

**At a meeting of the MANAGEMENT SCRUTINY COMMITTEE held in the CIVIC CENTRE on THURSDAY, 24<sup>TH</sup> SEPTEMBER, 2009 at 5.30 p.m.**

**Present:-**

Councillor Tate in the Chair

Councillors Barkess, D. Forbes, P. Gibson, J. Scott and T. Wright

**Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors Copeland, M. Forbes, Mordey and Walker.

**Minutes of the Last Meeting of the Committee held on 16<sup>th</sup> July, 2009**

1. RESOLVED that the minutes of the last meeting of the Scrutiny Committee held on 16<sup>th</sup> July, 2009, Part I (copy circulated), be confirmed and signed as a correct record.

**Declarations of Interest (including Whipping Declarations)**

Item 6 – Reference from Cabinet 25<sup>th</sup> June, 2009 – Revenue Budget and Trading Services Outturn for 2008/2009 and First Revenue Budget Review for 2009/2010

Councillor J. Scott declared a personal interest in the report as a member of the GMB Union and also as his daughter is a teacher.

Councillor Tate declared a personal interest as a member of the GMB Union and also in relation to equal pay and single status issues as his wife is an employee at a school.

Item 7 – Reference from Cabinet 25<sup>th</sup> June, 2009 – Capital Programme Outturn 2008/09 and First Capital Programme Review 2009/10

Councillor P. Gibson declared a personal and prejudicial interest as Chairman of the Board of Governors of Farringdon Community Sports College and withdrew from the meeting before the Committee gave consideration to the report.

## **Variation of Agenda**

The Chairman moved that the Agenda be varied and that the items listed as 6, 7 and 8 on the agenda be considered prior to items 4 and 5.

2. RESOLVED that the agenda be varied accordingly.

### **Reference from Cabinet 25<sup>th</sup> June, 2009 – Revenue Budget and Trading Services Outturn for 2008/2009 and First Revenue Budget Review for 2009/2010**

The Chief Solicitor submitted a report (copy circulated) setting out for advice and consideration of the Committee, an aspect of the report on the Revenue Budget and Trading Services Outturn for 2008/2009 and First Revenue Budget Review for 2009/2010 namely, requesting the Council to approve the virement of funds.

(For copy report – see original minutes).

3. RESOLVED that the Council be recommended to approve the issues of virement as set out in the extract to the report.

### **Reference from Cabinet – 25<sup>th</sup> June, 2009 – Capital Programme Outturn 2008/2009 and First Capital Programme Review 2009/2010**

The Chief Solicitor submitted a report (copy circulated) setting out for advice and consideration of the Committee, a report detailing the Capital Programme Outturn for 2008/2009, the outcome of the First Capital Programme Review for 2009/2010 taking account of the Capital Programme Outturn 2008/2009 and changes made to the Capital Programme 2009/2010 since its approval.

(For copy report – see original minutes).

4. RESOLVED that the Council be recommended to approve the inclusion of additional schemes and revised cost estimates for 2008/2009 and 2009/2010 as set out in the extract.

### **Reference from Cabinet – 9<sup>th</sup> September, 2009 – Proposals for Budget Consultation 2010-2011**

The Chief Solicitor submitted a report attaching a copy of a report considered by Cabinet on 9<sup>th</sup> September, 2009 (copies circulated), proposing the budget consultation strategy and framework to inform the preparation of the Budget for 2010/2011.

(For copy reports – see original minutes).

Mr. Keith Beardmore, Director of Financial Resources, briefed Members on the report, drawing attention to the proposed arrangements for undertaking consultation as detailed in paragraph 5.

Mr. Beardmore pointed out that it was also proposed to consult on the potential introduction of a Council Tax discount as detailed in paragraph 6 of the report.

The Chairman requested that at the end of the consultation period the Committee receive a report providing feedback on how it was felt the consultation on the budget has gone. He commented that he appreciated the timescales would be tight but requested that each of the Scrutiny Committees receive that part of the Corporate Improvement Plan relevant to them.

Mr. Beardmore confirmed that a report on the findings of the consultation and how they had manifested in budget could be submitted. With regard to the Corporate Improvement Plan, Mr. Beardmore stated that the financial information included in the Plan was worked on up until the budget was set. However, there were a lot of initiatives and information included in the document that were not dependent on the financial information and that he would look at what could be provided to the Committee in the run up to the budget setting, in line with the Chairman's request.

Councillor T. Wright referred to the new Area Newsletters which were currently being developed and suggested that they also be used to promote the consultation on the budget. He referred to the 'Metro' newspaper and pointed out that its readership was widening. He suggested that the Council look to use this publication and make it available at all Council buildings. He also suggested that the Council take a look at what other authorities were doing, in terms of following good practice, with regards to the means of consultation they were using, and how they were promoting the services they provided.

Mr. Beardmore stated that both were excellent ideas. Corporate Communications were producing the Area Newsletters and he would pick this up with Ms. Deborah Lewin, Director of Communications and Marketing, together with how the Council might use the 'Metro' newspaper to communicate with residents in the City. Mr. Beardmore added that officers met regularly with other authorities and not just in Tyne and Wear to ensure a robust approach to consultation on the budget.

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

5. RESOLVED that the Cabinet be advised that the Scrutiny Committee endorsed the budget consultation strategy and framework as set out in the report as a robust consultation process and asked that a report be submitted to the Committee following the consultation, providing feedback on the adequacy of the process undertaken.

### **Performance Report and Value for Money Assessment 2008/09**

The Chief Executive submitted a report (copy circulated) providing Members with a corporate overview of the value for money assessment for the period April 2008 to

March 2009 as part of the Committee's work programme. It included findings from a range of performance information including spend, investment, improvements, residents' perception and both national and local indicators including those within the Local Area Agreement.

(For copy report – see original minutes).

Ms. Sarah Reed, Assistant Chief Executive, briefed the Committee on the report. She highlighted that Sunderland's total Council Tax for 2008/2009 was the lowest Council Tax in Tyne and Wear and drew Members' attention to paragraph 1.4 concerning the incentives to maximise efficiency gains and savings.

Ms. Reed pointed out that Sunderland Council was one of only 13 to have maintained the maximum rating of excellent/4 star throughout the seven years of Comprehensive Performance Assessment (CPA). In relation to Customer Focus, two in three residents agreed that the quality of Council services was good overall and on the whole satisfaction levels with local services remained high.

Ms. Reed referred Members to Section 5 of the Appendix concerning the replacement of the CPA by the Comprehensive Area Assessment (CAA), pointing out that the assessment would look across the Council, health bodies, police forces, fire and rescue services and others who were increasingly expected to work in partnership. She advised that the first CAA results would be reported on 10<sup>th</sup> December, 2009.

The Chairman welcomed the 'Total Count' exercise which could lead to better services at less cost, taking into account the views of neighbouring authorities, such as Durham and Easington, to provide economies of scale and ensuring areas were not isolated.

Ms. Charlotte Burnham, Head of Overview and Scrutiny, commented that in terms of the response to Cabinet the Scrutiny Work Programmes were looking at the issues coming through the CAA such as drug related crimes, health issues etc. and the development of the Scrutiny role with external partners also showed how Scrutiny was linking in with the CAA, looking at how well local services were working together.

Ms. Reed advised that with regard to the Total Place initiative, Sunderland was 1 of 13 pilot areas participating in the scheme. A 'Total Count' of the area covered in the pilot would be undertaken, looking at all the data to see where public money could be spent more effectively. An important element was making sure the Council received recognition for action; recognition for the services it was providing.

6. RESOLVED that the content of the report and the work the Scrutiny Committees were undertaking to link into the issues identified in the CAA be noted and included in the 2008/2009 value for money assessment to be presented to Cabinet in October 2009.

## **Attendance Management**

The Chief Executive submitted a report (copy circulated) providing Members of the Management Scrutiny Committee with the further information requested at its meeting on 16<sup>th</sup> July, 2009 in relation to the organisation's performance on sickness absence for 2008/09.

(For copy report – see original minutes).

Mr. David Rippon, Employee Development Manager, was in attendance at the meeting and referred Members to the absence data by reason of absence detailed at paragraph 3 of the report.

Mr. Rippon advised that with regard to H1N1, the distribution of the vaccine was out of the Local Authority's control, however, staff were trained up to give it as and when it became available and in-depth discussions were taking place with the Director of Public Health.

Mr. Rippon commented that there was a reduction in the number of absences categorised as other from 11.0% to 4.8% and further work was underway to reduce this figure further.

Mr. Rippon highlighted the difficulties in comparing the sickness figures across the sectors, as detailed in Section 4 of the report, advising that it was important to note that in the private sector a large company was defined as 500 employees whereas the Council employed around 14,000 people. The expectation was that there would be a higher level of sickness absence in bigger organisations.

In response to Councillors T. Wright and J. Scott, Mr. Rippon clarified that although there was an expectation that sickness levels would be greater in a large organisation this was not acceptable but this was what happened. Added to this a lot of small businesses did not do a particularly good job in recording sickness absence. All that said the Council was working hard to reduce sickness absence.

Mr. Rippon advised that the vast majority of sickness absence was as a result of more serious long term illnesses with 1.8 days attributable to short term absence from 11.3 days. As a community leader the Council had a duty to get people back to work. If an employee was lost due to sickness, the Council would potentially pick them up as a service user.

In relation to correlation of absence with school holiday periods, a slight increase had been noted which was possibly down to child care responsibilities. In order to tackle this the Council was looking to get employees to use other leave to avoid more sickness issues being recorded as sick leave and by having a single point of contact based in the Shared Service Centre. In this way all staff would be receiving the same information and advice.

Councillor T. Wright reported that there was evidence to show in the case of the Metropolitan Police that where there was early intervention with employees being contacted as soon as they went on sick leave, absenteeism was shorter and there

was a massive difference in sickness levels. He enquired whether the Council kept details of at what point employees were contacted.

Councillor J. Scott commented that during the school holidays the figures showed a rise in long term sickness.

Mr. Rippon advised that the Authority did look at best practice in tackling sickness absence. He advised that the waiting list to see the Occupational Health Physician was now down to one week and this in itself enabled early intervention in sickness cases.

In response to Councillor Gibson, Mr. Rippon stated that employees were contacted by some departments in less than two days. He advocated early contact as the way forward. With regards to the comment made by Councillor J. Scott, Mr. Rippon advised that the sickness absence within school holidays did not include teaching staff. There was a very slight increase in comparison with the average figure for the whole year however not significant to demonstrate any trend.

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

7. RESOLVED that the contents of the report and the information brought out in the discussion be noted.

### **Draft Protocol Scrutiny and External Partners**

The Chief Executive submitted a report (copy circulated) seeking the Committee's endorsement of the draft external scrutiny protocol, for inclusion in the Scrutiny Handbook, to support future working arrangements in line with good practice.

(For copy report – see original minutes).

Ms. Charlotte Burnham, Head of Overview and Scrutiny, advised the Committee that the draft protocol had been shared with the Sunderland Partnership and had been well received. She stated that the protocol would build on the principles of the CAA and how the Council works with its partners to meet the needs of the people they serve. Ms. Burnham added that the Department for Communities and Local Government were keen to use Sunderland as a case study in relation to its approach to developing external Scrutiny. She referred Members to the next steps detailed in the report which included a Meet and Greet Event between the Sunderland Partnership, Scrutiny Chairs and Vice Chairs, likely to be held in December 2009 and the future consideration of the five Delivery Partnerships' individual Annual Delivery Plans to be presented to the relevant City Council's Scrutiny Committees in February 2010.

8. RESOLVED that the draft protocol at Appendix A be approved for inclusion within the Scrutiny Handbook.

## **Overview and Scrutiny Handbook**

The Chief Executive submitted a report (copy circulated) seeking the Committee's comments on the draft protocol for the appointment of Co-opted Members to the Council's Scrutiny Committees, for inclusion in the Scrutiny Handbook.

(For copy report – see original minutes).

Ms. Charlotte Burnham, Head of Overview and Scrutiny, stated that the protocol was intended to provide clarity and guidance on the appointment of Co-opted Members. She drew attention to paragraph 3 concerning the range of arrangements available to the Committee to gather information or whether to co-opt a Member to the Committee to inform its deliberations.

The Chairman suggested that the Scrutiny Chairmen of the other six Scrutiny Committees be invited to the October Management Scrutiny Committee meeting when the comments from their Committees would be referred for consideration on the protocol for Co-opted Members.

9. RESOLVED that:-

- (a) the draft protocol for appointing Co-optees is referred to all Scrutiny Committees in the next cycle of meetings for comment; substantive suggestions for change to be referred back to this Committee;
- (b) subject to the comments received from the Scrutiny Committees, the draft Protocol be endorsed and be included in the new Scrutiny Handbook; and
- (c) the Committee receive a further progress report on the development of the Handbook at its October meeting to include Role Descriptors for Scrutiny Chairs, Vice-Chairs and Scrutiny Members.

## **Forward Plan – Key Decisions for the Period 1<sup>st</sup> September – 31<sup>st</sup> December, 2009**

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 1<sup>st</sup> September – 31<sup>st</sup> December, 2009 which relate to the Management Scrutiny Committee.

(For copy report – see original minutes).

A copy of the latest version of the Forward Plan published on 14<sup>th</sup> September, 2009 for the period 1<sup>st</sup> October, 2009 – 31<sup>st</sup> January, 2010 was circulated at the meeting.

Councillor T. Wright suggested Members would find it useful for the items of the Forward Plan to be sorted on the document according to the appropriate Scrutiny Committee and also for the appropriate Portfolio to be identified.

10. RESOLVED that the Committee continues to receive a copy of the Executive's Forward Plan for the appropriate period and that enquiries be made in relation to the request to sort items and include the further information as detailed above.

### **Work Programme 2009-2010**

The Chief Executive submitted a report (copy circulated) attaching for Members' information, the current Work Programme for the Committee's work during the 2009-10 Municipal Year.

(For copy report – see original minutes).

