

At a meeting of the MANAGEMENT SCRUTINY COMMITTEE held in the CIVIC CENTRE on THURSDAY, 19TH JANUARY, 2012 at 5.30 p.m.

Present:-

Councillor Tate in the Chair

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

Welcome

The Chairman welcomed everyone to the meeting and wished them a Happy New Year.

Apologies for Absence

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

Minutes of the Last Meeting of the Committee held on 15th December, 2011

Performance Report Quarter 2 (April 2011 – September 2011)

- (i) In response to Councillor Oliver's query around early retirements, the Committee noted that Ms. Sue Stanhope, Director of Human Resources and Organisational Development intended to attend the February meeting of the Committee to provide a report and response to this.
- (ii) Mr. Mike Lowe, Head of Performance Improvement confirmed that a comprehensive response had been forwarded to Councillor Wood concerning his enquiry around whether residents feel safe in their local neighbourhood and how they feel in Sunderland as a whole and it was agreed that the response be circulated to all Members of the Committee for their information.
- (iii) In response to Councillor Walker's query around the performance indicator around processing new housing benefit claims and the concerns he expressed about caseloads increasing, the Committee was advised that Ms. Fiona Brown, Head of Transactional Services would be in attendance at the February meeting of the Committee to provide a report on the impacts of the welfare reforms and would also address the issues around housing benefit claims.

- (iv) Councillor Oliver advised he had received a response to a previous query around Forward Plan item 01555 regarding the procurement of streetscene vehicles, however he queried why in the latest version of the Forward Plan that the number of vehicles had increased to ten from three and the value had risen to £360k per annum from £350k per annum. It was agreed that the Scrutiny Officer be requested to investigate the above matter and report back.

1. RESOLVED that the minutes of the last meeting of the Committee held on 15th December, 2011 (copy circulated), be confirmed and signed as a correct record.

Declarations of Interest (including Whipping Declarations)

Item 4 – Reference from Cabinet – 11th January, 2012 – Revenue Budget Proposals 2012/2013

Councillors Anderson and Tate declared personal interests in the above report as Members of Hetton Town Council, the GMB and the Local Government Pension Scheme.

Councillors G. Miller, Rolph and Walker declared personal interests in the report as Members of the Local Government Pension Scheme.

Councillor Mordey declared a personal interest in the report as a Member of the Tyne and Wear Pension Committee.

Reference from Cabinet – 11th January, 2012 – Revenue Budget Proposals 2012/2013

The Head of Law and Governance submitted a report (copy circulated), setting out for the advice and consideration of the Committee a report considered by the Cabinet at its meeting held on 11th January, 2012, on the provisional budget proposals, as the basis for consultation, prior to the receipt of the final Local Government Finance Settlement. Members' views were requested in accordance with the Budget and Policy Framework Procedure Rules.

(For copy reports – see original minutes).

Mr. Malcolm Page, Executive Director of Commercial and Corporate Services briefed the Committee on the report to Cabinet and highlighted that the Council was facing a loss in its overall resources of approximately £12m equivalent to a 4% reduction.

Mr. Page drew attention to the reference in the report relating to the powers under the Council Tax Regulations 2003 given to Local Authorities to reduce the 50% Council Tax discount on long term empty properties and second homes. He brought the Committee's attention to the proposal with effect from 1st April, 2012 that there will be no discount offered to long term empty properties and that the discount offered to second homes would be reduced from 50% to the statutory minimum allowance of 10%.

Mr. Page referred the Committee to the provision being made for spending pressures and commitments detailed at paragraph 5, the summary of the funding gap as a result of the provisional settlement taken together with the spending pressures, which had been anticipated in the Budget Planning Framework detailed at paragraph 7 of the report and to the proposals to meet the funding gap 2012/2013 detailed at paragraph 8 which would result in a balanced budget.

Councillor Mordey referred the Committee to the “one-off” Spending Pressures detailed at paragraph 6 and enquired what provision had been made for the Olympics 2012.

Mr. Page advised that the figure had been omitted in error. However £180,000 had been allocated to support city activity relating to the 2012 Olympics and this would be incorporated into the report as it progressed.

Councillor Oliver enquired where general balances were held and what interest had been paid on them.

Ms. Tognarelli advised that all cash balances were invested in the various institutions approved under the Treasury Management Policy.

Mr. Page added that the Council was very active on Treasury Management. Interest rates varied depending on where the Council invested and for how long. Officers ensured the Council’s resources were protected on a daily basis.

Councillor Oliver asked that he be provided with a list of the financial institutions included in the Treasury Management policy and details of the interest paid.

Mr. Page confirmed that this information could be provided to Councillor Oliver.

Ms. Tognarelli added that a report on Treasury Management which included information on which financial institutions the Council was investing in and the interest rates it had been able to secure was submitted on a quarterly basis.

Councillor Oliver suggested that this information be circulated to all Members of the Committee for information.

Councillors Rolph and Mordey welcomed the changes in policy relating to the reduction in the discounts in Council Tax offered in respect of empty properties and second homes.

In response to Councillor Rolph, Mr. Page advised that it was estimated that the changes in the reductions offered in respect of the two categories would result in an additional £1m in Council Tax for the next financial year.

Councillor Mordey asked for an explanation of the terms ‘Single Disregard’ and ‘Double Disregard’.

Mr. Page agreed to provide a clear definition for circulation to Members of the Committee.

In response to Councillor Mordey, Mr. Page explained that income from Leisure Centres was down due to the impact of the economic downturn as less people were using leisure facilities and appropriate provision had been made in the budget and would be kept under review.

The Chairman referred to the apprenticeship scheme within Streetscene.

Mr. Page commented that this was working out well and further information could be provided to Members.

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

2. RESOLVED that:-

- (i) the report be received and noted and the information requested as detailed above be forwarded to Members of the Committee; and
- (ii) the Cabinet and Council be advised that the Committee congratulated the Cabinet on providing for an apprenticeship scheme in Streetscene in the current economic climate, welcomed the proposal that there will be no Council Tax discount offered to long term empty properties with effect from 1st April, 2012 and noted the increase in income to schools through the pupil premium.

Reference from Cabinet – 11th January, 2012 – Revenue Budget Third Review 2011/2012

The Head of Law and Governance submitted a report (copy circulated) in accordance with the Management Scrutiny Workplan, which requested that the Committee be advised of progress in implementing savings proposals for 2011/2012.

(For copy report – see original minutes).

Ms. Sonia Tognarelli, Head of Financial Resources referred the Committee to Appendix A which set out the relevant information from the report considered by the Cabinet, giving details of the outcome of the Revenue Budget Third Review for 2011/2012 and summarised progress in implementing the savings proposals.

3. RESOLVED that the positive progress on the implementation of savings proposals for 2011/2012 be noted.

Policy Development and Review 2011/12: Progress on Reviews

The Chief Executive submitted a report (copy circulated) providing 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 Illegal Money Lending respectively.

(For copy report – see original minutes).

Mr. Nigel Cummings, Scrutiny Officer briefed the Team on the report highlighting the working group to take place in relation to the review into Illegal Money Lending and High Cost Credit on Monday, 23rd January and the North East Joint Member/Officer Scrutiny Network meeting taking place on 27th January to consider self regulation and improvement in local government

Councillor G. Miller stated that he did not agree with the comments detailed at paragraph 3.16 of the report relating to self regulation and that the Council needed to determine what it needed itself.

