

Please ask for: Matt Berry

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2 December 2020

Dear Councillor,

Cabinet

4:00pm on Thursday 10 December 2020

Meeting to be held via Remote Access

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

Yours sincerely,



T. McGovern,
Managing Director

To: Councillors:

Adamson, G.	Leader of the Council
Alcott, G.	Deputy Leader of the Council and Town Centre Regeneration Portfolio Leader
Preece, J.P.T.L.	Corporate Improvement Portfolio Leader
Pearson, A.R.	Community Safety and Partnerships Portfolio Leader
Mitchell, Mrs. C.	Culture and Sport Portfolio Leader
Johnson, T.B.	Economic Development and Planning Portfolio Leader
Newbury, J.A.A.	Environment and Climate Change Portfolio Leader
Martin, Mrs. C.E.	Health and Wellbeing Portfolio Leader
Kraujalis, J.T.	Housing Portfolio Leader

Civic Centre, PO Box 28, Beecroft Road, Cannock, Staffordshire WS11 1BG

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Agenda

Part 1

1. Apologies

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

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.

3. Updates from Portfolio Leaders

To receive and consider oral updates (if any), from the Leader of the Council, the Deputy Leader, and Portfolio Leaders.

4. Minutes

To approve the Minutes of the meeting held on 12 November 2020 (enclosed).

5. Forward Plan

Forward Plan of Decisions to be taken by the Cabinet: December 2020 to February 2021 (Item 5.1 –5.2).

6. Strategic Risk Register

Report of the Head of Governance and Corporate Services (Item 6.1 – 6.25).

7. Housing Services Annual Report 2019/20

Report of the Head of Housing and Partnerships (Item 7.1 – 7.18).

8. Jobs and Skills Opportunities in Cannock Chase to Support Economic Recovery

Report of the Head of Economic Prosperity (Item 8.1 – 8.12).

9. Statement of Community Involvement – Addendum December 2020

Report of the Head of Economic Prosperity (Item 9.1 – 9.13).

10. Recommendations Referred from Council

To consider the following recommendations referred to Cabinet from the Council meeting held on 25 November 2020:

- (i) “That Cabinet, at its next meeting, be asked to review the boardwalks and bridges in Rawnsley Woods, Anglesey Nature Reserve and the Rugeley Boardwalk along with the other nine identified sites to see whether allowance can be made in the current budget for their repair / replacement and to report back to full Council.”
- (ii) “That a feasibility study be undertaken to look at the cost of broadcasting Council meetings.”

Cannock Chase Council

Minutes of the Meeting of the

Cabinet

Held on Thursday 12 November 2020 at 4:00 p.m.

Via Remote Access

Part 1

PRESENT: Councillors:

Adamson, G.	Leader of the Council
Alcott, G.	Deputy Leader of the Council and Town Centre Regeneration Portfolio Leader
Pearson, A.R.	Community Safety and Partnerships Portfolio Leader
Preece, J.P.T.L.	Corporate Improvement Portfolio Leader
Mitchell, Mrs. C.	Culture and Sport Portfolio Leader
Johnson, T.B.	Economic Development and Planning Portfolio Leader
Newbury, J.A.A.	Environment and Climate Change Portfolio Leader
Martin, Mrs. C.E.	Health and Wellbeing Portfolio Leader
Kraujalis, J.T.	Housing Portfolio Leader

38. Apologies

None received.

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

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

40. Updates from Portfolio Leaders

Culture and Sport

The Portfolio Leader updated on the following matters:

- **Extension to the Artificial Grass Pitch at Rugeley Leisure Centre**

The Council had been successful in securing a grant from the Football Foundation to construct a new full-sized third generation artificial grass pitch at Rugeley Leisure Centre.

The need for a new full-sized pitch at this site had been identified as a key project during the development of the Council's Playing Pitch Strategy, which was approved by Cabinet in 2019.

Confirmation of the funding could now signal the go ahead for this welcome project and although actual works on site would not start until 2021, they should be completed before the start of the 2021/22 football season.

- **The ‘Cema’, Norton Canes**

Consultation on proposals for the new play equipment and art works at The Cema in Norton Canes was to start soon and run through until 11 January 2021. Residents, children and young people would be asked for their views / suggestions on the scheme to be delivered in 2021/22.

Survey could be completed online from 23 November by visiting the Council’s website or obtained by contacting Norton Canes Parish Council. Respondents would have the chance to win £25 in Argos vouchers. The Corporate Improvement Portfolio Leader further advised that a leaflet was being delivered to all household that included a QR code for people to scan in order to access the online survey.

(The Economic Development and Planning Portfolio Leader joined the meeting during this item.)

New Cemetery

A short presentation was given by the Portfolio Leader on progress with the new cemetery for the District, which covered the following:

- Brief history
- Development
- Constraints
- Works on site
- Current progress / works
- What next.

Economic Development and Planning

The Portfolio Leader updated on the following matters:

- **Economic Picture**

The impact of the second wave of Covid-19 remained a key issue for the District, and unfortunately there was uncertainty as to how this would impact on the local economy. The new lockdown had less restrictions than those applied in March, with a number of key sectors such as manufacturing and construction able to continue operating, however the ongoing lockdown deepened the impact on many businesses in parts of the retail, hospitality and leisure sectors, which unfortunately made the challenge to support recovery even more difficult. It was hoped however that this week’s vaccine announcement would come to fruition, and aside from protecting people from Covid-19, the arrival of a vaccine would help restore business confidence and investment.

Last week, the Chancellor announced a series of measures to provide financial support to businesses; the most notable being the decision to extend the Furlough scheme until the end of March 2021, with eligible employees receiving 80% of their usual salary for house not worked, up to a maximum of £2,500 per month.

This provided some certainty and avoided at least in the short-term a further increase in the District’s unemployment rate, which had been a major concern over the last couple of months.

October's unemployment data was published on 10 November, and the position in Cannock Chase remained relatively stable, with current the claimant count standing at 3,570, a reduction of 70 from the September figure and the first reduction since March. An update on the Country's GDP had also been published today, showing a 15.5% growth from July to September. Whilst this was a positive position, it was still below pre-pandemic levels.

As had been said before, it was important that there was a pipeline of employment opportunities available within the District to support unemployed residents. It was hoped to bring a report to Cabinet today on 'Jobs and Skills Opportunities to Support Economic Recovery', but due to events of the last couple of weeks and increased uncertainty, the report was withdrawn and would now be presented to Cabinet on 10 December.

- **Business Support Grants**

Last Thursday, the Chancellor announced a further package of support to businesses affected by the current lockdown restrictions, with the Council responsible for administering and distributing its allocation of funding to local businesses. In summary, the Council was dealing with the distribution of the funding in a phased way.

Phase 1 included cash grants of up to £3,000 per month based on rateable value and were available for businesses mandated to close on 5 November, and those that offered click and collect / takeaway services only as a result on the current lockdown. Possibly 1,000 businesses in the District were covered by this. The grant would cover the 28-day period of the lockdown. There was an urgent need to deal with these businesses and the online application form would be on the Council's website by the end of the week.

Phase 2 would deal with businesses that fell outside of the phase 1 categories, i.e. those that were struggling as a result of the effects of Covid-19, and incorporate two elements:

- (i) Grants of up to £2,100 per 28-day period for hospitality, hotel, bed & breakfast and leisure businesses, based on rateable value.
- (ii) A discretionary fund of around £2m was available to help support businesses from now until March 2022. Some decisions had to be made on how the money would be distributed and which businesses to support over the next 17 months. This would need a longer-term plan to help support economic recovery, and the Economic Development team would be working up a policy and set of criteria to help determine how the funds should be allocated.

Environment and Climate Change

The Portfolio Leader updated on the following matters:

- **Pay By Phone and Car Parking Ticketing Machines**

Following the progress update given at the October Cabinet meeting, both the pay-by-phone option and new car parking ticketing machines enabling payment by debit and credit card would be rolled out from the first week in December. This would include the installation of new machines as well as the replacement of the coin-only machines.

- **Waste and Recycling Calendars**

The 2020/21 new look waste and recycling calendars were being delivered to residents over the next few weeks. They were in landscape format this year, and formed part of an information booklet that included a guide on what could and couldn't go into the waste and recycling bins. This was particularly important given the increased number of contaminated loads experienced this year.

- **Climate Change Baseline Report**

Following the commitment made by the Council in July 2019 to become a net carbon neutral District by 2030, the first piece of work had now been completed. A carbon baseline for the District had been produced in conjunction with other Staffordshire local authorities, and included details on where the District was in terms of emissions, and where those emissions were coming from. Officers were currently going through the report and looking at any implications arising from it. Once completed, a report would be submitted to Cabinet in January 2021.

Health and Wellbeing

The Portfolio Leader updated in respect of the following:

- **Covid-19 Case Numbers**

As at 11 November, Staffordshire now had 792 open Covid-19 incidents. All districts in Staffordshire were experiencing high seven-day case rates, although Cannock Chase was now the lowest in the County, with 324 cases per 100,000 people. Newcastle-under-Lyme was currently the highest with 407 cases per 100,000.

Between 2 and 11 November, Cannock Chase observed 324 cases, the majority of which were in the 25-64 age group. There were currently 103 open incidents in the District. Environmental Health continued to respond to ongoing notifications of affected settings and workplaces across the District.

Discussions were ongoing Countywide as to a suitable strategy to adopt when and if the national lockdown restrictions were lifted after 2 December, and the tier level for the County reassessed.

The testing rate in Cannock Chase compared favourably with other districts in Staffordshire, and the testing facility on the car park at the Civic Centre was being well used. Thanks were given to the operators of the facility following positive feedback received from residents who had used it.

A recent out of hours exercise carried out by the Licensing Unit and Staffordshire Police revealed very high levels of compliance in the licenced trade with the current lockdown restrictions. Thanks were given to those businesses that were making a major contribution to peoples wellbeing and reducing the spread of Covid-19.

Town Centre Regeneration

The Portfolio Leader updated in respect of the following:

- **Cannock Street Market:**

Following re-tendering of the Cannock street market contract, an 'Award Decision Notice' had been issued to Bescot Promotions Ltd. as the

successful tenderer. Officers from Corporate Assets, Environmental Health and PR & Marketing were currently engaging with the directors of Bescot Promotions ready for the relaunch of a full street market on Friday 4 December, post lockdown. Bescot would not be operating an 'essential goods only' street market during the lockdown period, and therefore, the Council had issued individual street trading licences to traders of essential goods that wished to trade during lockdown. Formal advertising and promotion of the new Bescot Cannock street market was expected to commence in the next few days.

- **Rugeley Outdoor Market:**

Stallholders offering essential goods were continuing to trade during the current lockdown period. There were currently four stalls trading, selling fruit and vegetables, garden plants, household goods and a takeaway burger van.

- **Cannock Indoor Market:**

Cannock Indoor Market was due to close to the public on 13 November, but as a result of the current lockdown, the last day of trading was Tuesday 3 November. The Market Hall would not reopen following the lockdown.

- **Prince of Wales Market:**

There was still only the flower seller operating at this Market currently. As a result of the lockdown, the trader was only selling horticultural plants to the public from his town centre kiosk. Sale of cut flowers to the public was currently prohibited, however the trader's wholesale supply of flowers to florists' businesses was continuing from the Market site.

- **Rugeley Indoor Market:**

Due to lockdown restrictions only two stalls were currently trading at the Rugeley Indoor Market, these being the butcher, and the Tea Room (permitted to operate on a takeaway basis). The Council's promotional offer of a six-month rent-free period for new traders had attracted significant interest despite lockdown, and the Markets Officers were currently assessing applications from potential new traders.

- **ShopAppy**

Several businesses in Cannock and Rugeley had now signed up to the scheme and places were still available for others. Sadly however there had been no take-up in Hednesford, so support was sought to help promote the scheme to businesses in the area.

- **'Think Staffordshire First'**

The Council was working with Staffordshire County Council to promote the #ThinkStaffordshireFirst scheme, the aim of which was to promote local businesses and advertise their goods to people.

41. Minutes

RESOLVED:

That the Minutes of the meeting held on 15 October, 2020, be approved as a correct record.

42. Forward Plan

The Forward Plan of Decisions for the period November 2020 January 2021 (Item 5.1 – 5.2 of the Official Minutes of the Council) was considered.

RESOLVED:

That the Forward Plan of Decisions for the period November 2020 to January 2021 be noted.

43. Quarters 1 and 2 Performance Report 2020/21

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 6.1 – 6.28).

RESOLVED:

That:

- (A) The performance information related to the Priority Delivery Plans, as detailed in report Appendices 1 to 4, be noted.
- (B) The actions flagged with a yellow circle or an amber triangle at quarter 2, which required amendment to the timescale or scope, but still being delivered in-year, be note.

Reasons for Decisions

Information for performance actions and indicators for quarters 1 and 2 2020/21 was included for relevant items in Appendices 1 to 4 of the report.

The overall position for each Priority Delivery Plan was detailed in report section 5, indicating that 90% of the quarter 1 and 2 actions had been completed, or were in progress with minor slippage.

44. Recovery Strategy Action Plans – Progress Report

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 7.1 – 7.48).

RESOLVED:

That that current position on the Recovery Actions Plans and dashboard of performance measures, as set out in the Appendices to the report, be noted.

Reasons for Decisions

The Recovery Actions Plans set out the Council's response and recovery to the Covid-19 pandemic. Delivery of these plans was essential for maintaining the delivery of critical services, restoring services and supporting the District with recovery from the impacts of lockdown and the pandemic.

The overall position for each of the work streams was detailed in report section 5, indicating that 94% of the actions had been achieved or were in progress.

45. Financial Plan 2020-21 to 2023-24

Consideration was given to the Report of the Head of Finance (Item 8.1 – 8.24).

RESOLVED:

That:

- (A) It be noted that the Council faced a period of financial uncertainty, reflecting the ongoing impact of Covid-19, and fundamental changes to the local government finance regime, be noted.
- (B) Subject to decision (A), above:
 - (i) The Financial Plan 2020-21 to 2023-24, the various scenarios that existed in relation to the impact of Covid-19, and the individual funding streams, be noted.
 - (ii) The forecast financial outturn for 2020-21 of £15.073 million be approved.
 - (iii) The draft Capital Programme 2020-21 to 2023-24 be noted.
 - (iv) The General Fund Working Balance be set at a minimum of £1.0 million.
 - (v) The principles set out in the Council's Financial Plan and Budget Strategy in finalising the preparation of the 2021-22 budget, be adopted.
- (C) In accordance with the Council's Recovery Strategy, the Financial Plan reflected the four key work streams of Economic; Financial; Community and Organisational Recovery.

