



Please ask for: Wendy Rowe
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27 June, 2022

Dear Councillor,

Economic Recovery Scrutiny Committee
6:00pm, Tuesday 5 July 2022
Council Chamber, Civic Centre, Cannock

You are invited to attend this meeting for consideration of the matters itemised in the following Agenda.

Yours sincerely,

T. Clegg
Chief Executive

To: Councillors:

Wilson, L.J. (Chair)
Pearson, A. (Vice-Chair)
Arduino, L. Kruskonjic, P.
Bancroft, J.T. Lyons, N.
Cartwright, S.M. McCall, M.
Crabtree, S.K. Thompson, S.L.
Dunnett, M.J. Thornley, S.J.
Haden, P.K.

Agenda

Part 1

1. Apologies

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

(i) To declare any personal, pecuniary or disclosable pecuniary interests in accordance with the Code of Conduct and any possible contraventions under Section 106 of the Local Government Finance Act 1992.

(ii) To receive any Party Whip declarations.

3. Minutes

To approve the Minutes of the meeting held on 30 March 2022 (enclosed).

4. Introduction to the Role of the Economic Recovery Scrutiny Committee

Presentation of the Head of Economic Prosperity.

5. End of Year Performance 2021/22

To receive the end of year 2021/22 performance information for the Supporting Economic Recovery Priority Delivery Plan (Item 5.1 - 5.17).

6. Economic Recovery Scrutiny Committee Work Programme 2022/23

Joint Report of the Head of Economic Prosperity and Head of Housing and Partnerships (Item 6.1 – 6.5 plus Appendices)

Cannock Chase Council
Minutes of the Meeting of the
Economic Recovery Scrutiny Committee
Held on Wednesday 30 March 2022 at 6:00pm
in the Council Chamber, Civic Centre, Cannock

Part 1

Present: Councillors:

Thompson, Mrs. S.L. (Chairman)

Kraujalis, J.T. (Vice-Chairman)

Frew, C.L.

Lyons, N.

Haden, Mrs. P.K.

Sutton, Mrs. H.M.

Johnson, T.B.

Wilson, Mrs. L.J.

Also in attendance:

Councillor P. Hewitt, Innovation and High Streets Portfolio Leader (for the Car Parking Pilot Scheme and Presentation on the Levelling Up Fund).

19. Apologies

Apologies for absence were received from Councillors A. Dunnett, P.D. Startin and the Head of Housing and Partnerships.

20. Declarations of Interests of Members in Contracts and Other Matters and Restrictions on Voting by Members and Party Whip Declarations

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

21. Minutes

Resolved:

That the Minutes of the meeting held on 1 December 2021 be approved as a correct record.

22. Quarter 3 PDP and Recovery Performance Information

Consideration was given to the Quarter 3 PDP and Recovery Performance Information for Supporting Economic Recovery (Item 4.1 – 4.18 of the Official Minutes of the Council).

The Head of Economic Prosperity led Members through the information outlining some of the projects and actions achieved in Quarter 3.

A Member sought further information about the delay in progressing the Aelfgar Development Scheme. The Head of Economic Prosperity advised that he would ask the

Head of Housing and Partnerships to provide the Member with an update on the reasons for the delay.

The Chairman referred to the significant number of empty shops in Rugeley town centre and asked if there was any specific reason for this. The Head of Economic Prosperity commented that town centres generally were struggling, and this had been made worse by the pandemic with several businesses ceasing to trade. Consideration would need to be given to how town centres should evolve and re-purpose to provide a different offer in the future. The Levelling Up Fund would provide the money to improve Cannock town centre, and similar funding opportunities would continue to be sought for the other town centres.

A Member referred to comments on social media about the high rental rates for town centre retail units and commented that the public were not aware that most units were owned by Private Sector Landlords and the Council was unable to control the rents charged. The Head of Economic Prosperity confirmed that the Council owned very few town centre retail units and reiterated how important it was for town centres to provide less retail and consider alternative uses, such as residential and leisure.

Another Member referred to the slower than anticipated take up for courses offered at the new Digital Skills Academy and asked what courses would be offered and what business were being targeted. The Head of Economic Prosperity agreed to circulate this information to the Committee following the meeting.

With the permission of the Chairman, the Innovation and High Streets Portfolio Leader spoke on this matter. He commented that it was a challenging time for town centres UK wide. He considered all three town centres had something to offer to attract people and when events were held, these were usually well attended. The delivery of the Levelling Up Fund would assist Cannock, but the Council would continue to seek further funding opportunities to improve all town centres in the District. He reiterated the need to look at offering alternative uses in the town centres in the future.

The Head of Economic Prosperity then referred Members to the performance indicators and commented that unemployment rates continued to reduce post Covid. The Council would continue to work with partners to create jobs and attract businesses to the area.

He added that the town centre vacancy rates continued to remain high in all three town centres. These would be monitored, and the Council would continue to seek further funding opportunities.

The number of Planning applications received had increased which had led to a significant uplift in work. In addition, there had been an increase in enforcement cases. This meant that some capacity issues had arisen.

Resolved:

- (A) That the Quarter 3 PDP and Recovery Performance information be noted.
- (B) That the Head of Economic Prosperity circulate further information to Members on the courses available at the Digital Skills Academy and what business would be targeted.

23. Affordable Housing Delivery Scrutiny Review - Update

The Head of Economic Prosperity advised that the Committee had agreed to undertake a review of Affordable Housing Delivery during this year. However, the viability report had been delayed and there was not sufficient time to undertake a thorough review this year. He therefore suggested that this review be deferred until next year and it would be included in the 2022/23 Work Programme along with other possible review options.

