

## **SCRUTINY LEADERSHIP BOARD**

### **Meeting of the Scrutiny Leadership Board held on Thursday, 25<sup>th</sup> March, 2010 at 4.00 p.m. in the Civic Offices, Telford, Shropshire**

**PRESENT:** Councillors D.R.W. White (Chairman), R. Aveley (Vice-Chairman), A.A. Mackenzie, A.A. Meredith and K.L. Tomlinson and W.L. Tomlinson (co-optee)

**ALSO PRESENT:** Councillors S.M. Kelly (for minute no. SLB-120), E.J. Carter (for minute no. SLB-127), R.K. Austin, Y.C. Hicks, K.S. Sahota and C.F. Smith  
Jonathan Eatough (Head of Governance), David Sidaway (Head of Property & Design), David Middlemiss (Strategic Architect – Town Centre Team), Emma Harvey (Solicitor), Fiona Botterill (Scrutiny Manager), Stephanie Jones (Scrutiny Officer), Sarah Morris (Scrutiny Officer) and Sadie Roberts (Assistant Democratic Services Officer)

#### **SLB-117     MINUTES**

**RESOLVED** – that the minutes of the meetings of the Scrutiny Leadership Board held on 14<sup>th</sup> January and 4<sup>th</sup> February, 2010 be confirmed and signed by the Chairman.

#### **SLB-118     APOLOGY FOR ABSENCE**

Councillor J.A. Francis

#### **SLB-119     DECLARATIONS OF INTEREST/PARTY WHIP**

None.

#### **SLB-120     REVIEW OF SCRUTINY ARRANGEMENTS**

The Chairman informed the Board that he had presented Professor Steve Leech's Review of the Scrutiny Arrangements to the Cabinet at its meeting on 23<sup>rd</sup> March, 2010. Councillor S.M. Kelly, Cabinet Member: Efficient, Community Focused Council, had presented the Cabinet's response to the Review and it had resolved that the Scrutiny Leadership Board be informed that Cabinet's preferred model was Option 2, i.e. Priority based Sub-Groups. The Chairman expressed his disappointment that this decision had been made without taking account of the views of Scrutiny and he had, therefore, invited Councillor Kelly to attend this meeting to explain the rationale behind the Cabinet's resolution. The Head of Governance clarified that Cabinet had agreed a response to the Review in its role as one of Scrutiny's consultees.

Councillor Kelly explained that Professor Leech's Option 2 mirrored the seven priority areas identified as part of the organisational review, "One Council One Vision". The Council's main drivers were now its key community priorities and Cabinet had recommended Option 2 as the best way forward in order to ensure that the Scrutiny function had a structure and a programme that would add value. He accepted that Scrutiny had the right to determine its own priorities but considered

that this would be best achieved by focussing upon the Council's Priority Plans. With regard to the future structure of Scrutiny, he was of the opinion that the Board should become an informal committee comprising the chairman of the seven Priority-based Sub-Groups. The committee would meet on a regular basis to decide upon its own work programme with one of the Sub-Group Chairmen acting as lead member with the right to attend Cabinet meetings. He also wished to see the Sub-Groups politically balanced and he accepted that this could result in each of them having a Chairman from the majority Conservative Group.

Members of the Board made the following responses:

- The change to one party chairmen would be counter to the principle which had always existed at Telford & Wrekin of the Scrutiny function being non-political. It was fundamental to Scrutiny that Members were able to work in an environment of trust and openness.
- Scrutiny's role was not only that of scrutinising the Council but also its partner organisations, a role which was being extended by current legislation. This would not be possible in the future if the Scrutiny function was constrained by the seven priority areas.
- The current Scrutiny arrangements had only been in place for a year and it might be preferable to allow them to continue for another year while the recent organisational changes 'bedded down'.
- The Scrutiny Leadership Board had achieved many positive outcomes and it should be left in its current form.
- The Scrutiny Assembly at its meeting on 8<sup>th</sup> March, 2010 to consider Professor Leech's Review of Scrutiny Arrangements had expressed a view that the Value for Money Scrutiny Group and the Corporate Parenting Group should be retained in their current format.

In response Councillor Kelly said that he fully supported the Council's need to work closely with its partner agencies, particularly on cross-cutting issues, and this relationship would be invigorated based upon the priorities enshrined in 'One Council One Vision'. Scrutiny could still decide if it wished to look at partner organisations and he would encourage more holding of them to account. Councillor Kelly said that Option 1 of the Review, to maintain the status quo in Scrutiny, was no longer an option given the financial restraints facing the Council. The Priority Plans were important, extensive and fit for purpose and would provide a wide range of areas for scrutiny work and for the executive to be held to account.

Councillor Kelly left the meeting and the Board discussed his comments and the recommendation made by the Cabinet. Following a detailed discussion it was agreed:

- (i) That Option 3 of the Review be the Board's preferred way forward subject to the Value for Money Scrutiny Group and the Corporate Parenting Group remaining rather than be subsumed into the proposed Panels.
- (ii) That, if the principle of political balance was approved for Scrutiny bodies, the principle of any Member being able to attend any meeting be retained.

**SLB-121      SCRUTINY ASSEMBLY 29<sup>TH</sup> MARCH, 2010 – SCRUTINY OF PRIORITY PLANS**

The Briefing Note prepared by the Scrutiny Officer set out the format and final arrangements for the Scrutiny Assembly for the Board's approval. In addition, she tabled a detailed programme together with copies of each of the priority plans, which set out the high level objectives and key targets for each priority area. The Briefing Note proposed that each group when discussing its Priority Plan, should address three key questions, namely:

- Do you broadly agree with the sub-priorities in the Priority Plan or not?
- Is there anything missing from the Priority Plan?
- Is everything a priority, or could something be dropped?

At the end of each session the Scrutiny Lead Member would summarise the comments made and agree their group's response.

**SLB-122      CHAIRMAN'S UPDATE**

The Scrutiny Manager said that an update on the Scrutiny of Priority Plans would be brought to the next meeting of the Board on the 13<sup>th</sup> May, 2001. As a result, the draft agenda might require shortening and she would liaising with the Chairman to agree the final version.

**SLB-123      SCRUTINY FORWARD PLAN 2009-10**

The Board noted the Scrutiny Forward Plan for the remainder of the municipal year.

**SLB-124      COUNCIL FORWARD PLAN**

The Board noted for information Edition 103 of the Council's Forward Plan.

**SLB-125      DATE OF NEXT MEETING**

Members noted that the next meeting of the Scrutiny Leadership Board would take place on Thursday, 13<sup>th</sup> May, 2010.

**SLB-126      EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** – that the press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972.

**SLB-127      UPDATE ON TELFORD TOWN CENTRE**

As agreed at the meeting of the Scrutiny Leadership Board held on 4<sup>th</sup> February, 2010, the report of the Head of Property & Design set out the methodology used to evaluate the options for the replacement Civic Offices site based upon location, size and delivery strategy for the building. The report explained, by means of a flow

chart, the sequence of events and evaluation carried out to form a recommendation to Cabinet. Attached to the report were appendices setting out the sites that were evaluated and the assumptions made, the evaluation criteria used, and summary feasibility information for the five shortlisted sites.

Having gone through this evaluation process Southwater had been identified as the preferred option for the following reasons:

- It would act as a regeneration catalyst for the Town Centre
- It was affordable
- It was owned by the Council
- It was an available/vacant site

In presenting the report the Head of Property & Design said that he welcomed the opportunity to engage with the Scrutiny Leadership Board now and throughout the entire project. The Members of the Board asked a number of detailed questions of the Head of Property & Design, the Strategic Architect and the Council's Solicitor. Councillor E.J. Carter, Cabinet Member: Regeneration added that this has been an objective decision based upon the Council's need to rationalise its existing office space.

Councillor C.F. Smith, the Lead Scrutiny Call-In Member, stressed the need for the whole project to be scrutinised and Councillor Carter responded that he believed that the Board was the best way forward to achieve this and to communicate future plans to all members of the Council. The Head of Property & Design added that he would bring details of the key milestones of the project to the Board and the Chairman agreed that this should happen three times a year.

The meeting ended at 6.25 p.m.

**Chairman:** .....

**Date:** .....

**TELFORD & WREKIN COUNCIL**

**SCRUTINY LEADERSHIP BOARD- 13<sup>TH</sup> MAY 2010**

**SINGLE STATUS UPDATE**

**REPORT OF SINGLE STATUS PROJECT DIRECTOR**

**1. PURPOSE**

To update the board on progress made in meeting the requirement to address Single Status issues and the Council's statutory obligations arising from the Equal Pay legislation.

**2. RECOMMENDATIONS**

- 2.1 That Scrutiny Leadership Board notes the report and the progress made towards achieving an affordable and acceptable settlement on Single Status.**

**3. SUMMARY**

- 3.1 The Council has been engaged on a major and complex item of work which relates to meeting its legislative obligations around equal pay and to meet the requirements of the 1997 "Green Book" agreement which basically harmonised the previously separate manual and administrative and clerical conditions into a single set of terms and conditions of employment.
- 3.2 It is important that the eventual Single Status settlement is achieved through collective agreement with trade unions and is both affordable and acceptable to the majority of the workforce. The establishment of a fair pay and grading structure meets the concept of equal reward for work judged as of equal value is important in ensuring that the Council continues to recruit, develop and retain a talented and skilled workforce in order that high quality services can be provided for local communities within Telford & Wrekin.

**4. PREVIOUS MINUTES**

Scrutiny Leadership Board – 14<sup>th</sup> January, 2010 – SLB-103

## **5. INFORMATION**

- 5.1 The national Single Status agreement was established in 1997 with the harmonisation of the former APTC administrative and clerical conditions of service and the former Manual workers conditions of service into a single set of terms and conditions known as the Green Book.
- 5.2 Harmonisation within the Green Book conditions is considered essential to ensure a fair and equality proofed pay system that rewards employees on the basis of equal pay for work rated as equal value.
- 5.3 The vast majority of local authorities have since the national agreement in 1997 been working hard to evaluate their posts and to modernise terms and conditions of employment. This, however, is a complex task and in keeping with many Councils it has taken some time to achieve this mainly because of the complexity of job evaluation and the need to consider and mitigate considerable legal and financial risks in this field of work. There has been over the past five years a growing volume of litigation around the whole area of equal pay and local authorities and trade unions have needed to take careful note of evolving case law established in Employment Tribunals and the Courts before proceeding with pay and grading review
- 5.4 A rigorous Job Evaluation process conducted by a skilled and trained team of analysts has been in place within Telford & Wrekin Council since Autumn 2005. The choice of the nationally recognised National Joint Council (NJC) job evaluation scheme was approved by Cabinet on 1<sup>st</sup> August 2005 and has since been applied to over 6000 posts held in the Council by over 4000 employees. Single Status covers the bulk of the authority's workforce but does not cover certain occupational groups such as teachers, youth and community workers, education advisers and psychologists or chief officers. These groups have separate terms and conditions of service
- 5.5 The evaluation process has been conducted jointly with trade unions and been exposed to independent review by nationally recognised experts. Their review both praised the rigour of the process and also suggested a number of amendments to the local interpretation of the national scheme. These amendments were noted and endorsed by Personnel Board on 16<sup>th</sup> March 2009.
- 5.6 The Personnel Board on 16<sup>th</sup> March 2009 also considered the application of the main NJC scheme to more senior posts in the Council below that of Chief Officer and following a pilot exercise decided to approve the application of a second job evaluation scheme for certain posts that qualified through a relatively high score in the main NJC scheme. The alternative scheme known as the Hay scheme was deemed to be more relevant to senior posts involving strategic

management and in total around 55 posts have been evaluated within this scheme.

- 5.7 Further checks around job evaluation have been undertaken in the light of significant service area restructurings and this process will be on going to ensure that an employee's pay grade reflects his/her current post. We recently wrote to all Green Book employees asking them whether they agreed with their job group allocation in the light of the time that has elapsed since the start of the project and the considerable recent structural change around the One Council developments.
- 5.8 Following the process described above officers entered into extensive pay modelling negotiations with trade unions in late February 2010 in order to develop a workable and clear pay and grading structure based upon the outcomes of job evaluation. The negotiations have continued in recent weeks with further meetings arranged through the remainder of the current month. These negotiation meetings have also included the need to harmonise the current three separate sets of Green Book terms and conditions arising from the advent of unitary Council status into a single harmonised set which can support both the organisational flexibility needed to serve local communities and residents and the desire for more flexible working patterns.
- 5.9 The overall aim of the Single Status negotiations around pay and grading as well as harmonised terms and conditions is to provide an employment package which
- Meets relevant legislative requirements on equal pay and any equal pay liability falling on the Council
  - Is affordable both in the short and long term and can be contained within the Council's budgetary framework and strategy as set out in the report to Cabinet on 23 February 2010
  - Provides a level of pay protection for those employees where their job is ranked relatively lower as a result of job evaluation
  - Provides a clear and fair pay and grading structure together with harmonised terms and conditions of employment which together will enable the authority to both recruit , retain and develop high quality employees who can serve the Council's residents and communities within the framework of a modern, efficient and effective Council
- 5.10 The outcome of the negotiations will be reported to a future meeting of the Personnel Board with a view to recommending a proposed collective agreement with the trade unions for further consultation with the workforce. The proposed agreement will need to be scrutinised by the national offices of the three signatory Green Book trade unions (UNSION, UNITE and GMB) and this can extend the timescale for finalising the eventual settlement. Trade unions are likely to also ballot their members on the proposed employment package.

- 5.11 Personnel Board will then be expected to make a final decision following the consultation period. Once a decision is made implementation in terms of amending the payroll system and issuing over 6000 employee contracts with revised terms and conditions will take between three to six months. There will also be a need to reconcile service area budgets with the outcome of Single Status.

## **6.0 Background**

### **6.1 Equality and Diversity**

- 6.1.1 The Single Status agreement relates to the requirement for equal pay for men and women engaged in work of equal value. NJC guidance on implementing the agreement draws upon the Equality Standard for local government and provides substantial guidance on the use of Equal Pay audits and Equality Impact Assessments.
- 6.1.2 The pay and grading structure proposed by the Council will need to have undergone a rigorous equality impact assessment before it can be submitted for formal consultation and approval by Personnel Board. This work is accounted for in the project plan.
- 6.1.3 A substantial number of Council's have faced equal pay challenges. Risk assessments are ongoing and internal and external specialist legal advice has been and will continue to be sought as appropriate to inform decision making.

