

Shropshire Council  
Legal and Democratic Services  
Shirehall  
Abbey Foregate  
Shrewsbury  
SY2 6ND

Date: Wednesday, 9 March 2016  
My Ref:  
Your Ref:

**Committee:**  
**Enterprise and Growth Scrutiny Committee**

**Date:** Thursday, 17 March 2016  
**Time:** 10.00 am  
**Venue:** Shrewsbury/Oswestry Room, Shirehall, Abbey Foregate,  
Shrewsbury, Shropshire, SY2 6ND

You are requested to attend the above meeting.  
The Agenda is attached

Claire Porter  
Corporate Head of Legal and Democratic Services (Monitoring Officer)

**Members of Enterprise and Growth Scrutiny Committee**

Steve Davenport (Chairman)	John Hurst-Knight
Andrew Bannerman	Jean Jones
Nicholas Bardsley	Nic Laurens
Charlotte Barnes	William Parr
Pauline Dee (Vice Chairman)	Paul Wynn

Your Committee Officer is:

**Julie Fildes** Scrutiny Committee Officer  
Tel: 01743 257723  
Email: [Julie.fildes@shropshire.gov.uk](mailto:Julie.fildes@shropshire.gov.uk)

# AGENDA

## **1 Apologies for Absence and Substitutes**

To receive apologies for absence and any substitutes may be notified.

## **2 Disclosable Pecuniary Interests**

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

## **3 Minutes (Pages 1 - 6)**

To consider the minutes of the Enterprise and Growth Scrutiny Committee held on 28<sup>th</sup> January 2016.

## **4 Public Question Time**

To receive any public questions or petitions from the public, notice of which has been given in accordance with Procedure Rule 14. Deadline for notification is 5.00pm on Monday 14<sup>th</sup> March 2016.

## **5 Member Question Time**

To receive any questions of which Members of the Council have given notice. Deadline for notification is 5.00pm on Monday 14<sup>th</sup> March 2016.

## **6 Shropshire Business Board**

To receive a verbal update from Mandy Thorn, Chairman of the Shropshire Business Board, on its recent work

## **7 Outline of Planning Review Methodology**

The Head of Business Support and Regulatory Services will brief Members and answer questions on this topic.

**8 Future Work Programme for the Enterprise and Growth Scrutiny Committee (Pages 7 - 24)**

To Consider the work programme.

**9 Date of Next Meeting**

The Committee is scheduled to next meet at 10am on Thursday 2<sup>nd</sup> June 2016.

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Enterprise and  
Growth Scrutiny  
Committee

17<sup>th</sup> March 2016

10.00 am

Item

**3**

Public

## **MINUTES OF THE ENTERPRISE AND GROWTH SCRUTINY COMMITTEE MEETING HELD ON 28 JANUARY 2016 10.00 - 11.45 AM**

**Responsible Officer:** Julie Fildes  
Email: Julie.fildes@shropshire.gov.uk Tel: 01743 257723

### **Present**

Councillor Steve Davenport (Chairman)  
Councillors Andrew Bannerman, Nicholas Bardsley, Charlotte Barnes, Pauline Dee,  
Nic Laurens and William Parr

### **52 Apologies for Absence and Substitutes**

Apologies for absence were received from Councillors J Hurst-Knight and J E Jones.

### **53 Appointment of Vice-Chairman**

Councillor P Dee was appointed as Vice-Chairman.

### **54 Disclosable Pecuniary Interests**

There were none disclosed.

### **55 Minutes of the meeting held on 12th November 2015**

#### **RESOLVED:**

That the Minutes of the meeting held on 12<sup>th</sup> November 2015 be approved as a correct record and signed by the Chairman.

### **56 Public Question Time**

There were no public questions.

### **57 Member Question Time**

Councillor Andrew Bannerman asked the following questions and the written response was tabled.

What is the remit of the Shrewsbury Vision Group? Who set it up? When? How often has it met? Are there any records of its meetings? If not, why not? To what other Council committees or business does it relate? What is its membership? How were they (and the Chairman) elected or selected? Whom are they consulting? To whom will they report? When?