The Committee supported the suggestion for the Affordable Housing Delivery Scrutiny Review to be deferred until next year.

24. Car Parking Pilot Scheme

Consideration was given to the Briefing Note of the Head of Economic Prosperity (Item 6.1 to 6.6).

The Head of Economic Prosperity led Members through the Briefing Note that provided feedback on how the extended car park initiative / payback initiative had performed and operated across Cannock and Rugeley town centres during 1 November 2021 to 30 January 2022.

The Chairman advised that Councillor P.E. Woodhead had been invited to the meeting for this item but was unwell and therefore unable to attend.

The Committee noted the Briefing Note.

24. Economic Recovery Scrutiny Committee Work Programme 2021-22 – update

The Head of Economic Prosperity explained that the Work Programme of the Committee for 2021-22 had already been discussed during the meeting.

The Chairman and Members of the Committee wished to thank all officers for their hard work in providing the Committee with the reports and information for the meetings held during the municipal year.

25. 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).

Cannock Chase Council
Minutes of the Meeting of the
Economic Recovery Scrutiny Committee
Held on Wednesday 30 March 2022 at 6:00pm
in the Council Chamber, Civic Centre, Cannock
Part 2

26. Levelling Up Fund

The Head of Economic Prosperity provided Members with a presentation on the Levelling up Fund, which gave them an overview of the project and the latest position. Members were reminded of the confidential nature of the information presented.

He added that during 2022/23 the role of the Committee in the project would be discussed further as part of the Work Programme. Further updates would be provided at each meeting in the confidential part of the agenda.

Following the presentation, Members were offered the opportunity of asking questions and making comments.





Members thanked the Officer for the overview and considered the project provided a great opportunity for the town centre. The importance of the Committee being involved in the process and to scrutinise the progress of the project was noted. The Committee also considered that all political parties should be involved in the process to track the delivery of the project and ensure timescales were achieved.

The meeting closed at 7:07pm.

Chairman

Priority Delivery Plan for 2021-22
Priority 1 – Supporting Economic Recovery

PROJECTS – Summary of Performance

Delivery of Projects for Q4					
				N/A	Total Number of Projects
Action completed	Project on Target	Work in progress but project slightly behind schedule < 3 months	Action more than 3 months behind schedule – specific action required to address delay	Project not yet started	
18	4	7	9	1	39





Summary of Successes as at Quarter 4

- Agreed joint marketing and communications plan with McArthurGlen
- Full allocation of Additional Restrictions Grant funding
- Exceeded targets for Apprenticeships and training initiatives (in partnership with Staffordshire County Council)
- Cabinet approval secured for Levelling Up Fund project for Cannock town centre
- Full commitment and spend of the Council's Welcome Back Fund allocation
- Completion of pilot car parking initiative to encourage shoppers into the town centre
- Rugeley Power Station; demolition work is now complete

Summary of Slippage as at Quarter 4

- Delays to further design work for improvements to Cannock railway station
- Development of Cannock Masterplan on-hold due to bid for funding to GBSLEP not being approved
- Car parking review on-hold pending decision on budget / resources
- Local Plan timetable has been delayed due to slippage in completion of key pieces of evidence
- Avon Road car park; although progress has been made and a solution to the access rights has been found; heads of terms with the prospective purchaser have not yet been agreed

1.1 Supporting jobs, enterprise, and skills

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
1.1.1. Maximise the economic benefits of the opening of McArthurGlen Designer Outlet West Midlands							
Review and refresh of Economic Prosperity Strategy.	Production and consultation.			✓		Deferred to allow the strategy to be aligned with the new Corporate Plan - rescheduled for Qtr1 2022-23	
	Present to Cabinet for approval.				✓		
Promotional leaflet production to coincide with opening of Designer Outlet.	Production and launch of leaflet.	✓				Leaflet now in circulation and PR launch carried out.	
Work with McArthurGlen to develop a joint marketing plan to promote the District and encourage linked trips and dwell time in Cannock Chase.	Develop and implement marketing plan and identify resources.				✓	Joint activities and mutual areas of promotion agreed between Council and Outlet Marketing Officers.	
Transformational upgrade of Cannock Railway Station <ul style="list-style-type: none"> Business case development / design Submit bids for funding 	Work with partners to commission next stage of design and engineering work.	✓				<p>Network Rail have been commissioned by CCDC, Staffordshire CC and West Midlands Rail to undertake further design work as follows:</p> <ul style="list-style-type: none"> Client and route requirements documents Property impact review Engineering / design review Scope of works list for GRIP2 and 3 Network Rail assured cost plans for two design options <p>Work is behind schedule, but should be completed in Qtr1 22/23.</p>	
	Report to Cabinet presenting outcome of design work, including updated cost plan and funding strategy.				✓		

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol	
1.1.2. Supporting local businesses								
Provision of advice and support to local businesses to resume operations and recover from Covid restrictions.	Support to businesses to enable them to comply with Covid regulations and guidance in line with timescales set out in Government roadmap.		✓			Covid support team has been disbanded following ending of Covid restrictions on 19 th July 2021. On-going support for local businesses is being provided by Economic Development, Food Safety and Licensing teams as part of 'business as usual' activity.	★	
Full allocation of Government funded Covid business support programmes i.e. Local Restrictions Support Grant, Additional Restrictions Grant (ARG) focusing on businesses affected by the pandemic and lockdown restrictions	Aim for full allocation of ARG by 30 th July as per MHCLG guidance.		✓			Full allocation spent of ARG monies.	★	
	Payment of Re-start grants.	✓						
	Delivery of Apprenticeship and Training initiatives in partnership with Staffordshire County Council.					✓	Targets exceeded and full spend of ARG monies achieved.	★
Delivery of Enterprise for Success and Let's Get Started initiatives in the District to help new businesses to start up.	Promote available support to eligible local residents.					✓	Enterprise for success contract extended and take up rates recovering post Covid - enquiries going up. Need to secure provision post March 2023.	★
Expand Federation of Small Business Membership in District to help survival rates of businesses.	Promote initiative and secure new Members take up.		✓			All 27 Memberships now allocated - project completed on time & in budget	★	

