

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CULTURE AND SPORT POLICY DEVELOPMENT COMMITTEE
TUESDAY, 5 AUGUST, 2014 AT 4.00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT: Councillors

Dudson, A. (Chairman)
Stretton, Mrs. P.Z. (Vice-Chairman)

Buttery, M. (Substituting for Councillor Ms. S. Whitehouse)	Mitchell, Mrs. C. Preece, J. Sutton, Mrs. H.M.
Freeman, Miss M. Grocott, M.R.	

(Prior to the commencement of the meeting a short briefing session was held to provide members with an overview of the Policy Development Committee and the recent areas of work undertaken).

1. Apologies

Apologies for absence were received from Councillors Mrs. A. Spicer and Miss. S. Whitehouse.

Councillor M. Buttery was in attendance as substitute for Councillor Miss. S. Whitehouse.

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

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

3. Minutes

Arising from consideration of the Minutes the Culture and Sport Portfolio Leader made reference to the Green Flag Award being retained for all 4 of the District's parks and Castle Ring being awarded "Green Heritage Status" this year. She requested that her thanks be passed on to the employees involved for retaining this Award for a further year.

An update was requested on whether a suitable burial site at the south of the Area of Outstanding Natural Beauty (AONB) had been identified. Members were advised that a site had been identified. However, it was a complex matter as testing of the land was continuing. This issue was included in the service aims of the Committee and would be monitored throughout the year. Should the land prove to be suitable planning permission would be sought and subject to approval, negotiations to acquire the land

would be completed.

The Committee noted that Norton Canes Parish Council had identified a small piece of land in Norton which was suitable for burials for Norton Canes residents. The Parish Council would be applying for planning permission in the near future. It was noted that this plot of land was not suitable as a burial site for the south of the AONB as this site would need to be a good size so as to last 50/60 years.

RESOLVED:

That the Minutes of the meeting held on 19 March, 2014 be approved as a correct record.

19. Presentation from the Head of Commissioning

The Head of Commissioning explained that the presentation would provide the following:

- Update on PDP 2013-14 – Performance Outturn
- Agree PDP 2014-15 (Service Aims, Actions and Targets)
- Agree Work Programme 2014-15

With regard to the actions last year he advised that the fitness suite extension at Rugeley Leisure Centre was completed in June 2013, all four Green Flag Awards for the District's parks had been retained (July 2013), the Sensory Room at Chase Leisure Centre was opened in August 2013, Hednesford Park Tennis Courts were completed in August 2013 and the on line booking system was introduced at the Prince of Wales.

He outlined the (targets) and [actual] performance with regard to the 7 performance indicators, as follows:

1. % increase in participation in culture and leisure services and facilities (33%) [48%]
2. % increase of Chase Lifestyle concession cardholders (5%) [12.9%]
3. Level (£) of investment in culture and leisure facilities as part of Wigan Leisure and Culture Trust (WLCT) contract (£120k) [£240k]
4. Number of volunteering hours (4,000) [4,555.5hrs]
5. Number of people volunteering (65) [90]
6. Number of apprenticeships posts created (2) [2]
7. Number of activities for those with health needs (1,300) [1,301]

He explained that the services within the Culture and Sport Policy Development Committee were as follows:

- All Culture and Leisure Services and facilities
 - Chase and Rugeley Leisure Centres
 - Prince of Wales Theatre
 - Museum of Cannock Chase
 - Community Wellbeing Teams – Arts, and Sports
- Parks and Open Spaces
- Cemeteries and burial grounds
- Tree Maintenance

- Playground maintenance and repairs

Members noted that the five Service Aims were:

- (1) To maximise opportunities for participation in culture and leisure
Actions: Hold Monthly Contract Meetings, produce quarterly Performance Indicator reports and provide activities for targeted groups
- (2) To provide accessible culture and leisure services and facilities
Action: To provide concessionary scheme and increase use of scheme by 1%
- (3) To encourage Investment in sporting and cultural facilities
Actions: To progress the funding and development of the Stadium Site and Artificial Grass Pitch in Hednesford
To continue to progress and develop the Heritage Lottery Fund (HLF) Hednesford Park Project
To complete the development of the Mining Gallery at the Museum
- (4) To develop provision of burial space within the District
Actions: To commence and complete the extension works at Stile Cop
To identify a suitable site south of the AONB, submit a planning application and secure the site
- (5) To maintain the quality of managed parks provision
Actions: To implement Parks Management Plans and undergo inspections and assessment

The Officer then outlined the seven Indicators and targets for this year:-

1. Number of Default Notices issued (Nil)
2. Level (£) of investment in culture and leisure facilities as part of WLCT contract (£Nil)
3. Number of attendances at targeted activities – Health Needs (8,000)
4. Number of attendances at targeted activities – Over 60's (1,000)
5. Number of attendances at targeted activities – Under 18's (20,000)
6. % increase in participation in culture and leisure services and facilities (1%)
7. % increase in concessionary members (1%)

Members asked that in future reports actual numbers be provided for the increase in participation in culture and leisure services and facilities as well as the percentage targets.

Members were then shown plans of the proposals for the development of a Community Sport and Recreation Hub at the former Stadium site and reference was made to the Cabinet report from 17 July, 2014 attached to the agenda (Item No. 4.1 - 4.10). The report outlined that a phased approach had been approved and that the facility mix had been agreed following consultation with stakeholders and residents.

He made reference to the master plan which outlined the facilities that would be provided on site, as follows:-

- Walking/cycle trails
- Outdoor gym equipment
- Dog walking area and pathways (to be illuminated)

- 3 x football pitches and junior pitches to address demand
- Adventure play area
- Space for a full size Artificial Grass Pitch (AGP)
- Mountain bike trail
- Small BMX/skateboard area
- Outdoor agility gym and community building housing changing rooms
- Allotments
- Car parking
- Multi Use Games Area
- 2 x play areas

A Member sought confirmation on whether any athletics facilities were to be provided. The Head of Commissioning confirmed that the consultation undertaken did not support the provision of athletics facilities on the site. Additionally it had been agreed that the site was to be made available for community use and not for specialist use. The Culture and Sport Portfolio Leader commented that the Athletics Club that previously used Cannock Stadium were now settled at a site in Stafford.

The Officer then outlined the elements of work that would be undertaken in Phase 1 and Phase 2 as detailed in the report. Members noted that the Huntington Terrace Road entrance would be opened up to make the site more accessible. The Pye Green Road access would provide the only vehicular access.

The Committee noted that planning permission would be sought later this year. A Member considered that those Members who were on the Planning Control Committee and part of the Liberal/Tory Alliance that closed the Stadium would have a conflict of Interest when the application for the Community Sport and Recreation Hub was considered by the Planning Control Committee.

The Culture and Sport Portfolio Leader commented that a new plan was proposed for the former Stadium site which was different to what was previously provided when the decision had been made to close it. Each individual member would make a decision on whether they had a Conflict of Interest at the appropriate time.

A Member suggested that the former Stadium site should be given a new name and the Culture and Sport Portfolio Leader advised that she would consult with the Leader regarding this matter.

The Head of Commissioning then referred Members to the five service aims. With regard to the service aim to develop an Artificial Grass Pitch in Hednesford he confirmed that the West Cannock 5 site on Bradbury Lane, Hednesford had been identified as the site and the planning application had been submitted. This was on target for completion in Quarter 2. If the planning application was successful the site would be purchased later in the year. The Officer confirmed that changing rooms and a junior pitch had been included in the designs in addition to the full size Artificial Grass Pitch.

With regard to cemetery provision he commented that the extension works to Stile Cop cemetery had been approved and it was anticipated that work would commence at the end of the year/early next year. The Committee noted that a potentially suitable burial site south of the AONB had been identified. Subject to the site being suitable a planning application would be submitted and, if planning permission was obtained, the

site would hopefully be acquired.