### **6.2 Environmental Impact**

There are no direct environmental implications

### **6.3 Legal Comment**

- 6.3.1 Equal pay between men and women is a binding legal obligation. The Equal Pay Act, 1970 gives women and men the right to equal pay for equal work unless there is a genuine and material reason for the inequality that is not related to sex. The Sex Discrimination Act 1975 covers claims of less favourable treatment on the grounds of sex. On the 8<sup>th</sup> April 2010 the Equality Bill received Royal Assent and became the Equality Act 2010. It is not yet in force. The Act brings disability, sex, race and other grounds of discrimination within one piece of legislation, and places a statutory requirement on employers to conduct equal pay audits.
- 6.3.2 The concept of Single Status: equity in and harmonisation of pay and service conditions; was introduced under the NJC Collective Agreement of 1997. In 2004, the NJC introduced an "Implementation Agreement" providing that "Local Pay Reviews must be completed and implemented by all authorities by 31 March 2007". Despite the terms of the Implementation Agreement, many Local Authorities have not



reached a conclusion to Single Status and others have agreed an implementation date after April 2007.

6.3.3 Following the Court of Appeal judgements in the combined appeals in the long running equal pay disputes of Redcar and Cleveland Borough Council v Bainbridge and others and Surtees and others v Middlesbrough Borough Council the legal landscape concerning implementation, back pay and pay protection has been developed significantly. These areas are subject to consultation with trade unions but the Council has to consider the current legal position.

6.3.4 Aside from satisfying the legal requirements set down by equal pay legislation and embodied in the Single Status Agreement, a new pay and grading structure must also be operationally viable and fully complement recent developments around a new One Council organisational structure. It must also comply with the commitment to introduce non-discriminatory practices in all areas of employment within the Council.

#### **6.4 Risks and Opportunities**

6.4.1 The Single Status project is registered as a key corporate risk and is under frequent review.

6.4.2 Balancing fairness, equality, affordability and turbulence will be challenging for the organisation. The communication and consultation strategy sets out some key principles for ensuring we communicate these issues to the workforce. To date we have been able to agree and communicate key messages and updates to the workforce on a joint basis with the trade unions and will continue to look to do so as we approach the completion of the project.

6.4.3 The project presents the Council with an opportunity to align a preferred pay and grading structure with key principles of their aspirations for the Council and its future changing needs. This is of particular relevance when considering negotiation proposals about potential changes to terms and conditions of employment.

6.4.4 Single Status presents the Council with the opportunity to address a long-standing problem of different terms and conditions of employment.

#### **7.0 WARD IMPLICATIONS**

7.1 Single Status has Council wide implications.

## **8.0 LINKS WITH COMMUNITY PRIORITIES**

- 8.1 The establishment of a package that fairly rewards employees is a key component of the Council's priority to develop an efficient and effective customer focussed Council that delivers value for money.

## **9.0 BACKGROUND PAPERS**

- 1997 NJC for Local Government Services: National Agreement on Pay & Conditions of Service (the 'Green Book')
- Guidance notes 4 and 5 EOC Codes of Practice (The Equality and Human Rights Commission).
- May 2005 NJC for Local Government Services: 2004 Agreement Next Stages
- June 2005 NJC for Local Government Services: Joint guidance on pay and grading reviews
- July 2006 Local Government Employers: Advisory bulletin – Survey of pay structure development

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## **TELFORD & WREKIN COUNCIL**

**SCRUTINY LEADERSHIP BOARD – 13<sup>th</sup> MAY 2010**

**BRIEFING PAPER – SCHOOL FUNDING**

**REPORT OF HEAD OF LEARNING & ACHIEVEMENT**

### **1.0 PURPOSE**

- 1.1 The purpose of this paper is to provide a concise summary of the system for school funding, as it operates in Telford & Wrekin.

### **2.0 INTRODUCTION**

- 2.1 The system for schools funding broadly comprises two aspects:
- Allocation of Dedicated Schools Grant (DSG) to the Local Authority based on a national funding formula (i.e. determined by the national government);
  - From this LA allocation, funding to individual schools based on each Local Authority's funding formula. This formula now has to be developed with the consultation and agreement of the school's local representative group, the 'Schools Forum'.

### **3.0 NATIONAL FUNDING SYSTEM FOR LOCAL AUTHORITIES**

- 3.1 LA's receive government funding for schools and the education service via the DSG, a specific ring-fenced grant. Legislation, principally the School Standards and Framework Act 1998, decrees that the DSG must be used in support of the authority's Schools Budget. The Schools Budget incorporates both delegated budgets for schools and central services in support of schools. Funding is determined in multi-year periods.
- 3.2 Each LA's DSG for 2008-11 was based upon their 2007/08 allocations, increased by a minimum percentage per pupil (3.1% for 2008/09 & 2.9% for both 2009/10 & 2010/11).
- 3.3 The government then distributed some additional funding for 3 'ministerial priorities';
- Personalisation / Special Educational Needs (SEN)
  - Pockets of deprivation
  - 'Day 6' provision (i.e. funding to educate pupils excluded for more than 5 days)
- 3.4 A number of other grants, principally Standards Fund & School Standards Grants, also supplement DSG funding. Allocations to individual schools from these sources are based on national funding mechanisms, rather than being subject to local decisions.

### **4.0 TELFORD AND WREKIN (T&W) ALLOCATIONS 2008/09 – 2010/11**

- 4.1 Table 1 overleaf shows allocations to T&W in the current 3 year funding period:

**Table 1: School funding to T&W 2008-2011**

	DSG Total	Per Pupil	Other Grants/ Contributions	Academy Deductions from DSG	Total Schools Budget
2008/09	£96.6m	£3,911	£16.9m	(£1.9m)	£111.6m
2009/10	£99.3m	£4,052	£18.1m	(£3.1m)	£114.3m
2010/11	£102.4m	£4,219	£18.4m	(£3.1m)	£117.7m

- 4.2 DSG allocations are based upon the actual number of pupils included in the January School Census pupil count preceding the financial year (e.g. January 2010 for financial year 2010/11).
- 4.3 There are now 2 Academies in T&W (Madeley and Abraham Darby), receiving most of their funding directly from the government. Funding for individually statemented pupils continues to be paid to the schools by the LA. Abraham Darby's funding is allocated to the school by the DCSF based on T&W's calculation of the budget that they would have received if the school was still maintained by the Local Authority. The DCSF also deduct the central element of DSG driven by Abraham Darby pupils, i.e. there is that much less funding for central school services. Academies also receive significant 'start up funding' in addition to the equivalent LA formula allocations. The Academy deductions shown in Table 1 above relate to Abraham Darby, which became an Academy in September 2008.
- 4.4 Allocations from the DCSF to LAs are based around flat pupil rates. It makes no difference to the funding LAs receive if pupils are educated in special schools, have a statement of special educational need, etc. Thus, for example, if the numbers of statements increase in an LA, this is a spending pressure for the LA which is not funded by DCSF grant.

## **5.0 TELFORD & WREKIN'S SCHOOLS BUDGET**

- 5.1 The Schools Budget has two major components:
- **Individual Schools Budget (ISB):** around 90% of T&W's School Budget. Distributed to schools via delegated budget shares in accordance with the local fair funding formula.
  - **Centrally managed budget:** around 10% of T&W's School Budget. Includes pupil referral units, early years provision by Private, Voluntary and Independent (PVI) providers and additional expenditure on pupils with SEN statements, including out-of-authority placements.
- 5.2 Central expenditure cannot increase at a faster %age rate than provision for the Individual Schools Budget, unless specifically approved by the Schools Forum.

## **6.0 THE ROLE OF THE SCHOOLS FORUM**

6.1 Since 2003, each Local Authority has had to establish a Schools Forum. At least two-thirds of the membership of the Forum must comprise school representatives. Key aspects of the Forum's role are as follows:

- to approve any change in the school's funding formula within a funding period;
- to approve any increase in central expenditure from the Schools Budget which exceeds the percentage increase in funding delegated directly to schools;
- to be consulted on financial matters affecting schools, including arrangements for payment of central government grants to schools, arrangements for the education of pupils with special educational needs, arrangement for early years provision and arrangements for free school meals.

6.2 The membership of Telford and Wrekin's Forum currently comprises 7 primary school representatives, 5 secondary school representatives, 1 special school representative, 1 PVI representative and 1 14-19 representative. From September 2010, the Forum will also be required to have an Academy representative and a Nursery School representative.

## **7.0 FUNDING AT SCHOOL LEVEL**

7.1 T&W school's delegated budgets are calculated using the locally determined Fair Funding Formula. This calculation incorporates around 40 sub-formulas – each of which covers a separate element of costs. These can be most easily categorised as pupil-led and non-pupil led funding.

### **Pupil Led Funding**

7.2 Each pupil within a school attracts an allocation of funding. The amount of funding for each pupil is determined by the funding assigned to each year group. This is referred to as the Age Weighted Pupil Unit or AWPU funding.

7.3 In addition to AWPU funding, primary schools in T&W receive additional allocations of protection funding to allow them to maintain class sizes of a maximum of 30 pupils in KS1 and assist in preventing very large classes in KS2.

7.4 Schools also receive additional funding to meet the needs of pupils with Special Educational Needs or pupils living in a socially deprived household (based on qualification for Free School Meals).

7.5 Pupil numbers and characteristics as recorded on the January census are used to determine pupil led funding in most cases. Two significant exceptions are as follows:

- From April 2010 the Early Years Single Funding Formula takes effect. This will fund nursery age children in both maintained schools and Private, Voluntary and Independent (PVI) settings on the same basis: hourly rates based on termly censuses of pupils (i.e. rather than basing funding on an annual count);

- 6<sup>th</sup> Form pupils are funded using a national funding formula determined (until March 2010) by the LSC and from April 2010 by the Young People's Learning Agency (YPLA).

### **Non Pupil Led Funding**

- 7.6 *Site Specific* funding is allocated via a range of sub-formulas which allocate funding to schools to meet the costs associated with running and maintaining the school buildings and grounds. These take into account factors such as floor and grounds area and the condition of the buildings.
- 7.7 *School Specific* funding is allocated to schools based upon factors which are specific to a particular group of schools, or which are not driven by either pupil or site specific factors. Examples are curriculum protection at small schools and funding for Newly Qualified Teachers (NQT's) or teachers on the Upper Pay Scale (UPS).

### **Additional Revenue Grants**

- 7.8 In addition to Formula generated delegated budgets from the DSG, schools also receive a number of specific and direct revenue grants.
- **School Standards Grant - SSG.** A direct grant provided by the DCSF to schools. Allocations are calculated on a per pupil basis and can be used for any purpose which supports teaching and learning, and also to support extended school activities.
  - **School Standards Grant (personalisation) – SSG (P).** A direct grant provided by the DCSF to schools to support personalised learning at Key Stages 1 to 4. This grant is not ring-fenced, however, so can be used by the school for any purpose which supports teaching and learning.
  - **School Development Grant – SDG.** An amalgamation of previous grants. The amount of SDG paid to schools is based on previous years allocations. The grant is not ring fenced.
  - **Standards Fund Grants** – The number of standards fund grants paid to schools has declined significantly in recent years as grants have been incorporated into the SDG. The remaining grants tend to be for ring-fenced items (e.g. specialist school funding) or to support new initiatives.

### **Capital Grants**

- 7.9 Schools receive the following ring fenced grants.
- **Devolved Formula Capital Grant – DFC.** To help support the capital needs of school buildings & IT hardware. In general, this funding should be invested in the priorities agreed locally and identified in the local Asset Management Plan. It can be carried forward for up to 3 years to enable larger projects to be planned.
  - **School Travel Grant.** A ring fenced grant awarded to schools who submit a successful bid via a School Travel Plan.

## **8.0 DIFFERENCES BETWEEN INDIVIDUAL SCHOOLS FUNDING**

- 8.1 The local funding formula leads to schools receiving very different levels of funding per pupil. Schools in different sectors receive different amounts of funding, reflecting the varying costs of educating their pupils. Generally:

- secondary schools receive higher funding per pupil than primary schools (because providing subject specific teaching is more expensive, older pupils need a physically bigger and therefore more expensive premises, etc); and
- special schools receive higher funding than mainstream schools (both primary and secondary) reflecting the higher costs of specialist provision.

8.2 In addition to differences between sectors, there are also significant differences within sectors. Whilst all schools receive the same basic funding per pupil, for pupils of the same age (AWPU funding) the Deprivation and SEN funding allocations, site related allocations and protection / lump sums elements of the formula result in total funding per pupil varying significantly between individual schools

8.3 Appendix A provides an example of a school's funding summary sheet, showing an actual (although anonymised) primary school's funding for 2010/11.

## **9.0 SCHOOL FUNDING – FUTURE ISSUES**

9.1 The result of the General Election on 6 May will obviously have an impact on school funding. At the time of writing this has yet to take place, but a constrained public finance environment is likely whoever forms the next government. Thus there is likely to be pressure to make cuts in overall public spending for several years to come.

9.2 The extent to which this impacts upon school funding is yet to be seen, but it suggests that the significant real terms increases in funding per pupil which have been a feature since 1997 are unlikely to continue, or at least only at a much reduced level.

9.3 Members will be updated at the meeting of any immediate implications resulting from the general election.

Tim Davis  
Finance Manager – Schools & BSF  
May 2010

**TELFORD & WREKIN COUNCIL**

**SCRUTINY LEADERSHIP BOARD – 13<sup>th</sup> MAY 2010**

**UPDATE ON SCRUTINY WORK PROGRAMME**

**REPORT OF SCRUTINY MANAGER**

**1. PURPOSE**

1.1 To update Members on the Scrutiny Work Programme

**2. RECOMMENDATIONS**

**2.1 Members note the progress against the Scrutiny Work Programme as set out in Section 4 of this report.**

**3. PREVIOUS MINUTES**

3.1 20 January 2009 SLB - 13  
14 January 2010 SLB - 106

**4. SCRUTINY WORK PROGRAMME 2009/2010**

4.1 At the Scrutiny Leadership Board Meeting in January 2010 Members agreed the work programme that would be completed during the municipal year. It was agreed that the remaining in-depth reviews, spot light reviews and special interest meetings would be considered by SLB in May 2010. During this period changes in the Scrutiny Team and the Council restructure has limited the capacity to complete all the work identified.