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
1.1.3. Support for newly unemployed residents							
Working in partnership with LEPs, DWP, Staffordshire County Council to proactively respond to redundancy announcements	Monitor through Countywide redundancy task group numbers of reported redundancies and HR1 forms from Cannock Chase employers.	✓	✓	✓	✓	No significant redundancies announced - Rebranded group to be Skills focused, continues to meet.	★
Identify gaps in local provision and develop initiatives (if required) to further support unemployed residents.	Post furlough ending consider whether additional provision is needed to help address growing unemployment levels.			✓		Not required to provide additional provision as a result of furlough ending - positive position and encouraging. Pipeline and Shared Prosperity Investment Plan will shape new provision.	★
1.1.4. Increasing skills levels and access to employment opportunities							
Work with Cannock College to deliver skills and apprenticeships opportunities to local residents	Assist with delivery of apprenticeships linked to engineering academy and recruitment of local employers.	✓	✓	✓	✓	Work continues to ensure sustainability of provision and enhance local offer	★
	Aid the roll out of a new digital skills hub in Cannock and promote the local offer to local employers.	✓	✓	✓	✓	Ongoing promotion and referral /awareness of new provision is required - take up slower than would like but not concerning, needs time to get established properly.	
1.1.5. Ensure sufficient supply of employment land and workspace for small businesses							
Explore feasibility of encouraging more managed workspace in the District	Work with key partners to identify potential locations for future sites.				✓	Work is continuing on managed workspace opportunities - demand assessment work as part of LUF project in progress. 1 opportunity in Cannock town centre and Rugeley identified as potential locations.	✓

1.2 Reshaping our town centres

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
1.2.1. Identify external funding / investment opportunities							
Identify external funding opportunities	Submit a business case for the Levelling Up Fund for Cannock Town Centre	✓				LUF Project Board and Governance arrangements established - permission to spend report to be submitted to Cabinet Qtr 1 22/23.	★
	Fully commit and spend the Council's Welcome Back Fund to support re-opening of town centres				✓	All monies defrayed (spent) and final claim submitted to achieve full reimbursement of costs to CCDC.	
Develop a pipeline of projects to reshape our town centres and provide focus for future bidding opportunities	Develop an investment plan to include pipeline of projects			✓	✓	Investment Plan and pipeline of potential projects has been developed. Work now needs to evolve as new Shared Prosperity funding allocation to be received during 2022/23- subject to HM Government sign off of formal investment plan. Investment Plan needs to be submitted by August 2022	★
1.2.2. Regeneration / reshaping of Cannock Town Centre							
Cannock Town Centre Prospectus	Engagement with private sector with the aim of securing investment for identified Cannock Prospectus sites	✓	✓	✓	✓	Ongoing discussions with local developers. Current focus is on Church Street / MSCP site and Avon Road disposal.	✓
Land disposal at Avon Road	Agree Heads of Terms for disposal	✓				Issues requiring 3 rd parties has affected programme - signing is imminent of HoTs	✗
	Planning application to be submitted by purchaser		✓			Likely to be during 2022/23	

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
Business case for demolition of MSCP and Indoor Market site to Cabinet	Report to Cabinet setting out business case for demolition including options appraisal		✓			Consultants have been appointed and progress update given to Cabinet Feb 2022. Demolition works will now be taken forward as part of the LUF project for Cannock town centre.	★
Develop a Cannock Masterplan	Procure consultants to undertake masterplan production					Commissioning this work is on hold due to no budget provision (bid for GBSLEP funding was rejected).	✗
	Prepare specification / undertake procurement			✓			
	Award contract				✓		
1.2.3. Reshaping Rugeley Town Centre and surrounding areas – capitalising upon the re-development of Rugeley Power Station							
Identify options for the Rugeley Market Hall and adjoining land	Undertake an options assessment				✓	Market Hall continues to suffer from low take up of stalls. Officers are continuing to examine ways of filling vacant space in line with terms of existing lease. Officers will continue to look at options to utilise the asset within the terms of the existing lease and produce an assessment during 2022/23.	▲
Identify options for addressing vacant units in Rugeley Town Centres	Undertake a Baseline assessment of vacant units including engagement with private landlords and partners				✓	Planning Policy officers have carried out audit of vacant units - work needed on engagement with landlords/agents.	▲
1.2.4. Review the Council's car parking strategy							
Undertake parking review across the District	Undertake pilot car parking initiative in Cannock & Rugeley Town Centres	✓	✓	✓		Pilot was completed on time and in budget	▲





Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
	Report to Cabinet setting out outcome of Pilot and options for future			✓		Cabinet approved an extension to the Pilot to cover Christmas period and this ended 31 st January 2022.	
	Review of car parking across District <ul style="list-style-type: none"> - Procure consultants - Undertake review 			✓	✓	Scope and quotations undertaken - decision to not progress District wide strategy at present made. Budget for work will need to be factored into budget setting process for 23/24.	