The Committee noted that an update on these five service aims would be brought to the Committee each quarter.

The Head of Commissioning then referred Members to the Work Programme for 2014-15 advising that during the 2014-15 Municipal year the Committee would monitor progress against the following key service aims:-

- WLCT Contract
- Stadium Project
- Hednesford Artificial Grass Pitch Project
- Hednesford Park Project (Heritage Lottery Fund)
- Burial Space Review

The Chairman asked that in future reports any abbreviations be outlined in full.

A Member asked whether there was an officer who dealt with the promotion of sporting events in the district. The Head of Commissioning advised that there was no dedicated resource to deal with this; however, Paul Smith, Sports Development Manager and Lisa Sheppard, Arts Development Officer from Wigan Leisure and Culture Trust would have an input in this as part of their roles.

The Head of Commissioning further advised that the District Council was working with Staffordshire County Council in respect of the triathlon which would be cutting through part of the Chase area.

Councillor Preece made reference to the Chasewater Liaison/Working Group and sought confirmation as to whether the District Council had been offered the opportunity to appoint a representative on this Group. Members noted that Norton Canes Parish Council had been asked to appoint a representative and it was considered that Councillor Preece would be the ideal representative for the District Council. It was agreed that Councillor Preece would look into this matter further.

Members noted that future meetings were to be held on 16 October, 2014, 21 January, 2015 and 18 March, 2015 and discussed the possibility of holding these meetings at various venues across the District. Suggestions included Etching Hill Tennis Club, Deavall Ranger Station, Chase and Rugeley Leisure Centres and Prince of Wales Theatre.

It was agreed that the Head of Commissioning arrange the venues for the meetings with the meeting on 16 October, 2014 being held at Etching Hill Tennis Club if possible. Councillor Grocott confirmed that he would be able to arrange for the meeting room at Etching Hill Tennis Club to be used free of charge.

The Committee asked that their thanks be passed on to the staff involved for the hard work undertaken last year.

The Culture and Sport Portfolio Leader asked that consideration be given to including "Any Other Business" on the agenda for future meetings. The Chairman considered that adding this to the agendas would prolong meetings. Officers would not have had time to prepare an answer and the matters raised would roll over to the next meeting for

a response. The Head of Commissioning advised that it was not normal practice to include "Any Other Business" on any of the Policy Development Committee agendas. He reminded Members that they had the opportunity now to include any items on the Work Programme as it was being considered at the meeting. The Chairman asked again if Members were happy with the Work Programme as set out and whether they wished to add any other items. No other items were put forward.

Following a discussion it was agreed that the Head of Commissioning would email Committee Members a month prior to the Committee meetings to ascertain whether any Member wished to add any items to the forthcoming agenda. There would be a closing date for any items to be received.

AGREED:

- (A) That the presentation be noted.
- (B) That Councillor Preece investigates whether the District Council have been offered the opportunity of appointing a representative on the Chasewater Liaison/Working Group.
- (C) That the Head of Commissioning arrange the venues for the remaining meetings with the meeting on 16 October, 2014 being held at Etching Hill Tennis Club if possible.
- (D) That the Head of Commissioning email Committee Members a month prior to the Committee meetings to ascertain if any Member wished to add any items to the forthcoming agenda.

The meeting closed at 5.10pm.

CHAIRMAN

CANNOCK CHASE COUNCIL
MINUTES OF THE JOINT MEETING OF THE
HEALTH & WELLBEING POLICY DEVELOPMENT COMMITTEE AND
HEALTH SCRUTINY COMMITTEE

THURSDAY 11 SEPTEMBER 2014 AT 4.00 P.M.

IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT:
Councillors

Gamble, B. (Chairman – Health Scrutiny Committee)
Stretton, Mrs. Z.P. (Chairman – Health & Wellbeing PDC)

Bernard, Mrs. A.F.	Jones, R.
Davis, Mrs M.A.	Preece, J.
Freeman, Miss M.A.	Sutton, Mrs. H.M.
Grocott, M.R.	Whitehouse, Miss. S.

Also Present: Staffordshire County Council Rep – Councillor Mrs. C. Mitchell
Corporate Director

7. Apologies

Apologies were received from Councillors Mrs. A. Allt, R. Todd and J. Toth, and Hester Parsons (Healthwatch Staffordshire).

8. Declaration of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

The Corporate Director advised that his wife worked for the Douglas MacMillan hospice based in Stoke-on-Trent.

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

9. MacMillan End of Life Care Project

Justine Palin, Programme Director for the Project, and Lesley Savage, Non-executive Board Member for the Project were in attendance for this item. They delivered a presentation on the Project which covered the following aspects:

- Programme vision –4 Staffordshire based Clinical Commissioning Groups (CCGs), NHS England and Macmillan Cancer Support;
- Macmillan have a history of working in the County with £4 million of funding spent by Macmillan over recent years has been to support

services across Staffordshire, the Project is being funded by Macmillan up to the point of the contract being let

- Programme core components;
- 10 year contract is –split into two years and then an eight year contract
- Macmillan 9 outcomes and vision for the future;
- Patient centred care;
- Appointment of non-executive Board members;
- Partnership group, Patient Champion Network and engagement activities;
- Procurement process

Councillor Grocott left the meeting at the end of the presentation and did not return.

Councillor Freeman queried where and when the bidders' day and market warming events were held.

Justine Palin replied they had both been held at Britannia Stadium in Stoke-on-Trent as it was one of the largest available locations in the county.

County Councillor Mitchell asked if Macmillan had an active presence in hospitals based in the areas covered by the Project.

Justine Palin replied that Macmillan had information centres based in several hospitals, the purpose of which was to provide information and sign-posting to patients. Certain hospitals also had Macmillan nurses in place. Lesley Savage further replied that the information centres were not 'staffed' but supported by volunteers whose purpose was to ensure the centres well resourced and information up to date.

County Councillor Mitchell then raised that the proposed ten year contract would be subject to an open and competitive tender process, but she had been told in other meetings that such services covered by the Project would not be privatised.

Justine Palin replied that the Project had become caught up in political issues regarding wider privatisation of the NHS. The Project was going to be fully funded by Macmillan, which received its own funding via charitable donations, and the organisation(s) awarded the contract would still be subject to review and monitoring by the NHS.

Councillor Davis asked where the £1.2 billion in funding for healthcare services was being sourced from.

Justine Palin replied that this is the current spend on both cancer and end of life care.

Councillor Davis then asked that as the Cannock CCG was currently over £9 million in debt, was there any likelihood that some of the £1.2 billion funding would be drawn back if further financial difficulties arose.

Justine Palin replied that regardless of what happened to the CCGs in the future funding would continue to be made available to fund cancer and end of life care service.

Councillor Davis then queried whether or not a 'break clause' would be included in the proposed contract.

Justine Palin replied that it was the intention to insert such a clause, as a review of the success of the contract would take place 2 or 3 years after its commencement.

The Corporate Director asked for clarification on where the funding was coming from for the first two years of the contract and what the likely contract values would be in Year 1 and Year 2.

Justine Palin replied that £1.2 billion was existing spend on cancer and end of life care. There would be separate funding for management costs for the bidders for the last two years of the contract, but she was reluctant to say where that would come from first.

Lesley Savage further replied that the £1.2 billion was split between cancer care and end of life support and then divided by 10, but Macmillan would be definitely be funding the contract for the first two years.

County Councillor Mitchell asked how and by whom the commissioners would be made accountable for management of the Project.