11. RESOLVED that the information contained in the Work Programme be received and noted.

(Signed) R.D. TATE,  
Chairman.



**REFERENCE FROM CABINET – 7<sup>TH</sup> OCTOBER, 2009 – BUDGET PLANNING  
FRAMEWORK 2010/2011**

**Report of the Chief Solicitor**

**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 7<sup>th</sup> October, 2009 on the proposed budget planning framework which will guide the preparation of the Revenue Budget for 2010/2011.
- 1.2 To inform the setting of cash limits within which Directors are required to prepare draft budgets.

**2. Background and Current Position**

- 2.1 The Cabinet, at its meeting held on 7<sup>th</sup> October, 2009, gave consideration to a joint report of the Chief Executive and the Director of Financial Resources. The report sets out the proposed budget planning framework which will guide the preparation of the Revenue Budget for 2010/2011 and will inform the setting of cash limits within which Directors are required to prepare draft budgets.
- 2.2 Copies of the 7<sup>th</sup> October, 2009, Cabinet Agenda have been circulated 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 back to Cabinet at its meeting on 4<sup>th</sup> November, 2009 and onto full Council on 25<sup>th</sup> November, 2009.

**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 Director of Financial Resources.

## **5. Background Papers**

5.1 Cabinet Agenda, 7<sup>th</sup> October, 2009.

5.2 A copy of the Agenda is available for inspection from Chief Solicitor's or can be viewed on-line at:-

<http://www.sunderland.gov.uk/committees/CmisWebPublic/Meeting.aspx?meetingID=1365>

|                 |   |   |   |
|-----------------|---|---|---|
| <b>Contact</b>  | Bob Rayner  | Dave Smith  | Keith Beardmore   |
| <b>Officer:</b> | 0191 561 1003<br><a href="mailto:bob.rayner@sunderland.gov.uk">bob.rayner@sunderland.gov.uk</a> | 0191 561 1114<br><a href="mailto:dave.smith@sunderland.gov.uk">dave.smith@sunderland.gov.uk</a> | 0191 561 1802<br><a href="mailto:keith.beardmore@sunderland.gov.uk">keith.beardmore@sunderland.gov.uk</a> |

## CABINET MEETING – 7<sup>th</sup> October 2009

### EXECUTIVE SUMMARY SHEET – PART I

**Title of Report:**

Budget Planning Framework 2010/2011

**Author(s):**

Chief Executive and Director of Financial Resources

**Purpose of Report:**

To report the proposed budget planning framework which will guide the preparation of the Revenue Budget for 2010/2011 and will inform the setting of cash limits within which Directors are required to prepare draft budgets.

**Description of Decision:**

Cabinet is requested to agree the proposed budget planning framework summarised at paragraph 9.3 which will guide the preparation of the Revenue Budget for 2010/2011 and will inform the setting of cash limits within which Directors are required to prepare draft budgets.

**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 enable adequate preparation to be made to inform the setting of the Council's Revenue Budget in March, 2010 in accordance with statutory requirements.

**Alternative options to be considered and recommended to be rejected:**

There are no alternative options recommended. These are considered to be the optimum arrangements to enable the Revenue Budget for 2010/2011 to be prepared in accordance with statutory requirements.

**Is this a "Key Decision" as defined in the Constitution?**

No

**Is it included in the Forward Plan?**

No

**Relevant Scrutiny Committee:**

Management

**Budget Planning Framework 2010/2011**

**Report of the Chief Executive and Director of Financial Resources**

**1. Introduction**

- 1.1. This report sets out the proposed budget planning framework which will guide the preparation of the Revenue Budget for 2010/2011 and will inform the setting of cash limits within which Directors are required to prepare draft budgets.

**2. Description of Decision**

- 2.1 Cabinet is requested to agree the proposed budget planning framework summarised at paragraph 9.3 which will guide the preparation of the Revenue Budget for 2010/2011 and will inform the setting of cash limits within which Directors are required to prepare draft budgets.

**3. National Financial Outlook**

- 3.1 In considering the budget planning framework for 2010/2011 there is a need to consider:
- the national economic position and various key economic indicators;
  - the impact of those key indicators on the Council's financial position;
  - how the Council needs to respond both in the short and medium term in order to continue to meet the Council's priorities taking into consideration the wide range of uncertainties.

**Factors contributing to the national position**

- 3.2 The following key economic indicators seek to illustrate the overall national economic position and outlook:

**Government Borrowing**

- 3.2.1 The financial crisis has led to a significant increase in borrowing as a result of the government injecting additional resources to support financial institutions and to seek to stimulate the economy. The latest government forecasts show:
- total borrowing is estimated to increase from £526 billion at the end of 2008/2009 to £1,370 billion in March 2014;
  - in year borrowing is estimated to increase from £35 billion in 2008/2009 to £175 billion in 2009/2010;
  - debt servicing costs are set to increase from £25.6 billion to £50.7 billion by 2013/2014.

In addition to the costs of debt servicing there will also be pressure on the government to repay debt in order to reduce the level of debt to a more sustainable level in the longer term.

### **Inflation**

- 3.2.2. There have been significant reductions to the measures of inflation over the last eighteen months particularly in respect of energy prices. Within that overall reduction, there has been significant volatility e.g. energy, and some increases e.g. food. The low level of inflation currently being experienced and the latest forecasts for next year are set out below:

#### **Current Rates**

- Consumer Price Index (CPI) - 1.6%
- Retail Price Index (RPI) – 1.3%

#### **Average of Forecasts 2010/2011**

- Consumer Price Index (CPI) - 0.2%
- Retail Price Index (RPI) – (0.4%)

The position remains uncertain and forecasts continue to be regularly reviewed and revised. The outlook beyond 2010/2011 will be largely dependent upon actions taken by the government to address the overall national economic position and associated changes in the global economy.

### **Interest Rates - Base Rate**

- 3.2.3 The impact of the global financial crisis on interest rates can be demonstrated by the movement in rates since last summer:

- 4.5% October 2008
- 0.5% March 2009
- 0.5% September 2009

The all time low Bank Base Rate is estimated to set to continue for the rest of 2009/2010 with views varying as to when an increase in interest rates will occur. Clearly major factors will include, the future approach of the Monetary Policy Committee, and the levels of growth and inflation within the overall economic position.

### **Public Sector Spending Plans**

- 3.2.4 In the Chancellor's Budget Report of 2009, Public Sector growth was revised to an average of 0.7% real terms increase each year between the period 2011/2012 to 2013/2014. In comparison with previous years these increases represent a very significant reduction and this position will be exacerbated to the extent that services such as Health and Overseas Aid are protected, although this position is still under review by the government.

### **Banking Sector**

- 3.2.5 Despite government intervention to attempt to introduce liquidity into the system the reaction of the banking sector has led to:
- A continuation of curtailment of credit;
  - An increase in credit margins;
  - the banks focussing on improving their balance sheets as opposed to taking action to stimulate economic recovery.

### **Housing Market**

- 3.2.6 The Housing market has been severely affected by the lack of credit available and the impact of the economic crisis on property prices. Whilst, the latest situation shows some positive signs with limited increases in mortgage activity over recent months, the vast majority of development is still on hold.

### **Impact on the Council's financial position**

- 3.3 The above factors are considered likely to impact on the Council's financial position in the following ways:
- significant real terms reductions in government grant settlements from 2011/2012 for an uncertain period but likely to extend for at least five years;
  - interest receipt levels from deposits are likely to be low for some time;
  - capital receipts generated from the disposal of surplus assets are likely to continue to be stalled, or if realised will be at significantly reduced values until market conditions improve;
  - the impact on the local economy will continue to bring additional pressures on key services.

## **4. Estimated Resources – Local Level**

### **4.1 General Grant Settlement for 2010/2011**

The next financial year, 2010/2011, is the third year of the first three year settlement announced as part of the Comprehensive Spending Review (CSR 2007), in October 2007. When the CSR 2007 was announced, the formula grant settlement for Sunderland for 2010/2011 was an increase of 1.84% compared to that for 2009/2010.

Despite the overall economic position, at this stage the settlement remains intact however, there have already been some announcements about reductions to certain specific and special grants which will reduce the anticipated resources available to the Council, and, in light of experience to date, it is considered that more reductions may be made to other specific and special grants as the government revisits and reviews its funding and spending plans for 2010/2011.

The main beneficiaries of the CSR 2007 were the Education Service and the NHS which left limited flexibility to increase resources in real terms for other local government services and other public services provided by other bodies.

#### **4.2 General Grant Formula Funding Review**

In finalising the CSR 2007 and the government grant settlement for 2008/2009, the Government made some changes to the formulae used to distribute Revenue Formula Grant based upon the options consulted upon in the formula grant review carried out in the autumn of 2007.

The Government removed the damping arrangements within the Social Services Relative Needs Formula Block for both Children's and Younger Adults which was introduced in 2006/2007 to smooth the impact of formula changes made as part of the 2004 grant formula review. This benefited metropolitan authorities generally and many authorities across the North East. However there still remains significant scaling back of the benefit that would have accrued to the Council to provide funding to other authorities that would otherwise not have received the prescribed minimum increase (known as the 'floor'). The Council would have gained a further £1.3million per annum in grant had the scaling back not been in place.

In the light of the recession and the need to deal with a difficult domestic economic position, the government has decided to delay the next Comprehensive Spending Review (originally scheduled for July, 2009) until the middle of next year (after the General Election). It is considered likely that the settlement for 2011/2012 will be for one year only, given the economic uncertainties. In the normal course of events, the grant Formula Review was planned to be effective from 2011/2012. The delay to the next Comprehensive Spending Review brings some doubt as to whether the formula review will be undertaken in time to be implemented in 2011/2012.

Whilst this is a fully understandable approach, it does increase the uncertainties around the future grant funding of local government beyond next year.

#### **4.3 Amounts Raised Locally through Council Tax**

The Government has used its reserved powers to cap Council Tax rises in the years 2004/2005, 2005/2006, 2006/2007, 2008/2009 and 2009/2010 by both nominating and designating local authorities as appropriate.

Given the economic climate it is anticipated that the Government will issue tougher guidance than hitherto received (past guidance states that the government expects council tax rises of substantially below 5%).

#### 4.4 Schools Funding

##### **Current Settlement**

- 4.4.1 Schools funding is separate from the General Formula Grant system and is funded through the ring fenced Dedicated Schools Grant (DSG). However, non-Schools Education services (Local Authority Central Education Functions) are still financed through the General Grant Formula system. A three year settlement was announced with 2010/2011 being the final year of that settlement. The headline increases confirmed within the announcement for next year were:

|                    | <b>2010/2011</b> |
|--------------------|------------------|
| <b>National</b>    |                  |
| DSG                | 4.3%             |
| Per Pupil Increase | 4.3%             |
| <b>Local</b>       |                  |
| DSG                | 2.0%             |
| Per Pupil Increase | 4.2%             |

The DSG for Sunderland is forecast to increase in cash terms by 2.0% in 2010/2011 as part of the three year settlement. The DSG increases locally reflect the falling school rolls experienced in Sunderland Schools. The 'per pupil' increases are, however, much nearer to the national average increases, with an increase for 2010/2011 of 4.2%.

- 4.4.2 The Government has prescribed a Minimum Funding Guarantee (MFG) at school level based on a percentage uplift per pupil. The MFG reflects average cost pressures and an assumed efficiency gain of 1.0% for each of the three years of the settlement. The MFG for all schools was set at 2.1% for each of the three years.

The application of the MFG of 2.1% was also been applied to the majority of School Based Grants. In addition, to protect Authorities with sharply falling school rolls a minimum cash increase in DSG of 2% was established.

##### **Efficiency Savings**

- 4.4.3 Despite the settlement figures announced for schools as set out in 4.4.1 above it is anticipated that given the economic position greater pressure will be placed on schools to ensure that efficiency savings can be maximised.



#### **Funding Changes for 16-19 year olds**

- 4.4.4 'Machinery of Government' changes planned for April 2010 will transfer statutory responsibilities from Learning and Skills Council to local authorities for funding of commissioning of learning for 16-19 year olds in General Further Education colleges and sixth forms. Priorities and commissioning intentions will need to be considered at a local level and then integrated into sub regional and regional planning groups. Funding from April 2010 will be received from Skills Funding Agency and Young People's Learning Agency on agreement of commissioning priorities.

The detail on how the new arrangements will operate in practice are still to be received and this will be the subject of a separate Cabinet report in the future.

#### **4.5 Area Based Grant Funding**

There are a number of external funding streams supporting programmes, projects and initiatives, which are allied to Council mainstream funding and address the strategic priorities set out in the Sunderland Strategy.

As part of the first 3 year Local Government Finance Settlement (for the period 2008/2009 to 2010/2011), the Government introduced an Area Based Grant (ABG) allocation for each council which relaxed the controls over a number of its previous specific grants so that councils have more freedom and flexibility to use this funding as they deem appropriate. The provisional ABG allocation for 2010/2011 is £39.0 million but at this stage the government has not yet confirmed the final allocation for 2010/2011.

In light of a reducing resource level it is proposed that a review of the use of all Area Based grants and specific grants be undertaken with the objective of achieving better use of resources and realising efficiency gains.

#### **4.6 Summary of Estimated Resources 2010/2011 and over the Medium Term**

There are a range of uncertainties, both short and medium term in respect of the period beyond 2010/2011, which is dependent on the outcome of the Spending Review 2010 as detailed below:

- the length and depth of the economic downturn and financial crisis leading to severe public expenditure restraint over the medium to long term and therefore impact on the Council's finances;
- the level of specific grants over the period including any transfers of responsibilities and funding from / to local authorities and any adjustment to the Area Based Grant;
- government directions on the council tax levels;
- the level of interest receipts from investments in the light of low inflation levels;
- the level of capital receipts from asset disposals as a result of the economic downturn;
- the recognition or otherwise of any exceptional costs by government outside of the Spending Reviews e.g. equal pay.