Mr. Mike Lowe, Head of Performance Improvement stated that the Council did not have a choice whether it wished to retain the regulation process and he agreed that it was up to the Council how it wished to develop its self regulation process. Mr. Lowe clarified that the LGA was offering a suite of services and tools to help with this process, however it was up to the Council to take a view whether it wished to use any of them and if so, which ones it would use.

Councillor Rolph commented that it was important that the accuracy of the Council's own self assessment was tested in a Peer Review so that the Council was able to have confidence in its own processes.

On a separate issue, Councillor Rolph advised that there was a small Credit Union based in Shiney Row and enquired whether the organisers had been approached.

Mr. Cummings advised that the Credit Union in Shiney Row had been approached however another attempt would be made and they would be invited to meet with the Council and contribute to the evidence gathering for the policy review.

Members enquired whether savings schemes still operated in schools.

Whilst the view was that there was not a co-ordinated approach, it was noted that some high street banks had outreaches in some schools in Sunderland.

Members felt it would be worthwhile to explore this issue as they felt it could make a useful contribution to encouraging people to save.

Councillor Wood raised the issue of the various charities and organisations in the City that offer financial advice and support to people and the importance of promoting these services so that they were known to people and people know how to access them.

Councillor Mordey highlighted the work of the Sunderland Orphanage Trust, which undertook a lot of work for underprivileged people; the profile for which also needed to be raised.

Councillor Mordey also suggested that the comments of the three Local Members of Parliament be sought in respect of the Committee's policy review into Illegal Money Lending.

Mr. Cummings highlighted the production created by the Community Interest Company, Shontal to raise awareness of the issues surrounding illegal money lending and advised that the Chairman would be hosting the Question and Answer session. Mr. Cummings stated that he would forward details of the production to all Members of the Council.

4. RESOLVED that the information contained in the report be received and noted and the issues detailed above be actioned.

Request to Attend Seminar – Centre for Public Scrutiny Parliamentary Seminar

The Chief Executive submitted a report (copy circulated) asking the Committee to consider nominating a delegate to the Centre for Public Scrutiny's Parliamentary Seminar to be held on 24th January, 2012.

(For copy report – see original minutes).

5. RESOLVED that Councillor Michael Mordey be nominated to attend the Seminar and that the cost associated with his attendance be funded from the Management Scrutiny Committee budget.

Request to Attend Seminar – Centre for Public Scrutiny 10th Annual Conference

The Chief Executive submitted a report (copy circulated) to consider nominating delegates to the Centre for Public Scrutiny's (CFPS) 10th Annual Conference to be held on Tuesday, 12th June, 2012.

(For copy report – see original minutes).

Consideration having been given to the report; it was:-

6. RESOLVED that approval be given to the attendance of two Members and one Officer from the Scrutiny and Area Arrangements Team at the CfPS Annual Conference and at the additional Officer/Member Development day from 12th – 13th June, 2012 inclusive to be funded from the budget of the Management Scrutiny Committee.

Scrutiny Committees Work Programmes for 2011-12

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

(For copy report – see original minutes).

Mr. Nigel Cummings, Scrutiny Officer briefed the Committee on the report highlighting issues arising from the State of the City Debate.

Mr. Cummings advised that the Management Scrutiny Committee Work Programme would be updated to include a report to the February meeting of the Committee from the Director of Human Resources and Organisational Development on the position regarding Workforce Planning and a report on performance around processing housing benefit claims from the Head of Transactional Services.

The Chairman asked that an update be submitted and included in the Committee's Work Programme on the Health and Police reforms and the Localism Act.

7. RESOLVED that the variations to the Scrutiny Committee's Work Programmes for 2011-12 and to its own work programme as detailed on appendices 1 and 2 to the report and detailed above be noted, together with the issues raised as part of the State of the City Event in preparing work programmes for 2012/13.

Forward Plan – Key Decisions for the Period 1st January 2012 – 30th April 2012

The Chief Executive submitted a report (copy circulated) providing Members with an opportunity to consider those items on the Executive's Forward Plan for the period 1st January 2012 – 30th April 2012 which relate to the Management Scrutiny Committee.

(For copy report – see original minutes).

A copy of the latest version of the Forward Plan for the period 1st February, 2012 to 31st May, 2012 was tabled at the meeting.

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

(Signed) R.D. TATE,
Chairman.

REFERENCE FROM CABINET – 15 FEBRUARY 2012

BUDGET AND SERVICE REPORTS:

(A) COLLECTION FUND 2011/2012

- (B)**
- a. Capital Programme 2012/2013 and Treasury Management Policy and Strategy 2012/2013, including Prudential Indicators for 2012/2013 to 2014/2015.**
 - b. Revenue Budget and Proposed Council Tax for 2012/2013 and Medium Term Financial Strategy 2011/2012 to 2014/2015**
 - c. Draft Council Tax Leaflet 2012/2013**

Report of the Head of Law and Governance

1. Why has this report come to the Committee?

- 1.1 To seek the advice and consideration of this Committee on a number of reports considered by Cabinet on 15 February 2012 on the Revenue Budget and Capital Programme for 2012/2013.
- 1.2 Members' views will assist the Council with its service and financial planning arrangements.

2. Background and Current Position

- 2.1 The Cabinet, at its meetings on 15 February 2012, gave consideration to a report of the Executive Director of Commercial and Corporate Services on:

- (A) The estimated balance of the Collection Fund for 2011/2012 together with the amounts available to the Council and its major precepting authorities for use in setting Council Tax levels for 2012/2013.

and joint reports of the Chief Executive and Executive Director of Commercial and Corporate Services on:

- (B)
 - (i) Capital Programme 2012/2013 and Treasury Management Policy and Strategy 2012/2013, including Prudential Indicators for 2012/2013 to 2014/2015.
 - (ii) Revenue Budget and Proposed Council Tax for 2012/2013 and Medium Term Financial Strategy 2011/2012 to 2014/2015
 - (iii) Draft Council Tax Leaflet 2012/2013

- 2.2 Copies of the 15 February 2012 Cabinet agenda have been circulated to all Members of the Council. Recommendations from the meetings will be reported orally to the Scrutiny Committee.
- 2.3 Members are requested to refer to their copy of the Cabinet agenda or the web-link at the end of the report for the appendices to the Capital Programme 2012/2013 including Prudential Indicators and Treasury Management Strategy and the Revenue Budget and Proposed Council Tax 2012/2013.
- 2.4 In accordance with the Council's Budget and Policy Framework the reports are referred to this Committee for further advice and consideration.
- 2.5 Members will recall that at their meeting on 13 October 2011 the Scrutiny Committee endorsed the budget consultation strategy and framework as set out in a report to Cabinet on the 5 October 2011. They also acknowledged that the Council was seeking to consult as widely as possible on the budget proposals.

3. Conclusion

- 3.1 The report is referred to this Committee for advice and consideration. The comments of this Committee will be reported to the Council meeting on 7 March 2012.

3. Recommendation

- 3.1 The Scrutiny Committee is invited to give further advice and consideration to Council on the budget and service reports set out in this report.

4. Background Papers

- 4.1 Cabinet Agenda, 15 February 2012.
- 4.1 Copies of the Cabinet Agenda are 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/7222/Committee/1485/Default.aspx>

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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 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 The third workshop into Self Regulation took place on Thursday 2nd February 2012 and was aimed at focusing on the self regulation resources the Knowledge Hub and LG Inform.

