



## Regeneration and Environment Policy and Performance Committee

<b>Date:</b>	<b>Wednesday, 10 July 2013</b>
<b>Time:</b>	<b>6.00 pm</b>
<b>Venue:</b>	<b>Committee Room 1 - Wallasey Town Hall</b>

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### AGENDA

1. **INTRODUCTIONS AND WELCOME**
2. **MEMBERS' CODE OF CONDUCT  
- DECLARATIONS OF INTEREST/PARTY WHIP**

Members are asked to consider whether they have any disclosable pecuniary interests and/or any other relevant interest in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.

Members are reminded that they should also declare whether they are subject to a party whip in connection with any item(s) to be considered and, if so, to declare it and state the nature of the whipping arrangement.

3. **MINUTES (Pages 1 - 14)**

To approve the accuracy of the minutes of the following meetings –

- Sustainable Communities O&S Committee – 12 March 2013
- Economy and Regeneration O&S Committee – 22 April 2013

4. **TERMS OF REFERENCE AND AREAS OF RESPONSIBILITY  
(Pages 15 - 20)**
5. **BRIEFING PACK (Pages 21 - 32)**

The Regeneration and Environment Briefing Pack is attached for ease of reference

- 6. MEETING PROCEDURE RULES (Pages 33 - 42)**
- 7. REGENERATION AND ENVIRONMENT DIRECTORATE - PLAN (Pages 43 - 68)**
- 8. REGENERATION AND ENVIRONMENT DIRECTORATE - PERFORMANCE DASHBOARD AND BUDGET MONITORING (Pages 69 - 76)**
- 9. DECISIONS TAKEN UNDER DELEGATED POWERS (Pages 77 - 80)**
- 10. HIGHWAYS AND TRAFFIC REPRESENTATION PANEL - MINUTES (Pages 81 - 84)**

Minutes of the Meeting held on 13 June 2013

- 11. HIGHWAYS AND TRAFFIC REPRESENTATION PANEL - APPOINTMENT (Pages 85 - 88)**
- 12. WORK PROGRAMME (Pages 89 - 94)**
- 13. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR (PART 1)**
- 14. EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC**

The public may be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information.

RECOMMENDED – That in accordance with section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by the relevant paragraphs of Part 1 of Schedule 12A (as amended) to that Act. The public interest test has been applied and favours exclusion.

- 15. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR (PART 2)**

# Public Document Pack **Agenda Item 3**

## **SUSTAINABLE COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE**

Tuesday, 12 March 2013

<u>Present:</u>	Councillor	S Williams (Vice-Chair in the Chair)	
	Councillors	J Crabtree L Fraser GD Mitchell	C Muspratt J Stapleton KJ Williams
<u>Deputies:</u>	Councillors	L Rowlands (In place of D Elderton) J Salter (In place of T Norbury)	
<u>In attendance:</u>	Councillor	H Smith	Cabinet Member
<u>Apologies</u>	Councillor	M Sullivan	

### 72 **MEMBERS CODE OF CONDUCT - DECLARATIONS OF INTEREST**

Members were asked to consider whether they had any disclosable pecuniary or non pecuniary interests in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.

Members were reminded that they should also declare, pursuant to paragraph 18 of the Overview and Scrutiny Procedure Rules, whether they were subject to a party whip in connection with any item(s) to be considered and, if so, to declare it and state the nature of the whipping arrangement.

No such declarations were made.

### 73 **MINUTES**

The Acting Director of Law, HR and Asset Management presented the minutes of the meetings held on 24 and 29 January and 14 February 2013.

Councillor Muspratt advised the Committee that she had been unable to attend the meeting held on 14 February 2013, as she had been required to attend another meeting. She had nominated a deputy to attend in her place but wished that her apologies be recorded.

Councillor Fraser referred to minute 69 (14 February 2013) insofar as it related to savings options associated with School Crossing Patrols. Her recollection of the debate was that, rather than expressing its strong concern, the Committee had totally objected to this savings option as it would likely have left some schools without a Crossing Patrol.

The Deputy Director of Technical Services commented that the strength of feeling expressed in relation to this matter was such that the savings option was not taken forward.

It was moved by Councillor Fraser and seconded by Councillor Rowlands –

“That minute 69 (14 February 2013) be amended to reflect the outcome of the debate in relation to the complete objection by the Committee to the savings option in respect of School Crossing Patrols.”

The motion was put and lost (3:4)

**Resolved –**

- (1) That the apologies of Councillor Muspratt for her non-attendance at the meeting held on 14 February 2013 be noted.**
- (2) That the minutes of the meetings held on 24 and 29 January and 14 February 2013, be approved.**

#### **74 DELIVERING VALUE FOR MONEY CULTURE AND LEISURE FACILITIES**

The Interim Strategic Director – Regeneration and Environment provided a summary of progress in the provision of Leisure and Cultural Services which included the Floral Pavilion, The Museums Service and Leisure Centres. The report had been requested as part of the Committees work programme and he referred to the focus of the Corporate Plan to promote the Council's leisure facilities to encourage greater take up of services and increase the number of Wirral residents participating in sport and physical activity. He reported that the number of Wirral residents participating in sport and physical activity was measured by Sport England's Active People Survey which asked adults if they had undertaken at least 30 minutes of moderate intensity sport every week. He reported that Wirral's participation levels had increased each year since the survey commenced in 2005 when it was measured at 32.6% of the population. It was 41.8% for 2011/2012, the date of the last survey, which made Wirral the highest performing authority in Merseyside and amongst the 10% top performing authorities in the country. In response to a comment from a Member, he indicated that the survey did not differentiate between the use of public or private facilities.

He commented also that although Leisure and Cultural venues were subject to reductions in income caused by economic conditions, competition and lack of investment in new facilities, works had recently been completed at Leasowe Recreation Centre and funding from the Health Service had enabled works to improve disabled changing facilities to be undertaken at Europa Pool and Beechwood Leisure Centre. However, the Director proposed to investigate concerns expressed by Members in relation to disabled changing facilities at The Oval Sports Centre.

In response to comments from Members related to the provision of catering and bar operations at the Floral Pavilion, the Head of Cultural Services indicated that he would raise any concerns with the Theatre Manager. The statement in his report that catering and bar operations were performing well related solely to income levels and he agreed to provide to Members a comparison analysis that had been undertaken as part of a benchmarking exercise.

**Resolved – That the report be noted.**

## **PROVIDE AND MAINTAIN HIGH QUALITY PARKS AND OPEN SPACES IN PARTNERSHIP WITH LOCAL COMMUNITIES - UPDATE**

Further to minute 36 (21 November 2012), the Interim Strategic Director: Regeneration and Environment provided a summary of progress in the provision of the Parks and Countryside Service to provide and maintain high quality parks and open spaces in partnership with the local communities. The report had been requested as part of the Committees work programme and he referred to the goal included within the Corporate Plan to provide and maintain high quality parks and open spaces in partnership with the local communities with a specific focus on improving the Council's Parks and Countryside Service with the targets to increase the number of parks attaining an agreed quality standard from 12 to 13 by 2012/2013 and to deliver the Parks and Countryside Modernisation Programme 2012/2013.

The Parks and Countryside Service Manager commented that improved performance and value for money had resulted in the best quality standards achieved in Wirral, with 16 open spaces having received a national quality award and 14 the Green Flag Award, which could not have been achieved without partnership working with Friends groups, volunteers and other community organisations. She referred to key projects that were still to be completed in the modernisation programme, which were awaiting the capital programme decision and would be planned for implementation in 2013/2014, 2014/2015 and 2015/2016. Agreement had been reached with trade union representatives to a range of new working practices and hours that had been introduced as part of a 12 month pilot, which had been in operation since May 2012. She outlined the advantages of new working patterns and commented that a number of staff consultation meetings had taken place to review the operation of the pilot.

Members commented upon the benefits of the excellent partnerships that now existed with local communities through the various Friends Groups and referred also to the positive impact on physical and mental health of high quality parks and open spaces. Members referred to the popularity of the outside exercise equipment at Central Park, Wallasey and the Parks and Countryside Service Manager indicated that this had been provided through an initiative with Wirral Health.

### **Resolved –**

- (1) That the report be noted.**
- (2) That the thanks of the Committee be accorded to all staff and volunteers associated with the improvements in Wirral's Parks and Open Spaces.**

## **DECISIONS TAKEN UNDER DELEGATED POWERS**

The Acting Director of Law, HR and Asset Management reported, in accordance with the Approved Scheme of Delegation, of instances where delegated authority had been used with respect to the appointment of Contractors pursuant to Contract Procedure Rule 14. Since the 21 November 2012, the following tenders had been accepted, all being the lowest/most economically advantageous received –

Project Title: Wallasey Town Hall  
Passenger Lift Refurbishment  
Contract Sum: £55,743.00  
Contractor: Knowsley Lift Services Ltd  
Funded from: Law, HR & Asset Management PPM 2012/13

Project Title: Birkenhead Town Hall  
Fire Alarm Installation  
Contract Sum: £55,268.00  
Contractor: Atlas Fire & Security Ltd  
Funded from: Law, HR & Asset Management PPM 2012/13

Project Title: Rock Ferry One Stop Shop / Library Alterations  
Contract Sum: £499,630.00  
Contractor: Thomas Barnes & Sons plc  
Funded from: Law, HR & Asset Management - Capital Programme

Project Title: Schedule of Rates Contract 2013-2016 for  
Asbestos Removal, Encapsulation and Associated Works  
Contract Sum: 0% Increase/Reduction of the Base Rates  
Contractor: Asbestos Control & Treatment Ltd  
Funded from: Law, HR & AM Repairs & Maintenance Revenue

Project Title: Cheshire Lines Building  
Facilities Management  
Contract Sum: £2,395.45 per week - 14 month contract  
Contractor: 1 Call Business Solutions Ltd  
Funded from: Law, HR & AM Repairs & Maintenance Revenue

In response to questions from Members with regard to the Cheshire Lines Facilities Management contract, the Head of Environment and Regulation proposed to circulate a detailed briefing note to all Members of the Committee.

**Resolved – That the report be noted.**

## **77 WIRRAL APPROVED TRADER SCHEME**

The Council's Trading Standards Strategic Manager presented an update on the progress of the Wirral Trader Scheme (WTS), which was a non-statutory function of Trading Standards Service, but had a valuable role in preventing consumer detriment. It provided support and reassurance to vulnerable people and encouraged and assisted businesses to trade fairly and provide excellent goods and services. It had proved to be a success with over 103 approved members and Wirral consumers carrying out approximately 13,000 trader searches in the last 12 months.

He commented also that the Wirral Trader Scheme assisted in delivering key priorities of the Council, including promoting sustainable, economic, social, neighbourhood and environmental regeneration, improving the health and well being of Wirral residents and providing opportunities for community and business development.

Members referred to concerns that had been expressed by members of the public regarding the provision, of an 0845 telephone number and suggested that a local number would encourage greater engagement with Trading Standards locally. The Strategic Manager commented that the 0845 number was linked to a national helpline. In response to Members comments, he proposed to investigate whether a local Wirral number could instead link to the national helpline and would present a report to a future meeting upon the operation of the national scheme.

In response to further comments, he provided information regarding the vetting process and outlined the checks and ongoing monitoring undertaken by Trading Standards.

**Resolved –**

- (1) That the improvements in and progress of the 'Wirral Trader Scheme' and the change of brand to 'Trading Standards Business Approval'; be noted.**
- (2) That the Committee recognises the importance of the Trading Standards Business Approval Scheme in supporting Wirral residents and businesses, specifically in respect of vulnerable people.**
- (3) That the options for the future development and sustainability of the Trading Standards Business Approval Scheme be noted.**
- (4) That a further update report be presented to a future meeting of the Committee.**

**78 FORWARD PLAN**

The Acting Director of Law, HR and Asset Management reported that the Forward Plan for the period March to June 2013 was published on the Council's intranet/website. Members had been invited to review the Plan prior to the meeting in order for the Committee to consider, having regard to its work programme, whether scrutiny should take place of any items contained within the Plan and, if so, how it could be done within relevant timescales and resources.

**Resolved – That the Forward Plan be noted.**

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## **ECONOMY AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE**

Monday, 22 April 2013

<u>Present:</u>	Councillor	M Johnston (Chair)	
	Councillors	J Stapleton	R Gregson
		A Hodson	M Sullivan
		A Cox	S Whittingham
		P Kearney	J Williamson

<u>Deputies:</u>	Councillors	J Salter (In place of D Realey)
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<u>Cabinet Member:</u>	Councillor	G Davies
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### **53 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST/PARTY WHIP**

Members were asked to consider whether they had any disclosable pecuniary interests and/or any other relevant interest in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.

Members were reminded that they should also declare, pursuant to paragraph 18 of the Overview and Scrutiny Procedure Rules, whether they were subject to a party whip in connection with any item(s) to be considered and, if so, to declare it and state the nature of the whipping arrangement.

Councillor Stuart Whittingham declared his personal interest in agenda items 5 – Under-Occupation Scrutiny Review, 6 – Draft Housing Needs Assessment and 10 – End of Year Performance Update (see minutes 58, 59 and 62 post), by virtue of him being a Member of Wirral Partnership Homes Board.

### **54 MINUTES**

**Resolved – That the minutes of the meetings held on 16 January 2013 and 12 February (Special) 2013, be approved.**

### **55 PRESENTATION AND DISCUSSION - MEMBER OF THE BUSINESS COMMUNITY (THEXTONS)**

The Chair introduced Simon Thexton of Thextons, a construction company based in Birkenhead, who had been invited to give a brief presentation to the Committee upon the nature of the business and the factors related to its location and operation in Wirral.

Thextons had been based in Wirral since 2004 and had started as a plastering and dry lining provider. It had since expanded into other areas, including double glazing and external rendering, in conjunction with the government initiative, Green Deal. He provided detailed information of the services available under the Green Deal which had been designed to help households to increase the energy efficiency of property on a cost neutral basis with payments made through energy bills. He provided information with regard to current contracts and commented that wherever possible, the company had sought to employ local labour. He was particularly pleased to inform the Committee of the success of the apprenticeship programme and he

indicated that during the economic downturn of recent years, the company had worked strenuously to avoid laying anybody off. The business had since expanded with significant work being undertaken on behalf of tenants of social housing and it was hoped that services available under the Green Deal would soon also be available to private households.

In response to various questions from members, he commented upon the significant business support and advice from Invest Wirral, which continued to this day to help with the development of the company. He provided an explanation of the backlog for the provision of Green Deal services to private households and commented upon work that was ongoing to attract accredited suppliers to Wirral.

**Resolved – That Mr Thexton be thanked for his presentation and the best wishes of the Committee be accorded to Thextons for the continued success of the business.**

## 56 **DIGITAL INCLUSION - PRESENTATION**

Further to minute 37 (14 November 2012), the Council's Principal Economic Policy Officer gave a presentation on Increasing Digital Inclusion in Wirral. She referred to the significant benefits of digital technology and commented that it supported every aspect of life and influenced how individuals and businesses communicated and received services. She referred to DWP digitalisation and commented that the government proposed to deliver public services online, starting with Universal Credit in 2013, which would have significant implications for service users, Councils and social housing providers.

Digital exclusion referred to access to, and extent of use of, the internet. She highlighted the scale of exclusion nationally and across the Liverpool City Region, which indicated that in Wirral, 42,452 adults had never used the internet. Those groups less likely to be connected included older people, those with disabilities and those unemployed or on low income – those who would benefit most from online services and who would be directly affected by Universal Credit.

For all those reasons, Go ON Wirral launched last year, to promote digital inclusion for all and she outlined the activities that were being undertaken by the Council and its partners, including –

- Recruitment of digital champions
- Increasing the number and range of local places for people to access the internet and to get support to build their digital skills
- Provision of wi-fi in public places
- Increasing web access points
- NGA superfast broadband

Members expressed their concern in relation to service users being required to use the internet for access to Universal Credit and, specifically to the adequacy of the provision of suitable public IT facilities. In response to a number of questions, the Strategic Director: Regeneration and Environment reported upon ongoing work associated with the provision of high speed internet to Wirral businesses. He also agreed to provide an update to Members with regard to the provision of wi-fi in Council buildings, together with information related to affordable access to equipment and connectivity for disadvantaged groups.

**Resolved – That the presentation be noted.**

## **SUPPORTING PEOPLE: PROCESS TO ACHIEVE £2 MILLION BUDGET SAVINGS**

The Strategic Director: Regeneration and Environment reported that in order to assist the Council in meeting its financial requirements, it had been determined that the Supporting People budget for 2014/2015 would be reduced by £2m per annum which, along with changes to the Handy Person Services and decommissioning of the BME Support Services in 2013/2014 meant an overall reduction of 24% to the annual budget. He had negotiated and agreed future funding arrangements for Supporting People contracted services and he provided an update on the programme, which focused on the recent key changes in terms of overall funding, funding for the main client groups and the effect on the design and delivery of housing support services.

Between 2003 and 2010, Supporting People had been a national programme with commissioned housing related support services delivered through a ring fenced budget, but since 2010 decisions and funding had been devolved to the local authority. The Strategic Director was pleased that in Wirral, the Council had taken a decision that Supporting People funding would continue to be used for the purposes it had been intended for. Consequently, the programme had had a positive impact in Wirral and currently supported over 5000 people to live independently and securely in suitable accommodation. However, the Strategic Director commented that it would be a challenge to deliver the scale and quality of provision within the current budgetary and economic environment. Nevertheless, he provided detail of work being undertaken to help ensure that clients continued to receive support, tailored to their specific needs, whilst also achieving the required budget saving by 2014.

He indicated that the achievement of efficiencies as a result of contract negotiation with service providers and remodelling of service activities had negated the requirement to conduct a tendering process, which would have been more costly and may not have realised the same level of efficiency. He confirmed that the process of negotiated contracts was compatible with the Procurement Methodology detailed in the Supported and Special Needs Housing Strategy and continued to be supported by the Council's legal services and Director of Finance under Contract Procedure Rules 21.1.1 (ii) and (v).

He provided detail of where the £2m saving would be achieved which, in summary was in the following areas –

	£k
• <b>Services for People with Learning Disabilities</b>	<b>500</b>
Re-Assessment of Process	
• <b>Services for Older People</b>	<b>800</b>
Re-Appportionment of Time	
• <b>Services for Socially Excluded Clients</b>	<b>700</b>
Efficiencies from re-modelling	

The Strategic Director assured Members that the situation would be kept under review and a series of further update reports would be presented to future meetings to keep Members informed of developments. In response to concerns raised regarding the implications of cuts to funding for work associated with domestic violence, he proposed that some benchmarking would be undertaken to ascertain the nature of provision in other local authorities.

The Chair commented that Supporting People had been an area of work that had previously been contemplated by Members to form the basis of a scrutiny review. However, Members had considered that, in view of the excellent work being

undertaken by officers in the SP team, a scrutiny review was not necessary in this area.