To that end, the initial focus was on providing an interim financial strategy that:

 - (i) Maintained the financial resilience of the Council in the short-term, whilst ensuring the maintenance of service provision and responding to the impact of Covid-19.
 - (ii) Delivered a balanced Budget for 2021-22, pending development of a sustainable medium-term financial plan that reflected the new local government funding regime.
 - (iii) Laid the foundations to realign resources with priorities and provide a sustainable medium-term budget.
- (D) It be noted that the 'best case scenario' still identified a deficit of £549,000 in 2023-24, and that the Council would over the next 12 months need to identify savings options to potentially implement as part of the 2022-23 budget process or sooner, as the Council's financial position became clearer.
- (E) The Financial Plan would be updated as a result of the Spending Review and if any further detail of the Government's proposed changes to its funding arrangements became available during the budget process.

Reasons for Decisions

The report set out the Council's forecast financial position for the next three years, incorporating anticipated spending pressures and savings already identified. Financial resources available to the Council over the three year period were also set out. The Financial Plan refreshed the current approved plan and reflected the Government's current funding regime as adjusted for the proposals currently being considered in light of the new regime.

Material variances existed between the best / worst case scenarios and it was essential that a prudent approach be adopted until further details became available. This was particularly relevant in relation to the assumptions made in relation to Covid-19 and the potential for further Government support if the scenario outlined in section 3 of the report materialised in 2021-22. Nevertheless, the Council would need to continue to progress the development of savings options over the next 12 months to address the underlying deficit and potentially implement these as part of the 2022-23 budget process or sooner as the financial position became clearer.

The Financial Plan therefore provided the framework for the preparation of detailed budgets. Its principles, and those detailed in the approved Budget Strategy, subject to approval, would be used to prepare both the Revenue Budget and Capital Programme for consideration by Cabinet in January 2021.

Key elements of the delivery of service budgets would be the maintenance of existing levels of service provision and, the implementation of actions as contained in the Corporate Plan, currently being refreshed, and the Council's Covid-19 Recovery Strategy. Due regard was also being taken to the emerging changes to services of partner organisations within Staffordshire.

46. 2019/20 Infrastructure Funding Statement

Consideration was given to the Report of the Head of Economic Prosperity (Item 9.1 – 9.23).

RESOLVED:

That Council, at its meeting to be held on 25 November 2020, be recommended to adopt the annual Infrastructure Funding Statement for the 2019/20 financial year, attached as Appendix 1 to the report, and that it be approved for publication on the Council's website.

Reasons for Decision

Central Government had made amendments to the Community Infrastructure Levy (CIL) Regulations 2010 in order to improve transparency regarding developer contributions paid under Section 106 of the Town and Country Planning Act 1990 (as amended) (Section 106 Agreements).

To support this, Councils were now required to produce and publish an annual infrastructure funding statement. This statement must include details of the developer contributions collected and spent, both historically and for the reported year, and a statement of infrastructure projects that the Council, as charging authority, would be, or may be, wholly or partly funding from CIL.

47. Technology Desktop Infrastructure Replacement – Permission to Spend

Consideration was given to the Report of the Head of Technology (Item 10.1 – 10.4).

RESOLVED:

That:

- (A) The purchase of appropriate laptop devices to enable Officers to work from home, the Civic Centre, or any other suitable office, be approved.
- (B) Permission to spend £204,000 from the IT Reserve be granted.

Reasons for Decisions

The current desktop hardware was almost at the end of its life and would probably become increasingly faulty.

The use of video meetings and remote working had increased during 2020, and the Council was now almost entirely dependent on such technologies.

It was important to give Officers the appropriate tools to support their work within the Council.

48. Covid-19: Task Force and Community Hub Response – March to July, 2020

Consideration was given to the Report of the Head of Housing and Partnerships (Item 11.1 – 11.10).

On behalf of the Cabinet, the Leader thanked all those in the District who had volunteered their services during the pandemic.

RESOLVED:

That:

- (A) The work of the Council's Community Vulnerability Hub and the local voluntary sector in responding to the Covid-19 emergency be noted.
- (B) The lessons for the Council learned during the response to the Covid-19 emergency be noted.
- (C) A grant allocation of £8,320 to Support Staffordshire for a period of 12 months be approved, in order to deliver an additional 5 hours per week support to the voluntary sector within the District.

Reasons for Decisions

The initial response to the Covid-19 emergency focussed on the need to address vulnerable residents (including those shielding) accessing food and the provision of personal protective equipment (PPE). The Council addressed this by quickly mobilising the Community Vulnerability Hub (CVH). Appendix 1 to the report provided an overview of the community emergency response network for the District.

Cannock Chase benefited from the early work of local 'mutual aid' organisations, in particular the Chase Coronavirus Support Network (CCSN) and the Heath Hayes and Wimblebury Support Group, as well as from the well established Cannock and Rugeley Foodbanks and the Salvation Army. Regular meetings were held with these organisations and with Support Staffordshire, to discuss

issues and share learning. The presence of these very active organisations was extremely valuable and meant that the Council's food resources were used as a last resort. Support was also provided from Inspiring Healthy Lifestyles (IHL) volunteers who were furloughed during this period.

Two of the biggest emerging issues were around loneliness and grass-roots community groups being at risk of disappearing. Support Staffordshire had been encouraging the establishment of local 'Good Neighbour' schemes had had also been linking in with other known group leads to find out how they could offer to support residents by operating differently in innovative ways.

The District Council did not currently have the capacity to support the development of such groups, therefore it was recommended that Cabinet approve the funding request from Support Staffordshire to deliver on engaging with voluntary groups within the District.

49. Budget Provision to Subsidise Funding to Optimise the Usage of Existing Solar PV Energy Installations

Consideration was given to the Report of the Head of Housing and Partnerships (Item 12.1 – 12.4).

RESOLVED:

That:

- (A) Approval for funding for the battery storage project be granted.
- (B) The Head of Housing and Partnerships be authorised to agree on the conditions of the project with Beat the Cold and Chase Community Solar.
- (C) The list of properties to be included in the projects would be restricted to Council owned properties, agreed by the Head of Housing and Partnerships, and would be determined on the basis of their suitability for inclusion in the project.

Reasons for Decisions

The project would assist with the development of energy efficient technology to help reduce reliance on fossil fuels.

50. 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 Paragraphs 1 and 2, Part 1, Schedule 12A of the Local Government Act 1972 (as amended).

Cannock Chase Council
Minutes of the Meeting of the
Cabinet

Held on Thursday 12 November 2020 at 4:00 p.m.

Via Remote Access

Part 2

51. Request for Flexible Retirement

Consideration was given to the Not for Publication Report of the Head of Housing and Partnerships (Item 14.1 – 14.4).

RESOLVED:

That the payment of actuarial strain, resulting from the flexible retirement of employee number 202019 be agreed.

Reasons for Decision

It was considered that the loss of 14.8 hours per week could be absorbed within the service with no significant reduction in core service provision. As a result, and subject to Cabinet approval for the payment of the resultant actuarial strain, it was proposed that the request be granted.

The meeting closed at 5:09 p.m.

LEADER

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Forward Plan of Decisions to be taken by the Cabinet: December 2020 to February 2021

For Cannock Chase Council, a key decision is as an Executive decision that is likely to:

- Result in the Council incurring expenditure or making savings at or above a threshold of 0.5% of the gross turnover of the Council.
- Affect communities living or working in two or more Council Wards.

Further information about key decisions and the Forward Plan can be found in Sections 10 and 28 of the Council's Constitution.

Representations in respect of any of matters detailed below should be sent in writing to the contact officer indicated alongside each item c/o Democratic Services, Cannock Chase Council, Civic Centre, PO Box 28, Beecroft Road, Cannock, Staffordshire, WS11 1BG or via email at membersservices@cannockchasedc.gov.uk

Copies of non-confidential items will be published on the Council's website 5 clear working days prior to the relevant meeting date.

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
December 2020						
Strategic Risk Register	Head of Governance and Corporate Services / Corporate Improvement Portfolio Leader	10/12/20	No	No		N/A
Housing Services Annual Report 2019/20	Head of Housing and Partnerships / Housing Portfolio Leader	10/12/20	No	No		N/A
Jobs and Skills Opportunities in Cannock Chase to Support Economic Recovery	Head of Economic Prosperity / Economic Development and Planning Portfolio Leader	10/12/20	Yes	No		N/A
Statement of Community Involvement – Addendum December 2020	Head of Economic Prosperity / Economic Development and Planning Portfolio Leader	10/12/20	Yes	No		N/A
January 2021						
Leisure Management Contract	Head of Environment and Healthy Lifestyles / Culture and Sport Portfolio Leader	TBC	Yes	Yes	Information relating to the financial or business affairs of any particular person (including the Council)	

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
January 2021 (continued)						
General Fund Revenue Budget and Capital Programme 2020-21 to 2023-24	Head of Finance / Leader of the Council	28/01/21	No	No		N/A
Housing Revenue Account Budgets 2020-21 to 2023-24	Head of Finance and Head of Housing & Partnerships / Housing Portfolio Leader	28/01/21	No	No		N/A
Housing Revenue Account Capital Programmes 2020-21 to 2023-24	Head of Finance and Head of Housing & Partnerships / Housing Portfolio Leader	28/01/21	No	No		N/A
Treasury Management Strategy, Minimum Revenue Provision Policy and Annual Investment Strategy 2021/22	Head of Finance / Leader of the Council	28/01/21	No	No		N/A
Cannock Railway Station	Head of Economic Prosperity / Economic Development and Planning Portfolio Leader	28/01/21	Yes	No		N/A
Land at Church Street, Chadsmoor	Head of Economic Prosperity / Town Centre Regeneration Portfolio Leader	28/01/21	No	Yes	Information relating to the financial or business affairs of any particular person (including the Council)	
February 2021						

Report of:	Head of Governance and Corporate Services
Contact Officer:	Judith Aupers
Telephone No:	01543 464 411
Portfolio Leader:	Corporate Improvement
Key Decision:	No
Report Track:	Cabinet: 10/12/20 Audit & Gov Cttee: January 2021

**Cabinet
10 December 2020
Strategic Risk Register**

1 Purpose of Report

- 1.1 To set out details of the Council's Strategic Risk Register as at 31 October 2020.

2 Recommendation(s)

- 2.1 That Cabinet approves the Strategic Risk Register and considers the progress made in the identification and management of the strategic risks.

3 Key Issues and Reasons for Recommendations

- 3.1 All strategic risks and associated action plans have been reviewed and the Council's risk profile is summarised in the table below:

Risk Status	Number of Risks at 31 May 2020	Number of Risks at 31 October 2020
Red (High)	4	4
Amber (Medium)	3	3
Green (Low)	0	0
TOTAL	7	7

4 Relationship to Corporate Priorities

4.1 This report supports the Council's Corporate Priorities as follows:

- (i) Risk management is a systematic process by which key business risks / opportunities are identified, prioritised and controlled so as to contribute towards the achievement of the Council's aims and objectives.
- (ii) The strategic risks set out in the Appendices have been categorised against the Council's priorities.

5 Report Detail

5.1 The Accounts & Audit Regulations 2015 state that:

"A relevant body must ensure that it has a sound system of internal control which:-

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk."

5.2 Risk can be defined as uncertainty of outcome (whether positive opportunity or negative threat). Risk is ever present and some amount of risk-taking is inevitable if the council is to achieve its objectives. The aim of risk management is to ensure that the council makes cost-effective use of a risk process that has a series of well-defined steps to support better decision making through good understanding of risks and their likely impact.

Management of Strategic Risks / Opportunities

5.3 Central to the risk management process is the identification, prioritisation and management of strategic risks / opportunities. Strategic Risks are those that could have a significant impact on the Council's ability to deliver its Corporate Priorities and Objectives.

5.4 A fundamental review of the strategic risks/opportunities facing the Council was undertaken in May to take account of the impact that the pandemic and the lockdown arrangements. The risk register has been monitored at intervals and actions progressed to manage the risk. The risk register has been updated as at 31 October 2020 and a summary is attached as **Appendix 1**.

5.5 The risk summary illustrates the risks / opportunities using the "traffic light" method i.e.

RED	risk score 12 and above (action plan required to reduce risk and/or regular monitoring)
AMBER	risk score 5 to 10 (action plan required to reduce risk)
GREEN	risk score below 5 (risk tolerable, no action plan required)

- There has been no change in the number of strategic risks; there are 7 strategic risks of which 4 have been scored as high and 3 as medium.

- 5.6 Despite action having been taken to manage the risks there has been no change to the risk status. This is mainly due to the ongoing pandemic and many of the risks are outside the control of the Council.
- 5.7 Although there haven't been any changes to the risk status, one risk score has increased. Risk C4 which relates to the Council's key contractors remaining sustainable and continuing to provide value for money has increased from 15 to 20. The likelihood score has been increased to reflect the potential effect that the second lockdown could have on the financial viability of IHL.
- 5.8 The detailed action plans for each risk are set out in the full strategic risk register attached at **Appendix 2**. This includes a progress update. The action plans are closely aligned to the Council's Recovery plans and will be kept under review.

6 Implications

6.1 **Financial**

None.

6.2 **Legal**

None.

6.3 **Human Resources**

None.

6.4 **Section 17 (Crime Prevention)**

None.

6.5 **Human Rights Act**

None.

6.6 **Data Protection**

None.

6.7 Risk Management

The risk management implications are included within the body of the report and appendices

6.8 Equality & Diversity

None.

6.9 Best Value

None.

7 Appendices to the Report

Appendix 1: Summary of Strategic Risks – 31 October 2020

Appendix 2: Strategic Risk Register – 31 October 2020

Previous Consideration

None

Background Papers

File of papers kept in the Chief Internal Auditor & Risk Manager's office.