*Response:*

*Cabinet agreed on 19th October 2011 to develop and deliver the key actions outlined within the Shrewsbury Vision delivery plan. Establishing a key stakeholder group to oversee the design and delivery of key projects.*

*In considering these recommendations it was felt that the Vision may require a refresh in light of new developments such as the University Centre Shrewsbury and the creation of the Shrewsbury Business Improvement District (BID)*

*Councillor Mal Price took the lead to bring an initial group of a small number of stakeholders to consider how the refresh could be undertaken, what resources would be required and what officer capacity existed in order to deliver and monitor the actions. Councillor Claire Wild had subsequently taken the lead role given her other responsibilities including the University and the BID until recent Cabinet changes in January 2016. The Chair has now reverted back to Cllr Mal Price for the immediate future.*

*The group established has met several times and additional attendees have joined. It is very much in the formative stages as initially resources particularly staff resources were required to be established.*

*The group relates to Cabinet through the Portfolio Holder.*

*To date there have not been any formal records of the meetings.*

*There is nothing yet to formally consult upon, however, projects which will have already been initiated such as the Shrewsbury Integrated Transport Package will be consulted upon as a key project.*

*As regards to reporting mechanisms and timescale this is yet to be discussed.*

Councillor Price added that the review was expected to take approximately six months and would consider the future of the Group, its strategic vision and aspirations. Following the review a report would be made to Cabinet with recommendations. Councillor Price continued that resources for the work of the group were limited and it was hoped that it would be supported by various business organisations in Shrewsbury including the Shrewsbury BID and Chamber of Commerce.

**RESOLVED:**

- i. That the Shrewsbury Vision Group be added to the work programme of the Enterprise and Growth Scrutiny Committee; and

- ii. That the Portfolio Holder for Planning, Housing, Regulatory Services and Environment, with the Lead Officer for the Shrewsbury Vision Group, be invited to give a presentation to the Committee.

## 58 **Shropshire Economic Growth Strategy and Economic Growth Redesign Update**

The Business Relationship Manager circulated a briefing note on Economic Growth at Shropshire Council [copy attached to signed copy of the minutes]. Members noted that the new Economic Growth Team were in place and work had started on a revised Economic Growth Strategy. This was being developed in conjunction with the Shropshire Business Board and assistance from the Enterprise and Growth Scrutiny Committee was anticipated. She continued that Planning Policies were also being reviewed and it was an ideal point to align strategies and plans to ensure that conflicts did not arise. The Shropshire Economic Growth Strategy would articulate the ambitions for Shropshire.

A pragmatic approach was being taken, working with partners to enable confidence and encourage private sector investment. It was anticipated that the new Economic Growth Strategy would be ambitious and proactive.

Members noted that the Economic Growth team had undergone a period of transition but new working practices were now in place which enabled them to be flexible enough to undertake the tasks required. The team were outcome orientated with an emphasis on the Council's new strategic direction.

Referring to the 2 draft outcomes for the team set out in the briefing note the Business Relationship Manager explained that it was important that the underlying conditions for growth were right, and GVA (Gross Value Added) was not just about creating more jobs but better jobs. Better jobs would be achieved if the underlying conditions were right. Creating good underlying conditions included having the appropriate infrastructure to support businesses such as broadband connections and road networks, and having land available for development in areas of economic demand.

The Business Relationship Manager explained that the County had high levels of out commuting, where people chose to live in Shropshire but work elsewhere. It also had lower GVA generating industries. Although many national companies traded in the County there were few Head Quarters located in Shropshire. For accounting purposes the GVA was credited to the County where the HQ was located, so although the company was trading in Shropshire, Shropshire could not include that company's turnover in its GVA calculation.

The Business Relationship Manager out-lined the steps that the Economic Growth Team would take to achieve its objectives which included

- identifying the correct property projects;
- acting as a single point of contact and maintaining the role of honest broker;
- ensuring companies had easy access to the tools they needed, such as loan schemes, LEP Growth Hubs and UKTI; and
- providing access to the universities and other educational establishments which could train and supply the skilled employees required.

She continued that the team needed to ensure that strategies were aligned and to find ways of measuring these. The members of the project team would also be responsible for bringing leads into the County.

Members noted that the team were looking at identifying drivers and metrics which would show how value was being added either directly or indirectly.

In response to a Member's question the Business Relationship Manager explained that Shropshire Council did not offer grants to businesses but acted as a signpost to agencies that did. She continued that they were looking at partnership working through cross LEP work with Birmingham City Council.

