



**Walsall Council**

## **Scrutiny Overview Committee**

Meeting to be held on: **8 October 2020 at 6.00 P.M.**

Meeting to be held via: **Microsoft Teams**

Public access to meeting via: <https://youtu.be/b-w0T3-uM9k>

**MEMBERSHIP:**

Chair: Councillor Murray

Vice Chair: Councillor Nawaz

Councillor S. Ditta  
Councillor Ferguson  
Councillor Harrison  
Councillor Hussain  
Councillor Jeavons  
Councillor Rasab  
Councillor Samra  
Councillor Shires  
Councillor M. Statham

**LEADER OF THE COUNCIL:**

Councillor Bird

**PORTFOLIO HOLDERS:**

All

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## ITEMS FOR BUSINESS

1.	<b>Apologies</b> To receive apologies for absence from Members of the Committee.	
2.	<b>Substitutions</b> To receive notice of any substitutions for a Member of the Committee for the duration of the meeting.	
3.	<b>Declarations of interest and party whip</b> To receive declarations of interest or the party whip from Members in respect of items on the agenda	
4.	<b>Local Government (Access to Information) Act 1985 (as amended)</b> To agree that the public be excluded from the private session during consideration of the agenda items indicated for the reasons shown on the agenda (if applicable).	
5.	<b>Minutes</b> To approve and sign the minutes of the meetings held on 3 August and 25 August 2020.	<u>Enclosed</u>
6.	<b>Covid-19 Local Outbreak Management Approach</b> To inform Members of the efforts and processes being actioned by the Local Authority and its Partners for moving from a 'containment' approach to a 'management' approach for Covid-19 in Walsall.	<u>To Follow</u>
7.	<b>Remembrance Day Parades 2020</b> To inform Members of the likely impact of COVID-19 restrictions on Remembrance Day parades.	<u>To Follow</u>
8.	<b>'Getting the Basics Right' – Performance Update</b> This report has been prepared to provide councillors with an initial review of the response to councillor enquiries and to assess whether we are 'getting the basics right' as outlined in correspondence issued to staff and councillors in July 2019.	<u>Enclosed</u>
9.	<b>Areas of Focus 2019/20</b> For the Committee to consider and agree its areas of focus for the municipal year and the Forward Plans for Walsall Council and the Black Country Executive Committee.	<u>Enclosed</u>
10.	<b>Date of next meeting</b> To note that the date of the next meeting will be 1 December 2020.	

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## The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

### Specified pecuniary interests

The pecuniary interests which are specified for the purposes of Chapter 7 of Part 1 of the Localism Act 2011 are the interests specified in the second column of the following:

Subject	Prescribed description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by a member in carrying out duties as a member, or towards the election expenses of a member.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Regulations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority:</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to a member's knowledge):</p> <p>(a) the landlord is the relevant authority;</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where:</p> <p>(a) that body (to a member's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either:</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

## **Schedule 12A to the Local Government Act, 1972 (as amended)**

### **Access to information: Exempt information**

#### **Part 1**

#### **Descriptions of exempt information: England**

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes:
  - (a) to give any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
8. Information being disclosed during a meeting of an Overview and Scrutiny Committee when considering flood risk management functions which:
  - (a) Constitutes a trades secret;
  - (b) Its disclosure would, or would be likely to, prejudice the commercial interests of any person (including the risk management authority);
  - (c) It was obtained by a risk management authority from any other person and its disclosure to the public by the risk management authority would constitute a breach of confidence actionable by that other person.

## **SCRUTINY OVERVIEW COMMITTEE**

**Monday 3 August 2020 at 6.00 pm**

**Virtual meeting via Microsoft Teams**

Held in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020; and conducted according to the Council's Standing Orders for Remote Meetings and those set out in the Council's Constitution.

**Committee Members present:** Councillor J. Murray (Chair)  
Councillor A. Nawaz (Vice-Chair)  
Councillor K. Ferguson  
Councillor K. Hussain  
Councillor L. Jeavons  
Councillor W. Rasab  
Councillor I. Robertson  
Councillor S. Samra  
Councillor I. Shires  
Councillor M. Statham

**Portfolio Holders present:** Councillor M. Bird – Leader of the Council  
Councillor R. Martin – Adult Social Care  
Councillor T. Wilson – Children's Services  
Councillor C. Towe – Education & Skills

**Other Members present:** Councillor D. Barker  
Councillor T. Jukes

**Officers present:** Sally Rowe, Executive Director – Children's Services  
Andrea Potts, Director, Commissioning and Early Help  
Craig Goodall, Senior Democratic Services Officer  
Matt Powis, Democratic Services Officer

## **WELCOME**

The Chair opened the meeting by welcoming everyone, and explaining the rules of procedure and legal context in which the meeting was being held. He also directed members of the public viewing the meeting to the papers, which could be found on the Council's Committee Management Information system (CMIS) webpage.

Members and officers confirmed that they could both see and hear the proceedings.

## **258/20 APOLOGIES**

Apologies for absence were received on behalf of Councillor S. Ditta.

259/20     **SUBSTITUTIONS**

Councillor I. Robertson substituted for Councillor S. Ditta.

260/20     **DECLARATIONS OF INTEREST AND PARTY WHIP**

There were no declarations of interest or party whip for the duration of the meeting.

261/20     **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985  
(AS AMENDED)**

There were no items of business that required the exclusion of the public.

262/20     **CALL-IN OF CABINET DECISION ‘FUTURE OF STANLEY’S  
NURSERY, BIRCHILLS’**

The Chairman opened the meeting and explained the format.

The Call-in Members, informed the Committee about the reasons for the ‘call in’ and heard representations from the Portfolio Holders for Children’s Services and Education and Skills.

The call-in members elaborated on their reasons for the call in. They urged Cabinet to keep the nursery open due to the nursery been located in a deprived ward and the negative impact this would have on its service users. The majority of which had protected characteristics. The argument was put forward that early years education was vital to preventing long-term disadvantage. This situation was exacerbated by the ongoing Covid–19 pandemic. The Children’s Commissioner has identified early years provision as a key sector in addressing the effects of the pandemic. Investing in this nursery now could save the council and its partners money in the long term.

The Portfolio Holders explained it was an unfortunate situation but the budget pressures on the nursery meant it had not been possible to balance the budget for a number of years. The importance of early years education was acknowledged and it was noted that there were sufficient nursery places in the area to accommodate the displaced children who would all be assisted to find alternative places.

Following a debate, it was **moved** and duly **seconded** that:

*‘In light of the impact of the Covid-19 Pandemic, the recommendations made in the Children’s Commissioners report ‘Best beginnings’ and the support made to these recommendations by the LGA. Plus the commitment made in the Conservative Party Manifesto for the 2019 General Election to champion Family Hubs we urge the Cabinet to reconsider the closure of this setting and identify alternative funding that will sustain the centre and thus support local people to improve their lives.’*

On being put to the vote via roll call the motion was declared carried.

**Resolved** (by roll call):

**In light of the impact of the Covid-19 Pandemic, the recommendations made in the Children's Commissioners report 'Best beginnings' and the support made to these recommendations by the LGA. Plus the commitment made in the Conservative Party Manifesto for the 2019 General Election to champion Family Hubs we urge the Cabinet to reconsider the closure of this setting and identify alternative funding that will sustain the centre and thus support local people to improve their lives.**

263/20     **DATE OF NEXT MEETING**

The next meeting would be held on Tuesday, 25 August 2020.

There being no further business, the meeting terminated at 7.30pm.

Chair.....

Date.....

## **SCRUTINY OVERVIEW COMMITTEE**

**Tuesday 25 August 2020 at 6.00 pm**

**Virtual meeting via Microsoft Teams**

Held in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020; and conducted according to the Council's Standing Orders for Remote Meetings and those set out in the Council's Constitution.

**Committee Members present:** Councillor J. Murray (Chair)  
Councillor A. Nawaz (Vice-Chair)  
Councillor S. Ditta  
Councillor L. Harrison  
Councillor K. Hussain  
Councillor L. Jeavons  
Councillor W. Rasab  
Councillor I. Robertson  
Councillor S. Samra  
Councillor I. Shires  
Councillor M. Statham

**Portfolio Holders present:** Councillor M. Bird – Leader of the Council  
Councillor O. Buttler – Clean and Green  
Councillor B. Chatta – Personnel and Business Support  
Councillor S. Craddock – Health and Wellbeing  
Councillor G. Perry – Communities, Leisure and Culture  
Councillor C. Towe – Education & Skills

**Officers present:** Deborah Hindson - Executive Director – Resources & Transformation  
Paul Gordon – Director, Resilient Communities  
Uma Viswanathan – Consultant in Public Health  
Lorraine Boothman – Regulatory Services Manager  
Paul Rooney – Environmental Health Team Leader  
Craig Goodall, Senior Democratic Services Officer

## **WELCOME**

The Chair opened the meeting by welcoming everyone, and explaining the rules of procedure and legal context in which the meeting was being held. He also directed members of the public viewing the meeting to the papers, which could be found on the Council's Committee Management Information system (CMIS) webpage.

Members and officers confirmed that they could both see and hear the proceedings.



**264/20 APOLOGIES**

Apologies for absence were received on behalf of Councillor K. Ferguson.

**265/20 SUBSTITUTIONS**

There were no substitutions.

**266/20 DECLARATIONS OF INTEREST AND PARTY WHIP**

There were no declarations of interest or party whip for the duration of the meeting.

**267/20 LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985  
(AS AMENDED)**

There were no items of business that required the exclusion of the public.

**267/20 COVID-19 LATEST INFORMATION WITHIN WALSALL**

The Portfolio Holder (Health and Wellbeing) informed the Committee of the latest information regarding coronavirus within Walsall. In addition to the information contained in the report he highlighted the following latest information from the last seven days:

- there were 23 cases of coronavirus. This equated to 13.1 cases per 100,000;
- four care home staff had tested positive for coronavirus. However, there have been no transmission to residents. This is because of effective PPE procedures;
- there had been four hospital admissions;
- the majority of current testing and cases were focused on younger people;
- a further testing station was scheduled to open in the Town Hall during September.

Following questions there was a discussion about the forthcoming reopening of schools. Members were informed that every school had been contacted by the Council in order to offer support towards reopening. Each school be required to carry out a risk assessment on prevention methods and how they would deal with an outbreak should one occur.

A debate took place about the use of facemasks in schools. The Committee were informed that current government guidance did not require them, however, it was noted that the Scottish government was requiring pupils over 12 to wear them in communal areas and corridors. The Portfolio Holder and Consultant in Public Health referenced the government guidance and explained that universal mask wearing

would assist in reducing transmission, however, it was not advisable for children under 12 to wear mask.

