Draft Final Report (HL)	Policy Review: Final Report (HL)
Performance			Performance Q1 (Kelly Davison-Pullan) Policy Review Recommendations: Performance (HL)			Performance (Mike Lowe)				Performance (Mike Lowe)
Scrutiny	Seaburn Masterplan and Design Code (Keith Lowes) Forward Plan (SA)	Highways Maintenance (Graham Carr) Preliminary Flood Risk Assessment (Neil Cole) Work Programme (SA) Forward Plan (SA)	Public Conveniences (Les Clark) Work Programme (SA) Forward Plan (SA)	Public Transport (Nexus) Waste Management (Les Clark) Strategic Housing Land Availability Assessment (Neil Cole) Catchment Flood Management Plans (Neil Cole) Work Programme (SA) Forward Plan (SA)	Prioritisation Framework for Traffic and Road Safety (1) (Les Clark)	Local Development Framework – Annual Update (Neil Cole) LDF Core Strategy (Neil Cole) Employment Land Review (Neil Cole) Work Programme (SA) Forward Plan (SA)	Delegated Decisions (TBC) Prioritisation Framework for Traffic and Road Safety (2) (Les Clark) Work Programme (SA) Forward Plan (SA)	Fawcett St (Les Clark) Work Programme (SA) Forward Plan (SA)		Draft Scrutiny Annual Report (HL) Street Lighting Annual Update (Graham Carr/Aurora) 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 Hospital Food & Veterans Policy Reviews		Policy Review: Evidence Gathering Day			Policy Review: Community Event
Policy Review	Work Programme & Policy Review – Hospital Discharge & Reablement (KB)	Scope of Policy Review (KJB)	Endorse co-opted representation Setting the Scene – Delayed Discharge (JC/AN) Monitoring Action Plans: Dementia, Home Care, Health Inequalities	Community Services (BA)		Evidence Gathering	Evidence Gathering	
Performance			Q1 Performance Report (SL)			Q2 Performance (SL) Draft Quality Accounts		
Scrutiny	Safe and Sustainable: Consultation (KB) Integrated Strategic & Operational Plan (STPCT) Health & Well-Being Board (NR)	Campus Completion Programme (PCT/NTW) Training Standards Care Homes (GK)	Procurement of social care for adults with a learning disability – progress report (PF)	Meals at Home Service (PC) Barmston Medical Centre Procurement (PCT)		Safe and Sustainable outcome of consultation JSNA Consultation (NC)	Quality Standards Care Homes (SL) Health Strategy consultation (NC)	
CCfA/Members items/Petitions		Request to attend conferences Feedback visit to Wearmouth View						

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

	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) Visit to Port (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 (Mike Lowe) Progress on Previous Policy Reviews (JD)			Performance Q2/ Policy Review Progress (Mike Lowe)		Performance Q3/ (Mike Lowe)
Scrutiny	City Centre Improvement Programme – Support for Business(GF) Seaburn Masterplan (KL) Forward Plan (SA)	Work Programme (JD) Forward Plan (JD)	Work Programme (JD) Forward Plan (JD)	Port of Sunderland – Feedback from Visit (JD) Sub National Economic Development (Vince Taylor) Work Programme (JD) Forward Plan (JD)	North East Chamber of Commerce (Andrew Sugden) Work Programme (JD) Forward Plan (JD)	Low Carbon Economy – Marketing and Communication Strategy (JP) Low Carbon Economy - Role of Small Businesses (JS) Work Programme (JD) Forward Plan (JD)	Work Programme (JD) Forward Plan (JD)	Work Programme (JD) Forward Plan (JD)
CCFA/Members items/Petitions								

SUSTAINABLE COMMUNITIES SCRUTINY COMMITTEE WORK PROGRAMME 2011-12

	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 (Cllr Kelly)					
Policy Review	Annual Work Programme and Policy Review 2011/2012 (HL)	Policy Review – Scoping (HL) Scene Setting (JDG/VF)	Approach to the Policy Review (HL)	Active Sunderland Board (VF)	Community and Education Facilities (TBC) Olympics Update (VF)	Sport and Physical Activity Providers (TBC) Best Practice (HL)	Sport and Physical Activity Mapping Exercise (TBC) Sport England (TBC) Priority Sports/Activities (TBC)	Policy Review: Final Report (HL)
Performance			Performance Q4 (KDP) Policy Review Progress (HL)		Performance (KDP)			Performance Policy Review Progress (HL)
Scrutiny	Housing Allocations Policy (AC) Forward Plan (HL)	Private Sector Enforcement Policy 2010/11 – Update (AC) Work Programme (HW) Forward Plan (HW)	Empty Property Plan (AC) Work Programme (HW) Forward Plan (HW)	Empire Theatre Annual Report (VM) Hostel Plan (AC) Low Carbon Social Housing Pilot (AC) Pilot: VCS Network Representative Cooption (HL) Work Programme (SA) Forward Plan (SA)	Annual Heritage Report (VM) Built Heritage (ML) Community Development Service and VCS Annual Report (JDG) Work Programme (SA) Forward Plan (SA)	Cultural Strategy (CDA) Enabling Independence Strategy Update (AC) Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Low Carbon Homes (AC) Work Programme (SA) Forward Plan (SA)
CCFA/ Members items/Petitions								