4.2 The following Reviews have been completed:

- Section 106
- Bus Services
- Cluster arrangements and Locality Working
- Helping residents Access Benefits
- Developing Future Skills for Business

4.3 It is planned that the following Review and Special Interest Meetings will be completed by the end of the municipal year:

- Housing and Homelessness
- Domestic Violence



- Transition of Disabled Children
- Child Protection and Child Protection Plans

4.4 The remaining reviews, spot light reviews and special interest meetings are:

Indepth Reviews:

- End of Life Choices
- Waste Management including Bulk Collection
- Extended Schools and Healthy Communities
- Bringing together Health-Related Agencies
- Highway Infrastructure
- Services to Young People Outside School
- Accessibility for People with Disabilities / Older People
- Surface Drainage of water to Telford and Wrekin

Spot Light Reviews:

- Adoption of Roads and Green Spaces
- Keeping Elected Members Informed

Scrutiny Suggestions

Unauthorised Gypsies and travellers sites throughout the Borough  
Appointments for Doctors' surgeries

4.5 It was decided by Full Council on the 29<sup>th</sup> April 2010 that the Scrutiny arrangements will change during 2010 /11. The Interim Scrutiny Committee will meet early in the municipal year to discuss the working arrangements for 7 Scrutiny Committees based on the Council priorities and how future Scrutiny reviews will be managed within the resources available.

## **5.0. EQUALITY AND DIVERSITY**

5.1 All Scrutiny Reviews and Special Interest Meetings will consider the equality and diversity implications of the issue under consideration.

## **6.0 ENVIRONMENTAL IMPACT**

6.1 This report does not have any direct environmental impact.

## **7.0 LEGAL IMPLICATIONS**

7.1 The Council has a duty to scrutinise its work and that of NHS and partner organisations.

## **8.0 LINKS WITH CORPORATE PRIORITIES**

- 8.1 The work of the Scrutiny Reviews and Special Interest Meetings cuts across the corporate priorities. The Scrutiny function supports the Corporate priority 'Efficient and Community Focused Council'.

## **9.0 OPPORTUNITIES AND RISKS**

- 9.1 The Interim Scrutiny Committee will consider how the future Scrutiny arrangements will undertake the Scrutiny work programme during 2010/11.

## **10.0 FINANCIAL IMPLICATIONS**

- 11.1 The work of the Scrutiny Committees and the work programme of reviews will be undertaken with in the Scrutiny Resources available.

## **11.0 WARD IMPLICATIONS**

- 11.1 There are not ward implications directly from this report.

**Report prepared by Fiona Bottrill (Scrutiny Manager) Tel: (01952) 383113**

<p align="center"><b>SCRUTINY SUGGESTION FORM</b></p>																					
<p><b>What would you like scrutiny to look at?</b></p>																					
<p>Please state the service area, Council activity or issue This can relate to work of the Council, the NHS or other local organisations</p>																					
<p>The appointments system for doctors' surgeries, and attitudes of staff working in surgeries.</p>																					
<p><b>Why should scrutiny look at this issue?</b></p>																					
<p>Please consider:</p> <ul style="list-style-type: none"> <li>• The situation/problem/concern that has made you raise this issue</li> <li>• How many people are affected</li> <li>• What benefits a scrutiny review could bring for local people</li> </ul>																					
<p>Many residents have reported problems with the system for booking appointments with GPs and about the unhelpful attitude of staff booking appointments.</p> <p>The number of complaints has risen noticeably over recent times and is causing problems for a large number of people.</p> <p>A scrutiny review would bring out the issues and make recommendations to bring about an improvement in the system.</p>																					
<p><b>Name:</b></p>	<p>Miles Hosken</p>																				
<p><b>Contact details*:</b></p>																					
<p><b>I am:</b></p>	<table border="0"> <tr> <td>A resident of Telford &amp; Wrekin</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td>A representative of a local group (please state)</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td>.....</td> <td></td> </tr> <tr> <td>A Parish or Town Councillor (please state ward)</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td>.....</td> <td></td> </tr> <tr> <td>A member of Telford &amp; Wrekin Council</td> <td align="right"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Ercall Ward Member</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td>An officer of Telford &amp; Wrekin Council</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td>I work in Telford &amp; Wrekin</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td>Other (please state).....</td> <td align="right"><input type="checkbox"/></td> </tr> </table>	A resident of Telford & Wrekin	<input type="checkbox"/>	A representative of a local group (please state)	<input type="checkbox"/>	.....		A Parish or Town Councillor (please state ward)	<input type="checkbox"/>	.....		A member of Telford & Wrekin Council	<input checked="" type="checkbox"/>	Ercall Ward Member	<input type="checkbox"/>	An officer of Telford & Wrekin Council	<input type="checkbox"/>	I work in Telford & Wrekin	<input type="checkbox"/>	Other (please state).....	<input type="checkbox"/>
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Other (please state).....	<input type="checkbox"/>																				

\* we will only contact you if we need more information about the issue you have suggested

**Please return your completed form to:**  
**Scrutiny Services, FREEPOST RRHJ-TZJL-CTKY, PO Box 215, Telford**  
**TF3 4LF**  
**Or email to [scrutiny@telford.gov.uk](mailto:scrutiny@telford.gov.uk)**

**SCRUTINY REPORT**  
**DEVELOPING FUTURE SKILLS FOR BUSINESS**

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## 1. INTRODUCTION

- 1.1 In January 2009, Scrutiny Assembly members identified “Developing Future Skills for Business” as a topic for a Scrutiny review. Scrutiny Members wanted to be assured that skills and training provision in the borough is high quality, and relevant to the future needs of the job market to improve employability. We particularly wanted to ensure that the 14-19 Agenda and Diplomas are developed in partnership with employers so that they offer a meaningful and credible alternative qualification and route to employment for young people.
- 1.2 We were concerned that there did not appear to be a co-ordinated, strategic approach to employer engagement linked to the skills agenda, either internally, or across partners at borough level. There were a range of public sector organisations (as well as private) with their own “employer engagement” strategies and services, which did not appear to be joined up. We felt this would be confusing for employers, and mean that opportunities to engage businesses, to share market intelligence and to develop and increase the uptake of provision could be lost. We wanted to explore the potential role for the Council in taking a strategic lead in co-ordinating this activity.
- 1.3 The original intention was to undertake an In-depth review with the objective *“To recommend a model of working that ensures residents of Telford and Wrekin have access to high quality and relevant training and skills provision.”* As part of this, we identified three key areas to be addressed:
  - The need for an effective, high-level, borough-wide structure for co-ordinating skills activity
  - The need to join-up employer engagement activity across partners
  - The need for a mechanism for forecasting long-term skills needs locally
- 1.4 However, as we started the review in 2009 there were significant organisational changes that had an impact on our work. The Council had recently appointed to a newly created role of Strategic Skills Co-ordinator within the Economic Development Unit, in recognition of the fact that Telford & Wrekin needed a more co-ordinated approach to skills issues. We welcomed this commitment, as the remit of the Strategic Skills Co-ordinator was to deal with the issues that scrutiny members had identified.
- 1.5 The introduction of the “One Council” model and changes to the Council’s structure and ways of working meant that internal areas we

wanted to review were subject to internal change, and new arrangements are still emerging.

- 1.6 Given these developments, we changed the way reviewed this topic to avoid duplicating existing activity, and instead of undertaking an In-depth review we worked alongside the Strategic Skills Co-ordinator to monitor progress and look at specific areas where we could add value. To do this we met with the Cabinet Member and officers from Economic Development, Children and Young People and Education Business Partnership.
- 1.7 Section 2 of this report gives a summary of our key findings, and in Section 3 we have made a recommendation in line with the original objective of the review. The recommendation will be presented to the Council's Cabinet, and if accepted we will monitor the progress on implementation.
- 1.8 The Scrutiny Lead Member was Councillor Alan Mackenzie and the other members of the review group were Councillors Keith Austin and Kuldip Sahota and Scrutiny Co-optees Shaukat Ali and Mel Ward.

## **2 BACKGROUND**

- 2.1 The landscape for skills development strategies is very complex, with a large number of organisations and stakeholders playing a role at national, regional and local level. Although we needed to understand the strategic context for skills activity, we focussed our work on specific issues that were of local importance.
- 2.2 The Comprehensive Area Assessment for 2009 gave Telford & Wrekin a red flag for “raising aspirations and preparing children and young people for the world of work”. The flag focused on pupils’ attainment at ages 11 and 16 and the proportion of 16-19 year olds who are not in education, training or employment (NEET). Although results have improved year on year since 2006, in 2009 all primary schools exceeded floor targets, but two secondary schools remained below the National Challenge threshold of 30% of pupils achieving at least 5 A\*-C GCSE grades including English and maths.
- 2.3 The Borough Towns Initiative Sport and Learning Communities (BTISLC) regeneration programme provides a platform to improve standards, raise aspirations and tackle areas of under-performance by developing transformational approaches to teaching and learning. BTISLC has incorporated the Building Schools for the Future programme which at over £200 million is the largest capital investment programme seen in the borough, and will see the rebuilding or re-modelling of all secondary schools in the borough. Two Academies are incorporated into the programme.
- 2.4 Advancing technology, the development of the global economy and the emergence of China and India have had an impact on the way we work and do business. We face the challenge of educating children for jobs in the future that don’t exist now. The amount of technical information is doubling every year which means that for young people going to university, by the time they enter their third year, information learnt in the first will be out of date. The future workforce is predicted to be much more mobile with people moving jobs more regularly. This means new approaches to education are needed so that children develop skills that businesses will require such as flexibility, adaptability, problem solving, resilience and team work. This is what the transformational education in Telford & Wrekin is aiming to address.
- 2.5 The 14-19 Agenda is being introduced nationally as the government’s response to technological change, the global economy and the

projected demand for knowledge workers with a broader range of work-based competencies and soft skills. In addition to the traditional qualifications (GSCE and A Levels), the 14-19 Agenda introduces a new suite of vocationally based Diploma qualifications in 17 subject areas by 2013, along with expanded Apprenticeship opportunities and supported learning to help disengaged and special needs learners to levels 1 and 2 through Foundation Learning.

- 2.6 The minimum school leaving age will be raised to 17 by 2013, and to 18 by 2015.
- 2.7 Outside formal learning, there is a range of publicly funded employer-based and employability training, including Apprenticeships, Train to Gain and flexible pre-employment training. Nationally, more money is being put into job-related training and funding has become much more needs-led rather than eligibility-driven. Traditionally funding has been available for up-skilling to a higher qualification, but is now also being targeted on re-skilling and cross-training. The Learning & Skills Council (LSC) removed the funding eligibility criteria for training leading to Level 2 qualifications which gave more flexibility.
- 2.8 In Telford & Wrekin, 93% of people who sign-on for employment benefit are back in work within 12 months, but the 7% who are not are the ones likely to become long-term unemployed. Jobcentre Plus (JCP) has the remit to support people into, or back into, work. JCP works with businesses through Local Employment Partnerships (LEP) to provide recruitment support and pre-employment/ job-related training in return for a commitment to recruit disadvantaged job-seekers.
- 2.9 There will be a major change in the role for the Council from April 2010, when the funding for 16-19 year olds transfers from the LSC to the Authority and will be known as the Skills Funding Agency. The authority will take on responsibility for commissioning courses for students aged 16-19, and for commissioning courses for people aged 16-25 with learning difficulties.



### 3 KEY FINDINGS

- 3.1 Key to delivering high quality “skills for business” is an economic development strategy which safeguards and creates jobs in key economic (growth) sectors, that is joined-up with commissioners and providers so that education and training is relevant and leads to sustainable employment. There are 3 main elements:
- The need to attract investment and support local businesses to retain and create jobs locally, particularly at the high-value end of the market
  - The need for long-term economic forecasting so that the system leads the market
  - The need to engage businesses in the short and medium term to develop courses and positively support programmes with work experience and placements
- 3.2 We wanted to find out what role the Council plays in this process. Internally, responsibility for these elements sits predominantly with Economic Development and Children & Young People services. The Economic Development unit is currently undergoing major changes with Transforming Telford (the inward investment agency) currently being brought back in-house as One Telford. Transforming Telford, until now, has had a remit to attract and retain investment and to consult with businesses, but has not had a direct remit for skills issues. The proposed new structure and rationale is shown as Appendix 1 to this report.
- 3.3 The Economic Development unit has also put in place a new governance structure under the Local Strategic Partnership for co-ordinating business engagement with economic development and regeneration through business networks, surveys and consultation. The structure is shown as Appendix 2 to this report.
- 3.4 The 14-19 Partnership, led by CYP, is overseeing the implementation of the 14-19 Agenda. The Strategic Skills Co-ordinator sits on the Partnership to provide a link between Economic Development and CYP. From April 2010, the LSC staff will also move into the team as the Skills Funding Agency. We wanted to know how, and to what extent, businesses have been engaged in the development of the 14-19 Diplomas. There are 4 pathways:
- General qualifications - traditional GCSE and A Levels and the International Baccalaureate
  - 14-19 Diplomas - the programme timetable is attached as Appendix 3 of this report. The target in Telford & Wrekin is for 25% of young

people to be undertaking a Diploma. Key issues are to engage businesses on one side, and to provide children, careers advisors and parents with high quality information advice and guidance about the Diplomas on the other side. Work is being done to project the intake for each Diploma at each level so the Diplomas meet the needs of the local labour market and meet the aspirations of the young people to careers outside the area. By 2013 all young people will be entitled to access a locally delivered Diploma. In August 2009, 59 young people had signed up to the first 2 diplomas. It was thought that in the initial roll out, numbers would be small based on the schools and providers capacity; however, as diplomas become more embedded, more providers will be brought in to cope with demand. Depending on uptake and future funding, there may need to be a rationalisation of delivery between schools.