The outlook is clearly one of a significant tightening of the economic position.

### **5. Spending Commitments and Pressures**

It is proposed to take into account the following spending commitments in the Budget Planning Framework for 2010/2011, however, at this stage the position is uncertain and will be subject to review and refinement throughout the budget setting process:

#### **5.1 Pay and Pensions**

##### **Pay Awards**

At this stage it is difficult to be firm regarding the projected pay levels as the position regarding inflation is uncertain, and whilst an initial application has been received from Unison in relation to the green book pay award, there will be pressure applied, in terms of the effect on the public finances to restrict the pay award to nil. In light of these uncertainties, a prudent assumption has been made for future pay awards.

### Single Status

Phase 1 of the Single Status Agreement was implemented with effect from 1st October 2005 (up to Scale 3).

The position with regard to the implementation of Phase 2 (Scale 4 and above of Green Book employees) of the Single Status Agreement is subject to review. The potential financial implications will be kept under review as the budget is prepared and plans for the implementation of phase 2 of the Single Status Agreement are firmed up.

### Pensions

The next actuarial review is planned for 31st March 2010, the results of which will be implemented in 2011/2012. At this stage it is difficult to determine with any certainty whether further increases in pension costs may occur. Factors to take into account are the phased financial impact of the introduction of the new pension arrangements, increasing mortality age and the current volatility of investment performance in financial markets.

## 5.2 **Prices**

Current inflation levels are low as set out in paragraph 3.2.2 and whilst this is forecast to continue into next year, the position remains uncertain. However individual budgets such as energy costs remain volatile. Prudent provision has been earmarked at this stage and will be updated as necessary as the preparation of next year's budget proceeds.

In addition, prudent provision for increases in contract prices has been made. This includes additional provision in respect of fees for independent providers of care services which were agreed as part of a two year settlement in 2009/2010.

## 5.3 **Fees and Charges**

The policy of assuming an increase of fees and charges in cash limits to provide an incentive to maximise resources from this source is long standing. It has resulted in a significant increase in income over recent years. However, where it has been demonstrated that, due to market conditions, it is not possible to generate an increase, exemptions from this requirement have been agreed.

For all other areas it is proposed that there will be a presumption of a 2.0% increase on the basis that where a 2.0% increase is proven to be unachievable in certain areas other reductions must be made to compensate either through increasing income elsewhere or by reducing costs.

## 5.4 **Passenger Transport Levy**

Initial indications regarding the levy for 2010/2011 suggest an increase of 1.5%.

### 5.5 **Debt Charges and Interest Receipts**

Whilst increases in debt charges are not anticipated for 2010/2011, the impact of base rates on the Council's ability to generate interest receipts will be severely curtailed in 2010/2011. It will therefore be necessary to provide for a reduced level of income from investments for 2010/2011.

### 5.6 **Landfill Tax and Waste Disposal**

Provision is included for increasing landfill tax by £8 per tonne per annum – assuming that the effect of existing recycling measures is maximised, and the impact of the replacement of the black recycling box.

The reviewed Waste Disposal Strategy was approved at Cabinet in October 2007 and the Council approved an application to seek PFI credits to support a Strategic Waste Disposal solution in January, 2008 as part of a long term collaboration with Gateshead MBC and South Tyneside MBC. The solution is planned to be operational in 2013/2014. In the meantime, the Council plans to maximise the effectiveness of its existing measures to recycle and thereby minimise landfill tax liability and the need to purchase Landfill Allowance Trading Permits.

### 5.7 **Carbon Reduction Commitment (CRC)**

The Carbon Reduction Commitment (CRC) is a mandatory carbon trading scheme, due to come into effect in April 2010. Participation will be a legal requirement for organisations that used a minimum of 6,000 MegaWatt hours of electricity during 2008. Currently, Sunderland City Council, like many Local Authorities, will be required to participate in the scheme. The Council will be required to purchase up front 2 years worth of carbon allowances in April 2011 at £12 per tonne. For Sunderland, this could equate to £1.4m (£700,000 per annum). Whilst the CRC will be broadly revenue neutral overall at a national level, it will not be cost neutral to individual participants and the Council is currently evaluating its approach to CRC to seek to ensure that there are no costs borne by the council.

## 5.8 **Economic Downturn**

Whilst significant resources have already been earmarked to support service pressures and supporting actions in response to the economic downturn as part of the 2009/2010 budget, given the continuing uncertainties this will need to be kept under review and appropriate provision made throughout the budget preparation process.

## 6. **Spending Priorities**

- 6.1 Given the potential scale of public spending reductions, spending commitments and the uncertainties in relation to the size of the liabilities which may need to be faced in 2010/2011 and future years e.g. equal pay implications, the scope to address spending priorities will be limited in 2010/2011.

Nevertheless, it is appropriate to examine areas of need and priority. Factors which the Council takes into account in determining priorities are:

- the relative importance of each Strategic Priority in any one year given changing circumstances;
- the need to address the Corporate Improvement Objectives;
- the results of corporate and service based consultation with the public and other stakeholders;
- local priorities identified by Elected Members and Officers of the City Council;
- national performance indicators and requirements;
- inspection implications including service based assessments;
- the extent to which ring fenced funds are providing resources to address Strategic Priorities.

## 6.2 **Outcome of Public Consultation including the Annual Residents Survey**

A review of consultation undertaken through Ipsos/MORI has identified the following areas as key priorities for improvement by the public:

- Activities for Teenagers;
- Clean Streets - Rubbish, Litter, Dog Fouling;
- Road and Footpath Maintenance;
- Level of Crime /Community Safety;
- Services to help people live in their own homes for as long as possible.

The areas identified have featured as high priorities for a number of years. The Council has taken action to address these issues in recent years, in some cases through extensive action. Some of these actions are in the process of being implemented and until that occurs the public perception for the need for improvement will remain e.g. implementation of the Extra Care Schemes, Enforcement Officers, Youth Commissioning.

There are a number of other spending priorities emerging either as a result of separate consultation exercises or as a result of a need to improve performance. They include:

- Community Cohesion;
- City Centre Developments;
- Seafront;
- Invest to Save projects – supporting a longer term approach to the generation of efficiency savings, through for example, investment in ICT.

In addition, whilst Waste Disposal and Recycling has been identified as a Spending Commitment, it is also a Spending Priority, given feedback from consultation and the council's leadership role in relation to sustainability.

### **6.3 Consultation**

It is proposed that the issues and themes highlighted in paragraphs 6.1 to 6.2 above form the basis for budget consultation, the process and approach for which was approved by Cabinet at its last meeting.

## **7. The Council's Proposed Response to the significantly tighter Financial Environment**

### **Sunderland Way of Working**

7.1 In light of the severe expenditure restraint in prospect in the short, medium and long term the need for a more challenging approach to ensure best use of resources has never been more evident.

7.2 Whilst the Council's approach to improving services through service modernisation programmes, corporate efficiency projects and business improvement programmes has over recent years resulted in high levels of performance and achieved good or very good levels of satisfaction, it is clear that to move to an even better level of performance and address the challenge of the future outlook for public finances, a new impetus and approach is required.

- 7.3 The new Sunderland Way of Working includes four key programmes:
- Community Leadership Programme;
  - Economic Regeneration Programme;
  - Business Improvement Programme;
  - Directorate Programmes.
- 7.4 The underlying objectives of the Sunderland Way of Working are to:
- review services to:
    - o challenge what we are doing, how we are doing it and how effective it is in meeting customer needs;
    - o ensure that the most efficient and effective processes and structures are in place supported by the right people to secure the development and improvement of the Council and services it delivers;
  - organise in a way that maximises value for money and protects front line services.
- 7.5 The Sunderland Way of Working is predicated upon a new organisational approach which analyses Council activity into four key areas:
- Strategic Services
  - Shared Services
  - Customer Back Office Services
  - Front Line Service Delivery
- 7.6 Cabinet will recall that approval has previously been given to the appointment of a strategic partner to support the process and enable expertise, capacity, external challenge and appropriate ambition is brought to the reviews.
- 7.7 Initial work that has been undertaken and which is currently being developed will result in a number of high level business cases for changes to be made in respect of the following key strands of business:
- Service Delivery Improvement - to include Commissioning. This strand will include gaining a comprehensive understanding of customer need and how best that need can be delivered in the most efficient and effective manner;
  - Procurement – this strand will build on existing arrangements and realising existing plans for securing significant efficiency savings;
  - Customer Contact – this strand is to include how best we can meet customer needs through organising ourselves to:
    - o maximise resolution at the first point of contact;
    - o avoiding unnecessary contact;
    - o further develop transactional website functionality;

- Strategic and Shared Services
  - Strategic Services - key considerations include:
    - organising services to support, enable, and regulate the Council;
    - improving asset management – ensuring the maximum contribution is being made to achieving the city's regeneration objectives, improving utilisation and rationalising assets to meet organisational needs.
  - Shared Services - key considerations include:
    - dealing with all transactional services in the same way in one place where it is most efficient and effective to do so and rationalising and improving processes to reduce cost and improve effectiveness.
- ICT – this strand will include the need to rationalise the number of ICT systems and organise the ICT infrastructure in the most efficient and effective way to meet the needs of the business.

Following completion of the high level business cases, the projects that will emerge will result in potential investment requirements but with the intention of realising significant efficiency savings into the future, which should position the Council as well as possible in meeting the financial challenges it faces into the future.

- 7.8 In making the transition to the new Sunderland Way of Working, it is recognised that it is important to ensure that existing modernisation strategies and approaches to achieving improvement and efficiency savings are continued at least in the short term and then either subsumed within the Council's overall Improvement Agenda or else replaced with new Improvement Initiatives.

## **8. Efficiency Strategy**

- 8.1 The Efficiency Strategy 2009/2010 to 2013/2014 which is reported elsewhere on today's agenda has been updated to reflect the latest expectations for achieving efficiency within the public sector and importantly reinforces the direction that the Council is already taking through the Sunderland Way of Working.
- 8.2 Given the anticipated significant long term pressure on public finances and the fact that resources available for local government over the medium to long term will be significantly reduced from 2011/2012 onwards there is a need to plan for savings over a longer period. It is therefore proposed that efficiency targets and planning should cover a four year period in order to ensure timely action is taken as necessary to assist to maximise efficiency savings. The following targets are proposed;



| <b>Year</b> | <b>%</b> |
|-------------|----------|
| 2010/2011   | 4        |
| 2011/2012   | 5        |
| 2012/2013   | 6        |
| 2013/2014   | 6        |

8.3 The identification of efficiency savings for inclusion in the 2010/2011 Budget will be tackled through a combined approach of:

- realising emerging efficiency savings from the new Sunderland Way of Working;
- specific efficiency savings from Corporate / Cross Cutting Projects;
- efficiency savings arising from modernisation strategies, and policy and service reviews.

## **9. Budget Planning Framework 2010/2011**

### **9.1 Options for Savings**

In accordance with the efficiency strategy set out in paragraph 8, Directors have been asked to explore, and to bring forward options for savings, equivalent to 4%, 5%, 6% and 6% for the next four years respectively, of their net delegated budgets. These should be in priority order i.e. beginning with those efficiency savings which could be implemented without policy implications. Whilst a longer term approach to planning to generate efficiency savings is being recommended, only the first year's efficiency savings will be firm in this early part of the planning period. Proposals for 2011/2012 onwards will increasingly draw on the outputs and outcomes of the Sunderland Way of Working as set out at section 7 above.

### **9.2 Balances**

A Statement of General Fund Balances is attached at Appendix A. Uncommitted balances provisionally stand at £8.057m at 31<sup>st</sup> March 2010. At this stage it is anticipated that balances will increase beyond that level to reflect one off underspendings on debt charges in 2009/2010 as a result of debt restructuring and reprofiling of capital expenditure. The position will be kept under review as clearly there are a number of budget pressures, both one off and ongoing and the scope to utilise balances temporarily to support these will be considered during the budget preparation process. The level of General Balances will be risk assessed nearer to the finalisation of the budget.

### 9.3 Summary of the Budget Planning Framework

The following budget planning framework for 2010/2011 is proposed:

- that provision for spending commitments be included at this stage on the basis set out at paragraph 5 and kept under review as the preparation of the budget progresses;
- that the spending priorities detailed at section 6 be included at this stage for the purposes of consultation;
- that budgets be prepared on the basis that all spending pressures not specifically identified above as commitments be accommodated within Directorate cash limits;
- that a review of Area Based Grants and Specific Grants be undertaken with the objective of identifying 4% efficiency savings;
- that, taking into account the Sunderland Way of Working and existing modernisation strategies and efficiency initiatives, Directors be requested to bring forward proposals to identify efficiency savings, wherever possible without service or policy implications, amounting to 4% of their net delegated budgets;
- that Directors be requested to prepare longer term efficiency plans to identify efficiency savings, wherever possible, without service or policy implications, covering a further three year period based on the following targets:

| Year      | % |
|-----------|---|
| 2011/2012 | 5 |
| 2012/2013 | 6 |
| 2013/2014 | 6 |

- that commitments against general balances be noted and the scope to utilise balances temporarily be considered.

## 10. Reason for Decision

- 10.1 To enable adequate preparation to be made to inform the setting of the Council's Revenue Budget in March 2010 in accordance with statutory requirements.

## 11. Alternative Options

- 11.1 There are no alternative options recommended. These are considered to be the optimum arrangements to enable the Revenue Budget for 2010/2011 to be prepared in accordance with statutory requirements.

## 12. Background Papers

Various Government statements and announcements over the past year.