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		Revenue & Capital Budget Variations 1 st Q – 2011/12 (ST)	Response to the 10/11 Policy Review – Smarter Working (NC)	Proposal for Budget Consultation 2012/13 (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)	Scoping Paper for Policy Review (NC)	Approach & Setting the Scene Policy Reviews (NC)	Policy Review Progress Report (NC)	Policy Review Progress Report (NC)	Policy Review Progress Report (NC)	Policy Review Progress Report (NC)	Policy Review Progress Report (NC)	Policy Review Progress Report (NC)	Policy Review Progress Report (NC)	Policy Review Draft Reports (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) Request to attend Conference (NC)	Forward Plan (NC) Work Programmes of all Scrutiny Committees (NC) H&S Report: Changing the Safety Culture in StreetScene (SS)	Forward Plan (NC) Work Programmes of all Scrutiny Committees (NC) LSP Annual Report (JM)	Forward Plan (NC) Work Programmes of all Scrutiny Committees (NC) LGC Conference Feedback (CB)	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 Annual Report (NC) Forward Plan (NC) Work Programmes of all Scrutiny Committees (NC)	
CCFA/Members items/Petitions											

MANAGEMENT SCRUTINY COMMITTEE

FORWARD PLAN – KEY DECISIONS FOR THE PERIOD 1 OCTOBER 2011 – 31 JANUARY 2012

REPORT OF THE CHIEF EXECUTIVE

13 OCTOBER 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 October 2011 – 31 January 2012 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.
- 2.2 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 October 2011 – 31 January 2012 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 October 2011 – 31 January 2012.

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/Oct/2011 to
31/Jan/2012**



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

14th September 2011

Forward Plan: Key Decisions from - 01/Oct/2011 to 31/Jan/2012

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
01400	To agree the Access to Housing Project - Allocations Policy	Cabinet	05/Oct/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 19 September - Sustainable Communities Scrutiny Committee	Report and supporting papers	Alan Caddick	5662690
01543	To agree best consideration and terms for the disposal of St Mark's Garage, St Mark's Road, Millfield, Sunderland, to the Pakistani Islamic Community Centre	Deputy Chief Executive	05/Oct/2011	Head of Law & Governance and Executive Director of Commercial & Corporate Services	By Email	To contact Officer by 20 September 2011 - Management Scrutiny Committee	Cabinet report	Nick Wood	5612631
01518	Acquisition of site, Sheepfolds Industrial Estate, Sunderland.	Cabinet	05/Oct/2011	Head of Law and Governance, Head of Financial Resources, Head of Planning and Environment	Email and Report	In writing to contact officer by 19 September - Management Scrutiny.	Cabinet Report	Nick Wood	5612631

Forward Plan: Key Decisions from - 01/Oct/2011 to 31/Jan/2012

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
01438	To agree the Social Care Contributions Policy for Personalisation	Cabinet	05/Oct/2011	Cabinet, Service Users and Ward Members, Portfolio Holders	Briefings and/or meetings with interested parties	via the Contact Officer by 19 September - Health and Wellbeing Scrutiny Committee	Report	Neil Revely	5661880
01487	To approve and adopt the Internal Waste Plan	Cabinet	05/Oct/2011	All Council Directorates	Circulation of draft cabinet paper and the draft Internal Waste Plan document.	To the contact officer by 19 September 2011 - Sustainable Communities Scrutiny Committee.	Internal Waste Plan and accompanying Cabinet Report	David Henry	5612434
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

Forward Plan: Key Decisions from - 01/Oct/2011 to 31/Jan/2012

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
01521	To agree the Empty Homes Area Action Plans.	Cabinet	05/Oct/2011	Cabinet, Service Users and Carer Groups, Portfolio Holder, Adult Services Staff, Health Partners	Briefings and/or meetings with interested parties	Via the Contact Officer by 20 September 2011 - Sustainable Communities Scrutiny Committee	Report	Alan Caddick	5662690
01541	To approve submission of a bid to the Department for Education for schools capital investment proposals	Cabinet	05/Oct/2011	Schools, Elected Members, Commercial and Corporate Services	Meetings	To the contact officer by 27 September 2011 - Children, Young People and Learning Scrutiny	DfE Guidance	Beverley Scanlon	5611965
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