The Knowledge Hub

- 3.2 The Knowledge Hub (TKH) is essentially an on-line platform that allows the building of professional networks. It has the potential to be extremely useful to both individuals and organisations as TKH will collect information and data from local authorities.
- 3.3 TKH is available for anyone to join who is a member of the Local Government Association, which includes officers and members of Sunderland City Council. TKH works in a similar fashion to Facebook and allows individuals to join various groups on the hub or create new groups. Groups focus on a particular issue and allow for a sharing of information, thoughts and/or opinions e.g. groups could be created on recycling, 2011 Census, high cost credit etc. This provides a vehicle for knowledge from the sharing of experiences.
- 3.4 As the networks on TKH develop and become broader this could have real potential for use in the scrutiny field and in particular in gathering evidence and opinions in relation to the various policy reviews that a conducted. There is also the potential to hold web chats and conference chats which would reduce travel and expenditure implications.
- 3.5 TKH has the potential to not only support programme delivery and professional development but also build professional networks and allow local authorities to

learn from the experience of others. One of the key drivers for TKH is that of cost effectiveness and the efficient use of limited resources.

LG Inform

- 3.6 Local Government (LG) Inform is an online service that allows councils to collate and compare essential data at both high and detailed levels. LG Inform draws on data from central and national sources, such as government departments and the Office for National Statistics (ONS). If they choose, councils will also be able to use LG Inform to input their own local data. Users will be able to gain insights into current performance from the results of data comparison to ensure more rigorous and informed decision making based on the available evidence. Longer term, the full service will be hosted within the LGA's forthcoming Knowledge Hub environment.
- 3.7 LG Inform includes aspects of performance management, benchmarking and data analysis. The Metrics Library contains national data sets that show local performance against the national picture. Local authorities are also showing interest in uploading local data and sharing this with other councils, similar to benchmarking. LG Inform also contains tools to interrogate the Metrics Library to present and analyse data: for example, bar charts, pie charts etc. These 'components' can be dropped into a customised report so that information can be shared.
- 3.8 It was also noted that LG Inform is a free resource with no associated charges to accessing data from the site.
- 3.9 Members of the Committee queried who would be responsible for the data on LG Inform. It was reported that this was one of the key challenges for the local government family, whereas before compliance was mandatory now it is a matter of 'goodwill'. It will very much up to local authorities to decide on which data sets they continue to share and what new data sets are developed.
- 3.10 Sunderland is looking to develop protocols to ensure that any data provided has gone through checks and balances to ensure that data quality and accuracy. It was noted the onus was very much on local councils to supply and input data onto LG Inform and that this is where the tool would succeed or fail. Discussions are taking place in the North East about developing a basket of indicators that are seen as relevant to the area, something which is underway with the London Boroughs.
- 3.11 Members recognised the potential benefits of these tools and resources for both Members and Officers and felt that training for Members, Scrutiny Officers, Account Managers should be made available.

Mark Edgell (The Local Government Group) – Regional Network Meeting

- 3.12 At the scrutiny regional network held on 27th January 2012 Mark Edgell, Regional Associate for LGA, provided a brief overview around self regulation and the support being provided by the LGA to local councils. A full note of this meeting is attached at **Appendix 1** of this report.

4. At What Cost? : Policy Review - Update

4.1 A focus group was held on Monday 23rd January 2012 with Members of the Management Scrutiny Committee meeting with a number of credit providers from across the city to discuss issues related to the policy review looking at high cost credit and illegal money lending.

4.2 Some of the key points arising from the discussions were as follows:

- The typical client profile was one of a low income family that is state dependent with the vast majority living in rented accommodation. The gender split was on average 60% female and 40% male with a typical borrowing sum of between £200 and £300.
- The reasons for loans saw a fairly even split between necessity and casual/luxury. An important factor to note was that with banks and traditional financial institutions tightening their controls and restricting credit had allowed other financial routes to expand and increase.
- It was noted that there was still a stigma attached to pawn broking and it was a challenge to change this perception. Most of the pawn broking market was against items of gold jewellery.
- Both companies in attendance questioned the rates some firms were charging and it was an unusual paradigm that the smaller the business the cheaper the rates, which is the reverse of many other business models. It was noted that there was a greater risk for big companies with much higher default rates. Often these larger PLC businesses were driven by investors and therefore needed to increase their customer base and volume of lending.
- One of the major issues highlighted was the rise of paid for money advice companies who can take up to 35% of an individual's disposable income to provide solutions. Similar advice and debt management solutions are available from organisations like the Citizens Advice Bureau or the Credit Counselling Service and most importantly their advice is free.

4.3 The full note of this focus group is attached at **Appendix 2** of this report.

4.4 The timetable for this policy review is attached as **Appendix 3** of this report.

5. Next Steps

5.1 The final self regulation workshop in the series is set to take place on Friday 2nd March at 1pm in Committee Room 3. This workshop aims to look at the role of scrutiny in supporting self regulation within the local authority.

5.2 The Shontal performance, that has been discussed a number of times, has now been moved to Wednesday 29th February 2012 at 2pm in the Royalty Theatre, and Members should have received an email invitation to the event. It should be noted that as this supports the policy review work of the committee following the

performance there will be a Q&A session hosted by Councillor Tate with officers from the Illegal Money Lending Team, Welfare Rights and Trading Standards.

5.3 Final evidence gathering meetings are being arranged with Shiney Row Advice and Resource Project (SHARP) and Sunderland MP's respectively.

6. Recommendations

6.1 That the information in the report is noted.

Background Papers

Management Scrutiny Committee Papers - Minutes

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Scrutiny Regional Network

Friday 27 January 2012

At the scrutiny regional network held on 27th January 2012 Mark Edgell, Regional Associate for LGA, provided a brief overview around self regulation and the support being provided by the LGA to local councils.

The Local Government Climate

The Localism Act has set a different tone for local government providing communities and individuals with capacity to find local solutions for local problems. Localism strengthens local democracy by putting citizens in control of their own lives, communities and local services, and achieving this by shifting the balance of power from Whitehall to localities. From this perspective, the key question will be, Will the Localism Act improve the ability of local people to make decisions about local services and public spending priorities, and will it engage them as citizens within a framework sustained by a strong, responsive council?

This is the climate that LA's find themselves in and the removal of much of the control of central government provides a new challenge for LA's. The LGA has developed 'Taking the lead' which is an offer of support and guidance to council's in developing self regulation models. This document has 3 key principles as follows:

1. Recognising Good Performance Data

How local authorities measure performance and reference was made to LG Inform where data can be both published and accessed by councils.

2. Peer Review & Peer Challenge

An offer from the LGA of a free peer challenge for every council every 3 years was highlighted. ME noted that the peer challenge was essentially a blank piece of paper and it was for local authorities to decide where to focus the challenge.

3. Scrutiny & Challenge by Elected Members

This was highlighted as a key element to a robust approach, with 3 key areas for scrutiny:

- Influence of council spend within the local authority that reflects community priorities;
- Open to improvement and open to constructive challenge; and,
- Open to help other local authorities.

ME went onto to explain that the real challenge was to move away from government control and in making our own rules. This will involve working out

how well we are doing, moving away from compliance and evaluating the impact of decisions.

Questions

When undertaking the peer challenge how can an authority be sure that those coming in and making the challenge are up to it?

It is difficult to offer any guarantee that peer review teams will be better than the authority they are reviewing but we do ensure that they come from a credible organisation. Also the make-up of the review team is a process between the council and the LGA to decide and this takes the shape of a conversation about who is up to the job.

How do you envisage local authorities improving community engagement within self regulation?

