

## **SCRUTINY MANAGEMENT BOARD**

### **Minutes of the meeting of the Scrutiny Management Board held on Monday, 5<sup>th</sup> December 2011 at 2.00pm in the Civic Offices, Telford**

**PRESENT:** Councillors D. White (Chairman), V. Fletcher, G. Green, A. McClements, C. Turley.

**IN ATTENDANCE:** Nigel Newman, Corporate Communications Manager; Stephanie Jones, Scrutiny Group Specialist; Tracy Clarke, Scrutiny Officer.

#### **SMB-16      MINUTES OF THE LAST MEETING**

**RESOLVED** – that the minutes of the meeting of the Scrutiny Management Board held on the 7<sup>th</sup> November 2011 be confirmed and signed by the Chairman.

#### **SMB-17      APOLOGIES FOR ABSENCE**

Cllr. M. Hosken, R. Sloan.

#### **SMB-18      DECLARATIONS OF INTEREST**

None.

#### **SMB-19      COUNCIL'S FORWARD PLAN OF KEY DECISIONS**

At the previous meeting Members had requested an item to discuss what changes could be made to the Council's Forward Plan of Key Decisions to make it clearer to Members and the public what decisions Cabinet will be taking. The Chairman reported that he had had a meeting with the Interim Chief Executive and the Head of Governance and that a review of the Forward Plan was being undertaken and options would come back to the Scrutiny Management Board for discussion.

#### **SMB-20      SCRUTINY SUGGESTIONS**

Three new suggestions had been received to be considered for the Scrutiny Work Programme and had been circulated to Members as Appendix B.

The suggestions had been put forward by Mr. Peter Chadwick who was in attendance at the meeting and the Chairman invited Mr. Chadwick to present the suggestions to the Scrutiny Management Board.

The first suggestion was to review the application of Section 106 agreements, and the implementation of the Community Infrastructure Levy (CIL), on developments in Telford and Wrekin so that the costs of infrastructure work

arising from developments are funded by the developer rather than the Council and hence indirectly by the Council Tax payer. It was suggested that this was a value for money issue for the Council. The question put forward in the suggestion was whether the Scrutiny Committee was satisfied that the guidance from the 2009 scrutiny review of Section 106 Agreements was being properly applied, particularly with regard to the CIL, where major developments were coming forward across Telford in general, including, but not only limited, to Newport.

The Chairman replied that scrutiny was not able to scrutinise planning decisions and that policies, processes or issues would only be scrutinised on a borough-wide basis and not on an individual development basis. The Scrutiny Group Specialist pointed out that the 2009 scrutiny review of Section 106 Agreements had included information about the CIL but had not drawn any conclusions or made any recommendations about its implementation in Telford and Wrekin.

Members discussed the suggestion and agreed that the use of Section 106 agreements and implementation of the CIL should be included as a topic in the scrutiny work programme, and that the suggestion would be referred to the Co-operative & Communities Scrutiny Committee.

The second suggestion related to how and when Town and Parish Councils should be consulted when the Borough Council considers disposal of any Council assets. The suggestion referred to recommendations made in a previous scrutiny review of the Sale of Assets relating to communication with Town & Parish Councils, and questioned the application of the process relating to the sale of land off Station Road in Newport.

The Chairman reiterated that scrutiny would only review policies, processes or issues on a borough-wide basis and would not look at specific issues relating to an individual development. Cllr. Green had taken part in the scrutiny review of the Sale of Assets and pointed out that the review had focused on communication with Ward Members and had not made any recommendations relating to communication with Town & Parish Councils.

It was agreed that the suggestion would be referred to the Co-operative & Communities Scrutiny Committee for further consideration.

The third suggestion related to whether the proposed disposal of land holdings off Station Road, Newport together with disposal of interests in other land in Newport, is providing value for money for Council Tax payers when taking into account the proposed changes to financing of local authorities. There was a broader suggestion made to review whether there is a process in place to ensure value for money on the management, or sale, of Council assets.

The Chairmen reiterated that scrutiny would not investigate a specific case in Newport. The Budget & Finance Scrutiny Committee monitors capital receipts on a regular basis and may be one aspect of the Committee's work in scrutinising the forthcoming budget proposals. It was therefore agreed that

this issue would be dealt with as part of the on-going work of the Budget & Finance Scrutiny Committee.