**Resolved – That the process to achieve savings of £2m against the Supporting People Budget, be supported.**

## 58 UNDER-OCCUPATION SCRUTINY REVIEW

Further to minute 34 (14 November 2012), the Chair presented a report of the Under-Occupation Scrutiny Task and Finish Group, which introduced the Final Report of the Scrutiny Review 'The Implications of Benefit Reforms on Under Occupation'. The Panel had consisted of Councillors Mark Johnston (Chair), Denise Realey, Jean Stapleton, Mike Sullivan and Janette Williamson and the Chair indicated that the Scope Document agreed by the Committee had identified the following key issues to be focused upon –

- The impact of the introduction of the Housing Benefit Cap;
- The impact of changes to the Local Housing Allowance, with special reference to the Shared Accommodation Rate for under-35s;
- The allocation process for Discretionary Housing Benefit;
- The impacts of the reforms relating to Under-occupation and how this affects households and communities;
- The impact of the reforms on the Social Housing sector.

The report outlined the methodology for evidence gathering during the course of the review and the Chair highlighted the 18 recommendations contained within the document, separated in terms of their implications for tenants; social housing providers; the private housing sector; the Council and its Services; and other partner organisations and their clients.

Members noted that recommendation 14 of the review proposed that a follow-up review of the impact of the reforms should be held in the future, that "an Evaluation Impact Assessment regarding the effect of the reforms on under-occupation would be conducted by the Economy and Regeneration Scrutiny Committee (or successor Committee) during spring 2014 to assess the practical impact of the reforms". The report indicated that in order for any follow-up review to be most beneficial, it would be helpful if statistical measures were put in place to evaluate the impact of the reforms on individuals, organisations and communities. Members were requested to give consideration now, to the type of data that would be required for the Impact Assessment, as early identification of the statistical measures would enable the Council and partner organisations to be aware in advance of the requirement to capture the data.

Members thanked the Scrutiny Panel for the excellent work they had undertaken and expressed support for the recommendations contained within the Scrutiny Review. In response to comments in relation to the criteria for the allocation of Discretionary Housing Payment, the Chair indicated that further clarity was required and that the Strategic Director: Transformation and Resources would be requested to ensure that all front-line staff had access to an online toolkit to enable them to sign-post clients accordingly. Members requested that, on its completion, the online toolkit be made available to partner voluntary, community and faith organisations.

**Resolved –**

- (1) **That, subject to the amendment of Recommendation 11, to enable the online toolkit to be made available to voluntary, community and faith organisations, the Under-Occupation Scrutiny Report be approved.**

- (2) That the Under-Occupation Scrutiny Report be referred to the next appropriate meeting of the Cabinet.
- (3) That further reports be presented to the Economy and Regeneration Overview and Scrutiny Committee (or successor Committee) to update Members regarding the progress being made towards the implementation of the recommendations.
- (4) That the following statistical measures be available prior to the proposed Follow-up Review in Spring 2014 –
  - Criteria for the fair allocation of Discretionary Housing Payments
  - The effect/impact of Benefit Reforms on landlords
  - Statistics in relation to arrears/evictions
  - Impact on homelessness referrals
  - The number of legal challenges
  - The impact of Benefit Reform on crime levels and the activities of loan sharks
  - Any other issues notified by Members to Alan Veitch
- (5) That the thanks of the Committee be accorded to the Scrutiny Panel, to residents, partners and officers, who contributed to the Scrutiny Review, in particular to Alan Veitch, Scrutiny Support Officer.

## 59 DRAFT HOUSING NEEDS ASSESSMENT

Further to minute 35 (14 November 2012), the Head of Housing and Community Safety presented research timelines in respect of the Sub-Regional Gypsy and Traveller Accommodation Assessment. He reported that Arc 4 had been appointed as consultants on 12 April and the timeline indicated that following consultation with stakeholders, neighbouring local authorities and a Traveller Survey, a draft report was expected during week commencing 19 August, which should identify requirements for each local authority for the next 20 years. The final report, having taken account of the Council's comments was expected in week commencing 23 September 2013.

He referred also to the Strategic Housing Market Assessment and indicated that following consultation with sub-regional local authorities, required as part of the 'duty to co-operate', consultants would be appointed on 14 June, prior to the commencement of the contract on 27 June 2013. Subject to consultation with the successful consultant, an interim report was expected in week commencing 25 November, with a final report in week commencing 30 December 2013.

### **Resolved –**

- (1) That the report be noted.
- (2) That the draft Gypsy and Traveller Accommodation report and the Interim Strategic Housing Market Assessment report be presented to future meetings of the Committee, as soon as they become available.

## 60 TRADER TOOLKIT AND SHOPPING CENTRE ACTION PLANS - PROGRESS REPORTS

Further to minute 47 (16 January 2013), the Head of Regeneration provided an update with regard to the development of the Trader Toolkit and reported upon

progress in relation to Town Centre Action Plans. He commented upon the positive experience of working with traders and indicated that the Trader Toolkit was now near completion and would be circulated to Members when finalised. It was anticipated that the first phase of Action Plans would be presented to the Cabinet in June, prior to commencing work on the next phase.

**Resolved – That the report be noted.**

61 **FAIR TRADE**

The Chair, Councillor Mark Johnston, provided a final overview report of the work he had undertaken as Council Champion for Fair Trade, having been appointed to the role by the former Leader of the Council, Councillor J Green.

Matters of note in relation to Fair Trade included the identification of champions in various sectors and the appointment of a Fair Trade Ambassador who had undertaken significant work in Wirral following a recent visit to Ghana. There had been a successful event in Heswall Hall and an award had been made to a Wirral resident who had been an active campaigner for Fair Trade for 30 years. A number of sustainable outcomes had been achieved and he was pleased to inform the Committee that Fair Trade status for Wirral had been upheld for a further 5 year term.

**Resolved – That the report be noted.**

62 **END OF YEAR PERFORMANCE UPDATE**

The Strategic Director: Regeneration and Environment set out the performance of the Council's Corporate Plan 2011/2014 for the period January to March 2013, and provided an overview of performance, resource and risk monitoring. The report detailed the performance of projects and performance indicators which were relevant to the Economy and Regeneration Overview and Scrutiny Committee, under the Corporate Plan themes of 'Your Economy' and 'Your Neighbourhood', and provided details of what was working well; performance against Corporate Plan targets, resource implications; future challenges and risks.

**Resolved – That the report be noted.**

63 **REVIEW OF SCRUTINY WORK PROGRAMME**

Further to minute 49 (16 January 2013), the Chair provided a final update of the Committee's work programme, which provided detail of the work undertaken during the present municipal year. Members also gave consideration to what topics for scrutiny should be focused upon in the forthcoming municipal year and expressed a view that Universal Credit should be the subject of scrutiny by the appropriate Policy and Performance Committee.

**Resolved –**

**(1) That the report be noted.**

**(2) That, in the light of proposed changes to the scrutiny function, the views of Members as to what issues should form the basis of the Scrutiny Work Programme for the forthcoming municipal year be fed to the Policy and Performance Co-ordinating Committee for allocation.**



64 **FORWARD PLAN**

The Head of Legal and Member Services reported that the Forward Plan for the period April to July 2013 had been published on the Council's intranet/website. Members had been invited to review the Plan prior to the meeting in order for the Economy and Regeneration Overview and Scrutiny Committee to consider, having regard to the work programme, whether scrutiny should take place of any items contained within the Plan and, if so, how it could be done within relevant timescales and resources.

**Resolved – That the Forward Plan be noted.**

65 **REGENERATION UPDATE (PART 1)**

The Strategic Director: Regeneration and Environment provided an update on development schemes within the Borough. He commented upon work undertaken in relation to high speed broadband and indicated that he envisaged a planning application would soon be submitted in respect of the International Trade Centre.

**Resolved – That the report be noted.**

66 **EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC**

**Resolved – That in accordance with section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by the relevant paragraphs of Part 1 of Schedule 12A (as amended) to that Act. The public interest test has been applied and favours exclusion.**

67 **REGENERATION UPDATE (PART 2)**

The Strategic Director: Regeneration and Environment provided a further update on development schemes within the Borough, which he anticipated would form the basis of reports to future meetings.

**Resolved – That the report be noted.**

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## WIRRAL COUNCIL

### REGENERATION & ENVIRONMENT POLICY & PERFORMANCE COMMITTEE

10<sup>TH</sup> JULY 2013

<b>SUBJECT:</b>	<b><i>TERMS OF REFERENCE</i></b>
<b>WARD/S AFFECTED:</b>	<b><i>ALL</i></b>
<b>REPORT OF:</b>	<b><i>DIRECTOR OF PUBLIC HEALTH / HEAD OF POLICY AND PERFORMANCE</i></b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b><i>CLLR ANN MCLACHLAN</i></b>

#### 1.0 EXECUTIVE SUMMARY

- 1.1 This report informs members of the Terms of Reference of the Policy and Performance Committees, as set out in Article 6 of the Council's constitution. The specific Service Areas which fall within the remit of this Policy & Performance Committee are listed in Appendix 2.

#### 2.0 BACKGROUND AND KEY ISSUES

- 2.1 The Council's constitution has recently been revised and updated in response to the need to improve the Council's corporate governance and decision making. These improvements were approved by Cabinet on 23<sup>rd</sup> April and Council on 30<sup>th</sup> April 2013. The main changes to the constitution involve:
- The creation of four Policy and Performance Committees to undertake overview and scrutiny
  - The creation of four new Constituency Committees to devolve decision-making in line with the Localism Act
  - A revised Scheme of Delegation
  - Changes to the format of Council meetings
- 2.2 The terms of reference for the Policy and Performance Committees are set out in Article 6 of the Council's constitution which is published on the Council's website at the following link:
- <http://democracy.wirral.gov.uk/ecSDDisplay.aspx?NAME=SD867&ID=867&RPID=1000732115&sch=doc&cat=12881&path=12881>
- #### 3.0 TERMS OF REFERENCE
- 3.1 The terms of reference set out the functions and powers of the four committees, including responsibilities in relation to health scrutiny. The terms of reference are included in this report at Appendix 1. In addition, the Service Areas within the remit of this Committee are shown at Appendix 2.

#### **4.0 RELEVANT RISKS**

4.1 There are none arising from this report.

#### **5.0 OTHER OPTIONS CONSIDERED**

5.1 No other options have been considered

#### **6.0 CONSULTATION**

6.1 The terms of reference set out in Article 6 of the Council's constitution, were developed following a series of consultation and Member development events over autumn/winter 2012/13. The proposals have also been presented and discussed through the all-party Democracy Working Party.

#### **7.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

7.1 There are none arising directly from this report.

#### **8.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

8.1 There are none arising directly from this report.

#### **9.0 LEGAL IMPLICATIONS**

9.1 There are none arising directly from this report.

#### **10.0 EQUALITIES IMPLICATIONS**

10.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?  
(a) No

#### **11.0 CARBON REDUCTION IMPLICATIONS**

11.1 There are none arising directly from this report.

#### **12.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

12.1 There are none arising directly from this report.

#### **13.0 RECOMMENDATION/S**

13.1 Members are requested to note the terms of reference as set out in Appendix 1 and the Areas of Responsibility as shown in Appendix 2.

#### **14.0 REASON/S FOR RECOMMENDATION/S**

14.1 This report was produced to inform Members of the terms of reference for this Policy and Performance Committee.

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## **Article 6 – Policy and Performance committees**

### **6.1 Appointment**

The council will annually constitute and appoint four Policy and Performance Committee, comprising at least seven councillors, to discharge the functions conferred by the Local Government Act 2000 for overview and scrutiny, as subsequently amended and associated regulations.

### **6.2 The four committees will be comprised as follows:**

- (i) One committee known as the Co-ordinating Committee which will be responsible for:
  - a. Determining the Overview and Scrutiny Rules and operational protocols set out in Part 4 insofar as they have not otherwise been determined by statute or reserved to the Council.
  - b. Determining the overall work programme of the Policy and Performance Committees, including ensuring there is an overall planned approach to in-depth reviews generated by the 3 committees.
  - c. Allocating responsibilities to the Policy and Performance Committees where there is ambiguity or a matter is the concern of more than one committee.
  - d. Considering any matter affecting the area or its inhabitants including matters referred by constituency committees and councillor calls for action, and exercises the right to call in, for reconsideration, decisions made but not yet implemented by the Cabinet.
  - e. Approving an overview and scrutiny forward work programme, including the programme of any sub-committees it appoints so as to ensure that committees' and sub-committees' time is effectively and efficiently utilised.
- (ii) Three committees, to be called Policy and Performance Committees, responsible for scrutinising the work of the three strategic directorates in accordance with the approved overview and scrutiny forward work programme at 6.2(i)(e) above.

### **6.3 The Policy and Performance Committees will:**

- (i) perform all overview and scrutiny functions on behalf of the council, including
  - (a) the review or scrutiny of decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the executive,
- (ii) The power of an Policy and Performance committee to review or scrutinise a decision made but not implemented includes power
  - (a) to recommend that the decision be reconsidered by the person who made it, or
  - (b) to arrange for its function under subsection 6.3(ii)(a), so far as it relates to the decision, to be exercised by the authority.
  - (c) to make reports or recommendations to the council or the executive with respect to the discharge of any functions which are the responsibility of the executive,
  - (d) to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the executive,
  - (e) to make reports or recommendations to the authority or the executive with respect to the discharge of any functions which are not the responsibility of the executive,
  - (f) to make reports or recommendations to the authority or the executive on matters which affect the authority's area or the inhabitants of that area,
- (iii) appoint such sub-committees, task groups and representatives on major project boards as it considers appropriate to fulfil those functions
- (iv) make reports and recommendations to the Full Council and the Cabinet and any relevant partner in connection with the discharge of any functions
- (v) foster and encourage an inclusive, structured, non-partisan and non-adversarial approach to overview and scrutiny which is reliant on evidence rather than anecdote
- (vi) In addition to the above the Policy and Review Committee responsible for health scrutiny will:

- (a) review and scrutinise any matter relating to the planning, provision and operation of health services in The Borough, including significant change to service provision and those jointly commissioned or delivered by the council
- (b) require the attendance of an officer of a local NHS body to answer questions and provide explanations about the planning, provision and operation of health services in the Borough
- (c) require a local NHS body to provide information about the planning, provision and operation of health services in the Borough, subject to the exemptions outlined in the Health and Social Care Act 2001
- (d) participate in cross-boundary overview and scrutiny of health services with other local authorities; including the establishment of joint committees; or the delegation of functions to another local authority
- (e) report to the secretary of state for health:
  - (i) where the committee is concerned that consultation on substantial variation or development of services has been inadequate
  - (ii) where the committee considers that the proposal is not in the interest of the local health service.
- (f) maintain an overview of the council's responsibilities and role in relation to health and wellbeing
- (vii) The Co-ordinating Committee shall appoint at least two but not more than five parent governor representatives to any Forum dealing with education matters. When the Forum deals with other matters, these representatives shall not vote on those other matters, though they may stay in the meeting and speak.

#### **6.4 Finance**

The Co-ordinating Committee will exercise overall responsibility for the finances made available to it.

## **Appendix 2 – Service Areas of Responsibility**

This Committee is responsible for the scrutiny of the following areas of Council business:

<b>Environment &amp; Regulation</b> <ul style="list-style-type: none"><li>• Waste &amp; Environment</li><li>• Parks &amp; Countryside</li><li>• Highways Management</li><li>• Traffic &amp; Transport</li><li>• Regulation</li><li>• Trading Standards</li><li>• Environmental Health</li><li>• Waste &amp; Environment</li></ul>
<b>Housing &amp; Community Safety</b> <ul style="list-style-type: none"><li>• Housing Strategy</li><li>• Housing Renewal, including Private Sector Housing</li><li>• Supporting People</li><li>• Community Safety</li></ul>
<b>Regeneration</b> <ul style="list-style-type: none"><li>• Regeneration &amp; Economic Development</li><li>• Business Support</li><li>• Town Centres</li><li>• Local Enterprise Partnership</li><li>• Planning</li><li>• Building Control</li><li>• Cultural Services</li></ul>
<b>Tourism</b>

# Scrutiny: Briefing

<b>Subject:</b>	<b>Regeneration and Environment Policy and Performance Committee</b>
<b>Date:</b>	<b>June 2013</b>
<b>From:</b>	<b>Scrutiny Support Team</b>
<p><b>Summary of contents:</b></p> <ol style="list-style-type: none"> <li>1. The purpose of overview and scrutiny</li> <li>2. Service areas relevant to this committee</li> <li>3. Dates of meetings</li> <li>4. Committee Membership</li> <li>5. Outstanding items from previous scrutiny committees</li> <li>6. Key Internal Plans &amp; Strategies</li> <li>7. Key local and national policy drivers</li> <li>8. The role of the Chair</li> <li>9. Officer support arrangements</li> <li>10. Key contacts</li> </ol>	

## 1. The purpose of overview and scrutiny

Overview and scrutiny is a vital component of good governance, which has the potential to significantly improve the quality of Council decision-making, service provision and cost-effectiveness. It includes:

- Holding the Executive to account – a primary role is to provide a framework of accountability which seeks to modify executive behaviour and prevent the abuse of power.
- Holding Partners to account – scrutiny provides an opportunity to investigate the work of public, private and voluntary sector partners and their impact on the community.
- Horizon-scanning – looks ahead to future changes in local government in order to help the Council adapt to them. This will usually mean considering future actions by central government which will have repercussions for local government.
- Policy Development and Review – scrutiny contributes to the development of key policies to be included in the Council's policy framework, as well as examining how well a policy has been implemented and if outcomes have been achieved.
- Pre-decision scrutiny – examines the council's proposals, objectives, and draft programmes in order to inform their development before they are delivered. This helps the council to achieve optimum impact by avoiding mistakes and grasping opportunities.
- Post-decision scrutiny – examines the implementation of council policy and performance and enables the council to review the effects of its decision-making
- In-depth review – small groups of councillors will undertake detailed investigations into a specific topic of particular interest to them. The process is member-led and can involve

methods such as informal meetings, mystery shopping, external visits etc. This type of review can facilitate greater involvement of residents and community organisations.

- Performance management and improvement – involves reviewing achievement against Corporate Plan goals and targets. This can be a powerful force for improvement by highlighting areas of poor performance and ways to address this.

## 2. Service areas relevant to this committee

### **Environment & Regulation**

- **Waste & Environment** – involves maintaining environmental quality standards on the public highway in terms of litter, dog fouling, graffiti, fly posting and tipping. The division also covers the collection of waste and recycling from all households and council facilities, as well as a chargeable service to schools. This service has 3 functions:

- Delivery of frontline operational services through contract management
- Environmental enforcement
- Education and awareness

Working closely with Biffa, the service is responsible for delivering over £3.3M of the Council's 2013/14 savings, which will reduce its overall budget by around 23%. New street cleansing frequencies will be introduced in July, ensuring that resources are targeted towards high profile areas supporting future investment and growth opportunities. As part of these changes, residents and other stakeholders will need to play an active part in reducing litter, if the areas where they live are to continue to enjoy the high environmental quality standards to which they have become accustomed.

- **Parks & Countryside** – The Council's Parks and Countryside Service is responsible for managing Wirral's 1,500 hectares of public open space. This includes parks and countryside areas, coastline and cemeteries and Landican Crematorium.
- **Highways Management** – focuses on the delivery of management and maintenance services for the network through:
  - Contracts – road and drainage maintenance, management of the highway contract and inspection/CRM services
  - Asset - highway policy and law, developer activity, together with specialist assets (street lighting, flood management and coastal defence, bridges and rights of way)
  - Design and Commissioning – management of the capital programme, design of traffic improvement and bridges schemes, ad hoc contract preparation and management for both specialist consultancy commissions and larger highway construction projects.