- Foundation Learning - this is individualised learning aimed at young people unlikely to achieve a level 2 qualification by age 16, such as disengaged or special educational needs children. This will aim to re-engage children through interesting and accessible projects, such as sports, to progress young people through levels 1 and 2. This would theoretically alleviate the NEET issue in the longer term as the school leaving age is lifted to 18 in 2015.
- Apprenticeships - the national government target is for 1 in 5 young people over 16 to be studying for an Apprenticeship by 2013. These should be work-based qualifications, and although the government has said it will ensure there are enough places to offer young people, there has been a difficulty in getting enough employers to offer work placements.
- In addition there will be a post-16 employment with training option whereby young people between ages 16-19 in employment will have the right to training to the equivalent of one day per week and the employer must ensure this is provided.

The aim these measures included in Raising of the Participation Age (RoPA) is to raise the level of educational attainment at 19. Telford & Wrekin is below national average on Performance Indicators for people at 19 with a level 2 qualification (67.8%) and level 3 (41.4%) so this is something that needs to be improved.

- 3.5 Education Business Partnership (EBP) is external to the Council but part funded by Telford & Wrekin in partnership with Shropshire Council. EBP is managed internally by CYP's School Improvement Manager. EBP is responsible for engaging employers with the 14-19 Diplomas across Telford & Wrekin and Shropshire. At the time of our meeting in August 2009, EPB reported to us that there had not been a major problem in engaging businesses with the Diplomas, but that some

sectors were more difficult than others. We were not clear how closely EBP is linked into the Council's structures and would suggest that the Council's relationship and the role of EBP is considered as part of the restructuring to ensure the authority is getting value for money.

- 3.6 We wanted to know how local skills needs are identified, and how these are correlated with training planning. We found a potential gap locally in sophisticated employment forecasting, and that this could potentially be a role that the Council could lead on. The process for identifying employer needs is that the Sector Skills Councils define employer needs at national level through national surveys and employer consultation. The LSC also undertook national Employer Skills Surveys. Needs are fed down to regional and local level to influence allocations of funding for different qualifications. In 2009 £1.4bn was allocated for Further Education in the West Midlands. Whereas the government used to give money directly to colleges, there is now a commissioning process so that bids have to be made against the funding allocations. Funding therefore flows from top down and although work is being done regionally to identify potential new employment sectors, there is a gap in the depth and extent of research that is done locally. Local providers, such as TCAT, work with employers but the evidence is used for their own purposes and there is no mechanism (or incentive) for sharing this information across partners. Telford & Wrekin should be able to confidently state what it needs, and then influence the commissioning. There will be more opportunity to do this once the Authority takes on the commissioning role from the LSC.
- 3.7 There will be a significant drop in Local Authority budgets over coming years, whereas funding which is currently allocated to regional bodies and quangos could be available to Local Authorities to bid for, and it is important that Telford & Wrekin does not miss out on these opportunities. We wanted to find out how the Council is addressing this. The Council became aware last year that its approach to attracting external funding needed to be enhanced, particularly as a result of the economic climate and the future budget challenges. As a result the former (European Regional Development Fund ) ERDF Team have been relocated to work for the Head of Customer Services & Business Transformation, to ensure a more strategic and council wide approach to external funding. The aim is, by March 2010, to implement an external funding strategy which delivers on key priorities, which makes service areas aware of funding opportunities, and which supports the process from bidding to project management. The team will work closely with the Strategic Skills Co-ordinator to ensure the approach is

co-ordinated.

- 3.8 We were concerned to find out how the Council as a major employer in the borough is helping to create apprenticeships and leading by example by providing work opportunities to local people. There has been some excellent work done by the Strategic Skills Co-ordinator in attracting funding from the Future Jobs Fund. By May 2010, 47 jobs will have been created with T-Cat, and a further 100 are lined up for 2010-11. This equates to external funds of £6500 per job, so a potential £955k if we hit targets. A report is being presented to the Corporate Management Team in April on internal apprenticeships which would completely change the authority's recruitment process to encourage more NEET's and young people into the council. There is a nominal figure of 50 extra apprentices this year, and £100k of Deprived Area Funds has been lined up for this which the Council is looking at matching.
- 3.9 We wanted to find out whether Telford & Wrekin is making the most of the BTISLC programme to create sustainable employment opportunities for local unemployed people. The procurement process for major capital developments can be used to create apprenticeships. Some local authorities have been very innovative in how they specify contracts to ensure the use of local labour and the creation of apprenticeships without contravening EU regulations. Outside the procurement process, Local Authorities can play a role by developing a relationship with developers and partners to facilitate the creation of apprenticeships. Unfortunately promising early discussions between the Strategic Skills Co-ordinator and Kier about a Construction Academy linked to the BSF programme has fallen foul of the public sector budget cuts and is now looking unlikely. However, a Construction Supply Chain Event was held in February with Kier, which brought together 190 attendees, and an event focusing on Future Skills for the Construction Industry will be held in the summer. This was also attended by the EBP Diplomas Advisor who presented to the contractors on how they could engage with local education providers.
- 3.10 We mentioned earlier that Telford & Wrekin is a NEET "hotspot", which means the number of young people aged 16-19 and not in education, employment or training is unacceptably high. It was noted earlier that the Foundation Tier of the 14-19 agenda should help alleviate this problem in the long run, although there is a long way to go with this, but there remains an immediate problem to tackle. We wanted to find out what the Council and its partners are doing to address this.

- 3.11 NEETs were identified as a hotspot in 2008, and although the number has been static over the last 3 years, at 9% it remains too high. Neither does this number take account of the “not knowns” i.e. young people who have not been tracked, which would increase the number further. NEETs have been identified as a priority for the Children’s Trust and the Council, and a strategic NEET group was set up last year, Chaired by the Director of Children’s Services, which reports back to the LSP. This has developed the Positive Futures for Young People (PFYP) strategy which is a multi-agency Action Plan designed to tackle the problem. Internally, the responsibility for NEET has moved from Economic Development to CYP, although the Strategic Skills Co-ordinator sits on the group to maintain links. PFYP includes objectives around maximising resources across partners, early interventions as prevention, improved tracking and sharing of data, high quality advice and guidance and developing flexible learning opportunities.
- 3.12 We wanted to explore the strategic approach to skills across the borough, and how partner organisations work together. At borough level, the Local Strategic Partnership (LSP) is a co-ordinating group, responsible for jointly developing and delivering the Local Area Agreement which sets out the strategic priorities, and targets, for the borough including for education attainment and worklessness. The LSP includes the key public sector skills agencies such as the LSC, Jobcentre Plus, Business Link as well as representatives of schools, colleges and universities. The LSP has thematic groups, one of which looks at Employment and Skills issues. This would seem to be the right mechanism for strategic co-ordination, although is currently subject to a review. We did not explore in detail the level of skills co-ordination that currently exists in the LSP, and we understand that the working arrangements for the group are currently under review.
- 3.13 At an operational level, there are at least 15 public sector organisations with “employer engagement” staff individually knocking on employers’ doors, offering a wide range of services in isolation. The offer for employers is fragmented, confusing and inefficient and this needs to be addressed if we are to maximise the value of the relationship with businesses. Shropshire Chamber’s Business Engagement project is developing a guide for employers “Employers’ Guide: Employment and HR” which

provides information about the range of business support agencies and their services, to simplify and demystify the picture for employers. This is useful, but a guide is not the whole solution, and an effective agreed protocol between agencies in the way they work with businesses would streamline and improve efficiency for employers and agencies alike.

- 3.14 As many of the traditional industries have died, new enterprise skills need to be considered and we wanted to know what is being done to provide business training to new entrepreneurs and self-employed people. Enterprise HQ in Coalport supports new start businesses. It helps new home-based businesses by providing access to technology and office space for meetings. This is linked to Wolverhampton University so users have the benefit of technology transfer.

## 4 CONCLUSION AND RECOMMENDATIONS

The period of the review has coincided with a time of great change for the authority with the introduction of the One Council vision and new ways of working across priority areas, as well as additional financial pressures. Additionally, there has been significant activity in a number of areas highlighted in this report, and we would like to acknowledge the good work that has been done in identifying and starting to tackle these issues, particularly around Apprenticeships and NEETS. We welcome the Council's commitment to skills development with the creation of the Strategic Skills Co-ordinator post, and the achievements of the post-holder in terms of concrete outcomes such as attracting funding for apprenticeships as well as developing internal and external communication links.

However, we feel that there are two areas for improvement where the Council can play a role:

### 1. The Internal Structure

We feel there is more that could be done internally to join-up the Council's employer-facing activity to improve outcomes for local people. In spite of some very good work in different areas within the Council, there needs to be a more robust and systematic structure in place to join up employer engagement activity to maximise resources and improve efficiency. Although the Strategic Skills Co-ordinator plays a key role in linking work across service delivery areas, we feel the links should be structural and systematic. A joined-up structure would bring the following benefits:

- Improve the depth and extent of research into local skills needs by maximising internal contact with businesses. This information could be used to inform commissioning and to influence college provision.
- Better long-term skills forecasting by capturing information from planning, housing, transport and other service areas to more accurately predict future skills needs, for example in the construction industry, which will be stimulated by major capital projects and inward investors
- Better support for EBP by linking them into the Council's structure and broadening the scope of their offering
- More robust economic profiling for the Local Area Assessment
- More leverage to engage businesses in the skills agenda
- Closer working with the Corporate Programme Team so that funding bids are aligned to identified priorities
- A better opportunity to lever out local economic benefit from the tender process for capital projects by specifying the requirement for contractors to use local labour within EU legislation. (This has already

- be highlighted in a previous scrutiny review of procurement).
- The ability to communicate better with Members about key issues and service developments so that they can feed into the process and help raise awareness of services with local people
- Link the development of the skills infrastructure with strategies for developing Telford & Wrekin's technology infrastructure such as access to high speed broadband
- Demonstrate to the business community that the Council is working efficiently and effectively

Appendix 4 shows some of the areas of overlap within the Council.

We have therefore made the following recommendation:

### **Recommendation 1**

That a demonstrable structure is put in place to join-up employer consultation and engagement, economic development and skills and training strategies across the Council, particularly between CYP and Economic Development, and including the Education Business Partnership. This should include:

- consideration of a shared employer-CRM system to streamline employer engagement, capture information, analyse trends and needs, and forecast future skills demand
- clearly defined roles and responsibilities for the various employer-related activities (such as business surveys, business events) which can be shared to inform the work of all Council staff
- links to the Corporate Programme Team so that funding bids are aligned to priorities
- links to Procurement to maximise local economic benefit through tender specifications and developer relations
- communication with Members to improve awareness of issues and provision to help them promote what is available

### **2. External Communication**

We identified a role for the Council in leading the strategic planning and co-ordination of skills activity across the borough.

We were concerned that there is duplication of effort with so many agencies operating in the borough with their own strategies and employer engagement teams – we identified at least 15 – and that, especially with such pressure on public sector budgets, there could be efficiency gains and service improvements to be made from a joined-up employer



engagement and service delivery strategy. Equally this would simplify and streamline services for employers.

Whilst we recognise that partner organisations are driven by their own commercial imperatives, funding regimes and targets, more joint working would:

- Improve the depth and extent of research about local skills needs
- Improve the level of shared information so programmes and training can be planned in a strategic way across partners, and aligned to jobs, particularly in identified growth sectors
- More rounded support for businesses, helping to create and save jobs
- Increase market penetration
- Maximise collective resources and services
- Eliminate duplication
- Increase opportunities for cross-referrals
- Increase the involvement of businesses with programmes and improve uptake of services
- Better value for money for local businesses and local people

Linked to this is the need for shared data to inform activity. There are issues with individual organisations sharing commercially confidential information, and there are clearly data protection issues around sharing information about people accessing services. Nonetheless, we would recommend that the issue of shared information should be looked at, with the Council taking a lead on discussions with partners.

We have therefore made the following recommendation:

## **Recommendation 2**

That the Council takes lead role in co-ordinating skills activity across the borough, and develops joint working arrangements through agreed protocols with partner organisations to join up activity at a strategic level. This should include:

- Agreed working arrangements or protocols between partners
- How to collect and share data across the range of partners
- Joint initiatives for employer engagement and service delivery
- To include Information, Advice and Guidance organisations (e.g. Connexions 4 Youth)
- Appropriate joint performance measures and monitoring

## 5. SUMMARY OF RECOMMENDATIONS

The recommendations are summarised in the table below. We have assigned a priority level to each of the recommendations, and given an indication of the cost.

It is not possible to provide detailed costings for the recommendations within this report without a considerable amount of additional work being undertaken by both scrutiny and finance officers. However, the recommendations have been placed into one of three categories as follows:-

- Low cost indicates that the recommendation could be funded from within existing resources, although not necessarily in the current year.
- Medium cost indicates that the recommendation is anticipated to cost up to £10,000 which is not currently budgeted.
- High cost indicates that the recommendation is expected to cost more than £10,000 which is not currently budgeted.