It is important for councils to note that the LGA is not advocating the removal of all performance indicators and certainly there is a feeling that councils will want to create their own PI's.

There is no real guidance from the Coalition Government or the LGA, in fact what is being provided is a number of tools to help LA's in undertaking this.

ME concluded that self regulation was very much dependent on the culture of the authority and the mindset of members and officers.

Management Scrutiny Committee

Focus Group: At What Cost – Money Lending?

Monday 23rd January 2012

Present: Cllrs Rolph and Wood.

Also Present: Malcolm Hays (Managing Director – Hays Credit), Neil Gillespie (Director – Hays Credit), Peter Kenyon (Chief Executive – Ramsdens Financial Limited), Nigel Cummings (Scrutiny Officer) and Gilly Stanley (Scrutiny and Area Support Co-ordinator).

Notes

Members of the Management Scrutiny Committee attended a focus group meeting with a number of credit providers from across the city to discuss issues related to the policy review looking at high cost credit and illegal money lending. The main points from this discussion were as follows:

What is the typical profile of lenders who approach your organisation?

NG explained the typical client profile was one of a low income family that is state dependent with the vast majority living in rented accommodation. The gender split was on average 60% female and 40% male with a typical borrowing sum of between £200 and £300.

An agent would then collect an agreed weekly amount from the clients home for the fixed period of the loan, e.g. client borrows £200 and pays £10 per week back over a 28 week period.

The relationship between the agent and the borrower was seen as very important. It was noted that typically agents working for Hays Credit lived in and around the area that they worked in. Agents were typically female age between 35 and 65 and worked on a part-time basis.

It was also reported that the majority of clients preferred home collection (80-90%) however a small percentage did come into the office to pay their weekly amounts.

PK explained that Ramsdens offered loans, payday loans and a pawn broking service. It was noted that a recent Department for Business, Innovation and Skills Select Committee study had acknowledged that APR's for short term credit were relatively meaningless. Ramsdens APR's were 80% in relation to the pawn broking element and 400% for payday loans.

PK also explained that the customer split for Ramsdens was similar to that of Hays Credit in that it was a 60% female 40% male split with average age of clients being between 35 and 45. The average loan amount was £175 and that was slightly higher than the national average of £157.

PK acknowledged that the pawn broking side of the business did experience that yo-yo effect of a client using the same asset time and again.

What check and balances do you have in place to limit the risk of default or non-payment?

MH explained that the actual bad debt performance of the company was very good and the company had a good risk management system in place. Hays Credit rejected on average 85% of new credit applications. Every prospective new client is subject to a credit reference check and home visit. It was noted that the company had a large number of repeat client business.

It was also noted that Hays Credit had very minimal default charges and were very receptive to the up and down nature of their client's finances and circumstances. Also the company's local collection agents are in a good position to assess client's individual circumstances.

PK also highlighted the high decline rate of his company and it was noted that 90% of new applicants were declined. Again a lot of the company's business was repeat custom from a trusted client base.

How do people find out about your organisation?

MH reported that Hays Credit did not advertise but did have a high street location, but overall the majority of business was generated by word of mouth.

PK expressed a similar view in that their biggest advert was word of mouth although they did use TV advertisements and had prominent high street locations.

How do people apply for a loan?

Both companies used a simple application form followed by credit reference checks including bankruptcy and insolvency checks to confirm the information on the application form. An assessment is then made on the information collected. The process typically takes 72hrs but for existing customers this could be an almost instant decision.

Are requests for loans increasing?

December saw a large increase in requests and is always the biggest peak within the year for obvious reasons. It was noted that the levels of default remained at a generally consistent rate. It was acknowledged that while demand was increasing there was also a higher decline rate.

What are typical loans used for?

It was noted that there was a fairly even split between necessity and casual/luxury. An important factor to note was that with banks and traditional financial institutions tightening their controls and restricting credit had allowed other financial routes to expand and increase.

PK reported that there was still a stigma attached to pawn broking and it was a challenge to change this perception. Most of the pawn broking market was against items of gold jewellery.

Are potential borrowers aware of interest payments and the financial agreements they are entering in to?

Customers on a low income/budget are generally good with money, they have to be. It was also highlighted that if people are not as confident in the future then they do not borrow as much or as regularly.

Both companies questioned the rates some firms were charging and it was an unusual paradigm that the smaller the business the cheaper the rates, which is the reverse of many other business models. It was noted that there was a greater risk for big companies with much higher default rates. Often these larger PLC businesses are driven by investors and must look to increase their customer base and volume of lending.

What problems do you see this industry in the future?

One of the major issues highlighted was the rise of paid for money advice companies who can take up to 35% of an individual's disposable income to provide solutions. Similar advice and debt management solutions are available from organisations like the Citizens Advice Bureau or the Credit Counselling Service and most importantly their advice is free.

Members of the Committee thanked Malcolm Hays, Neil Gillespie and Peter Kenyon for taking the time out of their busy schedules to attend the focus group and provide valuable evidence for the committee.

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
Sep/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 Community New Letter	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
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
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
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

MANAGEMENT SCRUTINY COMMITTEE – POLICY REVIEW PLAN

23 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
29 Feb 12	It's Only a Few Quid – Shontal Performance Q&A Session	A hard hitting performance that illustrates the illegal money lender method of operation and the consequences on people using such means of credit.	Theatre Performance Q&A Panel Session	Scrutiny Officer Trading Standards Officers Members of the Public
Feb 12	Evidence from SHARP	To understand the of a community based advice group and the effects of illegal money lending on a community.	Informal Meeting	Scrutiny Officer
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
Feb 12	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
24 Feb 12	The Reflection of Evidence	To look at the evidence gathered and discuss how the report is to 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 al 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.

MANAGEMENT SCRUTINY COMMITTEE

WELFARE REFORM – PRESENTATION

REPORT OF THE CHIEF EXECUTIVE

16 FEBRUARY 2012

1. Purpose of the Presentation

- 1.1 The presentation will provide Members with an overview of the Welfare Reform Bill, and actions being taken/planned to mitigate the negative impact of the proposed changes.

2. Background Information

- 2.1 The Welfare Reform Bill provides for the introduction of a 'Universal Credit' to replace a range of existing means-tested benefits and tax credits for people of working age, starting from 2013. The Bill follows the November 2010 White Paper, 'Universal Credit: welfare that works', which set out the Coalition Government's proposals for reforming welfare to improve work incentives, simplify the benefits system and tackle administrative complexity.
- 2.2 Besides introducing Universal Credit and related measures, the Bill makes other significant changes to the benefits system, including changes to the housing benefit system, including:
- introduces Personal Independence Payments to replace the current Disability Living Allowance;
 - restricts Housing Benefit entitlement for social housing tenants whose accommodation is larger than they need;
 - up-rates Local Housing Allowance rates by the Consumer Price Index;
 - amends the forthcoming statutory child maintenance scheme;
 - limits the payment of contributory Employment and Support Allowance to a 12-month period; and,
 - caps the total amount of benefit that can be claimed.

3. Current Position

- 3.1 The current position of the Bill is that the House of Lords returned the Bill to the House of Commons with amendments. The amendments were considered on the floor of the House on 1 February 2012.
- 3.2 The presentation will provide an overview of the Welfare Reform Bill and highlight the significant changes to the benefits system/service, how this will impact on Sunderland City Council and its residents, and actions being taken/planned to mitigate the impact of the proposals.

