

Public Document Pack

25 November 2008

Dear Councillor

A meeting of the People and Place Overview and Scrutiny Committee will be held in the **The Lambert Room, Civic Centre, Newcastle Road, Chester-le-Street, Co Durham, DH3 3UT on Wednesday, 3rd December, 2008 at 6.00 pm**

Yours sincerely

A handwritten signature in black ink, appearing to read 'Roy Templeman', is written over a faint rectangular stamp.

R TEMPLEMAN

Chief Executive

AGENDA:

1. Apologies for Absence
2. Minutes of Meeting Held 22 October 2008 (Pages 1 - 4)
3. Declarations of Interest
4. Public Speaking

Policy Development

5. No Items

Call-In

6. No Items

Improvement Management

7. Executive Forward Plan and Work Programme (Pages 5 - 14)

Scrutiny Reviews

8. Bonfire Policy
Verbal Update
9. Review into the Future of the Unparished Areas of Chester-
le-Street
Verbal Update
10. Review into Town Centre Market Places
Verbal Update
11. Review into Sports Marketing
Verbal Update
12. Items for Next Agenda

Meeting Schedule

13. Date and Time of Next Meeting

THE DISTRICT COUNCIL OF CHESTER-LE-STREET

Report of the meeting of People and Place Overview and Scrutiny Committee held in the Council Chamber, Civic Centre, Newcastle Road, Chester-le-Street, Co Durham, DH3 3UT on Wednesday, 22 October 2008 at 6.00 pm

PRESENT:

Councillor Geoffrey Armstrong (Chairman)

Councillors:

D M Holding	J M Proud
J W Barrett	D L Robson
G K Davidson	J Shiell
A Humes	T J Smith
M D May	D Thompson
P H May	F Wilkinson

Officers:

I Forster (Director of Corporate Services), J Elder (Acting Head of Resources), C Turnbull (Democratic Services Officer), R McMullen (Town Centre Development Manager) and S Marshall (Democratic Services Assistant)

Also in attendance: 2 members of the public.

39. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Barr, Greatwich and Turner.

40. MINUTES OF MEETING HELD 10 SEPTEMBER 2008

Councillor Proud referred to Minute No. 29 of the minutes of the meeting held 10 September 2008 and stated that her apologies were omitted.

RESOLVED: "That the minutes of the meeting of the People and Place Overview and Scrutiny Committee held 10 September 2008, copies of which had previously been circulated to each Member, be agreed as a correct record, subject to the following amendment:

29. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J W Barrett, R Court, P H May, K Potts, M Potts, J M Proud, D Robson and A Turner.

41. DECLARATIONS OF INTEREST

There were no declarations of interest received from Members.

42. PUBLIC SPEAKING

Two members of the public were present at the meeting and the Chairman advised he would invite them to speak at the appropriate times throughout the meeting.

43. EXECUTIVE FORWARD PLAN AND WORK PROGRAMME

The content of the Executive Forward Plan and Work Programme was considered by the committee, enabling Members to identify any issues that may require to be reviewed prior to a decision being made.

No comments were made by the Committee.

RESOLVED: "That the contents of the Executive Forward Plan and Work Programme were considered by the Committee."

44. REVIEW INTO THE UNPARISHED AREA OF CHESTER-LE-STREET

The Director of Corporate Services provided Members with an update of the activities of the Task and Finish Group.

He advised that a survey would be sent out to a sample of 1000 residents in the un-parished area. He went on to advise that the survey would also be sent to Residents Associations and Parish Councils in the district as well as being available on the Council's website. He stated that an extended focus group would be held at the end of November to engage residents associations, parish councils and those who expressed an interest.

Councillor Gollan entered the meeting at 6.08pm.

The Chairman queried if Members had any queries in relation to the draft questionnaire and requested any feedback to be directed to the Director of Corporate Services or the Democratic Services Officer.

Discussion ensued in relation to the content of the questionnaire and the Director of Corporate Services advised that explanatory notes would be issued with the questionnaire.

RESOLVED: "That the comments made be noted."