Recommendation	Indication of cost
<p><b><u>Recommendation 1</u></b> That a demonstrable structure is put in place to join-up employer consultation and engagement, economic development and skills and training strategies across the Council, particularly between CYP and Economic Development, and including the Education Business Partnership. This should include:</p> <ul style="list-style-type: none"> <li>• consideration of a shared employer-CRM system to streamline employer engagement, capture information, analyse trends and needs, and forecast future skills demand</li> <li>• clearly defined roles and responsibilities for the various employer-related activities (such as business surveys, business events) which can be shared to inform the work of all Council staff</li> <li>• links to the Corporate Programme Team so that funding bids are aligned to priorities</li> <li>• links to Procurement to maximise local economic benefit through tender specifications and developer relations</li> <li>• communication with Members to improve awareness of issues and provision to help them</li> </ul>	

promote what is available	
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## **ACKNOWLEDGEMENTS**

Councillor Eric Carter	Cabinet Member
Meredith Evans	Corporate Director - Housing, Regeneration, Prosperity
Peter Smith	Head of Economic Development
Corin Crane	Strategic Skills Co-ordinator
Jim Collins	Head of Learning & Achievement
Val Senior	School Improvement Manager 14-19
Vicki Walton	Education Business Partnership

## Appendix 1

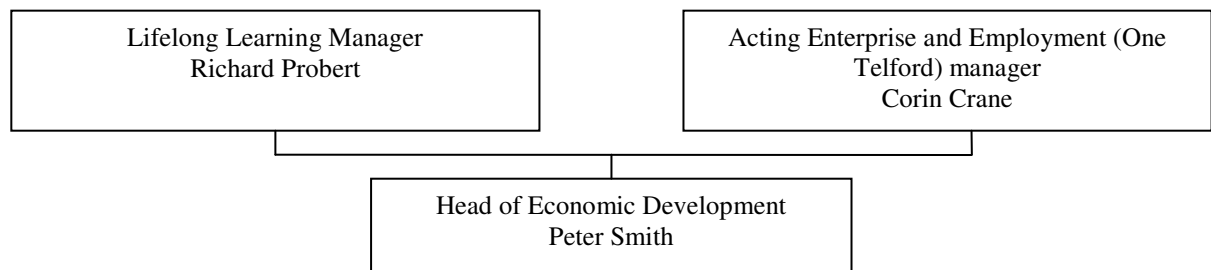
### Economic Development Service Area

#### 1. Rationale

Improving quality of life through creating a range of jobs and ensuring that all the people of the Borough can compete for those jobs

#### 2. Overview

Economic Development comprises two Service Delivery Units: Lifelong Learning; and Enterprise and Employment (One Telford):



#### Lifelong Learning

Engages with the most deprived and hard-to-reach adult population to increase the number of people accessing education, training and work. 36,000 working age adults in Telford have no qualifications, with a total of 57,000 that don't have Level 2 qualifications (GCSE level) – together almost 50% of the working age population (source: census 2001). 3 aspects to the service:

- Providing courses and training opportunities – linked to progression routes to work and higher level qualifications
- 4 outreach workers based in the community to engage with the most deprived and hard-to-reach adults
- Adult Careers advice (for Shropshire, Telford and Wrekin) delivered in partnership with Job Centre Plus, supporting unemployed people back into work and those threatened by redundancy, but also developing those looking to progress within work.

Highly responsive service based on need. Supports wider council objectives through working with families to improve parenting and reduce family poverty, promoting social engagement and regeneration, and support the voluntary sector.

#### Enterprise and Employment (One Telford)

Supports the development of the Borough economy to create and preserve

good quality jobs, and to equip adult residents with the skills to compete for those jobs and progress within employment. Within the council One Telford will take the lead role in three main areas:

**Business Support:**

- Focussing on key sectors (polymers, high value manufacturing, environmental and building technologies, business and professional services): supporting existing businesses through business networking (Telford Business Partnership, BESST, HR Forum, Construction forum etc.)
- Attracting investment through 'Property Pilot' commercial property database, hands on support, marketing the Borough as an investment location
- Encouraging business start up – Enterprise HQ etc.

**Tourism:**

- Business and leisure tourism support: convention bureau, marketing campaigns etc.

**Economic Development & Skills:**

- Coordinating adult skills strategy and employment support: Future Jobs Fund, redundancy support, apprenticeship programme
- Economic development – producing a Local Economic Assessment, leading on regional matters, refocusing our relationship with 3<sup>rd</sup> sector

### **3. Resources and Outcomes**

Lifelong learning

- 19 fte posts plus a pool of casual tutors
- largely funded through the Skills Funding Agency (formerly Learning & Skills Council),
- supports over 3000 adults pa: 87% are unemployed; 48% then go into work, learning or training (8% above regional target); 82% of users are from most deprived wards 11% from BME community.
- 99% of users satisfied/very satisfied with the service, 99% would recommend the service to others.
- VfM, - £191 per user (Herefordshire £373; Worcestershire £308)

Enterprise and Employment (One Telford)

- 15 fte posts
- Income generated through membership of networks, groups and delivery contracts
- 2009/10: 41 new investments/business expansions creating 358 jobs

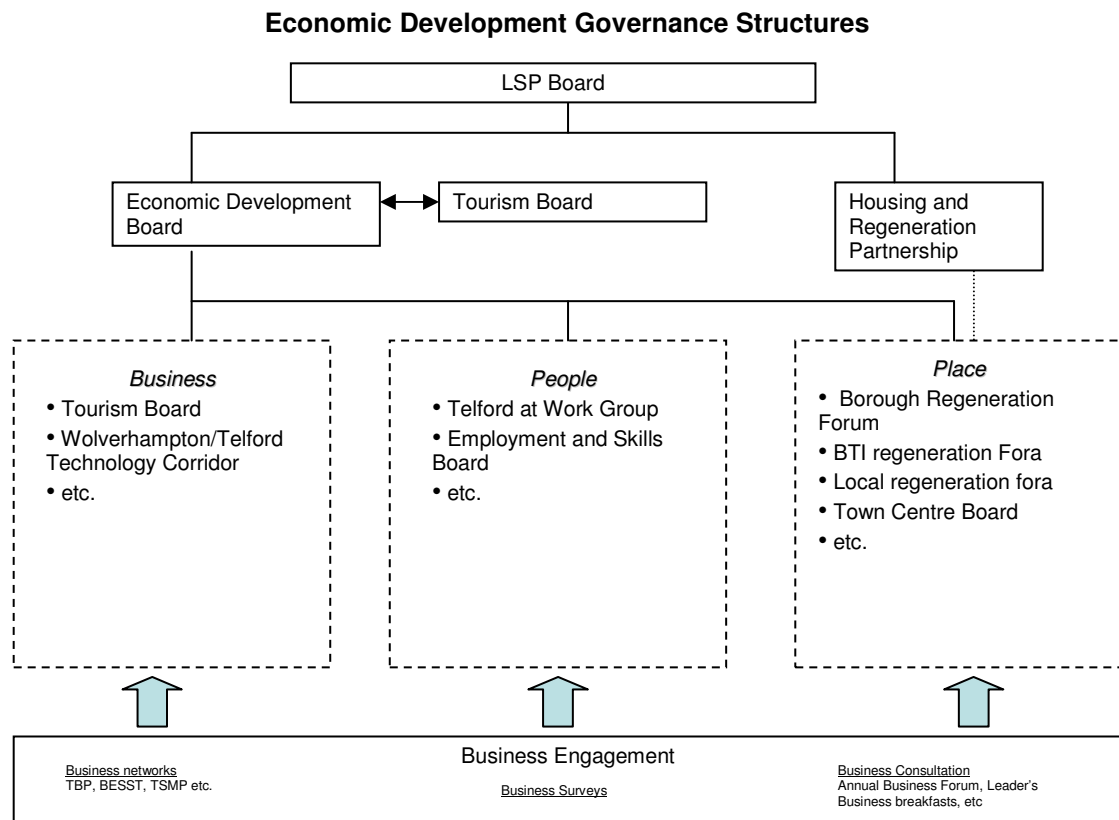
#### **4. Review and restructure progress**

- Lifelong Learning review completed January 2010 releasing £53,676 (14.6%) with further opportunity for saving through recruitment
- Transforming Telford economic developments services transferred in house formally on 1<sup>st</sup> April 2010 as 'One Telford' (Enterprise and Employment Service Delivery Area)
- Enterprise and Employment Service Delivery Area review to commence April 27<sup>th</sup> 2010

#### **5. Key issues**

- a. Local Economic Assessment  
Under new duty of economic assessment, needs to influence/be influenced by, key policies and plans
- b. Partnership Delivery/Total Place  
Role is to develop learning and skills, employment and economic development priorities and work with partners to deliver
- c. Joined up Council services  
With One Telford back in house, we need to provide effective and joined up Council support for businesses and residents by ensuring the unit's expertise is used across all service areas.

## Appendix 2





## **Appendix 3**

### **Diplomas in Telford & Wrekin**

- Initially as a pilot in selected schools, colleges and training providers
- Provision will be increased on an incremental basis until 2013 when all 14 lines of learning will be available to all

#### **Teaching From 2009**

- IT
- Creative and Media

#### **Teaching From 2010**

- Business, Administration and Finance
- Society Health & Development
- Construction & Built Environment
- Manufacturing & Product Design,
- Hair & Beauty

#### **Confirmed for teaching from 2011**

- Engineering,
- Hospitality
- Environmental and Land-based Studies
- Public Services,
- Sport & Active Leisure

#### **Applying for in Gateway 5 (Autumn 2010)**

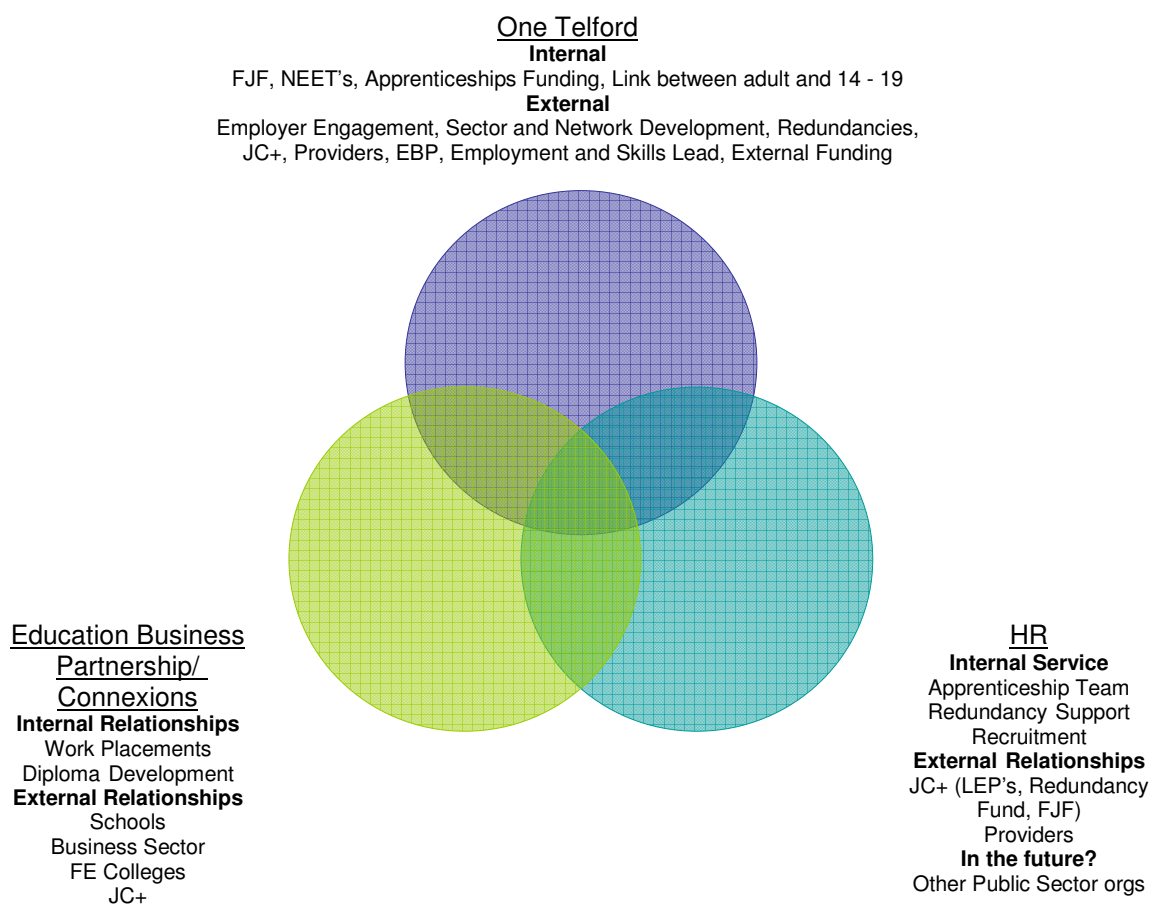
- Retail,
- Travel & Tourism

#### **Further Developments**

Science. Languages, Humanities – entitlement for 17 year olds, can be offered to 14-16 year olds

## Appendix 4

### Telford & Wrekin Council Employment & Skills & Employer Engagement



**TELFORD & WREKIN COUNCIL**

**SCRUTINY LEADERSHIP BOARD – 13 MAY 2010**

**REPORT ON THE SCRUTINY ASSEMBLY MEETING, 29<sup>TH</sup> MARCH 2010:  
CONSULTATION ON THE PRIORITY PLANS 2010/11**

**1. PURPOSE**

- 1.1 To update members on the feedback from the Scrutiny Assembly meeting held on 29<sup>th</sup> March 2010 as part of the consultation process on the Priority Plans for 2010/11.

**2. RECOMMENDATIONS**

- 2.1 That Members note the Report:

**3. BACKGROUND**

- 3.1 A Scrutiny Assembly meeting was held on 29<sup>th</sup> March 2010 to enable Scrutiny Members to input into the development of the Priority Plans 2010/11 as part of the consultation process.
- 3.2 The meeting was attended by 24 Scrutiny Members, including the Scrutiny Leadership Board and 3 Co-opted members. 6 Cabinet Members attended to present the Plans.
- 3.3 The meeting consisted of 1 or 2 table discussions on each Priority Plan. Cabinet Members presented the proposed Plans, with the exception of the Children & Young People Priority Plan which was presented by the Corporate Director on behalf of the Cabinet Member, and the sessions were Chaired by the Scrutiny Lead Members. Scrutiny Members selected 2 priority areas to scrutinise, and places were allocated on a first-come-first-served basis to ensure coverage across all priority areas. Priority Plan Editors acted as scribes for the discussions.
- 3.4 Scrutiny Members were asked to agree a group response to three questions:
- Are the members in broad agreement with the priorities, or not?
  - Are there any missing? What and why should it be a priority?
  - Is there anything included that should not be a priority?
- 3.5 The meeting was timed to take place before the proposed Priority Plans were presented to the Corporate Management Team, CAPS and Cabinet. This allowed the comments made by Scrutiny Members to be considered, and if agreed, for the Plans to be amended before progressing through the decision making process.

- 3.6 There was generally broad agreement with the Priorities in each plan. There was a suggestion that managing the appearance of industrial estates should be incorporated as a priority in the Housing, Regeneration and Prosperity Priority Plan. Additionally there were comments made on each plan relating to specific priorities or sub-priorities, cross-cutting issues, cross-cutting themes (e.g. risk assessment/funding), the impact on local people and performance management.
- 3.7 Following the meeting, feedback from the Scrutiny Members was considered by Cabinet Members, Corporate Directors and other senior officers.
- 3.8 Notes from the workshop sessions are attached at the end of this report. Actions agreed as a result of ensuing consultation with Cabinet Members and Corporate Directors are noted in brackets and in bold at the end of each point.

