

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CABINET

HELD ON THURSDAY 16 JUNE 2016 AT 4:00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK
PART 1

PRESENT: Councillors:

Adamson, G.	Leader of the Council
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
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

1. Apologies

Apologies were submitted for Councillors Mrs. C. Mitchell, Culture and Sport Portfolio Leader and J.P.T.L. Preece, Environment Portfolio Leader.

Apologies were also noted for Mr A. Welch, Council Solicitor and Monitoring Officer.

2. 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.

3. Updates from Portfolio Leaders

Crime and Partnerships

- Police recruitment – the Portfolio Leader reported that he had recently held a conversation with the Chief Constable of Staffordshire Police regarding police recruitment numbers in the County, who had advised that they were overwhelmed with interest from people wanting to join.
- Promotion Boards – the Portfolio Leader reported that elected members were now becoming involved in police 'promotion boards' with the purpose

of opening up transparency of appointing police officers to senior roles.

Culture and Sport

The Leader delivered the following updates on behalf of the Culture and Sport Portfolio Leader:

- Cannock Stadium – works have been completed on the Multi-Use Games Area other than the electric connection for the lighting and CCTV column which were due to be installed in July.

A landscape architect was currently working the Phase 1 design with tenders then to be issued for the pathways, lighting, community allotments, green gym equipment, BMX trail and adventure play area.

- Artificial Grass Pitch (AGP), Bradbury Lane – both contractors have been appointed for this project (James Wilkes Ltd for the Pavilion and Lano Sports for the AGP) with works due to start by the end of June and completion scheduled towards the end of 2016.
- Hednesford Park – works on the Pavilion were completed other than the snagging items. The gas meter was still to be fitted in the Pavilion and the connection to the CCTV cameras was awaiting BT installation. Work was well underway on the new skate park, which was due to be completed by the end of June.

Economic Development and Planning

- Jobs Fair – the Portfolio Leader reported on the success of the Council's job fair held on 19 May, 2016, at which over 350 job seekers were in attendance and thanked the Economic Development team for arranging it.
- Arriva Bus Issues – the Portfolio Leader reported that Arriva had removed from service, without consultation, the Sapphire buses which served the 25/26 route and replaced them with older buses. Additionally, the service frequency for the route had been scaled back from every 12mins to every 15mins, also without consultation. He advised that a press release would be issued expressing disgust and disappointment with these changes and how they were handled.

4. Minutes of Cabinet Meeting of 21 April, 2016

RESOLVED:

That the Minutes of the meeting held on 21 April, 2016, be approved as a correct record and signed.

5. Forward Plan

The Forward Plan of Decisions for the period June to August, 2016 (Item 5.1 – 5.2 of the Official Minutes of the Council) was considered.

RESOLVED:

That the Forward Plan of Decisions for the period June to August, 2016 be noted.

6. Recommendations of Scrutiny Committees

None received.

7. Annual Performance Review of Wigan Leisure & Culture Trust 2015-16

Consideration was given to the Report of the Head of Commissioning (Item 7.1 – 7.59 of the Official Minutes of the Council).

RESOLVED:

That the performance of Wigan Leisure and Culture Trust (WLCT) in delivering the Culture and Leisure Services for the period 1 April, 2015 to 31 March, 2016, be noted.

Reasons for Decision

This annual performance review was an integral part of the Council's contract monitoring arrangements with WLCT, enabling the Council to review the Trust's performance and commitments set out in the contract and method statements.

Appendix 1 attached to the report provided a detailed breakdown of WLCT's performance against performance targets for the year 1st April 2015 to 31st March 2016.

This was the fourth year of the 10 year contract and a strong relationship was being built between the Council and WLCT with both partners adopting a cooperative approach to performance monitoring and a mutual commitment to meeting challenges (known and evolving), business requirements and adapting to changing circumstances.

During 2014-15 WLCT re-branded and were now operating under the new title of "Inspiring Healthy Lifestyles". This transition will happen over time with regard to new signage etc but Members and customers will notice changes to promotional material at all sites across the district. For the purposes of this report WLCT was used to describe "Inspiring Health Lifestyles".