Key to the development of these services will be to continue to become more agile and responsive, with field-based officers less reliant on an office base, and to become deployed to suit the new neighbourhood working arrangements.

The contract with Colas Ltd ends in March 2014, and procurement is underway for an innovative, replacement contract. Introducing this with reduced Council resources will require strong leadership and management to maintain and improve service levels.

- **Traffic & Transport** - is responsible for improving road safety, maintaining traffic flow, promoting sustainable travel and undertaking enforcement of on-street and off-street Council car parking. Working collaboratively to develop a new transport strategy and secure a strategic investment fund (£800m) for the Liverpool City Region are key



challenges for the Division. Plans are in place to manage and monitor income but many external factors affect the achievement of certain income levels, particularly for parking and network co-ordination. Continuing to link people with jobs and employment sites through transport interventions post 2015 will rely on securing different funding. Targeted programmes of capital projects are successful in reducing road casualties but government grant is reducing so alternative funding needs to be found.

- **Regulation** –responsible for the administration and enforcement of a number of key areas that includes:

- The sale and supply of alcohol
- The provision of entertainment
- Gambling
- Taxis
- Scrap Metal Dealers
- Charitable Collections

The key challenges over the next 12 months will be to reduce the harm caused by alcohol, address issues of alcohol related crime and disorder, street drinking and the availability of alcohol.

- **Trading Standards** – ensuring the right trading environment is in place to protect consumers and encourage, sustain and nurture business growth. There are 10 pillars of an effective Trading Standards service, which include:

- ensuring accurate weighing, measuring, pricing and descriptions
- provision of business compliance advice
- promotion of good practice in the supply of goods and services
- protection of intellectual property rights
- tackling rogue traders
- developing Primary Authority Partnerships
- target sampling and test purchasing
- conducting intelligence led investigations
- tackling underage sales of alcohol and tobacco
- secure business compliance and consumer redress

- **Environmental Health** - responsible for delivering a number of functions, which aim to protect the health and welfare of residents and support businesses, through collaborative regulation, to ensure they comply with the law. Key areas include:

- Food Safety and food borne illness
- Health and Safety intervention, accident investigation and tattoo licensing
- Pollution Control (noise, odour and contaminated land)
- Housing related issues in privately rented properties (illegal eviction, housing disrepair, open to access, refuse & statutory nuisance)
- Animal Control and Welfare (stray dogs, animal related licensing, welfare complaints and farm inspections)
- Pest Control
- Smoke free regulation
- Public Convenience facilities in retail and coastal areas

The key challenges over the next 12 months will be to ensure we deliver statutory duties whilst securing better value for money, as well as adding value in delivering the Council's new responsibilities in respect of Public Health. Our key areas of work also includes the seeking of a new partner or partners to deliver a greater value for money

and more effective stray dog kenneling service and to build on the many new ways of working we have already developed to ensure service continuity and improvement where possible with reduced resources.

### **Housing & Community Safety**

- **Housing Strategy** - develops the housing strategy for the Borough, aimed at meeting the needs of Wirral residents to ensure there is quality housing which is appropriate and affordable. Identifies and secures funding for a range of projects which directly impact upon people's quality of life, an example being the Housing Market Renewal Transitional Funding which enables the Council to complete the acquisition and demolition work that had commenced through this initiative and implement the Council's Affordable Warmth Strategy which provides free insulation schemes, heating grants and loans to ensure that people remain warm in their properties.
- **Supporting People** - ensuring vulnerable people are able to maintain independent living, contribute to their communities and engage in employment, is a key objective of Supporting People.
- **Housing Renewal, including Private Sector Housing** - prioritises the renewal of existing housing areas by tackling issues of property decline and poor environment. Encourage landlords, through the Landlord Accreditation Scheme, to improve housing standards, and address the issue of houses in multiple occupation, through a statutory licensing scheme. Help homeowners to undertake improvements to their properties, through a range of financial assistance, and bring back into use empty residential properties.
- **Community Safety** – The Community Safety Partnership Strategy and priorities are reviewed and published annually. This helps us make sure our efforts are focussed on the issues that are most important to local people. The Partnership continues to coordinate the efforts of the Police, Anti-Social Behaviour Team, Community Patrol and the Drugs and Alcohol Team. Wirral's Community Safety Team focuses on delivering against the priorities to ensure long term reductions in crime are achieved.

### **Regeneration & Economic Development**

- **Regeneration & Economic Development** – the number one priority is to deliver the Council's Investment Strategy which seeks to position Wirral as a leading vibrant global location for businesses and visitors. Wirral Waters is moving forward following the granting of planning permissions for the residential schemes at East Float and the International Trade Centre. Now plans for these sites are being developed and investment secured to make these projects a reality. The Enterprise Zone status for the Wallasey and Birkenhead Docks creates an environment for inward investment bringing new employment opportunities for the people of Wirral. Wirral has been successful in securing Regional Growth Funding to develop the Offshore Wind Energy Industry. This capitalises on Wirral's excellent port facilities for maintenance and servicing and will create long term, skilled employment opportunities. The Investment Strategy also seeks to improve access to employment and skills and tackle barriers to work. This includes our successful apprenticeship programme and a focus on our young people to ensure that they have the right skills for the future.
- **Business Support** – The Invest Wirral team continues in its key role of supporting Wirral's existing businesses and over 2,400 companies now benefit from the networks that have been established. A website provides a range of high quality information and

service on all business matters, also setting out the financial assistance that is available to established businesses and those seeking to invest in the borough. There is also a major project under way to provide superfast broadband facilities to support local business and improve our offer for potential inward investors. Schemes are progressing with the private sector to bring new employment opportunities to the Wirral International Business Park in Bromborough, capitalize on opportunities created by the return of the Open Golf Championship in 2014 and support our town and district retail centres which face major challenges.

- **Planning & building control** – providing strategic direction for the future of Wirral in terms of land use planning and housing provision is led by the Directorate through the Local Development Framework, closely linked to the Housing Strategy. A number of our key priorities include:
  - Addressing key issues such as the protection of Wirral's Green Belt and quality environment,
  - Providing appropriate places for businesses to invest and for people to work
  - Providing high quality and affordable homes,
  - Making best use of existing house stock,
  - Preventing and alleviating homelessness
  - Improving energy efficiency to reduce fuel poverty and Wirral's carbon footprint are key priorities.
- **Cultural Services** – The Council manages and promotes a number of museums and performance venues that support cultural development and the arts offer across the borough. The new Floral Pavilion Theatre in New Brighton is a recent example of investment in this area.

### **Tourism**

The rising levels of competition between locations to attract visitors and related spend, combined with a very sensitive financial market, make the promotion of successful destinations of vital economic importance. The Tourism team, within the Neighbourhoods and Engagement Division, is responsible for driving the Borough's visitor economy. Their work is informed by the Wirral Tourism Business Network and the Wirral Visitor Research Study conducted in 2011. An annual implementation plan focuses activity to need within the sector and this includes support for the return of The Open Championship to Wirral next year (ie worth over £70million to the regional economy). The key challenge is the impact of reduced funding for major events due to the demise of regional agencies, however an application for European funds has been submitted via the Local Enterprise Partnership, and positive feedback has already been received. Tourism is currently worth over £285million to Wirral's economy; it employs over 4,200 full time equivalent jobs, has increased by 13% over the past five years and is now the fastest growing visitor economy in the Liverpool City Region.

### **3. Dates of meetings 2013/14**

- Wednesday 10<sup>th</sup> July
- Tuesday 17<sup>th</sup> September
- Tuesday 5<sup>th</sup> November (budget)
- Tuesday 3<sup>rd</sup> December (budget)
- Monday 27<sup>th</sup> January (including budget)

- Wednesday 9<sup>th</sup> April

#### 4. Committee Membership

15 Members			
8 Labour	5 Conservative	1 Liberal Democrat	1 Independent
Cllr. Jim Crabtree Cllr. Paul Doughty Cllr. Steve Foulkes (Vice) Cllr. Rob Gregson Cllr. Anita Leech Cllr. Denise Realey Cllr. Michael Sullivan Cllr. Jerry Williams	Cllr. Steve Williams (S) Cllr. Eddie Boulton Cllr. Gerry Ellis Cllr. Kathryn Hodson Cllr. Peter Kearney	Cllr. Alan Brighthouse (Chair)	Cllr. Mark Johnston

#### 5. Outstanding items from previous scrutiny committees

Previous Committee /Date	Item	Description	New Committee
SC 12/03/13	Wirral Approved Trader Scheme	Committee requested that a further update report be provided to a future meeting.	Regen & Environment
E&R 22/04/13	Benefit Reform and Under-occupation	The Under-occupation Scrutiny Review (April 2013) recommended an Evaluation / Impact Assessment regarding the effect of the reforms in spring 2014.	Regen & Environment
E&R 22/04/13	Draft Gypsy and Traveller Report	Members requested that a report be presented to a future meeting.	Regen & Environment
E&R 22/04/13	Interim Strategic Housing Market Assessment	Members requested that a report be presented to a future meeting.	Regen & Environment
SC June 2012	Highways Representation Panel	At the first meeting of the municipal year, Sustainable Communities Scrutiny Committee appoints the Highways Representation Panel.	Regen & Environment
E&R	Visit to regen / housing sites	Request by committee for site visits	Regen & Environment
E&R 14/11/12	Wirral International Trade Centre	Committee requested further reports to update members regarding the progress being made towards the implementation of the recommendations of the Scrutiny Review (November 2012).	Regen & Environment
E&R 16/01/13	Youth Unemployment in Wirral	Committee requested a further update report be presented in six months i.e. September 2013.	Regen & Environment

#### 6. Key plans and strategies

Key Plans & Strategies	
Investment Strategy	Refreshed Investment Strategy 2011-2016 agreed by Cabinet 21/07/2011. Key priority in the Corporate plan 2013-2016. <a href="http://democracy.wirral.gov.uk/ieListDocuments.aspx?CId=121&amp;MId=3498&amp;Ver=4">http://democracy.wirral.gov.uk/ieListDocuments.aspx?CId=121&amp;MId=3498&amp;Ver=4</a>
Local Development Framework	Core Strategy Local Plan, Joint Waste Local Plan. <a href="http://www.wirral.gov.uk/my-services/environment-and-planning/planning/local-development-framework/core-strategy-development-plan">http://www.wirral.gov.uk/my-services/environment-and-planning/planning/local-development-framework/core-strategy-development-plan</a>
Housing Strategy	Long Term (15 year) Strategic document setting out the key vision for housing and strategic objectives for the Wirral area. <a href="http://www.wirral.gov.uk/my-services/housing/housing-strategies-policies-partnerships/housing-strategies/housing-strategy-2011-2026">http://www.wirral.gov.uk/my-services/housing/housing-strategies-policies-partnerships/housing-strategies/housing-strategy-2011-2026</a>
Local Transport Plan	<a href="http://www.wirral.gov.uk/my-services/transport-and-streets/transport-policy/local-transport-plan">http://www.wirral.gov.uk/my-services/transport-and-streets/transport-policy/local-transport-plan</a>
Corporate Plan	2013-16 Corporate Plan agreed 18th February 2013: <a href="http://democracy.wirral.gov.uk/ieListDocuments.aspx?CId=121&amp;MId=3872&amp;Ver=4">http://democracy.wirral.gov.uk/ieListDocuments.aspx?CId=121&amp;MId=3872&amp;Ver=4</a> Refresh scheduled for December 2013 following Policy Council

## 7. Key policy drivers

Queen's Speech - Legislation 2013/14
<p><b>Mortgages / Help to Buy (Announcement)</b></p> <p>The Government is committed to helping those who want to buy a home, with a £3.5 billion investment in a Help to Buy Shared Equity Scheme, open to all those who aspire to own a new build home, and the Help to Buy Mortgage Guarantee to increase the availability of mortgages on new or existing properties for those with small deposits.</p> <p><b>Implications:</b> The Local Authority may wish to further explore the potential impact of this announcement on local housing strategies.</p>
<p><b>Draft Consumer Rights Bill</b></p> <p>This proposed bill would update consumer-protection laws so they cover digital purchases such as downloaded music and e-books. Trading Standards will be granted new powers, such as being able to get a court to order a trader to pay compensation when consumer law is breached.</p> <p><b>Implications:</b> This draft bill will provide Trading Standards with new powers and responsibilities. The impact on the existing work of the Trading Standards service may need to be explored as the Draft Bill develops through the legislative process.</p>

## Water Bill

This bill will change the way the water industry works. It is intended to make the water sector more resilient in the face of natural hazards such as droughts and floods. It will allow all business, charity and public-sector customers to switch their water supplier, in order to increase competition, and make it easier for new companies to enter the water market. It will also become easier for water companies to trade water with each other, which should help manage drought situations better. The bill will apply to England and Wales, and a small number of provisions will extend to Scotland.

**Implications:** The Authority will be able to compare its Water Utility bills against tariffs provided by a range of providers. 'Collective Switching' of gas and Electricity utilities for residents is currently being arranged by Energy Projects Plus across the whole of the Liverpool City Region to get the best deal for residents. It is possible that collective switching could also be applied to Water utilities.

## Other Policy Drivers

### Development of Local Enterprise Partnerships

In the 2012 Autumn Statement, the Government announced that LEPs will receive an additional £250k for each of the next two years. They can use this from April 2013 to build the capacity and capability they will need to develop their Investment Strategies. LEPs are considered to be key strategic drivers. They will:

- Work with local partners to decide which projects to support
- Help to identify match funding
- Oversee arrangements for selecting projects or for using co-financing organisations to procure European Structure Funds (ESF) provision, in discussion with Managing Authorities
- Deliver the milestones and results agreed in their strategy, including making sure that enough money is spent each year to meet annual spend targets
- Involve local partners across the spectrum.

In advance of the forthcoming Spending Review, the **LGA** prepared a submission to HM Treasury seeking to influence government spending and public sector reform. The table below summarises the main proposals of this submission relevant to this committee. The Government's Spending Review is due to be announced on 26 June and an update will be provided at the first meeting of this committee.

## Growth

### Local growth deal, with a range of economic powers and devolved funding

The LGA is suggesting that local growth deals should include:

- A range of economic powers, including devolution of skills policy and levers for localities to support local businesses to access finance
- A single pot of growth-related funding comprising all of the funding streams recommended for devolution in the Heseltine report
- The onus should be on departments to devolve funding, unless they can demonstrate greater benefit from retaining the funding at national level

	<ul style="list-style-type: none"> <li>Capacity to reinvest the proceeds of growth in a local area through an “Earnback” principle, including but not limited to business rates</li> <li>Access to deals should be on a non-competitive basis, with notional allocations finalised as part of the deals themselves. Feedback from the business sector is that bidding processes work against the certainty that is needed to attract investment</li> </ul> <p><b>Implications:</b> Wirral recognises that funding centrally allocated to LEP would encourage strategic housing development – but we need to ensure that impact of being able to fund smaller scale local developments is recognised.</p>
<b>State aid clearance for the urban broadband programme</b>	The LGA is also proposing that the government addresses councils’ concerns about the competitiveness of the supply chain in the rural broadband programme to enable councils to assure themselves of value for money when there is only one active supplier.
<b>Remove the Housing Revenue Account borrowing cap</b>	It is suggested that removing the Housing Revenue Account borrowing cap would allow councils to invest an additional £7 billion over five years which could result in up to a further 60,000 homes over and above current plans helping to meet the need for affordable homes. The LGA is also suggesting that councils should be allowed to borrow in line with prudential rules and set the right to buy discount and retain 100% of the receipts.
<b>Finance</b>	
<b>Increase the local share of business rates to be retained locally and consider ways of increasing this share</b>	<b>Implications:</b> Wirral’s business rate base suggests that Wirral is unlikely to benefit from moves to allow Council’s to retain a share of locally collected business rates.
<b>Public Sector Reform</b>	
<b>Accelerate Community Budgets programme</b>	<b>Implications:</b> Wirral has expressed an interest in involvement in the newly established Community Budgets network.
<b>Introduce a landfill tax freeze at 2014/15 levels</b>	A landfill tax freeze would contain the Council’s costs to a 3 per cent rise in 2015/16.

## 8. The role of the Chair

The role of a Policy and Performance Committee Chair is to:

1. Provide leadership and direction to the Committee and act as Champion for the functions falling within its remit.
2. Chair formal and informal meetings connected with the work of the Committee and

ensure that such meetings are conducted fairly, efficiently and follow the Council's Constitution and the law.

3. Identify and help meet the development and training needs of the Committee collectively and its individual members.

### **Responsibilities:**

1. Actively promote the work of the Committee and generally act as a 'Champion' for its activities.
2. Ensure that Committee members lead on developing an effective and prioritised work programme. Ensure the work programme includes service scrutiny/performance management.
3. Encourage the Committee to challenge and scrutinise Cabinet decisions.
4. Encourage the committee to horizon scan and seek opportunities to undertake pre-decision scrutiny in advance of Cabinet decisions.
5. Encourage the Committee to scrutinise the performance of non-Council bodies, for example partnership delivery plans, and the effectiveness of partnership working, to ensure this is adding value.
6. Endeavour to engage all members of the Committee within the scrutiny process.
7. Co-ordinate work with other Policy and Performance Committees and their Chairs and share learning.
8. Ensure that adequate resources i.e. financial and officer support are identified and sought from the Council.
9. Develop a constructive relationship with the Cabinet, especially the relevant portfolio holders, and with the Chief Executive, Strategic Directors and Heads of Service in the areas that the Committee scrutinises.
10. Chair formal and informal meetings connected with the work of the Committee in a fair and open manner following the terms of reference of the Committee, the Council's Constitution and the law.
11. Ensure that meetings are conducted in a suitable manner that encourages contributions from all members, co-opted representatives and witnesses.
12. Help achieve more community and partner involvement in the scrutiny process by using alternative venues, co-option and innovative meeting styles.
13. Ensure that scrutiny reviews are more efficient through the application of effective project management.
14. Ensure that 'in depth' scrutiny takes place by using expert witnesses and working with officers to help improve members' knowledge base.
15. Maintain awareness of national and local issues related to the Committee and its work.
16. Keep under review, advise on and agree the training and development requirements of the Committee and its individual members.
17. To be responsible for continuous personal development. Take advantage of learning opportunities to build understanding and knowledge, and to develop relevant skills.
18. To promote and participate in Member training, and attend relevant training events each calendar year.

### **Skills Required:**

In order to fulfil the above responsibilities a Policy and Performance Committee Chair will need to ensure that they develop and maintain the following core skills:

- Actively encourages involvement of others and works collaboratively to analyse information and promote understanding.



- Is open to new ideas and ways of doing things.
- Works closely with others to develop, promote and achieve objectives.
- Leadership and excellent chairing skills

**In addition to the above core skills, meeting Chairs may also require the following supporting skills:**

- Good communication, including media, presentation and interpersonal skills
- Conflict resolution
- Team working
- Project and time management
- The ability to influence and work constructively with Members, officers, the public and outside organisations.