## Appendix A

### Statement of General Fund Balances

|  | £000    | £000          |
|--|---------|---------------|
| <b>Balance as at 31st March, 2009</b>                |         | <b>11,553</b> |
|  |         |               |
| <b>Use of Balances 2009/2010</b>                     |         |               |
| Approved Contribution to Revenue Budget              | (431)   |               |
| Approved Contribution to fund the Capital Programme  | (3,065) | (3,496)       |
|  |         |               |
|  |         |               |
| <b>Estimated Balances 31<sup>st</sup> March 2010</b> |         | <b>8,057</b>  |

**REFERENCE FROM CABINET – 7<sup>TH</sup> OCTOBER, 2009 – SECOND CAPITAL PROGRAMME REVIEW 2009/2010**

**Report of the Chief Solicitor**

**1. Why has this report come to the Committee?**

- 1.1 To seek the advice and consideration of this Committee on a report to be considered by Cabinet on 7<sup>th</sup> October, 2009 on the Second Capital Programme Review 2009/2010.

**2. Background and Current Position**

- 2.1 The Cabinet, at its meeting held on 7<sup>th</sup> October, 2009, gave consideration to a report of the Director of Financial Resources. The report sets out the:-
- reprofiling of projects since the First Capital Programme Review was reported;
  - the inclusion of additional schemes and revisions to costs and resourcing for 2009/2010 since the First Capital Programme Review was reported;
  - the overall updated Capital Programme following the Second Review.
- 2.2 Copies of the 7<sup>th</sup> October, 2009, Cabinet Agenda have been circulated 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 2009/2010 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 4<sup>th</sup> November, 2009 and onto full Council on 25<sup>th</sup> November, 2009.

**4. Recommendation**

- 4.1 The Scrutiny Committee is invited to give advice and consideration to Cabinet on the proposed additional schemes and revisions to scheme costs for 2009/2010 as set out in the attached extract.

## **5. Background Papers**

5.1 Cabinet Agenda, 7<sup>th</sup> October, 2009.

5.2 A copy of the Agenda is available for inspection from Chief Solicitor's or can be viewed on-line at:-

[http://www.sunderland.gov.uk/committees/CmisWebPublic/Meeting.aspx?  
meetingID=1365](http://www.sunderland.gov.uk/committees/CmisWebPublic/Meeting.aspx?meetingID=1365)

**Contact** Bob Rayner

**Officer:** 0191 561 1003

[bob.rayner@sunderland.gov.uk](mailto:bob.rayner@sunderland.gov.uk)

Keith Beardmore

0191 561 1802

[keith.beardmore@sunderland.gov.uk](mailto:keith.beardmore@sunderland.gov.uk)

## Appendix A

### Scheme Variations since the First Capital Review 2009/2010

|   | £000 |
|---|------|
| <b>Healthy City</b>   |      |
| SWIFT System Enhancements - to deliver against the requirements of the personalisation agenda, mobile working, care management and assessment and enable full compliance against the Department of Health requirements for of Electronic Social Care Records – to be funded from specific grants. | 275  |
| Campus Re-Provision Programme – as reported to Cabinet on 9th September 2009 the development of accommodation to allow resettlement within local communities in Sunderland to be funded from specific grants.   | 710  |

# **MANAGEMENT SCRUTINY COMMITTEE**

## **DEVELOPING THE WORK OF SCRUTINY AND THE COMMUNITY LEADERSHIP ROLE OF ELECTED MEMBERS**

**REPORT OF THE CHIEF EXECUTIVE**

**22 OCTOBER 2009**

### **1. Purpose of Report**

- 1.1 To inform Members of a series of workshops to be facilitated by Professor Tony Bovaird of Birmingham University to further develop the work of Scrutiny and the community leadership role of Elected Members.

### **2. Introduction**

- 2.1 Members will recall that Tony Bovaird, Professor of Public Management and Policy within the Institute of Local Government Studies of the University of Birmingham visited the City Council on 27 July 2009 to meet with key officers, Cabinet and Scrutiny Members informally to discuss how he could support the Authority in establishing effective working relationships with Cabinet, Scrutiny, officers and partners.
- 2.2 Such preparations have since informed a series of workshops, to be facilitated by Professor Bovaird from October 2009 onwards, as outlined in Section 3 of this report.

### **3. Series of Workshops to be facilitated by Professor Bovaird**

- 3.1 As a result of Professor Bovaird's visit to the City Council on 27 July 2009, it was evident that there are two key areas worthy of further development as outlined below:-
  - (a) On deepening the work of Scrutiny both in the Council and with key partnerships; and
  - (b) On expanding and deepening the role of frontline Elected Members in community leadership.
- 3.2 Following in-depth discussions with Professor Bovaird and key individuals, the following workshops overleaf are proposed:-

**(a) WORKSHOP 1: HOW SCRUTINY CAN SUPPORT COMMUNITY LEADERSHIP ACTIVITIES IN SUNDERLAND**

**Dates: Wednesday 28 October 2009 – 2.00 pm to 3.30 pm  
Tuesday 24 November 2009 – 5.00 pm to 6.30 pm**

An hour and a half workshop (to include light buffet) for all Elected Members outlining how Scrutiny can help with their community leadership role.

This would cover the roles which frontline Members could play in community leadership and the mechanisms by which the Scrutiny role could support these community leadership activities. To include using frontline Members to mobilise evidence from the community in relation to all Scrutiny policy reviews, collecting views from the public on scrutiny issues, holding local meetings on scrutiny issues, discussing scrutiny issues with local organisations on which they are Board/Management Committee Members, disseminating the recommendations of scrutiny policy reviews widely to relevant people and groups within the local area.

**(b) WORKSHOP 2 – DELIVERING EFFECTIVE SCRUTINY**

**Dates: Thursday 29 October 2009 – 5.00 pm to 8.00 pm  
Tuesday 24 November 2009 – 10.00 am to 1.00 pm**

A three hour workshop (to include light buffet) for all Scrutiny Committee Members on their Scrutiny role and how they can mobilise the resources of other Elected Members, groups in the community and external partners to make Scrutiny more effective.

**(c) WORKSHOP 3: MAXIMISING THE VALUE OF SCRUTINY WITH CABINET, THE COUNCIL AND THE LSP**

**Dates: Wednesday 28 October 2009 – 5.30 pm to 7.30 pm**

A two hour workshop between Cabinet and Scrutiny Chairs on making the most of Scrutiny in Sunderland (to include light buffet). To examine how the forward work programmes of the Cabinet and the Scrutiny Committees can be dovetailed so that the Scrutiny reviews and reports can be of maximum value to the Cabinet, the Council and the LSP.

**5. Recommendation**

- 5.1 It is recommended that the series of workshops be supported and where appropriate, encourage Elected Members to attend.

---

Contact Officer : Charlotte Burnham, Head of Overview and Scrutiny  
0191 561 1147 / charlotte.burnham@sunderland.gov.uk



# **MANAGEMENT SCRUTINY COMMITTEE**

## **REVIEW OF THE COUNCILLOR CALL FOR ACTION MECHANISM AND PROPOSAL FOR THE INTRODUCTION OF A SELECTION CRITERIA FOR DEALING WITH ISSUES OF LOCAL CONCERN**

**REPORT OF THE CHIEF EXECUTIVE**

**22 OCTOBER 2009**

### **1. PURPOSE OF REPORT**

- 1.1 To review the current Councillor Call for Action mechanism and suggest the introduction of a Selection Criteria for dealing with non-mandatory referrals for use by the Sunderland Partnership, Scrutiny Committees and Area Committees to address issues of local concern.

### **2. BACKGROUND INFORMATION**

- 2.1 Members will recall that on 1 April 2009, the Councillor Call for Action (CCfA) mechanism came into force namely through the Police and Justice Act 2006 and the Local Government and Public Involvement in Health Act 2007. Such provisions provide Members with the opportunity to ask for discussions on issues where local problems have arisen and where other methods of resolution have been exhausted.
- 2.2 In Sunderland, two local issues have been raised through the Councillor Call for Action (CCfA) mechanism and as a result of those referrals; it has become apparent that the current procedure should be reviewed to ensure both current and future CCfAs are addressed in a timely, open and transparent way.
- 2.3 Coincidentally, work is also being undertaken to develop the Scrutiny Committees' links with both the Sunderland Partnership and the Area arrangements, one of which is the signposting and escalation of local issues to the most appropriate body for resolution where appropriate.
- 2.4 It is therefore proposed that provision for the processing of non-mandatory referrals to Overview and Scrutiny be introduced through an agreed selection criteria which also reflects / combines the CCfA mechanism. As such the remainder of this report outlines proposed revisions to the existing CCfA mechanism along with the introduction of a selection criteria for dealing with issues triggered either by the non-mandatory / Councillor Call for Action referral routes.

### **3. PROPOSED INTRODUCTION OF A REFERRAL CRITERIA / SUGGESTED REVISIONS TO THE CURRENT COUNCILLOR CALL FOR ACTION PROCEDURE**

- 3.1 On a practical level, consideration has been given as to how best to implement a 'referral' mechanism within existing policies and practices to escalate / re-direct issues of local concern either raised by an Elected Member/Committee, member of the public or external partner to the appropriate body namely the Sunderland Partnership and the City Council's Scrutiny and Area Committees.
- 3.2 To assist those bodies in determining the appropriateness of undertaking an investigation triggered either by the non-mandatory / CCfA referral route, the following selection criteria is proposed for future use by such bodies, at the point of the referral being considered to the next available meeting:-
- (i) Clear evidence that reasonable attempts have been made to resolve the issue with relevant partners / council departments?
  - (ii) Has a significant impact on a group of people living within the Sunderland area;
  - (iii) Relates to a service, event or issue in which the Council has direct responsibility for, significant influence over or has the capacity to act as public champion;
  - (iv) Not be an issue which overview and scrutiny and area arrangements have considered during the last 12 months (unless circumstances have changed substantially);
  - (v) Not relate to an on-going service complaint or petition (including the ability to exclude any matter which is vexatious, discriminatory or not reasonable) ; and
  - (vi) Not relate to matters dealt with by another Council committee, unless the issue deals with procedure and policy related issues.
- 3.3 The proposed selection criteria outlined above, clearly makes provision for the processing of referrals to be undertaken in an open and transparent way and provides a formal record as to whether the issue is worthy of further investigation together with the agreed course of action and any associated / prescribed timescales.
- 3.4 In response to Members observations in relation to the two local issues which have been raised through the existing Councillor Call for Action procedure, it is proposed that the current procedure will be strengthened through the introduction of such selection criteria and that any future CCfAs will be reported to the next available meeting of the Management Scrutiny Committee for consideration.

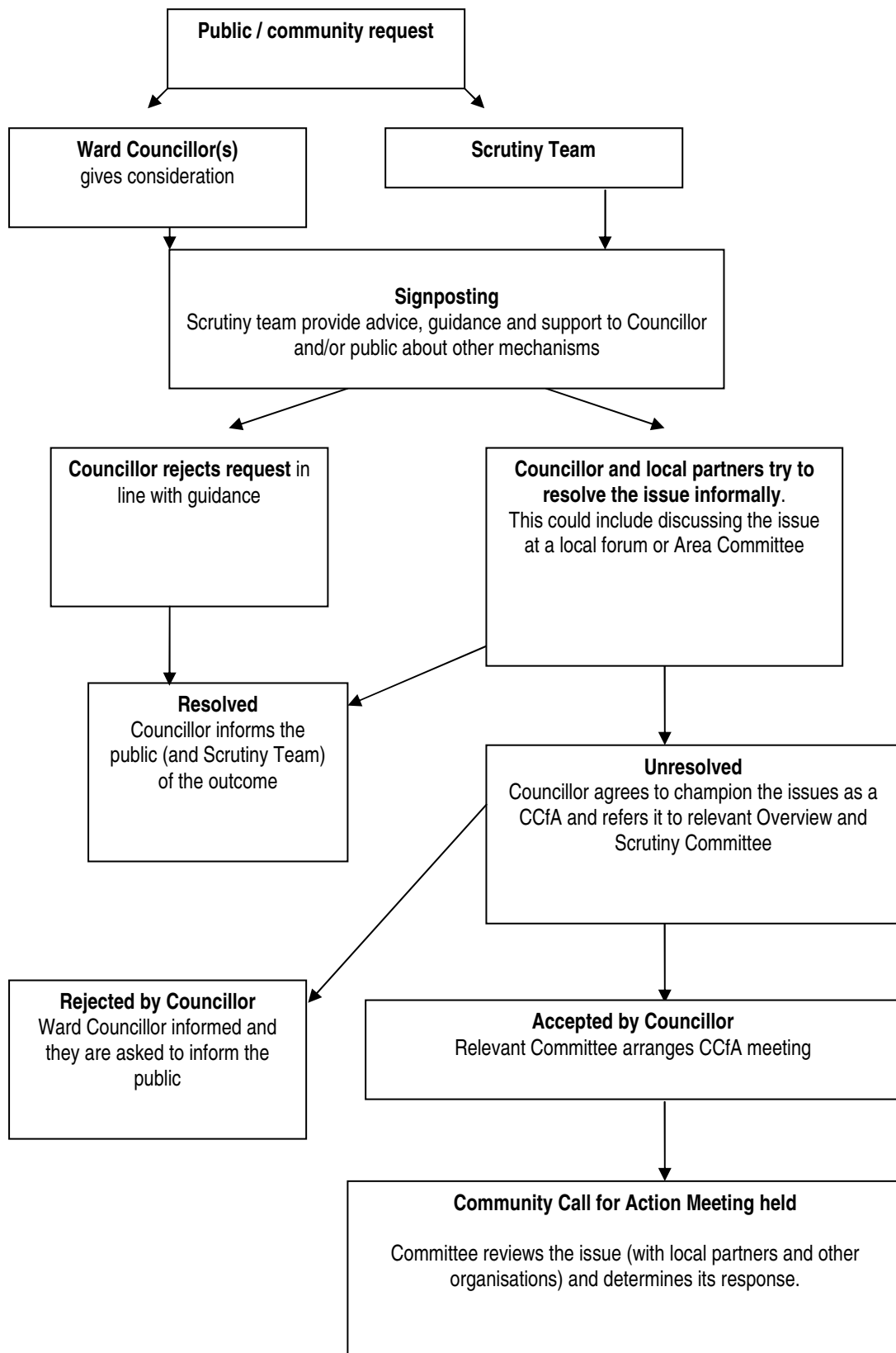
- 3.5 For ease, **Appendix A** outlines the current CCfA procedure and **Appendix B** details the revised procedure for determining the appropriateness of undertaking a scrutiny investigation triggered either by the non-mandatory / Councillor Call for Action referral route.
- 3.6 Furthermore, it should be noted that the Councillor Call for Action measure requires **the Councillor to use every available tool to resolve the issue in the first instance without involving the Management Scrutiny Committee, therefore any additional burden should be minimal as the mechanism is designed as a last resort after all other avenues have been exhausted.**

