

CITY OF
WOLVERHAMPTON
COUNCIL

Scrutiny Board

9 April 2019

Time 6.00 pm **Public Meeting?** YES **Type of meeting** Scrutiny

Venue Committee Room 3 - Civic Centre, St Peter's Square, Wolverhampton WV1 1SH

Membership

Chair Cllr Stephen Simkins (Lab)

Vice-chair

Labour

Cllr Jasbir Jaspal
Cllr Peter O'Neill
Cllr Jacqueline Sweetman
Cllr Linda Leach
Cllr Philip Bateman MBE
Cllr Greg Brackenridge
Cllr Jasbinder Dehar
Cllr Dr Michael Hardacre
Cllr Martin Waite

Conservative

Cllr Sohail Khan

Quorum for this meeting is four Councillors.

Information for the Public

If you have any queries about this meeting, please contact the Democratic Services team:

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Agenda

Part 1 – items open to the press and public

Item No. *Title*

MEETING BUSINESS ITEMS

- 1 **Apologies for absence**
- 2 **Declarations of interest**
- 3 **Minutes of the previous meeting** (Pages 3 - 8)
[To approve the minutes of the previous meeting as a correct record.]
- 4 **Minutes of the WMCA Overview and Scrutiny Committee 25 February 2019**
(Pages 9 - 14)
[For information only]
- 5 **Matters arising**

DISCUSSION ITEMS

- 6 **Cyber Security**
[Report to Follow]
- 7 **The Call-In Process and Overview and Scrutiny Procedure Rules**
[To discuss the current call-in process as detailed in the Overview and Scrutiny Procedure Rules]
- 8 **Annual Scrutiny Planning Event** (Pages 15 - 22)
[To consider the format of the Annual Scrutiny Planning Event]
- 9 **Work programme** (Pages 23 - 34)
[To consider the Board's work programme for future meetings.]
- 10 **Forward Plan(s)** (Pages 35 - 58)
[City of Wolverhampton Council Forward Plan April 2019]
[Black Country Forward Plan up to July 2019]

Attendance

Members of the Scrutiny Board

Cllr Stephen Simkins (Chair)
Cllr Paula Brookfield
Cllr Jasbir Jaspal
Cllr Peter O'Neill
Cllr Jacqueline Sweetman
Cllr Linda Leach
Cllr Philip Bateman MBE
Cllr Greg Brackenridge
Cllr Jasbinder Dehar
Cllr Dr Michael Hardacre
Cllr Sohail Khan
Cllr Martin Waite

Employees

Earl Piggott-Smith
John Denley
Martin Stevens
Meredith Teasdale

Scrutiny Officer
Director of Public Health
Scrutiny Officer
Director of Education

Part 1 – items open to the press and public

Item No. *Title*

1 **Apologies for absence**

There were no apologies recorded

2 **Declarations of interest**

There were no declarations of interest.

3 **Minutes of the previous meeting**

Resolved:

The panel agreed to amend the minutes to state that the Cabinet be consulted in relation to the creating of a new member post with responsibility for representing the Council at all meetings and working groups associated with the West Midlands Combined Authority Overview and Scrutiny Committee.

The minutes were approved, subject to the agreed changes being made.

4 **Matters arising**

There were no matters arising.

5 **Scrutiny Review of Flood Risk Preparation and Response**

Cllr Phil Bateman, Chair of the Review, introduced the report. Cllr Bateman explained that the review was undertaken in response to a period of heavy rainfall in May 2018 which caused flash flooding in parts of Wolverhampton.

Cllr Bateman advised that Scrutiny Board agreed to set up the review to investigate the Council's response to the flooding and effectiveness of the emergency planning arrangements. The overall aim of the review was to make recommendations to improve the response of the Council to future extreme weather-related events.

There were specific concerns about the communications problems experienced over the weekend when key people could not be contacted by local councillors for advice and information needed to respond to calls from residents affected by the flooding.

The work of the review was supported by Dr Chris Bradley, University of Birmingham, who gave detailed evidence about issues of managing flood water in an urban setting.

Cllr Bateman commented on concerns expressed about the proposed changes gulley cleaning programme and the importance of drain clearance to reduce the level of flooding. Cllr Bateman commented on the responsibilities of Severn Trent Water (STW) and expressed concern about the delay in providing a response to present evidence to the review about the work done before and during the flooding incident. Cllr Bateman wanted assurance that STW would be monitored to check that it is meeting their legal responsibilities in respect of flood management work.

The Board welcomed the report and thanked Cllr Bateman and other members of the review group for their work. The panel commented on the importance of having a reliable communication system to deal with emergency situations. The Chair invited John Denley, Director of Public Health, to respond to the findings and recommendations in the review report.

The Director of Public Health outlined a range of changes to local emergency resilience arrangements in response to the issues highlighted during the review. The work was being done as part of a wider review of emergency planning and resilience responses. The Director Public Health outlined the key stages in response to an emergency incident and changes made to the out of hours cover arrangements. The new arrangements were tested, and the findings used to feed into a much wider review of the service.

The Board discussed the problems caused to homes as result of flooding and concern about the risks arising due to contaminated water entering homes. The Board discussed the issue of planning regulations and consideration was given to how flood risk will be managed when assessing applications for new developments.

The Board highlighted the importance of learning from the experience of neighbouring local authorities who are likely to have similar problems in managing flood water. The Board commented on the important community leader role of Councillors and the role that they can have in responding to calls from the public.

The Board commented on the responsibility of Public Health to monitor possible risk of groundwater contamination as a result of flooding and the importance of the Council working with the Environment Agency.

The Director of Public Health advised the panel of changes made to check and respond to emergency emails received out of hours to avoid the issue highlighted in the review report. The Board were advised that a Resilience Forum had been set up with representatives from across the City and of the progress made to develop an action plan. The Director of Public Health advised that that a WhatsApp distribution group had been set up to deal with communication problems experienced at the time. The use of social media would be in addition to existing communication methods to alert key people.

The Board commented that it was estimated that 50% of the population did not have access to social media and the majority of calls to Councillors over the weekend had used their telephone. The Board suggested that other means of alerting the public need to be considered.

The Director of Public Health acknowledged the importance of effective communication during an emergency and advised the Board that the Director of Communication was leading on this work to look at alternatives. Furthermore, the Managing Director was arranging a round of Ward visits to meet local residents to build relationships and communication links. The Director of Public Health acknowledged the important community assurance role of local councillors and invited members of the Board to contribute to future resident meetings.

The Board discussed the importance of gully maintenance and related preventative work, to reduce the risk of damage from tree roots. The Board discussed the need for real time data on the level of flood risk. The Board were advised that residents can register for flood alerts on Severn Trent Water. The Director of Public Health accepted the issue of poor mobile phone reception areas and reassured the Board of the work being done to ensure a reliable service.

Resolved:

The Board agreed to approve the recommendations of the review report.

6 **Youth Council Annual Report**

The outgoing Chair of Wolverhampton Youth Council introduced the annual report and commented on the key areas of work undertaken by members of Youth Council during the year. The Chair commented on the list of issues identified as priorities, the issues range from knife crime, homelessness, climate change, votes at 16 and work experience. The Board were advised of the work done with different organisations during the year.

The Board were introduced to the new Chair of Youth Council who outlined priorities for 2019/20. The work will be supported by a number of initiatives aimed at getting more young people involved in the annual Make Your Mark Campaign. The Chair wanted to engage more with local councillors and talk about issues of concern to local people that could be considered by members of Youth Council.

Meredith Teasdale, Director of Education, commented on the good work done by Youth Council and discussed the issue of school exclusions. The Director of Education agreed that it would be useful to look at the issue of school exclusions. The Board discussed the issues that contribute to the number of school exclusions and how different factors may influence young people decision to carry knives.

The Board discussed the current review of violent crime and suggested that Youth Council could be invited to give evidence. Youth Council commented on their interest in attending a range of panel meetings to contribute to a wider range of topics that will impact on the future of young people.

The Board discussed the concerns of Youth Council about the difficulties experienced by pupils in getting support needed to arrange work experience sessions. A particular concern was expressed about the limited opportunity for pupils in Year 10 to get work experience and the impact this has later on when trying to apply for apprenticeships. The Director of Education advised that schools have the responsibility to provide pupils with independent careers advice and added that the Council is working with schools to improve the offer to young people. The Director advised the Board that the online learning platform on the Council website had been improved and was being promoted.

The panel discussed the work done by West Midlands Combined Authority to improve skills and the offer to young people.

The Board supported the active involvement of Youth Council in the work of the Council and welcomed ideas for making meetings more accessible to young people. The Board suggested that Youth Council could be invited to attend full Council and also Cabinet. The Board suggested that Councillors could also visit local schools to talk to young people about the work of the Council and positively engage with the process.

The Board also suggested arranging a Scrutiny Take over day for Youth Council.

The Board thanked Youth Council members for their contributions and the report.

Resolved:

The Board supported increased involvement by Wolverhampton Youth Council in the work of the Council. The Scrutiny Team to work with members of Youth Council to take forward ideas discussed for increasing the opportunities to influence and share the work of the Council.

- 7 **Quarter 2 Social Care, Public Health and Corporate Complaints Report**
Meredith Teasdale, Director of Education, introduced the report and invited the Board to comment on the management and performance of corporate complaints. The Board queried if information is collected on levels of public satisfaction with the complaints process and suggested that this should be included in a future report. The Director of Education explained that the Council has adopted a restorative practice approach to dealing with complaints. The Director of Education agreed to collect information as part of the process and the findings will be included in a future report.

The Board discussed the situation where enquiries to customer services may not be logged as an official complaint, if a caller was unhappy. The Director of Education agreed to discuss the matter with a Customer Services Manager.

Resolved:

1. The Board agreed to note the report.
2. The Director of Education to include details about levels of public satisfaction about the complaints process to be included in a future report to Scrutiny Board

8 **Work programme and updates from scrutiny officers**

Martin Stevens, Scrutiny Officer, presented the report. The Board were invited to comment on the draft work programme.

Cllr Martin Waite, Chair of Vibrant and Sustainable City Panel advised the Board that the issue of delays in communities benefiting from s106 payments agreements. The issue has been added as a future agenda item and witnesses will be invited to give evidence. The Board discussed the need to better understand the process and the reasons for delay.

Resolved:

The Board agreed to note the report.

The meeting closed at 19:50

9 **Forward Plan(s)**

The Board agreed to note the report.

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Overview & Scrutiny Committee

Monday 25 February 2019 at 10.00 am

Minutes

Present

Councillor Peter Hughes (Chair)	Sandwell Metropolitan Borough Council
Councillor Mike Chalk	Worcestershire Non-Constituent Local Authorities
Councillor Stuart Davis	Joint Coventry/Solihull Representative
Councillor Peter Fowler	Birmingham City Council
Councillor Angus Lees	Dudley, Sandwell, Walsall and Wolverhampton Councils
Councillor Ian Shires (Vice-Chair)	Dudley, Sandwell, Walsall and Wolverhampton Councils
Councillor Stephen Simkins	City of Wolverhampton Council
Councillor Joe Tildesley	Solihull Metropolitan Borough Council
Councillor Vera Waters	Walsall Metropolitan Borough Council

In Attendance

Councillor Daniel Barker	Dudley, Sandwell, Walsall and Wolverhampton Councils
Gareth Bradford	Director of Housing & Regeneration, West Midlands Combined Authority
Councillor Mike Bird	Walsall Metropolitan Borough Council
Councillor Rose Burley	Walsall Metropolitan Borough Council
Deborah Cadman	Chief Executive of West Midlands Combined Authority
Paul Clarke	West Midlands Combined Authority
Councillor Joe Clifford	Coventry City Council
Councillor Julian Grubb	Worcestershire Non-Constituent Local Authorities
Councillor Kath Hartley	Chair of Transport Delivery Committee

Item Title
No.

44. Apologies for Absence

Apologies for absence were received from Councillor Cathy Bayton (Dudley Metropolitan Borough Council), Paul Brown (Black Country LEP), Councillor Dean Carroll (Shropshire Non-Constituent Local Authorities), Councillor Tariq Khan (Coventry City Council), Councillor Tony Johnson (Staffordshire Non-Constituent Local Authorities) and Sarah Windrum (Coventry & Warwickshire LEP).

45. Inquorate Meeting

In accordance with the WMCA's constitution, the meeting was inquorate. The recommendations contained within the minutes would be submitted to the WMCA Board on 22 March 2019 for formal approval and adoption.

46. Minutes of the meeting held on 16 January 2019

Further to the previous minutes the Chair raised the following points:

- Committee/Board Forward Plans and reports: the Chair encouraged members to submit any queries or questions on forward plan items, which would be fed back to Officers, and could allow amendments to the report to be submitted to the WMCA Board.
- Conversations were being undertaken to progress the work relating to the review of WMCA scrutiny with LGA/CFPS.
- The 2019/20 budget, agreed by the WMCA Board on 8 February, included additional resources for scrutiny.
- A bus franchising Task & Finish Group was to be set up, with the following members to be included in the group: Councillor Ian Shires, Councillor Mike Chalk, Councillor Kath Hartley, Councillor Liz Clements, Councillor Stephen Simkins and Councillor Angus Lees, with the latter acting as chair of the task & finish group.

The minutes of the meeting held on the 16 January 2019 were confirmed as a correct record subject to an amendment to the minutes reflecting that Councillor Daniel Barker was in attendance.