There were a number of key achievements during 2015-16:-

- A total of 69 performance measures and targets were monitored and a number of other measures used for which there was no comparator or baseline data available. WLCT had met or exceeded performance in 55 (80%) of its targets and not met target in 14 (20%), albeit that 2 (3%) were within the 5% tolerance threshold. The other 12 (17%) were considered red.
- The Council's culture and leisure facilities and services continued to be used extensively, with annual attendances and visits in excess of 942,000.
- WLCT were successful in raising general participation levels at both leisure facilities with 808,689 visits made during the year, demonstrating an increase of 3% (783,811 visits) when compared to last year.
- The number of junior visits increased by 1% at Chase Leisure Centre and by 3% at Rugeley when compared to last year.
- Swimming lesson usage continued to increase at both centres. Chase Leisure Centre saw an increase of 13.8% and Rugeley Leisure Centre an increase of 1% when compared to last year.
- Memberships increased significantly by 10% from 7,002 Members at the

start of the year to 7,732 at the end of March 2016.

- Concessionary card holders also increased by 10% from 3,839 to 4,225.
- Health based Activity Usage at both centres increased significantly following the launch of the MacMillan Active Cancer programme. Visits at Chase Leisure Centre increased by 19% and at Rugeley Leisure Centre by 97%.
- Cannock Park Golf Course enjoyed another consistent year with 23,377 rounds being played and preparations underway for the introduction of Foot golf during 2016-17.
- The coffee shop at the Museum was refurbished in July and re-named "Space on the Chase"
- A number of high profile and successful events at the Museum of Cannock Chase attracted interest from within and beyond the district. These included the "A Literary Landscape", Tolkein Exhibition highlighting the author's time spent on the Chase during World War 1, the Star wars Event and the Woodland Murder Mystery
- The Open day showcasing a range of activities at Chase Leisure in September 2015 again proved popular with around 1,000 people attending.
- Although WLCT were not contracted to make any investment this year they continued to make and support improvements to the Council's facilities with over £148k being invested at Chase Leisure Centre (new boiler), Rugeley Leisure Centre (changing room refurbishment and boiler repairs) and the Museum of Cannock Chase (Re-decoration in public areas and replacement flooring).
- Use of the Artificial Turf Pitch (ATP) at Rugeley Leisure Centre continued to increase with over 31,000 annual visits made this year, representing a 28% increase.
- Community Wellbeing Arts and Staffordshire County Council with their Well Active Project were nominated and won the Community Impact Award at the 2016 National Sports Awards.
- Continuation of free leisure memberships for the armed forces personnel living in the district was still proving popular with 135 current members. WLCT also confirmed their support at nil cost to the Council for the 2016-17 financial year.
- Stage one of a Reaching Communities bid was submitted. Outdoors and Active will focus on delivering targeted family-based activities to increase physical activity outdoors and contribute towards tackling obesity and sedentary lifestyles.

No default notices were issued and the contract was delivered within budget.

However, the aim of the report was also to present a balanced picture of achievements and performance against the targets set, including where performance needed to be improved.

- There were 20% of targets (14) that had not been met and where improvement will be required next year.
- Of the 14 targets that were not met:-

- 5 were at Chase Leisure Centre and related to the total number of visits (although this figure is up on last year by 0.6%), dry side attendances, health and fitness visits, education usage and customer satisfaction. The dip in dry side attendances and health visits was being investigated further by WLCT, particularly as Memberships had increased at the centre. The drop in education usage was because one school had chosen to use a centre closer to their school base. Satisfaction has dropped; the reasons offered concerned disabled access and value for money of the catering and vending facilities.
- 2 were at Rugeley Leisure Centre. Health and Fitness fell below target as a result of more localised competition and customer satisfaction levels also dropped with the key issues being identified as the quality of the gym and fitness equipment.
- 2 were at the Golf Course, one relating to the number of junior visits and the second one relating to the low response to the satisfaction survey. Junior participation continued to be challenging and work was being undertaken with the Wellbeing team to develop a schools' golf package for 2016-17. The content and method of undertaking the survey will also be reviewed.
- 2 were at the Prince of Wales Theatre. The number of junior visits fell slightly below target as a result of the bi-annual cycle of certain dance school bookings and customer satisfaction also fell, with the key areas identified being parking and cleanliness of the facility.
- Attendances and visits to the Museum of Cannock Chase continued to be impacted by the changes to the school curriculum. The Museum had developed a number of educational packages for 2016-17 to address this challenge.

In summary health and fitness usage at both centres continued to reduce as did visits to the Museum of Cannock Chase. It was still proving difficult for WLCT to increase junior participation on the golf course and satisfaction rates had dropped this year across all facilities.

However, generally, the performance achieved during the fourth year of the contract was good, particularly in respect attendances at our two leisure centres, Cannock Park Golf Course, the Prince of Wales Theatre and Community Wellbeing Teams – Arts and Sports.