Cannock Chase Council

Summary of Strategic Risk Register as at 31 October 2020

Risk No	Potential Risks	Risk Owner	Date Added to Register	Residual Risk Score at July 2020	Residual Risk Score at October 2020	Direction of Travel over period reported
RED RISKS						
C1	The Council's financial stability is adversely affected in the short and medium term (Re-worded – previously risk reference 18)	Head of Finance	May 2020	20 RED	20 RED	↔
C2	The economy of the District is adversely impacted (Re-worded – previously risk reference 25)	Head of Economic Prosperity	May 2020	20 RED	20 RED	↔
C4	The Council's key contractors remain sustainable and continue to provide value for money (New Risk)	Head of Environment & Healthy Lifestyles	May 2020	15 RED	20 RED	↑
C5	The Council doesn't have sufficient officer capacity or financial resources to sustain delivery of essential services, key projects and support work on recovery (Re-worded – previously risk reference 19)	Managing Director	May 2020	15 RED	15 RED	↔
AMBER RISKS						
C7	Failure to put in place safe working practices and social distancing measures to protect employees and the public (New Risk)	Head of Governance & Corporate Services	May 2020	10 AMBER	10 AMBER	↔

Risk No	Potential Risks	Risk Owner	Date Added to Register	Residual Risk Score at July 2020	Residual Risk Score at October 2020	Direction of Travel over period reported
C3	Failure to work in partnership to sustain support to vulnerable residents post Covid-19 (New Risk)	Head of Housing & Partnerships	May 2020	9 AMBER	9 AMBER	↔
C6	Failure to repel or recover from a Cyber-attack including targeted ransomware, malware and Distributed Denial of Service (DDoS) attacks. The move to home working has increased the vulnerability to malware issues. Re-worded – previously risk reference 23)	Head of Technology	May 2020	9 AMBER	9 AMBER	↔

Key to Direction of Travel

Risk has decreased



Risk level unchanged



Risk has increased

Cannock Chase District Council – Strategic Risk Register as at 31 October 2020

Ref No: C1		Risk: The Council’s financial stability is adversely affected in the short and medium term		
Risk Owner: Head of Finance		Portfolio: The Leader		
<p>Consequences of Risk:</p> <ul style="list-style-type: none"> • Unable to provide desired levels of service • Town Centre redevelopment proposals are impacted • Council size becomes too small to sustain a viable organisation 				
<p>Links to Priorities:</p> <ul style="list-style-type: none"> • Supporting Recovery – Financial work stream • Corporate PDP - Making the best use of limited resources – managing our people, money and assets 				
Gross Risk Score (i.e. without controls)		Likelihood: 4	Impact: 5	Total Score: 20 - RED
Residual/Net Risk Score (i.e. with controls)		Likelihood: 4	Impact: 3	Total Score: 20 - RED
<p>Controls in Place</p> <ul style="list-style-type: none"> • Medium term financial plan in place • Annual Financial Plan and Medium-Term Financial Strategy to 2022/23 in place • The Revenue Budget for 2020/21 and indicative budgets for 2021/22 are effectively balanced with a deficit of £584,000 for 2022/23. • Working Balances maintained • Comprehensive Service Review being undertaken to re-align resources to Corporate Plan • Corporate Budget Monitoring • Evaluation of consultations on changes to government funding regimes 				

Actions Planned	Timescale/ Person Responsible	Progress/Comments
Determine a Financial Recovery Strategy <ul style="list-style-type: none"> • Establish Recovery work stream • Agree Terms of Reference • Determine work programme 	Managing Director /Head of Finance	Terms of Reference and Work Programme Agreed
Monitor Financial Impact of COVID-19	Head of Finance	Monthly monitoring in place
Implement Interim Financial strategy	Head of Finance	Interim Financial Strategy considered by Recovery Overview Board and Cabinet
Update Financial Plan in relation to the deferment of 75% Business Rates Retention and Fair Funding by a year	Head of Finance	Scenarios developed reflecting potential treatment of growth and levy
Refresh Medium Term Financial Plan based upon alternative scenarios of short /medium and long term impact of in relation to external funding sources	Head of Finance	Financial Plan approved by Cabinet 12 th November 2020
Lobby MHCLG via MP/DCN and LGA re financial impact of COVID 19 on SBC	Managing Director/ Head of Finance	Ongoing contact with MP's, DCN, West Midland Chief Executives, LGA and directly with ministers.
Determine feasibility of extending Business Rates Pool into 2021/22 Monitor impact of COVID-2019 on pool by authority on a month by month basis Liaise with S& SoT Business Rate Pool Members re options to maintain viable pool for 2021/2022 Prepare options report to Leaders and Chief executives	Head of Finance	Application to Pool submitted to MHCLG on the 23 October 2020. Member authorities will make a formal decision on retention of the pool following determination of the Reset position as part of the Provisional Local Government Settlement announcement for 2021-22.
Determine impact of Government proposals for key funding regime changes for 2022/23	Head of Finance	Ongoing
Programme of service reviews to be undertaken to ensure that resources are aligned to the Council's priorities and are operating as efficiently as they can be		

Overall Progress Summary:

Impact of COVID-19 on CCDC for 2020-21 is estimated to be £2.9 million. Government support consists of un-ring fenced grant of £1.586 million and an income guarantee scheme of a potential £0.541 million. Including new burdens funding a deficit of £0.645 million is likely.

The ongoing impact on income streams, and particularly IHLs recovery plan, will be the key factors in both the interim and Medium-Term Financial Recovery strategies.

Medium Term impact cannot be determined at this stage, with details of fundamental changes to Government Funding notably the implementation of 75% Business Rates Retention and Fair Funding and Business Rates Reset having been postponed to 2022/23

The key funding issues for 2021-22 relate to how business rates growth generated to date will be treated (whether the Business Rates Reset will be implemented in advance of 2022-23) and similarly what plans exist in relation to the reforms to New Homes bonus. Clarification on both these issues is still awaited.

Ref No: C2	Risk: The economy of the District is adversely impacted		
Risk Owner: Head of Economic Prosperity	Portfolio: Economic Development & Planning		
<p>Consequences of Risk:</p> <ul style="list-style-type: none"> • Increase in numbers of resident unemployed and economically inactive • Business failures and associated job losses • Reduced growth and prosperity for local residents • Decline of town centres / impact on major redevelopment proposals • NNDR / Council Tax Income does not grow 			
<p>Links to Priorities:</p> <ul style="list-style-type: none"> • Supporting Recovery – Economic work stream • Promoting Prosperity 			
Gross Risk Score (i.e. without controls)	Likelihood: 4	Impact: 5	Total Score: 20 - RED
Residual/Net Risk Score (i.e. with controls)	Likelihood: 4	Impact: 5	Total Score: 20 - RED
<p>Controls in Place</p> <ul style="list-style-type: none"> • Economic Prosperity Strategy • Economic Recovery Plan • Cannock Town Centre Development Prospectus • The Local Plan Review to identify future development opportunities • Proactive work with GBSLEP/SSLEP/West Midlands Combined Authority • Business Relationships work/promoting the District via the Economic Development function 			

Actions Planned	Timescale/ Person Responsible	Progress/Comments
<p>Business support</p> <ul style="list-style-type: none"> Local implementation of national support measures: business rates holidays, Retail & Hospitality Grants, Small Business Grants, Discretionary Grants. Encourage new inward investment and local business growth working in partnership with LEPs, Growth Hubs and County Council. 	<p>Head of Finance / Head of Economic Prosperity</p> <p>Head of Economic Prosperity</p>	<p>Significant progress has been made in distributing business support grants. Over 1,700 businesses have been paid grant with over £20m of funding allocated. Unused monies to be returned to MHCLG.</p> <p>Discretionary Fund closed at the end of August 2020.</p> <p>Chancellor announced on 5th November an additional package of financial support for businesses including extension of Coronavirus Job Retention Scheme (Furlough) and further business support grants to assist businesses directly affected by the pandemic and lockdown restrictions. Council will again be responsible for administration and distribution of these funds.</p> <p>Cabinet approved in September 2020 an application for Discretionary Business Rate Relief to support expansion of local company Super Smart Services Ltd – potentially creating c325 new jobs.</p>
Produce an Economic Recovery Plan	Head of Economic Prosperity	Terms of reference for Economic Recovery work stream has been agreed by the Recovery Overview Board.
Refresh the Economic Prosperity Strategy to take account of changing economic environment	Head of Economic Prosperity	<p>Impact of economic recession is currently being monitored by the Economic Recovery subgroup.</p> <p>Economic Prosperity Strategy refresh will set out the Council's plan to tackle the increase in unemployment and create a pipeline of new job opportunities. Work has started on the refresh but timescale for completion has been put back until early 2021 due to 2nd wave of COVID-19 and increasing economic uncertainty.</p>

Actions Planned	Timescale/ Person Responsible	Progress/Comments
Revisit regeneration proposals for Cannock Town Centre in light of change to economic climate and reduced investor/developer confidence.	Head of Economic Prosperity	<p>Officers are currently progressing technical work to examine feasibility of demolition of MSCP. Business case to be prepared and presented to Cabinet by spring 2021.</p> <p>Avon Road Car park – Cabinet have approved disposal of the site – terms currently being agreed.</p>
Pro-actively work with WMCA, GBSLEP, SSLEP to promote the District and identify opportunities for growth during recovery phase	Head of Economic Prosperity	<p>The Council continues to actively participate in the GBSLEP and SSLEP and Combined Authority and both organisations are leading on the region’s response to economic recovery. GBSLEP is supporting the District with a number of new initiatives including the £2m Pivot and Prosper Grant fund and ‘Click and Drop’ scheme targeted at independent retailers in Cannock, Hednesford and Rugeley town centres</p> <p>South Staffordshire College has secured £550k of funding from SSLEP to develop a Digital Skills Academy as part of £23m SSLEP allocation from MHCLG Getting Building Fund.</p>
Revised Local Plan to be produced and delivered	Head of Economic Prosperity	Local Plan Review underway, however due to COVID-19 work has been delayed. Revised Local Development Scheme is being prepared and will be presented to Cabinet in January 2021. Officers are reviewing the potential impact of the Planning White Paper.

Overall Progress Summary:

The District’s economy is being severely impacted by the COVID-19 pandemic and lockdown and there is continued economic uncertainty due to the ongoing threat of COVID-19 and second national lockdown. The District’s unemployment rate has increased significantly since March 2020 and in the short-medium term is not expected to increase significantly due to the Government’s decision to extend the Furlough scheme until March 2021. The Council will need to refresh its Economic Prosperity Strategy to set out how the Council can support the economy, create new job opportunities, help businesses to survive and to support new businesses to start-up. Major investments such as the McArthurGlen Designer Outlet and Rugeley Power Station continue to be absolutely critical in supporting the prosperity and growth of the District.

Ref No: C3	Risk: Failure to work in partnership to sustain support to vulnerable residents post Covid-19		
Risk Owner: Head of Housing & Partnerships	Portfolio: Community Safety and Partnerships		
<p>Consequences of Risk: Vulnerable people at risk of not receiving help and support therefore increasing issues such as:</p> <ul style="list-style-type: none"> • Rough Sleepers displaced • Increased Reliance on Food Banks • Distribution of emergency food supplies • Increased Social Isolation • Increased number of Safeguarding Referrals • Increases in criminality – distraction burglary; cyber crime; county lines etc. • Increased incidents of anti social behaviour • Increased number of Domestic Abuse Incidents • Community Unrest & Tensions 			
<p>Links to Priorities:</p> <ul style="list-style-type: none"> • Supporting Recovery – Community work stream • Improving Community Wellbeing 			
Gross Risk Score (i.e. without controls)	Likelihood: 4	Impact: 5	Total Score: 20 - RED
Residual/Net Risk Score (i.e. with controls)	Likelihood: 3	Impact: 3	Total Score: 9 - AMBER
<p>Controls in Place</p> <ul style="list-style-type: none"> • Community Vulnerability Hub Established • Weekly Community Safety Hub • Housing First Project with Spring Housing • Frequent Meetings with Food Banks & Voluntary Sector • Centralised Emergency Food Supply • Daily management of safeguarding referrals for both adults and children • Weekly multi agency Community Safety Hub meetings – proactive problem solving • Weekly threat and risk Community Safety and Police meeting – managing threat and risk to district (people / place / Covid–19 breaches) • Development of a weekly MARAC (Multi Agency Risk Assessment Conference) regarding high risk Domestic Violence cases • Community Wellbeing Partnership in place that can escalate any issues to Local Strategic Partnership • Commissioned services in place to support with mental health and substance misuse, antisocial behaviour and domestic abuse. • Representation at County, Regional and National level multi-agency partnership meetings • Evictions currently suspended 			

Actions Planned	Timescale/ Person Responsible	Progress/Comments
<p>Group being set up to support the Community Recovery work stream – this will look at:</p> <ul style="list-style-type: none"> • Lessons learnt • How the level of support can be sustained going forward • Planning for the future and development of an action plan 	<p>Head of Housing & Partnerships</p>	<p>Lessons Learnt Report Completed</p> <p>CCSN have confirmed that the Group is no longer active and will be working in a signposting capacity. CCDC has taken on the role of Anchor Organisation across the District.</p>
<p>Extend commissioned services that provide lower level support to individuals experiencing drugs and alcohol use and mental health; outreach support for anti-social behaviour; and sanctuary provision for domestic abuse</p>	<p>Head of Housing & Partnerships</p>	<p>Human Kind Charity – Drug & Alcohol Support - Commissioned by SCC</p> <p>Exploring options to fund a Specialist Mental Health Worker (Housing Options Funding)</p>
<p>Supporting Vulnerable Residents – Follow up telephone calls</p>	<p>Head of Housing & Partnerships – May to June 2020</p>	<p>400+ calls completed (28.05.2020)</p> <p>3000+ calls completed</p> <p>Project complete</p>
<p>Housing 1st Project – Secure permanent accommodation for the Rough Sleepers</p>	<p>Strategic Tenancy Services Manager</p>	<p>2 Year Contract Awarded to Spring Housing – accommodation secured for 3 Rough Sleepers (01.06.2020)</p> <p>4 Rough Sleepers Rehoused</p> <p>Accommodation secured for a further 1 Rough Sleeper</p> <p>Housing First Project to be extended – Application for Next Steps Accommodation Programme Funding Bid Successful - £115k</p>

Actions Planned	Timescale/ Person Responsible	Progress/Comments
To maximise the benefit of any legacy from the increase in voluntary activity in the local community	Head of Housing & Partnerships	On-going meetings scheduled – work with Support Staffordshire on social prescribing Cabinet has approved funding for Support Staffordshire to engage with the Voluntary Sector – project starts 01.12.2020
Work in conjunction with Inspiring Healthy Lifestyles to support individuals and communities to mitigate the impact of Covid-19 on health and well being	Head of Environment	On-going – family activity packs have been delivered to households Voluntary Groups – Summer Recess SPACE Project given go-ahead
Further Development of the MARAC	On-Going (PCSCCTV Manager) Staffordshire Police	The Community Safety Team (CST) continue preparatory work around the new weekly local MARAC - an area of business which will become key as the lockdown starts to ease and the level of hidden domestic abuse becomes more apparent On track for Weekly MARAC to commence in August 2020 - Complete
Establishing a strong link with the Community Vulnerability Hub	On-Going (PCSCCTV Manager)	CST will be the point of contact for any officers making safe and well calls where they feel that there may be a safeguarding concern. The CST will do the necessary re safeguarding be it a referral to the Community Safety Hub or signposting to safeguarding services. The Community Vulnerability Hub was mothballed 17 th July 2020. Re-established on a smaller scale in November 2020 to assist Clinically Extremely Vulnerable People to register for assistance etc.

Overall Progress Summary:

First lockdown - the Community Vulnerability Hub was mobilised within days of the lockdown. Following the initial response stage and with the end of Shielding demand had considerably dwindled for this level of intensive support. A part time role within the Housing Department has been approved to manage the high level of complex cases that have emerged prior to and during lock-down. The Foodbanks have reported no increase in the demand for food and this may be due to the Governments funding of School Meals. Moving forward meetings with the voluntary sector have been scheduled bimonthly with the agreement that should there be a spike or local lockdown the groups are willing to remobilise. Internally over 50 staff members have supported the hub.