47. Papers considered by Housing & Land Delivery Board 21 February 2019

The committee received an update from Councillor Mike Bird, Housing & Land Portfolio Lead, and the Director of Housing & Regeneration. The report outlined the key roles of WMCA relating to housing and regeneration, commitments in the WMCA Land Delivery Plan, Key Performance Indicators and the plan for 2019/20. The committee also considered the reports on Housing Affordability and Regional Design Charter approved by the Housing & Land Delivery Board on 21 February 2019.

Councillor Angus Lees enquired about the West Midlands Investment Prospectus, and the Director of Housing & Regeneration explained that this piece of work was commissioned by the Housing & Land Delivery Board and Investment Board to identify major opportunities within the region for residential and commercial real estate development. With regard to affordable and social housing the Director also highlighted that the WMCA was responsible for supporting these provisions although policies lay within the remit of local authorities. Although planning committees within local authorities were the responsible bodies for ensuring that new houses were fit for purpose in terms of being carbon neutral, committee members highlighted their concerns regarding this.

Resolved that:

- (1) The committee's comments be reported to the WMCA Board for noting.

48. Update on Consultation for the Proposed Transfer of West Midlands Police & Crime Commissioner Functions

The committee received a report with an update on the consultation process for the proposed transfer of West Midlands Police & Crime Commissioner functions addressing a number of issues previously raised by the committee.

It was noted that the number of responses received under the Stage One consultation was a total of 6,059. Councillor Joe Tildesley expressed disappointment at the low number of responses when compared to both the population of the region and the high level of crime activity within the West Midlands. He also pointed out that the report did not reflect previous discussions and did not include what he, and other members considered to be a tacit agreement for scrutiny to be involved in a more rigorous role in scrutinising both the Police & Crime Panel and the Mayor. The Monitoring Officer agreed that this was indeed an omission within the report.

The committee requested further information surrounding the demographics of those who responded to the consultation and how the needs of those with learning disabilities were met. Councillor Sweetman referenced point 3.29 of the report and asked what input the committee had had to this point. The Chair highlighted that the committee had been involved in reviewing the outcome of the consultation stages prior to approval at the WMCA Board on the 22 March and also in reviewing the Stage One consultation questions. It was agreed therefore that the committee would receive a private and confidential copy of the draft report to enable them to feedback on the report.

It was recommended to the WMCA Board that:

- (1) The contents of the report be noted.
- (2) The comments made by committee be noted.
- (3) WMCA reinforce the power of scrutiny of both police and fire when they are devolved to the position of the Mayor/WMCA Board, also build in the robust nature of the scrutiny function into any future devolution deal, and ensure that scrutiny had the same parity of esteem as the executive.

49. Response to Overview & Scrutiny Committee Recommendations to WMCA Board on 11 January 2019

The committee received a report providing a formal response to the recommendations made by the committee following the Mayor's Q&A session held on 12 December 2018.

The committee requested proposals/timescales of where they fit into the budget consultation process for future annual budgets in preparation for the Municipal Year. It was also requested that Environmental, Sustainability and Social Value implications be included within board reports and embedded within policies. Committee felt that more could be done to better improve engagement with the public and suggested that future committees could be held around constituent authorities' venues.

It was recommended to the WMCA Board that:

- (1) The contents of the report be noted.
- (2) The comments made me committee be noted.
- (3) An explanation on Marmot Objectives and how these fit into the Combined Authorities plans to be presented at a future meeting.

50. Development of the WMCA Annual Plan 2019/20

The committee received a report outlining the developments of the WMCA Annual Plan for 2019/20 and sought the committee's feedback and endorsement of the principles and features used to develop the Plan.

Further to discussions around ensuring that there is a strategic push around inward investment into the region the Chief Executive indicated that the Annual Plan on the opportunities in the economy and how the Combined Authority will translate those opportunities into regional investment.

It was agreed that the drafts of the individual portfolio areas of the Annual Business Plan would be shared and discussed with the relevant working groups in advance of it becoming part of the full document.

It was recommended to the WMCA Board that:

- (1) The contents of the report be noted.
- (2) The comments made by committee be noted.

51. Conclusions of the Bilston Road Task & Finish Group

The committee considered a report from Councillor Stephen Simkins outlining the conclusions of the Bilston Road Task & Finish Group. Members of the Task & Finish Group considered the evidence and comments made by the traders along Bilston Road and representatives from the Midland Metro Alliance and Transport for West Midlands and reached a number of recommendations.

The committee accepted the 11 recommendations made within the report and agreed that a formal response was required by the Managing Director of Transport for West Midlands.

It was recommended to the WMCA Board that:

- (1) The contents of the report be noted.
- (2) The recommendations outlined within the report to be submitted to the Managing Director of Transport for West Midlands for formal response by the 21 March 2019.
- (3) WMCA to lobby Central Government for an amendment to the current legislation to support those businesses affected by maintenance works.

52. Overview & Scrutiny Working Groups - Progress Update

The committee considered a report outlining the progress made in response of the five working groups.

It was recommended to the WMCA Board that:

- (1) The contents of the report be noted.

53. Scrutiny Champions - Progress Update

The committee considered a report outlining the progress made in response of the work being undertaken by the Scrutiny Champions.

It was recommended to the WMCA Board that:

- (1) The contents of the report be noted.

54. Forward Plans

The committee received and noted the items to be considered by the following committee / boards:

- WMCA Board
- Audit, Risk & Assurance Committee
- Environment Board
- Investment Board
- Overview & Scrutiny Committee
- Public Service Reform
- Transport Delivery Committee

It was recommended to the WMCA Board that:

- (1) Item on the Overview & Scrutiny Committee forward plan be noted.

55. Friday 12 April 2019

The date of the next meeting was noted.

The meeting ended at 1.15 pm.

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Overview and Scrutiny Procedure Rules

Agenda Item No: 7

1. **The number and terms of reference of the Scrutiny Board and the Scrutiny Panels.**
- 1.1 The Council will have a Scrutiny Board and the Scrutiny Panels set out in Article 7 and will appoint to them as it considers appropriate from time to time. The Health Scrutiny Panel may need to undertake joint arrangements with other local authority scrutiny committees as are necessary to facilitate the overview and scrutiny of health functions. Where this is required, these arrangements will be established by Full Council on a case-by-case basis.
- 1.2 The terms of reference for the Scrutiny Board and Panels are set out in Article 7.
- 1.3 The general responsibilities of each of the Scrutiny Panels are outlined below. Detailed terms of reference, specific to each Panel, are in Article 7.
 - a. To assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues and by liaison and discussion with the Cabinet.
 - b. To conduct research, community and other consultation in the analysis of policy issues and possible options.
 - c. To consider and implement mechanisms to encourage and enhance community participation in the development of policy options.
 - d. To question Cabinet Members and/or Council employees about their views on issues and proposals affecting the area.
 - e. To liaise with individuals and external organisations operating in the area, whether national, regional or local, to ensure that the interests of the citizens of Wolverhampton are enhanced by collaborative working.
 - f. To review and scrutinise the decisions made by and performance of the Cabinet and Council employees both in relation to individual decisions and over time.
 - g. To review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas and to receive and consider other reports received from external auditors and external regulatory Inspectors and to work with the Cabinet to respond to recommendations from reviews and inspections.
 - h. To undertake reviews of the Councillors, Call for Action where referred by the Monitoring Officer.
 - i. To question Cabinet Members and/or Council employees about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects.

Overview and Scrutiny Procedure Rules

- j. To make recommendations to the Cabinet and/or appropriate Regulatory or other Committee and/or Council arising from the outcome of the scrutiny process.
- k. To review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Panel and local people about their activities and performance.
- l. To consider call-ins related to their area of responsibility.
- m. To question and gather evidence from any person (with their consent).
- n. To deal with any other matter which is by law required to be dealt with by an “overview and scrutiny committee”.

2. Who may serve on the Scrutiny Board and Scrutiny Panels

2.1 Councillors

All Councillors except Cabinet Members may be members of the Scrutiny Board or a Scrutiny Panel. However, no Councillor may be involved in scrutinising a decision in which he/she has been directly involved.

2.2 Co-opted Members

The term Co-opted Members is restricted to:

- a. Statutory Parent Governor, Church Diocesan and Youth Council representatives, appointed to serve on the Children, Young People and Families Scrutiny Panel by the Annual Council Meeting.
- b. Wolverhampton HealthWatch representatives appointed to serve on the Health Scrutiny Panel.

The membership of Scrutiny Panels and Scrutiny Review Groups by representatives of external organisations or individuals will be restricted to those Co-opted Members appointed at Annual Council.

The Children, Young People and Families Scrutiny Panel shall include in its membership the following representatives:

- a. One voting Church of England diocesan representative.
- b. One voting Roman Catholic diocesan representative.
- c. Two voting parent governor representatives*.
- d. One non-voting Youth Council representative.

*Details of the eligibility and appointment arrangements relating to parent governor representatives are set out in section 26.17.

When the Panel deals with matters other than those relating to education functions, these representatives shall not vote on those other matters, though they may stay in the meeting and speak.

The Health Scrutiny Panel shall include in its membership three representatives of Wolverhampton HealthWatch.

Overview and Scrutiny Procedure Rules

It is a requirement of accepting a position as a Co-opted Member that those persons should sign and abide by the Councillors' Code of Conduct.

A review, inquiry or task and finish group may appoint representatives of external organisations to support their work as appropriate, and may invite 'witnesses' to present evidence to meetings. These are not Co-opted Members.

3. Times and locations of meetings of the Scrutiny Board and Scrutiny Panels

- 3.1 The Council will approve a programme of Ordinary Meetings for the Scrutiny Board and each Scrutiny Panel. In addition, extraOrdinary Meetings may be called from time to time as and when appropriate. A Board or Panel meeting may be called by the Chair or one quarter of the total number of voting Councillors or by the Head of Paid Service if he/she considers it necessary or appropriate.
- 3.2 Meetings shall take place at the Civic Centre or such other location(s) as may be agreed.

4. Quorum

- 4.1 The quorum for the Scrutiny Board and Scrutiny Panels shall be as set out for Regulatory or other Committees in the Council Procedure Rules in Part 3.

5. The Chairs of the Scrutiny Board and Scrutiny Panels

- 5.1 The Chair and Vice-Chair will be appointed by the Council from amongst eligible Councillors.

6. Work programme

- 6.1 Each Scrutiny Panel will, subject to guidance from the Scrutiny Board, be responsible for setting and reviewing their priorities and work programme for the year.

7. Agenda items

- 7.1 Any member of the Scrutiny Board or a Scrutiny Panel shall be entitled to give notice to the Head of Paid Service that he/she wishes an item relevant to the functions of the Panel be included on the agenda for the next available meeting of the Board or Panel. On receipt of such a request the Head of Paid Service will ensure that it is included on the next available agenda.

8. Ensuring that overview and scrutiny reports are considered by the Cabinet

- 8.1 Once a Scrutiny Board or Scrutiny Panel report on any matter which is the responsibility of the Executive has been completed, it shall be included on the agenda of the next available meeting of the Cabinet or, by agreement with the Chair of the Board or Panel, the next meeting of the Cabinet which is scheduled to consider the subject matter of the report. If for any reason the Cabinet does not consider the Board or Panel report the matter will be

referred to Council for review, and the Head of Paid Service will call a Council meeting to consider the report and make a recommendation to the Cabinet.

- 8.2 The Scrutiny Board and Scrutiny Panels will have access to the Executive's timetable for decisions and intentions for consultation. The Board and Panels may consider any such item in advance of a decision by the Cabinet and may require the Cabinet to have regard to their views when considering the item. The Board and Panels will also use the decision schedule to identify items for scrutiny prior to decision in accordance with paragraph 12.2.

9. Rights of Scrutiny Board and Scrutiny Panel members to documents

- 9.1 In addition to their rights as Councillors, members of the Scrutiny Board and Scrutiny Panels have additional right to documents, and to notice of meetings, as set out in the Access to Information Procedure Rules in Part 4.
- 9.2 Nothing in this section prevents more detailed liaison between the Cabinet and the Scrutiny Board and Scrutiny Panels as appropriate depending on the particular matter under consideration.

10. Councillors and employees giving account

The Scrutiny Board and Panels may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any Cabinet Member, the Head of Paid Service and/or any Designated Officer to attend before it to explain in relation to matters within their remit:

- a. any particular decision or series of decisions;
- b. the extent to which the actions taken implement Council policy; and/or
- c. their performance,
- d. and it is the duty of those persons to attend if so required.

11. Attendance by others

- 11.1 The Scrutiny Board and Scrutiny Panels may invite people other than those people referred to in paragraph 10 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and Councillors and employees in other parts of the public sector and may invite such people to attend.

12. Scrutiny and Call-in

- 12.1 Scrutiny of Executive decisions will be undertaken by the Scrutiny Board and Scrutiny Panels (NB: this does not include decisions made by regulatory committees, such as Licensing and Planning, which are not subject to call-in provisions). It has two principal elements:
- a. consideration of forthcoming decisions, known as pre-decision scrutiny, through which the Scrutiny Board or Panel can scrutinise a decision yet to be made and, if appropriate, shape the final decision through comment and advice to the Executive;

- b. consideration of Executive decisions already made, whether by the Cabinet or an individual Cabinet Member, through call-in or post-implementation review.

12.2 Pre-decision scrutiny

Although decisions made by the Executive must be open to scrutiny, the Council wishes the primary focus of its scrutiny process to be on shaping and informing decisions through pre-decision scrutiny.

- 12.3 The Scrutiny Board and Panels will have access to the Executive's schedule of forthcoming decisions and proposals for consultation. Often, the provision of additional or explanatory data and information can avoid the need for formal consideration of a decision or issue. The initial emphasis, therefore, will be on the free flow of information from Council employees in response to requests for clarification or elaboration from Councillors.