**Resolved** (by assent):

**That the report be noted.**

## **268/20 CORONAVIRUS AND BUSINESS COMPLIANCE**

The Committee were given an update on business compliance activity that had taken place to assist with the implementation of coronavirus related government guidance.

The Portfolio Holder (Communities, Leisure and Culture) reported on the number of complaints and enforcement action that had taken place, advice provided to the hospitality sector prior to reopening and details on the number of visits and warnings that have been issued since the hospitality sector reopened.

Following a question about how non-compliant businesses would be addressed the Portfolio Holder explained that the approach was to work with local businesses to support them in becoming COVID compliant. However, he noted that the council would take enforcement action if it was required.

A Member queried whether there had been any illegal parties or raves in the borough. The Portfolio Holder (Communities, Leisure and Culture) explained that he was not aware of any raves, however, there were lots of complaints about residential parties. These events have caused lots of frustration for local residents and were investigated as required.

The Portfolio Holder (Health and Wellbeing) commented that a licensed premises was due to hold an open-air concert with up to 450 people in attendance at the weekend. Public health had advised against it taking place, however, it was still going ahead with the introduction of numerous safety measures. He noted there was a fine line between public safety and returning to normal life.

Following a further question the Portfolio Holder (Communities, Leisure and Culture) reported that the work was due to take place with local organisations about Remembrance Day.

Following a query from a Member of the committee the Leader of the Council explained that the Council had issued £48 million of business support grants. The date to apply for grants had now closed and any surplus monies had been returned to the government. The Leader thanked the team in the Economy and Environment Directorate for their hard work in distributing the grants.

**RESOLVED** (by assent):

**That the report be noted.**

## 269/20      **CURRENT POSITION RELATING TO UNAUTHORISED ENCAMPMENTS**

Members were updated on the current situation relating to unauthorised encampments (UEs) in the borough.

The Portfolio Holder (Communities, Leisure and Culture) explained that despite the coronavirus pandemic restrictions imposed nationally to restrict non-essential travel Walsall had continued to see high levels of UEs. He explained the background to a UE that had travelled around the borough during the summer causing high levels of disruption. The UE had initially been served a legal notice by Staffordshire Police. The Portfolio Holder committed to sharing it with all Members for information. He noted the Equality Act and the responsibilities placed on the council for traveller welfare. He reported that advanced discussions were taking place regarding the purchase of private land on which a transit site was planned to be constructed in the future. This transit site would enable the council to meet its Equality Act responsibilities for travellers as well as reducing disruption for local communities.

The Portfolio Holder (Clean and Green) reported on the clean-up operations required after a UE. He added that defences were to be added to some locations to increase their security, however, it was difficult to stop some UEs which were prepared to break in or cut down trees to gain access.

The meeting discussed recent UEs and the use of bailiffs. The Portfolio Holder (Communities, Leisure and Culture) explained that the use of bailiffs had been extended to protect staff and create capacity to evict UEs seven days a week.

A discussion took place on traveller welfare and the need to ensure that this was taken into account. A Member raised the opportunity to provide for welfare through a new transit site. A best practice example in Warrington was referred to where the local transit site was also run by a traveller family. The Portfolio Holder (Communities, Leisure and Culture) highlighted that there had been cases over the summer where the eviction of a UE had been delayed to allow for welfare issues to be addressed.

Following questions about the location of a transit site the Leader reported that this could be announced upon the completion of the land purchase.

In closing the item the Chair thanked all Members and Officers who had worked hard to manage the presence of UEs during the summer.

**Resolved** (by assent):

**That the report be noted.**

## 270/20      **FINAL REPORT OF THE COVID-19 WORKING GROUP**

The Committee received the final report and recommendations of the COVID-19 Working Group which was established by the Committee at its meeting in May 2020.

The Lead Member of the Working Group, Councillor Shires, introduced the report and its recommendations. In doing so he thanked Members of the Working Group and its support officers for their work. In presenting the findings he noted that there had been

considerable good work completed in responding to the pandemic. He explained that the reports findings and recommendations should not be viewed as criticism but merely suggestions for the future based on lessons learned as reported to the Working Group.

A Member of the Working Group emphasised the positive way in which he wished the Working Group the report to be seen. He highlighted the section of the report on the Crisis Support Scheme and the potential challenges if demand exceeded the available budget over the winter.

The Portfolio Holder (Health and Wellbeing) noted the Working Group findings on mental health and referenced the mental health plan approved by Cabinet. He also highlighted mental health training that was available to all Members.

**Resolved** (by roll call):

**That the final report of the COVID-19 Working Group be forward to Cabinet for consideration.**

## 272/20     **AREAS OF FOCUS**

The Committee considered its work programme and the Forward Plans of Walsall Council and the Black Country Joint Executive Committee.

The Chair reported that this was the last meeting where the Committee was considering any issue that affected the local area as the Councils remaining Overview and Scrutiny Committees would begin meeting again from September after being paused in March due to the Coronavirus pandemic.

Following a query from a Member of the Committee it was reported that three transport related items from the Forward Plan, previously requested to be considered by the Committee, would be considered by the Economy and Environment Overview and Scrutiny Committee.

Following a discussion the following items were identified for the next meeting of the Committee:

- COVID-19 update;
- Member communication review;
- Remembrance Day parades.

**Resolved** (by assent):

**That the Areas of Focus and Forward Plan be noted.**

## 273/20     **DATE OF NEXT MEETING**

The next meeting would be held on 8 October 2020.

There being no further business, the meeting terminated at 7.30pm.

Chair.....

Date.....

8 October, 2020

## **Covid-19 Local Outbreak Management Approach**

**Ward(s)** All

**Portfolios:** Cllr Craddock – Health and Wellbeing

### **Executive Summary:**

Detailing the efforts and processes being actioned by the Local Authority and its Partners for moving from a 'containment' approach to a 'management' approach for Covid-19 in Walsall.

### **1. Reason for scrutiny:**

To ensure a clear understanding as to the approach Walsall Local Authority and its Partners are taking in relation to the management of Covid-19 in the borough and to raise awareness that the health and wellbeing of Walsall residents remains at the forefront of joint efforts.

### **2. Recommendations:**

That:

- Members reinforce the communications to wash hands, wear a mask and make space
- Members note the detail of this report; ensuring clarification as to the approach Walsall Local Authority and its Partners are taking
- Members familiarise themselves with the detailed information/guidance and related links that is available (Appendix 2)
- Members adhere to supporting officers in their operations, to drive together and achieve a shared outcome
- Members direct / re-route residents to where further support is available, should it be required

### **3. Background papers**

There is a vast amount of supportive documentation and guidance to draw your attention to and ensure you are accustomed to, this has been listed in Appendix 2 for your own perusal.

#### **4. Report Detail - COVID in Walsall**

Walsall has increasing numbers of positive COVID-19 cases. As elected members, we would encourage you to continue with your role in leading your communities through the COVID-19 crisis.

4.1 There are three simple actions to keep on protecting each other. As respected community leaders, please lead by example and reinforce these key messages wherever possible:

1. Wash hands - keep washing your hands regularly
2. Cover face - wear a face covering in enclosed spaces if not exempt
3. Make space - stay at least 2 metres apart - or 1 metre with a face covering or other precautions

4.2 Anyone who has symptoms of COVID-19 however mild should self-isolate (stay at home) for at least 10 days from when their symptoms started. They should arrange to have a test via the online portal or by calling NHS 119.

4.3 From 28 September, residents could be [fined](#) if they do not stay at home and self-isolate following a positive test result for COVID-19 or if NHS Test and Trace contact them and instruct to self-isolate.

#### **5. Public Health On-Call (Health Protection Hub)**

Since June 2020 the Public Health team has been operating seven days a week 8am-8pm, delivering an on-call service to Walsall businesses, educational settings, faith organisations and community and voluntary organisations.

5.1 During the last three weeks there has been an exponential increase in the number of calls received by the team (monitored weekly by the On-call Data Collection and Reporting system – ODCaR). It is important that elected members use this service wisely and encourage others to do so too. Below explain the parameters for contacting the Health Protection on-call hub.

- **Education settings (Nursery / Primary / Secondary / SEN / Further Education)** can access the hub if they;
  - Suspect a case of coronavirus in their setting
  - Have a confirmed case(s) of coronavirus in their setting.  
Have 2 or more individuals (pupils or staff) with coronavirus symptoms who are linked e.g. same bubble, class, travel to setting together
  - Experience a high number of absences

- **Businesses** can access the hub if;
  - They have a number of staff presenting with symptoms or a confirmed positive case(s).
  - It is important to note that the health protection advice line can assist the following sector areas:
    - warehouses
    - offices/contact centres
    - retail
    - food/catering
    - hospitality
    - customer services
    - leisure

Businesses should use the following contacts for all other COVID enquiries

- If information is required about any other business sector, then they should contact the Health and Safety Executive (HSE) by phone 0300 790 6787 or visit the HSE website.
- If the query is about how to make a workplace COVID-secure then they should contact Environmental Health at [environmentalhealth@walsall.gov.uk](mailto:environmentalhealth@walsall.gov.uk)

- **Faith organisations and community and voluntary sector** can access the hub if;

- A number of worshippers, staff or volunteers are presenting with symptoms
- They have 1 or more confirmed case of COVID-19
- Require more information on more complex issues including large social gatherings,

They should use the following contacts for all other COVID enquiries

- If the query is about how to make their venue COVID-secure then they should contact Environmental Health at [environmentalhealth@walsall.gov.uk](mailto:environmentalhealth@walsall.gov.uk)

- **Residents** can access the hub if;

- They have any specific enquiries relating to settings, isolation advice, etc. and cannot be answered by information on the [government website](#) or [NHS website](#)

Residents should be encouraged to

- Seek guidance from official sources including Gov.uk website, NHS Coronavirus or contact NHS119
- NOT able to access testing for people – this is a national problem so should not call to book a test

- **Elected members** should access the hub if;

- They wish to report areas of concern regarding adherence with government messages in staying safe



They should not use the hub for;

- Finding out how to access testing for their constituents
- For further information on alleged positive cases including an individual, a school or a workplace.

## **6 Local Outbreak Management Plan and Member Led Engagement Board**

6.1 In June 2020 all upper tier councils were tasked by the Government to:

- develop a Local Outbreak Control Plan
- establish a member led Local Outbreak Engagement Board (LOEB)
- establish a Director of Public Health led COVID-19 Health Protection Board

6.2 The [Walsall COVID-19 Local Outbreak Plan](#) is to ensure the challenges of COVID-19 are understood, the impact on our local communities are being considered and that we build on our existing plans to manage outbreaks in specific settings and ensure the wider system capacity supports our Director of Public Health.