Members commented that a robust Economic Growth Strategy would support investment in Shropshire.

In response to a Member's question on the Government's proposal to allow Councils to retain the business rates they collected, The Portfolio Holder for Planning, Housing, Regulatory Services and Environment explained that the loss of the Revenue Support Grant and possible loss of Grants that came from the redistribution of business rates the Council was likely to be in a worse financial position than at present. He added that it was important to support existing businesses as well as trying to attract new ones.

The Business Relationship Manager confirmed that Tourism featured in the Economic Growth Strategy although it was not part of her remit.

#### **59 Economic Growth Redesign Update**

Members noted that this item had been covered during the consideration of the Economic Growth Strategy.

#### **60 Empty Homes Task and Finish Group Update**

The Portfolio Holder for Planning, Housing, Regulatory Services and Environment thanked the Committee for the work it had undertaken regarding the Empty Homes Strategy. He continued that the Task and Finish Group's report had raised the profile of the Strategy and had demonstrated a clear understanding of the issues. He confirmed that the issue of Empty Homes Officers being able to recover data from the Council Tax system had been resolved.

The Operations Manager for Health and Community Protection reported that there was evidence to show that the investment made in Empty Property Officers produced a return through the New Homes Bonus. A private company had approached the Council, offering to undertake this work and suggested that they could generate an income of £200,000 per year and would charge on a performance basis. She continued that this offer had been examined but this was not feasible for a number of reasons such as the failure of the company to check the validity of information given to them by owners, their lack of qualification in assessing housing conditions and the fact that their fee is charged whether Officers agree with their findings or not.



The Empty Homes Officer confirmed that there was now had a better working relationship with the Council Tax section, although Legislation precluded the Council Tax section from accepting evidence which would change the status of a property. She continued that Officers were still experiencing difficulties with taking enforcement action but the situation was gradually improving. A Member commented that at a recent Historic England Members' briefing the need for a joined up approach was demonstrated with a single point of contact.

She continued that the New Homes Bonus allocated to Shropshire Council for 2015/16 was £7,353,179 of which £250,000 was allocated to fund Empty Property Incentive Grants. Shropshire's provisional New Homes Bonus allocated for 2016/17 was £9,219,285. It was anticipated that a support Officer would cost in the region of £11,300 per annum to employ. It was anticipated that the Government would be examining how Council's used the New Homes Bonus and possibly reduce the period it was paid from six years to four.

The Portfolio Holder for Planning, Housing, Regulatory Services and Environment explained that the Public Protection Section of the Council, which included the Empty Homes Team were being asked to deliver savings and it had been identified that the Public Protection Section had already undergone significant redesign to improve efficiency and deliver savings. Members noted that the Head of Public Protection was undertaking a review of the Development Management Service which focused on performance and processes. He continued that Members of the Scrutiny Committee may be minded to consider the report on that redesign at a future meeting of the Committee.

#### **61 Future Work Programme for the Enterprise and Growth Scrutiny Committee**

Members consider the items on the Committee's work programme. It was suggested that Red RAG items of the Council's budget may be a future item for consideration. It was agreed that advice would be obtained as to whether this would be within the remit of the Enterprise and Growth Scrutiny Committee.

The Chairman suggested that the Committee may wish to consider the consequences of the anticipated Referendum Vote on the European Union. Officers advised that advice also needed to be taken to ascertain whether this topic was within the remit of the Committee.

#### **62 Date of Next Meeting**

##### **RESOLVED:**

That the Committee next meets at 10.00am on Thursday 17<sup>th</sup> March 2016.

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## Annual Scrutiny Work Programme

The use of a template has helped to focus the activity of Task and Finish groups, and is probably one reason why they have been so successful in probing specific issues over the life of the last council.

We would like to introduce something similar for Scrutiny so that Members have a better opportunity not only to suggest topics, but also understand why other members may be bringing forward their suggestions. The standardisation will also help to assess the relative merits of the topics brought forward and make prioritising and choosing between possibly competing topics easier and more transparent – because it will be a more objective process.

This template sets out the key features of topics for the Scrutiny Work Programme. Members proposing topics should be able to set out why the topic should be included in the work programme – and be able to indicate what the ‘Expected benefits/Outcomes’ will be.