- 12.4 Thereafter, as part of its work programme, the Board or an individual Panel may request a report on any forthcoming decision that falls within its purview, in advance of its consideration by the Executive. Having considered a particular issue, the Board or Panel may require the decision-maker to have regard to its views as part of the decision-making process.

- 12.5 Subject to the proposals considered by the decision-maker being substantially the same as the information previously presented to the Scrutiny Board or Panel, matters that have been considered through pre-decision scrutiny may not be called in for post-decision scrutiny under the provisions outlined in paragraph 12.3.

- 12.6 Any item being considered as pre-decision scrutiny will therefore not be eligible for call-in once a decision is made by the Executive. Reports to be considered as pre-decision scrutiny by the Scrutiny Board or a Scrutiny Panel will carry the message:

'This item is being considered is pre-decision scrutiny and will therefore not be available to call in once a decision is made by the Executive.'

13. Parameters for post-decision scrutiny (call-in or review)

- 13.1 An amber decision, made by the Cabinet or a Cabinet Panel, may be called in for scrutiny prior to its implementation. A green decision, made by an individual Cabinet Member in consultation with an employee, can be reviewed by the Scrutiny Board or the relevant Scrutiny Panel, although this may be after implementation.

- 13.2 The following decisions may not be called in:

- a. a red decision, made by the Council;
- b. a red decision, approved by the Cabinet for consideration by the Council;
- c. a decision made by an employee under delegated authority;
- d. an amber decision made under the urgency provisions outlined in paragraph 17;

Overview and Scrutiny Procedure Rules

- e. an amber decision, where it has previously been subject to pre-decision scrutiny (as outlined in paragraph 2.4).
- f. a green decision, made by a Cabinet Member in consultation with an employee

13.3 The decision to effect a call-in can be made by any of the following:

- a. the Chair of the Scrutiny Board
- b. the Vice-Chair of the Scrutiny Board
- c. the Leader or Deputy Leader of the main opposition group.

14. Review of green decisions

14.1 The Scrutiny Board or relevant Scrutiny Panel can decide to review a green decision, considering whether it should have been made as a green decision, as well as reviewing the merits of the decision itself. Such reviews must be notified to the accountable Cabinet Member and employee within three working days of the decision being reported to the Cabinet (Resources) Panel and will be incorporated into the Scrutiny Board or Panel's work programme.

15. Scrutiny of Amber Decisions

15.1 Decisions made by the Cabinet or a Cabinet Panel (known as Amber Decisions) will be summarised in the minutes of the relevant meeting and published on the Council's website, normally within five working days of the meeting occurring.

15.2 Within the parameters outlined in paragraph 12.3, call-in of an amber decision can be made within three working days of the decision being published. Once this period has expired, and if no call-in has been received, the decision can be implemented.

16. Arrangements for considering call-ins

16.1 If an amber decision has been formally called in under paragraph 12.5, the Scrutiny Board or appropriate Scrutiny Panel should convene to consider the matter within ten working days of the call-in being received. In the event that the relevant Scrutiny Panel cannot be convened within ten working days, or if the Councillor calling in the decision so requests, the Chair of the Scrutiny Board can determine that the call-in will be considered by the Board and convene a meeting accordingly. The Board meeting should still take place within ten working days of the call-in being received.

16.2 An amber decision that has been called in, may not be implemented until the call-in process is complete.

16.3 The Scrutiny Board or Panel will consider the called-in decision and supporting information, including receiving oral and written comments from both the appropriate Cabinet Member(s) and Senior Manager(s). The Board or Panel will exercise one of the following options:

- a. note the decision, which can then be implemented immediately;
- b. ask the Cabinet or Cabinet Panel to reconsider the decision (a decision can only be reconsidered once);

Overview and Scrutiny Procedure Rules

- c. refer the decision to the Council's next meeting to see if it wishes the decision to be reconsidered.
- 16.4 The relevant Cabinet Member(s) and Senior Manager (s), given reasonable notice, have a duty to attend the Scrutiny meeting to respond to questions and provide information about the call-in. In the event that they are unable to attend, they should ensure a nominated substitute (for Cabinet Members) or appropriate representative (for Senior Management) is able to attend in their place.
- 16.5 If the decision is referred to Council and the Council does not object to the decision, it can be implemented immediately. The Council may not substitute its own decision unless the original decision is contrary to the policy framework or contrary to or not wholly consistent with the budget. Unless that is the case, the Council will refer the matter back to the next meeting of the Cabinet or Cabinet Panel, detailing the Council's views on the decision. The Cabinet or Cabinet Panel will then choose whether to amend the decision or not, before reaching a final decision and implementing it.

17. Call-In and Urgency

- 17.1 The call-in procedure set out above shall not apply where the decision being taken by the Cabinet or Cabinet Panel is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interest. The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision-making person or body, the decision is an urgent one, and therefore not subject to call-in. The Monitoring Officer must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Monitoring Officer, the Deputy Monitoring Officer's consent shall be required. In the absence of both, the Head of Paid Service or his/her nominee's consent shall be required. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.
- 17.2 The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary.

18. Procedure at Scrutiny Board and Scrutiny Panel Meetings

- 18.1 The Scrutiny Board and Scrutiny Panels shall consider the following business:
- a. consideration of the minutes of the last meeting;
 - b. declarations of interest;
 - c. consideration of any matter referred to the Board or Panel for a decision in relation to call in of a decision;
 - d. responses of the Cabinet to reports of the Board or Panels and
 - e. the business otherwise set out on the agenda for the meeting.
- 18.2 Where the Board or Panel conducts investigations (e.g. with a view to policy development), it may ask people to attend to give evidence at meetings which are to be conducted in accordance with the following principles:

Overview and Scrutiny Procedure Rules

- a. that the investigation be conducted fairly and all Councillors of the Board or Panel be given the opportunity ask questions of attendees, and to contribute and speak;
- b. that those assisting the Board or Panel by giving evidence be treated with respect and courtesy; and
- c. that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

18.3 Following any investigation or review the Board or Panel shall prepare a report, for submission to the Cabinet and/or Council as appropriate and shall make its report and findings public.

19. Substitution of Councillors at Scrutiny Board

19.1 Any permanent Councillor of the Scrutiny Board may nominate another Councillor to attend a meeting of the Scrutiny Board where:

- a. the permanent Councillor will be unable to attend for the entire duration of the meeting of the Board;
- b. the permanent Councillor will be unable to attend at the commencement of, or for any part of a meeting or;
- c. the permanent Councillor will be required to be absent from any part of a meeting or during consideration of a particular item as a result of the need to declare a prejudicial interest.

19.2 Where a substitute Councillor is nominated to attend a meeting of the Scrutiny Board.

- a. The substitute Councillor will have all the powers and duties of a permanent Councillor of the Board whilst attending the meeting or part thereof in place of the permanent Councillor and may speak and vote.
- b. The substitute Councillor may be replaced during the course of a meeting by the permanent Councillor on the proviso that as far as is practically possible the substitute Councillor will be required to remain in the meeting for the duration that the items(s) for which they are substituting are under discussion.
- c. All substitutions to be notified to the Democratic Services Section by the permanent Councillor as soon as possible prior to the commencement of the meeting either in writing or via email.

20. Matters within the remit of more than one Scrutiny Panel

20.1 Where a matter for consideration by a Scrutiny Panel also falls within the remit of one or more other Panels the decision as to which Panel will consider it will be resolved by the Scrutiny Board.

21. Arrangements for the appointment of parent governor representatives

21.1 The role and responsibilities of local authority parent governor representatives

21.2 The overall role of parent governor representatives (PGR) is to represent parents and not parent governors and to hold the authority to account for education policy and decision-making. The responsibilities of the PGR are listed below:

- a. act as an apolitical voice for parents in the area, representing to the local education authority the main education issues which concern parents of pupils in schools maintained by the authority'
- b. PGRs are not expected to represent the views of all parents across the local authority through any sort of delegated mandate. However, there is an expectation that as best you can that you remain in touch with your wider constituency in order that you can reflect diverse views;
- c. liaise with the other PGRs on the Children, Young People and Families Scrutiny Panel;
- d. attend and contribute to the Children, Young People and Families Scrutiny Panel to which they have been appointed;
- e. establish good relations with other Councillors members and officers;
- f. feedback discussions of and decisions on education matters from the Children, Young People and Families Scrutiny Panel to parents;
- g. sign and abide by the Councillor Code of Conduct;
- h. act with due propriety according to standards laid down for conduct in local government.

21.3 Eligibility criteria for local authority parent governor representatives

Any parent governor (who is still a parent of a child in a maintained school within the authority or the parent of a registered pupil educated at a school maintained by the local authority at the time of election) can stand for election, even if they only have a short time left to serve.

Employees of the local authority, at any of its schools, and local councillors, are not eligible to apply.

A person can only be a parent governor representative in one local authority at any one time.

If a person resigns or is disqualified as a PGR or they become a local councillor or member of school staff, they will not be eligible to apply for a vacancy.

A person will not be disqualified if their term of office as a parent governor comes to an end in the normal way, or they cease to be a parent governor of the school due to changes to the constitution of the governing body or the closure of the school.

It is the responsibility of parent governor representatives to inform the local authority of any circumstance which they believe disqualifies them from office. Where there is a disqualification (or a PGR cannot complete the term of office for some other reason) the local authority can decide whether to appoint a successor for the unexpired portion of the term or for a full term. In any event when there is a vacancy (mid or full-term) an election should be held within six months.

21.4 Election of local authority parent governor representatives

The Council is responsible for making all the necessary arrangements for and to determine all other matters relating to the holding of an election of a local

Overview and Scrutiny Procedure Rules

authority parent governor representative. The Council, through the Monitoring Officer, will appoint a returning officer to ensure that as far as possible that the election of a PGR is conducted fairly and complies with the requirements detailed below (source: s4, Parent Governor Representatives (England) Regulations 2001):

- (1) A local education authority shall make all the necessary arrangements for, and determine all other matters relating to, the holding of an election of a parent governor representative but nothing in this regulation shall prevent an authority from appointing another body to conduct or oversee that election.
- (2) A local education authority may make arrangements
 - (a) dividing parent governor representatives into different categories representing (i) particular types of school, or (ii) maintained schools in a particular area; and
 - (b) where they have done so, restricting the electorate for each such category to parent governors of the same type of school or parent governors of maintained schools in that area (but they need not do so).
- (3) Where a vacancy for a parent governor representative is required to be filled by election the local education authority shall announce that vacancy and at the time of that announcement shall
 - (a) appoint a returning officer who shall ensure that so far as possible the election is conducted fairly;
 - (b) take such steps as are reasonably practicable to secure that every person who is known to them to be eligible to vote in the election of a parent governor representative is (i) informed of the vacancy and that it is required to be filled by election; (ii) informed that he is entitled to vote at the election; (iii) informed of any arrangements made in respect of the election under regulation 4(2) (iv) informed of the details of the electoral timetable and procedures; (v) informed of the qualifications which a person requires in order to be elected as a parent governor representative, and of the term of office of a parent governor representative; and (vi) provided with a description of the role of a parent governor representative.
- (4) Any election of a parent governor representative which is contested shall be held by secret ballot.
- (5) No ballot paper in such an election shall contain any indication of an affiliation with a political party.
- (6) Where a vacancy for a parent governor representative arises, the local education authority shall

- (a) determine, for the purposes of the election, any question as to a person's entitlement to vote or eligibility to stand for election;
 - (b) provide for every person who is eligible to vote in the election to have an opportunity to do so by post;
 - (c) secure that the results of the election are announced not more than one week after the date of the election, and not more than three months after the announcement of the vacancy.
- (7) Where a vacancy remains unfilled because no, or not enough, candidates seek election, the local education authority shall comply with the requirements of this regulation again within one year of the original vacancy having arisen and at six monthly intervals thereafter, calculated from the first anniversary of the original vacancy having arisen, until the vacancy is filled.
- (8) Nothing in these Regulations shall require a ballot to be held if the number of vacancies to be filled is equal to or exceeds the number of candidates for election.'

21.5 Returning Officer's discretion

Once appointed by the Monitoring Officer in response to a vacancy, the Returning Officer shall make all necessary arrangements and determine all matters relating to the holding of an election of a parent governor representative and shall have discretion not to arrange a ballot where the number of places to be filled is equal to or exceeds the number of parent governor representative's candidates for election.

21.6 Disqualification due to non-attendance of meetings

The Chair of the Children, Young People and Families Scrutiny Panel has the discretion to disqualify a parent governor representative who does not attend panel meetings for a period of six months.

22. Councillor Call for Action Protocol

2.1 Introduction

The "Councillor Call for Action" (CCfA) was introduced under Section 119 of the Local Government and Public Involvement in Health Act 2007 (the Act), and came into force on 1 April 2009.

The Act enables any Councillor to refer to the relevant Committee any local government matter or any crime and disorder matter which affects their Ward.

The power to refer a matter is available only where the matter is of direct concern to the Ward which the Councillor represents. A Councillor can refer a matter even if no citizen has asked him/her to consider it, and there is no requirement for Councillors in multi-member Wards to agree – any of them can refer a matter.

2.2 Limitations

It is important to recognise that CCfA is not guaranteed to solve a given issue. CCfA provides a method for discussing such issues and, through discussion, trying to overcome them.