### **RESOLVED**

- **That suggestions 1 and 2 be referred to the Co-operative & Communities Scrutiny Committee to consider as part of the work programme**
- **That suggestion 3 would be dealt with as part of the on-going work of the Budget & Finance Scrutiny Committee**

### **SMB-21      PROGRESS REPORT ON THE SCRUTINY WORK PROGRAMME**

The Scrutiny Group Specialist presented the progress report on the Scrutiny Work Programme. This summarised scrutiny activity to date and progress on delivery of the Scrutiny Work Programme.

The Council's Constitution and Scrutiny Handbook had been updated to reflect the new scrutiny arrangements. 57 scrutiny suggestions had been received and considered by the Scrutiny Management Board and Scrutiny Committees to agree the work programme. The Chairman had presented the 2010/11 Scrutiny Annual Report to full Council on 24<sup>th</sup> November. A total of 21 Scrutiny Committee meetings had been held between 23<sup>rd</sup> June and 5<sup>th</sup> December, and the report highlighted the key work undertaken by the Scrutiny Committees and the outcomes. Scrutiny resources had been affected by a maternity leave and career break so that current resources were slightly below the 2.1FTE allocated in the restructure at 1.8FTE.

Members agreed that the report demonstrated the breadth of work being carried out by the Scrutiny Committees and requested that a copy of the report be sent to all Scrutiny Assembly and Cabinet Members, and to Town & Parish Councils with a list of contact details for the Scrutiny Chairmen to keep them informed about scrutiny work.

### **SMB- 22      SCRUTINY AND THE MEDIA**

The Corporate Communications Manager had been invited to the meeting to discuss ways in which scrutiny could raise its profile with members of the public and what support could be provided to the Scrutiny Chairmen as media-spokespeople for the Scrutiny Committees.

There was a wide-ranging discussion and the following key points were agreed:

- General articles about scrutiny had been put in Council publications in the past. However, it was agreed that scrutiny is a difficult concept to grasp, and that a more productive approach would be to use specific pieces of scrutiny work on issues that are of interest to the public to raise awareness

about scrutiny and how it can make a difference.

- Press releases on scrutiny recommendations should pre-empt the publication of reports and recommendations being presented to Cabinet. The more controversial scrutiny's position was, the more likely the press would be to issue a release.
- That given the lack of a training budget and limited resources, training would be provided by PR to Scrutiny Chairmen on a one-to-one basis as required to meet specific immediate needs.
- Scrutiny Chairmen should consider the items on their Committee's work programme and come forward with their ideas about possible PR opportunities for specific pieces of work.
- The Scrutiny Media Protocol was in need of updating. A draft would be prepared by the scrutiny team in consultation with PR for approval by the Chairman. This would be sent to all Scrutiny Assembly members as a reminder about protocol for Members on talking to the media.
- There needed to be more communication with Town & Parish Councils.

**RESOLVED**

**That the Scrutiny and the Media Protocol will be updated as discussed at the meeting.**

**SMB- 23      FORWARD PLAN AND ITEMS FOR THE NEXT MEETING**

An update report had been circulated to Members on the Green Deal. Further information was requested on the potential partnership arrangements with private organisations to be circulated to Members.

It was agreed that the next meeting on 9<sup>th</sup> January would be about Choose Your Home in the wider context of the Housing Strategy.

The meeting ended at 3.43 p.m.

**Chairman:** .....

**Date:** .....

## **TELFORD & WREKIN COUNCIL**

### **SCRUTINY MANAGEMENT BOARD - 9<sup>TH</sup> JANUARY 2012**

#### **MEETING HOUSING NEEDS**

#### **REPORT OF HEAD OF HOUSING & PLANNING**

### **1.0 PURPOSE**

- 1.0 To respond to specific questions raised by members of the Scrutiny Management Board relating to actions being taken to meet local housing need and in relation to the Choose Your Home Scheme (CYH).