45. REVIEW INTO TOWN CENTRE MARKET PLACES

The Town Centre Manager advised that a number of visits had been made to neighbouring markets including Stockton, Stanley, South Shields, Darlington and Blythe all of which had been very interesting. He commented that the views of both officers and traders had been taken on board for the review and that a meeting with the traders of Chester-le-Street market was to be held that week.

RESOLVED: "That the comments made be noted."

46. REVIEW INTO SPORTS MARKETING

Councillor Smith advised that visits had been arranged to other authorities including Wear Valley and Sunderland and she asked that Members check their availability for these visits.

RESOLVED: "That the comments made be noted."

47. ITEMS FOR NEXT AGENDA

The Chairman requested that any items for the next agenda be forwarded to the Democratic Services Assistant.

48. DATE AND TIME OF NEXT MEETING

RESOLVED: "That the next meeting of the People and Place Overview and Scrutiny Committee be held on Wednesday 3 December at 6.00pm."

The meeting terminated at 6.36 pm

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Chester-le-Street
District Council

Executive Forward Plan and Work Programme



December 2008

10 November 2008

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About this document

Chester-le-Street District council is committed to continuous improvement. We want to make sure that we engage people in the decisions we make wherever we can. We want to let people know what decisions we are going to make and when.

The council's Executive, which is made up of the Leader and five Executive Members have powers to make certain decisions on behalf of the council. This document aims to go further than what the law requires us to do and let people know as far in advance what decisions the Executive is to make on the councils behalf. Where possible and in relation to what are called key decisions, it will let you know how you can make representations and who they can be made to. This document will be published every month at the Civic Centre and on the council's website at www.chester-le-street.gov.uk.

This document is in two parts:

Part One: Chester-le-Street District Council's formal Executive Forward Plan

Part Two: the Executive's Decision Work Programme for the next year

Part One

The Executive Forward Plan is a statutory document which the council must produce every month covering a four month period. It is published fourteen days before it comes into effect. This is the first day of each month. It includes:

- a list of all 'key decisions' the councils will make on the council's behalf;
- details of the nature of the decision;
- details of the decision taker, which in the councils case is normally the council's Executive;
- when the decision is to be made;
- who are the principal consultees and the means by which consultations will be undertaken;
- a list of documents to be considered by the decision maker; and
- details of how and by when representations can be made.

What are 'key decisions'?

'Key decisions' are defined as executive decisions which are:-

- decisions likely to result in the District Council incurring expenditure which is, or the making of savings which are, significant, having regard to the District Council's budget for the service or function to which the decision relates, or
- significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Council

Part Two

The Executive's work programme is not a statutory document which the council must produce. It is advance notice of all other important decisions the Executive will take either on behalf of the council or in making recommendations to the council. It includes:

- a list of the non 'key decisions the councils will make;

- details of the nature of the decision;
- details of the decision taker, which in the council's case is normally the council's Executive as a group;
- when the decision is to be made;
- who are the principal consultees and the means by which consultations will be undertaken;
- a list of documents to be considered by the decision maker; and
- details of how and by when representations can be made.

Who are the Executive?

The Executive is made up of the Leader of the Council and five other Executive Members as follows:

Cllr. Linda Ebbatson	Tel: 0191 387 2090
Leader of the Council with responsibility for Human Resources, Equalities, and Young People	E-Mail: lindaebbatson@chester-le-street.gov.uk
Cllr. Simon Westrip	Tel: 0191 387 2090
Deputy Leader and Neighbourhood Services Portfolio Holder	E-Mail: simon.westrip@bigfoot.com simonwestrip@chester-le-street.gov.uk
Cllr. Chris Jukes	Tel: 0191 389 1136
Regeneration and Strategy Planning Portfolio Holder	E-Mail: chris.jukes1@btopenworld.com
Cllr. Lawson Armstong	Tel: 0191 3873195
Resources and Value for Money Portfolio Holder	E-Mail: lawsonarmstrong@chester-le-street.gov.uk
Cllr Mike Sekowski	Tel: 0191 3703416
Community Engagement and Partnerships Portfolio Holder	E-Mail: m.sekowski@metronet.co.uk michaelsekowski@Chester-Le-Street.gov.uk

How do I find out when the Executive is meeting?