22.3 Issues excluded from referral as a CCfA

The Overview and Scrutiny (Reference by Councillors) (Excluded Matters) (England) Order 2008 excludes the following matters from referral as a CCfA:

- a. Individual complaints concerning personal grievances or commercial issues.
- b. Any matter relating to an individual or entity where there is already a statutory right to a review or appeal (other than the right to complain to the Local Government Ombudsman), for example:
 - Planning and licensing applications and appeals
 - Council Tax/Housing Benefits complaints and queries
 - Issues currently under dispute in a court of law
- c. Any matter which is vexatious, discriminatory or not reasonable to be included on the agenda for, or to be discussed at, a meeting of the overview and scrutiny committee or any of its sub-committees.²

In addition, the Council has determined that the following matters be also excluded from CCfA:

- (i) CCfA should not seek to ask the Council to determine: -
 - personal or commercial issues
 - specific or individual employee relations
 - Disciplinary or grievance matters
 - Matters which are subject to formal or statutory appeal processes or are sub-justice;
 - Individual appeal cases, for example, Planning, Licensing, Housing or Education applications or appeals;
 - Decisions of the Standards and Audit Committees or Regulatory Committees.
- (ii) CCfA should not contain:
 - offensive, intemperate, inflammatory, sarcastic or provocative language or language to which those reading could reasonably take offence
 - false or defamatory statements
 - information which is protected by an interdict or court order
 - commercially sensitive or confidential material
 - the names of individuals, or information whereby
 - they may be easily identified, in relation to criminal accusations.

Overview and Scrutiny Procedure Rules

- (iii) CCfA should be submitted in good faith and be decent, honest and respectful.
- (iv) CCfA will be rejected if defamatory, frivolous or offensive.
- (v) During politically sensitive periods, such as before an election, politically controversial material will be restricted.
- (vi) CCfA which do not follow these guidelines will be considered inadmissible, in which case signatories will be informed in writing of the reasons why.
- (vii) CCfA which are the same or substantially similar and which are lodged by or on behalf of the same person or organisation will be considered inadmissible unless more than a year has passed since the original CCfA was considered by the relevant Committee. Advice on admissibility can be obtained from the Democratic Services Section whose contact details are provided on the Website. In cases of dispute, the relevant Committee shall decide whether a CCfA is admissible.

A referral, provided it is not an excluded matter (see above) will ensure that the matter is included on the agenda of the relevant Committee. It is then up to the Committee to decide whether or not to take the matter further. A referral made to the relevant Committee is seen as being at the end of the CCfA process (**the last resort**) and not the first step.

22.4 Steps to be taken, prior to making a Councillor Call for Action referral

Prior to a Councillor referring a matter as a CCfA to the relevant Committee, a Councillor **must** have tried to resolve the issue/problem themselves using all mechanisms and resources available to them at Ward level. Councillors should:

If a local crime and disorder matter, raise the issue through the Wolverhampton Safer Partnership to find a way to resolve the issue.

- Ensure that all relevant partner organisations have been informed of the issue and given enough time to resolve it, for example through formal letters written on behalf of constituents, discussion at public meetings, petitions or communication with local MPs.
- Ensure that all relevant internal potential routes to solution have been followed, for example informal discussions with employees and/or Councillors.
- Ensure that this is not an issue that is currently being or should be pursued via the Council's complaints procedure.
- Ascertain whether or not any other form of local scrutiny is investigating the issue.

22.5 How to make a Councillor Call for Action referral

If the issue/problem is still not resolved, a Councillor can refer it to the relevant Committee as a “Councillor Call for Action”. To do this the Councillor should:

- Complete a CCfA Request Form by hand or electronically, outlining what the issue is and what steps have been taken towards a resolution. The request for a CCfA should include:
 - The name of the Councillor and Ward they represent.
 - Title of the CCfA
 - Why they think the issue should be looked at by the relevant Committee.
 - A brief synopsis of what the main areas of concern are.
 - What evidence they have in support of the CCfA?
 - Which areas or community groups are affected by the CCfA?
 - What prior action has been undertaken to try and resolve the issue prior to requesting a CCfA?
 - Is the CCfA currently the subject of legal action by any party (to their knowledge) or is being examined by a formal complaints’ process?
 - Are there any deadlines associated with the CCfA of which the relevant Committee needs to be aware?
- The Democratic Services Section will receive the referral form either by post or electronically, log it to track its progress and assess the issue to ensure that it is not a matter excluded from referral to scrutiny.
- The Democratic Services Section will inform the Chair of the relevant Committee that the item will be included on the next Committee agenda.
- The Councillor submitting the CCfA will be invited to attend the meeting of the relevant Committee to speak in connection with the issue.

A successful referral will ensure that the CCfA will be placed on the next agenda of the appropriate Scrutiny Panel. The Panel will then decide whether or not to take the matter further.

22.6 Decision of the relevant Scrutiny Panel whether to take the matter further

In deciding whether or not to take the matter further, the Scrutiny Panel will consider:

- Anything that the Councillor has done in relation to this matter; and
- Representations made by the Councillor as to why the Committee should take the matter up. (Councillors have the option of either presenting their CCfA form without supporting papers or by preparing a report setting out their views. Any reports prepared by Councillors would be circulated along

Overview and Scrutiny Procedure Rules

with the agenda and other reports for the meeting). This information will need to take account of the disclosures of exempt information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972.

The criteria the Committee will use to decide whether or not to take the matter further include:

Is the Scrutiny Panel satisfied that all reasonable attempts have been made to resolve the issue by the Ward Councillor? And do the responses received by the referring Councillor demonstrate that the matter is not being progressed?

- Has the Scrutiny Panel considered a similar issue recently – if yes, had the circumstances or evidence changed?
- Is there a similar or related issue which is the subject of a review on the current work programme? It may be more appropriate to link the new issue to an existing review, rather than hold a separate CCfA hearing. Relevant time pressures on resolving the CCfA should be taken into account.
- Have all relevant service areas or partner organisations been informed and been given enough time to resolve the issue? What response has the Councillor received?
- Is this a case that is being or should be pursued via the Council's corporate complaints procedure?
- Is it relating to a "quasi-judicial" matter or decision such as planning or licensing?
- Is the issue part of an individual's own personal agenda (an issue of genuine local concern should have an impact on the local community)?
- Does the matter referred have the potential for scrutiny to produce recommendations which could realistically be implemented and lead to improvements for anyone living or working in the referring Councillor's Ward?

In considering the CCfA, the Scrutiny Panel may invite the Head of Paid Service, Directors, Heads of Service or external organisation to discuss the issue with the Panel and answer any questions, if the Panel considers this relevant.

If the Scrutiny Panel decides not to accept the CCfA referral it must inform the Councillor and provide reasons.

If the Scrutiny Panel decides to accept the CCfA referral, it will decide how it intends to take the matter forward and include the CCfA in its work programme. This could include:

Before holding a formal hearing:

- Asking the service area(s)/partner organisation(s) to respond to the CCfA.

- Establishing a Review Group to undertake a more in depth review.

At the formal hearing:

- Asking for further evidence and/or witnesses to be brought to a future meeting then making recommendations to the relevant service Committee/partner organisation.

22.7 Potential outcomes

Following a formal hearing, there are a number of potential outcomes from the Scrutiny Panel meeting:

- The Scrutiny Panel could determine not to make a report (perhaps because it is not considered the right time to consider a particular issue), with the Ward Councillor notified in writing;
- The Scrutiny Panel could determine it is a complex issue that requires further investigation and commission a scrutiny review of the issue;
- The Scrutiny Panel could write a report and make recommendations on the CCfA to the relevant Cabinet Panel or partner organisation.

Once the Scrutiny Panel has completed its work on the CCfA referral, the Councillor who made the CCfA referral will receive a copy of any report or recommendations made. The reply will also be printed on the Council's website (unless there are reasons why the Committee treats the matter as an exempt item and as a result the report will not be made public).

22.8 Timescales

Once a CCfA has been assessed as not being a matter which is excluded from referring to scrutiny, the item will be included on the next available relevant Committee agenda.

If the relevant Committee agrees to take the matter forward, the matter will usually be placed as an item on the next available agenda. In exceptional circumstances, for example where there are unavoidable time constraints, a separate meeting may be convened.

Should a CCfA hearing result in recommendations to the Cabinet being made, a response to the recommendations, setting out any action it intends to take, within 28 days of the recommendations being placed on an agenda.

Should a CCfA hearing result in recommendations to partner organisations, such organisations will also be requested to make a response to the recommendations, although it must be recognised they are under no legal obligation to do so.

Appendix 1

Councillor Call for Action Request Form

This form should be used by any Councillor who wishes to consider a Councillor Call for Action in their Ward.

Your contact details: Name (print):
Address:
Contact number:
Email address:

The Ward you represent:

Title of your Councillor Call for Action:
--

Date of Submission:

Would you like the opportunity to speak to the relevant Committee? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you approached the relevant Committee on the same issue in the past six months? Yes <input type="checkbox"/> No <input type="checkbox"/>
Would you like your response by: Email <input type="checkbox"/> Letter <input type="checkbox"/>

Overview and Scrutiny Procedure Rules

Why you think the issue should be looked at by the relevant Committee:

Please give a brief synopsis of the main areas of concern are:

What evidence do you have in support of your CCfA:

Which areas or community groups are affected by the CCfA:

How have you tried to resolve the issue :

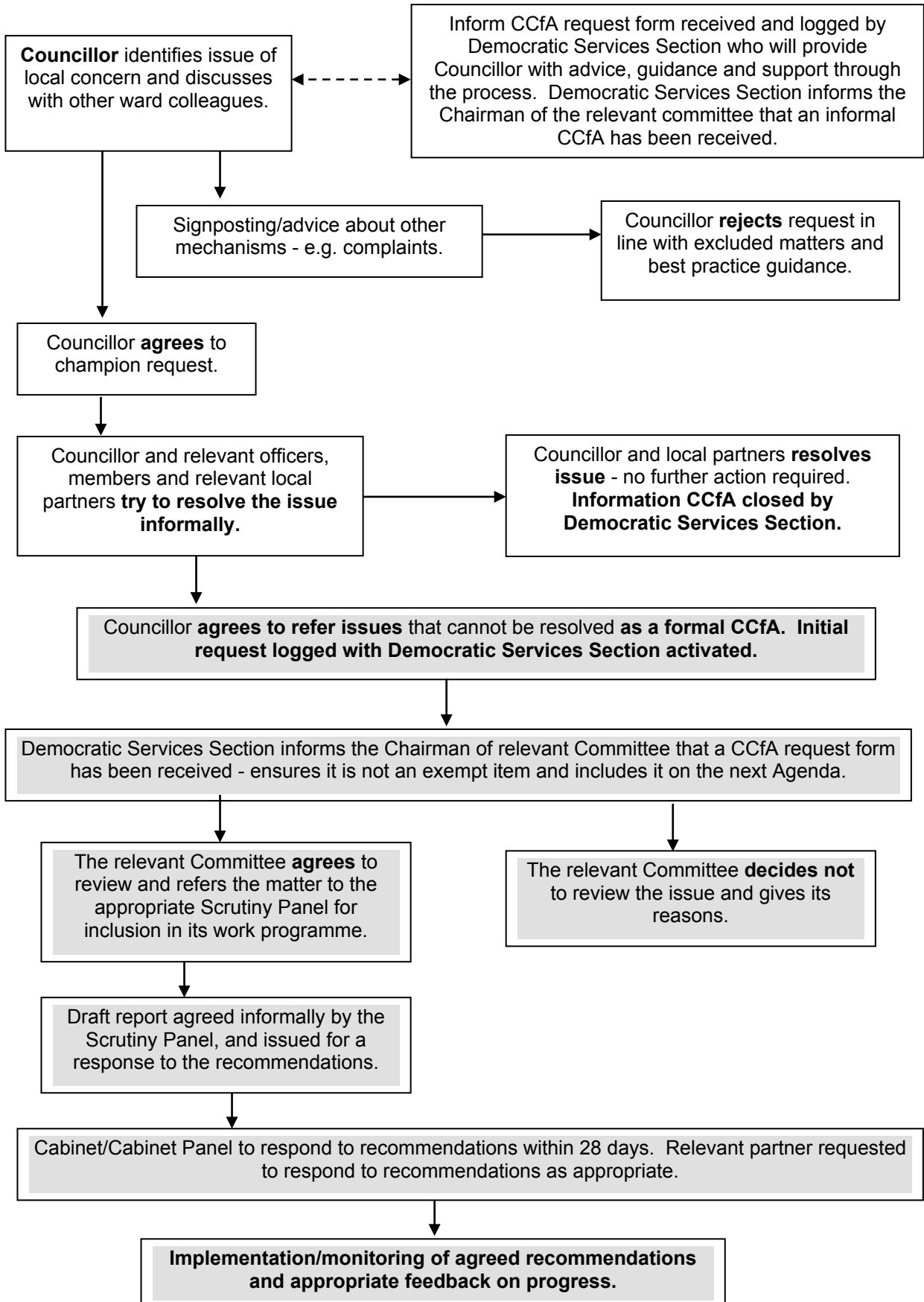
Is the CCfA currently the subject of legal action by any party (to your knowledge) or is being examined by a formal complaints' process?

Are there any deadlines associated with the CCfA of which the relevant Committee needs to be aware:

Please complete and return the form to:

Democratic Services
Governance Directorate
Civic Centre
Wolverhampton
WV1 1SH

Appendix 2



Appendix 3

Explanatory Notes

1. Definition of a local government matter and a local crime and disorder matter

Local government matter For the purpose of the Act a local government matter, in relation to a Councillor of a local authority is one which:

- relates to the discharge of any function of the authority;
- affects all or part of the electoral area for which the referring Councillor is elected or any person who lives or works in the area (i.e. it must be specific to a particular locality); and
- is not an excluded matter.