6.3 As part of the response, Public Health now publish every Tuesday a [weekly COVID-19 dashboard](#) on the council website (a screen shot is available in Appendix 1), this will help elected members to understand the current position in Walsall. It brings centrally together data already in the public domain. The information relates to Walsall, our neighbouring local authorities and the West Midlands region and includes figures on the number of cases, triages via 111/999 and the number of deaths by place.

6.4 Walsall Council's Cabinet considered the arrangements for a Local Outbreak Engagement Board on 17 June and, at the meeting of the Health and Wellbeing Board on 23 June, the creation of a sub-committee as the Local Outbreak Engagement Board (LOEB) was agreed. The purpose of the Board is to provide political ownership and public-facing engagement and communications in relation to an outbreak response.

6.5 Our constituents now have the opportunity to ask the Local Outbreak Engagement Board (LOEB) questions, which are within its remit and the Board, will seek to respond to those questions when it next meets. The next meeting is scheduled for 6<sup>th</sup> October 2020 and questions can be submitted to democratic services via an [online form](#), email or post 7 days in advance of the meeting.

## **7 Regional Restrictions**

7.1 From Tuesday 15 September 2020, [Birmingham, Solihull and Sandwell residents](#) are subject to local restrictions due to the rapidly increasing rates of COVID-19. This is law and police can take action against those that break the rules. From 22 September these were also extended to Wolverhampton.

- 7.2 The law is explicit on what you can and cannot do if you live, work or travel in these areas. This includes residents must not socialise with other people outside of their own households or support bubble in private homes and gardens, avoid car sharing, face coverings must be worn in education settings for all staff, visitors and pupils in year 7 and above in communal areas, unless exempt.
- 7.3 The government has a predetermined threshold based on the number of cases per 100,000 of the population. If we continue to see an increase in cases in Walsall then we could also be subject to local restrictions. At this point the government and the council will work together to control the spread of the virus. It is likely that Walsall would have similar measures to our local authority neighbours.
- 7.4 For reassurance, the Director of Public Health is in daily contact with Walsall's counterparts in the neighbouring authorities to monitor the evolving situation.

## **8 Roles and responsibilities**

- 8.1 Elected members are encouraged to provide vital local leadership, rather than to become involved in the operational response led by officers. Ward councillors are amongst the people who know Walsall's areas best, and have an important role to play by:
- acting as a bridge between the council and communities
  - amplifying consistent messaging through disseminating council and government information
  - identifying local vulnerabilities, particularly local residents, but also businesses, and feeding this intelligence back into the council - be the eyes and ears of your community
  - working with local voluntary sector groups to provide support and advice for local communities
  - providing reassurance and facilitating support for local residents.
- 8.2 A reminder to Scrutiny of the increase in the number of residents who are sharing or forwarding incorrect information from unsubstantiated sources on COVID-19. It is important that you signpost to information and advice from verified sources including, any confirmed messages [from the council](#) and Director of Public Health.
- 8.3 The [gov.uk](https://www.gov.uk) website provides the most up-to-date guidance on current measures along with the [NHS111](https://www.nhs.uk) website on health guidance. The [World Health Organisation](https://www.who.int) has put together useful intelligence which debunks some common misconceptions about COVID-19.

## **9. Resource and legal considerations:**

It continues to be the responsibility of all officers, senior managers, Councillors and Partners to work collaboratively in achieving positive outcomes for Walsall residents.

## **10. Council Corporate Plan Priorities:**

The effective management of Covid-19 and consequential action relates to all the priorities below in the Corporate Plan:

- **Economic Growth** – for all people, communities and businesses.
- **People** – have increased independence, improved health and can positively contribute to their communities.
- **Internal focus** – all council services are efficient and effective.
- **Children** – have the best possible start and are safe from harm, happy, healthy and learning well.
- **Communities** – are prospering and resilient with all housing needs met in safe and healthy places that build a strong sense of belonging and cohesion.

## **11. Citizen impact:**

The management of Covid-19 response is to minimise as much as possible the negative impacts on health and wellbeing of the population whilst limiting the impact on health inequalities.

## **12. Environmental impact:**

Action to improve the PHOF within the remit of this overview and scrutiny committee have a direct influence and impact on the environment.

## **13. Performance management:**

PHOF is used as part of the routine and regular monitoring for the Public Health Performance Board to critique performance and utilise feedback from colleagues. Additional local knowledge, expertise and insight from commissioned services is presented and discussed for a more specialised perspective.

## **14. Reducing inequalities:**

Improving the measures in PHOF and ultimately reducing health inequalities is a key outcome within the PHOF. Understanding the key causes and drivers of inequalities and taking proportionate action to reduce health inequalities is the ultimate aim for the DPH. Utilising such data within the 3x3 grid, and comparing Walsall with statistical neighbours, allows focused action and an ability to work collaboratively to make a difference.

## **15. Consultation:**

None.

## **Contact Officers:**

Stephen Gunther - Director of Public Health

☎ 07818 538715 ✉ [Stephen.gunther@walsall.gov.uk](mailto:Stephen.gunther@walsall.gov.uk)

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## **Appendix 2 - Useful Information / Links**

### **Local Contact Details**

Walsall Public Health – Health Protection Hub

Tel: 01922 658 065 or Email: [walsallhealthprotection@nhs.net](mailto:walsallhealthprotection@nhs.net)

Environmental Health – Duty Officer

Telephone 01922 653366 or Email: [EnvironmentalHealth@walsall.gov.uk](mailto:EnvironmentalHealth@walsall.gov.uk)

### **Local Key Documents**

[Read more on the local outbreak management plan](#)

[View Walsall COVID-19 data \(updated weekly\)](#)

[Read more on submitting a question to the Member Led Engagement Board](#)

For Local Outbreak Engagement Board meeting dates and details, please visit the council's [Committee Management and Information System \(CMIS\)](#).

[An explainer on local outbreak plans](#), produced by the Association of Directors of Public Health, provides information to stakeholders, the media and the public.

### **Regional Documents**

[Birmingham, Sandwell and Solihull: local restrictions: Find out what you can and cannot do if you live, work or travel in these areas.](#)

### **National Guidance**

#### **Protect yourself and others from coronavirus**

[Coronavirus outbreak FAQs: what you can and can't do](#)

[Self-isolating: stay at home if you think you have coronavirus](#)

[How to meet others safely \(social distancing\)](#)

[Face coverings: when to wear one and how to make your own](#)

#### **Testing for coronavirus**

[Get a test to check if you have coronavirus](#)

[Book a test if you have a verification code](#)

[NHS test and trace: how it works](#)

[NHS test and trace: workplace guidance](#)

#### **Education Settings**

[Guidance for teachers, school leaders, carers, parents and students](#)

#### **Workplaces**

[Staying safe at work](#)

#### **Local Government Association**

COVID-19: political leadership webinars for councillors (LGA)

- Part 1 [The role of the ward councillor in responding to COVID-19](#)
- Part 2 [The role of senior councillors, and a detailed look at the role of the ward councillor](#)

8<sup>th</sup> October 2020

**‘Getting the Basics Right’ – Performance Update**

**Ward(s)** All

**Portfolios:** Cllr Bird - Leader

**Executive Summary:**

This report has been prepared to provide councillors with an initial review of the response to councillor enquiries and to assess whether we are ‘getting the basics right’ as outlined in correspondence issued to staff and councillors in July 2019.

This marks the next stage in a wider review of customer communication as part of the PROUD Customer Access Management (CAM) programme which underpins the improvements that are being made in relation to customer services.

The data that is available shows that generally the requirements, outlined in ‘getting the basics right’ are being met, however, the information available is not robust enough to provide full assurance that processes, and expectations are understood, or being met in all cases. It should be noted there is currently no agreed standard for directorates to follow about how to record this information and we do not routinely monitor our performance in this regard across the Council.

The report outlines a number of short terms measures that will be taken to immediately strengthen the processes in this area and provide assurance that expectations are being met on an ongoing basis. It also outlines more medium term actions that will be undertaken to strengthen and improve communication both with residents and councillors.

**It is recommended that councillors note that performance in this area is generally good and that processes and data collection is being improved to provide further assurance in the future. It is also recommended that Councillors note that this work is part of a wider review of customer communication that is taking place as part of the Customer Access Management (CAM) programme.**



**Reason for scrutiny:**

In July 2019, a letter was issued to councillors and senior staff outlining the requirements for staff to respond with enquiries from councillors within five working days.

It is now 12 months on, and there is a requirement to review how effective the processes have been and where there is further room for improvement. This is also an area of focus of the PROUD Customer Access Management (CAM) programme and is being reviewed alongside the priorities for that piece of work.

The report has been produced to demonstrate current performance against the agreed requirements for responding to councillors enquiries. It should be noted there is currently no agreed standard for directorates to follow about how to record this information and we do not routinely monitor our performance in this regard across the Council. The report therefore outlines potential next steps in making short term improvements to the monitoring arrangements for councillor enquiries and the actions that will be taken in the medium term to further improve communication with councillors and residents.

**Recommendations:****That:**

- 1. Councillors note that performance against the expectations outlined in the July 2019 letter are generally good, recognising that data collection around performance against the expectations is being improved.*
- 2. Councillors note the plans to strengthen processes in this area and provide ongoing assurance.*
- 3. Councillors confirm their capacity to be involved in the ongoing review.*

**Background papers:**

Letter to senior staff “Getting the basics right” – 15<sup>th</sup> July 2019  
Letter to councillors – “Getting the basics right” – 15<sup>th</sup> July 2019  
WPP CAM Members Workshop Summary – October 2019

**Resource and legal considerations:**

None

**Council Corporate Plan Priorities:**

Internal Focus: All council services are efficient and effective.

**Citizen impact:**

Councillor enquiries are often as a result of concerns raised by citizens within their wards. Any delay in responding to enquiries may impact on the citizens who have raised the concern.

**Environmental impact:**

There is no environmental impact for this report

**Performance management:**

This is an area where some performance management already takes place to some degree, however, performance management processes will be strengthened to provide councillors with ongoing assurance that the requirements of 'getting the basics right' are being met.

**Reducing inequalities:**

There is no impact on equalities in relation to this report.

**Consultation:**

All service areas provided their records for councillor enquiries so that this report could be produced.