#### **4. RECOMMENDATIONS**

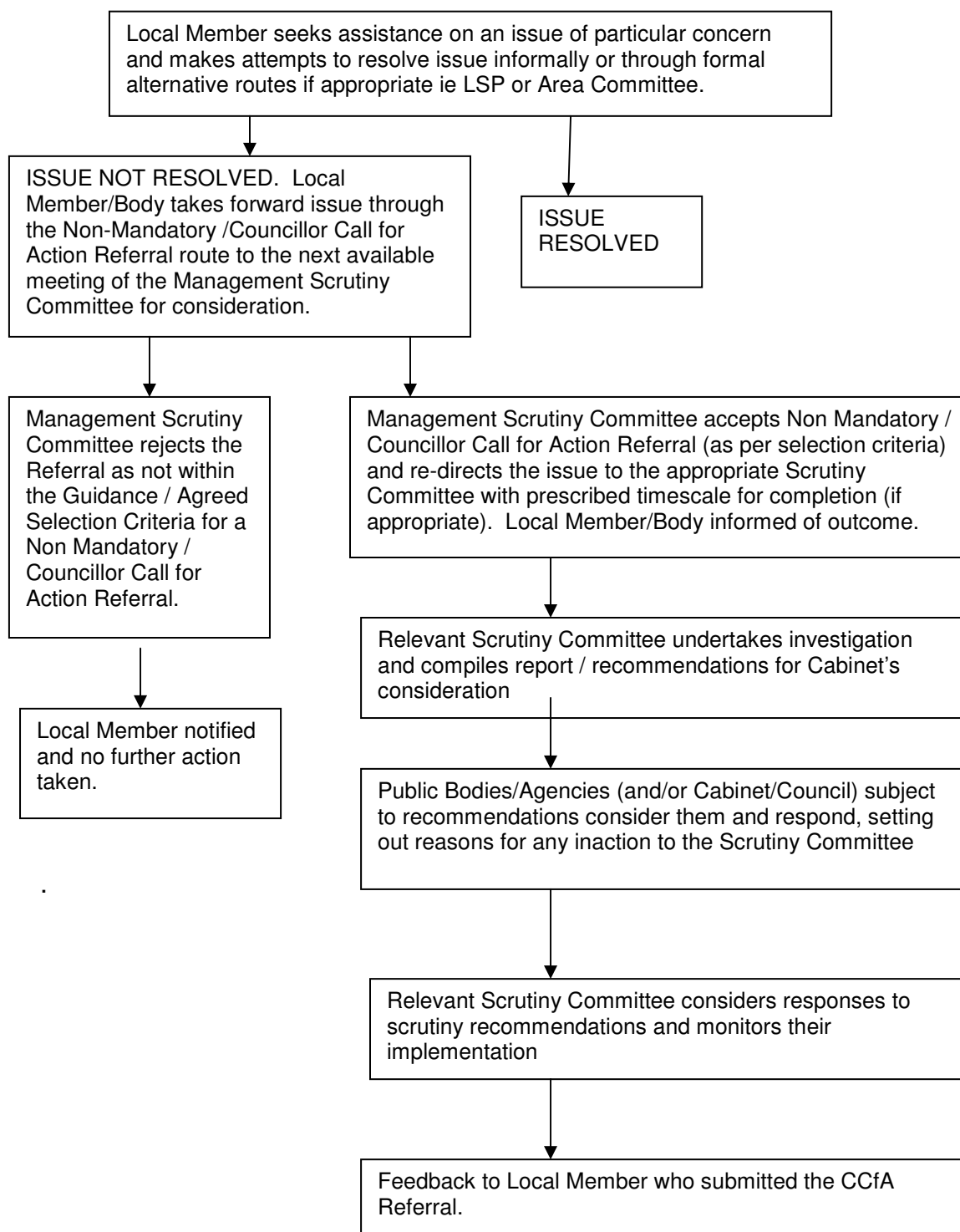
- 4.1 It is recommended that the Management Scrutiny Committee:-
- (a) endorses the introduction of the selection criteria for determining the appropriateness of undertaking an investigation triggered either by the non-mandatory referral / Councillor Call for Action route;
  - (b) incorporates the revised procedure within the existing Scrutiny Handbook, following consideration by the six Scrutiny Committees; and
  - (c) determines the appropriateness of the two local issues which have been raised through the existing Councillor Call for Action (CCfA) being reported to this Committee for further consideration.

## APPENDIX A

### CURRENT COUNCILLOR CALL FOR ACTION PROCEDURE



# **PROPOSED NEW PROCEDURE FOR THE CONSIDERATION OF NON-MANDATORY / COUNCILLOR CALL FOR ACTION REFERRALS TO OVERVIEW AND SCRUTINY**



# **MANAGEMENT SCRUTINY COMMITTEE**

## **OVERVIEW AND SCRUTINY HANDBOOK - DRAFT PROTOCOL – APPOINTMENT OF CO-OPTED MEMBERS TO THE COUNCIL'S SCRUTINY COMMITTEES**

**REPORT OF THE CHIEF EXECUTIVE**

**22 OCTOBER 2009**

### **1. Purpose of Report**

- 1.1 To provide the Management Scrutiny Committee with the verbal feedback from the six Scrutiny Committees on the draft protocol for the Appointment of Co-opted Members to the Council's Scrutiny Committees, prior to its endorsement.

### **2. Background**

- 2.1 At its meeting held on 24 September 2009, Members of the Management Scrutiny Committee received the draft protocol on the Appointment of Co-opted Members to the City Council's Scrutiny Committees (**Appendix 1**). The protocol provides guidance to each Scrutiny Committee considering co-option and also defines the roles and responsibilities of Co-opted Members (**Appendix 2**).
- 2.2 It was agreed at this meeting of the Management Scrutiny Committee that the draft protocol would be circulated to all the Scrutiny Committees for comment, and that any comments would be reported back to the Management Scrutiny Committee before final endorsement.

### **3. Current Position - Draft Co-option Protocol**

- 3.1 The draft protocol has been circulated to the other six Scrutiny Committees during the October cycle of meetings and any comments relating to the protocol have been recorded.
- 3.2 Due to the statutory deadlines surrounding agenda publications it is not possible to provide the comments from the Scrutiny Committees in this report, and in this instance any comments will be reported verbally to the Committee.

### **4. Conclusion**

- 4.1 All Scrutiny Committees have considered the draft protocol in advance of the Management Scrutiny Committee endorsing the protocol for inclusion in the Scrutiny Handbook.

## **5. Recommendations**

### **5.1 It is recommended :**

- (a) That Members consider the comments received from the Scrutiny Committees and amend as appropriate the draft Co-option Protocol; and
- (b) That the amended protocol is endorsed and included in the Scrutiny Handbook.

## **6. Background Papers**

Overview and Scrutiny Handbook

---

Contact Officer: Charlotte Burnham (0191 561 1147)  
Head of Overview and Scrutiny

## Protocol for the Appointment of Coopted Members to Scrutiny Committees

### Part 1. Background

1.1 The Council's constitution says that

*"Each overview and scrutiny committee or sub-committee shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees."*

1.2 This protocol is a guide for Scrutiny Committees in helping with:

- Why a scrutiny committee might want to co-opt
- When not to co-opt
- Who to co-opt
- How to co-opt
- What are the steps to follow

1.3 A separate paper is available describing the role of a co-opted member, the responsibilities and the support available.

1.4 Co-opted members can be recruited for the municipal year or the duration of a working group.

1.5 There are two variations to this arrangement.

- (a) The Children, Young People and Learning Scrutiny Committee deals with education matters and that Committee is *obliged* to include in its membership co-opted representatives from the Diocesan Boards and Parent Governors as voting members of the Committee for 3-year terms.
- (b) The Community and Safer City Scrutiny Committee deals with crime and disorder matters and *may itself* co-opt additional members to serve on the committee where it considers this appropriate.

All other Scrutiny Committees, in accordance with the Protocol below will refer nominations to Council to appoint to the Committees.

### Part 2. Why a scrutiny committee might want to co-opt

2.1 Co-opted members can make a considerable and valuable contribution to the work of a Scrutiny Committee through broadening the range of experience, skills and knowledge available to support elected members in their deliberations.

2.2 A Scrutiny Committee that is considering whether to recommend the appointment of co-opted Members should identify, in the context of its terms of reference and the Work Programme for the year ahead:



- The range of skills and knowledge the Committee will need to effectively deliver its work-programme
- The range of skills and knowledge the existing (elected and co-opted) Members of the Committee are already able to bring to the Committee
- Where there are gaps in the required skills and/or knowledge that a co-opted Member could fill
- Whether the need for these skills and knowledge is time-limited

### **Part 3. When *not* to co-opt**

- 3.1 When considering whether and who to co-opt, the Committee will consider the range of arrangements available to the Committee to gather information to inform its deliberations or whether the Committee requires the additional expertise of a co-opted member's attendance throughout the year.
- 3.2 Other arrangements include the calling of expert and other witnesses, and consultation through a range of means designed to reach members of the city's communities, receiving evidence or hearing from interested parties (from one or several witnesses or experts, and on one or more occasions).
- 3.3 In many circumstances, the temporary attendance of a member of the community who has a particular knowledge of the issues under consideration can be an appropriate way of including and gathering information about how Council policies are working for the city's communities, and identifying ways of improving. Members should bear in mind that many representatives of the city's communities may find the formality of appointment to a Council Committee more daunting than this more informal involvement.
- 3.4 In coming to a decision the Committee is referred to the table below.

| <b>Co-opted Member</b>  | <b>External Witness</b>  | <b>Expert Witness</b>   |
|---|--|---|
| Consistent access to a broader perspective across the work programme  | Impartial evidence for any topic in the work programme or as part of a policy review | Professional Expertise provided on consultancy basis to advise on policy review |
| Balanced representation of community experience on the Committee  | Flexibility to contribute to one-off issues  | Specialist topics approached with appropriate guidance                          |
| Commitment to working with community representatives and partner organisations and building close working relationships | Wide range of witness options across all topics                                      | Validates conclusions through expert perspective                                |
| Capacity increased for work outside the formal Committee meeting  | Personal experience of service or policy implications                                |   |
| External challenge and perspective on issues under consideration  | Independent of the Council   |   |
| Understanding of Local Authority and Partners   | Single-issue / lobby group perspective on issues                                     |   |
| Diversity of knowledge and experience   |  |   |

## **Part 4. Who to co-opt**

- 4.1 When seeking nominations, the Committee should consider how representative the Committee's elected membership is of the experience of the community as a whole with particular regard to the 6 equality strands; age, faith, gender, ethnicity, disability, sexual orientation.
- 4.2 The co-opted nominee should be a member of a representative group, sector or organisation relevant to the scope of the Committee or project being undertaken or be a resident in the Sunderland area.
- 4.3 The Committee should:
- Determine the number of nominations to be sought.
  - Identify the range of experience, skills, knowledge and expertise the committee is seeking and seek nominations from organisations and individuals who demonstrate they have these
  - Guard against seeking nominations from organisations or individuals with a single issue perspective or personal agenda
  - Identify organisations which represent interest groups that fill identified gaps
  - Consider approaching voluntary and community sector organisations to seek nominations where there is an identified need to balance the membership to reflect the experience of all sectors of the community.
- 4.4 In determining the number of co-opted Members to be invited to serve, the committee should ensure that membership achieves a balance between the representative role of elected Members and the value that can be added through bringing a range of skills and perspectives to the work of the Committee. To avoid the Committee becoming unwieldy, the number of co-opted members should be kept to the minimum necessary. The number of additional co-opted members should not in any case be greater than the number of permanent committee members.

## **Part 5. How to co-opt**

- 5.1 The Committee should follow these steps :
1. At the point of determining the Annual Work Programme and project plan for Policy Review, the Committee will consider whether the business of the committee may require the input of co-opted member/s.
  2. When the Committee has considered the range of nominations to be sought the Scrutiny Officer will on behalf of the Committee:
    - Seek and receive nominations on behalf of the Committee, ensuring prospective co-opted members are aware of the requirements of the role and that information put forward in support of their application will be considered in a public meeting of the Committee.
    - Methods may include writing directly to organisations and individuals or advertising for individuals able to serve as co-opted members, using local press, and/or website.
    - Report nominations to the next available meeting of the Committee.

3. When selecting co-opted members the Committee should:
  - Evaluate these against the requirements identified.
  - Give preference to individuals able to make the broadest contribution to the required skills and knowledge base.
  - Propose nominations to be put to Council
4. Appointment by Council
  - Committee reports its preferred nominations to full Council
  - Council considers nominations and makes appointments of co-opted members for the Council year

### Role of a Co-opted Member

#### 1. Background

- 1.1 The following is not an exhaustive description but gives a guide to what may be required from a co-opted representative.
- 1.2 There are some things for which training and support can be given e.g. understanding of local government, the scrutiny process, agendas etc but other things such as ability to speak up, consult with the organisation being represented etc are skills which a representative should be bringing with them.
- 1.3 Co-opted members will be representing a group, sector or organisation on the Scrutiny Committee or working group and will be expected to voice opinions on behalf of the represented body.