## **5. OTHER CONSIDERATIONS**

### **Equal Opportunities**

There are no equal opportunities directly arising from this report.

### **Environmental Impact**

None arising directly from this report.

### **Legal Comment**

There are no legal implications directly arising from this report.

### **Links with Corporate Priorities**

Links to all Corporate Priorities.

### **Opportunities and Risks**

There are no opportunities or risks identified directly from this report.

### **Financial Implications**

There are no financial implications arising directly from this report.

### **Ward Implications**

Nil

Report prepared by:

Stephanie Jones, Scrutiny Officer

## 1. CHILDREN & YOUNG PEOPLE

Chair: Cllr Joy Francis      Presenter: Julia Almond      Scribe: Rachael Foster

### Session1

Cllr Miles Hoskins, Cllr Jayne Greenaway, Cllr Adam Stanton

- The group was in broad agreement (MH – stated that they were practical, objective and what the council is all about)
- Recognition around the table of links / interdependencies with other priority plans and Council Services e.g. Think Family and therefore didn't feel that there was anything missing
- Nothing else to add and there was nothing that was identified that shouldn't be a priority.

There was discussion around performance monitoring specifically in relation comparisons with statistical neighbours (SN). JA explained that different SN used for different performance measures; discussion stemmed from comparisons for young people who are Not in Education, Employment or Training (NEET)

**(Action: RF to send detail of SN to Cllr Jane Greenway)**

MH raised the point about how frontline staff communicate with young people – young people's attitudes / behaviour and how they express themselves has changed and frontline staff training should reflect this to ensure that we are engaging young people in all council services.

**(Action: RF to raise this as a potential action for Efficient Community Focussed Council Priority Plan)**

Suggestion from JG that should sharpen up objectives around NEETs  
AS was seeking re-assurance about actions around Children in Care

### Session 2

Cllr Louise Lomax, Cllr Yvonne Hicks, Val Lindley(Co-opted), Mel Ward  
(Primary Parent Governor Rep)

The group were in broad agreement with the priorities

Potential omissions:

- A target around Personal Education Plans (PEPs) for Children in Care – this has provisionally been added to reflect focus on improving outcomes for Children in Care
- Priority 3 very much focussed on educational attainment – more emphasis on the enjoy aspect and PHSE.  
**(Response: have provisionally added a key objective and target around Healthy Schools which aims to provide a foundation for children to achieve the 5 ECM outcomes)**
- The BSF programme – ensuring the welfare of pupils whilst this work is happening. How do we keep the consistency of education and welfare of children through out.

**(Response: BSF is part of BTISLC which has as part of its plan actions to ensure that these concerns are addressed.)**

There was nothing identified that shouldn't be a priority. There was also discussion in this group about how progress is monitored.

## **2. ADULT CARE AND SUPPORT**

Chair: Cllr. Derek White    Presenter: Cllr. Jacqui Seymour    Scribe: Helen Cross

### **Session 1**

Present: Cllr Veronica Fletcher, Cllr Keith Austin, Cllr Roy Picken, Dag Saunders (Co-optee)

Also present: Paul Donohue, Corporate Director, Cllr Rosemary Chaplin, Cllr Graham Hossell

Did they agree with the priorities?

The priorities were supported. Key discussion points for consideration when developing actions are provided below.

Was there anything missing?

Nothing specific was identified.

Was there anything that should not be a priority?

Nothing specific was identified.

Key discussion points were:

- Ensuring action if misuse of direct payments is discovered;
- Increasing chances to access supported housing;
- Ensuring safeguarding when implementing personalisation;
- How can we ensure the quality of the work undertaken by social workers;
- Identifying and providing details of preferred providers to support people making choices
- Managing the increasing pressures on budgets, including pressures on Health;
- Managing the occasional difference in needs between the carer and the care for;
- Providing flexibility in respite.

### **Session 2**

Present: Cllr Roger Aveley, Cllr Charles Smith

Also present: Paul Donohue, Corporate Director, Paul Clifford, Corporate Director, Cllr Rosemary Chaplin

- Did they agree with the priorities?

The priorities were supported, there was a concern expressed that it seemed a lot of priorities to deliver against. Key discussion points for consideration when developing actions are provided below.

- Was there anything missing?  
Nothing specific was identified.
- Was there anything that should not be a priority?  
Nothing specific was identified.

Key discussion points:

- Ensuring there is robust monitoring of services in place, particularly independently provided services;
- Supporting people in accessing benefits;
- Providing list of preferred providers
- Ensuring we ask people what is important to them
- Working with LINKs where possible and appropriate
- Supporting young men when they are at risk of being homeless and subsequently losing their employment;

### 3. COMMUNITY PROTECTION & COHESION

Chair: Cllr Karen Tomlinson

Presenter: Cllr Miles Hosken

- Are the member's in broad agreement with the priorities, or not?  
Yes
- Are there any missing? What and why should it be a priority?  
No
- Is there anything included that should not be a priority?  
No

#### **Additional points for consideration**

- Alcohol – new rights for councillors to object to licensing – LACORS (Mike Atherton to investigate) **(No action taken at this stage)**
- Is Hate Crime a significant problem for the borough to include as target action under priority 1? Agreement reached that it should remain as an action **(Addressed in the Priority Plan)**
- There is a need for Community Support Officers to have more powers **(Addressed in the Priority Plan)**
- Question raised on drugs not included as action theme – agreement reached that alcohol was more of a priority area **(Addressed in the Priority Plan)**
- Alcohol is being distributed by adults to Children and Young people and is a problem – First response needs to be reported as a criminal offence to the police **(Noted – no change)**

- Impact of alcohol consumption of case reported for Domestic abuse is significant so alcohol needs to be a key area of work (**Noted – no change**)
- Perception that we are not doing anything – we need to be communicating with the community outside of the usual suspects (**Addressed in the Priority Plan**)
  - We need to target perceptions of older people
- There is a need for better lines of reporting incidents and communicating what these lines are to the public (**Addressed in the Priority Plan**)
- There is a need to ensure prevention of crime and disorder through providing more activities for young people to engage with e.g. youth clubs (**Refer to Children and Young People Priority Plan**)

#### 4. EFFICIENT, COMMUNITY-FOCUSSED COUNCIL

Chair: Cllr Adrian Meredith

Presenter: Cllr Sean Kelly

##### Session 1

Attending: Cllr Kuldeep Sahota, Cllr Ian Fletcher, Cllr Liz Clare

Also present: Richard Partington (Priority Plan Lead), Jonathan Eatough and Louise Stanway

General comments:

- What appears to be missing is **something on social inequality** (Cllr Kuldeep Sahota). Would like to see more money invested in ‘non-rural’ areas.

RP advised of the data observatory and the gathering of local intelligence to better inform service areas. There is a big focus on locality working and getting a better understanding of our communities.

Cllr Kelly explained that rural areas had not been invested in, in previous years, which is why money has been specifically allocated now. This does not mean we are overlooking ‘non-rural’ areas.

- Cllr Liz Clare has an issue with ‘**access to Council services**’. We need to make sure that the information we provide to the public is correct. There was an issue in a recent issue of Insight where the wrong contact details had been provided for Councillors. If we are going to communicate we need to get it right. (**Need to feed back to Nigel in PR**)

Around consultation and communication – Donnington is a district Centre and local people want this recognising as they often feel overlooked. Suggests that we get more involved – perhaps arrange some meetings throughout the year to provide local people with the opportunity to say what they want.



- **Supporting ward members** – communication can be sloppy and Councillors still find a lot of information out from reading the Shropshire Star.

We need to ensure that where there is something of significant impact in a particular ward – that Councillors are kept informed (Cllr Kelly).

**(Need to arrange a meeting between RP, Emma Price, Nigel Newman, Andrew Meredith and Rachael Jones to agree a way forward.)**

- Cllr Ian Fletcher queried '**access to Council Services**'. He has come across an issue with the new weekly planning list. Apparently this was supposed to have been re-launched on 22 March and is something that a lot of Councillors like to receive. As of yet he has not received anything and he is not impressed. **(Need to feed back to Di Birks or Dave Fletcher).**

Also has an issue with '**modern technology**' as there are still a lot of people that are reluctant to use it. A prime example he has is 'First Point'. As a recent user, he thinks we should develop some simple guides to assist people with using the facility. From his own experience he needed assistance from one of the receptionist and feels that it can be quite difficult to use unless there are staff on hand to help. **(Need to feed back to Andrew Meredith)**

Another example is phone calls and call waiting times (Cllr Liz Clare). The public don't like automated services, or to have to wait 3 or 4 minutes before getting put through to someone. They want a voice on the end of the phone that can deal with anything – single integrated records for example? **(Need to feed back to Andrew Meredith)**

**Generally the group was in broad agreement with the priorities** but Cllr Liz Clare did express one concern around 'Working Together' – whilst she recognises the need for joint working, there are some discussions that need to be held separately (for the different political groups).

It was also suggested that under 'Improving Performance/Outcomes' we take out reference to NEETs as a target of specific action as although it is a priority, things do change over time. Would be best not to make reference to anything at this high level – the detail should be in the action plan.

## **Session 2**

Attending: Cllr Jane Greenaway, Cllr Adrian Williams, Cllr David Chaplin  
Also present: Richard Partington (Priority Plan Lead), Jonathan Eatough and Louise Stanway

General comments:

- Cllr Adrian Williams thinks it is very difficult to 'let people know' what is going on. If you meet people on the street and communicate to them

then eventually the information does filter back but not sure how we can do any more than we are already doing. Most people are understanding and know that we can't do everything.

- Cllr Adrian Meredith strongly believes it is the **role of elected members to keep people informed** and from his own experiences, people like/welcome this. Most people are more interested in what is going on in their local area.
- In the past, there has not been enough emphasis on the part that local residents play in what goes on in the area (Cllr Jane Greenaway). We should be doing more around community engagement. All agreed.

In terms of **Member support** – has seen an improvement in the support received but there is still a problem in identifying the 'line of command'. Often Members are passed from one officer to another when they have an enquiry/issue and Members are not always aware of changes going on across the organisation. Suggests that we produce a list of details for HOS/senior managers that states who is responsible for what, where they are based (so Members can pop in to see them if they are visiting the building) and what their contact numbers are. Keeping this information up to date is also very important. All agreed. **(Need to set up a meeting with Emma Price, Debbie Germany and Richard Partington to discuss/action.)**

- In terms of **Community Engagement** - the most challenging thing is getting people 'interested' in the first place. If we get people interested then they are more likely to take part in the future (Cllr David Chaplin).

Also thinks we need to develop the officer roles so they have a better understanding of the roles of Members (what they do etc)...

- **Fast and flexible decision making.** We need to think about the decisions that are made in accordance with the law (Cllr David Chaplin). Sometimes the answer to something has to be 'no' because of this and members of the public need to understand why. Officers need to provide clear guidance to Members to help them understand and feed back to the public.
- **Delivering efficiencies and savings** – Cllr Jane Greenaway wanted to know how Members would feed in/contribute ideas. Cllr Kelly advised of the Employee Suggestion scheme and said that this would be open to Members as well as employees. This will be launched in April **(Need to speak to Debbie Byle)**

### **What is missing?**

- It was agreed that the term 'transparency' needed to be included around fast and flexible decision making. Generally the group was in agreement with the priorities.

### **Key actions from these sessions:**

- Take out reference of NEETS (under Improving Performance/Outcomes)
- Need to add the term ‘transparency’ around fast and flexible decision making.
- Create a new action to develop a guide for Councillors around ‘lines of command’ so they know which HOS are responsible for what, where they are based and how they can be contacted. Also need to make sure that this is kept up to date.

### **Actions taken as a result:**

- **Have removed the reference of NEETs from the priority ‘Improving Performance/Outcomes’**
- **Have reworded the priority around ‘Fast and Flexible Decision Making’ to read:**  
  
***Achieving fast and flexible decision making while also ensuring good governance, accountability and transparency***
- **Created a new action (under ‘Working Together’) to produce an online ‘One Council’ guide for employees and members explaining who does what in the new structure and where they are based**
- **All sections in this feedback, highlighted in red text, have been fed back to the appropriate managers for consideration/response.**

## **5. HOUSING, REGENERATION AND PROSPERITY**

Chair: Cllr Alan Mackenzie

Presenter: Cllr Eric Carter

### **Session 1**

- Broad agreement with the priorities in the plan?  
Yes
- Is there anything missing?  
Managing the appearance of Industrial estates in the Borough
- Anything which should not be a priority?  
No

### General feedback

- Links to CYP and NEETs, need to ensure we are joined up in our approach with skills and training
- There is a need to advertise tourism in the Gorge as more than just a one day visit and encourage longer term stays
- There is a need to promote/develop cheaper accommodation options for visitors

### Session 2

Broad agreement with the priorities in the plan?

- Yes

Is there anything missing?

- Managing the appearance of Industrial estates in the Borough (**Action to be included in Priority Plan**)
- Amending objective in sub priority 6 to reflect both urban and rural housing e.g. 'Through the partnership with the Homes and Communities Agency deliver sufficient new housing to meet the need of both rural and urban areas' (**Objective has been amended to reflect both rural and urban**)

Anything which should not be a priority?

- No

### General feedback

- Signposting to the rail freight needs to be improved
- Donnington to be recognised as a district centre (**Action to be included in Priority Plan**)
- Need to secure method of funding for adult skills (**Addressed in Priority Plan**)

## **6. ENVIRONMENT & RURAL AREA**

Chair: Cllr Roger Aveley

Presenter: Cllr Adrian Lawrence

(One session only)

- Are the member's in broad agreement with the priorities, or not?  
Yes
- Are there any missing? What and why should it be a priority?  
No
- Is there anything included that should not be a priority?  
No

**Additional points for consideration**

- Traffic light maintenance – possible PI ‘number of times lights are malfunctioning’ **(To be considered in the Priority Plan)**
- Fly tipping – more needs to be done in relation to surveillance and opening times of recycling centres **(Addressed in the Priority Plan)**
- Congestion – contribution by developers where congestion is increased through new projects **(Addressed in the Priority Plan)**

## 7. ACTIVE LIFESTYLES – LEISURE & CULTURE

Chair: Cllr Karen Tomlinson (KT) Presenter: Cllr Stephen Bentley

Present; Cllr Louise Lomax (LL), Mel Ward (MW) Co-opted Primary Parent  
Also present: Paul Clifford (PC) Corporate Director, Angie Astley (AA) Head of Service Leisure & Customer Services, Clare Hall-Salter (CHS) Panning and Performance Manager and Scribe.