4. Recommendations

4.1 That the committee notes and comments on the Welfare Reform presentation.

5. Background Papers

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

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Early Retirement on the Grounds of Efficiency**Report of the Director of Human Resources and Organisational Development****1.0 Purpose of Report**

- 1.1 To update Members on the current process for early retirement on the grounds of efficiency and the number of applications received to date.

2.0 Background

- 2.1 Regulation 19 of the Local Government (Benefits, Membership and Contributions) Regulations 2007 (formerly Regulation 26 of the Local Government Pension Scheme Regulations 1997) allows for a pension scheme member who is aged 55 or more to retire from local government employment with immediate payment of pension and lump sum grant if his/her employer certifies the reason for his/her retirement is efficiency.
- 2.2 Personnel Committee on 28 September 2006 and 27 March 2007 considered the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 which revised the Local Government Pension Scheme to reflect the Age Discrimination Regulations which came into force on 1 October 2006. In light of these Regulations, Members approved a policy governing the use of employer's discretions in respect of efficiency.
- 2.3 Historically requests for early retirement on the grounds of efficiency were considered by the Personnel Committee once each year, usually in February or March. At their meeting in February 2011 Members of Personnel Committee approved a report proposing that delegated authority be given to the Director of Human Resources and Organisational Development in consultation with the Executive Director of Commercial and Corporate Services, to consider, and where appropriate, approve those future requests for early retirement on the grounds of efficiency which achieve a pay back period of two years or less, with requests that are declined by officers and all other requests continuing to be determined by Personnel Committee.
- 2.4 The decision was taken on the basis that during 2011 it was anticipated that a very large number of requests were to be received as a result of the council reminding eligible employees about their right to make a request whilst at the same time undertaking multiple service reviews and restructures as part of the Sunderland Way of Working. The change in process allowed for the increased number of requests that

were received and required determination, to be dealt with very rapidly in line with the target implementation dates of the new structures and allow accurate workforce planning.

2.5 The pay back period in paragraph 2.3 above refers to the “Capitalised Cost of Early Payment” (The strain on the Fund) and represents the cost to the Pension Fund of paying pension and lump sum before an individual’s normal retirement date (usually 65). The cost arises from the following factors:-

- (a) benefits are paid early;
- (b) sums are not in the fund attracting investment income and growth;
- (c) assuming a particular age at death pension is payable for a longer period.

3.0 Current Position

3.1 Members may be aware that the default retirement age of 65 no longer exists and therefore it is possible to make any assumptions in respect of the retirement dates for employees. In this case it is however still important that as an organisation we are able to understand our likely workforce resources from a workforce planning perspective.

3.2 Since the change in process in February last year there have been in excess of 170 applications for early retirements on the grounds of efficiency submitted and approved.

3.3 However there are currently 1800 employees in the non-schools workforce who are aged 54 or over. In respect of our workforce planning needs it is important that we need to have a clearer understanding of potential turnover levels and individuals aspirations in terms of work.

3.4 In order to understand this at an individual level it is planned that those 1,800 employees will be having meetings in the coming weeks with a project team set up to better explain early retirement options to those who are eligible. This will not include those employees who are in roles where we already have a shortage of suitably qualified people and where early retirement could not deliver an efficiency.

3.5 As well as providing relevant information, in each meeting we will look to ascertain when an employee expects to retire, although this will be done without a commitment on behalf of the employee. This is an important element of our workforce planning, and will help us to prepare for the savings targets we face in future years.

- 3.6 As early retirement is “on the grounds of efficiency”, there must be a net financial benefit to the council. When an application is approved, there is usually a cost to the council in meeting the strain on the pension fund caused by the employee accessing their pension benefits at an early date. The council, therefore, will weigh up the cost of meeting the strain on the fund against the potential to realise efficiencies through the employee leaving their post early.
- 3.7 Each application will continue to be considered on its individual merits using the following criteria:
- The employee must be 55 or older at the date of their retirement to access their pension
 - The employee must have been in the local government pension scheme for at least 3 months
 - The employing directorate must be able to identify the potential of realising efficiency by allowing the employee to retire early
 - The cost of meeting the strain on the pension fund must not outweigh the potential to realise efficiency
- 3.8 The workforce planning interview process is still in its early stages although early indications are suggesting that employees are finding the opportunity very positive and that there have already been some expressions of interest.

4.0 Recommendation

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

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Report of the Director of Human Resources and Organisational Development**Apprenticeships in Sunderland City Council****1. Purpose of the Report**

- 1.1 To provide an update with progress on the Corporate Apprenticeship Scheme and to identify existing apprenticeships in the council as requested by Members.

2. Background

- 2.1 In 2005 agreement was reached for the development and implementation of a council wide apprenticeship scheme. This commitment was based upon the needs of the organisation in rising to the challenge of providing young people with opportunities of employment and work experience in addition to the work already undertaken by Directorates. It is recognised that as well as contributing in part to meeting the Government's commitment to doubling the number of apprentices by 2020, there are significant advantages for the organisation in succession planning for a skilled future workforce and fulfilling the Council's role as a large local employer and corporate parent.

- 2.2 The Workforce Development, Strategy and Planning Team based in Human Resources is the central function for apprenticeship opportunities within the Council. The purpose is to deliver the Council's engagement as a key employer in the City to:

- § Provide a focus on the organisational need for professional skills development and capacity;
- § Enhance students' learning opportunities;
- § Deliver a fair and consistent entry to the organisation;
- § Manage risk in terms of safer working with entrants; and,
- § Develop consistent management and support of the individual and service area accommodating the apprentice.

3 Progress So Far

- 3.1 The main progress in driving the apprenticeship agenda forward are:

- Developing strong links with the Citywide Sunderland Training Provider Network to ensure the needs of the organisation are met in terms of the apprenticeships we are offering;
- Working with training providers, the National Apprenticeship Service and Connexions to ensure all young people across the City who wish to embark on an apprenticeship and are ready to do so, can apply for available posts within the Council;
- The recruitment process for potential apprentices is in line with the organisation's recruitment and selection process. This will ensure employee status from the onset of the apprenticeship, in compliance with central government guidelines, aimed to protect the apprentice and the employer in employment law, and encourage employers to take full responsibility for the management of employee status and success of the apprentice experience;
- Since 2004, opportunities available for apprentices within the Council have seen numbers increase to over 244 across Directorates over that period– see Appendix 1;
- Currently there are 85 apprentices engaged within the City Council in a variety of roles, 52 are aged 16-18 years old;
- The Council are promoting a “grow your own” ethos to workforce development, planning and succession. The Strategy and Planning Team supports this by promoting the benefits of using apprentices raising awareness of the responsibilities of those wishing to employ an apprentice; and,
- Recognition by NAS and the TUC of the good practice in the management of apprenticeship provision.

3.2 There are currently 88 apprentices in the following roles across the Council of those 52 are 16 - 18 years old.

- Accountancy - 2 (1 x 16 - 18 yr old)
- Activity Leadership - 2 (0 x 16 - 18 yr old)
- Business Admin - 10 (7 x 16 - 18 yr old)
- Childcare, Learning and Development - 1 (0 x 16 - 18 yr old)
- Civil Engineer - 2 (0 x 16 - 18 yr old)
- Cleaning and Environmental Services - 47 (33 x 16 - 18 yr old)
- Customer Services - 9 (4 x 16 - 18 yr old)
- Electrical - 3 (1 x 16 - 18 yr old)
- Engineering - 1 (0 x 16 - 18 yr old)
- Gardening - 6 (3 x 16 - 18 yr old)
- Gas Fitter - 1 (0 x 16 - 18 yr old)
- ICT - 3 (2 x 16 - 18 yr old)
- Paviour - 1 (1 x 16 - 18 yr old)

4 Next Steps

4.1 The aim is for an apprentice to progress into employment although this is difficult at the present time and cannot be guaranteed. Apprentices are provided with access to project work and developmental opportunities for employees who are not appointed to a post under the new structure. Furthermore apprenticeships can support plans for phased retirement or unpaid career breaks ensuring the skills set of employees is appropriate to the needs of the organisation and the wider city.