Justine Palin replied that all commissioners, regardless of status, had a legal duty to monitor the contract. It was also hoped that the commissioners would join an overarching commissioning body with the responsibility of monitoring the work of the lead bodies for the Project.

Councillor Freeman asked what the £4 million so far received from Macmillan had been spent on to date, and would they continue with future funding.

Justine Palin replied that it had been spent on a variety of services across Staffordshire over the past four years which were all separate from this Project, but was unsure as to what their plans were for future funding.

The Chairman raised that Members had concerns about what was really going to happen once the contract was up and running, as the likelihood was that in ten years time fewer services would be provided with the same level of funding as provided at the start of the contract.

Justine Palin replied that in all likelihood current spend is not what will be needed in ten years' time. A range of other services will be needed to meet increases in the number of people living with cancer and enabling choice at the end of life.

The Chairman then commented that the CCGs have kept on making announcements about what services they want to deliver, but so far nothing

seems to have happened.

Justine Palin replied that at present there were 36 end of life contract in place across Staffordshire, however in reality only one Commissioning Manager is responsible for the management of all 36 contracts as well as poor patient experience, poor survival rates and outcomes. CCGs are committed to making changes.

Councillor Preece queried that as private companies would be subject to pressure from shareholders, how would the Project Board ensure quality of service wasn't diminished?

Justine Palin replied that checks and balances for performance management would be written into the contract, as well as the requirement for an annual strategic plan to be produced and adhered to.

The Chairman commented that as only a limited number of care organisations existed, services could become stuck if not delivered properly.

Justine Palin replied that the focus would be put on service providers to ensure that the right patients services were being delivered, and that caps and limits would be placed on the contract to ensure financial security and viability.

Councillor R. Jones commented that a lot had been said about the CCGs and contracts, but little information given about patient care, and there was concern funding would be diverted to resolve other issues.

Lesley Savage replied that the main purpose of the Project was to ensure that patients were given a smooth journey, that the patient experience was improved which would lead to reduced mortality for patients. Macmillan had chosen Staffordshire as a pilot area, with the aim of extending the Project elsewhere if successful.

County Councillor Mitchell left the meeting at this point and did not return.

Councillor Preece asked what Macmillan's role would be in the Project once year 2 of the contract had finished.

Justine Palin replied that they would still be greatly involved in supporting service transformation and to ensure patient experience is improved.

The Corporate Director queried how improving the patient experience would reduce mortality rates.

Lesley Savage replied that patients could be suffering from psychological and/or mental health issues, so being given positive support to overcome these issues could help with their long term health.

The Chairman noted that a number of issues had been clarified, but further detail was needed to fully understand the proposed changes. The Chairman advised

that it was likely that Justine would be invited again to the Committee for further discussions and updates to be provided. Justine agreed to attend further meetings.

Justine Palin replied that she would distribute a document to Members which explained in more detail the plans.

The meeting closed at 5:38pm

CHAIRMAN

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
HEALTH AND WELLBEING POLICY DEVELOPMENT COMMITTEE
TUESDAY 7 OCTOBER, 2014 AT 4.00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT: Councillors

Stretton, Mrs. P.Z. (Chairman)
Gamble, B. (Vice-Chairman)

Davis, Mrs. M.A.
Grocott, M.R.
Todd, R.

Toth, J.
Whitehouse, Miss. S.

10. Apologies

Apologies for absence were received from Councillors Mrs. A. Allt and Mrs. A.F. Bernard.

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

<u>Member</u>	<u>Nature of Interest</u>	<u>Type</u>
Grocott, M.R.	Member of the Planning Control Committee	Personal

There were no other declarations of interests in addition to those already confirmed by Members in the Register of Members Interests.

12. Minutes

A Member referred to Minute 5. District Health Profile – District Health and Wellbeing Strategy – Public Health District Delivery Plan and advised the Committee that with regard to the Priority area Alcohol/Substance misuse, she reported that the old Progressive Working Men’s Club at Cannock Shopping Centre had plans to be converted to run a substance misuse service which would be offered through the charity Addiction Dependency Solutions Staffordshire.