**Behaviours:**

To act in accordance with the values and principles required of those operating in public life:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- 

## **9. Officer support arrangements**

The Chair of the Regeneration and Environment Policy and Performance Committee will be supported by the Strategic Director (Regeneration and Environment). A dedicated support officer will be allocated to the Committee from the Scrutiny Support Team. The key responsibilities of the Scrutiny Support Team include:

- Working with the Chairs of the Policy & Performance Committees and working groups in agenda preparation and work programme coordination, dealing with matters arising from meetings.
- Providing support for the scoping and planning of reviews, including notes of working group meetings, coordination of witnesses, etc.
- Project managing reviews.
- Ensuring Chairs and Members are kept informed of any relevant scrutiny guidance, and that Chairs have the information needed to feel confident in chairing, or being involved in, their relevant committee.
- Undertaking research for policy reviews and general communication purposes.
- Working with Members to draft reports for Policy & Performance Committee reviews.
- Providing assistance to Members with monitoring the progress of recommendations.
- Liaising with officers across the Council about the work of the Policy & Performance Committees.
- Keeping up to date with best practice.
- Providing facilitation of appropriate events for Members and officers involved in scrutiny work.

Additional capacity will be provided by staff from the Directorates as required.

## **10. Key Contacts**

### **Scrutiny Support**

Michele Duerden – 691 8440  
Programme Manager  
[micheleduerden@wirral.gov.uk](mailto:micheleduerden@wirral.gov.uk)

### **Committee Services**

Mark Delap – 691 8500  
Principal Committee Services Officer  
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## WIRRAL COUNCIL

### REGENERATION AND ENVIRONMENT POLICY & PERFORMANCE

#### COMMITTEE

10<sup>TH</sup> JULY 2013

<b>SUBJECT:</b>	<b><i>MEETING PROCEDURE RULES</i></b>
<b>WARD/S AFFECTED:</b>	<b><i>ALL</i></b>
<b>REPORT OF:</b>	<b><i>DIRECTOR OF PUBLIC HEALTH / HEAD OF POLICY AND PERFORMANCE.</i></b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b><i>CLLR ANN MCLACHLAN</i></b>

#### 1.0 EXECUTIVE SUMMARY

- 1.1 This report describes the meeting procedure rules under which formal meetings of the Policy and Performance Committees should be undertaken. In line with Article 6 of the Council's constitution, the Policy and Performance Coordinating Committee is responsible for determining the Overview and Scrutiny rules and operational protocols. The draft meeting procedure rules are due to be agreed at the Coordinating Committee's meeting scheduled for 3<sup>rd</sup> July 2013. Members of the Regeneration and Environment Policy & Performance Committee are requested to note the procedure rules under which their meetings will operate.

#### 2.0 BACKGROUND AND KEY ISSUES

- 2.1 Four Policy and Performance Committees have been established to drive forward the Council's Overview and Scrutiny function. These committees are part of a wider set of improvements to the Council's governance arrangements which also include:
- Four new Constituency Committees
  - A revised Scheme of Delegation
  - Changes to the format of Council meetings
- 2.2 These improvements were approved by Cabinet on 23<sup>rd</sup> April and Council on 30<sup>th</sup> April 2013. The details in relation to the Policy and Performance Committees are set out in Article 6 of the Council's constitution which is published on the Council's website at the following link:

<http://democracy.wirral.gov.uk/ecSDDisplay.aspx?NAME=SD867&ID=867&RPID=1000732115&sch=doc&cat=12881&path=12881>

#### 3.0 MEETING PROCEDURE RULES

- 3.1 A set of proposed meeting procedure rules has been developed based on the standard sections usually set out in the constitution. These include sections on membership, the scrutiny work programme, agenda setting, reporting and call-in. The draft rules are included at Appendix 1. Once agreed by the Coordinating Committee, the new rules will be included in the Council's revised constitution. Members will be updated at the Regeneration and Environment Policy & Performance meeting regarding any amendments to the draft procedure rules which are agreed by the Coordinating Committee on 3<sup>rd</sup> July.

#### **4.0 RELEVANT RISKS**

- 4.1 The rules set out in Appendix 1 mitigate the risk that Policy and Performance meetings do not have clear operating procedures.

#### **5.0 OTHER OPTIONS CONSIDERED**

- 5.1 No other options have been considered

#### **6.0 CONSULTATION**

- 6.1 The Policy and Performance Coordinating Committee will be responsible for determining the Overview and Scrutiny rules and operational protocols.

#### **7.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

- 7.1 There are none arising directly from this report.

#### **8.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

- 8.1 There are none arising directly from this report.

#### **9.0 LEGAL IMPLICATIONS**

- 9.1 Once approved, it will be necessary to include the new rules and operational protocols in the Council's revised constitution in Part 4.

#### **10.0 EQUALITIES IMPLICATIONS**

- 10.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?  
(a) No

#### **11.0 CARBON REDUCTION IMPLICATIONS**

- 11.1 There are none arising directly from this report.

#### **12.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

- 12.1 There are none arising directly from this report.

#### **13.0 RECOMMENDATION/S**

- 13.1 The Committee notes this report and the procedure rules detailed in Appendix 1.

#### **14.0 REASON/S FOR RECOMMENDATION/S**

- 14.1 This report was produced to address the need for updated meeting procedure rules in support of the new arrangements for Overview and Scrutiny.

**REPORT AUTHOR: *Fiona Johnstone***

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## **Appendix 1 - Policy and Performance Committee Procedure Rules**

### **1. The number and arrangements for Overview and Scrutiny Committees**

The Council has established Overview and Scrutiny arrangements in accordance with the requirements of the Local Government Act 2000.

The Council will have four Policy and Performance Committees as set out in article 6 and will appoint to them as it considers appropriate from time to time. Such committees may appoint sub committees. The role of the Policy and Performance Committees is wide ranging and can relate to all the Council's functions and responsibilities and to external bodies.

The Council recognises that these arrangements are an important and integral part of its political structure not only in relation to calling the Cabinet to account but more importantly allowing all Members of the Council to participate in the development of the Council's policies, plans and strategies including the formulation of the Budget and the Policy and Planning Framework and to contribute to decision-making in the Council.

The role for the Council in scrutinising other public bodies such as the National Health Service is recognised and the Council's arrangements reflect these statutory responsibilities.

### **2. Membership of Policy and Performance Committees**

All Councillors except for members of the Cabinet may be members of a Policy and Performance Committee. However, no member may be involved in scrutinising a decision with which he/she has been directly involved. A member of a Policy and Performance Committee may however be involved in scrutinising the recommendations of a working party, where he or she was involved in drawing up those recommendations.

The membership of the Policy and Performance Coordinating Committee shall include the Chairs and Vice Chairs of the other three Policy and Performance Committees.

### **3. Co-optees**

Policy and Performance Committees or their sub-committees shall be entitled to recommend to Council the appointment of a number of non-voting co-optees (see also 4 below). Co-options may relate to a prescribed period of office or to specific issues under consideration.

### **4. Families and Wellbeing Policy and Performance Committee**

The Families and Wellbeing Policy and Performance Committee and any sub-committee dealing with education matters shall include in its membership the following co-optees:

- (a) One Church of England diocese representative
- (b) One Roman Catholic diocese representative
- (c) Two parent governor representatives

Where the Policy & Performance committee / sub-committee deals with other matters, these statutory consultees shall not vote on those matters, though they may stay in the meeting and speak.

## **5. Meetings of the Policy and Performance Committees**

There shall be at least four ordinary meetings of each Policy and Performance Committee in each year plus further dedicated meetings to support the annual consultation and/or budget setting process where necessary. In addition, extraordinary meetings may be called from time to time as and when appropriate. Committee meetings may be called by the Chair (after consulting the Party Leaders or spokespersons before the date is determined), or by any three members of the committee.

## **6. Quorum**

The quorum for a Policy and Performance Committee shall be set out in the Council Procedure Rules in Part 4 of the Constitution (Standing Order 29).

## **7. Policy and Performance Committees Chairs**

The Chairs and Vice Chairs of Policy and Performance Committees will be appointed by Council, sub-committee Chairs will be drawn from among the members sitting on the sub-committee.

## **8. Work Programme**

The Policy and Performance Coordinating Committee will be responsible for developing a single integrated overview and scrutiny work programme. The work programme will reflect the priorities of all four Policy and Performance Committees. In preparing the Work Programme, the Coordinating Committee will consult with other parts of the organisations where practically possible.

## **9. Agenda items**

Any member of a Policy and Performance Committee or sub-committee, Cabinet Portfolio Holder or the Leader shall be entitled to notify the Chair that they wish an item falling within the remit of the committee be included on the agenda of the next available meeting of the Committee / sub-committee. On receipt of such a request, the Chair will ensure that it is included on the next available agenda.

The Policy and Performance Committee shall also respond, as soon as its work programme permits, to requests from the Council and, if it considers it appropriate, the Cabinet to review particular areas of Council activity. Where it does so, the Policy and Performance Committee shall report its findings and any recommendations back to the Cabinet and / or Council. The Council and / or Cabinet shall consider the report of the Policy and Performance Committee within two months of receiving it or the next available meeting should that not be possible.

## **10. Policy review and development**

- (a) The role of the Policy and Performance Committees in relation to the development of the Council's budget and policy framework is set out in detail in the Budget and Policy Framework Procedure Rules in Part 4 of the constitution.

- (b) In relation to the development of the Council's approach to other matters not forming part of its policy and budget framework, Policy and Performance Committees or sub-committees may make proposals to the Cabinet for developments in so far as they relate to matters within their terms of reference.
- (c) Policy and Performance Committees may hold inquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so.

## **11. Reports from Policy and Performance Committees**

- (a) Once it has formed recommendations on proposals for development, the Policy and Performance Committees will prepare a written report for submission to Cabinet (if the proposals are consistent with the existing budget and policy framework), or to the Council (if the recommendation would require a departure from or change to the agreed budget and policy framework).
- (b) If a Policy and Performance Committee cannot agree on one single final report to the Council or Cabinet, as appropriate, then up to two minority reports may be prepared and submitted for consideration by the Council or Cabinet with the majority report.
- (c) The Council or Cabinet shall consider the report of the Policy and Performance Committee within two months or the next available meeting should that not be possible.

## **12. Making sure reports are considered by the Cabinet**

The agenda for meetings of the Cabinet will, where appropriate, include an item entitled 'Issues arising from Policy and Performance Committees'. The reports of Policy and Performance Committees referred to the Cabinet shall be included in that point in the agenda (unless they have been considered in the context of the deliberations on a substantive item on the agenda) within two months of the Policy and Performance committee completing its report/recommendations or the next available meeting should that not be possible.

## **13. Rights of Policy and Performance Committee members to documents**

- (a) In addition to their rights as Councillors, members of Policy and Performance Committees have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of the Constitution.
- (b) Nothing in this paragraph prevents more detailed liaison between the Cabinet and Policy and Performance Committees as appropriate depending on the particular matter under consideration.

## **14. Members and officers giving account**

- (a) Any Policy and Performance Committee or sub-committee may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may

require any member of the Cabinet, the Head of Paid Service and/or any officer to attend before it to explain in relation to matters within its remit:-

- i. any particular decision or series of decisions;
- ii. the extent to which the actions taken implement Council policy; and / or
- iii. their performance

and it is the duty of those persons to attend if so required.

- (b) Where any member or officer is required to attend a Policy and Performance Committee under this provision, the Chair of that committee will inform the Head of Legal and Democratic Services who will inform the member or officer giving at least three working days notice of the meeting at which they are required to attend. This notice will state the nature of the item on which they are required to attend to give account and whether any papers are required to be produced for the committee. Where the account to be given to the committee will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for preparation of that documentation.
- (c) Where in exceptional circumstances, the member or officer is unable to attend on the required date, the Policy and Performance Committee shall in consultation with the member or officer arrange an alternative date for attendance to take place within a maximum of fifteen working days from the original request.

## **15. Attendance by others**

A Policy and Performance Committee may invite people other than those people referred to in paragraph 14 above to address it, discuss issues of local concern and / or answer questions. It may for example wish to hear from members and officers in other local public sector organisations, or from residents or other stakeholders and shall invite such people to attend.

## **16. Call-in**

- (a) When a decision is taken by Cabinet, committee of the Cabinet or individual Cabinet member (other than one referred to the Council or which is certified urgent by a unanimous decision of the Cabinet – see paragraph 17 below) and notified to all members of the Council (by electronic and / or other means), any six members of the Council, may by notice in writing submitted to the Chief Executive within five working days of such notification require that the decision be not implemented and be referred to the Policy and Performance Coordinating Committee for scrutiny within a further fifteen working days from receipt of the notice.

Any such notice must specify:

- i. the decision in question,
- ii. detailed reasons for the call-in,

and be signed by the members concerned.

- (b) All requests to Call in a decision must be submitted directly to the Chief Executive. The Chief Executive will liaise with the Member listed first on the call-in schedule, to ensure there is sufficient information provided to enable the call in to proceed. As long as there is a clear reason given, the call-in should be allowed.



- (c) The Chief Executive will notify the decision-taker of the call-in and shall then call a meeting of the Coordinating Committee on a suitable date in consultation with the Coordinating Committee Chair within 7 working days of the decision to call in. The relevant Senior Officer and all members will be notified of a call-in immediately and no action will be taken to implement the decision until the call-in procedure has been completed.
- (d) The Chair will consider all proposed witnesses to be relied upon in relation to the call in. The Chair shall confirm his or her agreement to the proposed witnesses, having regard to details provided by the lead signatory as to the nature of the evidence and information each witness will provide. Should the Chair not agree to a proposed witness being called, he/she will not be invited to attend and address the committee. The Chair may accept written documentary evidence where appropriate.
- (e) When a matter is referred to the Coordinating Committee, the Chair may require the presence of the relevant Cabinet member and any Council officer to answer questions on that matter and may require the production of appropriate documents or reports in the custody of the Council or may call for additional reports.
- (f) Having considered the decision, the Coordinating Committee may:-
  - i. Refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns or;
  - ii. Refer the matter to full Council. Such a referral should only be made where the Coordinating Committee believes that the decision is outside the policy framework or contrary to or not wholly in accordance with the budget. The procedures set out in those rules must be followed prior to any such referral.
- (g) If the Coordinating Committee agrees with the decision the relevant Senior Officer may implement it. In the event of any political group not agreeing with the majority decision of the Coordinating Committee, it may prepare a written minority report for consideration by Council when the minutes of the Coordinating Committee are considered. Any such report must be handed to the Head of Legal and Democratic Services in accordance with Standing Order 7(2). The Leader of the relevant group or his/her representative will have an opportunity to explain the minority report to the Council and Council may discuss and vote for/or against such a report without prejudice to any decision already implemented.
- (h) In considering any matter called-in the Coordinating Committee shall follow the process set out in annex 1 and will have due regard to the Call In Guidelines that have been produced to support consistency in the call-in process. The Chair of the Coordinating Committee may, from time-to-time, amend the process and guidelines as appropriate.

## **17. Call-in and urgency**

- (a) The call-in procedure set out above shall not apply where the decision being taken by the Council is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the Public's interest. The record of the decision and the notice by which it is made public shall state whether, in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. The Chief Executive must agree both that the decision proposed is reasonable in all circumstances and to it being treated as a matter of

urgency. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.

- (b) The operating of the provision relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary.

## **18. The party whip**

When considering any matter in respect of which a member of a Policy and Performance Committee is subject to a party whip, the member must declare the existence of the whip and the nature of it before the Policy and Performance Committee's consideration of the matter. The declaration and detail of the whipping arrangement shall be recorded in the minutes of the meeting.

## **19. Procedure at Policy and Performance Committee meetings**

- (a) Policy and Performance Committees and sub-committees shall consider the following business:-

- i. declarations of interest (including Party Whip declarations);
- ii. minutes of the previous meeting(s);
- iii. response of the Cabinet to reports of the Policy and Performance Committee;
- iv. the business otherwise set out on the agenda for the meeting.

In the case of the Coordinating Committee, an additional item shall be included to cover the issue of call-ins.

- (b) Where the Policy and Performance Committees conduct investigations (e.g. with a view to policy development), the committees may also ask people to attend to give evidence at meetings which are to be conducted in accordance with the following principles:-

- i. that the investigation be conducted fairly and all members of the committee be given the opportunity to ask questions of attendees, and to contribute and speak;
- ii. that those assisting the committee by giving evidence be treated with respect and courtesy; and
- iii. that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

## **20. Matters within the remit of more than one Policy and Performance Committee**

Where a matter for consideration by a Policy and Performance Committee falls within the remit of more than one Policy and Performance Committee, the decision as to which Committee will be responsible for the matter will be resolved by the Coordinating Committee.

## **ANNEX 1 CALL IN PROCEDURE**

### **Chair's opening remarks (5 minutes)**

The Chair will open the call in setting out the following procedure.

### **Explanation of the call in by the lead signatory (5 minutes)**

The Chair will invite the lead signatory to set out the reasons for the call in.

### **Overview and explanation of the decision taken by the relevant Cabinet Member (5 minutes)**

The Chair will invite the Cabinet Member to explain the reasons for the decision.

### **Evidence from call in witnesses**

The Chair will invite the lead signatory to call the following witnesses. Members of the Committee will be invited to ask these witnesses relevant questions:

- 1.
- 2.
- 3.
- 4.
- 5.

### **Evidence from Cabinet member's witnesses**

The Chair will invite the Cabinet Member to call the following witness. Members of the Committee will be invited to ask witness relevant questions:

- 1.
- 2.
- 3.
- 4.
- 5.

### **Summary of the lead signatory (5 minutes)**

The Chair will invite the lead signatory to summarise the key points of evidence given in support of their case.

### **Summary of the Cabinet Member (5 minutes)**

The Chair will invite the Cabinet Member to summarise the key points of evidence given in support of the initial decision.

### **Committee Debate**

The Chair invites comments, observations and discussion from members of the committee.

### **Committee Decision**

The Committee having considered the evidence and debate may:-

- Refer the decision back to the Cabinet Member setting out in writing the nature of its concerns.
- Refer the matter to full Council. Such a referral should only be made where the Coordinating Committee believes that the decision is outside the policy framework or contrary to or not wholly in accordance with the budget. The procedures set out in those rules must be followed prior to any such referral.

- Uphold the decision - If the Coordinating Committee agrees with the initial decision the relevant Senior Officer may implement it.

In the event of any political group not agreeing with the majority decision of the Coordinating Committee, it may prepare a written minority report for consideration by Council when the minutes of the Coordinating Committee are considered. Any such report must be handed to the Head of Legal and Democratic Services in accordance with Standing Order 7(2).

The Leader of the relevant group or his/her representative will have an opportunity to explain the minority report to the Council and Council and Council may discuss and vote for/or against such a report without prejudice to any decision already implemented.



**REGENERATION & ENVIRONMENT**

**DIRECTORATE PLAN**

**2013-2014**

**JUNE 2013**

## **CONTENTS**

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1. **Introduction and Directorate Overview**
2. **What are we going to deliver in 2013/14?**
3. **Financial Planning**
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5. **Workforce Monitoring**
6. **Equality and Diversity**

# 1. Introduction

Welcome to the 2013/14 Directorate Plan for the Regeneration & Environment Directorate. This Plan explains how the Directorate contributes towards the delivery of the Council's Corporate Plan and Service lead critical activities and priorities. Further important day to day activities of the Directorate are included in Service Plans for each service which are the responsibility of the Heads of Service.