Forward Plan: Key Decisions from - 01/Oct/2011 to 31/Jan/2012

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
01542	To recommend Council to approve the annual report on the delivery of the Children and Young People's Plan (10/11)	Cabinet	05/Oct/2011	Children's Trust, Scrutiny Committee, Cabinet	Meetings and circulation of draft report	To the contact officer by 27 September 2011 - Children, Young People and Learning Scrutiny Committee	CYPP Delivery Plan 2010-2013	John Markall	5661836
01515	To agree Procurement for First Tier Welfare Rights Service and to award contract from April 2012.	Cabinet	05/Oct/2011	Cabinet, Service Users and Ward Members, Portfolio Holders.	Briefings and/or meetings with interested parties	Via the Contact Officer by 20 September 2011 - Health and Wellbeing Scrutiny Committee.	Report and supporting papers	Graham King	5661894
01529	To approve the 2011 Employment Land Update (ELU)	Cabinet	05/Oct/2011	Head of Law and Governance. Director of Financial Services	Circulation of draft cabinet paper	To contact officer by end of September - Environment and Attractive City Scrutiny Committee	Draft ELU	Gary Clasper	5611537

Forward Plan: Key Decisions from - 01/Oct/2011 to 31/Jan/2012

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
01530	To approve the 2011 Strategic Housing Land Availability Assessment (SHLAA)	Cabinet	05/Oct/2011	Head of Law and Governance. Director of Financial Services	Circulation of draft cabinet paper	To the contact officer by the end of September - Environment and Attractive City Scrutiny Committee	Draft SHLAA	Neil Cole	5611574
01544	To agree to allocate capital contingencies to fund building refurbishment works for the Smarter Working Project	Cabinet	05/Oct/2011	Executive Director of Commercial and Corporate Services	By E mail	To contact officer by 20th September 2011 - Management Scrutiny Committee	Cabinet Report	Colin Clark	5611502
01531	To approve the draft revised Preferred Options Core Strategy.	Cabinet	02/Nov/2011	Head of Law and Governance, Director of Financial Services	Circulation of draft cabinet paper	To contact officer by end of October - Environment and Attractive Scrutiny Committee	Circulation of draft cabinet paper	Neil Cole	5611574

Forward Plan: Key Decisions from - 01/Oct/2011 to 31/Jan/2012

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
01532	To approve the Sunderland Green Infrastructure Strategy SPD Draft for Consultation	Cabinet	02/Nov/2011	Head of Law and Governance, Director of Financial Services, Sunderland Partnership, Director of City Services	circulation of draft cabinet paper	To contact officer by end of October - Environment and Attractive City Scrutiny Committee	Sunderland Green Infrastructure Strategy SPD Draft for Consultation	Barry Luccock	5611577
01524	To consider any key decisions arising from the Revenue Budget Third Quarterly Review	Cabinet	11/Jan/2012	Directors and third parties affected by the virement proposals	Report will be made available on the Intranet and e-mailed to Directors	Via the Contact Officer by 18 November 2011 - Management Scrutiny Committee	None	Sonia Tognarelli	5611851
01525	To consider any key decisions arising from the Capital Programme and Treasury Management Third Quarterly Review	Cabinet	11/Jan/2012	Directors and third parties affected by the virement proposals	Report will be made available on the Intranet and e-mailed to Directors	Via the Contact Officer by 16 December 2011 - Management Scrutiny Committee	None	Sonia Tognarelli	5611851

Forward Plan: Key Decisions from - 01/Oct/2011 to 31/Jan/2012

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
01527	To recommend to Council the level of Council Tax Base to be included in the 2012/2013 Budget	Cabinet	11/Jan/2012	None	N/A	Via the Contact Officer by 18 November 2011 - Management Scrutiny Committee	Cabinet Report	Fiona Brown	5611811
01526	To consider budget proposals for the 2012/2013 Revenue Budget for the Council	Cabinet	11/Jan/2012	Directors, Relevant Portfolio Holders, EMT, Chamber of Commerce, Trade Unions, Citizens Panel and Education Stakeholders	Briefings, Meetings, Presentations	To Contact Officer by 19 December 2011 - Management Scrutiny Committee	Report and Supporting Papers	Sonia Tognarelli	5611851
01534	To consider any key decisions arising from the Capital Programme and Treasury Management Third Quarterly Review	Cabinet	11/Jan/2012	Directors and third parties affected by the virement proposals	Report will be made available on the Intranet and emailed to Directors	Via the Contact Officer by 16 December 2011 - Management Scrutiny Committee	None	Sonia Tognarelli	5611851

Forward Plan: Key Decisions from - 01/Oct/2011 to 31/Jan/2012

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
01536	To recommend to Council the level of Council Tax Base to be included in the 2012/2013 Budget	Cabinet	11/Jan/2012	None	N/A	Via the Contact Officer by 18 November 2011 - Management Scrutiny Committee	Cabinet Report	Fiona Brown	5611811