Local crime and disorder matter A local crime and disorder matter, in relation to a Councillor of a local authority, has been defined to mean a matter concerning:

- (a) crime and disorder (including in particular forms of crime and disorder that involve anti-social behaviour or other behaviour adversely affecting the local environment); or
- (b) the misuse of drugs, alcohol and other substances that affects the electoral area represented by the Councillor, or the people who live or work in that area.

2. Definitions of “vexatious” “persistent” “discriminatory” and “not reasonable”

Statutory regulations deal with matters that can be excluded from CCfA, stating that “any matter which is vexatious, discriminatory or not reasonable to be included on the agenda for, or to be discussed at, a meeting of the Scrutiny Board is to be excluded”.

Vexatious/Persistent

Deciding whether a request is vexatious is a flexible balancing exercise, taking into account all the circumstances of the case. There is no rigid test or definition, and it will often be easy to recognise. The key question is whether the request is likely to cause distress, disruption or irritation, without any proper or justified cause.

Issues around persistency are implied by this definition. However, a persistent request may well be entirely valid – it may relate to a systematic problem that has not been effectively resolved. Similarly, a request which some Councillors may regard as vexatious, for political reasons, may actually be entirely reasonable.

Overview and Scrutiny Procedure Rules

CCfAs need to be looked at on their merits, rather than on the basis of who is bringing them, or whether somebody thinks there is an ulterior motive for them being brought.

Where a request for a CCfA is clearly vexatious, detailed reasons for coming to this decision will be given to the Councillor concerned. There could, however, be instances where changes to the scope of the CCfA, or its focus, could make it more acceptable while still meeting the Councillor's requirements.

Discriminatory

A modern interpretation of the word "discrimination" is provided at Section 45 of the Equality Act 2006, in relation to religion and belief, as follows:

A person (A) discriminates against another (B) if on the grounds of the religion or belief of B or of any other person except A, A treats B less favourably than he treats others. This definition can easily be amended to deal with other forms of discrimination, such as discrimination for reasons of sex and/or race. So, a discriminatory CCfA might be one which implies or states that a group of people or an area receives better, or worse, services on account of that group's predominant religion, race, sex or other characteristic, as covered by discrimination legislation.

Not reasonable

It is suggested that, in the interests of transparency, authorities do not interpret "not reasonable" as being the same as the legal word "unreasonable". It is best to consider it as a qualifier to the word "vexatious", as a vexatious request is likely not to be reasonable and a request that is not reasonable is likely to be vexatious.

3. Structure of the CCfA hearing

A CCfA hearing will be based on the current structure for dealing with call-in hearings.

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Welcome and Introductions

Councillor Steve Simkins
Chair of Scrutiny Board

wolverhampton.gov.uk

MEMBER LED SCRUTINY

Take the lead and own the
scrutiny process

wolverhampton.gov.uk

Roles of Scrutiny

- Making a positive impact on the delivery of public services.
- Providing “critical friend” recommendations and monitoring the effectiveness and impact of these.
- Reflecting the voices and concerns of the public.
- Development of Policy.
- Taking the lead and owning the scrutiny process

wolverhampton.gov.uk

Work Planning

- The aim of this event is to discuss and formulate items for the Scrutiny work programmes for the next municipal year.
- It is important that non executive elected members shape and have ownership of scrutiny work plans.

wolverhampton.gov.uk

Suggested Areas for Workplan Development

- Feedback from constituents (what are the issues being raised with you on a regular basis in surgeries etc?)
- Feedback from Groups such as Wolverhampton Youth Council.
- Utilising Public question time at Scrutiny Panel meetings?

wolverhampton.gov.uk

Sources for Possible Items

- The Council's Forward Plan
- The Council's Strategic Risk Register
- The Council Plan and Corporate Priorities
- Items from the Council Wide Briefing Session
- Evaluation of previous reviews or recommendations.
- Strategic Economic Plan (recently discussed at Stronger City Economy Scrutiny Panel)

wolverhampton.gov.uk

Suggested Areas for Workplan Development

- Work being carried out by other Public Sector Bodies (including the WM Combined Authority, Local Enterprise Partnerships and other Councils)
- Work being carried out by or in partnership with the Police and Crime Commissioner, Wolverhampton College, the University and the NHS
- National issues and concerns (from Select Committees etc. such as Grenfell and Private Sector Housing)

wolverhampton.gov.uk

Working with Partners

- Partnership working with the Voluntary Sector
- Partnership working with the Private Sector
- Wolverhampton Homes
- WV Living

wolverhampton.gov.uk

Review or Panel?

- Three major reviews per year with flexibility built in for any urgent issues
- Mini-Reviews such as with the Youth Council
- Each agenda for a Panel meeting should ideally have a maximum of 3 items unless in exceptional circumstances

wolverhampton.gov.uk

Ways to Suggest Items for the Work Plan

- At a meeting
- By email to the Chair and the Scrutiny Officer
- Annual Planning Event
- **This can be done all year round – the Work Plan is a living flexible document and can be updated at anytime**

wolverhampton.gov.uk

What does Good Overview and Scrutiny look like?

- Good scrutiny tackles issues of direct relevance to local people
- Good scrutiny tackles issues where, the views of Elected Members, can add value
- Good scrutiny can be about talking to a wide range of people, drawing them together and building consensus
- Good scrutiny can be about challenging the accepted ways of doing things and acting as a champion for developing a culture of improvement in the local area

wolverhampton.gov.uk
wolverhampton.gov.uk

What does Poor Overview and Scrutiny look like?

- No clear reason why individual items have been placed on the agenda
- Items on agendas “to note”
- Repeat items on the agenda for no clear purpose
- Large number of items on an agenda (evidence from CFPS suggests that any more than three substantive items per meeting has a detrimental effect on effectiveness)

wolverhampton.gov.uk

Your Scrutiny Team

- Julia Cleary (01902 555046) – Scrutiny Board
- Earl Piggott–Smith (01902 551251)
 - Adults and Safer City
 - Children, Young People and Families
 - Confident, Capable Council (From July)
- Martin Stevens (01902 550947)
 - Health (From July)
 - Stronger City Economy
 - Vibrant and Sustainable City

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Scrutiny Work Programme

Scrutiny Board

The Board will have responsibility for scrutiny functions as they relate to:

Combined Authority, Future Customer, Future Performance and Communications

Date of Meeting	Item Description	Lead Report Author	Notes
09.04.2019	Cyber Security Constitutional Review – Call in and Council processes Update on Scrutiny Reviews	Gail Ryder	

Scrutiny Reviews

1. Fire Safety - Ongoing
2. Flooding and Emergency Response – Cllr Bateman in chair.
3. Reducing Violent Crime – Cllr Ahmed in Chair.
4. Mini Scrutiny Reviews with Youth Council based on Make Your Mark
5. Autism
6. Review into CAMHS
7. Mini Review Transport Recommendations – invite Transport Police, Anti-Social Behaviour Officers and Safer Travel Team.

Scrutiny Board – Terms of Reference

- a. To arrange for the consideration of forthcoming Executive Decisions published in accordance with the Access to Information Procedure Rules with a view to identifying issues for early discussion with the Cabinet and/or scrutiny prior to decisions being made.

- b. The Board will oversee the operation of the [call-in mechanisms](#) with the Panels being responsible for hearing those call-ins related to their terms of reference. When the call-in relates to an overarching policy framework / budget issue or a matter that falls within the remit of more than one scrutiny panel it will default to the Scrutiny Board. Further, if the issue is considered to be of particular significance, either the Chair or Vice Chair of the Scrutiny Board can ask for it to come to the Board.
- d. The Board will oversee the work programmes of Scrutiny Panels to avoid duplication of work and to ensure coherence of approach to cross-cutting policy themes. The Board may determine that one named Panel shall take lead responsibility for a cross-cutting policy theme or may determine that the work be shared between one or more named Panels.
- e. The Board will ensure coherence between the policy development work of the named Panels and their role in the consideration of reports received from external auditors and external regulatory Inspectors.
- f. The Board will make recommendations to the Cabinet on the allocation of budgetary and employee resources held centrally for the purpose of supporting scrutiny work.
- g. The Board will ensure that good practices and methods of working are shared between Panels and in particular will seek to optimise the inclusion of citizens, partners and stakeholders in the work of Scrutiny.
- h. The Board will review or scrutinise non-Cabinet business and may make reports or recommendations to the Council. The Board will consider policy and due process and will not scrutinise individual decisions made by Regulatory or other Committees particularly those quasi-judicial decisions relating to development control, licensing etc. which have been delegated by the Council. The Board will not act as an appeal body in respect of non-Cabinet functions.
- i. The Board will oversee the work of any Councillors appointed to act as lead members or 'champions' in respect of any specific priority tasks or areas of policy development identified by the Council.

- j. The Board or another relevant scrutiny panel will consider any petition that contains 2,500-4,999 signatures with a view to making recommendations for action by employees or review by the Executive as appropriate.
- k. The Board will undertake the tracking and monitoring of scrutiny review recommendations.
- L. The Board will oversee the coordination of the budget scrutiny process.

Our Council Scrutiny Panel Work Programme 2018-19

The Panel has responsibility for Scrutiny functions as they relate to, Strategic Financial Services, Revenues and Benefits, Strategic Procurement, The HUB, Audit, Human Resources, Corporate Administration, Democracy, Corporate Landlord, Transformation and ICT

Date of Meeting	Item Description	Lead Report Author	Notes
4.04.2019	<ul style="list-style-type: none"> Print and Design Service and use of external printing service 	Gail Rider, Head of ICT	The Head of ICT to lead work to undertake detailed market research about the competitiveness of the current Print and Design Service and use of external printing service across the Council
	<ul style="list-style-type: none"> Legal Services Private Work 	Kevin O'Keefe, Director of Governance	
	<ul style="list-style-type: none"> Customer Services Journey – report by exception 	Lisa Taylor, Head of Customer Services	An update on the implementation of the Future Customer Service Operating Model
	<ul style="list-style-type: none"> Draft Work Programme 	Earl Piggott-Smith, Scrutiny Officer	

Future Items – dates tbc

1. Training session on treasury management. This training is being organised by Organisation Development Welfare Reform Impact – Briefing Paper Shaun Aldis (Wolverhampton Homes).
2. Cabinet Member for Resources - Portfolio Holder Session with Q & A and outline of key priorities – 12.6.19

3. Chair of Audit and Risk Committee to be invited to brief panel on current and future work priorities - 12.6.19 and to present progress report to the panel on 4.9.19.

The purposes of the Audit Committee are to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

4. Universal Credit – suggestion that this is a topic for the city-wide briefing session on 3.7.19
5. Helen Winfield to draft briefing paper on work done with legal students from University of Wolverhampton to offer legal advice to people moving to Universal Credit
6. Demonstration of the Proposed Future Customer Service Operating Model - April 2019
7. Assessment and evaluation of the Smart Working Policy Denise Pearce, Head of Human Resource. That the Scrutiny Panel undertake an assessment and evaluation of the Smart Working Policy. Information on performance management and data on appraisals should also be included as part of the report – date tbc.
8. Enforcement Agents Council Tax - Tracey Richards Recovery Manager – 12.6.19

Stronger City Economy Scrutiny Panel Work Programme

The Panel will have responsibility for Scrutiny functions as they relate to - Enterprise and Skills, City Development, Visitor Economy, Adult and Cultural Learning, Economic Inclusion and Service Development.

Date of Meeting	Item Description	Lead Report Author	Notes
02.04.2019 – Meeting Cancelled	<ul style="list-style-type: none"> • Branding and Marketing Strategy for the City of Wolverhampton • Brexit 	Isobel Woods As appropriate	Briefing Note Verbal Update

Other Potential items: -

1. Policy implications from West Midlands Combined Authority/Regional/National or International Sources
2. How do we monitor our communications?
3. Skills and Employment
4. Meeting in June 2019 – Annual Review of the work of the Stronger City Economy Scrutiny Panel
5. Budget Consultation as per resolution – Meeting in June 2019
6. Volunteering in the City – Possible Scrutiny Board
7. Improving the Public Realm, linking the City and Transport - to invite the Vibrant and Sustainable City Scrutiny Panel - Include outcome of Westside Link Phases 1 and 2 - outcome of consultation (June 2019)

Vibrant and Sustainable City Scrutiny Panel Work Programme

The Panel will have responsibility for Scrutiny functions as they relate to: -

Operational Services, Public Realm, Commercial Services, Regulatory Services (policy), City Housing, Planning (policy), Strategic Transport, Keeping the city clean, Keeping the city moving, Improving the city housing offer and Strategic Asset Management.