This Directorate has a critical key role in delivering a number of key strategies and services which are central to the Council's successful achievement of its Corporate Plan priorities.

The local environment and economy are some of the most important factors in driving the quality of life, health and levels of achievement for our residents. Our services are focussed at ensuring Wirral is a place where businesses flourish and people have access to jobs. In order to achieve this, it is vital that the Council continues to support a thriving local economy which provides the bedrock for social, economic and environmental well being amongst all of our Communities. We will continue to support business growth, but to do so in a more focused partnership approach that works with and utilises the experience and resources of other key stakeholders. We also want to encourage the creation of jobs by the Private Sector through providing a supportive and enabling environment, not only through the day to day support provided by the Council, but also through the speedy and appropriate use of the Council's Planning powers.

A successful and growing economy requires transport to act as an enabler, both in terms of linking people with jobs and also in helping to unlock development sites to drive forward economic regeneration. This Directorate is committed to maintaining and developing improvements to our transport system to support economic growth ambitions.

Having access to a quality and affordable place to live is critical to all our residents to ensure that they live in a safe and appropriate homes that allows them to gain maximum benefit for access to jobs, leisure, amenities, education and to gain the associated social, economic and environmental benefits that they both desire and deserve.

We need our communities to be safe from crime and anti social behaviour so that people can live work and play safely, such an environment can also help existing businesses to prosper and would enable us to attract new businesses on Wirral. This Directorate is committed to delivering with our partners and communities an intelligence lead approach to providing support for victims of crime and anti social behaviour. We aim to minimise the impact of all offenders but in particular those whose criminal behaviour has greatest impact upon our communities by focussing upon communities under the greatest pressure and threat from crime or anti social behaviour.

The Directorate is responsible for commissioning or delivering a range of near universal services to all households and neighbourhoods across Wirral, including waste and recycling, street cleansing, highway maintenance and traffic management, road safety, leisure services, parks and open spaces and cultural activities. Increasingly, these functions have been carried out in various partnership or collaborative arrangements with other public agencies (e.g. police and fire service) or, where appropriate, with volunteer or other community groups. There is a clear need to manage demand and public expectations of what the Council can and cannot do. The role of community and other groups will increase in

significance as the Council itself diminishes its activities in the more discretionary areas where it is not required by statute to provide services or functions.

All these issues provide substantive challenges to those who have to plan and provide services. The Regeneration & Environment Directorate is a new Department but with its eclectic range of services is ideally placed to provide a strategic lead to help tackle many of these issues. Set against this is the fact that the Council is facing a period of unprecedented austerity and change with reducing budgets and alternative delivery models being implemented to the way services are provided and delivered. It is therefore critical that our actions and limited resources are channelled to those areas where we can deliver the maximum sustainable benefits.

## **Our Approach**

To tackle the issues outlined above and the priorities of the Corporate Plan the Regeneration & Environment Directorate believes that a local approach based upon the particular needs of the area will deliver the most significant improvements. We will seek to achieve this through a risk based and intelligence led methodology based on local issues that will concentrate the Directorate's resources on a limited number of key priorities where the Directorate can focus its attention. Our aim will be to put protecting the vulnerable, tackling health inequalities and driving growth in our economy at the heart of what we do.

This focus of attention is not just because of the significant health inequalities associated with these issues but these are also the key areas where the Directorate, by the nature of its existing work and the services it provides, can bring about significant benefits for those involved. In addition, progress in these key areas will also deliver improvements to important strategic, corporate and partnership programmes, strategies and objectives both locally and nationally such as the joint Strategic Needs Assessment and the Health & Well Being Strategy.

Not all outcomes are of equal importance. The achievement of some will be a higher priority than others. We will therefore develop a prioritisation process which is systematic, transparent and simple and is used consistently over time to justify the allocation and use of resources. This should aim to balance different types of need and take into account complex needs and integrated planning to address them

We will measure the progress of our Plan on a monthly, quarterly and annual basis using a range of metrics and report our performance to Cabinet, Policy & Performance Committees and strategic and operational departmental management teams. However the whole system will be refocused around achieving positive outcomes for the population, rather than focused on process targets. We will also share our results with our partners locally and nationally so that we contribute to a wider coordinated approach to these health inequality issues.

## **Directorate Overview**

The Directorate is based in Wallasey Town Hall, the North Annexe and Cheshire Lines Building and employs staff in various locations across the Borough. It is led by the Strategic Director of Regeneration and Environment who is supported by three Heads of Service, Regeneration, Environment & Regulation and Housing & Community Safety.

The Directorate meet as a strategic Departmental Management Team on a fortnightly basis to discuss matters raised at the Executive Team, delivery of the Corporate and Directorate

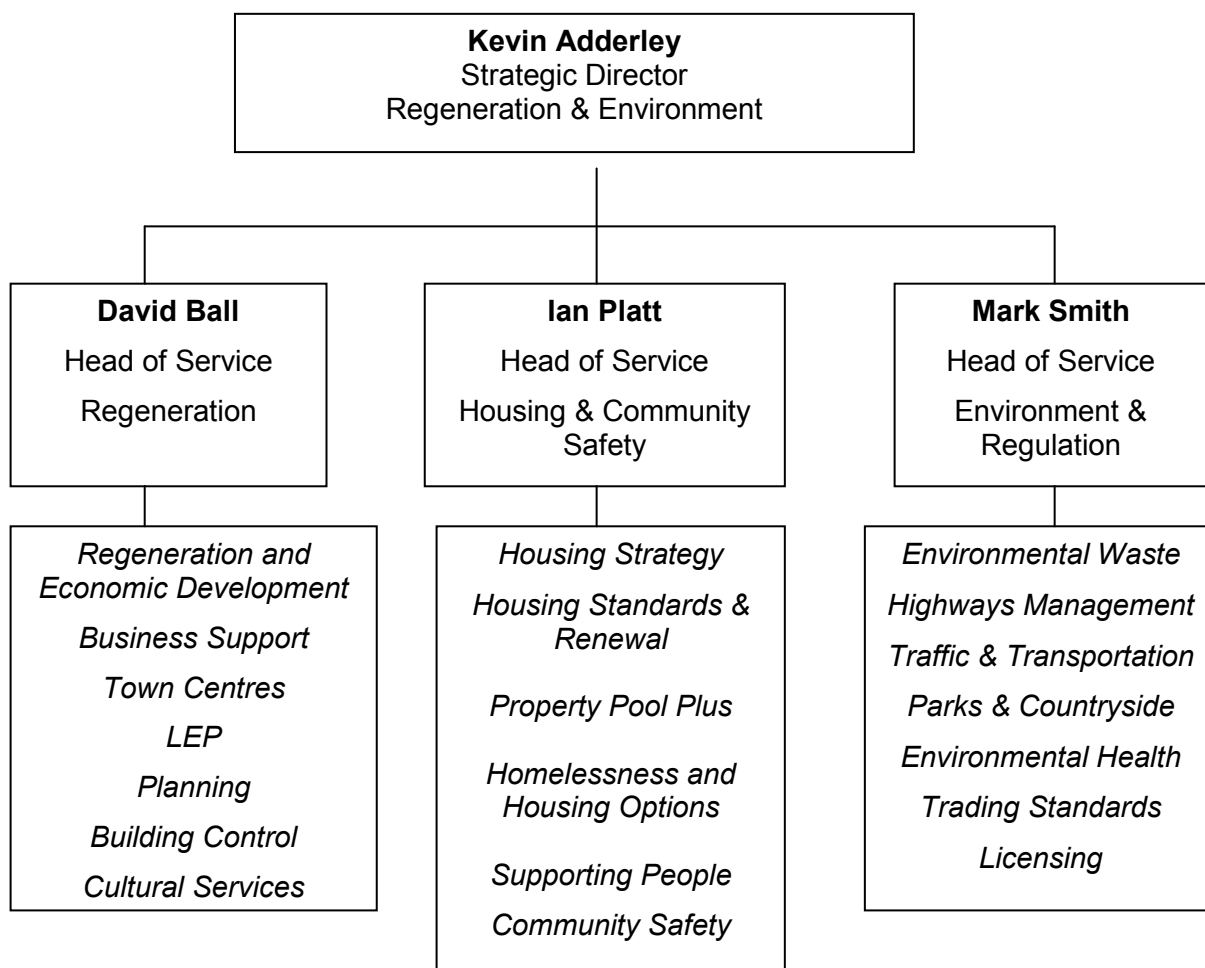


Plan goals and priority projects as well as other issues relating to the management and operation of the Directorate.

The Heads of Service meet with their senior manager teams on a fortnightly basis to discuss the outcome of Directorate DMT's, Service Plan progress, strategies specific to their service and operational/performance matters.

The following management structure chart identifies the considerably diverse services delivered by this Directorate; the summary covers both statutory and non-statutory activities.

## DIRECTORATE MANAGEMENT TEAM STRUCTURE:



## Our priorities for 2013/14

This Regeneration & Environment Directorate Plan is a bold, robust and ambitious plan that rises to the challenge. It not only sets out the projects and activities the various teams of the Directorate will undertake throughout the year but also clearly describes the outcomes their actions will deliver. The creation of this new Directorate with its important range of services, and the subsequent formulation of this Plan, allows for the exploration of local issues that may have only been addressed in isolation in the past but now provide an opportunity to develop a consensus across the Directorate and Council and with our partners on what we believe are the priorities and how to make the best use of collective resources in order to achieve them.

As a result we have clear priorities for the coming year; underpinned by consultation and engagement with our residents, partners and staff.

We will face our challenges head on, and ensure that we use the opportunities before us to build lasting growth in our economy and to improve the quality of the environment and the life enjoyed by our residents.

These priorities are not fixed and there will be a mechanism in place to review over time whether outcomes have changed and therefore the importance on one or more of the priorities needs to be re-valued taking into account the long term nature of delivering outcomes.

We will also look to build on the extensive engagement we have already started and would wish to see any future Plans as a joint effort – as a result of strong partnerships between local Councils, the NHS, other local service providers, and most importantly with the citizens and communities whose health and lives we need to improve and protect.

If you need any further information on the content of this Plan please contact

Kevin Adderley, Strategic Director of Regeneration and Environment on  
0151 691 8319 or email [kevinadderley@wirral.gov.uk](mailto:kevinadderley@wirral.gov.uk)

David Ball, Head of Service, Regeneration on  
0151 691 8395 or email [davidball@wirral.gov.uk](mailto:davidball@wirral.gov.uk)

Ian Platt, Head of Service, Housing and Community Safety on  
0151 691 8208 or email [ianplatt@wirral.gov.uk](mailto:ianplatt@wirral.gov.uk)

Mark Smith, Head of Service, Environment and Regulation on  
0151 606 2103 or email [marksmith@wirral.gov.uk](mailto:marksmith@wirral.gov.uk)

This Directorate Plan has been endorsed by:

**Cllr George Davies, Joint Deputy Leader and Portfolio holder for Neighbourhood, Housing and Engagement**

**Cllr Pat Hackett, Portfolio holder for Economy**

**Cllr Harry Smith, Portfolio holder for Highways and Transportation**

**Cllr Brian Kenny, Portfolio holder for Environment and Sustainability**

**Cllr Chris Meaden, Portfolio holder for Health and Wellbeing**

## 2. What are we going to deliver in 2013/14?

PI Ref	Indicator Title	Purpose of PI	Frequency	Responsible Officer	Lead Officer	Outturn 2012/13	Target 2013/14	Desired Direction of Travel
CP	To maintain local environmental quality (LEQ) of litter, detritus, dog fouling in main gateways and shopping areas.	Maintain standards of local environmental quality (LEQ) at key gateway areas under the Council's control which lead to employment areas and retail sites to attract investment and promote the local economy.	Quarterly	Mark Smith	Tara Dumas	–	92%	<i>Higher is better</i>
CP	Improved accessibility to employment and opportunities.	To provide a safe and well-maintained strategic transport network and sustainable transport solutions by working in partnership with employers and local communities to enable residents to have better access to jobs and opportunities.	Monthly	Mark Smith	Mike Peet	868	1000	<i>Higher is better</i>
CP	Number of adaptations completed	Safeguard and protect as far as possible the most vulnerable among us	Quarterly	Ian Platt	Sheila Jacobs	1854	1860	<i>Higher is better</i>

PI Ref	Indicator Title	Purpose of PI	Frequency	Responsible Officer	Lead Officer	Outturn 2012/13	Target 2013/14	Desired Direction of Travel
CP	Number of Apprentices supported on the Wirral Apprentice Programme	Wirral Apprentice Programme aims to support young people with additional opportunities to access employment and develop their skills	Annual	David Ball	Rose Boylan	114	50	<i>Higher is better</i>
CP	Number of interventions to improve private rented sector properties	Privately rented homes provide the flexibility for residents to move to find or sustain employment opportunities.	Quarterly	Ian Platt	Lisa Newman	(this is a new indicator for 2013/14)	400	<i>Higher is better</i>
CP	Number of empty properties returned to use or demolished through local authority action	Having a quality place to live is important to ensure that all residents live in safe and appropriate homes that allow them to gain maximum benefit for access to jobs, leisure, amenities, education and to gain other associated social and economic benefits.	Quarterly	Ian Platt	Lisa Newman	296	255	<i>Higher is better</i>

PI Ref	Indicator Title	Purpose of PI	Frequency	Responsible Officer	Lead Officer	Outturn 2012/13	Target 2013/14	Desired Direction of Travel
CP	No of affordable homes delivered	Having a quality and affordable place to live is important to ensure that all residents live in a safe and appropriate home that allows them to gain maximum benefit for access to jobs, leisure, amenities, education and to gain other associated social and economic benefits.	Quarterly	Ian Platt	Lisa Newman	202 (P)	322	<i>Higher is better</i>
CP	Number of Jobs Created/Safeguarded via Invest Wirral	Key economic indicator showing the support given to Wirral businesses to ensure that Wirral residents are both supported into employment and also prevented from losing their job with a Wirral company.	Monthly	David Ball	Sara Davies	1580	925	<i>Higher is better</i>

PI Ref	Indicator Title	Purpose of PI	Frequency	Responsible Officer	Lead Officer	Outturn 2012/13	Target 2013/14	Desired Direction of Travel
CP	Number of working age people claiming out-of-work benefits	This is the best indicator for gathering a holistic view of unemployment in Wirral and the numbers of people claiming out of work benefits.	Six-monthly	David Ball	Rose Boylan	17.20%	15.60%	<i>Lower is better</i>
DP	Delivery of the Highway Services Beyond 2014 (HSB14) Project	The provision of a highway works contract is required to enable the Council to meet its statutory obligations for maintaining highways, and the HSB14 project will deliver outcomes against critical timescales to enable Wirral Council to meet those obligations.	Quarterly	Mark Smith	Rob Clifford	N/A	Delivery of new highways contract by 31st March 2014	N/A

PI Ref	Indicator Title	Purpose of PI	Frequency	Responsible Officer	Lead Officer	Outturn 2012/13	Target 2013/14	Desired Direction of Travel
DP	Prevent any increase in the length of strategic road network requiring maintenance treatment (NI 168)	Having a safe and well maintained highway network for users. This indicator forms part of a 0% growth target (LTP3 2011-15 Implementation Plan).	Annual	Mark Smith	Rob Clifford	4%	4%	<i>Lower is better</i>
DP	Reduce the number of people killed or seriously injured in road traffic accidents (NI 47)	In addition to the very real suffering caused to individuals and families, road casualties have an additional (unseen) cost to our economy. The 2013/14 target forms part of the statutory Local Transport Plan.	Quarterly	Mark Smith	Mike Peet	99	102	<i>Lower is better</i>
DP	Gross Value Added per head of population	GVA is a vital economic indicator which shows how Wirral is performing in economic terms compared to the rest of the country.	Annual	David Ball	Rose Boylan	£11,167 (2010)	£11,345	<i>Higher is better</i>
DP	% of Major Planning Applications determined within 13 weeks	The determination of Major planning applications will support regeneration within the Borough and help stimulate the local economy.	Quarterly	David Ball	Matthew Davies	46.15%	60%	<i>Higher is better</i>

PI Ref	Indicator Title	Purpose of PI	Frequency	Responsible Officer	Lead Officer	Outturn 2012/13	Target 2013/14	Desired Direction of Travel
DP	Complete review of Floral Pavilion Business Plan.	To monitor and ensure that the review is carried out within the timescales prescribed	Annual	David Ball	Kate Carpenter	N/A	Completion by January 2014	N/A
DP	Complete Town Centre Plans	Through consultation with partners, businesses and residents the development of town centre plans will help to revive the economy of the town centre.	Quarterly	David Ball	Ray Squire	6	6	<i>Higher is better</i>
DP	Average % repeats of high risk domestic abuse cases taken to MARAC in previous 12 months	To measure the effect of measures to reduce the numbers of repeat domestic violence	Quarterly	Ian Platt	Steve Mc.Gilvray	15.70%	22.3%	<i>Lower is better</i>
DP	Decrease in offending rate for Compass offenders	To measure the effect of measures to reduce the offending rate for Compass Offenders	Quarterly	Ian Platt	Steve Mc.Gilvray	73.3%	71%	<i>Lower is better</i>
DP	Number of homeless preventions	To measure our effectiveness in preventing homelessness	Quarterly	Ian Platt	Sheila Jacobs	666	650	<i>Higher is better</i>



### 3. Financial Planning

An analysis of how the Regeneration & Environment Directorate budget delivers the Corporate Plan priorities is contained within the following table:

#### A. Revenue

<b>Revenue Budget 2013/14</b>		
<b>Services (provided)</b>	<b>Gross Budget £000</b>	<b>Net Budget £000</b>
Environmental Health	2,354	2,125
Environment and Regeneration Business Support	4,645	0
Highways Management	11,525	10,810
Parks & Countryside	12,705	7,365
Licensing	495	0
Trading Standards	723	686
Traffic & Transport	5,132	1,264
Waste & Environment	14,712	12,331
Waste Levy	15,573	15,573
Merseytravel Levy	29,497	29,497
<b>Environment &amp; Regulation Total</b>	<b>97,361</b>	<b>79,651</b>
Community Safety	3,192	2,093
Housing Renewal & Private Sector Housing	1,184	566
Housing Strategy	789	789
Supporting People	15,432	11,326
<b>Housing &amp; Community Safety Total</b>	<b>20,597</b>	<b>14,774</b>
Building Control	910	453
Business Support	708	708
Cultural Services	4,229	1,765
Planning	1,083	248
Regeneration & Economic Development	2,260	2,162
Regeneration & Environment Management Support	2,609	-203
<b>Regeneration Total</b>	<b>11,799</b>	<b>5,133</b>
<b>TOTAL Regeneration &amp; Environment</b>	<b>129,757</b>	<b>99,558</b>

#### Funding Increased Demand

<b>Policy Options supporting the following Corporate Plan Priorities</b>		
<b>Policy Options 2013/14</b>	<b>One Off funding for:</b>	<b>£000</b>
None		0

## Budget Savings

Description	2013-14 £000	2014-15 £000	2015-16 £000	Total £000
Pre-Planning Advice	10	0	0	10
Home Insulation	926	0	0	926
Pest Control	30	0	0	30
Invest Wirral	352	0	0	352
Car Parking	281	0	0	281
Garden Waste Collection	582	176	0	758
Household Waste Collection	80	0	393	473
Apprentice Programme	420	0	0	420
Handyperson Scheme	209	0	0	209
Trading Standards	71	0	0	71
Highways Maintenance	588	0	0	588
Street Cleansing	1,000	-250	0	750
Biffa Contract Break	0	600	0	600
School Waste	180	0	0	180
Street Lighting	265	0	0	265
Highways Drainage	106	0	0	106
Reduction in Parks Maintenance	450	0	0	450
Housing Support for BME Communities	111	0	0	111
Supporting People	0	2,000	0	2,000
Dog Fouling Enforcement	97	0	0	97
Regen General Running Costs	0	0	40	40
<b>Total</b>	<b>5,758</b>	<b>2,526</b>	<b>433</b>	<b>8,717</b>

## B. Capital

In 2013/14 this Directorate will undertake the following Capital Programme activities:

Scheme	£000
Disabled Facilities – Adaptations	2,929
Cosy Homes Heating	250
Maritime Business Park	2,800
Clearance	560
Home Improvement	390
Empty Property Intervention	125
Road Safety	1,155
Local Sustainable Transport	676
Highways Maintenance	2,864
Additional Highway Maintenance	522
Parks Plant and Equipment	1,498
Parks vehicles replacement	440
Park depot rationalisation	500
Cemetery Improvements	80
Birkenhead Tennis Courts	90
Wheelie Bin Buyout	1,600
	<b>16,479</b>

\*The above capital figures are based on the approved capital programme for 2013-14. They do not currently include any capital slippage from 2012-13.