Information about the time and venue for a particular meeting of the Executive may be obtained from the agenda available from the Reception Desk at the Civic Centre, from the District Council's website or from the Executive Assistant. Public Speaking is allowed at Executive meetings so long as you comply with the council's procedures. To find out more contact Democratic Services.

How do I contact Members of the Executive or the Council Chief Officers?

Contact details for Members of the Executive and for the Council's Chief Officers are set out in this Forward Plan.

If you have any queries about the Forward Plan, please contact the Executive Assistant at the Civic Centre on 0191 387 2010 or e-mail the Executive Assistant at: amandastephen@chester-le-street.gov.uk.



Chester-le-Street
District Council

Part One: Executive Forward Plan



December 2008

10 November 2008

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Executive Forward Plan

Summary of Key Decision	Decision Taker and Documents to be considered	Decision Date	Contact Officer	Consulted Parties and means of consultation	How to make representations and when by (If making representations in writing, please address them to the Director/Manager named at: Civic Centre, Newcastle Road, Chester-le-Street, DH3 3UT)
Land Matters	Executive	December 2008	Leila Dawson 0191 3872233	Portfolio Holder Corporate Management Team	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk
Bad Debt report Quarterly Report	Executive	January 2009	Jim Elder 0191 3872300	Acting Head of Resources Head of Corporate Finance Internal Auditor	In writing or by telephone, to the Acting Head of Revenue and Benefits or by email to jimelder@chester-le-street.gov.uk
Land Matters	Executive	January 2009	Leila Dawson 0191 3872233	Portfolio Holder Corporate Management Team	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk

Summary of Key Decision	Decision Taker and Documents to be considered	Decision Date	Contact Officer	Consulted Parties and means of consultation	How to make representations and when by (If making representations in writing, please address them to the Director/Manager named at: Civic Centre, Newcastle Road, Chester-le-Street, DH3 3UT)
Land Matters	Executive	February 2009	Leila Dawson 0191 3872233	Portfolio Holder Corporate Management Team	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk
Land Matters	Executive	March 2009	Leila Dawson 0191 3872233	Portfolio Holder Corporate Management Team	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk



Chester-le-Street
District Council

Part Two: Executive Work Programme



People & Place

December 2008

Executive Work Programme

Summary of Non Key Decision	Decision Taker and Documents to be considered	Decision Date	Contact Officer	Consulted Parties and means of consultation	How to make representations and when by (If making representations in writing, please address them to the Director/Manager named at: Civic Centre, Newcastle Road, Chester-le-Street, DH3 3UT)
Corporate Performance Report July 2008 to September 2008	Executive Corporate Performance and covering report	December 2008	Ian Forster 0191 3872130	Relevant Executive Members Corporate Management Team Internal consultation e-mail	In writing or by telephone to the Director of Corporate Affairs or by email to ianforster@chester-le-street.gov.uk
New power to establish Parish Councils (including Town Councils)	Executive	December 2008	Ian Forster 0191 3872130 Chris Potter 0191 3872011	Corporate Management Team Portfolio Holder Executive Members	In writing or by telephone to the Director of Corporate Affairs or by email to ianforster@chester-le-street.gov.uk or to Head of Legal and Democratic Services or by email chrispotter@chester-le-street.gov.uk

Summary of Non Key Decision	Decision Taker and Documents to be considered	Decision Date	Contact Officer	Consulted Parties and means of consultation	How to make representations and when by (If making representations in writing, please address them to the Director/Manager named at: Civic Centre, Newcastle Road, Chester-le-Street, DH3 3UT)
Communities for Health - Mental Health Project – Final report	Executive	March 2009	Tony Galloway 0191 3872100	Corporate Management Team Portfolio Holder Health Improvement Sub Group	By phone, or in writing to the Director of Development Services or by email to Tonygalloway@chester-le-street.gov.uk
Corporate Performance Report October 2008 to December 2008	Executive Corporate Performance and covering report	March 2009	Ian Forster 0191 3872130	Relevant Executive Members Corporate Management Team Internal consultation e-mail	In writing or by telephone to the Director of Corporate Affairs or by email to ianforster@chester-le-street.gov.uk

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