Both the Chairman and Head of Environmental Health, Mr. Steve Shilvock advised that they would speak with the relevant departments to ascertain further details on these proposals.

RESOLVED:

That the Minutes of the meeting held on 4 August, 2014 be approved as a correct record.

13. Health and Wellbeing – Active and Healthy Lifestyles Quarter 1

It was reported that this item would be withdrawn from the Agenda.

14. Current Issues and Role of Food Safety Team

The Chairman welcomed Mr. Dave Prosser Davies, Food and Safety Manager to the meeting to give a presentation to Members.

The presentation consisted of the Food and Safety Team Priorities.

Dave Prosser-Davies reported that the Local Authority Regulatory Services including Environmental Health played a key role in supporting the local economic prosperity and community wellbeing. They ensured that well-run, legally compliant businesses were supported and that consumers, workers and the environment were protected.

The work of the food safety team consisted of:

- Managing the public mortuary
- Inspecting food premises
- Business advice and support
- Accident investigation
- Investigating food complaints

He reported on the activities and outputs and the outcomes and impacts and the typical demands on the service which included for example, total food premises 812, total workplaces 1708 and total requests for service were 700.

Some of the work of interest included:

- National food hygiene rating scheme (FHRS)
- Business support
- Systems thinking
- Raceway facility
- Nuffield swimming pool incident
- West End Wines prosecution

It was reported that 73 per cent of businesses in the District had a 5 star food hygiene rating, 15 per cent had a 4 star 9 per cent a 3 star, 1 per cent a 2 star and 0.5 per cent with a 0 rating.

The Food and Safety Manager reported that the business support offered by the Council to food businesses when inspections were carried out had been

well received and the work undertaken by Environmental Health had been recognised nationally in the Environmental Health professional journal.

It was reported that in order to help businesses provide safe food, the way of working had been examined and it was found that inspections did not fully identify risks, letters were not being understood, the current system was not achieving customer purpose and more listening, less talking and observing more was needed.

Members were then shown slides of work which had been undertaken by Environmental Health which included:

- Raceway fatality 2011 (concluded late 2013)
- Nuffield Health
- West End Wines

The Food and Safety Manager also reported on workplace wellbeing at Sainsbury's in partnership with Staffordshire County Council. This was open to small and larger employers and a way to access the working population regarding getting across health messages.

Current and future issues included:

- Food fraud – new task force
- Campylobacter reduction
- FSA Code of Practice
- Regulators' Code
- HSW Intelligence
- Stress related illness

Members were then given the opportunity to ask questions regarding the presentation.

A Member raised concern with general meat products being imported from other countries and illegally imported 'bush meat'. He advised that food standards where this produce was derived was not the same as this Country and 'bush meat' could carry infectious diseases. He was keen to ensure that the District did not come into contact with illegal meat produce and asked why some food premises did not advertise that their produce was locally sourced.

It was reported that when inspections were carried out at food premises, invoices and orders were checked by Officers. With regard to 'bushmeat' the Head of Environmental Health reported that this type of meat came from non-domesticated mammals, reptiles and birds and Environmental Health was not aware of any problem with 'bushmeat' being imported within the District. He also explained that a business could make the claims of their produce being locally sourced if they wished.

In response to a question raised concerning the food hygiene rating scheme, the Food Safety Manager responded and advised that any premises where a

food hygiene rating score of below 3 was given, certain action would be taken. However, those food premises where a 3, 4 or 5 rating was received would put pressure on those premises with the low score. He did point out however, that there were very few in the District with a score below 3.

The Chairman was keen to know the number of food poisoning cases Environmental Health would deal with locally.

The Food and Safety Manager reported that between 100/150 individual cases were reported, although there had been unusually 2 outbreaks this year which involved a number of cases which were linked to local businesses.