If they have some ideas on the approach they believe should be used, who they would like to hear from in the work, and the types of evidence they want to receive they can also include this information. However this is not as essential because these elements of the work programme can be worked up with support from relevant officers once the topic has been agreed for inclusion by the Scrutiny Committee and the Scrutiny Chairs.

Timescales for completion and inclusion in the schedule of Scrutiny Committee meetings will also be confirmed when the approach that will be used to undertake the work and any more detailed Terms of Reference [and Project Plan e.g. for Task and Finish group Work] have been agreed.

### Evaluating the proposed topics

The following criteria should be used by the Scrutiny Committee and will be used the Scrutiny Chairs to support their evaluating and prioritising each proposed topic for the Scrutiny Committee work programmes. With support from Officers the Scrutiny Chairs will co-ordinate topics that would fall within more than one Committee, identifying where joint working will take place or which Committee will take the lead.

CRITERIA FOR SELECTING TOPIC	CRITERIA FOR POSSIBLY REJECTING TOPIC
<ul style="list-style-type: none"> <li>• Does the issue affect more than one area in the county?</li> <li>• Is it a key issue for the public?</li> <li>• Is it or has it been a poor performing service?</li> <li>• Is there or has there been a high level of user dissatisfaction with the service?</li> <li>• Is there a high level of budgetary commitment to the service?</li> <li>• Is there a pattern of budgetary overspends?</li> <li>• Does the topic relate to the Council corporate priorities / central government priorities?</li> <li>• Has new government guidance or legislation been released?</li> <li>• Is there scope to involve the service users/ the public in a review?</li> <li>• Can scrutiny members reasonably expect to add value?</li> </ul>	<ul style="list-style-type: none"> <li>• Is the issue being, or soon to be, examined by Cabinet/officer group/other internal body and changes imminent?</li> <li>• Is new legislation or guidance expected within the next year?</li> <li>• Has the topic been covered by an in-depth scrutiny review in the 3 years?</li> <li>• Is the topic being proposed because of an individual complaint?</li> </ul>

23<sup>rd</sup> April 2015, amended 28<sup>th</sup> January 2016

# Scrutiny Committee Work Programme Template – Guiding Questions For Suggesting Topics and Completion

Topic	Expect Benefits/Outcomes	Approach	Activities	Witnesses/ Evidence required	Resources and other requirements	Lead Committee/ Lead Scrutiny Member
	<ul style="list-style-type: none"> <li>• What do you want to achieve by looking at this topic?</li> <li>• What difference will Scrutiny make by looking at the topic have?</li> <li>• How will you know that you have made a difference?</li> <li>• How does this topic further the priorities of the Council?</li> <li>• How does this topic address concerns/issues raised by the community?</li> <li>• What value will scrutinising this topic add?</li> <li>• Will service users and the public be involved in the work?</li> </ul> <p>Overall view – will the impact of the scrutiny be more than the cost of doing it? Is it worth the investment?</p>	<p>What is the best way for you to scrutinise the topic to achieve your outcomes?</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• Task and finish groups</li> <li>• Select Committee (including preparation and pre-meeting)</li> <li>• Concurrent meetings on a single topic</li> </ul>	<p>How would you undertake your scrutiny activity?</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• Sites visits</li> <li>• Live audio or video streaming</li> <li>• Member led research</li> <li>• Desk based research</li> <li>• Visits to other counties</li> <li>• Focus groups</li> <li>• Meeting people in the community</li> <li>• Customer experience</li> <li>• Preparation for Select Committee</li> <li>• Opportunity Risk Assessments</li> </ul>	<p>Who do you need to hear from? e.g.</p> <ul style="list-style-type: none"> <li>• Which officers</li> <li>• Which organisations</li> <li>• Individuals</li> <li>• Community reps</li> </ul> <p>What do you need to know? e.g.</p> <ul style="list-style-type: none"> <li>• Service user experience</li> <li>• Customer intelligence</li> <li>• Performance information</li> <li>• Service usage information</li> <li>• Cost and budget information</li> </ul> <p>How do you want to receive it?</p> <ul style="list-style-type: none"> <li>• Presentations</li> <li>• Reports</li> <li>• Briefing papers</li> <li>• Graphs</li> <li>• Tables</li> <li>• Videos</li> </ul>	<p>What do you need to have to support you to deliver your work?</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• How much Scrutiny officer support time?</li> <li>• How much member time?</li> <li>• What type of skills?</li> <li>• Any budget requirement e.g. to cover cost of travel, surveys, focus groups?</li> </ul> <ul style="list-style-type: none"> <li>• Is there anything that you need to have in place before you start or to finish your work? i.e. Dependences and interdependences</li> </ul>	<p>e.g.</p> <ul style="list-style-type: none"> <li>• Identify specific committee or whether a joint exercise</li> <li>• Identify Lead Scrutiny Member</li> </ul>