1.3 Increasing affordable housing

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
1.3.1. Investment of £12.9m to deliver in the region of 100 new Council properties for rent							
Hawks Green – complete development	Completion of handover of Council Houses			✓		Completion of all Council Homes achieved, and 12-month maintenance period commenced February 22.	★
	Completion of Hawks Green Development by 31 March 2022				✓	Development completed. Highway under 12-month maintenance period confirmed by Staffordshire County Council	
Aelfgar Development Scheme	Completion of land sale		✓			Land sale completed in Q2.	▲
	Seek outline planning permission		✓			Outline planning permission issued Q2.	
	Completion of procurement exercise and selection of contractor			✓		Initial actions with framework continuing. Requirement for passivhaus specification has resulted in extended initial process. Developer is undertaking scheme design at risk but current economic uncertainties are impacting on finalising the scheme.	



Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
						Revised procurement timetable and start on site date still to be determined	
	Start on site				✓	To be revised as part of timetable revision 2022/23	
Chadsmoor development	Submission of Cabinet report for scheme approval		✓			Pre-planning consultation completed Q2 and report prepared and considered at August Cabinet briefing. Scheme approval report to be submitted following planning approval.	✘
	Planning application submission			✓		Investigation into a Planning Agreement in progress. Timescales to be revised as part of agreement for 2022/23.	
1.3.2. Ensure the Local Plan includes the necessary provisions for affordable housing contributions							
Emerging Local Plan will update affordable housing contributions with new viability evidence	Viability Study to be available Summer 2021 that will inform affordable housing requirements in Reg 19 Local Plan.			✓		Viability report is being completed. Viability assessments have been completed. Report delayed due to further typology analysis and site-specific viability assessments for strategic sites. Report expected end May / early June.	✘
Undertake revision of affordable housing policies in line with Local Plan timetable	To be undertaken on receipt of viability study and incorporated into policies in Reg 19 version of Local Plan.			✓		Local Plan timetable to be revised in new Local Development Scheme. Cabinet report anticipated July 2022.	✘
1.3.3. Work with partners / Affordable Housing Registered Providers							
Set up and deliver an annual Stakeholder Event to make strategic links and build strong relationships with key registered providers	Arrange first meeting since pandemic, to be held virtually.	✓					★

1.4 Well designed communities

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
1.4.1 Adoption of a new Local Plan for the District by the end of 2023							
New Local Development Scheme (LDS) 2021 to set out timetable for delivery by 2023	New LDS adopted April 2021 which sets out timetable for Local Plan Review and adoption before end 2023.	✓				Local Plan timetable is currently behind due to delays in finalisation of evidence base; namely viability study and open spaces assessment. Regulation 19 consultation to be delayed until summer 2022.	
	Regulation 19 Local Plan – Winter 2021/22 Consultation			✓	✓		
1.4.2 Ensure our Local Plan policies achieve higher design and environmental standards with new housing developments							
Local Plan 'Greener Futures' policy in preparation that will include higher environmental and design standards applied to new housing developments.	Preferred Option introduces Greener Futures Policy. Consultation responses and Viability Study will be considered in potential revisions to the policy.	✓				Further policy refinement to take place once Viability Assessment has been provided and consultations responses have been compiled and considered	
1.4.3 Support our towns and parishes to plan their neighbourhoods							
Progress current and future Neighbourhood Plans within the district.	Continue to work with Parish Councils and Neighbourhood Planning Groups to progress Neighbourhood Plans.				✓	Work continuing. New designation Heath Hayes and Wimblebury.	
1.4.4 Ensure our local communities secure benefits from new developments and investment in local infrastructure							
Emerging Local Plan will prioritise new sustainable development allocations with emphasis on supporting infrastructure.	Regulation 19 Draft Local Plan scheduled Winter 2021, however timetable is under review.			✓		Local Plan timetable delayed as evidence under preparation. Anticipated Summer 2022.	

1.5 Clean and green recovery

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
1.5.1 Support our clean growth ambition by encouraging green jobs and investment							
Identify and support businesses, supply chains and investors that are seeking to create green jobs in our District.	Investigate potential opportunities to attract new businesses or grow existing businesses to create new jobs				✓	Council officers continue to work with key partners such as Growth Hubs, Make it in Stoke and Staffordshire, and Staffordshire Business Environmental Network to support existing businesses to move towards low carbon future. Cannock Chase is currently participating in GBSLEP 'Clean Growth' Programme.	✓
1.5.2 Work with public bodies and site owner to regenerate the Rugeley Power Station site and deliver 'zero carbon' ambitions							
Work with Engie to progress plans for the site.	Completion of demolition of site	✓	✓			Demolition work now practically complete.	★
	Planning application for Riverside Park and spine road				✓		
Zero Carbon Rugeley – completion of Pilot project for Smart Local Energy System and dissemination of findings.	Disseminate findings of project and work with Engie to identify implementation options				✓	Zero Carbon Rugeley project has been extended for further 12 months with focus now on identifying how project activities can be implemented and financed.	✓
1.5.3 Work towards developing zero carbon homes (Passivhaus standard) on Council housing developments							
Aelfgar Development Scheme – undertake a design and build procurement based on Passivhaus principles	Outline planning permission granted		✓			Land sale completed in Q2.	▲
	Completion of land sale		✓			Outline planning permission issued Q2.	
	Completion of procurement exercise and selection of contractor			✓		Initial actions with framework continuing. Requirement for passivhaus specification has resulted in extended initial process. Developer	




Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
						is undertaking scheme design at risk but current economic uncertainties are impacting on finalising the scheme. Revised procurement timetable and start on site date still to be determined	
	Start on site				✓	To be revised as part of timetable revision.	
1.5.4 Produce a funded retrofit (carbon zero) programme for the Council's housing stock and commence implementation							
Stock Condition Survey – Commission survey to establish stock condition for 20% of stock and produce 5-year cyclical programme to establish and monitor 100% of stock	Develop Asset Management system to record and report on asset data	✓				Asset Management system built, go live occurred in August.	
	Completion of procurement exercise and selection of service provider		✓			Procurement team workload and internal resource delayed exercise. Back on waiting list for Procurement Officer due to delay in finalising specification. Anticipated completion July 2022	
	Completion of Surveys			✓		Delayed due to knock on effect of procurement delay.	
	Annual update of 30yr business plan					Action for next financial year	
Development of strategy to deliver carbon neutral housing stock and development of retro fit work programme	Procurement of Housing Climate Change Action Plan		✓			Provider appointed along with wider piece of work to develop a costed action plan for delivering the Council's targets re carbon neutrality.	
	Production of the Housing Climate Change Action Plan			✓		Awaiting data capture information from consultant. Delayed to Q1 2022.	
	Produce Housing Asset Management Plan				✓	Knock on impact delaying progress	





Item No. 5.13






Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
	Develop work programme to incorporate Climate Change Actions	2022-23					
	Participate in a joint bid to pilot retrofit of properties to gain an understanding of new technologies and measures required for CCDC stock					Unsuccessful in first bid, awaiting timescales for 2 nd wave of funding	
EPC – Carry out programme over 5 years to establish Energy Performance for the stock	Completion of procurement exercise and selection of service provider			✓		This element of work is incorporated within the procurement of the stock condition surveys	N/A
	Record EPC's in Asset Management system annually for reporting purposes				✓		

Priority Delivery Plan for 2021-22
Priority 1 – Supporting Economic Recovery





DIRECTION OF TRAVEL INDICATORS



Improved situation	Situation worsened	No change
		
5	3	1

Direction of Travel Indicator	Reporting Frequency (Q or A)	Last year's outturn	Target	Q1	Q2	Q3	Q4	Trend
Objective 1.1 - Supporting jobs, enterprise, and skills								
Unemployment rate	Q		Aim to keep below WM rate					
• Cannock Chase		5.4%		5%	4.2%	3.6%	3.5%	
• West Midlands		7.4%		7 %	6.1%	5.5%	5.3%	
Youth unemployment	Q		Aim to reduce gap to reach WM average					
• Cannock Chase		11.2%		10.7 %	7.2%	6.0%	5.7%	
• West Midlands		10.3%		9.6%	7.8%	6.5%	6.3%	
NVQ 3 attainment rates (revised 2022 ONS data)	A	48.0% Jan 2020- Dec 2020	To increase levels year on year				55.9%	
NVQ 4 attainment rates (revised 2022 ONS data)	A	30.8% Jan 2020- Dec 2020	To increase levels year on year				33.4%	

Direction of Travel Indicator	Reporting Frequency (Q or A)	Last year's outturn	Target	Q1	Q2	Q3	Q4	Trend
Objective 1.2 - Reshaping our town centres								
Town Centre vacancy rates (measured as % of total units)	Q		Keep vacancy rate under 10%					
Cannock		25.8%		26.6%	21.1%	21.1%	22.7%	
Hednesford		4.3%		4.3%	3.2%	5.4%	4.3%	
Rugeley		5.6%		5.6%	4.8%	6.3%	7.1%	
Combined		n/a		13%	10.4%	11.5%	12.1%	
Objective 1.3 - Increasing affordable housing								
Number of Affordable Housing units delivered per annum	A	60	231				272	
Objective 1.4 Well-designed communities								
Housing completions	A	New indicator	*					
Employment land developed	A	New indicator	*					
Neighbourhood Plans adopted	A	New indicator	*					

PERFORMANCE MEASURES

Summary of Performance as at Q4			
			
Target Exceeded	Target Achieved	Performance Slightly Below Target	Performance Significantly Below Target
0	4	1	0

Performance Indicator	Reporting Frequency (Q or A)	Last year's outturn	Target	Q1	Q2	Q3	Q4	Target Achieved?
Objective 1.1 - Supporting jobs, enterprise, and skills								
Number of businesses supported	A	60 for each LEP	n/a				SSLEP 89 GBSLEP 42	
Number of enrolments on Digital Academy and Engineering Academy at Cannock Campus of South Staffordshire College	A	New indicator for 21-22	*				41	
Objective 1.2 - Reshaping our town centres								
Number of residential units consented / completed in Town Centre	A	New indicator for 21-22	*					
Commercial and non-retail floorspace consented / completed	A	New indicator for 21-22	*					

Performance Indicator	Reporting Frequency (Q or A)	Last year's outturn	Target	Q1	Q2	Q3	Q4	Target Achieved?
Objective 1.3 - Increasing affordable housing								
Number of Council homes delivered	Q	0	22	4	8	4	6	✓
Objective 1.4 Well-designed communities								
Amount of CIL funds secured	Q	£461k	N/a	£37k	£90k	£67.8k	£10.8K	n/a
Amount of S106 funds secured	Q	£191k	N/a	£621k	£0	£386,480	£245,259	n/a
Major Planning Applications determined within time	Q	100%	> 60% within 13 weeks	50%	100% Within 13 weeks	100%	100%	✓
Number of Major Planning Applications	Q	n/a	n/a	2	3	2	3	n/a
Non-major Planning Applications determined within time	Q	75%	> 70% within 8 weeks	62%	75%	72%	67.9%	▲
Number of Non-Major Planning applications	Q	n/a	n/a	98	88	89	104	n/a
Number of Planning Applications	Q	n/a	n/a	107	114	77	119	n/a
Number of Enforcement Cases	Q	n/a	n/a	56	52 (new cases)	33	34	n/a

Comments on Performance Significantly Below Target:

During Quarter 4 performance in relation to the statutory determination target for non-major applications has declined to 67.9%. Current workload is significant, and the Head of Economic Prosperity and Planning Services Manager are looking at the potential to bring in some additional short term capacity to help deal with the backlog of applications. The Development Control Manager has left the authority and interim management arrangements have been put in place for the next four months, with the remit of reviewing and improving processes and working with the team to review caseloads.