Date of Meeting	Item Description	Lead Report Author	Notes
11.04.2019	<ul style="list-style-type: none"> • Environmental Services Customer Satisfaction - Survey Results • City Housing Strategy 	Steve Woodward Kate Martin	
	<ul style="list-style-type: none"> • Quarter 3 or 4 Report - Performance report on environmental maintenance, fleet and bereavement services 	Steve Woodward	

Potential Future Items: -

1. The Condition of the Roads (Including Potholes) in Wolverhampton
2. Street Scene Team – Resourcing and Remuneration for being on-Call
3. Full review of Housing Allocations Policy (Mila Simpson) – Possible September 2019 meeting
4. Private Sector Housing (June 2019 Meeting)
5. Burial Places in Wolverhampton (As requested by Health Scrutiny Panel) (Provisional - September 2019)
6. Crematorium booking system, waiting times and delays particularly during the winter season (As requested by Health Scrutiny Panel) (Provisional – September 2019)
7. Portfolio Holder Session with Q & A (June 2019 Meeting)
8. Processes for obtaining s.106 money including chasing once agreed.
9. Bike Sharing Scheme Plans

Health Scrutiny Panel

The Panel will have responsibility for Scrutiny functions as they relate to: -

- All health-related issues, including liaison with NHS Trusts, Clinical Commissioning Groups, Health and Wellbeing Board and Healthwatch.
- All functions of the Council contained in the National Health Service Act 2006, to all regulations and directions made under the Health and Social Care Act 2001, the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002,
- The Health and Social Care Act 2012 and related regulations.
- Reports and recommendations to relevant NHS bodies, relevant health service providers, the Secretary of State or Regulators.
- Initiating the response to any formal consultation undertaken by relevant NHS Trusts and Clinical Commissioning Groups or other health providers or commissioners on any substantial development or variation in services.
- Participating with other relevant neighbouring local authorities in any joint scrutiny arrangements of NHS Trusts providing cross border services.
- Decisions made by or actions of the Health and Wellbeing Board.
- Public Health – Intelligence and Evidence
- Public Health – Health Protection and NHS Facing
- Public Health - Transformation
- Public Health – Commissioning
- Healthier City
- Mental Health
- Commissioning Mental Health and Disability
- HeadStart Programme

Date of Meeting	Item Description	Lead Report Author	Notes
6 June 2019	<ul style="list-style-type: none"> • Suicide Prevention • Child Deaths Overview Panel • Ward sizes, age, transition arrangements for a young person moving to an adult ward • Public Health Vision – Review of Progress against national performance targets 	<p>Parpinder Singh Public Health</p> <p>The Royal Wolverhampton NHS Trust</p> <p>Public Health</p>	

List of potential topics - dates and method of scrutiny to be agreed by the panel

1. West Midlands Ambulance Service - Quality Accounts - (tbc)
2. The Royal Wolverhampton NHS Trust - Quality Accounts– September 2019 (Provisional)
3. Black Country Partnership NHS Foundation Trust – Quality Accounts – (tbc)
4. Reconfiguration of hyper acute and acute stroke services – CCG / RWT
5. Pharmaceutical Ordering
6. Item on the review of the impact of the new Medical Examiner Role and the Registrar’s Office at Newcross Hospital
7. Maternity Services – Quality Assurance
8. GP appointment waiting times – involve Wolverhampton Healthwatch (November 2019)

Adults and Safer City Scrutiny Panel

The Panel will have responsibility for scrutiny functions as they relate to: -

Older people assessment and care management, Financial support services, Community Safety, Libraries and community hubs, Independent living centre, Commissioning older people, Carers support and All age disabilities.

Future topics 2019/20

1. draft Serious Violence and Exploitation Strategy to be sent for information
2. Youth Justice Plan to be presented to CYPF panel on 19.6.19 – Adults and Safer City Panel to be invited to the meeting
3. Principal Social Worker Annual Report 11.6.19 – Louise Haughton
4. Transforming Care - Annual Report 2019 – 11.6.19 – Ann Riley, Lead Commissioner People
5. Quality Assurance Homes – 11.6.19 – Veronica Grantham
6. Joint Dementia Strategy – 11.6.19
7. Adult Education Service - the annual review and revision to Adult Education's Fees Policy for courses enrolled on by residents 24.9.19 - – Joanne Keatley, Head of Adult Education
8. Adult Education Service – progress on preparation for the transfer of adult education budget from Skills Funding Agency to WMCA in April 2020 – Joanne Keatley, Head of Adult Education – 24.9.19
9. Keeping people well in their community: Physical and Mental Health and Wellbeing - Dr. Ankush Mittal - Consultant in Public Health
 - Lead on population approaches to maximise the coverage of NHS Health Checks and Cancer Screening
 - Support local arrangements to optimise pathways for chronic disease diagnosis and management
 - Support key partners with population approaches to falls prevention
 - Lead on population approaches to healthy diets and active lifestyles in older age
 - Support local systems to identify and meet mental health needs in older age, and promote a dementia friendly city
10. Keeping people well in their community: Socio-Economic Health and Wellbeing - Dr. Ankush Mittal - Consultant in Public Health
 - Support population approaches to address social isolation
 - Support safeguarding and community safety teams to keep older adults safe in their homes and communities
 - Support key partners with population approaches to improved housing and home economies for older adults
 - Support safeguarding teams protecting older adults from financial exploitation

11. Keeping people well in their community: Community Offer - Dr. Ankush Mittal - Consultant in Public Health
 - Lead on community engagement as part of the Council's Community Offer development
12. Keeping people well in their community: Carer Health and Wellbeing - Dr. Ankush Mittal - Consultant in Public Health
 - Work with carer support services and wider partners to meet the health and wellbeing needs of carers
13. Mandated Function: Health Protection
 - Lead on population approaches to maximise the coverage of key immunisations, especially flu vaccine
 - Support and assure local emergency preparedness, resilience and response systems with DPH
 - Lead on community arrangements for reducing the transmission of infectious disease, especially influenza, TB and HIV
 - Support local air quality planning, protecting the population from the ill health effects of pollutants
14. Loneliness - Parmdip Dhillon Public Health

Briefing notes for distribution via the Document Library:

1. Fatal Contraband and Alcohol - Update requested from meeting in July 2016 – Sue Smith agreed to lead
2. Crime Reduction and Community Safety and Drugs Strategy Update – request from meeting held in July 2017 – Karen Samuels and David Watts
3. Supporting a Safe and Seamless Transfer from Specialist Care or Hospital Setting – Update to be provided following meeting on 31 January 2017 (David Watts).
4. Better Care Fund – Update requested at meeting held on 31 January 2017.
5. Dementia City – Update on how GP services could be improved, any identified strengths and weaknesses and if possible data on which GPs were reporting incidents – lead Kathy Roper

Children, Young People and Families Scrutiny Panel

The Panel will have responsibility for scrutiny functions as they relate to: -

Children in need/child protection, Looked after children, Early help 0-5, Early help 5-18, Youth offending, Children's commissioning, School planning and resources and Standards and vulnerable pupils.

Long list of future topics - dates for presentation and method of scrutiny to be agreed

1. Supporting Unaccompanied Asylum-Seeking Children
2. Mental Health Issues/CAMHS (Emma Bennett/CCG)
3. Unregistered independent schools and out of school settings
4. Youth Justice Plan 2018-2019 – action plan – proposed joint meeting with Adults and Safer City Scrutiny Panel on 19.6.18
5. Apprenticeship educational requirements
6. Early Help Strategy 2018-2022
7. HeadStart Sustainability Planning Update - 19.6.19 Mai Gibbons HeadStart Contracts Manager/Andrew Wolverson. The panel to review progress the delivery of the objectives and priorities detailed in the plan and also work done to develop a strategy for April 2019
8. Home Education – update on outcome of Home Education (Duty of Local Authorities) Bill [HL] 2017- A Bill to make provision for local authorities to monitor the educational, physical and emotional development of children receiving elective home education.

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Forward Plan of Key Decisions

Agenda Item No: 10

Date: 5 March 2019

OUT OF DARIEN

The Forward Plan

This document sets out known 'key decisions' that will be taken by the Cabinet or one of the Cabinet Panels (the Executive) over the coming months.

Forthcoming decisions are published online to meet the statutory 28 day rule for each meeting of the Executive. Where it has not been possible to meet the 28 day rule for publication of notice of a key decision or an intention to meet in private, the relevant notices will be published as required by legislation as soon as possible.

What is a key decision?

A key decision is an Executive decision which is likely:

- to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates (in Wolverhampton, this is defined as expenditure or savings **in excess of £250,000**), and/or
- to be significant in terms of its effects on communities living or working in an area comprising **two or more wards** in the area of the local authority.

The report relating to a decision, together with any other documents being considered, will be available five clear days before the decision is to be taken (unless the documentation contains exempt information). Copies are available on the Council's website or can be requested from Democratic Services.

The forward plan also provides notice of when the Cabinet may decide to exclude the press and public during consideration of a particular matter due to the potential for disclosure of confidential or exempt information. The grounds upon which local authorities can exclude the press and public are specified by law, details of the exempt categories are available on request from Democratic Services.

Councillors or members of the public wishing to:

- make a representation about why a matter should be heard in public, or
- submit information to the decision-making body about an item in the forward plan, or
- request details of relevant documents, or
- seek advice about the Council's decision-making arrangements,

should contact the Democratic Services team:

Email: democratic.services@wolverhampton.gov.uk

Telephone: 01902 555061

Address: Civic Centre, St Peter's Square, Wolverhampton WV1 1SH

Forthcoming key decisions

Title of key decision:	Wards affected:	Decision to be taken by and date:	Public or private:	Lead Cabinet Member:	Employee to contact:
Corporate					
Information Governance Quarter Three Performance and General Data Protection (GDPR) Update Report To note the Quarter Three 2018-2019 Information Governance Performance and GDPR update.	All Wards	Cabinet (Performance Management) Panel 25 Mar 2019	Open	Councillor Val Gibson Cabinet Member for Governance	Anna Zollino-Biscotti Information Governance Manager
Scrutiny Review of Flood Risk Preparation and Response To endorse a report of the findings and recommendations of a review.	All Wards	Cabinet 27 Mar 2019	Open	Councillor Val Gibson Cabinet Member for Governance, Councillor Steve Evans Cabinet Member for City Environment	Julia Cleary Systems and Scrutiny Manager Tel: 01902 555046
City of Wolverhampton Council Plan 2019-2024 To approve the Council Plan 2019-2024.	All Wards	Cabinet 27 Mar 2019	Open	Councillor Roger Lawrence Leader of the Council	Mark Taylor, Deputy Managing Director

Title of key decision:	Wards affected:	Decision to be taken by and date:	Public or private:	Lead Cabinet Member:	Employee to contact:
Our People Strategy To approve the Our People Strategy, the Organisational Development Strategy.	All Wards	Cabinet 27 Mar 2019	Open	Councillor Val Gibson Cabinet Member for Governance	Martyn Sargeant, Head of Public Service Reform
Wolverhampton Strategic Economic Plan To approve the Wolverhampton Strategic Economic Plan.		Cabinet 27 Mar 2019	Open	Councillor John C Reynolds Cabinet Member for City Economy	Charlotte Johns Head of Local Economy
Senior Management Restructure To approve the Senior Management Restructure of the Council.	All Wards	Cabinet 27 Mar 2019	Open	Councillor Roger Lawrence Leader of the Council	Lamour Gayle Business Manager
Employee Offer To approve the Employee Offer.	Not applicable	Cabinet 27 Mar 2019	Open	Councillor Val Gibson, Cabinet Member for Governance	Denise Pearce, Head of Human Resources Tel: 01902 554515
Analysis of the Gender Pay Gap on 31 March 2018 To consider the analysis of the Gender Pay Gap on 31 March 2018.	All Wards	Cabinet 27 Mar 2019	Open	Councillor Val Gibson Cabinet Member for Governance	Baljit Basatia, HR Business Partner
Senior Pay Policy To approve the Senior Pay Policy.	All Wards	Cabinet 27 Mar 2019	Open	Councillor Val Gibson Cabinet Member for Governance	Denise Pearce, Head of Human Resources Tel: 01902 554515

[NOT PROTECTIVELY MARKED]

Title of key decision:	Wards affected:	Decision to be taken by and date:	Public or private:	Lead Cabinet Member:	Employee to contact:
Corporate Complaints Procedure To approve the amendments to the corporate complaints procedures.	All Wards	Cabinet (Resources) Panel 2 Apr 2019	Open	Councillor Val Gibson, Cabinet Member for Governance	Sarah Campbell Complaints Manager
Wolverhampton for Everyone Partnership - Ward Funds To approve a proposed initiative to support Wolverhampton for Everyone, to introduce a Ward Fund available for each ward as part of a one year initial pilot.	All Wards	Cabinet 10 Apr 2019	Open	Councillor Roger Lawrence Leader of the Council	Mark Taylor, Deputy Managing Director
Smart Working Policy To approve the introduction of a new Smart Working Policy to support employees to work from other suitable locations where possible.	All Wards	Cabinet (Resources) Panel 21 May 2019	Open	Councillor Val Gibson, Cabinet Member for Governance	Denise Pearce Head of Human Resources Tel: 01902 554515
Working Hours Policy To approve amendments to the working hours policy.	All Wards	Cabinet (Resources) Panel 21 May 2019	Open	Councillor Val Gibson, Cabinet Member for Governance	Denise Pearce Head of Human Resources Tel: 01902 554515
Travel and Subsidy Policy To approve changes to current travel and subsidy guidance.	All Wards	Cabinet (Resources) Panel 21 May 2019	Open	Councillor Val Gibson, Cabinet Member for Governance	Denise Pearce Head of Human Resources Tel: 01902 554515