**Contact Officer:**

Helena Kucharczyk – Head of Performance Improvement and Quality, Children's Services

[Helena.Kucharczyk@walsall.gov.uk](mailto:Helena.Kucharczyk@walsall.gov.uk)



## **1. Getting the basics right**

- 1.1. In July 2019 both councillors and senior staff were written to, outlining how the response to councillor enquiries would be managed from 01<sup>st</sup> August 2019 and the expectations for officers in responding to enquiries in a professional and timely manner.
- 1.2. The requirements for responding to enquiries included:
- Confirming receipt of the enquiry or passing it onto the appropriate member of staff as soon as possible
  - All enquiries will be acknowledged within 24 hours and you will either:
    - Answer a question and/or provide the information either by phone or e-mail if it is a simple request – e.g. providing a link to a report to a Council committee or other document which has been published or readily accessible.
    - Confirm that a response will be provided to them by no later than 5 working days from the date of the acknowledgment providing the date for clarity
  - Or
    - Confirm that the enquiry will take a little longer than 5 working days to respond and that you will provide a response by a specific date.
  - Any request for additional time should have a specific timescale for that response, and the reasons why more than 5 days are required to reply (for example, the information needs to be collated from a number of sources, liaison with other service areas or partner agencies).
- 1.3. 12 months on, this report has been prepared to begin a review of the effectiveness and impact of the processes and demonstrate performance against the expectations laid out in July 2019.

## **2. Why are reviewing ‘getting the basics right’ now?**

- 2.1. Now is the right time to review whether we are getting the basics right. It is 12 months since the new guidance was introduced – in the short term, this should now be reviewed to understand the understanding, effectiveness and impact of the processes, and implement any immediate improvements to support councillors and officers.
- 2.2. It is also an appropriate time to review this area as the Customer Access Management programme enters its next phase of implementation. This links to councillor enquiries in two ways:
- When making enquiries, councillors themselves are customers, so ensuring that their experience meets the required standards and expectations is key to providing them with a good customer experience.

- Following a workshop held with councillors in October 2019, we know that a large proportion of councillor enquiries are as a result of concerns raised by Walsall residents, usually when they have difficulty locating the information they need or being able to contact the relevant officers within the council. Having a thorough understanding of the detail of, and response to, enquiries will be a key source of intelligence to direct officers towards which areas which should be prioritised to help deliver an improved customer experience..

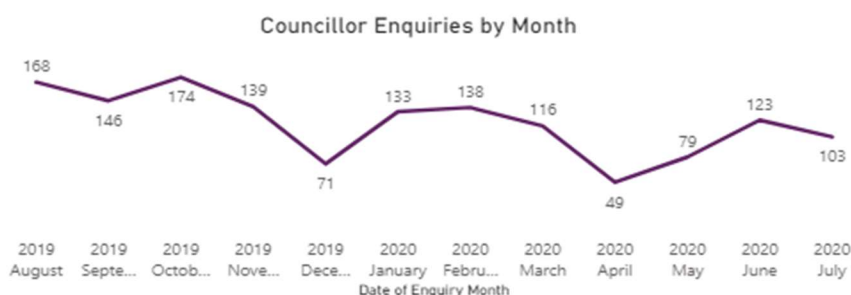
2.3. As part of the review, we are looking at the data that is available, to understand what we know about compliance with the current process. We will have conversations with staff to identify where there may be gaps in the understanding around the required processes and we will have further conversations with councillors to understand their concerns and through them, the concerns of residents. This will link directly into the wider CAM work.

### 3. What do we know?

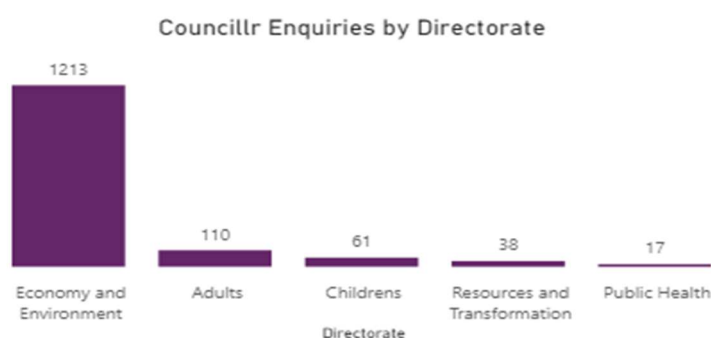
3.1. All directorates have maintained a spreadsheet to record councillor enquiries. However, the way data has been collected is not consistent, so there are some caveats to the data available, including:

- In 11% of recorded enquiries response dates have not been recorded, so it is not possible at this time to know whether the enquiry was responded to on time.
- In some cases, a single issue will result in multiple enquiries from different councillors – if these have been recorded separately, they are counted as individual enquiries. Where they have been recorded as a joint enquiry, the first named councillor has been assumed to have made the enquiry.
- There is no consistent way of recording the reason for the enquiry – an attempt has been made to group enquiries into themes based on the service dealing with the enquiry or where there is an obvious reference to an issue – however, this should only be used to provide an indicative idea of which issues receive the most enquiries. Where there are multiple areas of query or it is not clear, 'Localities' has been recorded.

3.2. Between 01<sup>st</sup> August 2019 and 31<sup>st</sup> July 2020 there have been 1,439 enquiries from councillors:



- 3.3. 1,213, 84.3% of these enquiries have been to the Economy and Environment directorate.

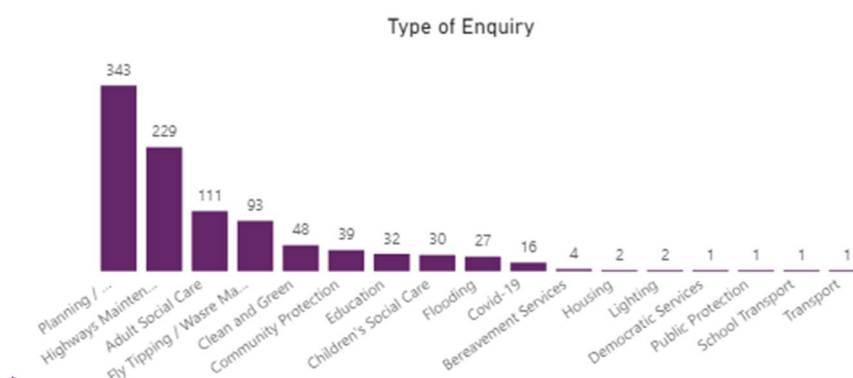


- 3.4. 56 of Walsall's 60 councillors have made at least one enquiry:

- 19 made fewer than 10 enquiries
- 21 made between 10 and 30 enquiries
- 6 made between 30 and 50 enquiries
- 10 made 50 or more enquiries

- 3.5. The 10 councillors who made 50 or more enquiries are responsible for 55% of all enquiries made in the period

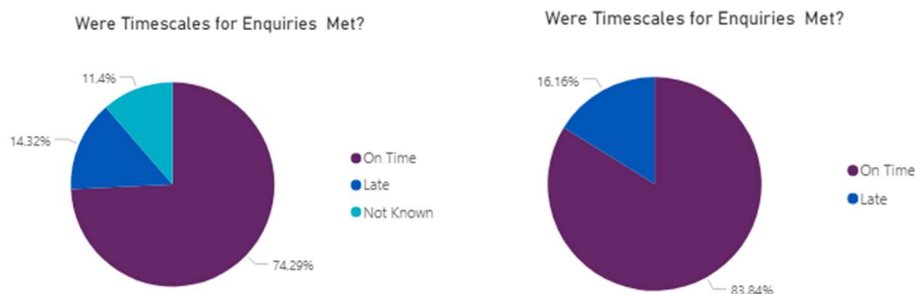
- 3.6. 459 (32%) of enquiries have been labelled as 'Localities' because they are general enquiries about an area or it has not been possible to confidently identify the nature of the enquiry. These have been removed from the graph below:



- 3.7. The most common identifiable reason for an enquiry is Planning or Building Regulation which account for 24% of all enquiries, followed by highways maintenance and traffic related issues which account for 16% of all enquiries. All of the remaining 408 enquiries account for just 28% of the total.

- 3.8. The data suggests that the timeliness of response to councillor enquiries, generally meets the 5 working day standard for replies with 74% of all enquiries known to be met within timescales.

- 3.9. When the 164 enquiries for which there is no recorded reply date are removed, this rises to 84% of enquiries completed within the five working day timescale.



- 3.10. It is not currently possible to provide data in relation to whether the 24 hour timescale for acknowledgement is being met, however, measures are being put in place to ensure that this is routinely capture in the future.

#### 4. Ensuring that we ‘get the basics right’ in the future – next steps

- 4.1. While the data that is available is useful to provide an idea of how well councillor enquiries are responded to, it is not robust enough to provide strong evidence that customer expectations are being met and it is clear that it does not capture all councillor enquiries that are currently made. In particular, it is likely that there is a significant gap in the capturing of Portfolio Holder enquiries, as these are more likely to be addressed on a day to day basis through the necessary working relationships that Portfolio Holders have with officers.

- 4.2. In the short term, some immediate actions will be undertaken:

- The data that is available will be shared with Directorates to support them to better understand where improvements can be made in this area.
- The processes will be reviewed to provide clarification and these will be communicated with officers to ensure that everyone is aware of the processes and the standards that need to be maintained.
- Monitoring and data collection methods will be improved to strengthen oversight by senior leaders and enable councillors to be provided with regular assurance in the future. This will include a performance dashboard which will be shared with CMT, DMTs and councillors.

- 4.3. In the medium term, further conversations will be held with councillors, and additional analysis will be undertaken about the types of enquiries that are made. This will feed into the development of a new Customer Experience Strategy for the Council and will be used to help identify which areas should be prioritised within the CAM implementation plan which already includes:

- The development of new ‘service standards’ and measures to provide greater clarity about the service offer and our effectiveness in meeting customer and member expectations;
- Improvements and developments to the Council’s website (helping customers to find the information they need more easily, providing self-serve opportunities and delivering automation of some processes to improve efficiency and reduce costs);

- A new Customer Relationship Management system which will help us to join up all our records across the Council (so that we can offer a more personalised service based on resident's needs);
- Improved communications with residents and customers both within specific service areas and more generally (in the future we want to proactively contact customers with relevant information before they have to contact us).