## 4. Risk Management

Objective	Risk Ref.	Risk Description	Risk Category	Risk Owner	Existing Control Measures	Current Net Scores			Risk Review Frequency	Additional Control Measures Planned	Officer Responsible	Target Date
						Likelihood	Impact	Total				
Number of adaptations	CP	Reduction/increase in funding, reduction in staffing/ contractual resources, resulting in being unable to achieve spend against allocation, and complete works within statutory deadlines.	Financial, People, Statutory, Reputation, and Operational	Ian Platt	CLG allocation confirmed for 2013/14. risk to councils Capital allocations. Monthly monitoring capital programme meetings to ensure capital funds that are committed remain available due to demand.  Continue to allocate work to targets and maintain a rolling programme of 12 or more approved contractors.  Monthly monitoring of works completed and budget.	2	4	8	Quarterly	Implementation of capital project management system	Sheila Jacobs	Monthly
Number of apprentices supported on the Wirral Apprentice Programme	CP	Low take up by businesses because of reduced financial incentive	Financial - reduced budget allocation	David Ball	New project being designed because of reduced budget	3	2	6	Quarterly	Targeted marketing to businesses	Rose Boylan	July – Sep '13
To maintain local environmental quality (LEQ) of litter, detritus, dog fouling in main gateways and shopping area.	CP	£1M reduction in street cleansing budget reduces available frontline resources by up to 40%	Reputation Service Delivery Performance	Mark Smith	Zone 1 (shopping areas) current resource levels are protected.  Zone 1 shopping areas are output based, meaning the contractor has to maintain standards (Code of practice of litter and refuse) at own cost/risk	4	4	16	Monthly	Attempts to secure "gateway" cleansing teams subject to Union negotiations. Package offered, supported in principle by Council to incentivise unions to accept concessions to enable more jobs to be saved.	Tara Dumas	Review End June 2013

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Objective	Risk Ref.	Risk Description	Risk Category	Risk Owner	Existing Control Measures	Current Net Scores			Risk Review Frequency	Additional Control Measures Planned	Officer Responsible	Target Date
						Likelihood	Impact	Total				
										Specific monitoring of gateways and zone 1 areas to commence May 2013 Identification of additional monitoring resources/ regime to be established from within existing staffing resources.		
Number of interventions to improve private rented sector properties	CP	Reduced Funding; Loss of staff; lack of participation and engagement from landlords to improve properties, potential reduction of capital resources	Strategic, People, Financial, Operational	Ian Platt	Programme Management, Capital monitoring, targeted campaigning and visits via Healthy Homes, Advice and support to landlord	3	4	12	Monthly	Deploy additional marketing to increase awareness of grant and advice availability	Lisa Newman	On-going
No of affordable homes delivered	CP	Availability of public and private land supply, dependency on external funding and partners delivering, failure to deliver new homes due to market downturn, borrowing capacity of partners to deliver homes	Strategic, Operational, Financial, People	Ian Platt	Continue to work with RPs and Private developers to support then in maximising opportunities and funding to develop affordable housing units. Establish supply of pipeline sites for development opportunities and to pick up slippage on programmes, continuous dialogue with HCA on available funding streams	3	3	9	Quarterly	Officer support to each scheme to support delivery; Local performance targets; Quarterly monitoring and risk meetings with developing Registered Provider partners;	Lisa Newman	On-going
Number of empty properties returned to use or demolished	CP	Reliance on external funding for staff, Failure to bring empty properties back into use due to market downturn, failure to demolish units due to delayed progress with	Strategic, Financial, People, Operational	Ian Platt	Established links with proactive landlords, enforcement protocols, promotion of assistance via forums, partnerships. Cross Departmental Implementation and Team Performance and Risk meetings to monitor progress with	2	4	8	Quarterly	Use of market intelligence to identify hotspots and target responses at a spatial level. Partnership	Lisa Newman	On-going

Objective	Risk Ref.	Risk Description	Risk Category	Risk Owner	Existing Control Measures	Current Net Scores			Risk Review Frequency	Additional Control Measures Planned	Officer Responsible	Target Date
						Likelihood	Impact	Total				
through local authority action		acquisitions/and/or disconnection delays, Potential reduction of capital resources			acquisitions and demolitions					arrangements in place with Registered Providers on empty homes to be brought back into use. Preparation of CPO strategy to secure possession of outstanding demolition units. Changes to disconnections policies to minimise price rises and speed up disconnection.		
Number of Jobs Created/Safe guarded via Invest Wirral	CP	Lack of government funding for business support initiatives and business support partners	Financial - limited funding or loss of funding and services support partners	David Ball	Regular business support partner forum meetings to update on new support initiatives and business broadcast.	2	3	6	Quarterly	regular contact with external support partners	Sara Davies	Mar '14
		Lack of or reduced European funding to support programmes to create jobs	Financial - limited funding or loss of funding		Ensuring full draw down of ERDF funds via monitoring of contract outputs	1	4	4	Half-Year	ERDF LCR contract management regeneration, housing and planning overview and scrutiny committee		Sep '14
Improved accessibility to employment	CP	The Council defaults on the conditions of the Local Sustainable Transport Fund, (i.e.failure to deliver agreed LSTF	Financial Legal Operational Reputation People	Mark Smith	Capital Monitoring Meetings Project Control Meetings (monthly) Internal project management	2	5	10	Quarterly	Internal Project Board to be established	Mike Peet	Dec '13

Objective	Risk Ref.	Risk Description	Risk Category	Risk Owner	Existing Control Measures	Current Net Scores			Risk Review Frequency	Additional Control Measures Planned	Officer Responsible	Target Date
						Likelihood	Impact	Total				
and opportunities		programmes), which results in an inability to claim the funding from Merseytravel			Merseytravel Project Management  LSTF Steering Group & Board meetings (quarterly)							
Number of working age people claiming out-of-work benefits	CP	Worsening economic conditions lead to an increase in unemployment. External partners deliver the majority of activity to get people back into work – the risk is that such activity is unsuccessful	Strategic: strongly influenced by external economy. Financial: budget reduction of worklessness project	David Ball	Ongoing economic monitoring. Strategic work with partners eg JCP.	2	3	6	Quarterly	Review of economic priorities by Cabinet	Rose Boylan	Dec '13
Delivery of the Highway Services Beyond 2014 (HSB14) Project	DP	Insufficient resources or expertise results in failure to implement a new contract from 1 <sup>st</sup> April 2014	Operational, financial, Reputational	Mark Smith	Established governance to project, with relevant corporate representation.  Project resources supplemented with consultancy support.  Market interest prompted through media release.  Project timescales allow 4 months mobilisation.  EU Procurement processes being followed, with support from Corporate Procurement Group and Legal Services	2	3	6	Prior to Tendering (July 2013), Prior to Award (October 2013),	Demobilisation/ Handover planning with existing provider	Rob Clifford	PQQ (May 2013) ITT (July 2013), Award (Oct 2013), Commence (1 <sup>st</sup> April 2013)
Prevent any increase in the length of strategic road network requiring maintenance treatment	DP	Insufficient resources may result in an increase in the proportion of the network length requiring immediate maintenance intervention will indicate that the strategic road network is deteriorating in condition, resulting in greater	Financial, reputational	Mark Smith	Inspection and maintenance policy addressing immediate safety needs.  Structural Maintenance Programme focussed on strategic road network.  Maintenance strategies target	3	2	6	Survey is annual (summer 2013), so review after results are known (October 2013).	Structural Maintenance Programme for 2014/15 prepared taking into account 2013 survey outputs.	Rob Clifford	Mar '14

Objective	Risk Ref.	Risk Description	Risk Category	Risk Owner	Existing Control Measures	Current Net Scores			Risk Review Frequency	Additional Control Measures Planned	Officer Responsible	Target Date
						Likelihood	Impact	Total				
		number of claims, requiring more costly maintenance at a later date and reducing confidence of businesses in their transport needs.			preventing further deterioration through effective use of lower cost treatments.  LTP and Addition Government Grant to fund Structural Maintenance Programme.  Annual Survey of road condition to be carried out to measure condition changes.  Benchmarking with Merseyside authorities on road condition.				Winter damage impacts assessed (January 2014, March 2014)	Invest to save opportunities to be explored for road maintenance prior to Structural Maintenance Programme.		
Reduce the number of people killed or seriously injured in road traffic accidents	DP	The casualty reduction target is not achieved due to factors outside the control of the Council eg partner agencies; weather; changes in economy etc may influence the number of road casualties.	Operational Reputation	Mark Smith	Regular scrutiny by the Wirral Casualty Reduction Partnership involving senior officers from Wirral Council, Police and MFRS etc.  Targeted programme of engineering measures, enforcement and education activities.  Ongoing validation of casualty data provided by the Police.	3	3	9	Quarterly. Note: Casualty data is based on national reporting (calendar year) timescales.	Review casualty data & seek additional measures such as police enforcement; communications & marketing; education.	Mike Peet	Jun '13
Gross Value Added per head of population	DP	Economic conditions could worsen meaning that Wirral's GVA may not increase	Strategic: strongly influenced by external economic conditions	David Ball	Economic profiling and analysis to understand economic trends. Ongoing activity with private sector & investors to increase the levels of inward investment and increase jobs	2	2	4	Half-Yearly	Review of economic priorities by Cabinet	Rose Boylan	Dec '13
60% of Major Planning Applications determined within 13 weeks	DP	Any reduction in staffing could impact on the ability of the service to determine applications in a timely manner	People Operational	David Ball	All Major applications are managed through the Development Management System (Acolaid) which allows for monitoring and reporting either, daily, weekly, monthly, quarterly or annually.	2	2	4	Half-Yearly		Matthew Davis	

Objective	Risk Ref.	Risk Description	Risk Category	Risk Owner	Existing Control Measures	Current Net Scores			Risk Review Frequency	Additional Control Measures Planned	Officer Responsible	Target Date
						Likelihood	Impact	Total				
		Applications being delayed by external consultees or other internal consultees could impact on determining applications in time	Operational Reputation		The system operates a traffic light system that is monitored by individual case officers but can also be accessed and managed by the Service Manager.	2	3	6	Quarterly			
		There is a risk that if Members defer applications for Site Visits or additional information then this may impact on determining applications within time.	Financial Operational Reputation		Validation processes are being reviewed and amended to require draft Heads of Terms to be submitted with all Major Planning Applications where there is a significant likelihood of a Section 106 Legal Agreement being required. This will reduce the amount of time taken post determination. The Council's approach to Pe-Application Enquiries (introduced on 6 March 2013) also means that S106 requirements can be addressed and negotiations begun at the pre-application stage.	2	3	6	Quarterly			
		Major Applications subject to Section 106 Legal Agreements can be delayed as negotiations between legal representatives for both the Council and the Applicant take place.	Legal Financial Reputational		Validation processes are being reviewed and amended to require draft Heads of Terms to be submitted with all Major Planning Applications where there is a significant likelihood of a Section 106 Legal Agreement being required. This will reduce the amount of time taken post determination. The Council's approach to Pe-Application Enquiries (introduced on 6 March 2013) also means that S106 requirements can be addressed and negotiations begun at the pre-application stage.	2	3	6	Quarterly			



Objective	Risk Ref.	Risk Description	Risk Category	Risk Owner	Existing Control Measures	Current Net Scores			Risk Review Frequency	Additional Control Measures Planned	Officer Responsible	Target Date
						Likelihood	Impact	Total				
Complete review of Floral Pavilion Business Plan.	DP	Extended absence of the principal officer responsible could delay completion of the review.	Financial People Reputation	David Ball	Service Management Team monthly monitoring meetings	2	4	8	Quarterly	Key officers identified to lead and be responsible for specialist areas	Kate Carpenter	Sep '13
Complete Town Centre Plans	DP	Incorrect strategic priorities	Strategic	David Ball	Priority for project set by Cabinet	3	3	9	Quarterly	Review of priorities by Cabinet	Ray Squire	Dec '13
		Reduction in external funding	Financial		Reduce programme of Action Plans	4	4	16	Monthly	Review of priorities by Cabinet		Dec '13
		Failure to prioritise, allocate appropriate budgets and monitor/report	Financial		Reduce programme of Action Plans	3	3	9	Quarterly	Review of priorities by Cabinet		Dec '13
		Failed resource bids	Financial		Reduce programme of Action Plans	4	4	16	Monthly	Review of priorities by Cabinet		Dec '13
		Sustainability of time related funding	Financial		Reduce programme of Action Plans	4	4	16	Monthly	Review of priorities by Cabinet		Dec '13
		Poor partnership working	Operational		Engagement with local traders/Members	2	2	4	Half-Yearly	Support the development of voluntary trader groups		On-going
		Poor project planning and management	Operational		Project management by officers	2	2	4	Half-Yearly	Project management training for officers		Sept '13
		Association with unsuitable organisations	Reputation		Engagement with local traders/Members	2	2	4	Half-Yearly	Support the development of voluntary trader groups		On-going
		Over-reliance on key	People		Reduce programme of Action							Dec '13

Objective	Risk Ref.	Risk Description	Risk Category	Risk Owner	Existing Control Measures	Current Net Scores			Risk Review Frequency	Additional Control Measures Planned	Officer Responsible	Target Date
						Likelihood	Impact	Total				
		officers  Reduction in staff levels/capacity as a result of corporate budget constraints	People		Plans  Reduce programme of Action Plans	3  4	3  4	9  16	Quarterly  Monthly	Review of priorities by Cabinet  Review of priorities by Cabinet		Dec '13
Average % repeats of high risk domestic abuse cases taken to MARAC in previous 12 months	DP	Welfare Reforms place financial pressure on relationships leading to increased tension within the relationship and violence or other forms of domestic abuse.	Regulatory/ Legal/ Statutory	Ian Platt	Risk assessments	5	2	10	Quarterly	Imbed Family Safety Team within Multi Agency Safeguarding Hub and Troubled Families initiatives	Steve Mc.Gilvray	Sept 13
		Inclusion of 16-18 year olds in cohort. Previously there has been little support for this age group and they were excluded from MARAC support until a change in the Home Office definition of domestic abuse. Evidence suggests there are significant numbers of high risk clients on Wirral in this age group thus increasing the number of cases requiring support at MARAC.	Regulatory/ Legal/ Statutory		Prioritise high risk victims	4	4	16	Monthly			
		Number of Referrals continues to Increase	Regulatory/ Legal/ Statutory		Assess/analyse referral rates by each agency	4	4	16	Monthly			
Decrease in offending rate for Compass offenders	DP	DAAT budget uncertainty or reductions here will impact upon services providers who support clients within the Compass cohort	Financial	Ian Platt	Integrated Offender Management	2	2	4	Half Yearly	Prioritise most prolific offenders	Steve Mc.Gilvray	Aug 13

Objective	Risk Ref.	Risk Description	Risk Category	Risk Owner	Existing Control Measures	Current Net Scores			Risk Review Frequency	Additional Control Measures Planned	Officer Responsible	Target Date
						Likelihood	Impact	Total				
		(Saadian) Information System change. This is a system covering the whole of Merseyside which is being tailor made to the needs of Merseyside. Monitoring of performance may prove difficult during the transition to and early stages of operation.	Info/ Tech		Shared working across Merseyside Criminal Justice Board	1	4	4	Half Yearly	Merseyside wide user group		Dec 13
Number of homeless preventions	DP	Homeless prevention activity cannot meet with projected increase in demand of homelessness due to Welfare reform changes; staff funding time limited Community Grant. All of which would result in increase cost to respond to statutory responsibilities	Financial, Statutory, People, Reputation, and Operational	Ian Platt	Close monitoring, supervision and reporting to ensure appropriate response to increased demand.  Introduction of discharging homelessness duty into the Private rented sector.  Chief Officers and Head of Service to seek revenue funding to support staffing beyond life of external funding	3	4	12	Quarterly	Seeking additional prevention funding.	Sheila Jacobs	Monthly

## 5. Workforce Monitoring

### Workforce statistics for Regeneration & Environment Directorate as at 1<sup>st</sup> April 2013

Employee Information	Female		Male		Total		
	No	FTE	No	FTE	No	FTE	%
Permanent Full Time	190	188.16	453	450.97	643	639.13	90.06%
Permanent Part Time	85	35.53	62	17.63	147	53.15	7.49%
Permanent Job Share	8	4.17	0	0.00	8	4.17	0.59%
Temporary Employees	10	8.22	3	3.00	13	11.22	1.58%
Modern Apprentices	1	1.00	1	1.00	2	2.00	0.28%
Total	294	237.08	519	472.60	813	709.68	

Employee Profiles	Female		Male		Total	
	No	%	No	%	No	%
Age 16 - 19	3	1.02%	1	0.19%	4	0.49%
Age 20 - 29	38	12.93%	42	8.09%	80	9.84%
Age 30 - 39	68	23.13%	83	15.99%	151	18.57%
Age 40 - 49	78	26.53%	151	29.09%	229	28.17%
Age 50 - 54	44	14.97%	105	20.23%	149	18.33%
Age 55 - 63	46	15.65%	99	19.08%	145	17.84%
Age 64	1	0.34%	6	1.16%	7	0.86%
Age 65 Plus	16	5.44%	32	6.17%	48	5.90%
Total	294	36.16%	519	63.84%	813	

Disability	Female		Male		Total	
	No	%	No	%	No	%
No	233	79.25%	323	62.24%	556	68.39%
Yes	5	1.70%	22	4.24%	27	3.32%
Not Declared	49	16.67%	170	32.76%	219	26.94%
Data not available	7	2.38%	4	0.77%	11	1.35%
<b>Total with data available</b>	287	97.62%	515	99.23%	802	98.65%

Nationality	Female		Male		Total	
	No	%	No	%	No	%
Angola	0	0.00%	0	0.00%	0	0.00%
Belgium	0	0.00%	0	0.00%	0	0.00%
British	131	44.56%	186	35.84%	317	38.99%
Canadian	0	0.00%	0	0.00%	0	0.00%
Chinese	0	0.00%	0	0.00%	0	0.00%
English	37	12.59%	77	14.84%	114	14.02%
German	0	0.00%	0	0.00%	0	0.00%
Ghana	0	0.00%	0	0.00%	0	0.00%
Indian	0	0.00%	0	0.00%	0	0.00%
Irish	0	0.00%	1	0.19%	1	0.12%
Malaysian	0	0.00%	0	0.00%	0	0.00%
Nepalese	0	0.00%	0	0.00%	0	0.00%
Polish	0	0.00%	1	0.19%	1	0.12%
Scottish	0	0.00%	0	0.00%	0	0.00%
Spanish	0	0.00%	0	0.00%	0	0.00%
Welsh	0	0.00%	0	0.00%	0	0.00%
Not Declared	50	17.01%	168	32.37%	218	26.81%
Data not available	76	25.85%	86	16.57%	162	19.93%
<b>Total with data available</b>	218	74.15%	433	83.43%	651	80.07%

## **6. Equality and Diversity**

The Equality Duty 2010 places legal duties on bodies including three general duties:

- To eliminate unlawful discrimination, harassment and victimisation
- To advance equality of opportunity
- To foster good relations between different groups of people

The Directorate has representation at the Corporate Equality and Inclusion Group to ensure equality and inclusion issues policy and procedures are embedded across the Directorate.