As the contract relationship continues to develop WLCT will need to ensure that the culture and leisure facilities and services continue to:-

- be in line with the Council's revised Corporate Plan, Priorities and objectives,
- be evidence driven and aligned to the needs of the community,
- contribute to meeting the health needs of the District,
- influence decision makers and fund holders (LSP, Health and Well Being Boards, CCG's, Arts Council, Heritage Lottery Fund etc), and
- demonstrate where and how culture and leisure services can make an impact on a range of outcomes (e.g. Preventative – role of physical activity in health prevention).

8. Review of Leisure Concessions to Serving Members of the Armed Forces 2016-17

Consideration was given to the Report of the Head of Commissioning (Item 8.1 – 8.6 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The content of the report be noted.
- (B) The leisure concessions scheme for serving members of the armed forces who were resident in the district be continued with for the 2016-17 financial year, in accordance with the proposals set out in the report.

Reasons for Decisions

Cabinet on 21 June 2012 resolved that leisure concessions be introduced for serving members of the armed forces who are resident in the District from 30 June 2012 for an initial one year period (Minute 8).

Following subsequent annual reviews by Inspiring healthy lifestyles ('the Trust') of operation of the scheme, the scheme has continued each year.

Having assessed the impact of the operation of the scheme during 2015-16, the Trust agreed to continue with the scheme for the financial year 2016-17, subject to an annual review and subject to there not being a negative financial impact upon the contract in the future.

Inspiring healthy lifestyles will continue to monitor and assess the scheme to determine the costs and benefits associated with making such a concession.

Cabinet were recommended to continue with this offer for 2016-17 in recognition of the commitment made by armed forces men and women to this country in their service throughout the world.

9. Representatives on Outside Bodies 2016-17

Consideration was given to the Report of the Managing Director (Item 9.1 – 9.5 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The appointment of representatives to outside bodies as detailed in Appendix 1 to the report be approved.
- (B) Councillor Mrs. D. Todd be appointed as the Council's substitute Member on the Cannock Chase AONB Joint Management Committee.
- (C) The Leader of the Opposition, Councillor P.A. Snape, be appointed as the Council's second Member on the Staffordshire and Stoke-on-Trent Planning Forum.
- (D) Councillor Miss J. Cooper be appointed as the Council's substitute Member on the Staffordshire and Stoke-on-Trent Planning Forum.
- (E) The Managing Director, in consultation with the Leader of the Council, be authorised to make appointments to any additional outside bodies, as

necessary, throughout the Municipal year that would otherwise be determined by Cabinet.

Reasons for Decisions

Each year Cabinet was required to appoint representatives to a number of outside bodies as detailed in the schedule at Appendix 1 to the report. This was normally done at the first Cabinet meeting following the Annual Council meeting.

In readiness for preparing this year's schedule, the Council was advised that additional appointments were required to the bodies referred to in (B) to (D) above, so therefore it was necessary for Cabinet to formally determine which Members should be appointed.

For practical purposes, i.e. to avoid the need to report the matter to Cabinet on every occasion, Cabinet was also requested to confirm the Managing Director's authority, in consultation with the Leader of the Council, to make appointments to any additional outside bodies, as necessary, throughout the Municipal year.

10. End of Year Performance Report 2015-16

Consideration was given to the Report of the Head of Governance (Item 10.1 – 10.51 of the Official Minutes of the Council).

RESOLVED:

That the performance information related to the Priority Delivery Plans as detailed in Appendices 1 to 6 of the report be noted.

Reason for Decision

Information for performance actions and indicators for 2015/16 was included for relevant items in Appendices 1 to 6 of the report. The overall ranking for each portfolio area was detailed in section 5 of the report, indicating that 85% of actions/projects were achieved or were on target to be achieved.

11. Strategic Risk Register

Consideration was given to the Report of the Head of Governance (Item 11.1 – 11.16 of the Official Minutes of the Council).

RESOLVED:

That

- (A) The Strategic Risk Register be approved.
- (B) Progress made in the identification and management of the strategic risks be noted.

Reason for Decisions

All strategic risks and associated action plans were reviewed and the Council's risk profile was summarised as follows:

Risk Colour	Number of Risks at 1 Oct 2015	Number of Risks at 1 Apr 2016
Red	2	2
Amber	4	3
Green	1	2
TOTAL	7	7

12. Community Infrastructure Levy – Updated Regulation 123 List

Consideration was given to the Report of the Head of Economic Development (Item 12.1 – 12.12 of the Official Minutes of the Council).