Joint Report of:	Head of Economic Prosperity Head of Housing & Partnerships
Contact Officer(s):	Dean Piper / Nirmal Samrai
Contact Number:	01543 464223
Portfolio Leader(s):	Portfolio Leader for Portfolio Leader for District & High Street Development Portfolio Leader for Housing, Heritage & Leisure
Key Decision:	No
Report Track:	Economic Recovery Scrutiny Committee only

ECONOMIC RECOVERY SCRUTINY COMMITTEE

5 JULY 2022

WORK PROGRAMME FOR 2022-23

1 Purpose of Report

- 1.1 To set out the draft work programme for the Economic Recovery Scrutiny Committee for 2022-23.

2 Recommendation(s)

- 2.1 That the Committee review the draft work programme for 2022-23 and advise on what they wish to include for the forthcoming year (see Appendix 4).

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 The Economic Recovery Scrutiny Committee is responsible for scrutinising the element of the Corporate Plan that relates to the priority for Economic Prosperity.

An extract from the Corporate Plan setting out details of the priority and strategic objectives is attached at Appendix 1.

- 3.2 The services or functions of the Council falling with the remit of the Committee are set out at Appendix 2.
- 3.3 The Economic Recovery Scrutiny Committee is encouraged to identify corporate issues and/or ones that are a priority for local people and communities. If a matter is a recurring issue for the people you, as Councillors, represent, the likelihood is that it is something that the Committee should consider. The more relevant the issue is to local communities then the greater the likelihood of engaging those communities in the scrutiny process and of producing outcomes that will be visible to those communities you represent. Guidance on selecting reviews is included in Appendices 3A and 3B.
- 3.4 Members are invited to comment on the draft Work Programme attached at Appendix 4. Members are also encouraged to propose issues that could be included for consideration in the work programme. The work programme may be revised during the year as necessary.

Reasons for Recommendations

- 3.5 The scrutiny committee structure has been designed to ensure effective accountability for the delivery against the Council's priorities and strategic objectives set out in the Council's Corporate Plan 2022-26.

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities as follows:
- (i) It provides for effective scrutiny of the Council's priority for Economic Recovery.

5 Report Detail

Background

- 5.1 A new Corporate Plan for 2022-26 was approved by Council on 27th April 2022. The Plan sets out 4 priorities and this Scrutiny Committee is responsible for scrutinising Priority 1 – Economic Prosperity.
- 5.2 The Economic Prosperity Priority has 5 aims:
- (i) Attract investment to develop the District's economy
 - (ii) Encourage entrepreneur, promote apprenticeships, and support businesses
 - (iii) Attract modern, green and skilled industries and create jobs
 - (iv) Rejuvenate our town centres
 - (v) Support the development of our visitor economy

An extract from the Corporate Plan setting out details of the priority and strategic

objectives is attached at Appendix 1.

Developing the Work Programme

- 5.3 To support Members in their Scrutiny role and in particular in developing a work programme a Scrutiny Toolkit has been produced; a copy of this has been circulated separately to Members. An extract from the toolkit relating to developing a work programme is attached at Appendix 3A and an extract from the LGA's guidance is attached at Appendix 3B.
- 5.4 In developing the work programme Members are encouraged to consider the following questions:
- Is the matter a concern to local people? (You may wish to reflect on topics raised with you when canvassing).
 - Is the issue an identified priority for the Council or partners?
 - Does the issue relate to an area of service with a trend in weak performance?
 - What difference could scrutiny make?
 - What would happen if you did not look at this issue?
- 5.5 The Work Programme can be revised during the year to reflect emerging priorities, but it is important to plan ahead and allow time for reports to be prepared and invitations to be sent to relevant parties.
- 5.6 Whilst it is for the Committee to determine what they want to include in the Work Programme, a draft Work Programme is attached at Appendix 4 to this report which includes some standing items (e.g., Performance Progress Reports) and some suggestions as to potential reviews.

Undertaking the Scrutiny reviews

- 5.7 Once Members have identified the matters they wish to scrutinise, consideration should be given to scoping the subject in more detail including the timing and method of scrutiny to be used. Support in this process will be given by the Lead Officer for the Scrutiny Committee. A template to assist with scoping the review is also attached at Appendix 5.
- 5.8 Members may wish to:
- Allocate the work to a small working group of Members to investigate the issue over a period of 2-3 months (this may involve visits to see how services are working in practice);
 - Invite expert witnesses to give their views;
 - Seeking the views of service users and/or the general public.
- 5.9 Members should also consider what they can do to support the review e.g.:-
- Undertaking research e.g., via the internet;
 - Seeking the views of ward members or specific interest groups

Reporting on Scrutiny Reviews

- 5.10 In addition to reporting to the Committee on the outcome of any reviews, the Committee may wish to make recommendations to Cabinet or another Committee.
- 5.11 At the year end, the Chair of the Committee will prepare a report for Council on the outcome of the Committee's Work Programme.

6 Implications

6.1 Financial

Any costs to be incurred in undertaking any review will need to be contained within existing budgets.

6.2 Legal

None

6.3 Human Resources

None

6.4 Risk Management

None

6.5 Equality & Diversity

The Council has a responsibility to undertake adequate Equality Impact Assessments to ensure services do not have a negative impact on any one section of the community and the scrutiny committees have a role in ensuring that this responsibility is fulfilled, particularly in regard to health impact. Scrutiny as a function must also comply with the relevant legislation. When considering work programme items, especially when undertaking reviews of policy, the scrutiny committees must always consider whether their recommendations may impact differently on various individuals/sections of the community.