4.2 Either during or on completion of an apprenticeship, apprentices are also given the opportunity to apply for specific positions where scoping via SWITCH Officers has been exhausted. This will mean:

- The council and apprentice will still have a commitment to ensure the apprentice completes their apprenticeship framework if not already done so;
- If the apprentice has not yet completed their apprenticeship, the minimum hours worked still meets the legislative 30 hrs minimum for an apprentice. This could be made up from the new position and another if need be as long as opportunities are available to gather evidence for completion;
- Support is available for managers / apprentices / training providers in terms of awareness of responsibilities, commitment and flexibility in approach;
- Possibility of the apprentice having 2 contracts to cover employee status in new role and apprenticeship status; and,
- If 2 contracts are given, depending on the hours worked, the salary will be according to new role plus a potential pro rata of apprentice salary to hours worked in apprentice role. Example: If new role is a 15 hour post then an additional 15 hours will be allocated in an apprenticeship role.

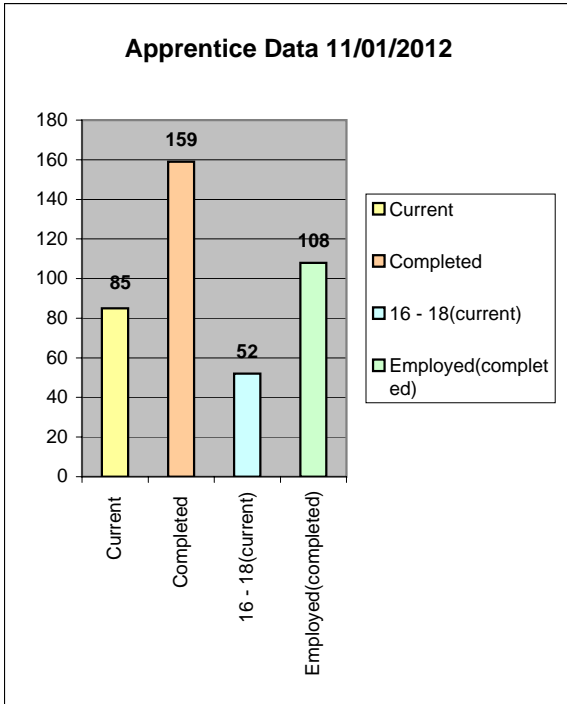
5. Recommendation

5.1 Members are asked to note the contents of the report.

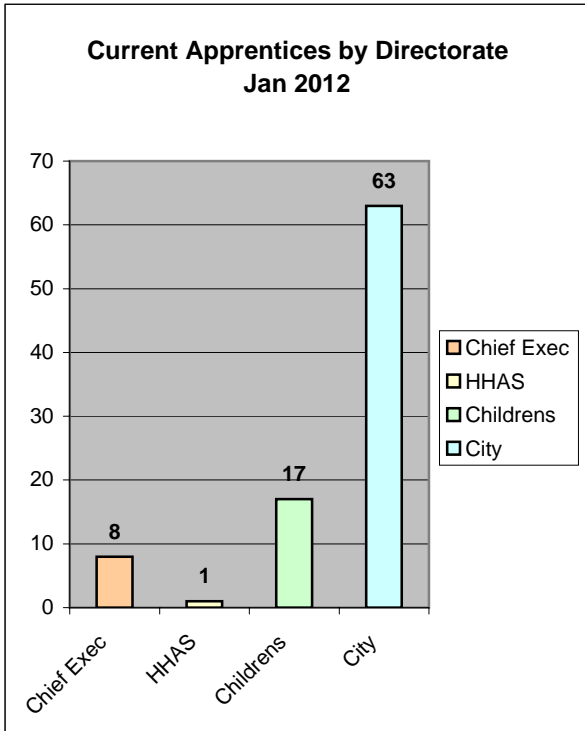
Contact Officer: Sue Stanhope Tel; (0191) 561 1722

Email: sue.stanhope@sunderland.gov.uk

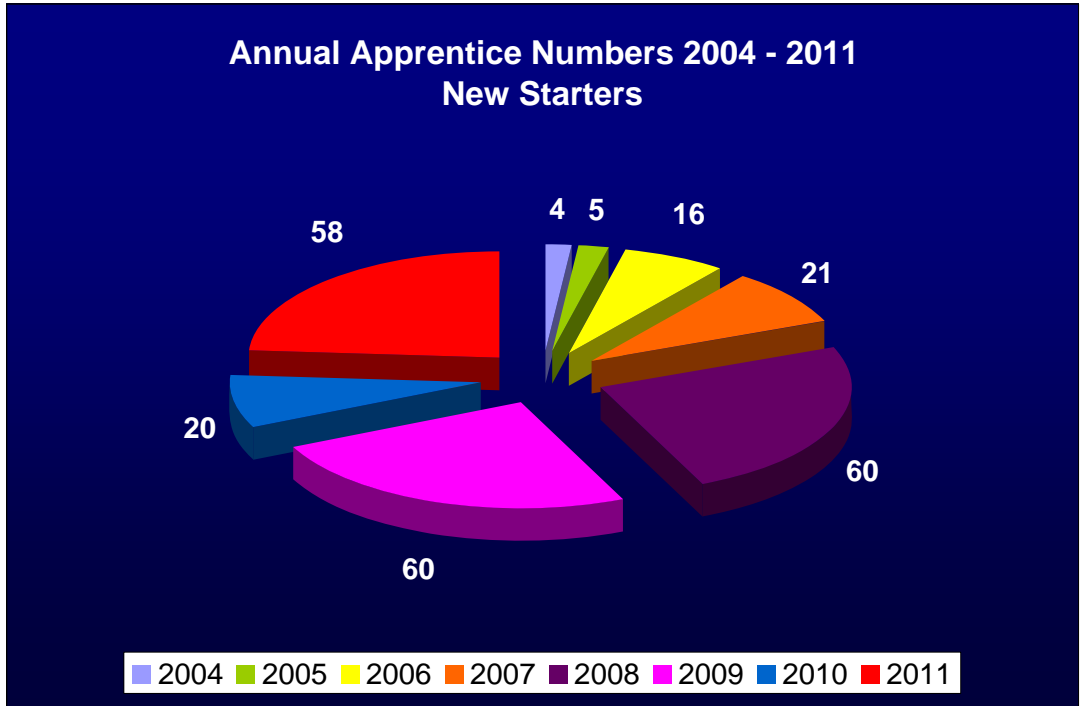
Status	Apprentices
Current	85
Completed	159
16 - 18(current)	52
Employed(completed)	108 (includes if they were employed outside the authority)



Directorate	Number
Chief Exec	8
HHAS	1
Childrens	17
City	63
Total	89



Year	Numbers
2004	4
2005	5
2006	16
2007	21
2008	60
2009	60
2010	20
2011	58
TOTAL	244



CENTRE FOR PUBLIC SCRUTINY PARLIAMENTARY SEMINAR**REPORT OF THE CHIEF EXECUTIVE****1. Purpose of Report**

- 1.1 For the Committee to note the additional delegate sent to the Centre for Public Scrutiny's Parliamentary Seminar held on 14th February 2012 and to receive feedback from both delegates on the events attended.