#### 2. Contribution of Co-opted Members

- Be able and willing to attend monthly Scrutiny Committee meetings and additional meetings and or/working parties outside of the normal Committee cycle
- Prepare in advance of the meeting, by reading the published agenda and papers
- Be able to assimilate agenda reports and other documents and to raise questions from them in order to help the committee to make practical suggestions for improvements to services
- Play an active role in contributing to discussions on policies, bringing the point of view of the represented body or any specialist knowledge on all matters, not just those of the specialist area
- Bring an element of external challenge to the Committee discussions for example, through the representational role and also by relating issues more as the general public may view issues
- Be willing and able to report back regularly to the represented body and bring back their concerns and observations
- Be willing and able to consult with the represented body in order to ensure that proposed policies or reviews reflect their voices and concerns
- Have an understanding of the role and function of overview and scrutiny
- Be willing to attend and participate in relevant training
- Promote awareness, understanding and interest in the work of the Scrutiny Committee

#### 3. Qualities of a Co-opted Members

- Effective communication skills, with the ability to listen and question effectively
- Ability to interpret and assess information to identify issues and propose solutions
- Ability to consider an issue from a range of points of view

- An open-minded approach to people and issues
- Ability to work cooperatively and as part of a team in both formal and informal settings
- A commitment to improving outcomes for people in Sunderland

#### 4. General principles for co-opted members

- 4.1 Before taking up appointment co-optees will be expected to sign a declaration that they will observe the principles of the Code of Conduct, including the Nolan principles of involvement in public life. This includes a requirement for the co-opted member to declare interests in issues under consideration, and to withdraw from any part of a meeting where they have a personal and prejudicial interest in the same way as an elected Member.
- 4.2 Co-opted members with voting rights will need to:
- Complete an entry in the Register of Interests within 28 days of taking office.
  - Abide by the Council's Constitution and the Scrutiny handbook in terms of rules and procedures for Scrutiny Committee proceedings
- 4.3 If a co-opted member fails (without the agreement of the Council) to attend throughout a period of 6 months, they will cease to be a co-opted member.
- 4.4 No co-opted member may be involved in scrutinising a decision in which he/she has been directly involved.
- 4.5 Co-opted members may need to declare a personal or prejudicial interest in specific agenda items – guidance will be given on this.
- 4.6 As a member of a scrutiny committee co-opted members may volunteer, or be asked by the Committee to take part in task and finish working groups. These are time-limited, set up to carry out specific pieces of work within agreed terms of reference. They make recommendations and report back to the main committee.

#### 5. Support arrangements for Co-opted Members

- 5.1 Co-opted members of the Committees will be provided with the following to support their participation in the work of the Committee, and of working groups established by it.
- 5.2 Before taking up a place on the Committee, a co-optee will be given an induction into the requirements of the Members' Code of Conduct, including the registration and declaration of interests before signing acceptance of the Members' Code of Conduct and advice on how the Committee operates and fits into the Council's decision-making process.
- 5.3 Upon appointment, co-optees will be given copies of, and a brief explanation of:
- The Council's Constitution,

- The Corporate Improvement Plan
  - The Scrutiny Handbook
  - Key documents relevant to the Scrutiny Committee including terms of reference, current forward work programme, planned meeting dates, and recent committee papers.
- 5.4 Scrutiny Officer support is available to all Scrutiny Committee co-opted members in the same way as scrutiny committee councillors. Each scrutiny committee has a named Scrutiny Officer with access to the rest of the scrutiny team for wider requests for information or guidance. Briefing before or after scrutiny meetings can be available on request.
- 5.5 In line with legal requirements, paper copies of agendas and reports for meetings will be issued at least 5 working days before the date of the meeting.
6. Car Parking
- 3.1 Scrutiny Committee meetings are usually held in the late afternoon. For meetings started after 5.00 pm co-opted members will be able to park in the secure underground car park of the Civic Centre. For meetings at other times arrangements can be made through the Democratic Support Officer.
- 7.1 Access
- 3.1 All meeting rooms at the Civic Centre are fully accessible and hearing loops are installed in some rooms. If you have any particular requirements or access needs to enable you to participate in meetings, please contact the Democratic Services Officer for your committee. With reasonable notice, we will also provide information in other formats, for example, large print or on tape – please contact the Democratic Services Officer for details.
8. Expenses
- 3.1 All co-opted members are entitled to claim reasonable travel expenses (for instance bus fares or mileage and parking). For those with carer responsibilities, it is also possible to claim an allowance for the care of a dependent relative. Co-opted members should, where possible, obtain receipts for any expenditure. The Democratic Services Officer will be able to give advice on making a claim for expenses.
9. Access to information
- 9.1 You are entitled to access to all information available to the scrutiny committee, sub-committee or working party on the same 'need to know' basis as elected councillors.
10. How do I become a co-opted member?
- 10.1 If you are a member of a group or have specific experience or knowledge and you think you can make a contribution as a co-opted member to a Scrutiny

Committee please contact the Scrutiny Team on 0191 561 1004/1006/1396 or [overviewandscrutiny@sunderland.gov.uk](mailto:overviewandscrutiny@sunderland.gov.uk)

# **MANAGEMENT SCRUTINY COMMITTEE**

## **OVERVIEW AND SCRUTINY HANDBOOK – SCRUTINY CHAIRS AND VICE CHAIRS ROLE DESCRIPTORS**

**REPORT OF THE CHIEF EXECUTIVE**

**22 OCTOBER 2009**

### **1. Purpose of Report**

- 1.1 To provide the Scrutiny Committee with a progress report on the refresh of the Council's Handbook for Overview and Scrutiny specifically in relation to role descriptions for Scrutiny Chairs and Vice-Chairs.

### **2. Background**

- 2.1 During the last 2008/09 Municipal Year, a Scrutiny Review Working Group carried out a Review of the City Council's Scrutiny arrangements which produced a final report with a number of recommendations. One of those recommendations was to develop role descriptors for key scrutiny roles to outline expectations and achieve consistency of approach.
- 2.2 Initial consultation was carried out with all Chairs and Vice-Chairs in May 2009. Recently, the latest role descriptors were further considered at the informal meeting of Scrutiny Chairs and Vice Chairs on 12 October 2009.
- 2.3 The latest draft of the role description together with role descriptions for Chairs and Vice-Chairs are attached as **Appendix A**.

### **3. Purpose of the Role Descriptions**

- 3.1 The main purpose of descriptions is to provide a defined framework that is understood across the Council.
- 3.2 Each individual Scrutiny Member has a role in ensuring robust Scrutiny although it is recognised there are different levels of responsibility and involvement. For example, the role of the Chair of the Management Scrutiny Committee may involve taking the lead in co-ordinating scrutiny issues, negotiating where problem-solving is necessary, and engaging others in the scrutiny process over and above the key tasks for all Scrutiny Chairs.



- 3.3 An understanding of each role will help to clarify and embed these sometimes challenging roles and recognise the responsibilities. The roles will hopefully contribute to all scrutiny members being more involved in leading and owning the scrutiny function. Members will be aware that similar role descriptions are being developed for other roles, such as Area Chair and Executive Members.

#### **4. Recommendations**

4.1 It is recommended:

- (a) That the draft role descriptions are referred to all Scrutiny Committees in the next cycle of meetings for comment. Substantive suggestions for change will be referred back to this Committee; and
- (b) Subject to the comments received from the Scrutiny Committees, the role descriptions will be endorsed and included in the new Handbook.

#### **5. Background Papers**

Overview and Scrutiny Handbook report to MSC 16 July 2009  
Scrutiny Review Final Report June 2009

~~Contact Officer:~~ Charlotte Burnham, Head of Overview and Scrutiny  
0191 561 1147  
[charlotte.burnham@sunderland.gov.uk](mailto:charlotte.burnham@sunderland.gov.uk)

**ROLE DESCRIPTION OF CHAIR OF SCRUTINY COMMITTEE**

**The Chair provides leadership to the Scrutiny Committee:**

- When chairing and managing meetings, including ensuring that high standards of conduct and courtesy are maintained
- By keeping the Committee focussed in pursuit of its priorities, ensuring the work is constructive and adds value to the Council and the community
- By effectively managing the business of the meeting including: providing sufficient time for effective scrutiny of each item; handling conflict; including everyone in the discussion; summarising to confirm agreement and ownership of actions/decisions/important points and to refocus discussions as necessary.
- When building good working relationships with Executive Members and Senior Officers, through securing their engagement in discussions about Work Programmes
- When making sure officers, members and other witnesses appearing before the Committee are treated with courtesy and consideration
- By leading the committee in ensuring that it fulfils its responsibilities for policy development and review and scrutiny, and maintains the integrity of policy development and review
- When acting as the spokesperson for the committee in publicising the findings of major policy reviews and being the lead member for the Committee on disseminating findings and conclusions from delivery of the Work Programme.

**The Chair leads and manages a member led work programme:**

- By ensuring that the work programme is developed with input from committee members, the Cabinet, Officers and the community.
- When working with the scrutiny officer to plan activities, decide on the business to be undertaken at each meeting and the methods to be employed.
- When making best use of the time and skills of committee members as well as specialist expertise inside and external to the Council to deliver the work programme

- By considering and using various methods to encourage and enhance community participation in the development of topics and policy options
- By leading targeted reviews of existing policies and the development of new policies.

**The Chair promotes a robust and open scrutiny function:**

- By holding Executive to account in respect of decisions taken
- By ensuring the Committee monitors the Councils decision making process
- When overseeing call-ins
- By ensuring the Committee monitors the council's performance
- When leading Scrutiny of external reports on council performance
- By keeping abreast of the work of any short life task and finish groups
- When identifying training and development needs that apply to the Committee and to individual members and take action to enable them to access the appropriate support
- By keeping up to date on national and local issues and consider impact on work programme

**The Chair ensures compliance with the constitution and protocols for scrutiny:**

- By ensuring that meetings take place in accordance with the arrangements set out at the start of the year
- When liaising with officers to ensure that agendas are available in a timely way, advising interested parties and participants of the business to be addressed at each meeting
- When managing any finances made available to the Committee in order to deliver its Work Programme
- By making the annual report to full Council on the workings of their Committee, making recommendations for future work programmes, and amending working methods if appropriate
- When requesting full Council to approve the cooption of members as required for a limited time or for a specific purpose

- When reporting back to the Committee on any decisions that the Chairs and Vice Chairs have taken where relevant
- By attending bi-monthly meetings of the Chairs and Vice-Chairs and those held quarterly with the Executive liaising with Executive Members at appropriate times on significant issues which are relevant to their portfolios and the work of scrutiny.
- By attending the Management Scrutiny Committee when requested to coordinate progress on work programmes.

---

### **Skills and Knowledge For Chair of Scrutiny Committee**

#### **Leadership Skills**

- Leadership of the scrutiny committee within, and outside the council.
- Leadership of the Scrutiny Committee as a team.
- Ambassadorial/Diplomacy??? skills through the representation and championing of the scrutiny function inside and outside the authority.
- Objective setting and progressing those objectives on behalf of the scrutiny function.

#### **Chairing Skills**

- A high level of chairing skills.

#### **Team Working & Relationship Building**

- Relationship building with Management Committee colleagues, EMT/senior officers, Panel Lead Members, Cabinet, partners etc.
- Building effective relationships with other parts of the political management structure e.g. Cabinet, Full Council, and Area Committees etc.
- Ensuring effective contributions from each member of the Scrutiny Committee.

#### **Communication Skills**

- A high level of listening and questioning skills.
- A high standard of communication skills with officers, councillors, co-optees, partners, external bodies and members of the public.
- A good level of presentation skills.
- A good level of public speaking skills

#### **Organisational Skills and Personal Effectiveness**

- Assimilating and analysing complex information.
- Overseeing and prioritising scrutiny work, taking account of available resources.
- Planning and co-ordinating the work of the Scrutiny Committee and its agenda.

#### **Other Skills and Abilities**

- Ability to deal with complex strategic issues and problems on behalf of the Management Committee and the scrutiny function as a whole.
- Ability to obtain and weigh up evidence and make decisions and recommendations based on that evidence.

**Knowledge**

- A detailed awareness of the strategic importance of the scrutiny function within the council.
- A detailed awareness of the constitutional arrangements relating to the scrutiny function and particularly those of the Chair of the Scrutiny Committee.
- A detailed awareness of the Sunderland approach to overview and scrutiny and its relationship with the other parts of the council's decision-making structures.
- Detailed knowledge of the challenges facing the scrutiny function and the role of the Chair in addressing them.
- An awareness of changes facing local government and an understanding of how these might impact on the council's scrutiny function
- An understanding of project management principles.

**ROLE DESCRIPTION FOR VICE CHAIR OF SCRUTINY COMMITTEE**

The role of the Vice Chair is to support the Committee Chair in their management role and to promote the development of the overview and scrutiny function.

The Vice Chair is effective:

- When chairing and managing meetings in the Chair's absence
- When playing a leading role in scoping overview and scrutiny reviews
- When playing a leading role in evidence gathering and consultation to support overview and scrutiny reviews
- When playing a leading role in Task and Finish Groups set up by the Committee

**The Skills (Person Specification) for Vice Chair of Scrutiny Committee is as Chair.**

# MANAGEMENT SCRUTINY COMMITTEE

## REQUEST TO ATTEND SEMINAR – NORTH EAST REGIONAL EMPLOYERS ORGANISATION SEMINAR ON PERFORMANCE MANAGEMENT

REPORT OF THE CHIEF EXECUTIVE

22 OCTOBER 2009

### 1. Purpose of Report

- 1.1 For the Committee to consider nominating delegates to the North East Regional Employers Organisation Seminar on Performance Management for Members to be held on 19 November 2009.