Second Lockdown – Additional call handlers assigned to support the Clinically Extremely Vulnerable Residents (4,200+) to register for on-line food delivery slots and low-level support. The HOS has established links with Cannock and Hednesford Salvation Army and Rugeley Community Church working in conjunction with Support Staffs are seen to be the emerging “Anchor Organisations” within the District. The local list of Vulnerable Residents (inc CEV) had been refreshed (7,000+ residents).

Ref No: C4	Risk: The Council's key contractors remain sustainable and continue to provide value for money		
Risk Owner: Head of Environment & Healthy Lifestyles		Portfolio: Culture & Sport and Environment & Climate Change	
<p>Consequences of Risk:</p> <ul style="list-style-type: none"> • Potential for an individual contract failure resulting in a service not being delivered • Reputational damage and complaints • Financial loss 			
<p>Links to Priorities:</p> <ul style="list-style-type: none"> • Supporting Recovery – Organisational work stream 			
Gross Risk Score (i.e. without controls)		Likelihood: 4	Impact: 5
Residual/Net Risk Score (i.e. with controls)		Likelihood: 4	Impact: 5
<p>Total Score: 20 - RED</p> <p>Total Score: 20 - RED</p>			
<p>Controls in Place</p> <ul style="list-style-type: none"> • Regular contact with key personnel for each contractor • Contract management • Any key issues are discussed with Leadership Team and Members as appropriate • Discussions with other authorities who have the same or similar contracts 			

Actions Planned	Timescale / Person Responsible	Progress/Comments
Service delivery of key contracts is being monitored and managed	Head of Environment & Healthy Lifestyles Waste & Engineering Services Manager Ongoing during response and recovery as required	Regular contact is being maintained with contractors to resolve any issues

Actions Planned	Timescale / Person Responsible	Progress/Comments
Financial assistance to be provided where appropriate to support key contractors	Head of Finance Head of Environment & Healthy Lifestyles Ongoing during response and recovery as required	Payments being made in advance to assist with cash flow and 20% top up agreed by Cabinet for furloughed staff up until the end of June 2020. Discussions are ongoing between the Council and key IHL officers to identify full financial impact and develop sustainable recovery plans. The 2 nd lockdown is likely to have a significant impact on the financial viability of IHL. This has led to the review and increase of the risk score
Contact with other Councils, Local Government Association and Sport England	Heads of Service Contracts and Procurement Manager Ongoing during response and recovery as required	Contact is being maintained with other Councils that have the same type of contracts and or contractors to share information on issues and support provided Interest logged on 10 th April with Sport England to receive any available support/consultancy to ensure that Council's, Leisure Trusts and Operators survive this period of uncertainty. Sport England have been contacted again on 10 th November 2020 with regard to possible support
Lobbying of Ministry of Housing, Communities and Local Government (MHCLG) via Members of Parliament, District Council Network and Local Government Association re financial impact of COVID 19 on CCDC	Managing Director Head of Finance Ongoing during response and recovery as required	Information provided regarding the financial impact of COVID-19 on contracted services Managing Director and Head of Finance are continuing to lobby local MP. Letter to MP 16 th October 2020 and further contact made on 10 th November 2020

Actions Planned	Timescale / Person Responsible	Progress/Comments
Monitoring Government guidance on COVID-19 on services that can be delivered as lockdown is eased	Heads of Service Service Managers	<p>Recovery plans being developed by Contractors in consultation with the Council to respond to further lifting of restrictions. Golf course re-opened 23rd May 2020.</p> <p>Chase Leisure Centre (Dry side) re-opened 25th July 2020 and Swimming Pool 1st August 2020</p> <p>Rugeley Leisure Centre (Dry side) re-opened 1st August 2020</p> <p>AGP at Bradbury re-opened from 10th August 2020</p> <p>Recovery progress has been hampered by second Lockdown 5th Nov to 2nd December.</p>

Overall Progress Summary:

Regular contact is being maintained with the Council's key contractors. Recovery plans are being developed by Contractors, in consultation with the Council, to respond to further lifting of restrictions and re-instate services where possible. Management of this risk is largely outside the control of the Council as it is a national issue and depends on the Government's plans for easing lockdown and support to businesses.

However, the Council is working with its contractors to support them during lockdown and in implementing their recovery plans.

Progress has been made with regard to the safe re-opening of some of the key leisure facilities. However, this recovery and the risk of future sustainability has been impacted by the 2nd lockdown, resulting in a reassessment and increase of the current risk score.

In respect of the Waste Contract all services are being provided and discussions are ongoing with the Regional and Local Contract Managers to monitor and resolve any local issues around contaminated waste levels etc. Soft market testing has been undertaken with other Staffordshire Councils in respect of waste recycling contracts.

Ref No: C5	Risk: The Council doesn't have sufficient officer capacity or financial resources to sustain delivery of essential services, new Covid19 Government policies, key projects and support work on recovery		
Risk Owner: Managing Director	Portfolio: The Leader		
<p>Consequences of Risk:</p> <ul style="list-style-type: none"> • The Council's response during a declared Major Incident is not effective; • Services and projects are not delivered and this impacts on residents / the public; • The requirements of any new Covid19 related Government policies not implemented effectively; • Employees wellbeing affected, increase in absence due to stress 			
<p>Links to Priorities:</p> <ul style="list-style-type: none"> • Supporting Recovery – economic, organisational, community work streams • All Council Priorities 			
Gross Risk Score (i.e. without controls)	Likelihood: 4	Impact: 5	Total Score: 20 - RED
Residual/Net Risk Score (i.e. with controls)	Likelihood: 3	Impact: 5	Total Score: 15 - RED
<p>Controls in Place</p> <ul style="list-style-type: none"> • Regular assessment of implications of Government / MHCLG Covid19 related policy announcements as set out in Coronavirus Bulletins and Ministerial Letters for action. • Additional funding secured for Covid19 related policies e.g. Test and Trace, resettling rough sleepers etc. • Suspension of lower priority activities, meetings and projects. • Management capacity issues are monitored by Leadership Team; officer time reallocated to more important duties as required e.g. Vulnerability Hub. Day to day operational capacity issues addressed by managers e.g. sickness absence. • Regular monitoring of priorities • Provision of support to employees especially as majority remain working remotely. 			

Actions Planned	Timescale/ Person Responsible	Progress/Comments
Regular assessment of implications of Government / MHCLG Covid19 related policy announcements as set out in Coronavirus Bulletins and Ministerial Letters for action	Leadership Team	This is an ongoing daily activity at the current time due to the volume of Government policy announcements.
Review of existing priorities and PDP's in light of Recovery Planning work	Leadership Team / Cabinet	The PDP's for 2020/21 have been reviewed and revised PDPs approved by Council. A review of Corporate Priorities is being undertaken as part of the development of a new corporate plan. Engagement is currently in progress on a new set of priorities
Review of essential services and operational work plans to re-prioritise work	Heads of Service	Ongoing. Reviewed as part of move back into lockdown
Where necessary, considering whether resources from other parts of the Council can be transferred for a period.	Leadership Team	Ongoing operational decisions
Management review	Managing Director	A review of management is planned for 2020/21

Overall Progress Summary:

Although restrictions were eased over the summer this brought fresh challenges for capacity with staff being encouraged to take leave and have a rest at the same time as the Council was trying to restore its own service delivery and support local businesses with re-opening. As we move into the autumn with COVID cases increasing and new restrictions introduced, the Council is now back into response but is also trying to balance this with maintaining work on recovery wherever possible

Work from the response and recovery phases is having an ongoing impact on officer capacity and continues to place considerable and continuing pressure on key service areas. Officer capacity continues to be reviewed and work prioritised.

Ref No: C6	Risk: Failure to repel or recover from a Cyber-attack including targeted ransomware, malware and Distributed Denial of Service (DDoS) attacks. The move to home working has increased the vulnerability to malware issues.		
Risk Owner: Head of Technology	Portfolio: Corporate Improvement		
<p>Consequences of Risk:</p> <ul style="list-style-type: none"> • Data, Systems and Applications inaccessible • Inability to deliver Council services • Cybercrime/ Fraud/ Ransom demands/ Financial harm • Reputational damage locally and nationally • Data Loss & breach of Data Protection Act (DPA) • Financial Loss 			
<p>Links to Priorities:</p> <ul style="list-style-type: none"> • Supporting Recovery – Organisational work stream 			
Gross Risk Score (i.e. without controls)	Likelihood: 4	Impact: 5	Total Score: 20 - RED
Residual/Net Risk Score (i.e. with controls)	Likelihood: 3	Impact: 3	Total Score: 9 - AMBER
<p>Controls in Place</p> <ul style="list-style-type: none"> • Information Risk Management Regime – Assess the risks to our information assets, effective governance structure, Leadership Team engagement with cyber risk, produce supporting information management policies. • Secure configuration – Corporate policies and processes to develop secure baseline builds • Network Security – Protection and secured perimeter of external security threats and untrusted networks • Managing user privileges – All users of ICT systems provided with privileges suitable for their role • User education and awareness – Security policies that describe acceptable and secure use of ICT assets • Incident management – Incident response and disaster recovery capabilities that address the full range of incidents that can occur • Malware prevention – Produce policies that directly address the business processes (such as email, web browsing, removable media and personally owned devices) • Monitoring – Established monitoring taking into account previous security incidents and attacks. Annual IT Health Check and penetration testing conducted by a Council of Registered Ethical Security Tester (CREST)/Communications-Electronics Security Group (CESEG) Listed Advisor Scheme (CLAS) - accredited Government Communication Headquarters (GCHQ) approved consultants. • Removable media controls – Produce removable media policies that control the use of removable media for the import and export of information • Home and mobile working – Assess the risks to all types of mobile working including remote working and develop appropriate security policies 			

Actions Planned	Timescale/ Person Responsible	Progress/Comments
Information Risk Management- Continuous review and work on our information risk management regime	Ongoing/ Head of Technology	Policies under review.
Monitoring – External and Internal checks. Threat and vulnerability assessment and remediation including Annual IT Health Check by CLAS approved consultant with remedial work carried out	Ongoing/ Head of Technology	Annual Health check completed in August 2019. Follow-up check is planned for September 2020.
Application Security Assessment and Remediation action taken	Annually Head of Technology	The health check will produce an action plan to feed into this.
Limit the access to critical systems and data by non-corporate devices.	January 2021 Head of Technology	During 2020 we have been able to increase the number of corporate laptops that access the internal systems.
Exploring options to improve security for sharing information with external partners	Ongoing Head of Technology	Further use of Teams to provide secure access to data for our partners.
The move to home working has increased the vulnerability to malware issues. The use of cloud technology has reduced the likelihood due to the data being segregated across systems and devices.	On-going Head of Technology	Most of the email mailboxes are now held in the cloud. Data files will also be moved during 2021/22

Overall Progress Summary:

Work has been completed and actions are in progress. However, the environment means that new risks and challenges are always developing and attacks are becoming more sophisticated.

Ref No: C7	Risk: Failure to put in place safe working practices and social distancing measures to protect employees and the public		
Risk Owner: Head of Governance & Corporate Services	Portfolio: Corporate Improvement and Town Centre Regeneration		
<p>Consequences of Risk:</p> <ul style="list-style-type: none"> • Failure to meet health and safety standards could lead to prosecution. • Unable to restore some services. • Risk of infection to employees, partners/contractors in the workplace and the public • Employees refuse to return to work 			
<p>Links to Priorities:</p> <ul style="list-style-type: none"> • Supporting Recovery – Organisational work stream 			
Gross Risk Score (i.e. without controls)	Likelihood: 4	Impact: 5	Total Score: 20 - RED
Residual/Net Risk Score (i.e. with controls)	Likelihood: 2	Impact: 5	Total Score: 10 - AMBER
<p>Controls in Place</p> <ul style="list-style-type: none"> • Health & Safety Policies and Practices both existing and revised • Health & Safety controls (including risk assessment) in place in line with Government Guidance and best practice • Health & Safety Advice provided • Provision of Occupational Health advice as required • Promotion of wellbeing, signposting to information, mental health champions 			

Actions Planned	Timescale/ Person Responsible	Progress/Comments
Organisational Recovery work stream to oversee the development of a co-ordinated approach to ensuring the safe return on employees to the workplace	Head of Governance & Corporate Services	Process established and guidance issued to managers to support initial return to the workplace.
Workplace risk assessments to be completed in line with HSE and Government Guidelines and action plans developed	Corporate Assets Manager	Workplace risk assessments have been completed for all key Council sites

Actions Planned	Timescale/ Person Responsible	Progress/Comments
Role based risk assessments to be completed in line with HSE and Government Guidelines, employee guidance prepared and employees briefed before returning to work	Service Managers	Guidance has been issued to managers and role based risk assessments are being completed, as required, and agreed with the Health & Safety Officer and the Trade Unions
Continue to monitor and review guidance issued by Government and communicate to managers as required	Chief Internal Auditor & Risk Manager	Work is ongoing to monitor and update guidance for managers in accordance with changes made regarding local and national restrictions
Consult with trade unions and employees as required to ensure a joined-up approach is agreed and accepted	Head of Governance & Corporate Services and HR Manager	Process has been established and is working well
Risk assessments to be published on website	Chief Internal Auditor & Risk Manager	Risk assessments are being published on the Council's website
Review content of Health & Well-being Strategy to take account of impact of COVID-19 on the workforce	HR Manager	This is being considered as part of the Organisational Recovery work. HR have put in place a range of support for employees and managers to aide mental health and wellbeing.

Overall Progress Summary:

Risk assessments were prepared at the outset of the first lockdown and continue to be reviewed and updated to reflect the latest Government Guidance. Workplace risk assessments have been completed for all key sites. A number of role-based risk assessments were completed to allow employees to return to work safely following the easing of the first lockdown. A process is in place for all risk assessments to be agreed with the Health & Safety Officer and consultation undertaken with Trade Union reps. Guidance on PPE has been issued and reflected in risk assessments; this is kept under review and updated in line with any changes in Government guidance.

Whilst much work has been done to comply with COVID secure guidance and ensure the safety of employees and the public, due to the nature of the pandemic and the recent increase in cases, it is not considered prudent at this time to reduce the risk score.

Report of:	Head of Housing and Partnerships
Contact Officer:	James Morgan
Telephone No:	01543 464 381
Portfolio Leader:	Housing
Key Decision:	No
Report Track:	Cabinet: 10/12/20

Cabinet
10 December 2020
Housing Services 2019-20 Annual Report

1 Purpose of Report

- 1.1 To consider the draft 2019 -20 Housing Services Annual Report to tenants as required by the regulatory framework for social housing in England.

2 Recommendation(s)

- 2.1 That the draft 2019 -20 Housing Services Annual Report (attached as Appendix 1) is agreed for circulation to all the Council's tenants.
- 2.2 That if required the Head of Housing and Partnerships following consultation with the Housing Portfolio Leader is authorised to make amendments to the draft 2019-20 Housing Services Annual Report prior to circulation.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 The Council is required to publish the 2019-20 Annual Housing Report as set out in the Regulatory Standards by the Regulator of Social Housing.
- 3.2 The draft Housing Services Annual Report is attached as Appendix 1.