2. Background

- 2.1 The Council's Overview and Scrutiny Handbook contains a protocol for use of the Scrutiny Committees budget by members to attend training and conferences relevant to the remit of the Committee.

3. Current Position

- 3.1 The Parliamentary Seminars aim to give elected members the opportunity to learn about parliamentary scrutiny and discuss what local and national scrutiny can learn from each other. The Seminars provide the opportunity to hear from a chair of a select committee and put questions directly to them. Seminars also include a "Questioning and chairing skills session" which explore the skills needed to evaluate evidence, understand some issues faced in scrutiny, and practice the select committee style of questioning skills.
- 3.2 The original request to attend the seminar held on 24 January in London was submitted to the Management Scrutiny Committee at its January 2012 meeting. Further to this original request and following discussions it was suggested by the Chair that the opportunity to attend any future Parliamentary Seminars be offered to the remaining committee membership. Further interest was received from Councillor Miller who attended the seminar session held on Tuesday 14th February 2012.
- 3.3 As with the previous request the CfPS charges a nominal fee of £40 +VAT to cover costs as well as associated travel costs to London.
- 3.4 Councillor Miller and Councillor Mordey will have both attended the Parliamentary Seminars by the time of the Management Scrutiny Committee meeting and will provide Members with verbal feedback of the seminars attended from their individual points of view.

4. Recommendation

That the Committee notes the attendance of Councillor Graeme Miller at the CfPS Parliamentary Seminar on 14th February 2012.

That the Committee note the comments and feedback from Councillor Mordey and Councillor Miller on the content and value of the Seminars attended.

5. Background Papers

Conference Papers

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Scrutiny Officer

MANAGEMENT SCRUTINY COMMITTEE

SCRUTINY COMMITTEES WORK PROGRAMMES FOR 2011-12

REPORT OF THE CHIEF EXECUTIVE

16 February 2012

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 – February 2012 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 14.12.11	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 Expert Jury Event		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) Performance Q2 April – Sept (BS) Admissions Report Fixed Penalty Notices (MF)		Review of Acute Special Paediatric Service (LT) Outcomes from Unannounced Inspection Early Intervention Core Offer Library Plan (JH)	Verified Key Stage Results (MF) Education Act 2011	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)		Work Programme 2011/12 (NC) Forward Plan (NC)	Corporate Parenting Annual Report (MB) 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
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 into Community Cohesion - Scoping Report (JD)	Policy Review into Community Cohesion – Scene Setting (JD)	Policy Review into Community Cohesion -Evidence Gathering (JD)	Policy Review into Community Cohesion – Evidence Gathering (JD)	Policy Review into Community Cohesion – Evidence Gathering (JD)	Policy Review into Community Cohesion - Evidence gathering (JD) Show Racism the Red Card (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 (SA)	Police Reform and Social Responsibility Bill - Update (Stuart Douglass) Drug Misuse – Update (Leanne Davis) Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Police Reform and Social Responsibility Act 2011 Work Programme (SA) Forward Plan (SA)	Emergency Planning (Barry Frost) Neighbourhood Helpline (LSL) Work Programme (SA) Forward Plan (SA)	Police Reform and Social Responsibility Act 2011 (SD) 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)		Policy Review Progress Report (HL) Response to the Review (from city MPs) (HL)	Procurement of Low Carbon Vehicles (Ian Taylor, NEPO) Policy Review Progress Report (HL) Best Practice (HL) Expenditure in support of the Policy Review (HL)	Low Carbon Vehicle Sector (TBC) Cost Benefit Analysis - Cenex (Les Clark)	Policy Review: Draft Final Report (HL)	Policy Review: Final Report (HL)
Performance			Performance Q1 (Kelly Davison-Pullan) Policy Review Recommendations: Performance (HL)			Performance (Kelly Davison-Pullan)				Performance (Kelly Davison-Pullan) Policy Review Recommendations (HL)
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) Catchment Flood Management Plans (Neil Cole) Work Programme (SA) Forward Plan (SA)	Prioritisation Framework for Traffic and Road Safety (1) (Les Clark)	Work Programme (SA) Forward Plan (SA)	Prioritisation Framework for Traffic and Road Safety (2) (Les Clark) Work Programme (SA) Forward Plan (SA)	Fawcett St (Les Clark) School Travel Plans (Les Clark) Work Programme (SA) Forward Plan (SA)	Local Development Framework (Neil Cole) – <ul style="list-style-type: none"> • Annual Update • Strategic Housing Land Availability Assessment • Employment Land Review • Core Strategy 	Draft Scrutiny Annual Report (HL) Community Infrastructure Levy (Neil Cole) 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 6.09.11	OCTOBER 19.10.11	23.11.11	DECEMBER 07.12.11	JANUARY 11.01.12	12.1.12	FEBRUARY 22.02.12	29.2.12	APRIL 4.04.12		
Cabinet Referrals & Responses			Cabinet Response to 2010/11 Hospital Food & Veterans Policy Reviews		Policy Review: Evidence Gathering Day			Policy Review: Evidence Gathering Day		Policy Review: Community Event			
Policy Review	Work Programme & Policy Review – Delayed 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 Health Services (BA) CQC In-patient survey leaving health services			Out of Hours (JU)				Progress report (KB)		Final Report
Performance			Q4 Performance Report (KDP)			Q1 & Q2 Performance (ML)							Q3 Performance (SL)
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) Barnston Medical Centre Procurement (PCT) End of Life Facilities (PCT)		In-patient beds for LD (NTW) Community Covenant (KB) Social Care Contributions consultation (GK)	HHAS 15 year strategy (NR/DA) Health Watch (JC) Acutely sick children consultation (SOTW)				Public Health Transition update (SR) Health Strategy consultation (VT) Clear & Credible Plan (CCG)		Annual Commissioning Plan (STPCT)
CCfA/Members items/Petitions		Request to attend conferences Feedback visit to Wearmouth View								Draft Annual Report (KB)			