A Councillor referred to a number of local business premises where there was both litter and cigarette ends on pavements which looked unsightly. He referred to the rules concerning smoke free workplaces and asked if there was any rule on the proximity between the business premises and the smoker and any emphasis on the owners to deal with this.

The Food and Safety Manager reported that although there were no rules on the proximity between the business premises and the smoker, some business premises did require that customers not smoke near entrances and that it was an offence to leave litter, including cigarette ends, in the street.

15. Work Programme Update

Steve Shilvock, Head of Environmental Health distributed a copy of the updated Work Programme to Members of the Committee.

The Work Programme consisted of the following:

<u>Subject</u>	<u>Date Considered</u>
District Health Profile	4 August, 2014
District Health and Wellbeing Strategy	4 August, 2014
Public Health District Delivery Plan	4 August, 2014
Current Issues and Role of the Food and Safety Team	7 October, 2014
Langbourne Redevelopment – Update on Progress and Services to be Provided	11 November, 2014
Proposals for an Extra Care Scheme on the Aelfgar site	11 November, 2014
Well Active scheme with WLCT	11 November, 2014
Commissioning Partnership Proposals	11 November, 2014
District Alcohol Strategy	16 December, 2014
Social Alarms service	17 March, 2015
Consultations	Will be scheduled as they arise through the year

Steve Shilvock reported that Angela Schulp, District Commissioning Lead for Health and Social Care was keen to attend the next meeting of the Health and

Wellbeing Policy Development Committee to discuss the Langbourne redevelopment and proposals for an Extra Care Scheme on the Aelfgar site.

Members of the Committee were concerned that the Aelfgar proposals had not yet been through the Planning process and were therefore unsure that this should be placed on a future Agenda for discussion.

AGREED:

That the Updated Work Programme be noted.

CHAIRMAN

(The meeting concluded at 5.00 p.m.).

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
HOUSING POLICY DEVELOPMENT COMMITTEE
WEDNESDAY 6 AUGUST, 2014 AT 4.00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT: Councillors:

Kraujalis, J.T. (Chairman)
Preece, J. (Vice-Chairman)

Allen, F.W.C.	Grice, Mrs. D.
Ball, G.D.	Sutton, Mrs. H.M. (Substitute)
Dixon, D.I.	

By invitation: Councillor Mrs. M. A. Davies, Health and Wellbeing Portfolio Leader.

1. Apologies

Apologies for absence were received from Councillors Mrs. A. Allt and J.L. Jones.

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

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

3. Minutes

RESOLVED:

That the Minutes of the meeting held on 18 March, 2014 be approved as a correct record and signed.

4. Housing Priority Delivery Plan 2013-14 Outturn Performance

Consideration was given to the Housing Priority Delivery Plan 2013-14 Outturn Performance (Item 4.1-4.7).

Members of the Committee discussed the indicators where targets had not been achieved.

Re-housing the remaining households living in the Council's 167 Reema flats

Mr. I. Tennant, Head of Housing and Waste Management reported that there were 170 households that needed to be re-housed, with 167 being Council tenants. Tenants were given the choice of location, although this was dependent on properties becoming available.

He reported that all tenants had now been offered accommodation, although possession was also being sought in relation to one property. There were also currently 3 private sector flats which would be purchased, and where necessary the tenants would then be re-housed.

The Head of Housing and Waste Management explained that 3 properties had been sold under the Right to Buy scheme and used as private lettings. The landlords were aware that the Councils development partner was seeking to purchase those properties.

Percentage of Repairs Appointments Made and Kept

The Head of Housing and Waste Management explained that performance was 97% against the 98% target. This was due to a number of issues including tradesmen being unable to attend due to sickness, goods that were late onto site and appointments being cancelled.

Percentage of Secure Tenants Receiving a Tenancy Audit

The Head of Housing and Waste Management reported that the 6.5% target was set to high and a more realistic 2.5 per cent had been set for next year. Nevertheless, 3.65% of tenants received a tenancy audit.