# Scrutiny Committee Work Programme Topics, 2014-15

## Committee: Enterprise and Growth Scrutiny Committee

Topic	Expect Benefits/Outcomes	Approach	Activities	Witnesses/ Evidence required	Resources and other requirements	Lead Committee/ Lead Scrutiny Member
<b>Economic Redesign Work</b>	To explore if further work is needed on the Council's approach to Economic Growth	Officer to brief Committee on outcome of Redesign work and recommendations of Task and Finish Group of 2014/15. To be done in autumn 2015	Claire Cox to brief Members	Claire Cox  Portfolio Holders	Officer time  Claire Cox and Redesign Team	Cllr Steve Davenport
<b>Tourism</b>	To explore if further work is required on Tourism and the Visitor Economy following the implementations of recommendations from the Enterprise and Growth Scrutiny Committee Task and Finish Group in 2011 and the impact of the Economic Growth Redesign work.	Briefing Paper sent to Members for review informing Members of the outcomes from earlier work. Also to include subsequent increase in service provision.  Tourism Officer to attend Committee to answer Members' questions arising from the briefing paper if required	Members to question the Tourism Officer with a view to deciding whether further scrutiny action is required.  If so, to establish the remit of investigations and to scope that enquiry which may take the form of a one item agenda meeting of the committee or the establishment of a rapid action task and finish group.	Louse Cross  Any local businesses / representatives of the local tourism partnerships / members of the public  Portfolio Holder/s	Officer Time  Tourism strategy	Cllr Steve Davenport

Topic	Expect Benefits/Outcomes	Approach	Activities	Witnesses/ Evidence required	Resources and other requirements	Lead Committee/ Lead Scrutiny Member
<b>Shropshire Economic Growth Strategy</b>	<p>Annual review of the Shropshire Economic Growth Strategy which the Committee had an active role in developing and monitoring.</p> <p>To ensure that the strategy is still current and of benefit to the economy of Shropshire.</p>	One item Agenda for Committee to monitor the progress of strategy. To be considered in December 2015	Members to have the opportunity to receive feedback from the Shropshire Business Board Chair and Chief Executive of the Chamber of Commerce on the effectiveness of the strategy.	<p>Shropshire Business Board Chair Mandy Thorn</p> <p>Chief Executive of Chamber of Commerce Richard Sheehan</p> <p>Portfolio Holder/s</p>	<p>Officer Time</p> <p>Shropshire Economic Growth Strategy</p> <p>Mark Pembleton</p>	Cllr Steve Davenport
<b>Planning Committees</b>	On-going Task and Finish Group considering the best way to deliver the Planning Committees	Ian Kilby appointed as Lead Officer for the Task and Finish Group.	<p>Regular updates on the work of the Task and Finish Group.</p> <p>Task and Finish Group to gather evidence from stake holders.</p> <p>Visits to be undertaken to see best practice in neighbouring authorities.</p>	<p>Planning Officers</p> <p>Portfolio Holder</p> <p>Chairs and Vice-Chairs of Planning Committees</p> <p>Evidence from Town and Parish Councils and any other stake holders deemed necessary</p>	<p>Officer time</p> <p>Site visit to neighbouring authority to observe best practice</p>	Cllr Steve Davenport

Topic	Expect Benefits/Outcomes	Approach	Activities	Witnesses/ Evidence required	Resources and other requirements	Lead Committee/ Lead Scrutiny Member
<b>Telecom Connectivity</b>	To review the service provided by the telecommunications companies since the final report of the Task and Finish Group previously established to examine this.	Briefing Paper sent to Members for review informing Members of the outcomes from earlier work and changes in signal provision.  Officer to attend Committee to answer Members' questions arising from the briefing paper	For Members to have the opportunity to receive feed-back from representatives of the telecommunication s industry on the provision of service in the County	Representative s from telecommunications industry  Representative from the Shropshire Business Board	Mark Pembleton Chris Taylor  Officer time	Cllr Steve Davenport
<b>The Museum Service</b>	Greater understanding of the service provision following service redesign	Officer to be asked to give presentation and provide briefing note	Presentation at Committee	Museum Officer	Officer time	
<b>LEP Funding</b>	LEP officer to be invited to give a presentation on the work of the LEP to update Members on its activities. To include information on LEP work on highways	Officer to be requested to give presentation, provide a briefing paper and attend committee to answer questions arising	Presentation and briefing paper	LEP Officer  Portfolio Holder	Officer Time	Cllr Steve Davenport

