

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CABINET

HELD ON THURSDAY 16 NOVEMBER 2017 AT 4:00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT: Councillors:

Alcott, G.	Deputy Leader of the Council and Economic Development and Planning Portfolio Leader
Kraujalis, J.T.	Corporate Improvement Portfolio Leader
Bennett, C.	Crime and Partnerships Portfolio Leader
Mitchell, Mrs. C.	Culture and Sport Portfolio Leader
Preece, J.P.T.L.	Environment Portfolio Leader
Davis, Mrs. M.A.	Health and Wellbeing Portfolio Leader
Allen, F.W.C.	Housing Portfolio Leader
Todd, Mrs. D.M.	Town Centre Regeneration Portfolio Leader

47. Apologies

Apologies for absence were submitted for Councillor G. Adamson, Leader of the Council.

In the Leader's absence the meeting was chaired by the Deputy Leader.

Apologies were also noted for the Managing Director who was unable to be present due to attending a meeting of the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) Executive Board.

48. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

No other Declarations of Interest were made in addition to those already confirmed by Members in the Register of Members' Interests.

49. Updates from Portfolio Leaders

Crime and Partnerships

Catch 22

The Portfolio Leader advised the meeting that he had attended a briefing about Catch 22, a 'social business', i.e. a not for profit business with a social mission. Catch 22's mission was to integrate with a variety of public services at every

stage of the social welfare cycle to build resilience and aspiration in people and communities.

50. Minutes of Cabinet Meeting of 19 October 2017

RESOLVED:

That the Minutes of the meeting held on 19 October, 2017, be approved as a correct record and signed.

51. Forward Plan

The Forward Plan of Decisions for the period November, 2017 to January, 2018 (Item 5.1 – 5.8 of the Official Minutes of the Council) was considered.

RESOLVED:

That the Forward Plan of Decisions for the period November, 2017 to January, 2018 be noted.

52. Shared Services – Phase 2

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 6.1 – 6.8 of the Official Minutes of the Council).

RESOLVED:

That:

(A) Sharing of the following services be approved:

(i) Information Governance – to be led by Cannock Chase District Council, and

(ii) Pest & Dog Control – to be led by Stafford Borough Council. A further report to be submitted in due course outlining the service level agreement and seeking permission to delegate the provision of the service to Stafford Borough Council.

(B) Agreement be given to widening the scope of services to be considered for sharing to include the wider remit of Environmental Services (this will include Streetscene, Grounds Maintenance, Parks & Open Spaces and Trees).

(C) Agreement be given to commissioning an independent options appraisal jointly with Stafford Borough Council to consider all options for the future delivery of Environmental Services.

Reasons for Decisions

Following the agreement of a Memorandum of Understanding between Cannock Chase District Council (CCDC) and Stafford Borough Council (SBC) in 2009, the first phase of Shared Services commenced in 2011.

As part of the Financial Recovery Plan (FRP), as reflected in the General Fund Revenue Budget Medium Term Financial Plan, agreed by Council in February 2017, it was agreed that consideration be given to sharing further services with SBC. Officers of the two councils have been exploring this and outline business cases developed for:

- (i) Environmental Health;
- (ii) Planning Services; and
- (iii) Information Governance.

The work done so far indicated that whilst savings could be achieved from the sharing of these services, more work was necessary before a final conclusion could be reached. The main issue was the scoping of the Environmental Health Service as there were significant differences in the service profile for the two councils which made it difficult to agree the parameters of the service to be shared. It was therefore necessary to widen the scope of the services to be considered for sharing to the broader remit of Environmental Services. This would also significantly increase the opportunities for savings to be delivered for both councils and other benefits such as increased resilience in service delivery.

Given the nature and scale of Environmental Services, it was proposed that an independent options appraisal, including service delivery options, be commissioned. The costs of the options appraisal would be met jointly from the Shared Services reserves of both councils.

Although it was proposed to delay the decision on sharing Environmental Health Services pending the outcome of the wider review of Environmental Services, it was proposed to proceed with the sharing of the Pest and Dog Control Service. Since CCDC's contractor, Mitie, decided to terminate its contract early, SBC had stepped in to provide the service. It was now proposed to establish this more permanently as a shared service between the two councils with SBC acting as the lead authority. This would allow greater opportunities to integrate the service provision.

A business case had been established for a shared Information Governance service on the basis that this was a specialist service with limited resources so it would seem sensible to share expertise. CCDC would act as the lead authority for this service as it had an appropriately experienced Data Protection Officer and SBC did not have an equivalent resource. SBC would contribute £20,000 per annum toward the cost of the provision of a comprehensive Information Governance service.

53. Quarter 2 Performance Report 2017-18

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 7.1 – 7.34 of the Official Minutes of the Council).