### **2.0 SUMMARY**

- 2.1 The Council works closely with the Wrekin Housing Trust who manage CYH. There continues to be a significant gap between the number of homes available through the scheme and the number of people waiting for accommodation in the Borough. This is not a new issue, nor unique to the Borough and is a concern across the housing sector nationally. It means that the Council must continue to work with the Trust and other Registered Providers to maximise opportunities through the scheme, deliver proactive housing options advice, including exploring opportunities within the private sector, alongside prioritising those most in need of housing.
- 2.2 Members of the Scrutiny Committee raised some specific questions around the Council's Allocation Policy and the Choose Your Home Scheme and, this report seeks to briefly respond to these:
1. An update on Telford & Wrekin's Housing Allocation Policy
  2. The scale of the housing problem in the Borough
  3. Clarification on the flexibility of moving from one band to another on the Choose Your Home scheme
  4. Clarification regarding applicants moving into the Borough from outside the area through the Choose Your Home scheme
  5. Any feedback from other Registered Providers (Housing Associations) regarding Choose Your Home
  6. Update on numbers of new homes being delivered in the Borough
  7. Update on the Government's new housing proposals

### **3.0 INFORMATION**

#### An update on Telford & Wrekin's Housing Allocation Policy

- 3.1 Local authorities are required by Government to have an Allocation Policy, even if they are no longer landlords. In this instance the Policy maybe one and the same with the Choice Based Lettings Scheme. The policy is a guide for how local authorities, social housing providers (housing associations) and private landlords should work together to make the best use of housing stock. It should also provide a framework for ensuring that priority for housing goes to those in greatest housing need. In Telford & Wrekin the Council has indicated a preference to produce an Allocations Policy separate to CYH. This will allow for a broader range of housing options to be covered including making the best use of private rented

accommodation and affordable, low cost and shared ownership properties. The Policy also supports the Council's work to improve the supply of private sector housing available across the Borough. The Policy does need to work effectively alongside CYH.

- 3.2 Work on Telford & Wrekin Council's Allocation Policy is in progress. Some delay to the finalisation of the Policy has been caused while waiting initially for the Government's consultation paper, *Local decisions: A fairer future for social housing* and more recently the new National Housing Strategy. The later document issued in late November indicates that further national guidance will be produced for public consultation in December 2011 specifically in relation to the development and content of Allocations Policies.
- 3.3 It is proposed to progress the development of the Policy in the New Year using the new guidance and with the involvement of key stakeholders prior to bringing forward an updated draft and undertaking public consultation in the Spring.

#### The scale of the housing problem in the Borough

- 3.4 There is a need for more affordable homes across the Borough. The latest Strategic Housing Market Assessment (SHMA) for Telford & Wrekin identifies an annual net shortfall of more than 1,200 affordable homes every year. The majority of these should be for social rent.
- 3.5 There are currently some 20,000 applicants for affordable housing registered on CYH. Of these 629 (3%) are in the 'urgent' band, 16,010 (78%) in 'needing' and 4,007 (19%) in 'wanting'. The Authority is working with local housing associations and other providers and private developers to manage supply, deliver proactive housing options advice and to develop new ways to increase affordable supply, for example, through encouraging the re-use of empty properties and the Bond scheme. The later is providing a pool of private rented properties for those identified as homeless and therefore in urgent need.

#### Flexibility to move from one band to the other on the Choose Your Home Scheme

- 3.6 Members of the Board have previously asked that CYH partner organisations look at the urgent banding to allow some flexibility to enable those people who have the greatest needs to be dealt with accordingly. There is now an "Emergency Priority" band on CYH which allows for this flexibility and covers:
- Customers who are unable to live in their home due to unforeseen circumstances, such as fire or flood
  - Customers whose circumstances are such that to remain in their existing home could pose a risk to life
  - Customers whose current home is unsuitable for their medical need and, if not addressed they would require temporary accommodation
- 3.7 Applicants who fall into these categories are given a time limited "Emergency priority" which enables them to bid on properties over and above anyone else in the other bands (urgent, needing & wanting)