<b>Topic</b>	<b>Expect Benefits/Outcomes</b>	<b>Approach</b>	<b>Activities</b>	<b>Witnesses/ Evidence required</b>	<b>Resources and other requirements</b>	<b>Lead Committee/ Lead Scrutiny Member</b>
<b>Apprenticeships</b>	To review the outcomes of previous work done in this area.	Briefing paper to be provided with an officer available to answer questions at committee.  Steve Wain to be invited to talk to Members	Briefing paper	County Training  Steve Wain  Jeanne Vernon	Officer Tme	
<b>The provision of Student Accommodation following the establishment of the University Centre Shrewsbury</b>	Andy Evans to be invited to attend Committee to explain the Student Accommodation Strategy and for Members to consider if the establishment of a Task and Finish Group be required	Presentation from Andy Evans and the possible establishment of a Task and Finish Group	Examination of other towns providing student accommodation to identify any changes required in planning practice	Andy Evans  Public Protection Officers  Evidence from other towns with new universities	Officer Time	Cllr Steve Davenport
<b>Age Demographics of the County and the effect this has in relation to employment and business</b>	To gain a better understanding of the demographics of the County and the effect this has on the economy.  Should the paper trigger specific areas of focus then these could be explored as potential agenda topics	Tom Dodds to provide a briefing paper for circulation	Briefing paper to be circulated		Officer Time	
<b>Planning Enforcement and the Protection of Conservation Areas</b>						



<b>Examination of the Working Relationship between Development Control and the Licensing Section</b>						
<b>Review of Public Protection</b>						
<b>Establishment of a Planning Performance Task and Finish Group to be established in conjunction with Performance Management Scrutiny Committee</b>						
<b>Shrewsbury Vision Group</b>						
<b>Red RAG items</b>						

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## THE CABINET FORWARD PLAN

This Notice, known as the Cabinet Forward Plan, sets out the Decisions, including Key Decisions, which are likely to be taken during the period covered by the Plan by either Cabinet as a whole or by individual members of the Executive. The Plan is updated each month and regularly amended and at least 28 clear days before a key decision is to be taken and is available from Council Offices, libraries and on the Council's Internet site ([www.shropshire.gov.uk](http://www.shropshire.gov.uk)). This edition supersedes all previous editions.

### Further Information

Cabinet is comprised of the following members: Mr M Pate (Leader); Mr S Charmley (Deputy Leader); Mrs K Calder; Mr L Chapman; Mr S Jones; Mr D Minnery, Mrs C Motley, Mr M Price; Mr S West and Mr M Wood. To view more details, please click on the following link: <http://shropshire.gov.uk/committee-services/mgCommitteeDetails.aspx?ID=130>

A Key Decision is one which is likely to result in income, expenditure or savings of £500,000 or greater, or to have a significant effect, on, two or more Electoral Divisions. In two member divisions i.e. Oswestry and Market Drayton, these are to be treated for the purpose of a key decision as two divisions.

Members of the public are welcome to attend full Cabinet meetings and ask a question and/or make a statement in accordance with the Council's Procedure Rules. If you would like further details please email [jane.palmer@shropshire.gov.uk](mailto:jane.palmer@shropshire.gov.uk) or telephone 01743 257712.

Members of the public are also welcome to submit a request to address or to ask a question of the Member making the Portfolio Holder decision. Any request should be submitted in writing to the Chief Executive at the address below by no later than 2 clear working days before the proposed Member Session. This is to ensure that the individual member has sufficient time to decide whether or not to hear such persons and if so the arrangements to be made. If you would like further details please telephone 01743 257712 or email [jane.palmer@shropshire.gov.uk](mailto:jane.palmer@shropshire.gov.uk).