RESOLVED:

That

- (A) The performance information relating to the Priority Delivery Plans (PDPs) as detailed in Appendices 1 to 4 of the Report be noted.
- (B) The actions which have been flagged as requiring amendment to the timescale, scope or timeline be noted.

Reasons for Decisions

Information for performance actions and indicators for Quarter 2 2017/18 was included for relevant items in Appendices 1 to 4 of the Report. The overall rankings for each Portfolio area were detailed in section 5 of the Report and

indicated that 85.1% of actions/projects had been achieved or were on target to be achieved.

54. Strategic Risk Register

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 8.1 – 8.18 of the Official Minutes of the Council).

RESOLVED:

That the Strategic Risk Register be approved and progress made in the identification and management of the strategic risks be noted.

Reasons for Decisions

All strategic risks and associated actions plans had been reviewed and the Council's risk profile was summarised as below:

Risk Colour	Number of Risks at 1 April 2017	Number of Risks at 1 Oct 2017
Red	1	1
Amber	5	5
Green	0	0
TOTAL	6	6

55. Publication of Part 1 Brownfield Land Register

Consideration was given to the Report of the Interim Head of Economic Development (Item 9.1 – 9.34 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) Publication of the Council's first Part 1 Brownfield Land Register be approved.
- (B) The Head of Economic Development, in consultation with the Economic Development and Planning Portfolio Leader, be delegated authority to approve any consultations related to the Brownfield Land Register and the publication of future versions of the Council's Part 1 Brownfield Land Register until such time as a Part 2 Register is produced.
- (C) The next steps in relation to producing the Part 2 Brownfield Land Register be noted, including the different approval mechanisms required and a further report being required.

Reasons for Decisions

The Housing and Planning Act 2016 introduced a requirement (Section 151) for Local Planning Authorities to produce and maintain a 'Register of Land' (Section 14A inserted into the Planning and Compulsory Purchase Act 2004). The Housing and Planning Act 2016 also introduced the ability for 'Permission in Principle' to be granted to residential-led development (Section 15) via a planning application route (for non-major development) or via a 'qualifying document' allocation i.e. within a Local Plan development document or the 'Register of Land' (Sections 58A and 59A inserted into the Town and Country

Planning Act 1990). The details followed in two sets of regulations.

The Town and Country Planning (Brownfield Land Register) Regulations 2017 (hereafter referred to as the Register Regulations) came into force on 16 April, 2017. They placed a duty on the Council to prepare, maintain and publish a register of previously developed land (commonly known as brownfield land) which was suitable for residential development. These set out the detailed requirements for Brownfield Land Registers including the requirement for a register to be kept in two parts; criteria for what sites should be entered; the information to be entered into the register; publicity, consultation and representation requirements for Part 2 of the register; exemptions from the register; and the requirement for the first Brownfield Land Register to be published by 31 December, 2017 and updated at least annually thereafter.

The Town and Country Planning (Permission in Principle) Order 2017 came into force on 15 April, 2017. In effect, this enabled sites on Part 2 of a Brownfield Land Register to be granted 'Permission in Principle' for residential development following mandatory publicity and consultation requirements being satisfied.

The Government recently published (28 July, 2017) within the National Planning Practice Guidance specific guidance to support Local Planning Authorities in the production of Brownfield Land Registers. This included a specified template for the Part 1 Register to be completed and submitted to Government, when requested.

The Council's first Part 1 Brownfield Register had been produced in accordance with the relevant regulations and guidance as detailed in Appendix 1 to the Report. The Register was recommended for approval to be published by 31 December, 2017 in order to meet the deadline set by the legislation.

The Council was not required to produce a Part 2 Register by 31 December, 2017. There was currently no deadline set for the production of Part 2. The next steps in relation to the production of a Part 2 Register were set out for information in the Report.

56. Update on Cannock Chase Community Infrastructure Levy Financial Year Report

Consideration was given to the Report of the Interim Head of Economic Development (Item 10.1 – 10.9 of the Official Minutes of the Council).

RESOLVED:

That the Community Infrastructure Levy (CIL) financial year report be noted.

Reasons for Decision

The Council approved the CIL Charging Scheduled and Regulation 123 List of infrastructure projects eligible to receive funding at its meeting on 15 April, 2015. CIL came into effect in relation to relevant chargeable development on 1 June, 2015.

CIL was intended to provide a funding stream for infrastructure needed to support the policies and proposals in the adopted Local Plan. It would partly replace funding previously obtained via Planning Obligations (Section 106 agreements and Unilateral Undertakings) which had become more limited in scope in relation to pooling of funds from 5 or more obligations as a result of the

regulations.

The Council was legally required to produce a financial year report on CIL receipt and spend in accordance with the Community Infrastructure Levy Regulations 2010 (as amended) (the CIL Regulations). This was the second financial report since the adoption of CIL and it provided a summary of CIL receipts and expenditure for the financial 2016-17.

The meeting closed at 4.20 p.m.

LEADER