### Applicants moving from outside the Borough into the area through the Choose Your Home Scheme

- 3.8 One of the original concepts of choice based lettings schemes nationally was to afford everyone equal choice, regardless of where they lived and to encourage mobility. T&W CYH was developed in accordance with this and therefore anyone can apply to the scheme and, once they are registered and placed in the relevant band for their circumstances they can then bid for properties. It is possible that in some instances people from outside the area could then get housed before local people. However, some schemes and properties are advertised on CYH with a "local lettings plan" attached and, quite often this specifies that an applicant needs a close connection with the specific area to enable them to bid. This does not preclude those from outside the area applying, but priority will be given to those who fulfil the criteria.
- 3.9 It should be noted that other areas of the country currently operate similar schemes which means that residents of T&W could apply to other areas. The Government's new housing strategy (summarised at point 3.7) also highlights the need for flexibility around people being able to move freely between areas, although this is aimed primarily at current tenants of social housing. It also suggests that waiting lists should only be for those in housing need which may then preclude those from outside the area.
- 3.10 The council's housing allocation policy will consider the appropriateness and application of local connection within its consultation.

### Feedback from other Registered providers (Housing Associations) regarding Choose Your Home

- 3.11 T&W is not aware of any feedback on the scheme at the present time, but all providers and T&W are represented at CYH Partnership Board which meets once a quarter to discuss and update on any issues, new ideas and general information exchange.

### New houses in the Borough

- 3.12 Despite the recession the borough has sustained an upward trend in housing completions with 686 completions in 2010/11 and 700 projected for 2011/12. A recent Housebuilders Federation Report shows that Telford & Wrekin are number one in the West Midlands for housing starts and remarks that we are the only one actively enabling house-building in order to seek to meet household projections.
- 3.13 In relation to affordable housing the Council, working with local partners, is helping to deliver 150-200 affordable homes in the Borough every year. In 2010/11, 202 new affordable homes were provided in Telford & Wrekin. This includes homes for social rent, intermediate rent and low cost home ownership. This is an increase of 15% on 2009/10 and, the number of new affordable homes provided in the Borough has increased consistently over the last 5 years when, prior to this the long term average was around 100 per year. However, given the reduction in public funding, and conditions in the housing market, it is not certain if this level of delivery can be maintained.
- 3.14 The Council has worked with the Homes & Communities Agency (HCA) and local housing associations to maximise funding from the National Affordable Housing

Programme (NAHP), 2011-15. The Council and HCA are also delivering up to 200 new affordable homes by providing land at 'nil value'.

- 3.15 The Council has also worked closely with partners to deliver a programme of new extra care housing across the Borough. Since 2006, over 300 units of extra care housing have been provided or put into the 'development' pipeline. As well as meeting the needs of older people, extra care can help to release general needs housing in the community.
- 3.16 Other homes are also being delivered to meet other specialist housing needs, including people with a learning or physical disability.

#### Update on the Government's new housing proposals

- 3.17 The recently published National Housing Strategy *Laying the Foundations – A Housing Strategy for England* confirms that the government intends to 'reform' social housing, moving it away from being a home for life. Proposals include:
- Increasing priority for service personnel with urgent housing need
  - Revitalising 'right to buy' with increased discounts and promise of one house to be built for every one sold
  - Action promised on ASB and tenancy abuse including illegal sub letting
  - Support for greater role for private rented sector including increasing incentives to build to rent
- 3.18 The Strategy alludes to a raft of further guidance and consultation documents. This includes guidance on housing allocations policies which the Authority will need to consider in finalising its approach.
- 3.19 A number of measures are set out in the Localism Act, including fixed term tenancies of up to five years for new tenants and ending the requirement for 'open' waiting lists. In relation to this Local Authorities must also produce a Tenancy Strategy by November 2012 to which all local housing providers 'must have regard to' in their policies. This will seek to guide the use of fixed term tenancies and the new Affordable Rent tenure (which is based on a rent of a maximum of 80% of the local market rent value). The development of an initial draft of this Strategy will be twin tracked with work up update and consult on the Allocations Policy.

## **4.0 CONCLUSION**

- 4.1 The Council will continue to work with colleagues across all agencies including Wrekin Housing Trust, to develop a robust allocation policy that seeks to address the housing needs of the residents of the Borough, whilst at the same time using its strategic and planning powers to improve both the quality and availability of affordable housing.