Title of key decision:	Wards affected:	Decision to be taken by and date:	Public or private:	Lead Cabinet Member:	Employee to contact:
Education					
Schools Capital Programme 2019-2020 To approve the Schools Capital Programme 2019-2020.	All Wards	Cabinet (Resources) Panel 2 Apr 2019	Fully Exempt	Councillor Louise Miles, Cabinet Member for Resources Councillor Lynne Moran, Cabinet Member for Education and Skills	Nick Beeston Asset Officer (Schools)
Adult Services					
Appointeeship Charging To approve the implementation of a charge to customers (on a basic means-test basis) for whom Adult Social Care act as the Corporate Appointee for the Department for Work and Pensions benefit claiming purposes.	All Wards	Cabinet (Resources) Panel 2 Apr 2019	Open	Councillor Sandra Samuels OBE Cabinet Member for Adults	Helen Winfield Head of Community Financial Support Tel: 01902 555351
Sufficiency of Extra Care Provision To approve the Sufficiency of the Extra Care Provision in the City.	All Wards	Cabinet (Resources) Panel 2 Apr 2019	Fully Exempt	Councillor Sandra Samuels OBE Cabinet Member for Adults	Sarah Smith, Head of Strategic Commissioning

[NOT PROTECTIVELY MARKED]

Title of key decision:	Wards affected:	Decision to be taken by and date:	Public or private:	Lead Cabinet Member:	Employee to contact:
Midland Heart Extra Care Retender To receive the Midland Heart Extra Care Retender Report.	All Wards	Cabinet (Resources) Panel 2 Apr 2019	Fully Exempt	Councillor Sandra Samuels OBE Cabinet Member for Adults	Sarah Smith Head of Strategic Commissioning
Joint Dementia Strategy To approve the joint Dementia Strategy.	All Wards	Cabinet 10 Apr 2019	Open	Councillor Sandra Samuels OBE Cabinet Member for Adults	Sarah Smith Head of Strategic Commissioning
Children's Services					
Young Men's Christian Association Approval to Tender To review the options and approve tender for Young Men's Christian Association.	All Wards	Cabinet (Resources) Panel 2 Apr 2019	Open	Councillor Paul Sweet Cabinet Member for Children and Young People	Jacqui McLaughlin, Commissioning Officer Tel: 09102 551915
Participation Strategy To approve the Participation Strategy	All Wards	Cabinet 10 Apr 2019	Open	Councillor Paul Sweet Cabinet Member for Children and Young People	Alice Vickers Corporate Parenting Officer Tel: 01902 556703
Youth Council Annual Report To endorse the annual report outlining the activities and achievements of the City's Youth Council 2018.	All Wards	Cabinet 10 Apr 2019	Open	Councillor Paul Sweet Cabinet Member for Children and Young People	Alice Vickers Corporate Parenting Officer Tel: 01902 556703

Title of key decision:	Wards affected:	Decision to be taken by and date:	Public or private:	Lead Cabinet Member:	Employee to contact:
Review of Children and Young People's short breaks and carers' grant To approve the findings of and recommendations for the review carried out between October and December 2018.		Cabinet 10 Apr 2019	Open	Councillor Paul Sweet Cabinet Member for Children and Young People, Councillor Lynne Moran Cabinet Member for Education and Skills	Jan Barlow Commissioning Officer
Youth Justice Plan 2019-2020 To approve the Youth Justice Plan for 2019-2020.	All Wards	Cabinet 10 Jul 2019	Open	Councillor Paul Sweet Cabinet Member for Children and Young People	Rachel King Head of Service Specialist Support
Public Health					
Reducing Reoffending Strategy To approve the Black Country Reducing Reoffending Strategy.	All Wards	Cabinet 27 Mar 2019	Open	Councillor Hazel Malcolm Cabinet Member for Public Health and Wellbeing	Karen Samuels Head of Community Safety
Serious Violence and Exploitation Strategy 2019-2022 To approve the new city-wide strategy tackling serious violence and exploitation.	All Wards	Cabinet 10 Apr 2019	Open	Councillor Hazel Malcolm Cabinet Member for Public Health and Wellbeing	Karen Samuels Head of Community Safety

Title of key decision:	Wards affected:	Decision to be taken by and date:	Public or private:	Lead Cabinet Member:	Employee to contact:
Violence Against Women and Girls Strategy 2019-2022 To approve the refreshed Violence Against Women and Girls Strategy 2019-2022.	All Wards	Cabinet 10 Apr 2019	Open	Councillor Hazel Malcolm Cabinet Member for Public Health and Wellbeing	Karen Samuels Head of Community Safety
Joint Cabinet Member Reports					
Westside Link Phases 1 and 2 - outcome of consultation and next steps To consider the outcome of the public and stakeholder consultation on the Westside Link Project Phases 1 and 2 and endorse the next steps.	St Peter's	Cabinet 27 Mar 2019	Open	Councillor Steve Evans Cabinet Member for City Environment, Councillor John C Reynolds Cabinet Member for City Economy	Ruth Taylor Development and Regeneration Surveyor/Officer
Principal Social Worker Annual Report To receive the Principal Social Worker Annual Report.	All Wards	Cabinet 10 Apr 2019	Open	Councillor Sandra Samuels OBE Cabinet Member for Adults	Louise Haughton Principal Social Worker Tel: 01902 553130
Commercial					
The Future of the Council School's Catering Service To confirm the future of school catering.	All Wards	Cabinet (Resources) Panel 2 Apr 2019	Fully Exempt	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Chris East Head of Service - Facilities

[NOT PROTECTIVELY MARKED]

Title of key decision:	Wards affected:	Decision to be taken by and date:	Public or private:	Lead Cabinet Member:	Employee to contact:
2 April 2019 - Procurement - Award of Contracts for Works, Goods and Services 2 April 2019 - Procurement - Award of Contracts for Works, Goods and Services	All Wards	Cabinet (Resources) Panel 2 Apr 2019	Fully Exempt	Councillor Louise Miles Cabinet Member for Resources	Chanpreet Dhesi Assistant Category Manager
21 May 2019 - Procurement - Award of Contracts for Works, Goods and Services 21 May 2019 - Procurement - Award of Contracts for Works, Goods and Services	All Wards	Cabinet (Resources) Panel 21 May 2019	Fully Exempt	Councillor Louise Miles Cabinet Member for Resources	Chanpreet Dhesi Assistant Category Manager
Community Asset Transfer: Policy and Strategy Review To approve an updated Community Asset Transfer Strategy.	All Wards	Cabinet 5 Jun 2019	Open	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Julia Nock Head of Assets Tel: 01902 550316
18 June 2019 - Procurement - Award of Contracts for Works, Goods and Services To approve the award of contracts.	All Wards	Cabinet (Resources) Panel 18 Jun 2019	Fully Exempt	Councillor Louise Miles Cabinet Member for Resources	Allison Robertson, Head of Procurement
City Environment					
City East Gateway Willenhall Road Ph 1 & 2 Preferred Option To approve the review of actions to take scheme forward following the public consultation.	East Park; Heath Town	Cabinet (Resources) Panel 2 Apr 2019	Fully Exempt	Councillor Steve Evans Cabinet Member for City Environment	Marianne Page Service Lead - Transportation Strategy Tel: 01902 551798

Title of key decision:	Wards affected:	Decision to be taken by and date:	Public or private:	Lead Cabinet Member:	Employee to contact:
Transport Capital Programme 2019 - 2020 and future years To approve the Transport Capital Programme 2019 - 2020 and future years.	All Wards	Cabinet 10 Apr 2019	Open	Councillor Steve Evans Cabinet Member for City Environment	John Roseblade Head of City Transport
Housing					
Housing Managing Agents Performance Monitoring Report, Quarter Three - October 2018 to December 2018 To note the Housing Managing Agents Performance Monitoring Report, Quarter Three - October 2018 to December 2018.	All Wards	Cabinet (Performance Management) Panel 25 Mar 2019	Open	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Melissa Green Client Relationship Manager – Housing Managing Agents
MiFriendly City implementation To receive an update on the delivery of the MiFriendly City Project and the role of City of Wolverhampton Council.	All Wards	Cabinet 27 Mar 2019	Open	Councillor Paul Sweet Cabinet Member for Children and Young People	Anthony Walker, Homelessness Strategy and External Relationships Manager
Partnership Update on the Service Delivery of Statutory Homelessness Provision To approve the update on the impact of the 2018 HRA and the transfer of operational homeless services to Wolverhampton Homes.	All Wards	Cabinet 27 Mar 2019	Open	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Anthony Walker Homelessness Strategy and External Relationships Manager

Title of key decision:	Wards affected:	Decision to be taken by and date:	Public or private:	Lead Cabinet Member:	Employee to contact:
<p>Wolverhampton Homes Business Plan 2019-2023 To approve the Wolverhampton Homes Business Plan 2019-2023</p>	All Wards	Cabinet 27 Mar 2019	Open	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Jenny Lewington Service Lead Housing Strategy
<p>Implementation of The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 in the private rented sector. To approve the implementation of The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 in the private rented sector.</p>	All Wards	Cabinet 10 Apr 2019	Open	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Ravi Phull Service Manager Private Sector Housing
<p>Update to the WV Living Business Plan To approve the update to the WV Living Business Plan to add Former Northcote School Northwood Park Road.</p>	Bushbury North	Cabinet 10 Apr 2019	Fully Exempt	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Robert Ball Housing Development Project Manager
<p>Valuations for property purchases from WV Living To approve the process by which the valuations for the sale of properties from WV Living to the Council (Housing Revenue Account) are negotiated.</p>	Bilston North; Ettingshall	Cabinet (Resources) Panel 21 May 2019	Fully Exempt	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Lesley Eagle Housing Development Project Manager Tel: 01902 555446

Title of key decision:	Wards affected:	Decision to be taken by and date:	Public or private:	Lead Cabinet Member:	Employee to contact:
Sale of land to WV Living - Daisy Bank, Ash Street, Wolverhampton To approve the sale of a parcel of land to WV Living for redevelopment.	Bilston East	Cabinet (Resources) Panel 21 May 2019	Fully Exempt	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Karen James Housing Development Project Manager
Purchase of residential properties for the Housing Revenue Account To approve a number of options for purchasing residential properties within the City for the Housing Revenue Account.	All Wards	Cabinet 5 Jun 2019	Fully Exempt	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Karen Beasley Housing Development Project Manager
Empty Homes Policy and Strategy Action Plan 2019-2024 To approve the Empty Homes Policy and Strategy Action Plan 2019-2024.	All Wards	Cabinet (Resources) Panel 18 Jun 2019	Open	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Helen Scullard Service Support Manager
Housing Managing Agents Performance Monitoring Report – Quarter Four January 2019 to March 2019 To note the Housing Managing Agents Performance Monitoring Report – Quarter Four January 2019 to March 2019.	All Wards	Cabinet (Performance Management) Panel 24 Jun 2019	Open	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Mila Simpson Section Leader - Housing Strategy and Development
Private Homes Strategy 2019-2024 To approve the Private Homes Strategy 2019-2024	All Wards	Cabinet 10 Jul 2019	Open	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Ravi Phull Service Manager Private Sector Housing

Title of key decision:	Wards affected:	Decision to be taken by and date:	Public or private:	Lead Cabinet Member:	Employee to contact:
Sale of sites to WV Living - former site of Parkfields School To consider the future of the Parkfields School site.	Spring Vale	Cabinet (Resources) Panel 23 Jul 2019	Fully Exempt	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Karen James Housing Development Project Manager
Sale of sites to WV Living- former site of St Luke's Primary School, Goldthorn Road, Wolverhampton To approve the sale of land at former site of St Luke's Primary School, Goldthorn Road, Wolverhampton.	Blakenhall	Cabinet (Resources) Panel 23 Jul 2019	Fully Exempt	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Karen James Housing Development Project Manager
Consultation on Draft Affordable Housing Supplementary Planning Document To approve the draft Affordable Housing Supplementary Planning Document (SPD) for public consultation.	All Wards	Cabinet 11 Sep 2019	Open	Councillor John C Reynolds Cabinet Member for City Economy	Michele Ross Senior Planning Officer Tel: 01902 554038
The City Housing Strategy 2019-2023 To approve a new city, cross tenure housing strategy.	All Wards	Cabinet 11 Sep 2019	Open	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Mila Simpson Section Leader - Housing Strategy and Development

Title of key decision:	Wards affected:	Decision to be taken by and date:	Public or private:	Lead Cabinet Member:	Employee to contact:
Allocations Policy Review To approve amendments to the Allocations Policy for Council housing to ensure it remains fit for purpose, making best use of stock and addressing housing need within the City.	All Wards	Cabinet 11 Sep 2019	Open	Councillor Peter Bilson Cabinet Member for City Assets and Housing	Mila Simpson Section Leader - Housing Strategy and Development
Regeneration					
City Learning Quarter To approve the full business case for the City Learning Quarter.	St Peter's	Cabinet (Resources) Panel 2 Apr 2019	Fully Exempt	Councillor John C Reynolds Cabinet Member for City Economy	Richard Lawrence Director of Regeneration Tel: 01902 551262
Former Sainsbury's St George's site To approve the strategy for the future of the site including the lease with Sainsbury's, the Church Commissioners' Covenants and the disposal of land.	St Peter's	Cabinet (Resources) Panel 2 Apr 2019	Fully Exempt	Councillor John C Reynolds Cabinet Member for City Economy	Peter Taylor, Head of City Development
Southside Regeneration strategy update To approve the update on the Southside Regeneration Strategy.	St Peter's	Cabinet (Resources) Panel 21 May 2019	Fully Exempt	Councillor John C Reynolds Cabinet Member for City Economy	Peter Taylor, Head of City Development

[NOT PROTECTIVELY MARKED]

Title of key decision:	Wards affected:	Decision to be taken by and date:	Public or private:	Lead Cabinet Member:	Employee to contact:
External Funding Update Quarter 1 2019-2020 To approve the external funding bid update.	All Wards	Cabinet (Resources) Panel 21 May 2019	Open	Councillor John C Reynolds Cabinet Member for City Economy	Heather Clark Service Development Manager
Black Country Plan Draft for Consultation To approve public consultation on the Draft Plan version of the Black Country Plan.	All Wards	Cabinet 16 Oct 2019	Open	Councillor John C Reynolds Cabinet Member for City Economy	Michele Ross Senior Planning Officer Tel: 01902 554038