Reasons for Recommendations

- 3.3 The Annual Report must be made available to all tenants and a copy of the final document will be placed on the Council's website. Due to the Covid-19 pandemic the publication, and subsequent delivery to tenants, of the Hometalk magazine has been paused, when it is safe to resume delivery arrangements a copy of the Annual Report will be circulated to tenants with the next edition of Hometalk.

4 Relationship to Corporate Priorities

- 4.1 The Council is required to publish an Annual Housing Report in accordance with the Regulatory Framework for social housing.
- 4.2 Meeting the regulatory requirements will assist in improving Housing Services and achieve the Council's corporate priority "Promoting Prosperity" by contributing towards the strategic objective "Increasing housing choice".

5 Report Detail

- 5.1 Registered providers of social housing in England must meet regulatory standards set by the Regulator of Social Housing. The standards are classified as either economic or consumer. The economic standards do not apply to local authorities. The four consumer standards that the Council are required to meet are:
- Tenant Involvement and Empowerment Standard
 - Home Standard
 - Tenancy Standard
 - Neighbourhood and Community Standard
- 5.2 The Tenant Involvement and Empowerment Standard requires the provision of timely and relevant performance information to support effective scrutiny by tenants of their landlord's performance. Such provision must include the publication of an annual report which should include information on repair and maintenance budgets.
- 5.3 The draft Housing Services Annual Report is attached as Appendix 1.
- 5.4 The Annual Report must be circulated to all tenants. As a result, it is proposed to place a copy on the Council's website and distribute copies as part of the next edition of Hometalk. The cost of these actions can be accommodated within agreed budgets.

6 Implications**6.1 Financial**

There are no financial implications arising directly from this report. All costs associated with compiling the Annual Report have already been met from existing budgets.

Any costs arising from recommendations contained within the draft Annual Report can be met from within existing budgets.

6.2 Legal

There are no direct legal implications arising from this report save the Council's statutory duty to issue an annual report in accordance with the regulatory framework.

6.3 Human Resources

None

6.4 Section 17 (Crime Prevention)

Services which can help combat anti-social behaviour are identified within the Annual Report.

6.5 Human Rights Act

None

6.6 Data Protection

None

6.7 Risk Management

The Regulatory framework requires the Council to publish an Annual Report. Failure to do so will be a breach of the framework.

6.8 Equality & Diversity

Copies of the Annual Report will be provided in a variety of formats including audio and large print on request.

6.9 Best Value

None

7 Appendices to the Report

Appendix 1: Draft 2019-20 Housing Services Annual Report

Previous Consideration

Tenant Services Authority Briefing Paper	Housing Policy Development Committee	24 February 2009
Consultation on the Housing and Regeneration Act 2008 (Registration of Local Authorities) Order 2009.	Cabinet	17 September 2009
Consultation on the TSA Consultation – A new regulatory framework for social housing in England	Cabinet	21 January 2010

ITEM NO. 7.4

Housing Services Annual Report Cabinet

16 September 2010

15 September 2011

20 September 2012

19 September 2013

18 September 2014

17 September 2015

20 October 2016

19 October 2017

8 November 2018

17 October 2019

Background Papers

None.

Annual Report

for Tenants

2019/20



Welcome to the 2019/20 Housing Services Annual Report to tenants. Here we share information about our performance in the last financial year.

This annual report covers the period between April 2019 and March 2020. Therefore the full implications of Covid-19 on our housing work will not be seen until next year's report. However, we would still like to acknowledge here the impressive way our Housing Services team have responded from the outset, from setting up new ways of supporting tenants to finding accommodation for rough sleepers.

I would also like to take this opportunity to thank you for your understanding and patience whilst we reshaped our services to cope with the restrictions that Covid-19 imposed upon us all.



Cllr John Kraujalis

Portfolio Holder
for Housing



Nirmal Samrai

Head of Housing
and Partnerships



Priorities 2020-21



New Homes: We will continue working towards delivering further new council homes over the coming years using the new Housing Investment Fund. The Hawks Green Depot development is scheduled to complete towards the end of 2021-22 and two other sites are being progressed.



Quality Homes: We will continue to improve the quality of the Council's housing stock for the benefit of our tenants by ensuring that we continue to meet and also exceed the Decent Homes standard.



Support: We will make the best use of our stock, provide tenancy sustainment support, promote the provision of suitable accommodation, and provide information and advice to prevent and reduce homelessness.

Key facts

(as at 1 April 2020)



We provide 5,118 homes across the District



We lease 284 flats across the District on leasehold terms;



We have delivered 63 new homes in the last three years, with 9 new homes being let in 2019/20.



We sold 39 properties through Right To Buy in 2019/20, with 94 properties sold in the last three years.



We spent approximately £7.3m on planned maintenance works and responsive repairs & maintenance to the existing housing stock in 2019/20 to ensure your properties are well maintained.



91% of respondents to our monthly repairs satisfaction survey said that were satisfied with the repair services we provided.

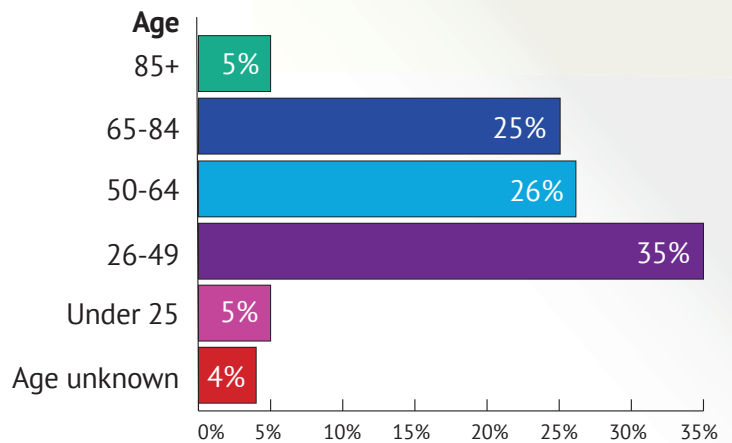
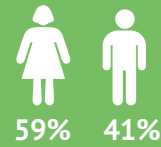
Understanding and responding to your needs

Tenant Profile
(from STAR survey 2019)

Tenants have on average held their tenancies for **12 years and 6 months**
According to our records the longest tenancy held is an incredible **66 years!**

Our Tenants

Gender



The Council has **5,118** properties for rent
As at 31/03/2020

2022 one bed properties;

1451 two bed properties

1527 three bed properties

61 four bed properties

1 five bed property

56 sheltered bedsits

Average time on housing register
12 Months



310 households requiring 1 bedroom accommodation

There were **816** households on the Housing Register as at 31/3/2020

31 households require 4+ bedroom accommodation

352 require 2 bedroom accommodation

123 require 3 bedroom accommodation

During 2019/20 we received **4082** visits to the Housing Bungalow.

There were also **109,744** views of the Council's Housing web pages.



Complaints and Compliments

16 Stage 1 complaints;

 2 Stage 2 complaints;

 1 Stage 3 complaints;

 87 MP enquiries;

 36 were recorded as informal (i.e. Councillor
 complaint on behalf of tenant, Anonymous or from
 another family member)



Of the 16 Stage 1 complaints

5 from Housing Options/Homelessness;

 4 from Allocations;

 3 from Housing Repairs;

 2 from Neighbourhoods;

 1 from Housing Property Services (Leasehold Services)

 1 from Income Management

Of the 2 Stage 2 complaints

1 from Housing Property Services
 (Leasehold Services);

 1 from Neighbourhoods.

Only 4 of the formal complaints were upheld.

2 from Housing Repairs

 1 from Allocations (partially upheld)

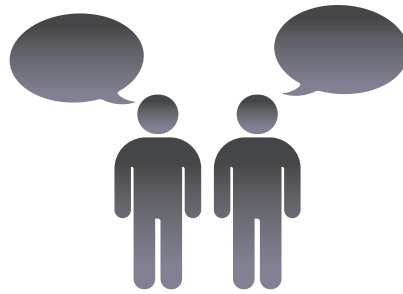
 1 from Housing Options/Homelessness (partially upheld)

This is an increase on last year, where we received six Stage 1 complaints, of which two proceeded to Stage 2 and were resolved.

What we learned from the complaints received and what we did:

- A tenant complained about the condition of property on handover, with further informal complaints received about the condition of properties by other tenants. To complete all void repairs (where possible) before handover.
- A tenant complained about not being informed of the length of time it would take to complete a job. Better joint working was needed. teams now have liaison meetings and systems are better updated with information. To ensure better communication with customers in respect of job times.
- Another communication skills improvement was required following a tenant's complaint that they were not treated with much respect or giving sufficient information on their housing waiting list position. All Housing staff attended a customer services training course during Q1 2019/20 and the Allocations Team staff were trained in how to obtain the waiting list information from Northgate Housing Management System.

As well as complaints, we also record compliments from tenants



Mr M said:
 “ I would just like to thank John, the drains man who has been out to me today, he did an excellent job. ”

Mrs B said:
 “ I would like to say thank you to Craig for what you did for me in getting my fencing sorted and replaced, a great job, its now a pleasure to again look into my garden and feel safe and secure again. ”

Mr and Mrs H said:
 “ A workman (David) came out to do work in our kitchen yesterday, what a lovely helpful man. He did not leave any mess, what a credit to the Council. ”

Mrs L said:
 “ I would like to thank Paul & Josh for the excellent quality of the slabbing and step repair to my property. Well done. ”

Cllr B passed on a tenant’s compliments:
 “ I’ve received a huge amount of praise for one of our officers in Housing. I really feel that Tracy deserves some sort of recognition for going above and beyond, proving that we are a caring and compassionate Council who truly have the best interests of our constituents at heart. ”

Hometalk

In 2019/20 we produced 2 editions of Hometalk, we hope you found these informative and interesting.



Housing Improvement Panel

Our customer-led Housing Improvement Panel (HIP) looks at the way our housing team works and gives you the opportunity to improve the services that you receive.

The Housing Improvement Panel was formed in 2019 and undertook it's first review on the Council's Gas Safety Procedures and their findings were presented to Nirmal Samrai, Head of Housing and Partnerships.

The primary recommendations of the Panel were:-

- A production of a new Gas Safety Booklet;
- More information to be provided by service engineers at home visits;
- Publicise Gas Safety.

Housing Improvement Panel at Arch Conference

Panel members (L-R) Sandra Lopez, Brian Murphy and Amanda Saxton attended the Association of Retained Council Housing (ARCH) conference in Bridlington on 3 October 2019. Looks like they had great fun!



Whilst attending the conference the panel learned about 100 years of housing, fire safety within the home, gas and electric safety and the future of safety regulation. They attended workshops on the future of sheltered housing and complaint handling.



The panel said:
“ We found the conference and workshops thought-provoking and it was a great learning opportunity. ”

If you would like more information about the Panel or are interested in becoming a panel member please get in touch on **01543 462621** or **serviceimprovements@cannockchasedc.gov.uk**

Support for tenants during Covid

We know that this is a very worrying time when you have a home and family to look after. Many of our customers will be affected by a loss of income during this difficult period and will be concerned about making ends meet.

Ensuring you feel secure in your home is our absolute priority. We want to reassure you that no-one will lose their home as a result of the coronavirus outbreak.

We will provide as much support as we can to help you through this uncertain time. If you have any concerns about your tenancy or keeping up with payments, please get in touch so we can help you explore all of the options available to you.

We are also updating our website with the latest advice on benefits and support, so you can find all the information you need online.

We are here for you.



Telephone **01543 462621**



Email **moneymanagementteam@cannockchasedc.gov.uk**



Online **www.cannockchasedc.gov.uk/residents/housing**

Housing Online



The Council has been working to improve the way its Housing Customers access Housing information online.

As part of a Housing IT upgrade programme we have replaced the current Housing Self Serve portal with a new improved Housing Online portal. With a few clicks of the mouse, tenants and non tenants can access information through a secure web service from their smart phone, tablet or a computer.

Full details will be available on the website for new and existing customers on how to register and login to Housing Online.

The Housing Department will continue to always look after tenants who don't have access to the internet. If you do not have a computer and require a help with a tenancy related problem or application please call us on **01543 462621**.

Repairs and improving your home

ITEM NO. 7.13

Repairs during 2019/20



12,671 repair jobs were completed in 2018/19

10,275 repairs appointments were made

10,254 repairs appointment were kept

We completed all repair jobs in 10.15 calendar days on average - just over two weeks

Whilst all non-emergency repairs were completed in an average of 9.74 working days - within two weeks.

100% of emergency repairs were completed within 24 hours

The total cost of maintenance and repairs during 2019/20 was £5.2m

During 2019/20 we started a monthly repairs satisfaction survey sent to a random selection of tenants who had required a repair job to be completed during the previous month. We have found that:



98% were satisfied with the quality of the work

94% were satisfied the repair was done right first time

94% were satisfied overall with the service they received

We know our performance in turning around void properties has worsened again since last year. We've made changes and are implementing our Improvement Plan that includes a number of actions that we know will speed up the process for repairing and re-letting our properties, but these are taking time to bed in.

*Unfortunately the Coronavirus pandemic will certainly impact further on our relet times for 2020/21 as we cannot repair and let properties as quickly as normal.

Average re-let time:
51.63 days
(43.38 days last year)

Despite the increase in re-let time, there was an improvement on the rent loss on last year, which was **£226k**



100% of our homes meet the decent homes standard (excluding where tenants have refused remedial work).

We lost **£147k** in rent whilst properties were being repaired and let during the year.