(One session only)

- AA introduced the priority plan and explained what ‘Active Lifestyles’ is and talked through the priorities.
- AA explained the importance of mapping the offer and then promoting the offer
- MW asked how this will be done
- AA explained via software system and database, going into the community to obtain the information to populate the database and also to carry out research in the community to find out what the community would like to be provided
- AA talked through the physical environment priority and that a lot of the work is already resourced.
- AA discussed events and activities and a key priority is to work in partnership.
- KT queried the move of the tennis centre from Hadley to Oakengates
- PC recapped the importance of mapping, research, and promotion for all activities
- AA emphasised the importance of social workers as good advocates to inform people about activities. This was supported by MW.
- KT asked about provision for disabled and what provision already exists, what are the gaps and the importance of working with partners
- MW asked if there is already a record/database in existence
- AA explained that there wasn’t one but several databases exist and need joining together
- MW stressed that at present the community don’t know what’s out there e.g. Green Gym and that the activities need greater promotion

- LL stressed that the Voluntary sector activities need capturing e.g. Severn Gorge Trust and the partnership arrangements with the PCT
- AA explained that both keeping the database up to date and promotion/sign posting are key requirements
- PC explained that it would be web based/electronic format (repository). The information would then need to be marketed effectively.
- KT & MW expressed that the community need to be able to update the database themselves. This will need moderating and keeping up to date
- LL asked how you would encourage people to use/take up the 'offer'. She stressed how some members of the community feel threatened by areas they don't know e.g. woodland
- MW stated that we should publicise more widely so people don't feel intimidated
- KT e.g. Leegomery walking group.
- KT suggested that the Housing Trust, Libraries, Social workers should be used to sign post information.
- LL stated that we shouldn't overlap with Health Improvement PCT, but should compliment their work
- MW stated that we should work in partnership
- AA stated that the PCT do want to be involved
- KT said that we should try not to duplicate information
- KT asked about the Flex card and encouraging the private and voluntary sectors to give incentives/vouchers to encourage participation
- KT said we need to look at resources
- KT asked what we will be doing about community use of schools facilities that aren't going to be re-built as part of the BSF programme
- SB stated that we need 'proper' information sharing, especially with partners
- KT asked how do we research all information to put on a website for active lifestyles
- PC explained there would be a variety of ways, via marketing, promotion and talking to partners
- SB stated that we also need to improve information sharing within the council
- LL stated that the priorities were all encompassing and quite high level
- KT said that we should make the most of free publicity e.g. TV programmes Dancing on Ice, etc to publicise activities
- MW said that we should ensure there are links through to private sector and parish council websites from the active lifestyles website

- SB stated that working with Parish and Town councils is very important and not to be missed
- KT expressed the need to cross reference with other priority plans and be mindful of financial constraints
- SB stated that there would be a move away from restrictive arrangements for community use for future SLC projects
- KT and MW were very pleased with this approach to community use
- LL expressed the need to work with clubs and societies.

#### QUESTIONS:

- All members were in agreement with the priorities
- All members agreed that there was nothing missing
- All members endorsed the existing priorities



**Telford & Wrekin**

C O U N C I L

# FORWARD PLAN

## 104<sup>th</sup> Edition

**Published on 15<sup>th</sup> April 2010**

**Effective from 1<sup>st</sup> May 2010**

**Covering the period**

**May 2010 to August 2010**



**DEMOCRATIC  
SERVICES**



**TELFORD & WREKIN COUNCIL**  
**104<sup>th</sup> EDITION FORWARD PLAN**  
**May 2010 to August 2010**

**EFFECTIVE FROM 1<sup>st</sup> May 2010**

- ❑ This Plan is a list of the Key Decisions likely to be taken over the coming 4 months. The list is not exhaustive as not all decisions are known that far in advance. The Plan is re-published monthly and the next Plan will be published on 14<sup>th</sup> May 2010 and effective from 1<sup>st</sup> June 2010.
- ❑ The contents of the Plan are subject to change each month. When the Plan is re-published the items identified in each month will be reviewed and depending on circumstances the timescale for some decisions may change. Attached to this Plan is the list of Key Decisions due to be taken in March 2010. Any Key Decisions not taken by the end of April 2010 will automatically be rolled forward into May 2010.
- ❑ Each key decision in the Plan will be the subject of a written report and that report will be published and available for public inspection 5 working days prior to the decision being taken.

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**If you would like free help to understand this document in your own language, please phone the Borough of Telford & Wrekin on 01952 382121.**

**This information can also be made available in alternative formats including large print, Braille and audio tape.**

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Shelton Modernisation and the	15
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## **STANDARD ITEMS**

The following are Standard Items for decisions relating to each Portfolio/Service which may be taken as and when necessary.

<b>Title</b>	<b>Budget Strategy / Service &amp; Financial Planning Process</b>	
<b>Exempt</b>		If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr Andrew Eade / Cllr S Kelly Efficient, Community Focused Council	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name	Designation
	Ken Clarke	Head of Finance
	Telephone No 01952 383003	Email <a href="mailto:ken.clarke@telford.gov.uk">ken.clarke@telford.gov.uk</a>

<b>Title</b>	<b>Capital Strategy and Capital Programme Decisions within the agreed Capital Programme</b>	
<b>Exempt</b>	Refer to Specific Reports	If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	All Cabinet Members	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name	Designation
	Ken Clarke	Head of Finance
	Telephone No 01952 383703	Email <a href="mailto:ken.clarke@telford.gov.uk">ken.clarke@telford.gov.uk</a>

<b>Title</b>	<b>Community Strategy / Local Area Agreement (LAA)/Priority Plans</b>	
<b>Exempt</b>	Refer to specific reports	If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr Sean Kelly Efficient, Community Focused Council	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name	Designation
	Richard Partington	Assistant Chief Executive
	Telephone No 01952 380131	Email <a href="mailto:richard.partington@telford.gov.uk">richard.partington@telford.gov.uk</a>

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<b>Title</b>	<b>Comprehensive Performance Assessment (CPA) and External Inspection</b>	
<b>Exempt</b>		If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr Sean Kelly Efficient, Community Focused Council	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name	Designation
	Richard Partington	Assistant Chief Executive
	Telephone No 01952 380131	Email <a href="mailto:richard.partington@telford.gov.uk">richard.partington@telford.gov.uk</a>

<b>Title</b>	<b>Consultation Strategy and Activities</b>	
<b>Exempt</b>		If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr Sean Kelly Efficient, Community Focused Council	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name	Designation
	Richard Partington	Assistant Chief Executive
	Telephone No 01952 380131	Email <a href="mailto:richard.partington@telford.gov.uk">richard.partington@telford.gov.uk</a>

<b>Title</b>	<b>Corporate Property Amendments</b>	
<b>Exempt</b>	Refer to Specific Reports	If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr Eric Carter Housing, Regeneration & Prosperity	
<b>Decision Maker</b>	Cabinet and/or Head of Property & Design	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name	Designation
	David Sidaway	Head of Property & Design
	Telephone No 01952 384300	Email <a href="mailto:david.sidaway@telford.gov.uk">david.sidaway@telford.gov.uk</a>

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<b>Title</b>	<b>Customer Strategy &amp; E-Government</b>	
<b>Exempt</b>	Refer to Specific Reports	If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr Sean Kelly Efficient, Community Focused Council	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name Angie Astley	Designation Head of Customer & Leisure Services
	Telephone No 01952 382400	Email <a href="mailto:angie.astley@telford.gov.uk">angie.astley@telford.gov.uk</a>

<b>Title</b>	<b>Regeneration Strategy for Telford &amp; Wrekin</b>	
<b>Exempt</b>		If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr Eric Carter Housing, Regeneration & Prosperity	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name Sophie Griffiths	Designation Project Lead Officer
	Telephone No 01952 384700	Email <a href="mailto:Sophie.griffiths@telford.gov.uk">Sophie.griffiths@telford.gov.uk</a>

<b>Title</b>	<b>Financial Monitoring and Financial Updates</b>	
<b>Exempt</b>	No	If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr Sean Kelly Efficient, Community Focused Council	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name Pauline Harris	Designation Corporate Finance Manager
	Telephone No 01952 383701	Email <a href="mailto:pauline.harris@telford.gov.uk">pauline.harris@telford.gov.uk</a>

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<b>Title</b>	<b>Housing Investment Plan</b>	
<b>Exempt</b>	No	If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr E Carter Housing, Regeneration & Prosperity	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name Katherine Kynaston	Designation Strategic Housing Manager
	Telephone No 01952 384021	Email <a href="mailto:katherine.kynaston@telford.gov.uk">katherine.kynaston@telford.gov.uk</a>

<b>Title</b>	<b>Improved Customer Service – Transforming the Business to Deliver the Vision</b>	
<b>Exempt</b>		If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr Sean Kelly Efficient, Community Focused Council	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name Angie Astley	Designation Head of Customer & Leisure Services
	Telephone No 01952 382900	Email <a href="mailto:angie.astley@telford.gov.uk">angie.astley@telford.gov.uk</a>

<b>Title</b>	<b>Local Development Framework</b>	
<b>Exempt</b>	Refer to specific reports	If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr Adrian Lawrence Environment & Rural Area	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name Matthew Wedderburn	Designation Principal Planning Officer (Policy Information)
	Telephone No 01952 384246	Email <a href="mailto:matthew.wedderburn@telford.gov.uk">matthew.wedderburn@telford.gov.uk</a>

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Title	Overview of Service and Financial Outturns	
Exempt	No	If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Council Priority Area	Cllr Sean Kelly Efficient, Community Focused Council	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Pauline Harris Jon Power	Corporate Finance Manager Corporate Performance Manager
	Telephone No 01952 383701 01952 380134	Email <a href="mailto:pauline.harris@telford.gov.uk">pauline.harris@telford.gov.uk</a> <a href="mailto:jonathan.power@telford.gov.uk">jonathan.power@telford.gov.uk</a>

Title	Performance Management, Value-for-Money and Best Value	
Exempt		If yes please state Paragraph Number(s) under which item is exempt:
Lead Cabinet Member and Council Priority Area	Cllr Sean Kelly Efficient, Community Focused Council	
Decision Maker	Cabinet	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	Richard Partington	Assistant Chief Executive
	Telephone No 01952 380131	Email <a href="mailto:richard.partington@telford.gov.uk">richard.partington@telford.gov.uk</a>

Title	Property Investment Portfolio	
Exempt	Yes	If yes please state Paragraph Number(s) under which item is exempt:
		3
Lead Cabinet Member and Council Priority Area	Cllr Sean Kelly Efficient, Community Focused Council	
Decision Maker	Cabinet/Head of Property & Design	
Target Cabinet/Date of Decision	As appropriate	
Contact	Name	Designation
	David Sidaway	Head of Property & Design
	Telephone No 01952 384300	Email <a href="mailto:david.sidaway@telford.gov.uk">david.sidaway@telford.gov.uk</a>

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<b>Title</b>	<b>School Organisation/Capital Financing/Borough Towns Initiative/ Building Schools for the Future</b>	
<b>Exempt</b>		If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr Stephen Burrell Children & Young People	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name	Designation
	Clive Jones	Head of Regeneration & Housing
	Telephone No 01952 380900	Email <a href="mailto:clive.jones@telford.gov.uk">clive.jones@telford.gov.uk</a>

<b>Title</b>	<b>Scrutiny Leadership Board Reports</b>	
<b>Exempt</b>	Please refer to individual reports	If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Please refer to individual reports	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name	Designation
	Jonathan Eatough	Head of Governance
	Telephone No 01952 383100	Email <a href="mailto:jonathan.eatough@telford.gov.uk">jonathan.eatough@telford.gov.uk</a>

<b>Title</b>	<b>Sutton Hill Regeneration</b>	
<b>Exempt</b>	Please refer to individual reports	If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr E.J.Carter Housing, Regeneration & Prosperity	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name	Designation
	Katherine Kynaston	Strategic Housing Manager
	Telephone No 01952 384021	Email <a href="mailto:katherine.kynaston@telford.gov.uk">katherine.kynaston@telford.gov.uk</a>

<b>Title</b>	<b>Telford &amp; Wrekin Partnership / Partnership Bid Applications and Projects</b>	
<b>Exempt</b>	Refer to Specific Reports	If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	All Cabinet Members	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name	Designation
	Please refer to individual reports	Not applicable
	Telephone No Not applicable	Email Not applicable



<b>Title</b>	<b>Telford Railfreight Terminal</b>	
<b>Exempt</b>		If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr Adrian Lawrence Environment & Rural Area	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name	Designation
	Graham Fairhurst	Special Projects Manager
	Telephone No 01952 384590	Email <a href="mailto:graham.fairhurst@telford.gov.uk">graham.fairhurst@telford.gov.uk</a>

<b>Title</b>	<b>Telford Town Centre</b>	
<b>Exempt</b>		If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr Eric Carter Housing, Regeneration & Prosperity	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name	Designation
	David Sidaway	Head of Property & Design
	Telephone No 01952 384300	Email <a href="mailto:david.sidaway@telford.gov.uk">david.sidaway@telford.gov.uk</a>

<b>Title</b>	<b>Telford Town Park “Parks for People” project</b>	
<b>Exempt</b>		If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr Steve Bentley Active Lifestyles – Leisure & Culture	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name	Designation
	David Ottley	Landscape & Recreation Manager
	Telephone No 01952 382328	Email <a href="mailto:david.ottley@telford.gov.uk">david.ottley@telford.gov.uk</a>

<b>Title</b>	<b>Woodside Regeneration</b>	
<b>Exempt</b>		If yes please state Paragraph Number(s) under which item is exempt:
<b>Lead Cabinet Member and Council Priority Area</b>	Cllr Eric Carter Housing, Regeneration & Prosperity	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	As appropriate	
<b>Contact</b>	Name	Designation
	Will Schofield	Strategic Regeneration Officer
	Telephone No 01952 384700	Email <a href="mailto:will.schofield@telford.gov.uk">will.schofield@telford.gov.uk</a>