6.6 Climate Change

None

7 Appendices to the Report

Appendix 1: Extract from the Corporate Plan – Priority 1 Economic Recovery

Appendix 2: Overview of services falling with the Committee's remit

Appendix 3A: Extract from the Council's Scrutiny Toolkit

Appendix 3B: Extract from the LGA Guidance on Scrutiny Work Programming

Appendix 4: Draft Work Programme 2022/23

Appendix 5: Template for scoping a scrutiny review

Previous Consideration

None

Background Papers

Corporate Plan 2022-26

Cannock Chase Council Corporate Plan 2022-26 - Extract

PRIORITY 1 - ECONOMIC PROSPERITY

“To reinvigorate the economy and create a District that thrives”

We aim to:

- **Attract investment to develop the District’s economy.**
- **Encourage entrepreneurship, promote apprenticeships, and support business.**
- **Attract modern, green, and skilled industries and create jobs.**
- **Rejuvenate our town centres.**
- **Support the development of our visitor economy.**

We want to create an environment that supports and encourages growth and people’s ambition to set up and run their own businesses. Our aim is to attract investment and businesses that will create skilled jobs for local people and businesses that use green technology to support our commitment to reducing the impact of climate change. We want to encourage businesses and people into our town centres and attract visitors to the District.

Over the next 4 years we will:

- Deliver the Levelling Up Fund regeneration scheme for Cannock Town Centre, creating a new cultural hub and high-quality public realm.
- Work in partnership to secure investment in major projects to create confidence in our District.
- Seek to identify and promote employment sites for new and growing businesses.
- Work with established Growth and Skills Hubs to streamline and simplify access to business support services, access to training and apprenticeships.
- Continue to work with partners to secure additional funding to be able to continue business growth and start-up schemes.
- Work with our Colleges and training providers to equip young people and all residents with skills they need to access employment opportunities.
- Work with partners to identify and support businesses to become more carbon efficient and identify opportunities to create green jobs in our District.
- Identify opportunities to improve public realm in our town centres.

Appendix 1

- Work with town/parish councils, local businesses, and traders to support the development of initiatives to increase vibrancy of our town centres and increase footfall.
- Work with Destination Staffordshire to promote our key attractions, accommodation providers and events.
- Maximise the legacy of the 2022 Commonwealth Games by using the event to help boost the District's profile.
- Identify a pipeline of future projects to support economic growth opportunities and the rejuvenation of our town centres across Rugeley, Hednesford, Cannock and the surrounding villages and maximise investment and funding into the District.

**Services/Functions Falling Within the
Economic Recovery Scrutiny Committee's Remit**

Service Area	Sub Area
Economic Development	
Economic Development	<ul style="list-style-type: none"> • Economic Prosperity Strategy • Town Centre Regeneration including Car Parking Strategy • Development of McArthurGlen Designer Outlet Village • Re-development of Rugeley Power Station • Promoting the development of key investment sites • Working with partners to increase the skills of local people and reduce unemployment amongst 18-24 age groups • Engaging with local businesses; encouraging expanding businesses to employ local people; support new businesses to start and grow • Business support grants to local companies • Work with Local Enterprise Partnerships • Work with West Midlands Combined Authority
Planning Services	
Planning Policy	<ul style="list-style-type: none"> • Development of Local Plan • Conservation Area policy guidance and management plan • Administration of Community Infrastructure Levy • Neighbourhood Plans • Monitoring implementation of planning policy • Transport related issues
Development Control	<ul style="list-style-type: none"> • Planning Applications • Enforcement
Building Control (Shared service with Stafford BC)	
Building Control	<ul style="list-style-type: none"> • Checking of plans and inspection of work on site • Dangerous structures • Control of demolition
Housing	
Affordable Housing	<ul style="list-style-type: none"> • Delivery of new social housing schemes • Housing Investment Fund

DEVELOPING THE WORK PROGRAMME

Members have a key role to play in developing the work programme for the Scrutiny Committees and it is important that manageable programmes are developed. The Scrutiny Committees will need to filter potential items of work; to be selective and to prioritise.

Given the limited resources available, in particular the constraints on member and officer time, it is unrealistic to select more than a few items for intensive review. Realistically, a single committee cannot undertake more than two in-depth reviews per year.

In developing the work programme Members are encouraged to consider the following questions:

Public interest – the concerns of local people should influence the issues chosen. Things to think about include:

- Any issues raised with you when canvassing;
- Have any surveys or research undertaken by the Council identified any concerns
- is the issue an identified priority for the Council or partners

Ability to change - priority should be given to issues that the Committee can realistically influence. Think about what difference Scrutiny could make and what would happen if you did not look at this issue.

Performance: priority should be given to areas in which the Council and Partners are not performing well. You should consider, the scale of the underperformance, whether it is a one off or whether there is an ongoing issue. Has the service been flagged up in an external inspection report for poor performance?

Extent: priority should be given to issues that are relevant to all or a large part of the District

Replication: work programme must take account of what else is happening to avoid duplication or wasted effort

Work programmes should be determined at the start of each municipal year and reviewed and revised regularly. Any reviews not started or completed by the year end can be referred for consideration as part of the following year's work programme. The best advice is to start small, learn what works well and what does not and then be more ambitious. It is far easier to add items to the workload than to remove them.