Improving our homes



512 properties received electric upgrading works (wired in smoke detectors and provision of additional sockets)



35 properties had external envelope improvements (chimney and roof repairs, repointing, rendering repairs)



457 properties benefitted from a central heating upgrade



37 properties had bathroom upgrades



150 properties benefitted from major disabled facilities work (safe WC and showering, alterations to rooms; heating and power improvements; safety related works)



4 properties had kitchen refits



These capital programme improvements cost £2.08m

Managing your tenancy

Your Rent

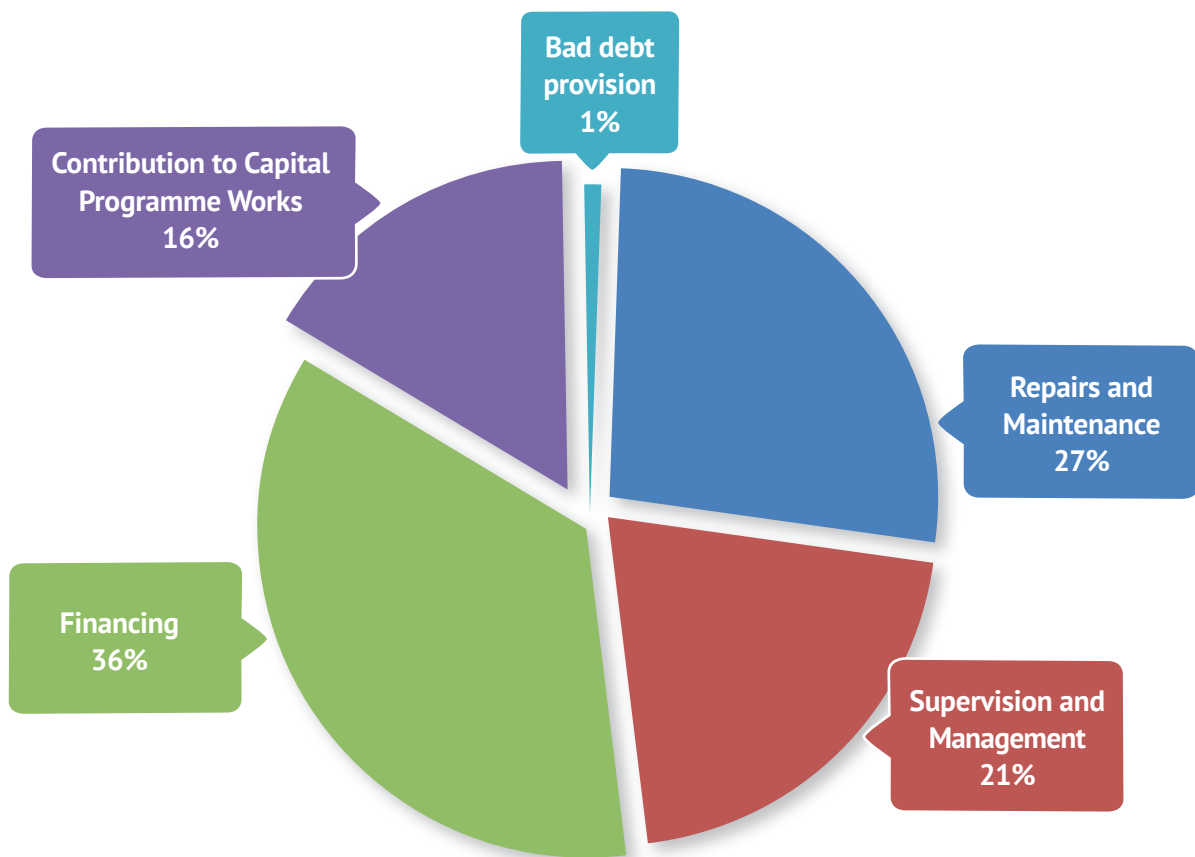
Following Government policy, we have been reducing your rent by 1% every year since 2015/16, which lasted until March 2020.



Your average rent in 2019-20 was £72.18 per week.



We received £19.743m in rent income during the year.



Current tenants were in arrears to the amount of £285,420 at the end of the financial year. Those tenants in arrears were behind with their payments by an average £273, just under 4 weeks rent, which is a slight increase on last year. And unfortunately some tenants are behind by a lot more.

We evicted 9 households as a result of their rent arrears.

90% of tenants felt fairly or very satisfied with moving between Council properties. 8% responded 'neither satisfied nor dissatisfied' likely because they had not moved, only 2% of tenants indicated they were dissatisfied.



We let 328 properties in total during 2019/20:



216 lettings were made to new tenants to social housing



98 lettings were to existing social housing tenants



16 mutual exchanges were completed

Lettings 2019/20



100% of new tenancies lasted more than 1 year. (However the Covid-19 pandemic has meant that fewer tenancies were ended than would normally be the case).



178 introductory tenancies were sustained for 12 months.

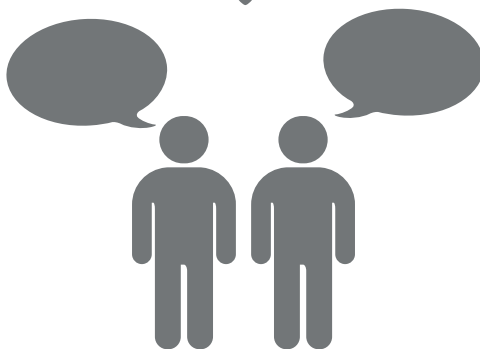


288 tenants received a new tenancy visit and 77 tenants were assisted by the tenancy sustainment service.

We recovered 19 abandoned properties



60 ASB cases were investigated, of which 51 were successfully resolved, 9 were closed due to disengagement or withdrawal.



During 2019/20 we let 9 brand new homes to tenants.

We spent approximately £174k on Council new build development during the year.



We completed the last three sites on the Garage Sites and Other Council Owned Land Redevelopment Scheme, completing the 11 sites and delivering 39 properties in total.



We completed the sites at:

George Brealey Close
2 x 2 bedroom houses

Cannock Wood Street
3 x 2 bedroom houses

Brunswick Road
4 x 2 bedroom houses



Looking forward to 2020/21

ITEM NO. 7.17

“We will continue to support independent living, with further provision to improve the undertaking of major adaptations to properties for people with mobility and other health issues, which make it difficult for them to access the facilities within their home. We are also progressing our plans to deliver the £12.9 million Housing Investment Fund for new Council house building over the next 5 years, with the Hawks Green depot development well on course and plans for two further sites positively progressing.”

Nirmal Samrai

Head of Housing and Partnerships

HRA Capital Programme 2020/21 Priorities

New Build	£2,980,000
Disabled Facilities Work	£1,020,000
External / Environmental Works	£983,000
Replacement of Central Heating	£883,000
Upgrading of Electrics	£851,000
Sheltered Schemes	£280,000
Other Costs Fire Alarms, Lift replacement, Double Glazing)	£194,000
Replacement of Housing Services vehicles	£162,000
Replacement of Bathrooms	£148,000
Provision of Proposed Kerbs and Driveway Resurfacing	£100,000
Replacement of Kitchens	£95,000
Total	£7,696,000

New Build 2020/21

No completions are due in 2020/21, however works continues on the Hawks Green depot site and 22 new Council properties will be delivered in late 2021/22.

Here is a sneak peak of what is to come...



In 2020/21 your rent has been increased by 2.7% in accordance with Government's rent policy, so average rents in 2020/21 will be:

1 bed = £ 67.43
2 bed = £76.56
3 bed = £80.94
4 bed = £87.61



Housing Revenue Account Budget 2020/21

£19.83m	£19.77m
HRA Income 2020/21	HRA Expenditure 2020/21



Keep in touch...

→  Search for 'Cannock Chase Life'

→  @CannockChaseDC

→  www.youtube.com/CannockChaseDC

Cannock Chase Council

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tel 01543 462621

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Report of:	Head of Economic Prosperity
Contact Officer:	Debbie Harris / Ann Oldnall
Telephone No:	01543 46 4490
Portfolio Leaders:	Economic Development & Planning
Key Decision:	Yes
Report Track:	Cabinet: 10/12/20

Cabinet
10 December 2020
Jobs and Skills Opportunities in Cannock Chase to Support Economic Recovery

1 Purpose of Report

- 1.1 To set out the current position in relation to the impact of the COVID-19 pandemic on the District's economy, to detail some of the known employment and skills opportunities that will support economic recovery and to detail how the Council will be working to enable and facilitate these opportunities.

2 Recommendation(s)

- 2.1 That Cabinet note the current economic context which has arisen because of the COVID-19 pandemic.
- 2.2 That Cabinet note the pipeline of jobs and skills opportunities outlined in the report and set out at Appendix 1 in detail.
- 2.3 That Cabinet agree that the Economic Prosperity Strategy will be refreshed to take account of the changed economic climate and to re-focus on supporting new jobs and skills opportunities and the aim will be to present this to Cabinet in 2021.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 The COVID-19 pandemic has had a significant impact on our local communities, residents and economy. The UK Economy has moved into a recession and has seen a dramatic change with GDP in the second quarter of 2020 (April to June) shrinking by a record 19.8% and unemployment increasing. However, the economy is starting to recover with the GDP figures for the third quarter of 2020

(July to September) showing growth of 15.5%. However, the UK economy is still 9.7% smaller in Quarter 3 2020 compared with the end of 2019.

- 3.2 The impact upon the District's economy of COVID-19 is one which is an evolving picture. It will take several months to properly analyse and start to evidence the long-term effects such a pandemic has had upon the District. However, some of the key economic indicators reveal that the recession is already taking effect within the District. The unemployment rate in Cannock Chase is at a level not seen since the mid-1990s. However, the extension of the Government's Coronavirus Job Retention Scheme (Furlough) until the end of March 2021 has removed the immediate threat of unemployment spiking significantly over the next couple of months.
- 3.3 The Council has focused its efforts since the start of the pandemic on supporting local businesses through the lockdown and helping them to get back up and running as restrictions were eased.
- 3.4 Going forward, the Council will need to focus on continuing to help businesses and residents whilst supporting the District's economic recovery. The District's economy will continue to experience a high degree of turbulence over the next few months as the COVID-19 pandemic continues and restrictions to everyday life remain in place.
- 3.5 On 5th November 2020, the Government announced a further package of business support measures to help businesses directly affected by the second national lockdown and the Council has been allocated further funding to distribute to local companies. Distribution and payment of business grants will be a key priority for the Council over the next few months.
- 3.6 Whilst the Council's current financial position limits the potential to invest further resources to support the economy, the Council does have an important role as an enabler and facilitator of economic growth. This report sets out several key opportunities that will create new jobs for the local economy, improve the skills of the workforce and restore business confidence. Realisation of these opportunities will at least in the short to medium term mitigate the impact of the recession by helping to create additional job vacancies for local people and enable residents to reskill and upskill to be better placed to fill these jobs.
- 3.7 Officers have started work to refresh the Council's Economic Prosperity Strategy (approved by Cabinet in January 2020) to take account of the changed economic climate and the aim will be to present this to Cabinet for approval sometime during 2021. However, a degree of flexibility will be needed given the economic uncertainty.

Reasons for Recommendations

- 3.8 To detail a set of jobs and skills opportunities to support the economic recovery of the District.

4 Relationship to Corporate Priorities

4.1 This report supports the Council's Corporate Priorities as follows:

- (i) **Promoting Prosperity** – contributing to creating a positive environment in which businesses in the District can thrive; creating employment opportunities and maximising benefits from the McArthurGlen Designer Outlet Cannock. Supporting the delivery of the Economic Prosperity Strategy.

5 Report Detail

Economic context

- 5.1 The COVID-19 pandemic has had a significant impact on our local communities, residents and local economy. The UK Economy has moved into a recession and saw a dramatic reduction in GDP in the second quarter of 2020 (April to June) shrinking by a record 19.8%.
- 5.2 Although GDP has recovered since the easing of lockdown restrictions in May, there is a considerable degree of uncertainty as to the shape of the UK economic recovery. The on-going uncertainty created by COVID-19 and re-introduction of national and local restrictions in response to the 'second wave' of COVID-19 means that it is still difficult to predict whether the UK Economy will achieve a 'V-shaped' bounce back or a slower and longer-term recovery. If it is the latter, then there is the potential for longer term structural change and 'scarring' to the economy which could result in higher levels of unemployment.
- 5.3 The impact of COVID-19 upon the District's economy is one which is an evolving picture. It will take several months to properly analyse and start to evidence the long-term effects such a pandemic has had upon the District. However, some of the key economic indicators reveal that the recession is already taking effect within the District.
- 5.4 The unemployment rate (measured as total claimant count) has increased significantly, with the latest data from the Office for National Statistics (ONS) showing that as of October 3,570 residents are now claiming benefits – 5.6% of the working age population. This represents an increase of 1,915 claimants from March 2020. The pandemic has had a disproportionate effect on younger workers, with 22% of total claimants aged between 18 and 24.
- 5.5 The Government's Coronavirus Job Retention Scheme (CJRS) was introduced at the start of the pandemic and was designed to protect jobs by allowing companies to place staff on 'furlough' with the Government continuing to pay 80% of workers wages, up to a maximum of £2,500 per month. Take up of the scheme has been significant with nationally around 9.6 million workers furloughed by 1.2 million businesses since March. In Cannock Chase, there were 17,600 employments in Cannock Chase furloughed at the end of July 2020 – a take up rate of 38% - the highest rate in Staffordshire.

5.6 On 5 November 2020, the Chancellor announced that the CJRS scheme would be extended until the end of March 2021. This removes the immediate threat of unemployment spiking through the winter months. However, there is a high degree of uncertainty as to how the economy will fare over the next 12 months and beyond.

Support for businesses

5.7 The Council's priority since the onset of the pandemic has been to support businesses in the District, many of which were either required to close or not able to operate fully due to the lockdown restrictions.

5.8 To support this priority, the Council has been responsible for distributing the Government grants to small businesses and businesses in the retail, hospitality and leisure sectors. The Council has also allocated and paid out just over £1 million to 139 local businesses through the Local Authority Discretionary Grant Fund.

5.9 Linked to the introduction of the Local COVID alert system and second national lockdown, the Council has been allocated additional funding from the Government to distribute to local businesses directly affected by the restrictions and mandatory closures and is currently processing grants to eligible local businesses. In particular, the Council has been allocated £2 million by Government via the Additional Restrictions Grant which is a discretionary fund and Officers are currently developing a policy and criteria to administer this fund.

5.10 Local businesses have benefitted from support that was made available by the Government to support the economy, including:

- **the Coronavirus Job Retention Scheme (Furlough);** *as set out at paragraph 5.5 - a large number of local residents are currently furloughed;*
- **Self-employment Income Support Scheme;** *3,300 claims made to 31st August 2020 – take up rate of 66%;*
- **Coronavirus Business Interruption Loan Scheme (CBILS) and Bounce Back Loan Scheme (BBLs);** *73 CBILS and 1,338 BBLs offers to businesses in Cannock Chase (as at end of September 2020);*
- **small business grant funding of £10,000 for all business in receipt of small business rate relief or rural rate relief;** *1,475 small businesses have received funding – 91% of eligible businesses paid (as at end of September 2020);*
- **grant funding of £25,000 for retail, hospitality and leisure businesses with property with a rateable value between £15,000 and £51,000;** *120 businesses have been paid £10k grant and 175 businesses have been paid £25k grant (as at end of September 2020);*
- **the Eat out to Help scheme which offered discounted meals during August to benefit the hospitality industry;** *56 local businesses registered to the scheme – 60,000 discounted meals were claimed.*

Key issues

5.11 Supporting the economic recovery of the District is a key component of the Council's Recovery Strategy approved by Cabinet in October. The key workstreams are as follows:

- (i) To monitor the impact of the COVID-19 pandemic on the local economy and regular review key economic indicators.
- (ii) To review and refresh the Council's Economic Prosperity Strategy to take account of the changed economic conditions and set out a clear Action Plan for the next three years.
- (iii) To support local businesses and signpost to relevant support provided by partners such as Staffordshire County Council, Greater Birmingham & Solihull LEP, Stoke & Staffordshire LEP and Growth Hubs.
- (iv) To work with key partners such as Department for Work and Pensions, Staffordshire County Council, South Staffordshire College, Walsall College to help local people that have been made redundant to get back into work or access training opportunities to upskill/reskill.
- (v) To facilitate the creation of new job and skills opportunities via directly creating job opportunities via affordable housing programmes, apprenticeships, work placements.
- (vi) To review the impact of the pandemic on the District's town centres and regeneration plans for Cannock Town Centre.