### 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. Conference Details

- 3.1 An invitation has been received from the North East Regional Employers Organisation with regard to a Performance Management Seminar for Members to be held on **19 November 2009, 9.15 am to 4.00 pm at Durham County Cricket Club, Chester-le-Street.**

- 3.2 This one-day workshop will include:

- (a) Key principles of performance management
- (b) Links between performance management, business planning, LAAs and CAA
- (c) Defining goals using data –identifying a balanced set of performance indicators
- (d) Using performance management to deliver Members' goals
- (e) Principles of benchmarking and target setting
- (f) Details on the performance management framework
- (g) Dealing with barriers and developing a performance focused culture
- (h) Using performance information to improve services and quality; and
- (i) The role of exception reporting as a performance management tool

- 3.3 At the end of the workshop, it is envisaged that delegates will:-

- (a) Understand the essential principles of effective Performance Management

- (b) Understand the links between performance management, planning, LAAs and CAA
  - (c) Be able to identify an appropriate and balanced set of performance indicators and set stretching but achievable targets
  - (d) Be better placed to assess the robustness of their Council's performance systems; and
  - (e) Know how to use performance
- 3.4 The seminar will be facilitated by Chris Geyton from Excellence in Business – a provider of high quality management consultancy and training services. A specialist in procurement and supplier and contract management, as well as developing partnership arrangements.
- 3.5 The cost of the seminar is £120 + VAT per delegate including refreshments and seminar notes.
- 3.6 It is suggested that the Committee nominate one or two Members to attend the Conference.

#### **4. Recommendation**

- 4.1 The Committee is asked to consider the attendance of Members to the above conference to be funded from the budget of the Scrutiny Committee.

#### **5. Background Papers**

Conference invitation issued by the North East Regional Employers Organisation

---

**Contact Officer:** Charlotte Burnham, Head of Overview and Scrutiny  
(0191 561 1147)  
charlotte.burnham@sunderland.gov.uk

# MANAGEMENT SCRUTINY COMMITTEE

## FORWARD PLAN – KEY DECISIONS FOR THE PERIOD 1 NOVEMBER 2009 – 28 FEBRUARY 2010

REPORT OF THE CHIEF EXECUTIVE

22 OCTOBER 2009

### 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 November 2009 – 28 February 2010 which relate to the Management Scrutiny Committee.

### 2. Background Information

- 2.1 Holding the Executive to account is one of the main functions of Scrutiny. One of the ways that this can be achieved is by considering the forthcoming decisions of the Executive (as outlined in the Forward Plan) and deciding whether Scrutiny can add value in advance of the decision being made. This does not negate Non-Executive Members ability to call-in a decision after it has been made.
- 2.3 To this end, it has been agreed that the most recent version of the Executive's Forward Plan should be included on the agenda of this Committee. The Forward Plan for the period 1 November 2009 – 28 February 2010 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 November 2009 – 28 February 2010.

#### **5. Background Papers**

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

---

Contact Officer : Charlotte Burnham, Head of Overview and Scrutiny  
0191 561 1147  
[charlotte.burnham@sunderland.gov.uk](mailto:charlotte.burnham@sunderland.gov.uk)

## Forward Plan: Key Decisions for the next four months - 01/Nov/2009 to 28/Feb/2010

### Items which fall within the remit of the Management Scrutiny Committee

| 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  |
|-------|--|----------------|------------------------------|---|---|--|---|-----------------|---------|
| 01224 | To approve the Single Programme Investment Plan for Sunderland 2009/11                                     | Cabinet        | 04/Nov/2009                  | Director of Financial Resources, Sunderland arc   | Meetings, e mail                                  | Via the Contact Officer by 20th October 2009 - Management Scrutiny Committee | Draft Single Programme Investment Plan for Sunderland 2009/11 | Gordon Bell     | 5611155 |
| 01272 | To approve the council's contribution to the Houghton PCT Development on the Houghton Sports Complex site. | Cabinet        | 04/Nov/2009                  | Portfolio Holders; Ward Members; Director of Financial Resources; Centre Users; Coalfield Community | Individual briefings; Community Consultation Days | Via the Contact Officer by 20 October 2009 - Management Scrutiny Committee   | Cabinet Report  | Mike Poulter    | 5617549 |
| 01327 | To agree terms in connection with acquisition of land for new Southwick Primary School                     | Cabinet        | 04/Nov/2009                  | Director of Children's Services, City Solicitor, City Treasurer                                     | Meetings and emails                               | Via contact Officer by 20 October 2009 - Management Scrutiny Committee       | Report  | Nick Wood       | 5612631 |
| 01203 | To agree to the relocation of the Port workshops and to offer the site to Tyne Slipway.                    | Cabinet        | 02/Dec/2009                  | Portfolio Holder, Chief Solicitor, Director of Financial Resources                                  | Correspondence and meetings                       | Via contact officer by 20 November 2009 - Management Scrutiny Committee      | Cabinet report  | Nick Wood       | 5612631 |

| <b>No.</b> | <b>Description of Decision</b>  | <b>Decision Taker</b> | <b>Anticipated Date of Decision</b> | <b>Principal Consultees</b>                                    | <b>Means of Consultation</b>  | <b>When and how to make representations and appropriate Scrutiny Committee</b> | <b>Documents to be considered</b> | <b>Contact Officer</b> | <b>Tel No</b> |
|------------|---|-----------------------|-------------------------------------|--|---|--|-----------------------------------|------------------------|---------------|
| 01297      | To consider any key decisions arising from the Capital Programme and Treasury Management Third Quarterly Review | Cabinet               | 13/Jan/2010                         | 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 20 November 2009 - Management Scrutiny Committee    | None                              | Sonia Tognarelli       | 5611851       |
| 01299      | To recommend to Council the level of Council Tax Base to be included in the 2010/2011 Budget                    | Cabinet               | 13/Jan/2010                         | None   | N/A   | Via the Contact Officer by 20 November 2009 - Management Scrutiny Committee    | Cabinet Report                    | Fiona Brown            | 5611811       |
| 01298      | To consider any key decisions arising from the Revenue Budget Third Quarterly Review                            | Cabinet               | 13/Jan/2010                         | 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 20 November 2009 - Management Scrutiny Committee    | None                              | Sonia Tognarelli       | 5611851       |
| 01319      | To recommend the level of Council Tax to Council  | Cabinet               | 03/Feb/2010                         | Representatives of Business Ratepayers and Unions              | At Special Meeting in February  | To contact Officer by the end of January 2010 - Management Scrutiny Committee  | Cabinet Report                    | Keith Beardmore        | 5611801       |

| <b>No.</b> | <b>Description of Decision</b>   | <b>Decision Taker</b> | <b>Anticipated Date of Decision</b> | <b>Principal Consultees</b>                       | <b>Means of Consultation</b>   | <b>When and how to make representations and appropriate Scrutiny Committee</b> | <b>Documents to be considered</b> | <b>Contact Officer</b> | <b>Tel No</b> |
|------------|--|-----------------------|-------------------------------------|---|--------------------------------|--|-----------------------------------|------------------------|---------------|
| 01318      | To recommend the Capital Programme, Prudential Indicators and Treasury Management and Investment Strategy for 2010/2011 to the Council | Cabinet               | 03/Feb/2010                         | Representatives of Business Ratepayers and Unions | At Special Meeting in February | To contact Officer by the end of January 2010 - Management Scrutiny Committee  | Cabinet Report                    | Keith Beardmore        | 5611801       |
| 01320      | To recommend the level of Council Tax Collection Fund 2010/2011 to be taken into account to Council                                    | Cabinet               | 03/Feb/2010                         | None  | N/A                            | To contact Officer by the end of January 2010 - Management Scrutiny Committee  | Cabinet Report                    | Sonia Tognarelli       | 5611851       |
| 01321      | To recommend the level of Council Tax Collection Fund 2010/2011 to be taken into account to Council                                    | Cabinet               | 03/Feb/2010                         | None  | N/A                            | To contact Officer by the end of January 2010 - Management Scrutiny Committee  | Cabinet Report                    | Sonia Tognarelli       | 5611851       |

| <b>No.</b> | <b>Description of Decision</b>                       | <b>Decision Taker</b> | <b>Anticipated Date of Decision</b> | <b>Principal Consultees</b>   | <b>Means of Consultation</b>     | <b>When and how to make representations and appropriate Scrutiny Committee</b> | <b>Documents to be considered</b> | <b>Contact Officer</b> | <b>Tel No</b> |
|------------|--|-----------------------|-------------------------------------|---|----------------------------------|--|-----------------------------------|------------------------|---------------|
| 01317      | To recommend the Revenue Budget 2010/2011 to Council | Cabinet               | 03/Feb/2010                         | Reps. of Business Ratepayers, Unions, Headteachers, Governors, Youth Parliament, Citizens Panel | Presentations, Meetings, Surveys | To Contact Officer by the end of January 2010 - Management Scrutiny Committee  | Cabinet Report                    | Keith Beardmore        | 5611801       |

## Forward Plan: Key Decisions for the next four months - 01/Nov/2009 to 28/Feb/2010

### Items which fall within the remit of the Sustainable Communities Scrutiny Committee

| 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  |
|-------|--|----------------|------------------------------|--|---|---|--|-----------------|---------|
| 01329 | To seek endorsement of the Council's bid to be Host City to the World Cup 2018 and 2022.                                   | Cabinet        | 04/Nov/2009                  | Chief Solicitor, Host City Bid Director  | Meetings, Briefings, Reports, Memos and e-mails   | Via the contact Officer by end October 2009 - Sustainable Communities Scrutiny Committee        | Cabinet Report   | Chris Alexander | 5515095 |
| 01227 | To approve a Young Persons Supported Housing Project.  | Cabinet        | 04/Nov/2009                  | Cabinet Portfolio Holders, Health, Housing & Adult Services Staff, Children's Services, Partner Agencies | Briefings and/or meetings with interested parties.  | Via the Contact Officer by the 20 October 2009 - Sust Comms & Child, YP & Learn Scrutiny Cttees | Report   | Alan Caddick    | 5662690 |
| 01295 | Approve the Sunnyside (S/land Central) Conservation Area Character Appraisal and Management Strategy as Planning Guidance. | Cabinet        | 04/Nov/2009                  | Statutory consultees, businesses, residents, Ward Members, relevant Portfolio Holders, Chief Office      | Meetings, briefings, letters, memos and emails, public exhibition, <a href="http://sunderland.gov.uk">sunderland.gov.uk</a> | Via the Contact Officer by 20 October 2009 - Sustainable Communities Scrutiny Committee         | Cabinet report and Sunnyside Conservation Area Character Appraisal and Management Strategy | David Giblin    | 5611546 |

| <b>No.</b> | <b>Description of Decision</b>                     | <b>Decision Taker</b> | <b>Anticipated Date of Decision</b> | <b>Principal Consultees</b>   | <b>Means of Consultation</b>                      | <b>When and how to make representations and appropriate Scrutiny Committee</b>                     | <b>Documents to be considered</b> | <b>Contact Officer</b> | <b>Tel No</b> |
|------------|--|-----------------------|-------------------------------------|---|---|--|-----------------------------------|------------------------|---------------|
| 01316      | To agree Design Guide - Accommodation with Support | Cabinet               | 02/Dec/2009                         | Cabinet, Service Users and Carer Groups, Portfolio Holders, Adult Services Staff, Health Partners | Briefings and/or meetings with interested parties | Via the Contact Officer by 20 November 2009 - Health & Wellbeing and Sustainability Scrutiny Cttee | Full Report                       | Alan Caddick           | 5662690       |

**Forward Plan: Key Decisions for the next four months - 01/Nov/2009 to 28/Feb/2010**  
**Items which fall within the remit of the Prosperity and Economic Development Scrutiny Committee**

| <b>No.</b> | <b>Description of Decision</b>   | <b>Decision Taker</b> | <b>Anticipated Date of Decision</b> | <b>Principal Consultees</b>                         | <b>Means of Consultation</b> | <b>When and how to make representations and appropriate Scrutiny Committee</b>                   | <b>Documents to be considered</b> | <b>Contact Officer</b> | <b>Tel No</b> |
|------------|--|-----------------------|-------------------------------------|---|------------------------------|--|-----------------------------------|------------------------|---------------|
| 01330      | To approve the Council's role in coordinating and managing the Future Jobs Fund in Sunderland  | Cabinet               | 04/Nov/2009                         | None  | N/a                          | Via the contact officer by 20 October 2009 - Prosperity and Economic Development                 | Cabinet Report                    | Gordon Bell            | 5611155       |
| 01278      | To agree to the council entering into a Joint Venture Agreement and to the acquisition of industrial units at Stadium Village regeneration area. | Cabinet               | 02/Dec/2009                         | Director of Financial Resources and Chief Solicitor | Meetings and emails          | Via contact officer by 20 November 2009 - Prosperity and Economic Development Scrutiny Committee | Cabinet report                    | Nick Wood              | 5612631       |



**Forward Plan: Key Decisions for the next four months - 01/Nov/2009 to 28/Feb/2010**  
**Items which fall within the remit of the Health and Wellbeing Scrutiny Committee**

| <b>No.</b> | <b>Description of Decision</b>   | <b>Decision Taker</b> | <b>Anticipated Date of Decision</b> | <b>Principal Consultees</b>   | <b>Means of Consultation</b>                      | <b>When and how to make representations and appropriate Scrutiny Committee</b>                     | <b>Documents to be considered</b> | <b>Contact Officer</b> | <b>Tel No</b> |
|------------|--|-----------------------|-------------------------------------|---|---|--|-----------------------------------|------------------------|---------------|
| 01316      | To agree Design Guide - Accommodation with Support   | Cabinet               | 02/Dec/2009                         | Cabinet, Service Users and Carer Groups, Portfolio Holders, Adult Services Staff, Health Partners | Briefings and/or meetings with interested parties | Via the Contact Officer by 20 November 2009 - Health & Wellbeing and Sustainability Scrutiny Cttee | Full Report                       | Alan Caddick           | 5662690       |
| 01285      | To endorse the work on the Provision of Public Services to People with Learning Disabilities | Cabinet               | 02/Dec/2009                         | Cabinet, Service Users and Carer Groups, Portfolio Holder, Adult Services Staff, Health Partners  | Briefings and/or meetings with interested parties | Via Contact Officer by 20 November 2009 - Health and Wellbeing Scrutiny Committee                  | Report                            | John Fisher            | 5661883       |