RESOLVED:

That Council, at its meeting to be held on 6 July, 2016, be recommended to adopt and approve for publication on the Council's website the updated Regulation 123 List as attached to this report at Appendix A, replacing the previous version attached at Appendix B, subject to final agreement on the S106 Agreement for the Mill Green Outlet Village.

Reasons for Decision

The Council approved the Community Infrastructure Levy (CIL) Charging Schedule and Regulation 123 List of infrastructure projects eligible to receive funding in the first year of operation of CIL at its meeting held on 15 April, 2015. CIL came into effect in relation to relevant chargeable development on 1 June, 2015.

It was important that the Regulation 123 List was reviewed and kept up to date. As it was now over a year since the Regulation 123 List was published (i.e. when CIL was first implemented) it was now appropriate to ensure that an updated version was provided and made available on the Council's website in accordance with the CIL Regulations.

13. Garage Sites and Other Council Owned Land – Redevelopment Scheme

Consideration was given to the Report of the Head of Housing and Waste Management (Item 13.1 – 13.12 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) Scheme approval and permission to spend for the Garage Sites and Other Council Owned Land Redevelopment Scheme be agreed.
- (B) It be noted that Novus Property Solutions were appointed as Development Partner for the Redevelopment Scheme.
- (C) The Head of Housing and Waste Management, following consultation with the Housing Portfolio Leader, be authorised to extend the Redevelopment Scheme subject to the award of grant funding from the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP)

Unlocking Housing Sites Programme.

Reasons for Decisions

Scheme approval and permission to spend was sought in respect of the Garage Sites and Other Council Owned Land Redevelopment Scheme.

The proposed scheme will be undertaken in partnership with Novus Property Solutions and result in the demolition of two garage sites and three other sites in Council ownership, to be replaced with a scheme of 25 properties for affordable rent by the Council.

Details of the scheme were set out in section 5 of the report and were in accordance with the agreed development brief.

Following an OJEU compliant procurement exercise using the Standard Restricted Tender Procedure, Novus Property Solutions were selected as Development Partner for the Redevelopment Scheme.

Subject to a successful bid to the GBSLEP for additional funds from the Unlocking Housing Sites Programme, the scheme had potential to be extended to provide further units.

14. Exclusion of the Public

RESOLVED:

That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraph 3, Part 1, Schedule 12A of the Local Government Act 1972 (as amended).

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PART 2

15. Debt Recovery

Consideration was given to the Not for Publication Report of the Head of Finance (Item 15.1 – 15.16).

RESOLVED:

That

- (A) The amounts detailed in Appendices 1, 2 and 3 of the report be written off.
- (B) The actions of the Head of Finance in writing off the irrecoverable debts below £1,000 be noted.*

**There have been no write offs below £1,000 written off by the Head of Finance in this financial year.*

Reasons for Decision

Council Tax

Set out in Appendix 1 was a list of Council Tax arrears over £1,000 which could not be collected for the reasons stated. Included in this Appendix were 23 cases with arrears totalling £39,681.02.

The amount of Council Tax charged in the financial year was £43,199,464.77 and so the amount of debt recommended for write off in this report represented only 0.09% of one year's charges.

All of the amounts written off will be charged against the provision for bad debts.

Non-Domestic Rates

Set out in Appendix 2 was a list of Non-Domestic arrears over £1,000 which could not be collected for the reasons stated. Included in this Appendix were 16 cases with arrears totalling £64,801.14.

The amount of Business Rates charged in the financial year was £38,614,893.34 and so the amount of debt recommended for write off in this report represented only 0.17% of one year's charges.

Some of the Business Rates debts were being recommended for write-off on the grounds of insolvency of the companies that previously occupied properties. It

was not uncommon, in these circumstances for the properties concerned to be re-occupied, fairly quickly, by new companies often with similar names to the insolvent organisation. It often therefore appeared that the company had continued to trade, though this was not the case.

Where this situation occurred, the new occupier was an entirely separate legal entity to the previous occupant and could not be held liable for rates due from the insolvent company. Members were assured that these debts were only submitted for write-off when Officers were sure that they could not be recovered.

Housing Benefit Overpayments

Set out in Appendix 3 was a list of Housing Benefit Overpayments with arrears over £1,000 which could not be collected for reasons stated. Included in this Appendix was 1 case with arrears totalling £1,727.54.

The meeting closed at 4:35 p.m.

LEADER