Equality Impact Assessments are completed, included within Committee reports and published on the Council's website.

Specific support provided by the Regeneration & Environment Directorate will include:

- Ensuring all procurements follow the corporate procurement guidelines
- Having regular contact with individuals and groups to ensure their needs are taken into account for example relating to the Directorate housing responsibilities; there are also a number of user groups established such as the Rights of Way User Group, Pedestrian Forum, cyclists, various user groups associated with Parks and Countryside as well as a number of forum/stakeholders in relation to planning and business matters.
- Working with partners to ensure compliance with the Equality Standards, this would include Biffa, Colas and any joint working projects such as the Local Transport Plan (LTP3) led by Merseytravel.

## WIRRAL COUNCIL

### REGENERATION AND ENVIRONMENT POLICY AND PERFORMANCE COMMITTEE

10 JULY 2013

<b>SUBJECT:</b>	<b>DIRECTORATE PLAN PERFORMANCE MANAGEMENT REPORT (DRAFT)</b>
<b>WARD/S AFFECTED:</b>	<b>ALL</b>
<b>REPORT OF:</b>	<b>KEVIN ADDERLEY (STRATEGIC DIRECTOR OF REGENERATION &amp; ENVIRONMENT PERFORMANCE)</b>
<b>KEY DECISION?</b>	<b>NO</b>

#### **1.0 EXECUTIVE SUMMARY**

- 1.1 The aim of this report (Appendix 1) is to outline the proposed performance management report to support the delivery of the Directorate Improvement Plan for 2013/14.
- 1.2 It translates the priorities set out in the Plan into a coherent set of performance outcome measures and targets. They will be used to evaluate the achievement of the priorities outlined in the plan over the next year.
- 1.3 It is anticipated that the development of the Plan will be an iterative process during 2013/14 based on the feedback and requirements of elected members and the portfolio lead. It will run in parallel to the wider development of the underpinning business planning and performance management infrastructure within the council (e.g. Performance Management Framework Policy, electronic provision of performance information to elected members, transition from targets to outcomes).

#### **2.0 BACKGROUND AND KEY ISSUES**

- 2.1 The Directorate Plan links directly to the Corporate Plan and sets Directorate objectives in national and local context. The indicators contained within the Directorate Plan form a hierarchy underneath the high level indicators specified in the Corporate Plan. The Corporate Plan high level indicators are to be considered at Council in July for approval, but to allow the Policy & Performance Committee to consider progress against this portfolio we have included them. Until Council approval they should be considered as draft.
- 2.2 The Strategic Director for Regeneration & Environment (Kevin Adderley) has signed off the indicators contained within the performance report and agreed the following parameters which underpin their on-going performance management:

- 2013/14 Plan
  - 2013/14 Plan trajectory (see Appendix 2)
  - 2013/14 Performance tolerance levels (determine RAG [Red, Amber, Green] status)
  - Head of Service responsible for delivery of target
- 2.3 Directorate Plan performance (includes Corporate Plan targets) will be monitored on a monthly basis against the parameters agreed as part of the business planning process (e.g. RAG tolerance levels). A number of indicators are only available on a quarterly basis, in line with the availability of data.
- 2.4 The outputs from this monitoring process will be performance managed proactively on an exception basis. The system is designed to promote a “no surprises” approach to performance management.
- 2.5 Heads of Service responsible for the delivery of targets must complete an exception report and delivery plan for all indicators which are under performing (e.g. red RAG rated indicators). Appendix 3 illustrates the pro-forma which will be used to capture this information.
- 2.6 Monthly Directorate Plan performance reports will be produced and made available (to support corporate challenge) in line to support:
- Monthly DMTs
  - Monthly Portfolio Lead briefings
  - Quarterly Audit, Risk, Governance and Performance meetings
  - Quarterly Policy and Performance Committees
- 3.0 RELEVANT RISKS**
- 3.1 The performance management framework is aligned to the risk management strategy. At present no risks are identified in relation to the latest version of the Corporate Plan performance report.
- 4.0 OTHER OPTIONS CONSIDERED**
- 4.1 N/A
- 5.0 CONSULTATION**
- 5.1 The Corporate plan was drafted based on the feedback generated by the What Really Matters public consultation. The Directorate plan underpins this plan.
- 6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**
- 6.1 N/A
- 7.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**
- 7.1 Financial implications of undertaking the actions to deliver the Directorate Plan will be addressed by Directorate as appropriate.



## **8.0 LEGAL IMPLICATIONS**

- 8.1 Legal implications of undertaking the actions to deliver the Directorate Plan will be addressed by Directorate as appropriate.

## **9.0 EQUALITIES IMPLICATIONS**

- 9.1 The Directorate Plan has a clear focus on supporting those who are disadvantaged, including the delivery of specific services and through ensuring that all of Wirral's diverse communities are equally able to access services.
- 9.2 Equalities implications relating to the actions set out in the Directorate Plan will be addressed by the Directorate as appropriate, and details set out in individual Directorate plans. This work is also monitored by the Corporate Equalities and Cohesion Group and the Council Excellence Overview and Scrutiny Committee.

## **10.0 CARBON REDUCTION IMPLICATIONS**

- 10.1 N/A

## **11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

- 11.1 N/A

## **12.0 RECOMMENDATION/S**

- 12.1 Committee are requested to use the information contained within this report to inform its future work programme.

## **13.0 REASON/S FOR RECOMMENDATION/S**

- 13.1 To ensure that the report provides elected members with the information required to evaluate the delivery of the key priorities identified by the Directorate Plan.

**REPORT AUTHOR:**   **Tony Kinsella**  
Head of Performance  
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## **APPENDICES**

Appendix 1 – Directorate Plan Performance Report (13/14)  
Appendix 2 – Directorate Plan Performance Report (13/14) Technical Specification  
Appendix 3 – Copy of Exception/Delivery Report Template

## **REFERENCE MATERIAL**

N/A

## **SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
N/A	N/A

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## WIRRAL COUNCIL

**Regeneration & Environment Directorate**  
**Corporate and Directorate Plan Performance Report as at 31st May 2013**



No.	Description	Data Source	Performance 2012/13	Target/Plan 2013/14	YTD Target 2013/14	YTD Performance	Monthly Trend	Reporting Period	Accountable Officer (Head of Service)	Comments
<b>Environment &amp; Regulation</b>										
1	Number of interventions put in place for travel plans and transport (to improve accessibility to employment & opportunities)	Travel Solutions	868	1,000	142	334		Apr - May	M Smith	Monthly
2	To maintain local environmental quality (LEQ) of litter, detritus, & dog fouling in main gateways and shopping areas	Local Survey Data	92%	92%	-	NYA		-	M Smith	Quarterly measure.
3	To prevent any increase in the length of strategic road network requiring maintenance treatment (NI 168)	WDM Ltd annual in-year Wirral road conditions survey	4%	4%	-	NYA		-	M Smith	Annual measure.
4	Reduce the number of people killed or seriously injured in road traffic accidents (NI 47)	Merseyside Police	99	102	-	NYA		-	M Smith	Quarterly measure.
<b>Housing &amp; Community Safety</b>										
5	Number of new affordable homes	Housing Strategy Team (Homes & Communities Agency MIS)	202 (forecast outturn)	322	-	NYA		-	I Platt	Quarterly measure.
6	Number of empty properties returned to use or demolished through local authority action	M3 Northgate Database	250 (forecast outturn)	255	-	NYA		-	I Platt	Quarterly measure.
7	Number of interventions to improve private rented sector properties	MVM Database	New Indicator	400	-	NYA		-	I Platt	Quarterly measure.
8	Number of adaptations completed	MVM Database	1523	1860	-	NYA		-	I Platt	Quarterly measure.
9	Average % repeats of high risk domestic abuse cases taken to MARAC in previous 12 months	The Domestic Violence MARAC database is stored on Police Data Warehouse on the 'Delphi' computer	51.70%	22.30%	-	NYA		-	I Platt	Quarterly measure.
10	Decrease in offending rate for Compass offenders		73.30%	71%	-	NYA		-	I Platt	Quarterly measure.
11	Number of homeless preventions		666	650	-	NYA		-	I Platt	Quarterly measure.
<b>Regeneration</b>										
12	Jobs created and safeguarded (via Invest Wirral)	Invest Wirral	1,580	925	110	173		Apr - May	D Ball	Monthly
13	Apprenticeships supported (Wirral Apprentice Programme)	Hanlon Information System	New Indicator	50	TBC	NYA		-	D Ball	The Wirral Apprentice Programme is still under development. It is anticipated that it will be completed and agreed between July and August 2013. Initial programme results are expected by September 2013.
14	Number of working age people claiming out-of-work benefits (economic in-activity)	NOMISWEB	16.10%	15.60%	-	NYA		-	D Ball	This is a 6-monthly measure. Performance data will be available in August 2013.
15	% of Major Planning Applications determined within 13 weeks	Acolaid system	46.15%	60.00%	-	NYA		-	D Ball	Quarterly measure.
16	Complete Town Centre Plans	Action Plans	6	6	-	NYA		-	D Ball	Quarterly measure.
17	Value Added per head of population	Gross Office for National Statistics	£11,167	£11,345	-	NYA		-	D Ball	Annual measure.

# Corporate & Directorate Plan Performance Report: Regeneration & Environment Technical Specification



	Indicator	Frequency	Performance 2012/13	Target 2013/14	Trajectories	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14
1	Number of interventions put in place for travel plans and transport (to improve accessibility to employment & opportunities)	Monthly	868	1,000	Target	65	142	205	265	318	403	545	652	703	795	897	1,000
Actuals						334											
2	To maintain local environmental quality (LEQ) of litter, detritus, & dog fouling in main gateways and shopping areas	Quarterly	92%	92% (cumulative)	Target	90% actual (90% cumulative)			88% actual (89% cumulative)			94% actual (90.1% cumulative)			96% actual (92% cumulative)		
Actuals																	
3	Prevent any increase in the length of strategic road network requiring maintenance treatment (NI 168)	Annual	4%	\$%	Target	4%											
Actuals																	
4	Reduce the number of people killed or seriously injured in road traffic accidents (NI 47)	Quarterly	99	102	Target	26			52			78			102		
Actuals																	
5	Number of new affordable homes	Quarterly	202	322	Target	40			117			220			322		
Actuals																	
6	Number of empty properties returned to use or demolished through local authority action	Quarterly	250	255	Target	30			80			160			255		
Actuals																	
7	Number of interventions to improve private rented sector properties	Quarterly	New Indicator	400	Target	100			200			300			400		
Actuals																	
8	Number of adaptations completed (and average cost of adaptations for year)	Quarterly	1,523	1,860	Target	465			930			1395			1860		
Actuals																	
9	Average % repeats of high risk domestic abuse cases taken to MARAC in previous 12 months	Quarterly	15.7%	22.30%	Target	22.3%			22.3%			22.3%			22.3%		
Actuals																	
10	Decrease in offending rate for Compass offenders	Quarterly	73.3%	71.00%	Target	71%			71%			71%			71%		
Actuals																	
11	Number of homeless preventions	Quarterly	666	650	Target												
Actuals																	
12	Jobs created and safeguarded (via Invest Wirral)	Monthly	1,580	925	Target	20	110	231	296	351	462	562	639	693	748	836	925
Actuals					20	173											
13	Apprenticeships supported (Wirral Apprentice Programme)	Annual	New Indicator	50	Target	50											
Actuals																	
14	Number of working age people claiming out-of-work benefits (economic in-activity)	6-monthly	16.10%	15.60%	Target	15.8%			15.6%								
Actuals																	
15	% of Major Planning Applications determined within 13 weeks	Quarterly	46.15%	60%	Target	60%			60%			60%			60%		
Actuals																	
16	Complete Town Centre Plans	Quarterly	6	6	Target	1			3			4			6		
Actuals																	
17	Gross Value Added per head of population	Annual	£11,167 (2010)	£11,345	Target	£11,345											
Actuals																	

## PERFORMANCE ACTION PLAN TEMPLATE

This template is to be completed for ALL measures showing **RED** status of non-compliance against the specified target reported.

INDICATOR OVERVIEW	
Indicator Title	
Strategic Director Lead	
Departmental Lead	
Target	

CURRENT SITUATION: Detail what the performance is for this measure and reason/s for non-compliance		
Performance this Period		+ / - Target :
Non-compliance reason		

ACTIONS: This describes what's necessary or how to achieve a 'green' score. This way everyone is clear on what is required and when; knows the expected outcome and how to achieve it .	
What (is required)	
How (will it be achieved)	<i>Are there any resource allocation required for specific activities?</i>
Who (will be responsible)	
When (will results be realised)	<i>Date required.</i>

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## WIRRAL COUNCIL

### REGENERATION AND ENVIRONMENT POLICY AND PERFORMANCE COMMITTEE

10 JULY 2013

<b>SUBJECT:</b>	<b>DECISIONS TAKEN UNDER DELEGATED POWERS</b>
<b>WARD/S AFFECTED:</b>	<b>VARIOUS</b>
<b>REPORT OF:</b>	<b>ASSISTANT CHIEF EXECUTIVE / HEAD OF UNIVERSAL &amp; INFRASTRUCTURE SERVICES</b>
<b>KEY DECISION?</b>	<b>NO</b>

#### 1.0 EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to inform Members, in accordance with the Approved Scheme of Delegation, of any instances where delegated authority has been used by the Assistant Chief Executive/Head of Universal & Infrastructure Services with respect to the appointment of Contractors pursuant to Contract Procedure Rule 14.4. In this instance the delegated authority was used on behalf of the former Director of Law, HR and Asset Management. The function of Corporate Asset Management is now within the remit of the Assistant Chief Executive/Head of Universal & Infrastructure Services.

#### 2.0 BACKGROUND AND KEY ISSUES

- 2.1 The following tenders have been accepted since the last such report to the meeting of the Sustainable Communities Overview & Scrutiny Committee on 12 March 2013.

Project Title: Comprehensive Lift Maintenance  
Contract 2013-2015  
Contract Sum: £21,536.28 per annum  
Contractor: Knowsley Lift Services Ltd  
Funded from: Law, HR & AM Repairs & Maintenance Revenue

Project Title: Birkenhead Town Hall  
Power/Lighting  
Contract Sum: £77,430.53  
Contractor: Cottrell Electrical Services Ltd  
Funded from: Capital Reserves

Project Title: Asbestos Surveying & Sampling  
Schedule of Rates Contract 2013-2016  
Contract Sum: 0% Increase/Reduction to Base Rates  
Contractor: Apec Environmental Ltd  
Funded from: Law, HR & AM Repairs & Maintenance Revenue

Project Title: Water Hygiene  
Risk Assessment & Monitoring 2013-2014  
Contract Sum: 41.5% Reduction to Base Rates  
Contractor: Hertel (UK) Ltd  
Funded from: Law, HR & Asset Management PPM

2.2 The above listed tenders were the lowest/most economically advantageous received.

### **3.0 RELEVANT RISKS**

3.1 There are no risks in relation to this report.

### **4.0 OTHER OPTIONS CONSIDERED**

4.1 There are no other options to be considered in relation to this report.

### **5.0 CONSULTATION**

5.1 There are no consultation issues in relation to this report.

### **6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

6.1 There are no implications directly arising from this report.

### **7.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

7.1 Funding for these projects is as detailed above. There are no other resource implications as a result of this report.

### **8.0 LEGAL IMPLICATIONS**

8.1 There are no legal implications as a direct result of this report.

### **9.0 EQUALITIES IMPLICATIONS**

9.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

(b) No because there is no relevance to equality.

### **10.0 CARBON REDUCTION IMPLICATIONS**

12.1 There are no carbon reduction implications as a direct result of this report.

### **11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

12.1 There are no implications as a result of this report.

### **12.0 RECOMMENDATION/S**

12.1 That the report be noted.

### **13.0 REASON/S FOR RECOMMENDATION/S**

13.1 To advise members in accordance with the Approved Scheme of Delegation.



**REPORT AUTHOR:**   **Robin Stratton**  
Assistant Projects Manager  
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**APPENDICES**

None.

**REFERENCE MATERIAL**

None.

**SUBJECT HISTORY (last 3 years)**

Council Meeting	Date

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## **HIGHWAYS AND TRAFFIC REPRESENTATION PANEL**

Thursday, 13 June 2013

Present:

Councillor	P Gilchrist (Chair) (In place of D Elderton)	
Councillors	C Povall (In place of D Mitchell)	J Stapleton (In place of J Williams)

9 **APPOINTMENT OF CHAIR**

On a motion by Councillor C Povall and seconded by Councillor J Stapleton, it was –

**Resolved – That Councillor P Gilchrist be appointed Chair for this meeting.**

10 **MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST**

No declarations of interest were received.

11 **OBJECTIONS: REVOCATION OF TRAFFIC REGULATION ORDER ON MANOR  
ROAD CAR PARK, WALLASEY**

The Panel considered the report of the Head of Environment and Regulation reporting upon an objection which had been submitted by a resident of Manor Road objecting to the revocation of Traffic Regulation Order the effect of which would be to dispose of the car park in Manor Road, Wallasey.

The report indicated that a review had recently been undertaken in respect of the Council's vacant land and buildings to determine whether assets were required by the Council or whether they were surplus to requirements. The Head of Environment and Regulation had identified as part of the process that Manor Road Car Park was no longer required for Council purposes and was therefore considered appropriate for sale.

In response to the objectors written representations detailed in the report, it was reported that making Manor Road car park, pay and display or resident's only parking would not be financially viable due to the current budget constraints upon the Council and its Departments.