## Scrutiny Overview Committee – Area of Focus – 2020-21

	21 May 2020	30 June 2020	28 July 2020	25 August 2020	8 Oct 2020	1 Dec 2020
<b>Economic Growth, for all people communities and businesses</b>  <i>Lead OSC: Economy &amp; Environment</i>	CV-19 - Business rate relief and grant programmes for Walsall			C-19 working group.  C-19 & Business Compliance		
<b>People have increased independence, improved health and positively contribute to their communities</b>  <i>Lead OSC: Social Care &amp; Health</i>	CV-19 - Public Health  Paying for community based commissioned care services during CV-19  CV-19 and Corporate Financial Performance			C-19 Data	C-19 Data	
<b>Internal focus, all Council services are efficient</b>  <i>Lead OSC: Scrutiny Overview Committee</i>	CV-19 - Governance and decision making  Walsall Proud Programme – managing delivery during CV-19  Post lockdown – resetting and recovery of business	C19 briefing note.  Black Country Plan	Financial outturn 19/20 ( <i>Cabinet on 17/6</i> )  Q1 (budget monitoring)( <i>Cabinet on 15/7</i> )	.	'Getting the basics right' Member comm review	Draft revenue and capital budget 2021-22
<b>Children have the best possible start and are safe from harm, happy, healthy and learning well</b>  <i>Lead OSCs: Children's &amp; Education</i>	CV-19- Safeguarding response					
<b>Communities are prospering and resilient with all housing needs met in safe and healthy places that build a strong sense of belonging and cohesion</b>  <i>Lead OSC: Scrutiny Overview Committee</i>	CV-19 - Supporting shielded and vulnerable residents in Walsall		Resilient communities working group outcome	Unauthorised encampments	Remembrance Day Parades	

Notes: Corporate Plan themes can be cross cutting for all Overview and Scrutiny Committees. Lead Overview and Scrutiny Committees identified for reference

## **Scrutiny Overview Committee – Area of Focus – 2020-21**

### **Items to be scheduled**

Local and Regional COVID-19 recovery plans and how they integrate.

Bonfire events – to be referred to E&E OSC

Member communication review

### **Further meeting dates**

2 February 2021

15 April 2020

Notes: Corporate Plan themes can be cross cutting for all Overview and Scrutiny Committees. Lead Overview and Scrutiny Committees identified for reference



## **FORWARD PLAN OF KEY DECISIONS**

**Council House,  
Lichfield Street,  
Walsall, WS1 1TW**  
[www.walsall.gov.uk](http://www.walsall.gov.uk)

**7 September 2020**



## FORWARD PLAN

The forward plan sets out decisions that are termed as “key decisions” at least 28 calendar days before they are due to be taken by the Executive (Cabinet). Also included on the plan are other decisions to be taken by the Cabinet (“non-key decisions”). Preparation of the forward plan helps the Council to programme its work. The purpose of the forward plan is to give plenty of notice and an opportunity for consultation on the issues to be discussed. The plan is updated each month with the period of the plan being rolled forward by one month and republished. Copies of the plan can be obtained from Democratic Services, Walsall MBC, Council House, Walsall, WS1 1TW [helen.owen@walsall.gov.uk](mailto:helen.owen@walsall.gov.uk) and can also be accessed from the Council's website at [www.walsall.gov.uk](http://www.walsall.gov.uk). The Cabinet is allowed to make urgent decisions which do not appear in the forward plan, however, a notice will be included on the agenda for the relevant Cabinet meeting which explains the reasons why.

Please note that the decision dates are indicative and are subject to change. Please contact the above addressee if you wish to check the date for a particular item.

Cabinet responsibilities are as follows

- Leader of the Council – Councillor Bird
- Deputy Leader and Regeneration – Councillor Andrew
- Adult social care – Councillor Martin
- Children’s – Councillor Wilson
- Clean and green – Councillor Butler
- Community, leisure and culture – Councillor Perry
- Education and skills – Councillor Towe
- Health and wellbeing – Councillor Craddock
- Personnel and business support – Councillor Chattha

The Cabinet agenda and reports are available for inspection by the public 7 days prior to the meeting of the Cabinet on the Council's website. Background papers are listed on each report submitted to the Cabinet and members of the public are entitled to see these documents unless they are confidential. The report also contains the name and telephone number of a contact officer. These details can also be found in the forward plan.

Meetings of the Cabinet are open to the public. Occasionally there are items included on the agenda which are confidential and for those items the public will be asked to leave the meeting. The forward plan will show where this is intended and the reason why the reports are confidential. Enquiries regarding these reasons should be directed to Democratic Services ([helen.owen@walsall.gov.uk](mailto:helen.owen@walsall.gov.uk)).

“Key decisions” are those decisions which have a significant effect within the community or which involve considerable expenditure or savings. With regard to key decisions the Council’s Constitution states:

- (1) A key decision is:
  - (i) any decision in relation to an executive function which results in the Council incurring expenditure which is, or the making of savings which are, significant, having regard to the Council’s budget for the service or function to which the decision relates or
  - (ii) any decision that is likely to have significant impact on two or more wards within the borough.
- (2) The threshold for “significant” expenditure/savings is £250,000.
- (3) A decision taker may only make a key decision in accordance with the requirements of the Executive Procedure Rules set out in Part 4 of this Constitution.

#### **Dates of meetings**

2020 21 October  
9 December

2021 10 February  
17 March  
21 April

## FORWARD PLAN OF KEY DECISIONS

OCTOBER 2020 TO JANUARY 2021 (7.9.20)

1	2	3	4	5	6	7
Reference No./ Date first entered in Plan	Decision to be considered (to provide adequate details for those both in and outside the Council)	Decision maker	Background papers (if any) and Contact Officer	Main consultees	Contact Member (All Members can be written to at Civic Centre, Walsall)	Date item to be considered
42/20 (7.9.20)	<b>Draft Revenue Budget and Capital Programme 2020/21 – 2023/24:</b> To provide an outline budget plan and options for consultation, and update to Capital Strategy	Cabinet  (Non key decision)	Vicky Buckley 01922 652326 <a href="mailto:vicky.buckley@walsall.gov.uk">vicky.buckley@walsall.gov.uk</a>	Internal	Councillor Bird	21 October 2020
43/20 (7.9.20)	<b>Corporate Financial Performance and Covid-19 update</b> – To report the financial position based on 5 months to August 2020 and impact on Covid-19	Cabinet  (Non key decision)	Vicky Buckley 01922 652326 <a href="mailto:vicky.buckley@walsall.gov.uk">vicky.buckley@walsall.gov.uk</a>	Internal	Councillor Bird	21 October 2020
33/20 (7.9.20)	<b>Black Country Joint Committee Collaboration Agreement:</b> To enter into the Supplementary Deed of Variation to the BCJC Collaboration Agreement	Cabinet  (Key decision)	Kelly Valente 07768 387580 <a href="mailto:kelly.valente@walsall.gov.uk">kelly.valente@walsall.gov.uk</a>	Internal	Councillor Bird	21 October 2020
34/20 (7.9.20)	<b>Customer Relationship Management Business and Integration Services:</b> To approve delegated authority to enter into the contract	Cabinet  (Key decision)	Carol Williams <a href="mailto:carol.williams@walsall.gov.uk">carol.williams@walsall.gov.uk</a> Elise Hopkins Sharon Wright	Internal	Councillor Bird	21 October 2020
27/20 (3.8.20)	<b>Carbon neutral Council:</b> To consider measures through which the Council can become carbon neutral, in line with the Council resolution of 16 September 2020	Cabinet  (Non key decision)	Kaye Davies 07908 161384 <a href="mailto:kaye.davies@walsall.gov.uk">kaye.davies@walsall.gov.uk</a>	Internal	Councillor Bird	21 October 2020

28/20 (3.8.90)	<b>Extension of the Impact (Youth Employment Initiative) Programme:</b> To approve acceptance of the offer of additional EU and government funding to continue and extend the programme through to December 2023 delegating authority to negotiate and enter into the necessary agreements or contracts.	Cabinet  (Key decision)	Mark Lavender 07951 620333 <a href="mailto:mark.lavender@walsall.gov.uk">mark.lavender@walsall.gov.uk</a>	Internal	Councillor Bird	21 October 2020
29/20 (3.8.20)	<b>Inclusive Economic Growth Programme:</b> To note the outcomes achieved so far in support of the Councils Corporate Plan and approve its continuation through to 2023, by utilising existing resources to support the continued development of Walsall's economy and its people.	Cabinet  (Key decision)	Mark Lavender 07951 620333 <a href="mailto:mark.lavender@walsall.gov.uk">mark.lavender@walsall.gov.uk</a>	Internal	Councillor Bird	21 October 2020
3/20 (6.1.20)	<b>Strategic development at Moxley Road, Darlaston Private session:</b> Report contains information relating to the financial or business affairs of any particular person	Cabinet  (Key decision)	Joanne Nugent 01922 654752 <a href="mailto:joanne.nugent@walsall.gov.uk">joanne.nugent@walsall.gov.uk</a> Joel Maybury 01922 654748	Internal	Councillor Andrew	21 October 2020
8/20 (3.2.20)	<b>Black Country Transport Team Collaboration Agreement:</b> To approve the agreement to facilitate the delivery of a strategic transportation function across the four Black Country local authorities	Cabinet  (Non key decision)	Matt Crowton 01922 654358 <a href="mailto:matt.crowton@walsall.gov.uk">matt.crowton@walsall.gov.uk</a>	Internal	Councillor Andrew	21 October 2020
27/19 (8.7.9)	<b>A34 Walsall to Birmingham SPRINT (Bus Rapid Transit) scheme – Phase 1:</b> To approve the sprint scheme	Cabinet  (Key decision)	Matt Crowton 01922 654358 <a href="mailto:matt.crowton@walsall.gov.uk">matt.crowton@walsall.gov.uk</a>	Internal	Councillor Andrew	21 October 2020

68/19 (2.12.19)	<b>West Midlands Enhanced Partnership Scheme:</b> To approve a plan to improve bus travel in the A34 Walsall to Birmingham corridor through delivery of a new SPRINT service.	Cabinet  (Key decision)	Matt Crowton 01922 654358 <a href="mailto:matt.crowton@walsall.gov.uk">matt.crowton@walsall.gov.uk</a>	Internal	Councillor Andrew	21 October September 2020
43/18 (8.10.18)	<b>Lighting Invest to Save:</b> To consider proposals for a major investment in the highway lighting infrastructure by replacing all existing lighting with energy efficient LED lighting	Cabinet  (Key decision)	Paul Leighton 07831 120871 <a href="mailto:paul.leighton@walsall.gov.uk">paul.leighton@walsall.gov.uk</a>	Public, Walsall Public Lighting Ltd., industry companies, internal	Councillor Andrew	21 October September 2020
39/20 (7.9.20)	<b>Walsall Revised Local Development Scheme:</b> Proposed amendments to the Local Development Scheme as a means of notifying the intent to change to the current Local Development Plan	Cabinet  (Key decision)	Jo Nugent 07538 937167 <a href="mailto:joanne.nugent@walsall.gov.uk">joanne.nugent@walsall.gov.uk</a> Mike Smith <a href="mailto:mike.e.smith@walsall.gov.uk">mike.e.smith@walsall.gov.uk</a>	Internal	Councillor Andrew	21 October 2020
35/20 (7.9.20)	<b>Preparing for Adulthood policy:</b> To approve a new policy to deliver timely and robust plans for young people preparing for adulthood	Cabinet  (Key decision)	Jeanette Knapper <a href="mailto:jeanette/knapper@walsall.gov.uk">jeanette/knapper@walsall.gov.uk</a>	Internal, SEND Improvement Board, Health operational partners and CCG	Councillor Martin	21 October 2020
37/20 (7.9.20)	<b>Resilient Communities:</b> Response to the report and recommendations of the Scrutiny Overview Committee	Cabinet  (Non key decision)	Paul Gordon <a href="mailto:paul.gordon@walsall.gov.uk">paul.gordon@walsall.gov.uk</a>	Internal	Councillor Perry	21 October 2020
31/20 (3.8.20)	<b>Mainstream Schools Funding Formula:</b> To approve the school funding formula, as agreed by Schools Forum, to be used for the allocation of funding mainstream schools for 2021/22	Cabinet  (Key decision)	Mohammed Irfan 01922 652330 <a href="mailto:mohammed.irfan@walsall.gov.uk">mohammed.irfan@walsall.gov.uk</a>	Schools Forum	Councillor Towe	21 October 2020