### Service Area Response to Scrutiny Report

<b>Scrutiny Committee: Scrutiny Management Board</b>		<b>Cabinet Member: Cllr. Shaun Davies</b>	
<b>Report: Winter Maintenance, Pothole Repairs, Maintenance of Footpaths.</b>		<b>Response prepared by (name and title):</b>	
<b>Lead Scrutiny Member: Cllr. Derek White</b> <b>Lead Scrutiny Officer: Stephanie Jones</b>			
Scrutiny Recommendation	Response and summary of action being taken to implement, or reason for rejection	Date by which action will be taken	Person responsible for action
<p>1. That the Grit Bin Policy should include clear, consistent guidance for Town &amp; Parish Councils about what the Council funds and what the Town &amp; Parish councils are responsible for. The Policy should be communicated at the right time to enable Town and Parish Councils to make provision in their budget for grit bins.</p>	<p>For the last two years this information has been provided to all Town and Parish Councils prior to the start of the winter maintenance season (1 Oct). The information will be sent out again in December as a timely reminder. Parishes will again be consulted on at the end of the winter season (31 March) and this will inform the annual service review.</p>	<p>December  Annual Service Review between April &amp; September</p>	<p>D Bell. Public Realm Group Manager</p>
<p>2. A clear role for Snow Wardens should be developed for each Town &amp; Parish Council and members of the public should be made aware of who their local Snow Warden is and their role.</p>	<p>All Town and Parish Councils currently nominate a Snow Liaison Officer who reports to the Council any issues as they arise. The names of those persons could be advertised on the Council's website, with permission of the relevant Town and Parish council. In addition, as part of our</p>	<p>Existing arrangements and proposals currently being considered.</p>	<p>D. Bell Public Realm Group Manager</p>

	Co-operative Council approach, we are currently developing the introduction of a local volunteer scheme who could undertake snow clearing and gritting of public footways and carriageways in times of severe weather on areas not dealt with by TWC.		
3. The fact that grit in grit bins should be used on roads and not on footpaths must be publicised and communicated to the public.	Previous press releases have publicised that we do allow use of salt from grit bins on public footways as well as carriageways. However a fresh release will be arranged to clarify that salt should be used sparingly and not on private roads or pathways. It has already been added to the next issue of 'Insight'. The council's website highlights how grit bins should be used.	Current and press release December 2011	D. Bell Public Realm Group Manager
4. A reminder of the Winter Maintenance Policy should be sent to all Members at the beginning of winter so that they are aware of the Policy and able to give a consistent response to queries from residents.	Copy of Winter Maintenance Policy to be sent to all members and an explanation of what the automated texts/emails refer to.	December 2011	D Bell. Public Realm Group Manager
5. A list of adopted roads in the borough should be posted on the Members' Information Point so that members are aware of which roads the Council is responsible for when dealing with residents	A list of adopted roads can be made available on the Members Information Point – we will arrange for the information to be put on for members. The way the information is generated means it is not	31 January 2012	Stuart Freeman/ Ian Goffe

queries about potholes.	possible to generate a list by ward or parish but an alphabetical list of streets/ roads in the borough.		
6. Where possible, a list of who is responsible for un-adopted roads should be posted on the Members' Information Point so Members know who to refer queries to.	The Council does not hold information on responsibility for un-adopted roads. However, we can provide some general advice to members on what residents need to do to clarify who is responsible for a private road.	31 January	Stuart Freeman/ Ian Goffe
7. Awareness should be raised with the public so they understand more about road repair work and why some pothole repairs are carried out on a temporary basis.	This information is already provided on the Council's website, however further awareness will be raised through a press release and 'Insight' as well as pre recorded messages when calling the Contact Centre at appropriate times of the year.	Current  Forthcoming Insight	D. Bell. Public Realm Group Manager
8. There should be closer monitoring of the contractor to ensure the neatness of slurry sealing on footpaths and that the contractor supervises the work to ensure the public do not walk on wet slurry.	This will be written into future contract documents placing the emphasis on the contractor to protect the surface until fully cured. Any defects or unacceptable workmanship will be replaced at the contractors expense.	For next years programme commencing April 2012	Chris Butler / Mandy Roberts

**TELFORD & WREKIN COUNCIL**

**SCRUTINY MANAGEMENT BOARD – 9<sup>th</sup> JANUARY 2012**

**SCRUTINY MANAGEMENT BOARD WORK PROGRAMME**

**REPORT OF SCRUTINY GROUP SPECIALIST**

**1.0 PURPOSE**

- 1.1 To enable the Scrutiny Management Board to prioritise the items on the Forward Plan to ensure the work programme is deliverable within the remaining time during the municipal year and with the available resources.