Stage 1: Agree the Issue

The first step is for scrutiny members to be sure that the subject to be reviewed is significant. Undertaking in-depth reviews is resource-intensive – of member and officer resources. Investing such a high level of resources should only be undertaken for **high priority issues**. The following are criteria which could be used to ‘check’ a topic against, to ensure that it would make a worthwhile review:

- Issue identified by members as key issue (through members’ surgeries and other constituency activities);
- Performance issues within a service (e.g. significant under or overachievement of targets);
- Service considered to be important by the community (through market research, citizens’ panels and so on);
- High level of user/general public dissatisfaction with service;
- Public interest issue highlighted in local media;
- High level of budgetary commitment to policy/service area;
- Persistent financial issues e.g. significant under or overspends.
- Council corporate priority area;
- Central government priority area;
- Issue raised in Inspection Reports
- Issue referred by the Cabinet or the Audit & Governance Committee
- New government guidance or legislation.

Stage 2: Determine the nature of member involvement

The committee will need to decide how members will drive the review. There are three possible approaches to member involvement:

- The whole committee investigates the issue;
- A task and finish working group is established to drive the investigation;
- Individual or paired members drive the review.

Vital to the whole review activity is that members take full control of which policy problems and solutions are explored and how that exploration takes place. Members need to take responsibility for, and ownership of, the outputs and outcomes of reviews.

Stage 3: Scoping Exercise

There are 4 key issues to consider when scoping the review:

- What are the core questions the review is seeking to answer? (no more than 3)
- What is the purpose of the Review? (in one sentence)
- What will not be included?
- What is the timescale?

Work programming

The role of scrutiny is to achieve positive outcomes for local people by undertaking a thorough, targeted examination of the council's service provision and procedures. However, it is not possible to examine every service in detail, so it is important for the scrutiny committee to prioritise and plan its workload. Some councils do this at the beginning of each year and some do it on an ongoing basis.

Planned scrutiny

Work programming is the process for determining which topics scrutiny will look at over the coming year, either at committee meetings or

in task and finish groups. This involves evaluating a number of factors to decide which topics are to be investigated and when. The process will typically involve long-listing and then short-listing topics before making a final decision.

Responsive scrutiny

Whether planned scrutiny takes place at the beginning of the year or on an ongoing basis, the priorities for scrutiny need to be monitored and evaluated on an ongoing basis. This makes sure scrutiny can be flexible and responsive to high-priority issues or policy changes that occur throughout the year.



The scrutiny topic selection process

Each council has its own method for selecting topics for scrutiny; in some councils there may be a very structured selection process, whilst in others it may be more informal. Whatever level of detail is involved, the general process should include the following activities.

1. Identify issues

You can identify potential issues by:

- consulting with all members of scrutiny committees, senior officers, cabinet members and council officers
- looking at corporate priorities, business plans and the Forward Plan of the council (and the council's neighbours)
- considering events and decisions in the council's calendar that could require an input from scrutiny, such as setting budgets
- evaluating previous council performance and identifying any follow-up work required to previous scrutiny work
- carrying out work to engage with local people, for example through surgeries, local media, opinion surveys and online forums.

2. Prioritise topics

Identify and prioritise potential scrutiny topics, considering the resources they would require and the level of impact they could achieve.

3. Plan scrutiny work

Decide which scrutiny topics to review and include them in the work programme.

4. Review and evaluate

Review progress and evaluate outcomes to demonstrate the value added by scrutiny.



Criteria for selecting scrutiny topics

The following criteria provide a useful guide for prioritising and selecting which topics are suitable for scrutiny to review.

Topics **are** suitable for scrutiny when:

- scrutiny could have an impact and add value
- the topic is of high local importance and reflects the concerns of local people
- the resources are available that would be required to conduct the review, in terms of manpower and budget
- it avoids work duplication elsewhere
- the issue is one that the committee can realistically influence
- the issue is related to an area where the council, or one of its partners, is not performing well
- the issue is relevant to all or large parts of the local area
- the review would be in the council's interests.

Topics **are not** suitable for scrutiny when:

- the issue is already being addressed elsewhere and change is imminent
- the topic would be better addressed elsewhere (and will be referred there)
- scrutiny involvement would have limited or no impact upon outcomes
- the topic may be sub-judice or prejudicial to the council's interest
- the topic is too broad to make a review realistic
- new legislation or guidance relating to the topic is expected within the next year
- the topic area is currently subject to inspection or has recently undergone substantial change.

Defining scrutiny topics

For every item on the work programme/new referral, it should be clear:

- What is the issue/activity/project under consideration?
- What is scrutiny being asked to do?
- What are the reasons for/expected benefits of involving scrutiny in the matter?
- Is there a specific deadline for the piece of work?

**Proposed Work Programme for 2022-23 for
Economic Recovery Scrutiny Committee**

Meeting date	Item
5 th July 2022	<ul style="list-style-type: none">• Presentation on the Role of the Economic Recovery Scrutiny Committee• End of Year PDP & Recovery Performance Information• Work Programme for 2022-23
4 th October 2022	<ul style="list-style-type: none">• Economic Recovery PDP Progress Report April to June 2021• Affordable Housing Delivery Scrutiny Review• 2nd Scrutiny Review (to be determined)
13 th December 2022	<ul style="list-style-type: none">• Economic Recovery PDP Progress Report July to September 2021• 2nd Scrutiny Review (to be determined)
22 nd March 2023	<ul style="list-style-type: none">• Economic Recovery PDP Progress Report October to December 2021• Finalise 2nd Scrutiny Review (to be determined)

Suggestions for Reviews:

- i. Affordable Housing Delivery (carried forward from 2021-22 Work Programme)
- ii. Markets (Cannock Street Market and Rugeley Indoor Market)
- iii. Business support offer to local businesses
- iv. Planning enforcement

Scrutiny Review Template

Review Title
Scope of the Review / Terms of Reference
Reason(s) for Scrutiny
Membership of the Review Group
Key Tasks / Review Plan
Sources of Evidence
Timescale