5.12 An important part of the Council's approach will be to identify a pipeline of projects and schemes that could create new jobs, housing and skills opportunities to benefit the District and mitigate the impact of the pandemic. The aim should be to as far as possible, ensure that unemployment in the District does not become a feature of the economy for a sustained period and that the economic fallout from COVID-19 does not result in long term structural change. Cabinet should note though that whilst local efforts will help the economy to recover, the District's future success is dependent to a large extent on how well the wider regional economy recovers.

5.13 To support the above aim, there will be a need for the Council to:

- (i) Deliver on existing agreed priorities that provide employment / skills opportunities but also to focus on new schemes that also bring employment, skills and support proposals that will deliver benefits – Temporary jobs (Construction), Permanent jobs, Increase in Learners; Apprenticeships.
- (ii) Prioritise schemes that can deliver new employment and skills opportunities over the next three years.
- (iii) Accept that the wider ambitions contained in the Economic Prosperity Strategy related to 'clean growth' and green jobs may have to be a longer term priority and in the short term there will be a need to focus on a broader range of jobs to address the unemployment challenge.
- (iv) Work closely with key partners to align resources and efforts to support the Council's jobs and skills agenda.

5.14 The over-riding ambition will be for the Council to keep the District's unemployment rate below the regional and national average and to ensure that unemployment for the 18 – 24 age group does not continue to grow.

Employment and skills pipeline

5.15 According to the August data from Staffordshire County Council, there are currently 1,818 unique postings for jobs in Cannock Chase. This is a 14.7% increase in vacancies since July.

5.16 Whilst it is positive that there are job vacancies available now, Officers have worked to develop a list of key projects and schemes that can deliver a pipeline of employment and skills opportunities either within the District or in close proximity to the District i.e. within a 'travel to work' area. In addition, where local companies have announced that they are expanding and creating new jobs have been captured on this list. The list is attached at Appendix 1 and is correct as at 1st December 2020.

5.17 The key employment and skills opportunities directly within the District are as follows:

- (i) McArthurGlen Designer Outlet West Midlands - Circa 800 in Phase 1 Circa 500 in Phase 2. Jobs should be available towards the end of 2020 with opening of the Outlet expected early 2021.
- (ii) Amazon Rugeley – Currently recruiting for 800+ seasonal vacancies.
- (iii) Rugeley Power Station re-development - 89 direct construction jobs per annum during development process (approx. 20 years) and total of 129 jobs pa including supply chain benefits.
- (iv) Expansion of Super Smart Services Ltd – Cannock – 325 jobs to be created as part of their expansion plans between September 2020 & July 2021.
- (v) TES-AMM – provision of ICT Lifecycle services - Taking on the Rapida unit at Kingswood Lakeside and would be looking to create circa 100 jobs over a three-year period.
- (vi) APC Overnight, Kingswood Lakeside growth plans – 100+ Night Warehouse / Night Forklift Drivers. All jobs are based at Kingswood Lakeside and are permanent. Recruitment is underway but they are struggling to fill the vacancies. There are still 50/60 jobs available.
- (vii) Development of new social housing in Rugeley and Chads Moor – Wharf Road / Aelfgar and Chads Moor housing development sites will create a number of construction jobs and 199 new homes.
- (viii) Commonwealth Games construction of enhanced mountain biking track will create construction jobs and potentially temporary jobs whilst the games are taking place.

- (ix) Former JCB site in Rugeley – site has been vacated by JCB and subject to site being re-occupied could create new jobs.
 - (x) Available Car, Cannock expansion plans – delivered over 2 phases. 155 additional jobs to be created by end of phase 2 circa end 2023.
 - (xi) Digital Skills Academy– South Staffordshire College (Cannock & Tamworth Campus'). If funding secured forecasted learners is 1,349 across both sites
 - (xii) Engineering Skills Academy – South Staffordshire College - will support 755 learners and 345 apprenticeships.
 - (xiii) Potential new Aldi and Lidl supermarkets in Rugeley – NB both proposals are the subject of current planning applications which are awaiting decisions.
- 5.18 The Council as an employer will have a direct role to play in supporting the local workforce and has a responsibility to engage in Government programmes that have been introduced to help unemployed people to get back into work or training. For example, the Kickstart scheme which provides funding to employers to create job placements for 16 to 24 year olds on Universal Credit who are at risk of long term unemployment. Kickstart applications must be for a minimum of 30 job placements. The Council is currently working to explore the potential to host Kickstart placements either via a County wide approach or in partnership with other neighbouring local authorities.
- 5.19 The Council in its role as local planning authority should also explore the potential to secure employment and training opportunities for local people through appropriate policies in the Local Plan and/or via agreements with developers on individual planning applications. The Local Plan Review will consider the precise mechanism for achieving this outcome but the aim will be to agree employment and skills plans with developers when new developments are proposed with the focus on securing work placements for young people, apprenticeships and training for local residents.
- 5.20 It is proposed that Officers continue to update the list and add to it as new schemes are announced. Officers will be pro-active in contacting businesses that are creating new jobs to identify the potential to connect local people with the available vacancies. Work with the FE Colleges will also continue to ensure that training opportunities and Apprenticeships can be promoted to local businesses and specifically targeted at local companies.

Summary / conclusion

- 5.21 The District is facing an unprecedented challenge in dealing with and recovering from the economic recession caused by the COVID-19 pandemic. The recession is highly likely to lead to increased levels of unemployment within the District at a level which has not been seen for decades. A number of key sectors in the District such as retail, leisure and hospitality are particularly vulnerable to the ongoing effects of the pandemic and are likely to be adversely impacted.

- 5.22 The Council is committed to supporting the economic recovery of the District and has identified a pipeline of employment and skills opportunities that will achieve this over the next three years.

6 Implications

6.1 Financial

There are no financial implications arising from the report. The refresh of the Economic Prosperity Strategy will be carried out via existing resources and the review of the Local Plan is contained within existing budgets.

6.2 Legal

There are no legal implications arising from this report.

6.3 Human Resources

No direct implications.

6.4 Section 17 (Crime Prevention)

None.

6.5 Human Rights Act

None.

6.6 Data Protection

None.

6.7 Risk Management

Corporate risk register

6.8 Equality & Diversity

None.

6.9 Best Value

None.

7 Appendices to the Report

Appendix 1: Employment & Skills matrix

Background Papers

CCDC Economic Prosperity Strategy 2020-2030.

Appendix 1

Potential job opportunities across the Cannock Chase District

Name of Company / Project	Potential Number of Jobs	Type of Job	Comments
Amazon, Rugeley	800+	Various seasonal jobs	Currently recruiting for seasonal vacancies at their Rugeley site.
McArthurGlen Designer Outlet West Midlands	Circa 800 in Phase 1 Circa 500 in Phase 2	Marketing / Retail / Guest Experience / Facilities.	Jobs should be available towards the end of 2020 with opening of the Outlet expected early 2021.
Super Smart Service, Kingswood Lakeside	325	Various	As part of their expansion Super Smart Service are looking to create jobs between September 2020 & July 2021.
TES-AMM	100	Various	Taking on the Rapida unit at Kingswood Lakeside.
APC Overnight, Kingswood Lakeside	100+	Night Warehouse / Night Forklift Drivers	All jobs are based at Kingswood Lakeside and are permanent. Recruitment is underway but they are struggling to fill the vacancies. There are still 50/60 jobs available as at 8 October 2020.
ALDI, Rugeley	Potentially 16 FT 30PT (subject to planning)	Retail	ALDI planning application is yet to be determined.
Rugeley Power Station Site	89 direct construction jobs per annum during development process (approx. 20 years) and total of 129 jobs pa including supply chain benefits.	Construction	2,938 FTE jobs for All through school scenario (once whole site is fully constructed / operational – again over 20 year period) 2,857 FTE jobs Primary school scenario
Swim Sports Company Ltd, Lakeside Business Park	15	Various: Lifeguards / coaches / reception etc	Planning permission granted August 2020.
Lidl, Rugeley	40 (subject to planning)	Retail	Planning application submitted but not yet determined.

Name of Company / Project	Potential Number of Jobs	Type of Job	Comments
Available Car, Watling Street / Wolverhampton Road	155 FTE	Pos. Sales / vehicle maintenance	<p>Planning approved May 2020. Phase 1 not anticipated to create many jobs (start on site early 2021).</p> <p>Phase 2 which is the majority of the site will create up to 155 FTEs (additional). Also hoped that they can increase apprentices from 5 to 8 at this point. Phase 2 was due for completion by end 2022 but Gestamp are delayed by about 6 months due to COVID-19so may be 2023.</p> <p>Available Car are keen to press on with Phase 1 now.</p>
Horizon Crematorium, Heath Hayes	6	Various	Recruitment due to begin around December 2020.
Cannock Chase Enterprise Centre, Walkers Rise	27	End users	It is hoped that once extension is completed it will create approx. 27 end user jobs.
Former JCB site Rugeley			Site currently being marketed – if re-occupied could create new jobs – JCB previously employed c150 people on this site.
Commonwealth Games enhanced mountain bike trail		Construction	Temporary jobs to construct the improved mountain bike trail ahead of the Games in 2022.
Jessup / The Wrekin Housing Trust, Wharf Road Housing Site		Construction	79 new homes to be built, forecasting handover approx. Sept 2022.
Aelfgar Housing Site		Construction	60 new homes expected to be completed in Spring 2023.
Chadsmoor Housing Site		Construction	60 new homes expected to be complete in Winter 2023.

Name of Company / Project	Potential Number of Jobs	Type of Job	Comments
Digital Skills Academy, South Staffordshire College	1,349 Learners expected 2020-2023 across Cannock and Tamworth Campus'		Number of projected learners for both Cannock & Tamworth Campus. Bidding for funding to get this project off the ground.
Engineering Academy, South Staffordshire College	755 Learners and 345 apprenticeships expected by 2024/25		

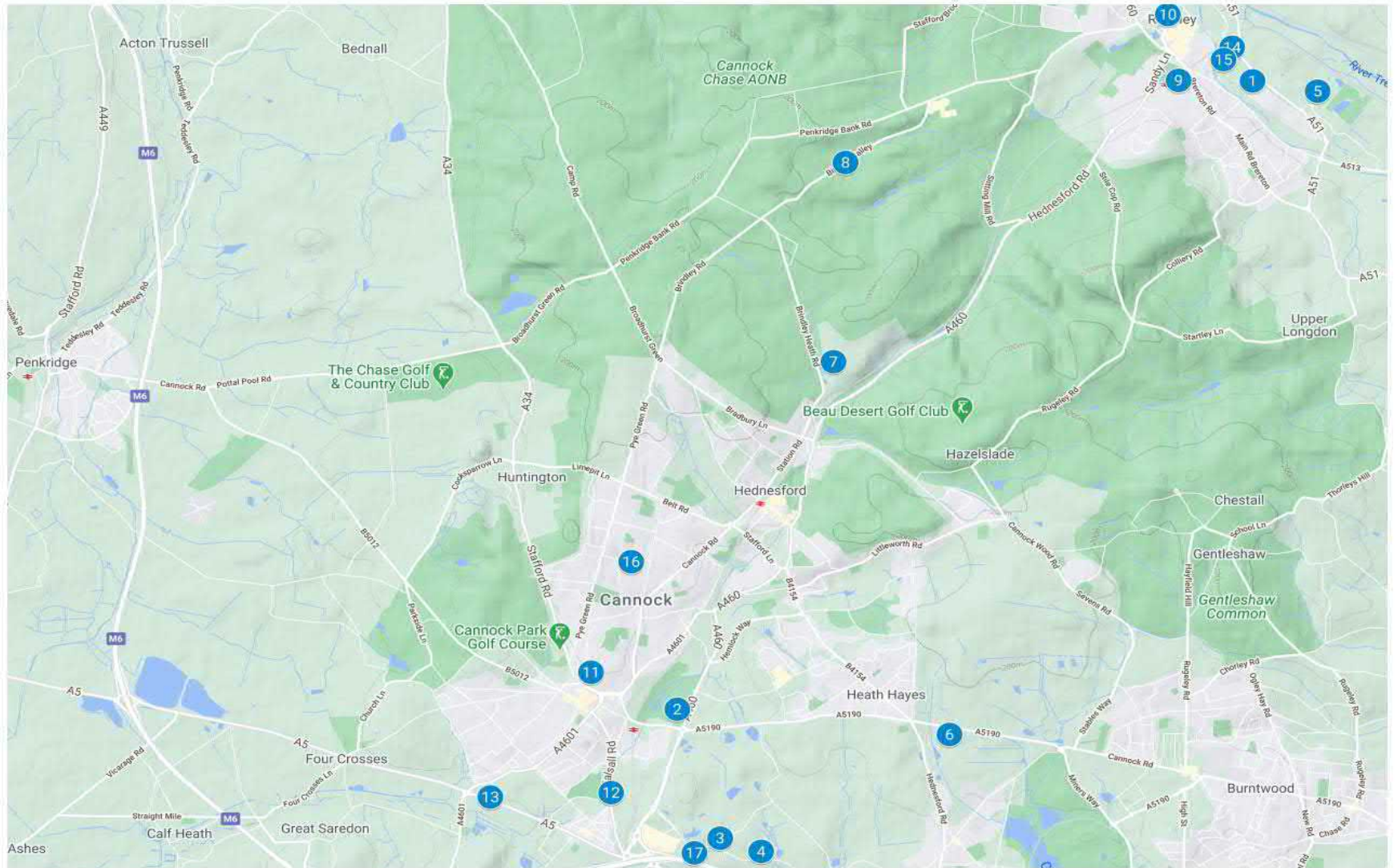
Key Travel to work opportunities

Name of Company / Project	Potential Number of Jobs	Comments
i54 Western Extension	1,700+	Should create 1700+ jobs when fully occupied. Site is currently being prepared and marketed.
i54	300+	Remaining plot.
Former Royal Ordnance Factory site, Featherstone	2,500	Expected to deliver up to 2,500 jobs when fully occupied.
West Midlands Interchange	8,500	Strategic rail freight interchange recently approved by Secretary of State at Gailey / Four Ashes at J12 of M6 that could deliver up to 8,500 jobs over next 15 years.
Birmingham 2022 Apprenticeships	30+	Apprenticeship scheme launched placements - 12 - 18 months. 8 live at present with a further 7 to go live shortly. Still finalising total number of apprenticeships they will employ but hoping to be in excess of 30.
Birmingham Commonwealth Games 2022	1000+	Over the next three years recruiting over 1,000 people to deliver the Commonwealth Games 2022, providing important employment and economic benefits to the city and region and a once-in-a-lifetime opportunity for job seekers and professionals at all levels.
Prime Point 14, Stafford	190 - 370	143,536 sqft (B2/B8)
Pets at Home HQ and DC	500 initially (800 - 1,200 jobs over next 10 years)	33 acre site

Potential CCDC Work Opportunities

Job Opportunities Cannock Chase

- 1 Amazon UK
- 2 West Midlands Designer Outlet
- 3 Super Smart Service
- 4 APC Overnight
- 5 Rugeley Power Station Development
- 6 Horizon Crematorium Heath Hayes
- 7 Cannock Chase Enterprise Centre
- 8 Commonwealth Games - Biking
- 9 Jessup - Wharf Road Housing Development
- 10 Aelfgar Housing Development
- 11 CCDC - Kickstart Involvement
- 12 South Staffordshire College - Engineering and Digital Academies
- 13 AvailableCar Cannock - Approved Planning Application
- 14 Aldi Planning Application
- 15 Lidl Planning Application
- 16 Chadsmoor Housing Development
- 17 Swim Sports Company LTD



Report of:	Head of Economic Prosperity
Contact Officer:	Sushil Birdi
Telephone No:	01543 464326
Portfolio Leader:	Economic Development and Planning
Key Decision:	Yes
Report Track:	Cabinet: 10/12/20

Cabinet
10 December 2020
Statement of Community Involvement – Addendum December 2020

1 Purpose of Report

- 1.1 To seek approval to temporary amendments to the Council's Statement of Community Involvement (SCI) that sets out how the Council consults in planning matters.