40/20 (7.9.20)	<b>High Needs Funding Formula:</b> To advise on the principles of and to request approval for commencing consultation about the recommended changes to the High Needs Funding Formula to be used for the allocation of High Needs Dedicated Schools Grant funding for the 2021/22 academic	Cabinet  (Non key decision)	Andy Crabtree <a href="mailto:andy.crabtree@walsall.gov.uk">andy.crabtree@walsall.gov.uk</a>	Schools Forum	Councillor Towe	21 October 2020
38/20 (7.9.20)	<b>Covid-19:</b> Response to the report and recommendations of the Scrutiny Overview Committee	Cabinet  (Non key decision)	Stephen Gunther <a href="mailto:stephen.gunther@walsall.gov.uk">stephen.gunther@walsall.gov.uk</a>	Internal	Councillor Craddock	21 October 2020
26/20 (3.8.20)	<b>Information Governance Framework policy:</b> To approve the framework policy which has been updated throughout the Covid-19 lockdown to include the changes required for mobile working alongside the Council's technology changes.	Cabinet  (Key decision)	Paul Withers <a href="mailto:paul.withers@walsall.gov.uk">paul.withers@walsall.gov.uk</a>	Internal	Councillor Chattha	21 October 2020
44/20 (7.9.20)	<b>Draft Revenue Budget and Capital Programme 2020/21 – 2023/24</b> – To provide an updated outline budget plan and options for further consultation, and update on consultation to date	Cabinet  (Non key decision)	Vicky Buckley 01922 652326 <a href="mailto:vicky.buckley@walsall.gov.uk">vicky.buckley@walsall.gov.uk</a>	Council tax payers, Business rate payers, voluntary and community organisations	Councillor Bird	21 October 2020
32/20 (3.8.20)	<b>Treasury Management mid-year position statement:</b> To note and forward to Council the mid-year position statement for treasury management activities 2020/21, including prudential and local indicators	Cabinet  (Non key decision)	Richard Walley 07500 819796 <a href="mailto:richard.walley@walsall.gov.uk">richard.walley@walsall.gov.uk</a>	Internal	Councillor Bird	9 December 2020
36/20 (7.9.20)	<b>Corporate Plan delivery Quarter 2:</b> To report performance monitoring information relating to the priorities and outcomes included in the Corporate Plan	Cabinet  (Non key decision)	Helen Dudson <a href="mailto:helen.dudson@walsall.gov.uk">helen.dudson@walsall.gov.uk</a>	Internal	Councillor Bird	9 December 2020

30/20 (3.8.20)	<b>Town Deal bids:</b> To approve the submission of bids for both Walsall and Bloxwich towns and the eligible surrounding areas, as defined by Government and delegating authority to negotiate and enter into the necessary agreements and contracts	Cabinet  (Key decision)	Mark Lavender 07951 620333 <a href="mailto:mark.lavender@walsall.gov.uk">mark.lavender@walsall.gov.uk</a>	Internal	Councillor Andrew	9 December 2020
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## DECISIONS FROM FEBRUARY 2021

Reference No./ Date first entered in Plan	Decision to be considered (to provide adequate details for those both in and outside the Council)	Decision maker	Background papers (if any) and Contact Officer	Main consultees	Contact Member (All Members can be written to at Civic Centre, Walsall)	Date item to be considered
45/20 (7.9.20)	<b>Corporate Financial Performance and Covid-19 update</b> – To report the financial position based on 9 months to December 2020 and impact on Covid-19	Cabinet  (Non key decision)	Vicky Buckley 01922 652326 <a href="mailto:vicky.buckley@walsall.gov.uk">vicky.buckley@walsall.gov.uk</a>	Internal	Councillor Bird	10 February 2021
46/20 (7.9.20)	<b>Corporate Budget Plan 2020/21 – 2023/24, and Treasury Management and investment Strategy 2021/2022:</b> To approve the final budget and Council tax for approval by Council	Cabinet  (Key decision)	Vicky Buckley 01922 652326 <a href="mailto:vicky.buckley@walsall.gov.uk">vicky.buckley@walsall.gov.uk</a>	Council tax payers, Business rate payers, voluntary and community organisations	Councillor Bird	10 February 2021
47/20 (7.9.20)	<b>Corporate Plan delivery – Quarter 3 monitoring:</b> To report performance monitoring information relating to the priorities and outcomes included in the Corporate Plan	Cabinet  (Non key decision)	Helen Dudson <a href="mailto:helen.dudson@walsall.gov.uk">helen.dudson@walsall.gov.uk</a>	Internal	Councillor Bird	10 February 2021



# **BLACK COUNTRY EXECUTIVE JOINT COMMITTEE**

## **FORWARD PLAN OF KEY DECISIONS**

**Published up to January 2021 (for publication 07/09/2020)**

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
06/07/2020	Constitution and timetable of meetings 2020/21	Approve the timetable of meetings for 2020/21. Approve the amendments to the BCJC Constitution and Terms of Reference. Approve the amendments to the BCJC Working Protocols.	Helen Paterson <a href="mailto:Chief.Executive@walsall.gov.uk">Chief.Executive@walsall.gov.uk</a>	Dudley MBC Sandwell MBC Walsall MBC Wolverhampton CC	30/09/2020
06/07/2020	Growth Hub Additional Funding - Grant Agreement amendment approval	Approval for the Accountable Body (Walsall Council) to amend the existing grant agreement with the Black Country Consortium Ltd for the additional award of £134,000 from Department of Business, Energy and Industrial Strategy to fund the Black Country Growth Hub from 1 April 2020 to 31 March 2021	Papers TBC – Simon Neilson <a href="mailto:simon.neilson@walsall.gov.uk">simon.neilson@walsall.gov.uk</a>	Walsall Council	30/09/2020
06/07/2020	Wolverhampton Interchange Change Request	Approval for the Accountable Body for the Local 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 the Wolverhampton Interchange Project with delivery to commence in the 2020/21 financial year.	Papers TBC – Richard Lawrence <a href="mailto:Richard.Lawrence@wolverhampton.gov.uk">Richard.Lawrence@wolverhampton.gov.uk</a>	Wolverhampton City Council	30/09/2020
06/07/2020	Hub to Home Transport Innovation Centre and Test Track Project: Very Light Rail and Autonomous Technologies – Test Track project  Additional Funding Request	Approval for the Accountable Body for the Local 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 Hub to Home Transport Innovation Centre and Test Track Project: Very Light Rail and Autonomous Technologies – Test Track project with delivery to continue in the 2020/21 financial year.	Papers TBC – Helen Martin <a href="mailto:helen.martin@dudley.gov.uk">helen.martin@dudley.gov.uk</a>	Dudley Council	30/09/2020

# **BLACK COUNTRY EXECUTIVE JOINT COMMITTEE**

## **FORWARD PLAN OF KEY DECISIONS**

**Published up to January 2021 (for publication 07/09/2020)**

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
	<b>PRIVATE SESSION - Not for publication by virtue of paragraph 3 of Schedule 12(A) of the Local Government Act1972 (as amended)</b>				
06/07/2020	Advanced Science, Engineering & Technology Centre  Change Request	Approval for the Accountable Body for the Local Growth Deal (Walsall Council) to proceed to amending the Grant Agreement with Halesowen College to deliver the Local Growth Fund (LGF) funded elements of the Advanced Science, Engineering & Technology Centre project with delivery to continue in the 2020/21 financial year.	Papers TBC – Helen Martin <a href="mailto:helen.martin@dudley.gov.uk">helen.martin@dudley.gov.uk</a>	Dudley Council	30/09/2020
03/08/2020	Get Britain Building Fund – Programme approval  <b>PRIVATE SESSION - Not for publication by virtue of paragraph 3 of Schedule 12(A) of the Local Government Act1972 (as amended)</b>	Approval for the Accountable Body (Walsall Council) to manage the Get Britain Building Fund and all associated elements of this fund, on behalf of the Black Country Local Enterprise Partnership.	Papers TBC – Simon Neilson <a href="mailto:simon.neilson@walsall.gov.uk">simon.neilson@walsall.gov.uk</a>	Walsall Council	30/09/2020

# BLACK COUNTRY EXECUTIVE JOINT COMMITTEE

## FORWARD PLAN OF KEY DECISIONS

**Published up to January 2021 (for publication 07/09/2020)**

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
03/08/2020	Hub to Home Transport Innovation Centre and Test Track Project: Very Light Rail and Autonomous Technologies – National Innovation Centre  <b>PRIVATE SESSION - Not for publication by virtue of paragraph 3 of Schedule 12(A) of the Local Government Act1972 (as amended)</b>	Approval for the Accountable Body for the Get Britain Building Fund (Walsall Council) to proceed to a Grant Agreement with Dudley Council to deliver the Get Britain Building Fund (GBBF) funded elements of the Hub to Home Transport Innovation Centre and Test Track Project: Very Light Rail and Autonomous Technologies – National Innovation Centre project with delivery to commence in the 2020/21 financial year.	Papers TBC – Helen Martin <a href="mailto:helen.martin@dudley.gov.uk">helen.martin@dudley.gov.uk</a>	Dudley Council	30/09/2020
03/08/2020	National Brownfield Institute Phase 2 – Construction and Delivery  <b>PRIVATE SESSION - Not for publication by virtue of paragraph 3 of Schedule 12(A) of the Local Government Act1972 (as amended)</b>	Approval for the Accountable Body for the Get Britain Building Fund (Walsall Council) to proceed to a Grant Agreement with Wolverhampton City Council to deliver the Get Britain Building Fund (GBBF) funded elements of the National Brownfield Institute Phase 2 – Construction and Delivery project with delivery to commence in the 2020/21 financial year.	Papers TBC – Richard Lawrence <a href="mailto:Richard.Lawrence@wolverhampton.gov.uk">Richard.Lawrence@wolverhampton.gov.uk</a>	Wolverhampton City Council	30/09/2020