All Executive including individual member decisions (except in extreme urgency) are subject to call-in and Scrutiny.

Documents submitted for decision will be a formal report, which if public, will be available on this website at least 5 clear working days before the date the decision can be made. If you would like to request such a document, please email [jane.palmer@shropshire.gov.uk](mailto:jane.palmer@shropshire.gov.uk) or telephone 01743 257712.

Documents shown are listed at Shropshire Council, The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND.

## CABINET FORWARD PLAN FOR 1 MARCH 2016 ONWARDS

**DECISION MAKER - Cabinet 16 March 2016**

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
16 March 2016	<b>Redesign of Visitor Information Services in North West Shropshire</b>	Yes	Portfolio Holder for Leisure and Culture		George Candler, Director of Commissioning Tel: 01743 255003 george.candler@shropshire.gov.uk	12 January 2016
16 March 2016	<b>Burford and Tenbury Wells Joint Neighbourhood Plan: Designation of Plan Area</b>	Yes	Portfolio Holder for Planning, Housing, Regulatory Services and Environment		Andrew M Evans, Head of Business Growth and Prosperity Tel: 01743 253869 andrew.M.evans@shropshire.gov.uk	18 February 2016
16 March 2016	<b>Shropshire Response to Supporting the Syrian Refugee Resettlement Programme</b>	Yes	Portfolio Holder for Planning, Housing, Regulatory Services and Environment		Ruth Houghton, Head of Social Care Improvement and Efficiency Tel: 01743 254203 ruth.houghton@shropshire.gov.uk	18 February 2016

**DECISION MAKER - Cabinet 6 April 2016**

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
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6 April 2016	<b>Working together to create a sustainable future for Shropshire's local services</b>	Yes	Portfolio Holder for Rural Services and Communities		Kate Garner, Locality Commissioning Manager Tel: 07990085506 kate.garner@shropshire.gov.uk	24 February 2016
6 April 2016	<b>Shropshire Council Adult Social Care Deprivation of Liberty Safeguards</b>	Yes	Portfolio Holder for Adults	Exempt	Andy Begley, Interim Director of Adult Services andy.begley@shropshire.gov.uk	3 March 2016
6 April 2016	<b>Integrated Out of Hours Services</b>	Yes	Portfolio Holder for Adults	Exempt	Ruth Houghton, Head of Social Care Improvement and Efficiency Tel: 01743 254203 ruth.houghton@shropshire.gov.uk	4 February 2016
6 April 2016	<b>Future Social Work Delivery Vehicle</b>	Yes	Portfolio Holder for Adults	Exempt	Ruth Houghton, Head of Social Care Improvement and Efficiency Tel: 01743 254203 ruth.houghton@shropshire.gov.uk	27 January 2016
6 April 2016	<b>Business Case to consider the potential outsourcing of Four Rivers Nursing Home</b>	Yes	Portfolio Holder for Adults	Exempt	Ruth Houghton, Head of Social Care Improvement and Efficiency Tel: 01743 254203 ruth.houghton@shropshire.gov.uk	18 February 2016
<b>DECISION MAKER - Cabinet 27 April 2016</b>						
Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to	Date Uploaded onto Plan

					decision maker	
27 April 2016	<b>Changes to opening hours at Shropshire Archives</b>	Yes	Portfolio Holder for Leisure and Culture		George Candler, Director of Commissioning Tel: 01743 255003 george.candler@shropshire.gov.uk	27 January 2016
27 April 2016	<b>Connecting Shropshire - Further Coverage Opportunities</b>	Yes	Deputy Leader and Portfolio Holder for Business and Economy	Exempt	Andrew M Evans, Head of Business Growth and Prosperity Tel: 01743 253869 andrew.M.evans@shropshire.gov.uk	1 October 2015
27 April 2016	<b>Contract award to develop a "Community Centre" that provides community resources in Ellesmere alongside the provision of day time opportunities for adults with learning disabilities, day care for older people and library and information and advice se</b>	Yes	Portfolio Holder for Leisure and Culture, Portfolio Holder for Adults	Exempt	Ruth Houghton, Head of Social Care Improvement and Efficiency Tel: 01743 254203 ruth.houghton@shropshire.gov.uk	14 January 2016
<b>DECISION MAKER - Cabinet 18 May 2016</b>						
Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan

18 May 2016	<b>English Bridge Workshops CAT</b>	Yes	Deputy Leader and Portfolio Holder for Business and Economy		George Candler, Director of Commissioning Tel: 01743 255003 george.candler@shropshire.gov.uk	18 February 2016
18 May 2016	<b>Disposal of land for residential development and provision of new community hub on land at former Oakland School site and Library site, Bayston Hill</b>	Yes	Portfolio Holder for Planning, Housing, Regulatory Services and Environment	Exempt	Chris Edwards, Area Commissioner South chris.edwards@shropshire.gov.uk	17 November 2015

**DECISION MAKER - Cabinet 8 June 2016**

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
8 June 2016	<b>Regional Adoption Agency</b>	Yes	Portfolio Holder for Children and Young People		Tina Russell, Head of Children's Social Care and Safeguarding Tel: 01743 254254 tina.russell@shropshire.gov.uk	24 February 2016

**DECISION MAKER - Cabinet 6 July 2016**

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
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6 July 2016	<b>Improved Swimming Facilities for Shrewsbury</b>	Yes	Deputy Leader and Portfolio Holder for Business and Economy		George Candler, Director of Commissioning Tel: 01743 255003 george.candler@shropshire.gov.uk	31 July 2014
<b>DECISION MAKER - Cabinet 27 July 2016</b>						
Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
<b>DECISION MAKER - Cabinet 7 September 2016</b>						
Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
<b>DECISION MAKER - Cabinet 28 September 2016</b>						
Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
May 2016	<b>Contract award for the provision of day time support activities in the Bridgnorth area for adults with learning disabilities</b>	Yes	Portfolio Holder for Adult Services and Commissioning (South)	Exempt	Ruth Houghton, Head of Social Care Improvement and Efficiency Tel: 01743 254203 ruth.houghton@shropshire.gov.uk	6 January 2016



**DECISION MAKER - Deputy Leader & Portfolio Holder for Business and Economy - Steve Charmley**

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
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**DECISION MAKER - Portfolio Holder for Adults - Lee Chapman**

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
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**DECISION MAKER - Portfolio Holder for Children and Young People - David Minnery**

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
Not before 10th August, 2015	<b>Transport Policy for Children's Services</b> <i>(Item previously included in the Forward Plan under the remit of Cabinet.)</i>	Yes	Portfolio Holder for Children and Young People		Karen Bradshaw, Director of Childrens Services Tel: 01743 254201 Karen.Bradshaw@shropshire.gov.uk	9 January 2015

**DECISION MAKER - Portfolio Holder for Health and Wellbeing - Karen Calder**

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
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15 January 2016	<b>Authority to Adopt and Implement a Policy for Personal Tributes and Memorials on Shared Graves at Longden Road Cemetery, Shrewsbury</b>	Yes	Portfolio Holder for Health and Wellbeing		George Candler, Director of Commissioning Tel: 01743 255003 george.candler@shropshire.gov.uk	8 December 2015
Not before 21st December, 2015	<b>Redesign of the Shropshire Registration Service</b>	Yes	Portfolio Holder for Health and Wellbeing		Professor Rod Thomson Tel: 01743 253934 rod.thomson@shropshire.gov.uk	23 September 2015

**DECISION MAKER - Portfolio Holder for Highways and Transportation - Simon Jones**

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
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**DECISION MAKER - Portfolio Holder for Rural Services and Communities - Cecilia Motley**

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
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**DECISION MAKER - Portfolio Holder for Leisure and Culture - Stuart West**

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
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**DECISION MAKER - Portfolio Holder for Planning, Housing, Regulatory Services and Environment - Malcolm Price**

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
Not before 10th August, 2015	<b>Minor Amendments to the Shropshire Affordable Housing Allocations Policy and Scheme</b>	Yes	Portfolio Holder for Planning, Housing, Regulatory Services and Environment		Andy Begley, Interim Director of Adult Services andy.begley@shropshire.gov.uk	28 August 2014
Not before 10th August, 2015	<b>Oakland and Glebe Land, Bayston Hill - Planning Brief</b>	Yes	Portfolio Holder for Planning, Housing, Regulatory Services and Environment		Steph Jackson, Head of Commercial Services Tel: 01743 253862 steph.jackson@shropshire.gov.uk	17 June 2015

**DECISION MAKER - Portfolio Holder for Corporate Support - Michael Wood**

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
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