The report further indicated that there was already sufficient capacity in the nearby car park accessed from Liscard Village and Blue Badge holders could park there for up to three hours on double yellow lines and free of charge for an unlimited amount of time in all Council pay and display car parks; and the Council was currently consulting with the objector on implementing additional spaces for blue badge holders within Liscard Village car park to assist the resident in parking.

Following publication of the agenda two late written objections had been received to be considered by the Panel.

Mr S Atkins, Parking Manager and Mr M Peet, Service Manager outlined the report and responded to questions from Councillor Mooney, Ward Councillor and Members of the Panel.

Councillor B. Mooney on behalf of local residents made representations to Members of the Panel objecting to the proposal to dispose of the Car Park at Manor Road, Wallasey.

Prior to making her representations Councillor Mooney declared a personal interest in the item by virtue of her employment.

The Objectors were not present at the meeting.

Members considered all representations made orally and in writing.

In response to Members, Mr S Atkins indicated that he would investigate the suggestion of ringfencing the advertising income to be used to cover the maintenance costs.

**Resolved- That:**

- (1) the objector be thanked for their attendance and their objections be noted;**
- (2) it be recommended to the Regeneration and Environment Policy and Performance Committee that the Car Park at Manor Road, Wallasey be retained; and**
- (3) the Head of Environment and Regulation be requested to investigate if the income associated with advertising could be ringfenced to be utilised for use against the maintenance costs.**

**12 OBJECTIONS: WALKING STRATEGY, SCHOOL TRAVEL IMPROVEMENTS SCHEME - TOUCAN CROSSING, BRIDGE ROAD/ORRYSDALE ROAD, WEST KIRKBY**

Prior to consideration of the item Councillor Gilchrist declared a personal interest by virtue of him being a Member of the Wirral Cycle Forum.

The Panel considered the report of the Head of Environment and Regulation reporting upon objections received as a result of proposals to introduce a toucan crossing on Bridge Road, near to the junction of Orrysdale Road, West Kirby.

The report concluded that the provision of a Toucan crossing facility in Bridge Road would have a positive effect on assisting cyclists, disabled, visually impaired persons,

persons with prams and pushchairs, children, and pedestrians in general to cross the busy road.

Mr M Redman, Team Leader (Projects), and Mr D Rees, Road Safety Manager outlined the report and responded to questions from Members of the Panel.

Mr Redman indicated that he had, had held on site meetings with the objector regarding their concerns in relation to access and had suggested a revision to the proposals which consisted of moving the crossing and reducing the size of the zig zag markings to assist.

Following publication of the agenda, further written objections to be considered by the Panel had been received by the objector who was unable to attend the meeting. Following receipt of the objection Mr Redman had undertaken further investigation using an auto track manoeuvre computerised system which had demonstrated that the proposals detailed within the report would enable access to be given to deliveries via the objectors driveway.

The Panel heard representations from Mr A Hodgson, on behalf of Wirral Cycle Forum and Councillor G Watt on behalf of local residents regarding their objections to the proposals to introduce a Toucan crossing on Bridge Road, near to the junction of Orrysdale Road, West Kirby.

Members considered all representations made orally and in writing.

**Resolved- That:**

- (1) the objections be noted; and**
- (2) it be recommended to the Regeneration and Environment Policy and Performance Committee that the proposed scheme to introduce a Toucan crossing on Bridge Street, near to the junction of Orrysdale Road, West Kirby , as shown on attached drawing no. R&E/1/13/MCR-b and detailed within the report, be approved.**

**13 OBJECTIONS: LOCAL SAFETY SCHEME: PROPOSED KERBLINE BUILDOUT AND EXISTING PEDESTRIAN REFUGE UPGRADE, TORRINGTON ROAD/MARLOWE ROAD, WALLASEY**

The Panel considered the report of the Head of Environment and Regulation reporting upon an objection received as a result of proposals to introduce a Kerblin 'Buildout' and an upgrade of the existing pedestrian refuge island on Torrington Road, Liscard near to its junction with Marlowe Road.

The report concluded that the scheme was identified as part of the 2012/13 Local Transport Plan Capital Programme ('Improving Road Safety' block allocation) to provide a 'Local Safety Scheme' at the junction of Torrington Road/Marlowe Road, Liscard.

Mr D Rees, Road Safety Manager outlined the report and responded to questions from Members of the Panel.

Mr W Smith, local resident made representations to Members of the Panel regarding the proposals and sought approval to circulate photographs taken from property address No. 32 to the Panel for their consideration.

Members considered all representations made orally and in writing.

**Resolved- That:**

- (1) the objections be noted; and**
- (2) in the interests of road safety it be recommended to the Regeneration and Environment Policy and Performance Committee that the proposed scheme to introduce a pedestrian refuge island with associated tactile crossing points on Torrington Road, Liscard near to its junction with Marlowe Road as shown on drawing no. DR&E/2/13/a in the report be approved.**

## WIRRAL COUNCIL

### POLICY AND PERFORMANCE COMMITTEE – REGENERATION AND ENVIRONMENT

10 JULY 2013

<b>SUBJECT:</b>	<b>APPOINTMENT OF THE HIGHWAYS REPRESENTATION PANEL</b>
<b>WARD/S AFFECTED:</b>	<b>ALL</b>
<b>REPORT OF:</b>	<b>STRATEGIC DIRECTOR OF TRANSFORMATION AND RESOURCES</b>
<b>KEY DECISION?</b>	<b>NO</b>

#### 1.0 EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to enable this Committee to undertake a review of the Highways Representation Panel and to appoint members to serve on that panel if it is to be retained in 2013-2014. Standing Order 33 (1) requires that Committees should keep the need for panels under review and, in particular, the position must be reviewed at the first meeting of a Committee in each municipal year.

Unless appointed as full members, the Leaders and Deputy Leaders of the three largest political groups represented on the Council are entitled to attend meetings of all Committees, Sub-Committees and Panels, with the right to speak at the invitation of the Chair (Standing Order 25(5)).

#### 2.0 BACKGROUND AND KEY ISSUES

- 2.1 The Panel's terms of reference are as follows:

- (i). To consider objections relating to all highway and traffic management matters governed by the Road Traffic Regulation Act 1984, whether subject to a traffic regulation order or otherwise, including (but not limited to) the following:
  - waiting and parking restrictions;
  - speed limits;
  - one way traffic orders;
  - weight limits
  - prohibiting or restricting the use of heavy commercial vehicles;
  - signalised and non signalised pedestrian/cycle/horse crossings;
  - provision of off street parking and parking on roads, footpaths, pavements and verges;
  - traffic signs and traffic signals
  - bus lanes and taxi ranks
- (ii). unresolved petitions relating to highway and traffic management matters
- (iii). and to then make recommendations to the Policy and Performance Committee – Regeneration and Environment.

## 2.2 Membership

The membership of the Highways Representation Panel, since its establishment in 2009 has been three members, the Chair of the former Sustainable Communities Overview and Scrutiny Committee and the two Party Spokespersons, or their nominees. In 2012-2013 the membership was as follows:

	Members	Deputies
1 Conservative	D Elderton (Chair)	S Williams L Fraser J Hale E Boulton P Johnson P Hayes C Povall S Mountney
1 Labour	J Williams	J Crabtree C Muspratt T Norbury J Stapleton M Sullivan R Abbey D Dodd P Glasman
1 Liberal Democrat	D Mitchell	A Brighthouse P Gilchrist T Harney M Johnston S Kelly P Williams

2.3 The Panel is an advisory panel and therefore does not need to be politically proportionate.

2.4 The Panel's recommendations are referred to the Policy and Performance Committee – Regeneration and Environment for consideration. The Committee may approve, amend, substitute or reject a Panel's recommendation(s). All approved and / or amended recommendations by the Committee are referred to the relevant Cabinet Member for a formal decision to be made.

2.5 Members should note that the panel usually meets during the daytime.



### **3.0 RELEVANT RISKS**

- 3.1 The Panel was first appointed in June 2009 (minute 6 refers) to enable the streamlining of the decision making process and to hear public representations and receive officer reports.

### **4.0 OTHER OPTIONS CONSIDERED**

- 4.1 No other options were considered beyond those outlined in the report.

### **5.0 CONSULTATION**

- 5.1 It is for political groups to decide how they wish to allocate their Panel places.

### **6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

- 6.1 There are no implications arising directly from this report

### **7.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

- 7.1 There are no implications arising directly from this report.

### **8.0 LEGAL IMPLICATIONS**

- 8.1 There are no implications arising directly from this report.

### **9.0 EQUALITIES IMPLICATIONS**

- 9.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

No because there is no relevance to equality.

### **10.0 CARBON REDUCTION IMPLICATIONS**

- 10.1 There are no implications arising directly from this report.

### **11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

- 11.1 There are no implications arising directly from this report.

### **12.1 RECOMMENDATION**

The Committee is requested –

- (1) to confirm that the Highways Representation Panel be re-appointed for 2013-2014 with the terms of reference identified.
- (2) to appoint members to serve on the Highways Representation Panel in 2013-2014, including the appointment of the Chair and named deputies.

### **13.1 REASON/S FOR RECOMMENDATION/S**

To enable the appointment of a Highways Representation Panel to consider objections and unresolved petitions relating to all highway and traffic management matters.

**REPORT AUTHOR:** Andrew Mossop  
Principal Committee Officer  
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### **REFERENCE MATERIAL**

Previous reports on the appointment of the Highways Representation Panel, minutes and the Council's Constitution.

### **SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
<b>Sustainable Overview and Scrutiny Committee</b>	<b>26 June 2012</b>
<b>Sustainable Overview and Scrutiny Committee</b>	<b>7 June 2011</b>
<b>Sustainable Overview and Scrutiny Committee</b>	<b>21 June 2010</b>

## WIRRAL COUNCIL

### REGENERATION AND ENVIRONMENT

### POLICY & PERFORMANCE COMMITTEE

10<sup>TH</sup> JULY 2013

<b>SUBJECT:</b>	<b><i>COMMITTEE WORK PROGRAMME</i></b>
<b>WARD/S AFFECTED:</b>	<b><i>ALL</i></b>
<b>REPORT OF:</b>	<b><i>DIRECTOR OF PUBLIC HEALTH / HEAD OF POLICY AND PERFORMANCE.</i></b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b><i>CLLR ANN MCLACHLAN</i></b>

#### 1.0 EXECUTIVE SUMMARY

- 1.1 Members of the Policy & Performance Committees will formulate a work programme for the forthcoming municipal year. This report advises members of the criteria that would be suitable to inform their work programme and requests that members propose items for inclusion on the Committee's programme.

#### 2.0 BACKGROUND AND KEY ISSUES

- 2.1 Four Policy and Performance Committees have been established to undertake the work of the Council's Overview and Scrutiny function. Each of these committees is responsible for scrutinising specific areas of responsibility or departmental functions, which are reported elsewhere on the agenda. It is recommended that each of the Committees selects items within their remit to be included on their work programme. Due to the wide remits of the Committees, focusing on a small number of high priority issues will be beneficial. It is envisaged that the work programme will be subsequently monitored and updated at Committee meetings throughout the municipal year.

The Coordinating Committee will have an additional role to ensure that there is no duplication between the work of the other committees and to make sure that resources are available, from both members and officers, for the work items to be completed in a timely manner.

#### 3.0 THE FUNCTIONS OF SCRUTINY

As a reminder, the types of work that Overview and scrutiny is empowered to undertake includes:

- Holding the Executive to account – a primary role is to provide a framework of accountability which seeks to modify executive behaviour and prevent the abuse of power.
- Holding Partners to account – scrutiny provides an opportunity to investigate the work of public, private and voluntary sector partners and their impact on the community.

- Horizon-scanning – looks ahead to future changes in local government in order to help the Council to adapt to them. This will usually mean considering future actions by central government which will have repercussions for local government.
- Policy Development and Review – scrutiny contributes to the development of key policies to be included in the Council's policy framework, as well as examining how well a policy has been implemented and if outcomes have been achieved.
- Pre-decision scrutiny – examines the council's proposals, objectives, and draft programmes in order to inform their development before they are delivered. This helps the council to achieve optimum impact by avoiding mistakes and grasping opportunities.
- Post-decision scrutiny – examines the implementation of council policy and performance and enables the council to review the effects of its decision-making
- In-depth review – small groups of councillors will undertake detailed investigations into a specific topic of particular interest to them. The process is member-led and can involve methods such as informal meetings, mystery shopping, external visits etc. This type of review can facilitate greater involvement of residents and community organisations.
- Performance management and improvement – involves reviewing achievement against Corporate Plan goals and targets. This can be a powerful force for improvement by highlighting areas of poor performance and ways to address this.

Therefore, it is reasonable to expect that the work programme developed by a Policy and Performance Committee throughout the year will be a mixture of items covering these different functions.

#### **4.0 CRITERIA FOR SELECTING ITEMS**

In order to identify and prioritise items for inclusion on the Work programme, it is useful to measure each proposed item against a set of criteria to ensure that the most relevant topics are selected:

##### **Internal Council Priorities**

- Is it a priority in the Corporate Plan or in the Transformation Programme?
- Is it a key decision in the current Forward Plan?
- Is it a service with a high budget?
- Is it a service with performance indicators which consistently fail to meet targets?

##### **Public Interest**

- Is it an issue that is important to residents in the Borough?
- Is it a service that gives rise to most complaints from the public?
- Is it an issue that is covered heavily in the local media?

## External Factors

- Is it a Government priority and how does it affect the Borough?
- Is the issue affected by the key national and local policy drivers within the remit of the Committee?
- Is the issue subject to new Government guidance or legislation?
- Has the particular services / areas of concern been highlighted by internal / external Audit reports?

## Impact

- Will the Scrutiny work make a difference?
- What would Scrutiny of a particular issue achieve?
- Are there clear objectives for the scrutiny of a particular issue?

## Reasons for exclusion of a particular topic may include:

- The issue is being examined elsewhere, for example, by the Cabinet, a working group of members or by an officer group.
- The issue has already been dealt with recently.
- Relevant new legislation or guidance is expected within the next year.
- There is limited scope for scrutiny to add value and make a difference.
- There is limited time to achieve the objective in the specified timescale.

## 5.0 METHODS OF UNDERTAKING DETAILED WORK

It is envisaged that as much work as possible will take place outside the formal committee meetings, with members reporting findings back to the Committee. In developing their work programme for the municipal year, members may wish to reflect on the different methods which are available to undertake scrutiny work. Whilst the following list is not exhaustive and is currently being further developed, members may wish to utilise a mixture of the following techniques:

- **In-depth Reviews** – Typically undertaken by a Task & Finish Group, members will review a specified topic in detail. Methodology will include scope definition, evidence-gathering via a series of separate meetings with witnesses over a period of time, report writing and recommendations to Cabinet. A number of scrutiny reviews in Wirral have followed this methodology, for example, the International Trade Centre Scrutiny Review and the Looked After Children Scrutiny Review.
- **Evidence Days** – This method is similar to the In-depth Reviews, although the evidence-gathering is undertaken during an Evidence Day(s) when a series of individual meetings are held with witnesses. This method is suitable for investigative scrutiny undertaken over a shorter timescale. The method was used for the Under-occupation Scrutiny Review undertaken earlier in 2013.
- **Workshop-style** – This method lends itself to collaborative work where a number of stakeholders / members are brought together to review a particular issue and to jointly identify potential solutions. An example of the possible use of this method is a review of the potential impact on the Borough of a piece of new legislation, prior to its implementation.
- **Reference Groups / Rapid scrutiny** – This method would be suitable for short, specific pieces of work whereby a small group of members, possibly

supported by knowledgeable co-optees, review a specific issue. As an example, this method may lend itself to pre-decision scrutiny whereby a portfolio holder will present a specific proposal prior to decision by Cabinet and will receive comments from the member's group.

## 6.0 WORK PROGRAMMES OF THE PREVIOUS OVERVIEW AND SCRUTINY

### COMMITTEES

Officers have reviewed the work programmes / minutes from the former Overview & Scrutiny Committee meetings and have identified those areas where members had previously requested further work to take place. Those items are listed in the table below. As part of developing the work programme of the new Policy and Performance Committees, members may wish to identify any items from the list that are required for the new work programme. It would be beneficial to carry forward only those most significant items.

Previous Committee / Date	Item	Description	New Committee
SC 12/03/13	Wirral Approved Trader Scheme	Committee requested that a further update report be provided to a future meeting.	Regen & Environment
E&R 22/04/13	Benefit Reform and Under-occupation	The Under-occupation Scrutiny Review (April 2013) recommended an Evaluation / Impact Assessment regarding the effect of the reforms in spring 2014.	Regen & Environment
E&R 22/04/13	Draft Gypsy and Traveller Report	Members requested that a report be presented to a future meeting.	Regen & Environment
E&R 22/04/13	Interim Strategic Housing Market Assessment	Members requested that a report be presented to a future meeting.	Regen & Environment
SC June 2012	Highways Representation Panel	At the first meeting of the municipal year, Sustainable Communities Scrutiny Committee appoints the Highways Representation Panel.	Regen & Environment
E&R	Visit to Regen / housing sites	Request by committee for site visits	Regen & Environment
E&R 14/11/12	Wirral International Trade Centre	Committee requested further reports to update members regarding the progress being made towards the implementation of the recommendations of the Scrutiny Review (November 2012).	Regen & Environment
E&R 16/01/13	Youth Unemployment in Wirral	Committee requested a further update report be presented in six months i.e. September 2013.	Regen & Environment

The Chair has suggested an item for the work programme for discussion by this committee. The proposal would be to "review of the implementation and impact of the 2013/14 budget on key services within the Regeneration & Environment Directorate, together with an examination of possible future budget options".

Should the Committee agree to this proposal, it should be included in the list for the work programme and prioritised accordingly.

## **7.0 RELEVANT RISKS**

- 7.1 Without an effective work programme, members of the Policy and Performance Committees will struggle to deliver valuable overview and scrutiny.

## **8.0 OTHER OPTIONS CONSIDERED**

- 8.1 None

## **9.0 CONSULTATION**

- 9.1 No consultation has been carried out in relation to this report.

## **10.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

- 10.1 There are none arising directly from this report.

## **11.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

- 11.1 It is envisaged that officer support to enable members to deliver their work programme will be delivered from within existing resources. In compiling their work programme members will need to be aware of capacity issues, both in terms of member time and officer support.

## **12.0 LEGAL IMPLICATIONS**

- 12.1 There are none arising directly from this report.

## **13.0 EQUALITIES IMPLICATIONS**

- 13.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?  
(a) No

## **14.0 CARBON REDUCTION IMPLICATIONS**

- 14.1 There are none arising directly from this report.

## **15.0 PLANNING AND COMMUNITY SAFETY**

- 15.1 There are none arising directly from this report.

## **16.0 RECOMMENDATIONS**

- 16.1 Members are requested to discuss and agree initial items for inclusion on the work programme.
- 16.2 Members are also requested to delegate the completion of the work programme to the Chair and Spokespersons prior to the next meeting of the committee. The Chair and Spokespersons will also be able to agree to the commencement of any specific parts of the work programme prior to the next Committee meeting.

## **17.0 REASON/S FOR RECOMMENDATIONS**

- 17.1 This report was produced to provide background information to enable Committee members to compile a suitable work programme for the forthcoming municipal year.

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