2 Recommendation(s)

- 2.1 That Cabinet authorises on a temporary basis, revisions to the Council's adopted SCI which are required in light of changes to national guidance arising from the coronavirus pandemic. The proposed temporary revisions will be made by way of an Addendum to the current SCI, a copy of the Addendum is attached In Appendix A.
- 2.2 That Cabinet authorise the Head of Economic Prosperity in liaison with the Portfolio Holder Economic Development and Planning to make any necessary minor changes to the SCI Addendum prior to publication.
- 2.3 That authority be given to the Head of Economic Prosperity in liaison with the Portfolio Holder Economic Development and Planning to determine, as a result of Government Guidance, when the temporary changes shall cease to be required and thereafter to remove the Addendum with the effect of re-instating the Council's adopted SCI ¹.

3 Key Issues and Reasons for Recommendations

- 3.1 The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020 and National Planning Practice Guidance

¹ The SCI being adopted by Cabinet on the 13th December 2018

requires Local Authorities to review their SCI's in light of the Coronavirus pandemic. SCI's are required to reflect social distancing in any consultation activities to allow plan-making to continue as well as decision making activities.

- 3.2 The SCI has been reviewed and the Addendum sets out the consultation methods which will be temporarily suspended² in view of social distancing restrictions. The revised temporary methods are deemed to conform to current guidance and are highlighted and will be prioritised as a means of carrying out consultation until it is safe to reinstate the full range of methods when restrictions are lifted.
- 3.3 The SCI Addendum will be published on the Council's website alongside the current adopted SCI.

4 Relationship to Corporate Priorities

4.1 This report supports the Council's Corporate Priorities as follows:

- **Promoting Prosperity** – Promoting prosperity by helping to create the conditions for economic growth and opportunity and ensuring sufficient land is allocated for a range of housing and employments uses, linking these to opportunities for developing skills and encouraging a balanced portfolio of employment opportunities. Supporting town centres to adapt to changing demands to ensure they are vibrant and diverse centres.
- **Community Wellbeing** – Ensuring that people can lead healthy and active lifestyles within attractive, safe and healthy environments through consideration of issues such as open space, sport and recreation, walking, cycling, improved air quality, sustainable transport, improved air quality and other opportunities for healthy lifestyle choices.

5 Report Detail

- 5.1 The Planning and Compulsory Purchase Act 2004(as amended) requires the Council to produce a 'Statement of Community Involvement' (SCI) which sets out how the Council intends to achieve continuous community involvement in the preparation of plans and decision making for planning applications.
- 5.2 The current Statement of Community Involvement was approved for adoption at the 13th December 2018 Cabinet meeting. The current SCI will need to be reviewed within 5 years from the date of adoption.
- 5.3 The coronavirus pandemic has necessitated legislative changes to bring SCI's in line with restrictions imposed in response to the pandemic. Local Planning Authorities have been advised to continue with plan making activities and maintain decision making processes and adapt current practices to observe social distancing requirements.
- 5.4 In terms of plan making, the requirement to place a hard copy of plan documents in a publicly accessible place including the main office of the Local Authority

² As set out within the SCI adopted by Cabinet on the 13 December 2018.

cannot be satisfied as access to offices and public buildings is not possible or is restricted. Instead, access will be through the Council's website.

- 5.5 Public consultation events where face to face meetings are held must observe social distancing guidance where the guidance in place at the time allows it. This may necessitate the use of facial coverings and officials to maintain the number of people given access to an event and ensure social distancing is observed. There may also be opportunities to use technology more productively including virtual exhibitions at certain venues or hosted on the Council's website. Opportunities for virtual meetings by appointment will also be explored. The regulations also suggest that consultation with local groups or local champions who can represent a larger group of people should be encouraged.
- 5.6 The Addendum is a temporary measure only to allow the Local Plan Review to continue. The LDS 2019 is now out of date and the Local Plan timetable has been affected by the pandemic. A new LDS is proposed for early 2021 and the next stage of the Local Plan being the Preferred Option will be prepared for consultation as soon as possible. It is likely that there will be certain restrictions in place and the SCI Addendum will take these into account to ensure that consultation can be carried out in accordance with it.
- 5.7 It should also be pointed out that The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020 are due to expire 31st December 2020. The government has announced in a press release 12th November 2020 its intention 'to roll forward the temporary changes made over the summer to ensure the planning system continues to operate effectively during the Covid19 emergency recovery. These include temporary freedoms on how planning applications are publicised, and on public inspection of planning documents'.
- 5.8 Local Planning Authorities are not required to consult when reviewing and updating the SCI and given that the proposed changes to the SCI contained within the Addendum are temporary and relatively minor, it is considered that consultation on the SCI Addendum is not required.
- 5.9 Cabinet is requested to approve delegated authority for the Head of Economic Prosperity in Liaison with the Portfolio Holder Economic Development and Planning to determine when the temporary measure should be lifted in consequence of the current pandemic restrictions being lifted. At such time, it is proposed that the Addendum will be removed from the adopted SCI and from the website at this time and that the adopted SCI and the consultations methods contained within the 2018 adopted document will be reinstated.
- 5.10 Similarly, delegation to approve minor amendments to the document is requested and these will be confined to non-substantive changes such as typographic errors or grammar correction. In addition, if required, references will be added to the addendum should new guidance be published that extends the temporary changes beyond 31st December 2020 incorporating the relevant date.
- 5.11 Officers will continue to use alternative methods of engagement through social media, local publications, newspapers, notices and leaflets. Online presentations and videos explaining contents of consultation documents are also being

explored. It is recognised that many residents do not have access to a computer or the internet and will require targeted support.

6 Implications

6.1 Financial

There are no direct financial implications for the Council as a result of this report any additional costs will need to be contained within approved budgets.

6.2 Legal

The Council is required to review the SCI to conform to current guidance with a view to continue plan making activities. Without the changes within the Addendum the Council would not be able to carry out certain consultation activities if coronavirus restrictions remain in place and would therefore be at risk of legal challenge.

6.3 Human Resources

There will be less reliance on open consultation events that would potentially reach larger numbers of people. The number of such events will reduce but the number of participants may not and may require a higher number of individual consultations or remote/virtual meetings requiring a greater amount of officer time to service them.

6.4 Section 17 (Crime Prevention)

None.

6.5 Human Rights Act

None.

6.6 Data Protection

None.

6.7 Risk Management

None.

6.8 Equality & Diversity

Up-to-date and relevant consultation activities would allow for positive community engagement and continued involvement in plan making.

6.9 Best Value

None.

7 Appendices to the Report

Appendix A: Statement of Community Involvement Addendum 2020.

Background Papers

The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020

Cannock Chase Statement of Community Involvement 2018

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Statement of Community Involvement Addendum December 2020





Cannock Chase Statement of Community Involvement Addendum 2020

The Statement of Community Involvement (SCI) is produced by the Planning Policy Section of Planning Services at Cannock Chase Council. To order further copies or for information:

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1. Statement of Community Involvement Addendum December 2020

This document provides an addendum to the adopted Cannock Chase Statement of Community Involvement (SCI) 2018. It sits alongside the SCI 2018 and should be read in conjunction with it. The SCI 2018 can be found at the following link:

https://www.cannockchasedc.gov.uk/sites/default/files/cannock_chase_statement_of_community_involvement_2018.pdf

The changes proposed are temporary in nature and this guidance applies initially up to December 31st 2020. This will be kept under review and measures will be extended or adjusted as necessary to the point where the Statement of Community Involvement 2018 can be reinstated at the appropriate time.

2. Introduction

The aim of an SCI is to make the planning system accessible to a wide range of people, leading to communities being well informed about how and when they are able to take part in the planning process. This is intended to result in greater participation and a more efficient and inclusive decision-making process. Clearly, the scale of community involvement in the planning system has to reflect the resources the Council has available and the guidance in force at the time. To ensure the most efficient use of resources the approaches used have sought to make use of existing established networks wherever possible and to conform to regulations.

Following the outbreak of Covid19, the government published guidance in May 2020 [[The Town and Country Planning \(Local Planning\) \(England\) \(Coronavirus\) \(Amendment\) Regulations 2020](#)] encouraging Local Authorities to ensure planning processes continued moving forward. Local Authorities were also advised to review their Statement of Community Involvement and incorporate temporary changes that would control the spread of the virus and protect the health of communities and Local Authority officers but allow the process of plan making to continue and maintain the Council's decision making processes

The new regulations will have an impact on the way planning services are delivered as well as the way the Council's engages with the community. This SCI Addendum will set out the temporary changes that are necessary to reflect current Government guidance and advice.

A notification will be issued in relation to the publication of this addendum on the Council website, to those registered in the Council's planning policy database and also in the local press. For details of how we process your personal data please view our privacy notice at:

<https://www.cannockchasedc.gov.uk/council/about-council/data-protection/data-protection-privacy-notice>

3. Local Plan

Local Authorities are encouraged to continue to engage with their communities and stakeholders to progress plans. In doing so, certain adjustments will be required to observe restrictions put in place related to Covid19. These adjustments in relation to the Local Plan are set out below:

The Council will:

- Place relevant documents on the Council website together with any supporting information needed to enable people to understand what they are being asked to comment on;

- Contact specific, general and other consultees who may have an interest in the document and invite to make representations, advising where and when the relevant material can be accessed, how copies can be obtained, the closing date for representations and where access and where to send any representations;
- Issue adverts and/or press releases to local newspapers circulating in the area, as appropriate, advising where the relevant material can be accessed, how copies can be obtained, the closing date for representations and where to access representation forms and where to send any representations, and use the Council's website, Chase Matters magazine and social media channels to raise awareness of consultation stages.
- Make available Plain English summary documents and/or leaflets as appropriate;
- Provide appropriate advice and information to the public as requested observing social distancing guidelines at the time;
- Produce a report summarising consultation methods, representations made and Council responses (whether requiring a change to the plan or not) and make available on the Council's website before proceeding with a subsequent version of the plan and/or further consultation.

The Council will temporarily suspend the practice of making available all relevant material for inspection at the Council Civic Centre in Cannock or at libraries and other public venues.

The Council's website will be the primary source for consultation documents and an email address and phone number for the Planning Policy Team will be provided for visitors to the website to obtain further information or assistance.

The Council will endeavour to provide alternative methods of engagement including (where appropriate technology is available), virtual presentations and telephone appointments and video conferencing with individuals. In addition, where social distancing is observed, meetings with organisations can be arranged where each individual participant is in a secure, safe and Covid19 compliant location.

4. Development Control

Forms of Notification of Planning Applications

1. Newspaper advertisement

The following categories of application are publicised by way of newspaper advertisement:-

- I. Applications including an Environmental Statement.
- II. Departures from the Development Plan.
- III. Applications affecting public rights of way.
- IV. Major applications
- V. Applications for Listed Building consent.

VI. Applications for development affecting the setting of a Listed Building or a Conservation Area.

2. Site notices

The Council will continue to erect site notices however the guidance published May 2020 provide flexibility on the publicity of planning applications and where restrictions impact on the display of site notices the council will notify anyone that is likely to have an interest in a planning or listed building consent application through a notice on the council website.

3. Notification by letter

Occupiers of properties, whether residential or business or community services (e.g. schools, churches, community halls) are notified by letter of all application categories with the exception of Non-Material Minor Amendments and Lawful Development Certificates. Notification by letter involves those neighbouring properties directly adjoining the application site boundary.

Content of notification letters and newspaper advertisements

All the published material contains a description of the application, where it can be accessed, the timescale for responses and the offer of an appointment with the case officer to discuss the matter via telephone or video conference. Information is also given about the Council's Consultations Charter relating to planning applications, a copy of which is enclosed with the notification letters.

Responding to Publicity about Applications

All comments which people wish to be taken into account in the decision making process need to be made in writing either by letter, email or by completing a comments form that can be accessed from the Council's website. Representations should be received within 21 days once notice of a planning application has been published.

Timescale for responses

21 days is allowed for responses to initial notification of applications and a minimum of 10 days for re-notification on amendments.

Consultation on Planning Applications and other applications submitted under the Town and Country Planning Acts

This part of the process includes both the statutory requirements for consultation prior to decision being made on applications, most of which are included in the Town and Country

Planning (Development Management Procedure) (England) Order 2015, and non-statutory consultation with organisations with expertise to contribute to the process.

Planning Control Committee

Temporary arrangements have been put in place to hold Planning Committee meetings remotely while Covid19 restrictions are in place. The Council's website provides details of meetings including agenda and reports, instructions as well as passwords to access the meeting via internet or by telephone. These details will be available a week before the meeting is scheduled. Speakers are still able to address Committee via these methods.

5. Neighbourhood Plans

Revised guidance in respect of Neighbourhood Planning can be accessed at the following link:

<https://www.gov.uk/guidance/neighbourhood-planning--2>

In view of the document inspection requirements, the guidance states that no referendums can be carried out until May 2021. This will be kept under review. The Council will continue to support Qualifying Bodies preparing a Neighbourhood Plan.

6. Summary

This Statement of Community Involvement Addendum December 2020 sets out the interim arrangements to maintain community involvement in the planning process. It provides information on how activities will be adjusted to ensure community involvement and consultation is carried out in a safe manner that accords with Covid19 guidance.

The Council may need to amend timetables for document preparation and the Local Development Scheme will be kept under review and updates will be published on the Council's website as necessary.

These arrangements will be kept under constant review to respond to further government guidance to control the impact of Covid19 or revert back to the Statement of Community Involvement 2018 when appropriate.

Contact details for the Planning Policy Team are shown on page 1 of the addendum should further advice or guidance be required.