# BLACK COUNTRY EXECUTIVE JOINT COMMITTEE

## FORWARD PLAN OF KEY DECISIONS

**Published up to January 2021 (for publication 07/09/2020)**

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
06/07/2020	Birchley Island Site Assembly  <b>PRIVATE SESSION - Not for publication by virtue of paragraph 3 of Schedule 12(A) of the Local Government Act1972 (as amended)</b>	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 Site Assembly project with delivery to commence in the 2020/21 financial year.	Papers TBC – Alison Knight <a href="mailto:alison.knight@sandwell.gov.uk">alison.knight@sandwell.gov.uk</a>	Sandwell Council	09/12/2020
07/09/2020	Black Country Enterprise Zone - Approval Historic Revenue costs  <b>PRIVATE SESSION - Not for publication by virtue of paragraph 3 of Schedule 12(A) of the Local Government Act1972 (as amended)</b>	Approve that Dudley Council actual historic revenue costs of £571,207 are recovered in the year that they were incurred.  Approve that Single Accountable Body (SAB) actual revenue costs of £41,665 are recovered in the year that they were incurred.  Approve that historic revenue costs of Walsall Council (£1,470,316) and Wolverhampton Council (£967,694) are recovered over a 10-year period, from 2020/21 to 2029/30.	Papers TBC – Simon Neilson <a href="mailto:simon.neilson@walsall.gov.uk">simon.neilson@walsall.gov.uk</a>	Walsall Council	09/12/2020
07/09/2020	Black Country Enterprise Zone - Approval Future Revenue costs	Approve that each Local Authority may claim up to a maximum of £250,000 per annum from 2020/21 to 2024/25 development funding. This is a maximum of £1,250,000 per local authority over the five years and £5,000,000 in total.  Approve that the SAB may claim up to a maximum of £100,000	Papers TBC – Simon Neilson <a href="mailto:simon.neilson@walsall.gov.uk">simon.neilson@walsall.gov.uk</a>	Walsall Council	09/12/2020

# BLACK COUNTRY EXECUTIVE JOINT COMMITTEE

## FORWARD PLAN OF KEY DECISIONS

**Published up to January 2021 (for publication 07/09/2020)**

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
	<b>PRIVATE SESSION - Not for publication by virtue of paragraph 3 of Schedule 12(A) of the Local Government Act 1972 (as amended)</b>	<p>per annum from 2020/21 to 2024/25 for programme management costs. This is a maximum of £500,000 over the five years.</p> <p>Approve that the PMO may claim up to a maximum of £34,000 per annum from 2020/21 to 2024/25 for programme management costs. This is maximum of £170,000 over the five years.</p> <p>Approve that from 2025/26 onwards each Local Authority, the SAB and the PMO (the “entities”) may claim a reduced maximum of £10,000 per annum to the end of the relevant EZs to cover monitoring and compliance costs. This will end at 31 March 2038 for Walsall Council, Wolverhampton Council and Sandwell Council, and end at 31 March 2042 for Dudley Council, the SAB and the PMO.</p> <p>Approve that from 2021/22 to 2024/25, Wolverhampton Council can claim up to £125,000 per annum towards the Transport Director costs, on behalf of all Local Authorities.</p>			

# **BLACK COUNTRY EXECUTIVE JOINT COMMITTEE** **FORWARD PLAN OF KEY DECISIONS**

**Published up to January 2021 (for publication 07/09/2020)**

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
07/09/2020	Supplemental Deed of Variation to the Black Country Joint Committee Collaboration Agreement	Approve the Supplemental Deed of Variation Relating to the Collaboration Agreement in Relation to the Black Country Executive Joint Committee City Deal and Growth Deal dated the 7 May 2014, and in doing so approve the Governance Principles: Enterprise Zones.	Papers TBC – Simon Neilson <a href="mailto:simon.neilson@walsall.gov.uk">simon.neilson@walsall.gov.uk</a>	Walsall Council	09/12/2020

# **BLACK COUNTRY EXECUTIVE JOINT COMMITTEE**

## **FORWARD PLAN OF KEY DECISIONS**

**Published up to February 2021 (for publication 05/10/2020)**

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
06/07/2020	Birchley Island Site Assembly  <b>PRIVATE SESSION - Not for publication by virtue of paragraph 3 of Schedule 12(A) of the Local Government Act1972 (as amended)</b>	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 Site Assembly project with delivery to commence in the 2020/21 financial year.	Papers TBC – Alison Knight <a href="mailto:alison.knight@sandwell.gov.uk">alison.knight@sandwell.gov.uk</a>	Sandwell Council	09/12/2020
07/09/2020	Black Country Enterprise Zone - Approval Historic Revenue costs  <b>PRIVATE SESSION - Not for publication by virtue of paragraph 3 of Schedule 12(A) of the Local Government Act1972 (as amended)</b>	Approve that Dudley Council actual historic revenue costs are recovered in the year that they were incurred.  Approve that Single Accountable Body (SAB) actual revenue costs are recovered in the year that they were incurred.  Approve that historic revenue costs of Walsall Council and Wolverhampton Council are recovered over a 10-year period, from 2020/21 to 2029/30.	Papers TBC – Simon Neilson <a href="mailto:simon.neilson@walsall.gov.uk">simon.neilson@walsall.gov.uk</a>	Walsall Council	09/12/2020
07/09/2020	Black Country Enterprise Zone - Approval Future Revenue costs  <b>PRIVATE SESSION - Not for publication by virtue of paragraph 3 of Schedule 12(A)</b>	Approve that each Local Authority may claim from 2020/21 to 2024/25 for development funding.  Approve that the SAB may claim from 2020/21 to 2024/25 for programme management costs.  Approve that the PMO may from 2020/21 to 2024/25 for programme management costs.	Papers TBC – Simon Neilson <a href="mailto:simon.neilson@walsall.gov.uk">simon.neilson@walsall.gov.uk</a>	Walsall Council	09/12/2020

# **BLACK COUNTRY EXECUTIVE JOINT COMMITTEE**

## **FORWARD PLAN OF KEY DECISIONS**

**Published up to February 2021 (for publication 05/10/2020)**

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
	<b>of the Local Government Act1972 (as amended)</b>	<p>Approve that from 2025/26 onwards each Local Authority, the SAB and the PMO (the “entities”) may claim a reduced maximum to the end of the relevant EZs to cover monitoring and compliance costs. This will end at 31 March 2038 for Walsall Council, Wolverhampton Council and Sandwell Council, and end at 31 March 2042 for Dudley Council, the SAB and the PMO.</p> <p>Approve that from 2021/22 to 2024/25, Wolverhampton Council can claim towards the Transport Director costs, on behalf of all Local Authorities.</p>			
07/09/2020	Supplemental Deed of Variation to the Black Country Joint Committee Collaboration Agreement	Approve the Supplemental Deed of Variation Relating to the Collaboration Agreement in Relation to the Black Country Executive Joint Committee City Deal and Growth Deal dated the 7 May 2014, and in doing so approve the Governance Principles: Enterprise Zones.	Papers TBC – Simon Neilson <a href="mailto:simon.neilson@walsall.gov.uk">simon.neilson@walsall.gov.uk</a>	Walsall Council	09/12/2020
05/10/2020	Programme Management and Single Accountable Body Admin Costs Proposal Approval  <b>PRIVATE SESSION - Not for publication by virtue of paragraph 3 of Schedule 12(A)</b>	Approval of capital allocations from the identified Growth Deal over programming (formerly the Growing Places Fund) for <ul style="list-style-type: none"> <li>• Walsall Council to carry out its role as Accountable Body to the Growth Deal and other LEP programmes;</li> <li>• the Black Country Consortium for the Management and Administration functions of the Black Country Local Growth Deal, and;</li> </ul>	Papers TBC – Simon Neilson <a href="mailto:simon.neilson@walsall.gov.uk">simon.neilson@walsall.gov.uk</a>	Walsall Council	09/12/2020



# **BLACK COUNTRY EXECUTIVE JOINT COMMITTEE**

## **FORWARD PLAN OF KEY DECISIONS**

**Published up to February 2021 (for publication 05/10/2020)**

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
	<b>of the Local Government Act1972 (as amended)</b>	<p>•Walsall Council to cover the costs of the external legal and technical fees in support of managing the programme.</p> <p>Endorse that the administrative costs of supporting effective programme delivery and ongoing monitoring of schemes continue and are funded through the Growth Deal over programming.</p>			
05/10/2020	Growth Hub – Peer Networks Programme	Approval for the Accountable Body (Walsall Council) to enter into a grant agreement with the Black Country Consortium Ltd to deliver the Growth Hub Peer Networks Programme.	Papers TBC – Simon Neilson <a href="mailto:simon.neilson@walsall.gov.uk">simon.neilson@walsall.gov.uk</a>	Walsall Council	09/12/2020
05/10/2020	Accessing Growth – Springfield Interchange Change 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 Deal Fund (LGF) funded elements of the Accessing Growth Springfield Interchange project with delivery to continue in the 2020/21 financial year.	Papers TBC – Richard Lawrence <a href="mailto:Richard.Lawrence@wolverhampton.gov.uk">Richard.Lawrence@wolverhampton.gov.uk</a>	Wolverhampton City Council	09/12/2020



## **FORWARD PLAN OF KEY DECISIONS**

**Council House,  
Lichfield Street,  
Walsall, WS1 1TW**  
[www.walsall.gov.uk](http://www.walsall.gov.uk)

**5 October 2020**

## FORWARD PLAN

The forward plan sets out decisions that are termed as “key decisions” at least 28 calendar days before they are due to be taken by the Executive (Cabinet). Also included on the plan are other decisions to be taken by the Cabinet (“non-key decisions”). Preparation of the forward plan helps the Council to programme its work. The purpose of the forward plan is to give plenty of notice and an opportunity for consultation on the issues to be discussed. The plan is updated each month with the period of the plan being rolled forward by one month and republished. Copies of the plan can be obtained from Democratic Services, Walsall MBC, Council House, Walsall, WS1 1TW [helen.owen@walsall.gov.uk](mailto:helen.owen@walsall.gov.uk) and can also be accessed from the Council's website at [www.walsall.gov.uk](http://www.walsall.gov.uk). The Cabinet is allowed to make urgent decisions which do not appear in the forward plan, however, a notice will be included on the agenda for the relevant Cabinet meeting which explains the reasons why.