**Forward Plan: Key Decisions for the next four months - 01/Nov/2009 to 28/Feb/2010**  
**Items which fall within the remit of the Community and Safer City Scrutiny Committee**

| <b>No.</b> | <b>Description of Decision</b>   | <b>Decision Taker</b> | <b>Anticipated Date of Decision</b> | <b>Principal Consultees</b>                              | <b>Means of Consultation</b>      | <b>When and how to make representations and appropriate Scrutiny Committee</b>            | <b>Documents to be considered</b> | <b>Contact Officer</b> | <b>Tel No</b> |
|------------|--|-----------------------|-------------------------------------|--|-----------------------------------|---|-----------------------------------|------------------------|---------------|
| 01325      | To recommend Council to approve the determination of the Statement of Principles under the Gambling Act 2005 | Cabinet               | 04/Nov/2009                         | Police; Gambling Licensees; Gambling Awareness Charities | Draft Statement sent to Licensees | Via the contact Officer by 20 October 2009<br>Community and Safer City Scrutiny Committee | Report; Consultees responses      | Norma Johnston         | 5611973       |

**Forward Plan: Key Decisions for the next four months - 01/Nov/2009 to 28/Feb/2010**  
**Items which fall within the remit of the Children, Young People and Learning Scrutiny Committee**

| <b>No.</b> | <b>Description of Decision</b>   | <b>Decision Taker</b> | <b>Anticipated Date of Decision</b> | <b>Principal Consultees</b>  | <b>Means of Consultation</b>   | <b>When and how to make representations and appropriate Scrutiny Committee</b>                    | <b>Documents to be considered</b>                            | <b>Contact Officer</b> | <b>Tel No</b> |
|------------|--|-----------------------|-------------------------------------|--|--|---|--|------------------------|---------------|
| 01328      | Accept a progress report on the BSF Wave 2 after approval of Readiness to Deliver submission. Also seeking approval to review the requirement for external support for Wave 2 of BSF and appoint where appropriate | Cabinet               | 04/Nov/2009                         | School staff and governors, community consultees, councillors, directorate officers                      | Draft documentation, stakeholders meetings with school staff and governors, parents, etc | Via Contact Officer by 20th October 2009 - Children, Young People and Learning Scrutiny Committee | Readiness to Deliver submission, previous reports to Cabinet | Beverley Scanlon       | 5611965       |
| 01227      | To approve a Young Persons Supported Housing Project.  | Cabinet               | 04/Nov/2009                         | Cabinet Portfolio Holders, Health, Housing & Adult Services Staff, Children's Services, Partner Agencies | Briefings and/or meetings with interested parties.                                       | Via the Contact Officer by the 20 October 2009 - Sust Comms & Child, YP & Learn Scrutiny Cttees   | Report   | Alan Caddick           | 5662690       |

| <b>No.</b> | <b>Description of Decision</b>   | <b>Decision Taker</b> | <b>Anticipated Date of Decision</b> | <b>Principal Consultees</b>  | <b>Means of Consultation</b>   | <b>When and how to make representations and appropriate Scrutiny Committee</b>                      | <b>Documents to be considered</b>   | <b>Contact Officer</b> | <b>Tel No</b> |
|------------|--|-----------------------|-------------------------------------|--|--|---|---|------------------------|---------------|
| 01323      | Agree to seek competitive tenders & appoint a contractor to construct the new build at St Joseph's RC Primary School, & demolish existing buildings & complete site establishment. | Cabinet               | 04/Nov/2009                         | Councillors, schools, parents, carers, Sport England & local community | Public meetings with consultees. Presentations made and documents presented. Members views sought on priorities within strategy. Further consultation will include Sport England and the wider community as appropriate. | To the contact officer by 20 October 2009 - Children, Young People and Learning Scrutiny Committee. | Previous Cabinet reports relating to Primary Strategy for Change and Council's procurement procedures | John Walvin            | 5611437       |

**Forward Plan: Key Decisions for the next four months - 01/Nov/2009 to 28/Feb/2010**  
**Items which fall within the remit of the Environment and Attractive City Scrutiny Committee**

| <b>No.</b> | <b>Description of Decision</b>  | <b>Decision Taker</b> | <b>Anticipated Date of Decision</b> | <b>Principal Consultees</b>   | <b>Means of Consultation</b>   | <b>When and how to make representations and appropriate Scrutiny Committee</b>                  | <b>Documents to be considered</b>  | <b>Contact Officer</b> | <b>Tel No</b> |
|------------|---|-----------------------|-------------------------------------|---|--|---|--|------------------------|---------------|
| 01242      | To approve the amended Holmeside Development Framework and adopt it as a Supplementary Planning Document                    | Cabinet               | 04/Nov/2009                         | Statutory consultees, businesses, property owners and occupiers, Sunderland arc, local Members and relevant Portfolio Holders | Meetings, briefings, letters and memos, <a href="http://sunderland.gov.uk">sunderland.gov.uk</a> | Via the Contact Officer by 20 October 2009 - Environment and Attractive City Scrutiny Committee | Report on consultations and amended Holmeside Development Framework  | Dave Giblin            | 5611540       |
| 01293      | Agree St Peter's Riverside & Bonnersfield Planning Framework draft Supplementary Planning Document for public consultation. | Cabinet               | 04/Nov/2009                         | Strategic partners, Portfolio Holders and Chief Officers  | Meetings, briefings and email  | Via contact officer by 21 October 2009 - Environment and Attractive City Scrutiny Committee     | Cabinet report and St Peters Riverside and Bonnersfield Planning Framework: draft Supplementary Planning document. | David Giblin           | 5611540       |

| <b>No.</b> | <b>Description of Decision</b>   | <b>Decision Taker</b> | <b>Anticipated Date of Decision</b> | <b>Principal Consultees</b>  | <b>Means of Consultation</b>   | <b>When and how to make representations and appropriate Scrutiny Committee</b>                   | <b>Documents to be considered</b>   | <b>Contact Officer</b> | <b>Tel No</b> |
|------------|--|-----------------------|-------------------------------------|--|--|--|---|------------------------|---------------|
| 01312      | To approve the principle of letting a contract for the supply of wheeled bins for the purposes of the new kerbside recycling arrangements.                 | Cabinet               | 04/Nov/2009                         | Corporate Procurement; Director of Financial Resources; Chief Solicitor; Portfolio Holders                             | Briefings with Portfolio Holders for Environment & Attractive City and Sustainability Scrutiny Cttee                                       | Via the Contact Officer by 20 October 2009 - Environment and Attractive City Scrutiny Committee  | Report  | Peter High             | 5617534       |
| 01326      | To adopt the Seafront Regeneration Strategy and Marine Walk Masterplan.  | Cabinet               | 02/Dec/2009                         | Statutory consultees, people who live in, work in and visit Sunderland, Chief Officers, Members and Portfolio Holders. | Meetings, briefings, letters and memos, drop in sessions, workshops, exhibitions, <a href="http://sunderland.gov.uk">sunderland.gov.uk</a> | Via Contact Officer by 20 November 2009 - Environment and Attractive Scrutiny Committee          | Cabinet report, Seafront Regeneration Strategy and Marine Walk Masterplan   | Dave Giblin            | 5611540       |
| 01090      | Approve submission document & sustainability appraisal for development in the Hetton Downs area to form part of the Council's Local Development Framework. | Cabinet               | 02/Dec/2009                         | Local residents, stakeholders, service providers, community reference group, Members                                   | Meetings, briefings, letters, email, public exhibition, <a href="http://sunderland.gov.uk">sunderland.gov.uk</a>                           | Via contact officer by the 21 November 2009 - Environment and Attractive City Scrutiny Committee | Cabinet report, report on preferred option consultation responses, submission document for Hetton Downs Area Action Plan, formal sustainability report. | Dave Gilblin           | 5531564       |

| <b>No.</b> | <b>Description of Decision</b>  | <b>Decision Taker</b> | <b>Anticipated Date of Decision</b> | <b>Principal Consultees</b>   | <b>Means of Consultation</b>  | <b>When and how to make representations and appropriate Scrutiny Committee</b>                   | <b>Documents to be considered</b>  | <b>Contact Officer</b> | <b>Tel No</b> |
|------------|---|-----------------------|-------------------------------------|---|---|--|--|------------------------|---------------|
| 01241      | To approve the amended Stadium Village Development Framework for public consultation purposes | Cabinet               | 02/Dec/2009                         | Statutory consultees, businesses property owners and occupiers, Sunderland arc, local Members and relevant Portfolio Holders. | Meetings, briefings, letters and memos, exhibition, sunderland.gov.uk | Via the Contact Officer by 20 November 2009 - Environment and Attractive City Scrutiny Committee | Report on consultations and amended Stadium Village Development Framework SPD. | Dave Giblin            | 5611540       |
| 01292      | To approve proposals for Phase 3 of the Tyne and Wear Bus Corridor Improvement Programme.     | Cabinet               | 03/Feb/2010                         | Portfolio Holder, Nexus, Director of Financial Resources, Chief Solicitor   | Briefings, meetings, emails   | Via the Contact Officer by 20 January 2010 - Environment and Attractive City Scrutiny Committee  | Cabinet Report   | Bob Donaldson          | 5611517       |

# **MANAGEMENT SCRUTINY COMMITTEE**

## **WORK PROGRAMME 2009-10**

### **REPORT OF THE CHIEF EXECUTIVE**

**22 October 2009**

**Strategic Priority: ALL**

**Corporate Improvement Objective : ALL**

#### **1. Purpose of the Report**

- 1.1 The report attaches, for Members' information, the current work programme for the Committee's work during the 2009-10 Municipal Year.
- 1.1 Members of this Committee, carrying out their Overview and Scrutiny role, contribute to the development of the full range of work undertaken by the Council and its' partners across the City in delivering the Strategic Priorities of Prosperous, Healthy, Safe, Learning, Attractive and Inclusive City. Members' contribution supports the Council's corporate improvement objectives in assuring the delivery of customer focussed services (CI01), through One Council (CI02) working effectively and efficiently (CI03) and improving its ways of working with partners (CI04) to deliver improved quality of life for all across the City.

#### **2. Background**

- 2.1 The work programme is a working document which the Committee can develop throughout the year. The work programme allows Members and Officers to maintain an overview of work planned and undertaken during this Municipal Year.

#### **3. Current position**

- 3.1 The work programme reflects on-going discussions that have taken place during the last meeting of this Committee held on 24 September 2009. The current work programme is attached as **Appendix A** to this report.

#### **4. Conclusion**

- 4.1 The work programme developed from earlier committee meetings will form a flexible mechanism for managing the work of this Committee in 2009-10.



## **5. Recommendation**

- 5.1 That Members note the information contained in the work programme .

## **6. Glossary**

n/a

---

**Contact Officer:** Charlotte Burnham, Head of Overview and Scrutiny  
(0191 561 1147)  
[Charlotte.burnham@sunderland.gov.uk](mailto:Charlotte.burnham@sunderland.gov.uk)

| MANAGEMENT SCRUTINY COMMITTEE WORK PROGRAMME 2009/10 |  |   |  |   |  |                                    |  |   |   |   |
|--|--|---|--|---|--|------------------------------------|--|---|---|---|
| REASON FOR INCLUSION                                 | JUNE<br>23.6.09  | JULY<br>16.7.09   | SEPTEMBER<br>24.9.09   | OCTOBER<br>22.10.09   | NOVEMBER<br>20.11.09                                     | DECEMBER<br>17.12.09               | JANUARY<br>21.1.10   | FEBRUARY<br>18.2.10   | MARCH<br>18.3.010                         | APRIL<br>29.4.10  |
| Scrutiny   |  | Absence Management (SS)<br><br>Asset Management Review (CC)   | Absence Management – Additional Information (SS)   |   |  | Health & Safety Annual Report (SS) |  |   |   |   |
| Scrutiny (Performance)                               |  |   | Performance & VfM Assessment (SR)  |   |  |                                    | Performance Management Q2 (SR)   |   |   | Performance Management (Q3) (SR)<br><br>Annual Audit Letter |
| Ref Cabinet  |  |   | Proposal for Budget Consultation 2010/11 (KB)<br><br>Budget Variations 1 <sup>st</sup> Q (KB)  | Budget Variations 2 <sup>nd</sup> Q (KB)<br><br>Budget Planning Framework (KB)  | Comprehensive Area Assessment                            |                                    | Council Tax 2010/11 (KB)<br><br>Budget Variations 3 <sup>rd</sup> Q (KB) | Budget & Service Reports<br>- RSG 09/10<br>- Council Tax CIP<br><br>Ongoing CAA | Article 4: Sunderland Strategy<br><br>LAA | Ongoing CAA   |
| Committee business                                   | Annual Work Programme & Policy Review 2009/10 (CB)<br><br>Scrutiny Committee Work Programme 2009/10 (CB) | Feedback from conference (CB)<br><br>Refresh of Scrutiny Handbook (CB)<br><br>Relationship Building / INLOGOV (CB)<br><br>Forward Plan Pilot (CB) | Draft Protocol – Scrutiny and External Partners (CB)<br><br>Draft Protocol – Appointment of Co-opted Members to the Council's Scrutiny Committees (CB) | Tony Bovaird Workshops (CB)<br><br>Draft Role Descriptors for Scrutiny Chair, Vice Chair and Scrutiny Member (CB)<br><br>Finalised Protocol – appointment of Co-opted Members to the Council's Scrutiny Committees (CB)<br><br>Review of CCfA Mechanism & Proposal for Introduction of Selection Criteria for Dealing with issues of Local Concern (CB) | Future Monitoring of Scrutiny Recommendations Pilot (CB) |                                    |  |   |   |   |
| CCFA/Members items/Petitions                         |  |   |  |   |  |                                    |  |   |   |   |
| Other Business                                       |  |   | Forward Plan (CB)  | Forward Plan (CB)   | Forward Plan<br><br>Scrutiny Chairs' Progress Reports    |                                    |  |   |   | Annual Report (CB)  |