## MAY 2010

<b>Title</b>	<b>Telford &amp; Wrekin Council Housing Allocation Policy</b>	
<b>Exempt (ie Not for Publication)</b>	<b>NO</b> Delete as appropriate	Paragraph Number(s) (Section 12A LGA 1972)
<b>Lead Cabinet Member</b>	Cllr Jacqui Seymour, Lead Cabinet Member for Adult Care and Support	
<b>Why this is a Key Decision</b>	The launch of a revised housing allocation scheme (policy) for the Borough will ensure that we meet our legislative requirements under the Housing Act 1996 and also the requirements set out in the Fair and Flexible statutory guidance on social housing allocations for local authorities in England published in December 2009.	
<b>Purpose</b>	The new allocation policy will set out the Council's approach to making best use of housing stock in the Borough to tackle housing need and promote mixed and balanced communities. The policy will set out how the Council will support people to access the full range of housing available in the Borough, working with providers of social, private and supported accommodation to ensure the best housing outcome for people based upon their individual needs and aspirations.	
<b>Recommendation</b>	That the progress and key issues be noted and the draft Telford & Wrekin Council Housing Allocation Policy be approved for the purposes of consultation	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/</b>	11 <sup>th</sup> May 2010	
<b>Proposed Consultation</b>	Consultation has already taken place through the Citizens Panel and a range of workshops with Members, staff and partners to inform the priorities within the policy, and a further consultation workshop with key staff, partners and Members is planned for 27 <sup>th</sup> April, followed by a wider 4 week consultation period for all interested parties	
<b>Contact</b>	Name Kathy Jones	Designation Housing & Personalisation Commissioner
	Telephone No 381941	Email kathy.jones@telford.gov.uk

<b>Title</b>	<b>Housing Strategy for Telford &amp; Wrekin</b>	
<b>Exempt (ie Not for Publication)</b>	<b>NO</b> Delete as appropriate	Paragraph Number(s) (Section 12A LGA 1972)
<b>Lead Cabinet Members</b>	Cllr Jacqui Seymour, Lead Cabinet Member for Adult Care and Support Cllr Eric Carter lead Cabinet Member for Hosing Regeneration & Prosperity	
<b>Why this is a Key Decision</b>	The Strategy will affect all Wards in the Borough	
<b>Purpose</b>	To present the Council's new draft Housing Strategy for approval prior to a period of formal engagement with stakeholders. Following the consultation, a final Strategy will be prepared for agreement by Cabinet.	
<b>Recommendation</b>	That the Cabinet is recommended to approve the draft Housing Strategy as the basis for engagement with stakeholders	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/</b>	11 <sup>th</sup> May 2010	
<b>Proposed Consultation</b>	Consultation will be undertaken with all stakeholders	
<b>Contact</b>	Name Clive Jones	Designation Head of Regeneration & Housing
	Telephone No 380900	Email clive.jones@telford.gov.uk

<b>Title</b>	<b>Developing Football Within the Community: Joint Developments with AFC Telford United</b>	
<b>Exempt (ie Not for Publication)</b>	<b>NO *</b> Delete as appropriate	Paragraph Number(s)
<b>Lead Cabinet Member</b>	Cllr Stephen Bentley	
<b>Why this is a Key Decision</b>	Decisions which have a significant financial impact of more than £500,000	
<b>Purpose</b>	To approve the granting of a lease of land in the ownership of the council to AFC Telford United and to approve the resulting community benefits.	
<b>Recommendation</b>	To agree through a lease arrangement the transfer of land in the ownership of the council to AFC Telford United. To approve the required Community Benefits arising from the transfer. To give authority to the Head of Leisure and Customer Services to enter into all necessary legal documentation to transfer the land to AFC Telford United as per the agreed option and conditions and following endorsement of the Head of Governance.	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	11 May 2010	
<b>Proposed Consultation</b>	-	
<b>Contact</b>	Name Stuart Davidson	Designation Leisure Services Business Manager
	Telephone No 82601	Email <a href="mailto:stuart.davidson@telford.gov.uk">stuart.davidson@telford.gov.uk</a>

## JUNE 2010

<b>Title</b>	<b>Environmental Policy</b>	
<b>Exempt (ie Not for Publication)</b>	<b>NO *</b> Delete as appropriate	Paragraph Number(s) (Section 12A LGA 1972)
<b>Lead Cabinet Member</b>	Cllr Adrian Lawrence	
<b>Why this is a Key Decision</b>	Borough wide implications	
<b>Purpose</b>	To seek approval of the revised Environmental Policy which will provide a framework within which Officers will be expected to make best efforts to operate.	
<b>Recommendation</b>	To approve the revised Environmental Policy	
<b>Decision Maker (if officer specify whom)</b>	Cabinet	
<b>Target Cabinet</b>	8 <sup>th</sup> June 2010	
<b>Proposed Consultation</b>	Internal	
<b>Contact</b>	Name Harjot Rayet	Designation Environmental Policy Officer
	Telephone No Ext 84219	Email <a href="mailto:harjot.rayet@telford.gov.uk">harjot.rayet@telford.gov.uk</a>

<b>Title</b>	<b>Telford &amp; Wrekin Council Housing Allocation Policy</b>	
<b>Exempt (ie Not for Publication)</b>	<b>NO</b> Delete as appropriate	Paragraph Number(s) (Section 12A LGA 1972)
<b>Lead Cabinet Member</b>	Cllr Jacqui Seymour, Lead Cabinet Member for Adult Care and Support	
<b>Why this is a Key Decision</b>	The launch of a revised housing allocation scheme for the Borough will ensure that we meet our legislative requirements under the Housing Act 1996 and also the requirements set out in the Fair and Flexible statutory guidance on social housing allocations for local authorities in England published in December 2009.	
<b>Purpose</b>	<p>The new allocation policy will set out the Council's approach to making best use of housing stock in the Borough to tackle housing need and promote mixed and balanced communities. The policy will set out how the Council will support people to access the full range of housing available in the Borough, working with providers of social, private and supported accommodation to ensure the best housing outcome for people based upon their individual needs and aspirations.</p> <p>This report will seek approval of the new Telford &amp; Wrekin Housing Allocation Scheme to be launched in July 2010</p>	
<b>Recommendation</b>	That the Telford & Wrekin Council Housing Allocation Scheme be endorsed and adopted	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet</b>	22 June 2010	
<b>Proposed Consultation</b>	Initial consultation was undertaken through the Citizens Panel and a range of workshops with Members, staff and partners to inform the priorities within the scheme. Further consultation on the draft allocation scheme was undertaken by way of a workshop with key staff, partners and Members followed by a wider 4 week consultation period for all interested parties	
<b>Contact</b>	Name	Designation
	Kathy Jones	Housing & Personalisation Commissioner
	Telephone No	Email
	381941	kathy.jones@telford.gov.uk

## **JULY 2010**

**No Specific Reports**

## **AUGUST 2010**

**No Specific Reports**

**APRIL 2010**

<b>Title</b>	<b>Newport High St BTI Scheme</b>	
<b>Exempt (ie Not for Publication)</b>	<b>YES</b>	Paragraph Number(s) (Section 12A LGA 1972)
<b>Lead Cabinet Member and Portfolio Area</b>	Cllr Eric Carter – Cabinet Member for Regeneration, Housing & Economic Prosperity	
<b>Why this is a Key Decision</b>	Award of a contract over £500k	
<b>Purpose</b>	To approve the final scheme design for Newport High St and to award a contract following tender stage.	
<b>Recommendation</b>	To approve the final scheme designs for Newport High St BTI scheme and to award a contract to the successful tenderer to undertake the works	
<b>Decision Maker (if officer specify whom)</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	27 April 2010	
<b>Proposed Consultation</b>	Consultation on scheme designs already complete.	
<b>Contact</b>	Name Stuart Freeman	Designation Service Delivery Manager – Traffic & Transportation
	Telephone No 84601	Email Stuart.Freeman@telford.gov.uk

<b>Title</b>	<b>Post 16 Travel</b>	
<b>Exempt (ie Not for Publication)</b>	<b>YES *</b> Delete as appropriate	Paragraph Number(s) (Section 12A LGA 1972)
<b>Lead Cabinet Member and Portfolio Area</b>	Cllr Adrian Lawrence	
<b>Why this is a Key Decision</b>	Borough wide implications and in the public interest	
<b>Purpose</b>	As part of the Transport Change Programme, This Business Case presents options for a change in delivery of the Post 16 travel provision.	
<b>Recommendation</b>	Recommendations are approved	
<b>Decision Maker (if officer specify whom)</b>		
<b>Target Cabinet/Date of Decision</b>	27 <sup>th</sup> April 2010	
<b>Proposed Consultation</b>		
<b>Contact</b>	Name Sarah Bass	Designation Lean Transformation Project Officer
	Telephone No 01952 382470	Email sarah.bass@telford.gov.uk

<b>Title</b>	<b>Shelton Modernisation and the development of the Mental Health Strategy</b>	
<b>Exempt (ie Not for Publication)</b>	<b>YES /</b> Delete as appropriate	Paragraph Number(s) (Section 12A LGA 1972)
<b>Lead Cabinet Member</b>	Cllr Jacqui Seymour, Adult Care and Support	
<b>Why this is a Key Decision</b>	Contract value and affects more than one ward of the Council	
<b>Purpose</b>	To advise Cabinet of developments in the Shelton modernisation programme and mental health strategy development: <ul style="list-style-type: none"> <li>• South Staffordshire and Shropshire NHS Foundation Trust (SSSFT) proposals for the new in-patient unit and community services</li> <li>• Scrutiny by commissioners of the proposals</li> <li>• Likely commissioning intentions for in-patient beds and community services</li> <li>• Development of the mental health strategy in line with New Horizons</li> <li>• Commissioning intentions to ensure progress to the proposed in-patient beds and community arrangements to support them</li> </ul>	
<b>Recommendation</b>	It is recommended that Cabinet: <ul style="list-style-type: none"> <li>• Supports the developments to date</li> <li>• Considers the impact on Council services on in-patient bed reductions and enhanced community</li> </ul>	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet</b>	27 April 2010	
<b>Proposed Consultation</b>		
<b>Contact</b>	Name Karen Kalinowski Michael Bennett	Designation Head of Adult Social Care Commissioning Lead Joint Commissioner – Mental Health
	Telephone No 01952 381011 01952 388886	Email <a href="mailto:karen.kalinowski@telford.gov.uk">karen.kalinowski@telford.gov.uk</a> <a href="mailto:michael.bennett@telfordpct.nhs.uk">michael.bennett@telfordpct.nhs.uk</a>

<b>Title</b>	<b>Plan to Declare Local Nature Reserve's in the Borough</b>	
<b>Exempt (ie Not for Publication)</b>	<b>NO *</b> Delete as appropriate	Paragraph Number(s) (Section 12A LGA 1972)
<b>Lead Cabinet Member</b>	Cllr Adrian Lawrence	
<b>Why this is a Key Decision</b>	The proposed Local Nature Reserves (LNR's) are in more than one ward	
<b>Purpose</b>	To set out a plan for the declaration of five LNR's in the Borough	
<b>Recommendation</b>	To give delegated authority to the Head of Planning & Transport and Cabinet Lead for the Environment & Rural Area to agree the plan of proposed LNR's and the order in which they are formerly declared	
<b>Decision Maker</b> (if officer specify whom)	See above delegated authority being sought	
<b>Target Cabinet</b>	27 <sup>th</sup> April 2010	
<b>Proposed Consultation</b>	Shropshire Wildlife Trust will be consulted on the proposed LNR plan. In accordance with the formal process for declaring LNR's, relevant stakeholders will be consulted on individual sites. This includes Property & Design, Environmental Services, Parish Councils and Natural England.	
<b>Contact</b>	Name Rachel Taylor or Caroline Last	Designation Environmental Projects Team Leader and Planning Ecologist
	Telephone No 384220 or 84221	Email <a href="mailto:rachel.taylor@telford.gov.uk">rachel.taylor@telford.gov.uk</a> or <a href="mailto:caroline.last@telford.gov.uk">caroline.last@telford.gov.uk</a>

<b>Title</b>	<b>Extensions to existing Block contracts within Adult Care and Support</b>	
<b>Exempt (ie Not for Publication)</b>	<b>YES</b>	Paragraph Number(s) (Section 12A LGA 1972)
	Delete as appropriate	
<b>Lead Cabinet Member and Portfolio Area</b>	Cllr Jacqui Seymour, Adult Care & Support	
<b>Why this is a Key Decision</b>	Contract value and affects more than one ward of the Council	
<b>Purpose</b>	<p>To request Cabinet approval for a number of extensions to existing block contract arrangements as follows:</p> <ul style="list-style-type: none"> <li>• Accord residential and day care service provision for older people in relation to Cartlidge House, Bennett House and Millbrook Day Centre</li> <li>• Chillcott Gardens - an Extra Care Scheme</li> <li>• Lee Court Respite Services for Adults with a Learning Disability</li> <li>• NACRO substance misuse</li> <li>• West Mercia Probation Service</li> </ul>	
<b>Recommendation</b>	<p>It is recommended that Cabinet:</p> <ul style="list-style-type: none"> <li>• Authorises the extension of the contracts as detailed within the main body of the report subject to completion of the relevant contract extension on terms that are consistent with the original agreements and authorises exemptions from the requirements of Paragraphs B, E and Appendix 5 of the Contract Procedure Rules.</li> <li>• Delegates authority to the Corporate Director with the lead for Adult Care and Support to award an extension of contract for the services described in this report in accordance with the Council's Constitution and subject to terms and conditions recommended by the Head of Governance;</li> <li>• Delegates authority for the Common Seal of the Council to be affixed to the resulting contractual documentation as, in the opinion of the Head of Governance, is appropriate under the Constitution</li> </ul>	
<b>Decision Maker</b>	Cabinet	
<b>Target Cabinet/Date of Decision</b>	27 April 2010	
<b>Proposed Consultation</b>	Informing relevant parties of decision and liaison with service users and their carers	
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