**2.0 RECOMMENDATIONS**

- 2.1 That Members agree the revisions to the work programme as set out in section 5.1 of this report.**

**3.0 BACKGROUND**

- 3.1 The Scrutiny Management Board met in July 2011 to consider the suggestions that had been put forward for scrutiny and to select the items which would be scrutinised by the Scrutiny Management Board as part of its work programme. The following items were included in the work programme:

- Highways issues: winter maintenance, potholes and the quality of pothole repairs, the condition of footpaths for wheelchair users
- Highways term maintenance contract arrangements and options
- Waste & recycling, refuse collection
- Civil parking enforcement and speed limits outside schools
- Regeneration of borough towns: applying lessons from past projects
- Attracting business and tourism investment into the borough, including tourism around the Wrekin
- Flood and water management (statutory power)
- Safer, Stronger Communities Partnership (statutory duty)
- The Green Deal
- Home Start
- Taxi Licensing
- Dog fouling

- 3.2 The Scrutiny Management Board is the designated statutory body for scrutiny of the Safer Communities Partnership and has designated statutory scrutiny powers for flood and water management. The following items were added to the work programme to fulfil these statutory duties:
- Flood and water management (statutory power)
  - Safer, Stronger Communities Partnership (statutory duty)
- 3.3 Additionally, the following items were added to the work programme at subsequent meetings:
- Co-operative Council & Co-operative Commission
  - Choose Your Home and the Housing Strategy
  - Report on the result of the hot box pothole repair trial compared to the Pothole Buster
  - Maximising infrastructure work on new developments within the developer's costs
  - The allocation of housing based on national priorities
- 3.4 No items have been removed from the work programme.

#### **4.0 THE CURRENT POSITION**

- 4.1 The Scrutiny Management Board has reviewed a number of items over previous meetings:
- Co-operative Council and Co-operative Commission
  - Highways issues;
    - Winter maintenance
    - Potholes and the quality of repairs
    - The condition of footpaths for wheelchair users
  - The Green Deal
  - Choose Your Home and the Housing Strategy (January meeting)
- 4.2 However, a significant number of items remain on the work programme to be completed by the end of the municipal year, with only two further meetings scheduled. The Scrutiny Chairman therefore identified the need to review the work programme to ensure that it is deliverable within the remaining time and within existing resources.
- 4.3 An informal meeting of the Scrutiny Chairmen was held on 12<sup>th</sup> December to consider the remaining items and to agree the most efficient method of scrutiny so that activity is focused on priorities, but extends its reach as far as possible. It was agreed that as items had been added to the work programme during the year, it would be necessary to remove items to make the work programme manageable.

## 5.0 PROPOSED WAY FORWARD

5.1 The Scrutiny Chairmen considered the remaining items and proposed how they should be dealt with. The results of this discussion are set out in the table below.

Item in the Forward Plan	Proposed action
Highways term maintenance contract arrangements and options	The contract is due for renewal in 2014 and this item would be carried over as a suggestion for the 21012/13 work programme
Waste & recycling, refuse collection	Proposals for recycling centres would be scrutinised as part of the budget proposals. Any remaining items to be carried forward as a suggestion for the 2012/13 work programme.
Civil parking enforcement	A report on the review of Civil Parking Enforcement would be requested and circulated to members to decide whether any further scrutiny is required.
Regeneration of borough towns: applying lessons from past projects	This was not an immediate priority and would be carried over as a suggestion for the work programme for 2012/13.
Attracting business and tourism investment into the borough, including tourism around the Wrekin	A report on inward investment activity and the position of the Wrekin in the tourism strategy would be requested and circulated to members to decide whether any further scrutiny is required.
Flood and water management (statutory power)	Scrutiny has statutory powers in this area, and this is a key issue for the borough. To be considered as an agenda item at the March meeting.
Safer, Stronger Communities Partnership (statutory duty)	Scrutiny has a statutory duty to scrutinise the Safer Stronger Communities Partnership and this would be considered as an agenda item at the May meeting.
Home Start	Home Start is funded as a charity. Information has been requested to clarify whether the Council makes a contribution to Home Start. If council funding is involved, this will be picked up by the Budget & Finance Scrutiny Committee as part of the budget scrutiny.