BLACK COUNTRY EXECUTIVE JOINT COMMITTEE
FORWARD PLAN OF KEY DECISIONS

Published up to July 2019 (for publication 04/03/2019)

Date first entered into the plan	Project Name	Key Decision to be considered (to provide adequate details for those both in and outside of the Council)	Background papers (if any) and Contact Officer	Main consultees	Date Item to be considered
01/10/2018	Birchley Island (Main Scheme)	Approval for the Accountable Body for the Growth Deal (Walsall Council) to proceed to a Grant Agreement with Sandwell Council to deliver the Local Growth Fund (LGF) funded elements of the Birchley Island Project with delivery to commence in the 2018/19 financial year.	Papers TBC – Alison Knight Alison.Knight@Sandwell.gov.uk Stuart Everton Stuart.Everton@wolverhampton.gov.uk	Sandwell Council	13/03/2019
03/09/2018	I54 Western Extension – Access package	Approval for the Accountable Body for the Growth Deal (Walsall Council) to proceed to a Grant Agreement with Wolverhampton City Council to deliver the Local Growth Fund (LGF) funded elements of the I54 Western Extension – Access package Project with delivery to commence in the 2019/20 financial year.	Papers TBC – Richard Lawrence Richard.Lawrence@wolverhampton.gov.uk Stuart Everton Stuart.Everton@wolverhampton.gov.uk	Wolverhampton City Council	13/03/2019
07/01/2019	Halesowen College – Business and Construction Management Centre	Approval for the Accountable Body for the Growth Deal (Walsall Council) to proceed to a Grant Agreement with Halesowen College to deliver the Local Growth Fund (LGF) funded elements of the Halesowen College – Business and Construction Management Centre Project with delivery to commence in the 2018/19 financial year.	Papers TBC – Alan Lunt alan.lunt@dudley.gov.uk	Dudley Council	13/03/2019
03/09/2018	Woods Lane Phase 2	Approval for the Accountable Body for the Growth Deal (Walsall Council) to proceed to a Grant Agreement with Galliford Try to deliver the Local Growth Fund (LGF) funded elements of the Woods Land Phase 2 Project with delivery to commence in the 2018/19 financial year.	Papers TBC – Alison Knight Alison.Knight@Sandwell.gov.uk	Sandwell Council	13/03/2019

Page 73

BLACK COUNTRY EXECUTIVE JOINT COMMITTEE
FORWARD PLAN OF KEY DECISIONS

Published up to July 2019 (for publication 04/03/2019)

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11/06/2018	Hatherton Street Phase 2	Approval for the Accountable Body for the Growth Deal (Walsall Council) to proceed to a Grant Agreement with Jessup Brothers Ltd to deliver the Local Growth Fund (LGF) funded elements of the Hatherton Street Phase 2 Project with delivery to commence in the 2019/20 financial year.	Papers TBC – Simon Neilson simon.neilson@walsall.gov.uk	Walsall Council	13/03/2019
12/12/2018	Wharf Approach Site Investigation – Additional Funding Request	Approval for the Accountable Body for the Growth Deal (Walsall Council) to proceed to amending the Grant Agreement with Hortons Estate Ltd to deliver the Local Growth Fund (LGF) funded elements of Wharf Approach Site Investigation Project with delivery to commence in the 2018/19 financial year.	Papers TBC – Simon Neilson simon.neilson@walsall.gov.uk	Walsall Council	13/03/2019
07/01/2019	The Leather Industry Expansion project	Approval for the Accountable Body for the Growth Deal (Walsall Council) to proceed to a Grant Agreement with Abbey England Ltd to deliver the Local Growth Fund (LGF) funded elements of the Leather Industry Expansion Project with delivery to commence in the 2018/19 financial year.	Papers TBC – Simon Neilson simon.neilson@walsall.gov.uk	Walsall Council	13/03/2019
07/01/2019	Shidas Lagoon Site Investigation – Additional Funding Request	Approval for the Accountable Body for the Growth Deal (Walsall Council) to proceed to amending the Grant Agreement with Stoford Properties Ltd to deliver the Local Growth Fund (LGF) funded elements of Shidas Lagoon Site Investigation Project with delivery to commence in the 2018/19 financial year.	Papers TBC – Alison Knight Alison_Knight@Sandwell.gov.uk	Sandwell Council	13/03/2019
07/01/2019	Phoenix 10 Phase 1	Approval for the Accountable Body for the Growth Deal (Walsall Council) to proceed to an Internal Agreement with Walsall Council to deliver the Local Growth Fund	Papers TBC – Simon Neilson simon.neilson@walsall.gov.uk	Walsall Council	13/03/2019

Page 74

BLACK COUNTRY EXECUTIVE JOINT COMMITTEE
FORWARD PLAN OF KEY DECISIONS

Published up to July 2019 (for publication 04/03/2019)

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		(LGF) funded elements of the Phoenix 10 Phase 1 Project with delivery to commence in the 2018/19 financial year. This is for the first financial year of the Phoenix 10 Phase 1 project.			
07/01/2019	City North Gateway Phase 1 – Additional Funding Request	Approval for the Accountable Body for the Growth Deal (Walsall Council) to proceed to amending the Grant Agreement with Wolverhampton City Council to deliver the Local Growth Fund (LGF) funded elements of City North Gateway Phase 1 Project with delivery to commence in the 2018/19 financial year.	Papers TBC – Richard Lawrence Richard.Lawrence@wolverhampton.gov.uk Stuart Everton Stuart.Everton@wolverhampton.gov.uk	Wolverhampton City Council	13/03/2019
07/01/2019	Dudley Town Centre Highway Infrastructure Improvements – Development Funding	Approval for the Accountable Body for the Growth Deal (Walsall Council) to proceed to a Grant Agreement with Dudley Council to deliver the Local Growth Fund (LGF) funded elements of Dudley Town Centre Highway Infrastructure Improvements – Development Funding with delivery to commence in the 2018/19 financial year.	Papers TBC – Alan Lunt alan.lunt@dudley.gov.uk Stuart Everton Stuart.Everton@wolverhampton.gov.uk	Dudley Council	13/03/2019
04/02/2019	Growing Priority Sectors – Thomas Dudley Foundry	Approval for Sandwell Council to move to contracting with Thomas Dudley Foundry for a funding allocation from the Growing Priority Sectors programme of works totalling £8.627m, to deliver the Local Growth Fund (LGF) funded elements of the Growing Priority Sectors Thomas Dudley Foundry project - with delivery to commence in the 2018/19 financial year.	Papers TBC – Alison Knight Alison_Knight@Sandwell.gov.uk	Sandwell Council	13/03/2019

Page 75

BLACK COUNTRY EXECUTIVE JOINT COMMITTEE
FORWARD PLAN OF KEY DECISIONS

Published up to July 2019 (for publication 04/03/2019)

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04/02/2019	Church Square Apartments	Approval for the Accountable Body for the Growth Deal (Walsall Council) to proceed to a Grant Agreement with Baron Fama Ltd to deliver the Local Growth Fund (LGF) funded elements of the Church Square Apartments Project with delivery to commence in the 2018/19 financial year.	Papers TBC – Alison Knight Alison_Knight@Sandwell.gov.uk	Sandwell Council	13/03/2019
04/02/2019	Growing Priority Sectors – UK Rubber & Plastics	Approval for Sandwell Council to move to contracting with UK Rubber & Plastics for a funding allocation from the Growing Priority Sectors programme of works totalling £8.627m, to deliver the Local Growth Fund (LGF) funded elements of the Growing Priority Sectors UK Rubber & Plastics project - with delivery to commence in the 2018/19 financial year.	Papers TBC – Alison Knight Alison_Knight@Sandwell.gov.uk	Sandwell Council	13/03/2019
04/02/2019	Very Light Rail – Main Scheme Change Request	Approval for the Accountable Body for the Growth Deal (Walsall Council) to proceed to amending the Grant Agreement with Dudley Council to deliver the Local Growth Fund (LGF) funded elements of the Very Light Rail – Main Scheme Project (development phase) with delivery to commence in the 2018/19 financial year.	Papers TBC – Alan Lunt alan.lunt@dudley.gov.uk	Dudley Council	17/04/2019
04/03/2019	Mill Lane Bridge & Aldridge Line Aqueduct GRIP 2 – 3 project - Additional Funding Request	Approval for the Accountable Body for the Growth Deal (Walsall Council) to proceed to amending the existing Internal Agreement with Walsall Council to deliver the Local Growth Fund (LGF), funded elements of the Mill Lane Bridge & Aldridge Line Aqueduct GRIP 2 – 3 project – with delivery to commence in the 2019/20 financial year.	Papers TBC – Simon Neilson simon.neilson@walsall.gov.uk Stuart Everton Stuart.Everton@wolverhampton.gov.uk	Walsall Council	17/04/2019

Page 76

BLACK COUNTRY EXECUTIVE JOINT COMMITTEE
FORWARD PLAN OF KEY DECISIONS

Published up to July 2019 (for publication 04/03/2019)

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09/07/2018	I54 Western Extension – Main Scheme	Approval for the Accountable Body for the Black Country Land and Property Investment Fund (Wolverhampton City Council) to proceed to an Internal Agreement with the Wolverhampton City Council to deliver the Land and Property Investment Fund (LPIF) funded elements of the i54 Western Extension Main Scheme project - with delivery to commence in the 2019/20 financial year.	Papers TBC – Richard Lawrence Richard.Lawrence@wolverhampton.gov.uk	Wolverhampton City Council	17/04/2019
07/01/2019	I9 (Block 9) Wolverhampton – Additional Funding Request	Approval for the Accountable Body for the Growth Deal (Walsall Council) to proceed to amending the Grant Agreement with ION Property Developments Ltd (IPDL) to deliver the Local Growth Fund (LGF) funded elements of i9 (Block 9) Wolverhampton Project with delivery to commence in the 2019/20 financial year.	Papers TBC – Richard Lawrence Richard.Lawrence@wolverhampton.gov.uk	Wolverhampton City Council	17/04/2019
06/08/2018	Sandwell Aquatic Centre	Approval for the Accountable Body for the Black Country Land and Property Investment Fund (Wolverhampton City Council) to proceed to a Grant Agreement with Sandwell Council to deliver the Land and Property Investment Fund (LPIF) funded elements of the Sandwell Aquatic Centre Project - with delivery to commence in the 2019/20 financial year.	Papers TBC – Alison Knight Alison_Knight@Sandwell.gov.uk	Sandwell Council	17/04/2019
04/03/2019	Growth Hub - Additional Funding Grant Agreement Approval	Approval for the Accountable Body for the Growth Deal (Walsall Council) to proceed to a Grant Agreement with the Black Country Consortium Ltd to deliver the Black Country Growth Hub Funding for 2019/20.	Papers TBC – Simon Neilson simon.neilson@walsall.gov.uk	Walsall Council	17/04/2019

Page 77

BLACK COUNTRY EXECUTIVE JOINT COMMITTEE
FORWARD PLAN OF KEY DECISIONS

Published up to July 2019 (for publication 04/03/2019)

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04/03/2019	Changes to the Local Growth Fund Programme	Approval of the current position of the Growth Deal Projects, reflecting all changes to the Programme (Funding and Outputs) throughout the year and to maximise the 2018/19 Growth Deal allocation expenditure for various changes, as detailed in attachment 1 of the report.	Papers TBC – Simon Neilson simon.neilson@walsall.gov.uk	Walsall Council	26/06/2019
04/03/2019	Dudley Brownfield Land Phase 2 – Change Request	Approval for the Accountable Body for the Black Country Land and Property Investment Fund (Wolverhampton Council) to proceed to amending the existing Grant Agreement with Dudley Council to deliver the Land and Property Investment Fund (LPIF) funded elements of the Dudley Brownfield Land Phase 2 – with delivery to commence in the 2018/19 financial year. This change request relates to a change in scope.	Papers TBC – Alan Lunt alan.lunt@dudley.gov.uk	Dudley Council	26/06/2019
11/06/2018	Iron Park	Approval for the Accountable Body for the Black Country Land and Property Investment Fund (Wolverhampton City Council) to proceed to a Grant Agreement with Parkhill Estates Ltd to deliver the Land and Property Investment Fund (LPIF) funded elements of the Iron Park Project - with delivery to commence in the 2019/20 financial year.	Papers TBC – Simon Neilson simon.neilson@walsall.gov.uk	Walsall Council	26/06/2019
07/11/2016	Heath Town Estate Regeneration	Approval for the Accountable Body for the Black Country Land and Property Investment Fund (Wolverhampton City Council) to proceed to an Internal Agreement with the Wolverhampton City Council to deliver the Land and Property Investment Fund (LPIF)	Papers TBC – Richard Lawrence Richard.Lawrence@wolverhampton.gov.uk	Wolverhampton City Council	26/06/2019

Page 78

BLACK COUNTRY EXECUTIVE JOINT COMMITTEE
FORWARD PLAN OF KEY DECISIONS

Published up to July 2019 (for publication 04/03/2019)

Date first entered into the plan	Project Name	Key Decision to be considered (to provide adequate details for those both in and outside of the Council)	Background papers (if any) and Contact Officer	Main consultees	Date Item to be considered
		funded elements of the Heath Town Estate Regeneration project - with delivery to commence in the 2019/20 financial year.			

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