Please note that the decision dates are indicative and are subject to change. Please contact the above addressee if you wish to check the date for a particular item.

Cabinet responsibilities are as follows

- Leader of the Council – Councillor Bird
- Deputy Leader, Regeneration – Councillor Andrew
- Deputy Leader, Resilient Communities – Councillor Perry
- Adult social care – Councillor Martin
- Children's – Councillor Wilson
- Clean and green – Councillor Butler
- Education and skills – Councillor Towe
- Health and wellbeing – Councillor Craddock
- Personnel and business support – Councillor Chattha

The Cabinet agenda and reports are available for inspection by the public 7 days prior to the meeting of the Cabinet on the Council's website. Background papers are listed on each report submitted to the Cabinet and members of the public are entitled to see these documents unless they are confidential. The report also contains the name and telephone number of a contact officer. These details can also be found in the forward plan.

Meetings of the Cabinet are open to the public. Occasionally there are items included on the agenda which are confidential and for those items the public will be asked to leave the meeting. The forward plan will show where this is intended and the reason why the reports are confidential. Enquiries regarding these reasons should be directed to Democratic Services ([helen.owen@walsall.gov.uk](mailto:helen.owen@walsall.gov.uk)).

“Key decisions” are those decisions which have a significant effect within the community or which involve considerable expenditure or savings. With regard to key decisions the Council’s Constitution states:

- (1) A key decision is:
  - (i) any decision in relation to an executive function which results in the Council incurring expenditure which is, or the making of savings which are, significant, having regard to the Council’s budget for the service or function to which the decision relates or
  - (ii) any decision that is likely to have significant impact on two or more wards within the borough.
- (2) The threshold for “significant” expenditure/savings is £250,000.
- (3) A decision taker may only make a key decision in accordance with the requirements of the Executive Procedure Rules set out in Part 4 of this Constitution.

#### **Dates of meetings**

2020 28 October  
9 December

2021 10 February  
17 March  
21 April

## FORWARD PLAN OF KEY DECISIONS

**NOVEMBER 2020 TO FEBRUARY 2021 (5.10.20)**

1	2	3	4	5	6	7
Reference No./ Date first entered in Plan	Decision to be considered (to provide adequate details for those both in and outside the Council)	Decision maker	Background papers (if any) and Contact Officer	Main consultees	Contact Member (All Members can be written to at Civic Centre, Walsall)	Date item to be considered
43/20 (7.9.20)	<b>Corporate Financial Performance and Covid-19 update</b> – To report the financial position and impact on Covid-19	Cabinet  (Non key decision)	Vicky Buckley 01922 652326 <a href="mailto:vicky.buckley@walsall.gov.uk">vicky.buckley@walsall.gov.uk</a>	Internal	Councillor Bird	9 December 2020
44/20 (7.9.20)	<b>Draft Revenue Budget and Capital Programme 2020/21 – 2023/24</b> – To provide an updated outline budget plan and options for further consultation, and update on consultation to date	Cabinet  (Non key decision)	Vicky Buckley 01922 652326 <a href="mailto:vicky.buckley@walsall.gov.uk">vicky.buckley@walsall.gov.uk</a>	Council tax payers, Business rate payers, voluntary and community organisations	Councillor Bird	9 December 2020
32/20 (3.8.20)	<b>Treasury Management mid-year position statement:</b> To note and forward to Council the mid-year position statement for treasury management activities 2020/21, including prudential and local indicators	Cabinet  (Non key decision)	Richard Walley 07500 819796 <a href="mailto:richard.walley@walsall.gov.uk">richard.walley@walsall.gov.uk</a>	Internal	Councillor Bird	9 December 2020
36/20 (7.9.20)	<b>Corporate Plan delivery Quarter 2:</b> To report performance monitoring information relating to the priorities and outcomes included in the Corporate Plan	Cabinet  (Non key decision)	Helen Dudson <a href="mailto:helen.dudson@walsall.gov.uk">helen.dudson@walsall.gov.uk</a>	Internal	Councillor Bird	9 December 2020
33/20 (7.9.20)	<b>Black Country Joint Committee Collaboration Agreement:</b> To enter into the Supplementary Deed of Variation to the BCJC Collaboration Agreement	Cabinet  (Key decision)	Kelly Valente 07768 387580 <a href="mailto:kelly.valente@walsall.gov.uk">kelly.valente@walsall.gov.uk</a>	Internal	Councillor Bird	9 December 2020
3/20 (6.1.20)	<b>Strategic development at Moxley Road, Darlaston Private session:</b> Report contains information relating to the	Cabinet	Joanne Nugent 01922 654752	Internal	Councillor Andrew	9 December 2020

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	financial or business affairs of any particular person	(Key decision)	<a href="mailto:joanne.nugent@walsall.gov.uk">joanne.nugent@walsall.gov.uk</a> Joel Maybury 01922 654748			
8/20 (3.2.20)	<b>Black Country Transport Team Collaboration Agreement:</b> To approve the agreement to facilitate the delivery of a strategic transportation function across the four Black Country local authorities	Cabinet  (Non key decision)	Matt Crowton 01922 654358 <a href="mailto:matt.crowton@walsall.gov.uk">matt.crowton@walsall.gov.uk</a>	Internal	Councillor Andrew	9 December 2020
27/19 (8.7.9)	<b>A34 Walsall to Birmingham SPRINT (Bus Rapid Transit) scheme – Phase 1:</b> To approve the sprint scheme	Cabinet  (Key decision)	Matt Crowton 01922 654358 <a href="mailto:matt.crowton@walsall.gov.uk">matt.crowton@walsall.gov.uk</a>	Internal	Councillor Andrew	9 December 2020
68/19 (2.12.19)	<b>West Midlands Enhanced Partnership Scheme:</b> To approve a plan to improve bus travel in the A34 Walsall to Birmingham corridor through delivery of a new SPRINT service.	Cabinet  (Key decision)	Matt Crowton 01922 654358 <a href="mailto:matt.crowton@walsall.gov.uk">matt.crowton@walsall.gov.uk</a>	Internal	Councillor Andrew	9 December 2020
43/18 (8.10.18)	<b>Lighting Invest to Save:</b> To consider proposals for a major investment in the highway lighting infrastructure by replacing all existing lighting with energy efficient LED lighting	Cabinet  (Key decision)	Paul Leighton 07831 120871 <a href="mailto:paul.leighton@walsall.gov.uk">paul.leighton@walsall.gov.uk</a>	Public, Walsall Public Lighting Ltd., industry companies, internal	Councillor Andrew	9 December 2020
30/20 (3.8.20)	<b>Bloxwich and Walsall Town Deal Acceleration Programmes:</b> To update Cabinet on the successful application and approve the necessary delegation to finalise and submit the Town Deal Investment Plans to the government on or before the deadline of 29 January 2021	Cabinet  (Key decision)	Mark Lavender 07951 620333 <a href="mailto:mark.lavender@walsall.gov.uk">mark.lavender@walsall.gov.uk</a>	Internal	Councillor Andrew	9 December 2020
49/20 (5.10.20)	<b>Council tax reduction or discount exemption penalties:</b> To introduce financial penalties for failure/late notification of changes of circumstances that would affect a resident's entitlement	Cabinet  (Non key)	Mark Fearn <a href="mailto:mark.fearn@walsall.gov.uk">mark.fearn@walsall.gov.uk</a>	Internal	Councillor Andrew	9 December 2020

35/20 (7.9.20)	<b>Preparing for Adulthood policy:</b> To approve a new policy to deliver timely and robust plans for young people preparing for adulthood	Cabinet  (Key decision)	Jeanette Knapper <a href="mailto:jeanette/knapper@walsall.gov.uk">jeanette/knapper@walsall.gov.uk</a>	Internal, SEND Improvement Board, Health operational partners and CCG	Councillor Martin	9 December 2020
48/20 (5.10.20)	<b>Access and Inclusion:</b> Response to report and recommendations of Education Overview and Scrutiny Committee	Cabinet  (Non key)	Sharon Kelly 01922 652895 <a href="mailto:sharon.kelly@walsall.gov.uk">sharon.kelly@walsall.gov.uk</a>	Internal	Councillor Towe	9 December 2020
50/20 (5.10.20)	<b>Public Health contracts:</b> To approve extension of existing public health core contracts and commence consultation to reconfigure lifestyle services	Cabinet  (Key decision)	Stephen Gunther <a href="mailto:stephen.gunther@walsall.gov.uk">stephen.gunther@walsall.gov.uk</a> Adrian Roche <a href="mailto:adrian.roche@walsall.gov.uk">adrian.roche@walsall.gov.uk</a>	Internal	Councillor Craddock	9 December 2020
26/20 (3.8.20)	<b>Information Governance Framework policy:</b> To approve the framework policy which has been updated throughout the Covid-19 lockdown to include the changes required for mobile working alongside the Council's technology changes.	Cabinet  (Key decision)	Paul Withers <a href="mailto:paul.withers@walsall.gov.uk">paul.withers@walsall.gov.uk</a>	Internal	Councillor Chattha	9 December 2020
45/20 (7.9.20)	<b>Corporate Financial Performance and Covid-19 update</b> – To report the financial position based on 9 months to December 2020 and impact on Covid-19	Cabinet  (Non key decision)	Vicky Buckley 01922 652326 <a href="mailto:vicky.buckley@walsall.gov.uk">vicky.buckley@walsall.gov.uk</a>	Internal	Councillor Bird	10 February 2021
46/20 (7.9.20)	<b>Corporate Budget Plan 2020/21 – 2023/24, and Treasury Management and investment Strategy 2021/2022:</b> To approve the final budget and Council tax for approval by Council	Cabinet  (Key decision)	Vicky Buckley 01922 652326 <a href="mailto:vicky.buckley@walsall.gov.uk">vicky.buckley@walsall.gov.uk</a>	Council tax payers, Business rate payers, voluntary and community organisations	Councillor Bird	10 February 2021 25 February 2021
47/20 (7.9.20)	<b>Corporate Plan delivery – Quarter 3 monitoring:</b> To report performance monitoring information relating to the priorities and outcomes included in the Corporate Plan	Cabinet  (Non key decision)	Helen Dudson <a href="mailto:helen.dudson@walsall.gov.uk">helen.dudson@walsall.gov.uk</a>	Internal	Councillor Bird	10 February 2021

51/20 (5.10.20)	<b>High Needs Funding Formula:</b> To approve changes to the formula to be used for the allocation of High Needs Dedicated Schools Grant funding for the 2021/22 academic year	Cabinet  (Key decision)	Andy Crabtree Mohammed Irfan 01922 652330	Schools Forum	Councillor Towe	10 February 2020
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