Taxi Licensing	A report on current issues relating to taxi licensing will be requested and circulated to members to decide whether any further scrutiny is required.
Dog fouling	It was agreed this was not a priority and proposed this is removed from the work programme.
Report on the result of the hot box pothole repair trial compared to the Pothole Buster	A report would be requested and circulated to members when the trial is complete.
Maximising infrastructure work on new developments within the developer's costs	Incorporate this item into the suggestion for the Co-operative & Communities Scrutiny Committee to review Section 106 Agreements and the CIL.
The allocation of housing based on national priorities	This would be included in the item about Choose Your Home and the Housing Strategy at the January meeting.

- 5.2 Written reports which are not agenda items would be included on agendas as "Reports circulated for information". These items will not be reviewed further unless Members decide that they still have concerns and request that the item is brought back to a future meeting. It was felt this was an efficient method of working as resources would be targeted on areas of greatest concern.
- 5.3 A revised Forward Plan is attached as Appendix 1 reflecting the suggested revisions in 5.1 above and which would be adopted if the proposals are agreed.
- 5.4 The Scrutiny Work Programme on the website will be amended to reflect decisions made.

**Report prepared by Stephanie Jones, Scrutiny Group Specialist: 01952 383114.**

**Scrutiny Management Board Forward Plan  
Forward Plan 2011/12**

<b>MEETING DATE</b>	<b>AGENDA ITEM</b>	<b>LEAD MEMBER/ OFFICER</b>	<b>ADDITIONAL ATTENDEES</b>
Tuesday, 12 <sup>th</sup> July 2011 10.00am Scrutiny Meeting Room	Scrutiny Work Programme		
Tuesday 13 <sup>th</sup> September 2011 6.00pm VIP suite	<ol style="list-style-type: none"> <li>1. Co-operative Council and Co-operative Commission</li> <li>2. Scrutiny Handbook</li> <li>3. Policy for Co-opting Scrutiny Members</li> </ol>	Cllr. Shaun Davies Richard Partington	
Monday, 7 <sup>th</sup> November 2011 2.30pm Committee Room 2	<ol style="list-style-type: none"> <li>1. Highways issues: <ul style="list-style-type: none"> <li>– Winter maintenance</li> <li>– Pothole repair and quality of repairs</li> <li>– Condition of footpaths for wheelchairs</li> </ul> </li> <li>2. Chairmen's updates</li> </ol>	Jonathan Rowe Stuart Freeman Chris Butler Dave Hanley	
Monday, 5 <sup>th</sup> December 2011 2.00pm Scrutiny Meeting Room	Council's Forward Plan Scrutiny and the Media Progress Report on scrutiny work Scrutiny Suggestions		
9 <sup>th</sup> January 2012 2.30pm Scrutiny Meeting Room	<ol style="list-style-type: none"> <li>1. Housing Strategy and Choose Your Home</li> <li>2. Response to recommendations made on 7<sup>th</sup> November</li> <li>3. Scrutiny Management Board work programme</li> </ol>	Cllr. Liz Clare Cllr. Charles Smith (prov) Katherine Kynaston	
5 <sup>th</sup> March 2012 2.30pm Scrutiny Meeting Room	Flood and Water Management	tbc	
14 <sup>th</sup> May 2012 2.30pm	Changes brought about by the Police & Social Reform Act and the Safer Stronger Communities Partnership	Jas Bedesha	

MEETING DATE	AGENDA ITEM	LEAD MEMBER/ OFFICER	ADDITIONAL ATTENDEES
Scrutiny Meeting Room			
<b>Reports requested for information</b>			
Report on hot box trial compared to the pot hole buster.			
Car parking enforcement, decriminalisation of car parking			
Attracting business and tourism investment in the borough and developing the Wrekin as a tourist destination			
Taxi licensing			
<b>Suggestions carried forward to 2012/13</b>			
Waste and recycling, refuse disposal			
Highways term maintenance contract			
Regeneration schemes and lessons learnt			