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

PROSPERITY AND ECONOMIC DEVELOPMENT 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 – Low Carbon Economy			Wearmouth Masterplan (ML)		
Policy Review	Annual Work Programme and Policy Review 2011/2012 (JD)	Policy Review - Scoping Report - Aim 1 of Economic Masterplan – University City (JD) Policy Review – Scene Setting (JD)	Policy Review – Evidence Gathering (JD) Visit to Port (JD)	Policy Review - Evidence Gathering – Links with Business	Policy Review – Evidence Gathering (JD) Visit to example of best practice – Sheffield Hallam University (VT)	Policy Review – Evidence Gathering (JD) University of Sunderland visit (JD)	Policy Review – Evidence Gathering – Skills (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) Update on Previous Policy Reviews (JD)
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)	North East Chamber of Commerce (Jonathan Walker) Review into Tourism – Feedback (JH) Port of Sunderland – Feedback from Visit (JD) Work Programme (JD) Forward Plan (JD)	Welfare Benefits (Fiona Brown) Work Programme (JD) Forward Plan (JD)	Sub National Economic Development - LEP (JD) Work Programme (JD) Forward Plan (JD)	Sub National Economic Development - LEP (JD) Wear Bridge (VT) Work Programme (JD) Forward Plan (JD)	Portas Report 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)	Policy Review Progress Report (HL) Community and Education Facilities (HL) 2012 in Sunderland Update (VF)	Sport and Physical Activity Providers (HL/VF)	Mapping Exercise and Consultation Results (Incorporating Future Priority Sports/Activities (TBC) Sport England (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) Maudlin St (AC) Low Carbon Social Housing Pilot (AC) Work Programme (SA) Forward Plan (SA)	Annual Heritage Report (VM) Built Heritage (ML) Joint Strategic Needs Assessment (AC) Work Programme (SA) Forward Plan (SA)	Cultural Strategy (CDA) Community Development Service and VCS Annual Report (JDG) Enabling Independence Strategy Update (AC) Work Programme (SA) Forward Plan (SA)	Localism Act: Housing (AC) Work Programme (SA) Forward Plan (SA)	Empty Properties Year End (AC) Cultural Strategy Progress (JH) 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)	Self Regulation & Illegal Money Lending Scoping Paper for Policy Review (NC)	Approach & Setting the Scene Policy Reviews (NC)	Self Regulation & Illegal Money Lending Policy Review Progress Report (NC)	Presentation by the ILM Team (NC)	Self Regulation & Illegal Money Lending – Policy Review Update (NC)	Self Regulation & Illegal Money Lending – Policy Review Update (NC)	Self Regulation & Illegal Money Lending – Policy Review Update (NC)	Self Regulation & Illegal Money Lending – Policy Review Update (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 (GB)				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 Review (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) Request to attend seminar (NC) CfPS Annual Conference attend (NC)	Welfare Reform Bill (FB) Apprenticeships & Early Retirements (SS) Forward Plan (NC) Work Programmes of all Scrutiny Committees (NC)	The Localism Act (JB) 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 FEBRUARY 2012 – 31 MAY 2012

REPORT OF THE CHIEF EXECUTIVE

16 FEBRUARY 2012

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 February 2012 – 31 May 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 February 2012 – 31 May 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 February 2012 – 31 May 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/Feb/2012 to
31/May/2012**



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

13 January 2012

Forward Plan: Key Decisions from - 01/Feb/2012 to 31/May/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	15/Feb/2012	Cabinet, Service Users and Ward Members, Portfolio Holders	Briefings and/or meetings with interested parties	via the Contact Officer by 20 January - Health and Wellbeing Scrutiny Committee	Report	Neil Revely	5661880
01537	To recommend the Revenue Budget and Proposed Council Tax 2012/2013 to Council	Cabinet	15/Feb/2012	Reps. of Business Ratepayers, Unions, Headteachers, Governors, Youth Parliament, Citizens Panel	Presentations, Meetings, Surveys	At meetings arranged and otherwise in writing to the Contact Officer by the end of January 2012 Management Scrutiny Committee	Cabinet Report	Sonia Tognarelli	5611851
01554	To agree the procurement of Healthwatch.	Cabinet	15/Feb/2012	Cabinet, Service Users, Ward Members and Portfolio Holders	Briefings and/or meetings with interested parties	Via the Contact Officer by 20 January - Health and Wellbeing Scrutiny Committee	Full Report	Jean Carter	5662690

Forward Plan: Key Decisions from - 01/Feb/2012 to 31/May/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
01557	To agree the amended Wearmouth Masterplan and Design Code as a Supplementary Planning Document.	Cabinet	15/Feb/2012	Statutory and other formal consultees in accordance with the Town and Country Planning Regulations; general public.	Dedicated web page; letters to statutory and other formal consultees including residents and businesses within and immediately surrounding the area covered by the Masterplan and Design Code; copies at city libraries. Notice in Echo.	Via the Contact Officer by 20 January 2012 - Environment and Attractive City Scrutiny Committee	Wearmouth Masterplan and Design Code Draft Supplementary Planning Document and Strategic Environmental Assessment.	Peter Lawson	5611541
01538	To recommend the level of Council Tax Collection Fund 2012/2013	Cabinet	15/Feb/2012	None	N/A	In writing to the Contact Officer by the end of January 2012 - Management Scrutiny Committee	Cabinet Report	Sonia Tognarelli	5611851
01540	To recommend the Capital Programme, Prudential Indicators and Treasury Management and Investment Strategy for 2012/2013 to Council	Cabinet	15/Feb/2012	Representatives of Business Ratepayers and Unions	At Special Meeting in February	At Special Meeting and otherwise in writing to the Contact Officer by end of January 2012 Management Scrutiny Committee	Cabinet Report	Sonia Tognarelli	5611851

Forward Plan: Key Decisions from - 01/Feb/2012 to 31/May/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
01555	To agree the procurement by tender of ten replacement Streetscene operational heavy goods vehicles to the value of approximately £360K per annum.	Cabinet	15/Feb/2012	Executive Director of Commercial and Corporate Services, Head of Audit, Risk and Procurement	Officer report to relevant officers	Via the Contact Officer by 20 January 2012 - Environment and Attractive City Scrutiny Committee	Full Report	Colin Curtis	5614525
01558	Agreed to dispose of Council property at St Marks Road.	Deputy Chief Executive	15/Feb/2012	Head of Law and Governance	Report on disposal	Via contact Officer by 20 January 2012 - Management Scrutiny Committee	Cabinet Report	Nick Wood	5612631
01539	To recommend the level of Council Tax to Council	Cabinet	15/Feb/2012	Representatives of Business Ratepayers and Unions	At Special Meeting in February	At Special Meeting and otherwise in writing to the Contact Officer by the end of January 2012 Management Scrutiny Committee	Cabinet Report	Sonia Tognarelli	5611811

Forward Plan: Key Decisions from - 01/Feb/2012 to 31/May/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
01559	To inform Cabinet of the receipt of the Best and Final Offer from DfT and to agree the continued implementation of the scheme.	Cabinet	15/Feb/2012	Member with Portfolio for Attractive and Inclusive City; Executive Director of Commercial and Corporate Services; Head of Law and Governance	Report	Via the Contact Officer by 20 January - Environment and Attractive City Scrutiny Committee	Report	Stephen Pickering Deputy Executive Director	567 7572
01560	To update Cabinet on the outcomes of consultation and to approve proposals for the commissioning of services for one year from April 2012.	Cabinet	15/Feb/2012	Children's Centre users, staff, schools: staff and governors, families with children aged 0-5, partners, Ward Members	Public Meetings, consultation leaflet, website	Via the Contact Officer by 20 January 2012 - Children, Young People and Learning	Cabinet Report (November 2011), Consultation Leaflet, Project Files, Needs Assessment, Statutory Guidance on Children's Centres	Sandra Mitchell	0191 561 1438
01547	To agree the Strategy for Telecare.	Cabinet	14/Mar/2012	Cabinet, Service Users and Ward Members, Portfolio Holders	Briefings and/ or meetings with interested parties	Via the Contact Officer by 21 February 2012 - Health and Scrutiny Committee	Full Report	Philip Foster	5662042

Forward Plan: Key Decisions from - 01/Feb/2012 to 31/May/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
01556	To agree the new Equality Scheme for the Council and respond to the Equality Act 2010.	Cabinet	14/Mar/2012	Citizen Panel, Equality Forums, Voluntary Community Sector Forum, Employees	Briefing and attendance at group sessions.	Via Contact Officer by 20 February 2011 - Management Scrutiny Committee	Cabinet report and Equality Scheme	Jane Hibberd	5614587