In response to a question raised by a Member, the Head of Housing explained that a tenancy audit involved randomly selected tenants providing information and proof of their tenancy at a Council property.

Provide a Vulnerable Tenants Grass and Internal Decoration Scheme

The Head of Housing and Waste Management reported that 151 homes were re-decorated against a 160 target. The reduction was due to the need to decorate additional voids due to the social sector criteria.

Number of Households Re-housed to Private Rented Accommodation

It was reported that 58 households were re-housed in private rented accommodation against a target of 75. This was substantially lower than the previous year. It appeared that the housing market had improved and people were less likely to let properties.

The Head of Housing and Waste Management reported that many people who rented through the Council privately were those who were in receipt of benefit payments. He explained that help and advice was on hand through the Council's Housing Advice Team and measures were in place to help both the landlord and potential tenant.

Percentage of Homeless Decisions Determined within 33 Days

71% of homeless cases had been determined in the required timescale against a target of 75%.

It was reported that a new Homelessness Officer was now in post who would be responsible for helping to reach the target set for homelessness decisions.

Number of Empty Dwellings Brought Back to Use

It was reported that 1 dwelling had been brought back into use against a target of 6.

RESOLVED:

That the Housing Priority Delivery Plan 2013-14 Outturn Performance be noted.

5. Housing Priority Delivery Plan 2014-15

Consideration was given to the Housing Priority Delivery Plan 2014-15 (Item 5.1-5.8).

The Head of Housing and Waste Management reported that quarterly performance reports would be submitted to the Committee throughout the year, and the plan gave Members of the Committee an insight into what would be coming forward in the future.

RESOLVED:

That the Housing Priority Delivery Plan 2014-15 be noted.

6. Work Programme for 2014-15

Consideration was given to the Work Programme for 2014-15 (Item 6.1).

Prior to consideration of the Work Programme, the Head of Housing gave a presentation with regard to the Council's Sheltered Housing Schemes.

It was reported that the Council had five Sheltered Housing Schemes at:

- Caxton Court, Cannock
- Grace Moore Court, Chadsmoor
- Longford Court, Cannock
- St Barbara House, Rugeley
- Highfields, Rugeley

These provided a range of accommodation types together with communal facilities and weekly social activities.

The criteria for Sheltered Housing Scheme tenants included being over 55 years of age, an average age of 80 years, and most tenants would have at least one medical condition.

The aims and objectives of sheltered housing included:

- Providing independent secure accommodation
- Individual support plans for each tenant
- Preventing admission to hospital or residential care

As a result of the withdrawal of Supporting People funding for sheltered housing by Staffordshire County Council, there was a need to redefine the scheme service standards, and it was suggested that this formed part of the Work Programme for next year.

The Head of Housing and Waste Management reported that the next Committee meeting would be held at a Sheltered Housing Scheme within the District and also commented that items could be added to the work programme as and when required.

RESOLVED:

That the Work Programme for 2014-15 be noted.

7. 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, Local Government Act 1972 (as amended).

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
HOUSING POLICY DEVELOPMENT COMMITTEE
WEDNESDAY 6 AUGUST, 2014 AT 4.00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK
PART 2

8. Gas and Solid Fuel Servicing and Maintenance Contract

Consideration was given to the Not for Publication Report of the Head of Housing and Waste Management (Item 8.1-8.9).

The Head of Housing and Waste Management reported on the problems experienced in the past with the Council's Contractor and how improvements have been made.

RESOLVED:

- (A) That the performance information in respect of the Gas and Solid Fuel Servicing and Maintenance Contract be noted.
- (B) That a further report on the performance of the Council's Contractor in relation to the Gas and Solid Fuel Servicing and Maintenance Contract is submitted to the Housing Policy Development Committee during the 2015-16 Municipal Year.

CHAIRMAN

(The meeting concluded at 4.55 p.m.).