



Please ask for: Matt Berry
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22 March 2023

Dear Councillor,

Cabinet

6:00pm on Thursday 30 March 2023

Meeting to be held in the Esperance Room, Civic Centre, Cannock

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

Yours sincerely,

T. Clegg
Chief Executive

To: Councillors:

Lyons, O	Leader of the Council
Jones, B.	Deputy Leader of the Council and Community Safety & Partnerships Portfolio Leader
Sutherland, M.	District and High Street Development Portfolio Leader
Johnson, J.P.	Environment and Climate Change Portfolio Leader
Jones, V.	Health, Wellbeing, and Community Engagement Portfolio Leader
Fitzgerald, A.A.	Housing, Heritage, and Leisure Portfolio Leader
Hughes, R.J.	Innovation and Resources Portfolio Leader

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 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 2 March 2023 (enclosed).

5. Forward Plan

Forward Plan of Decisions for March to April 2023 (Item 5.1 - 5.2).

6. Priority Delivery Plans 2023-24

Report of the Head of Governance and Corporate Services (Item 6.1 - 6.16).

7. Shared Services - Framework and Delegations

Report of the Council Solicitor (Item 7.1 - 7.16).

8. Birmingham 2022 Commonwealth Games - Final Summary, Retrospective, and Legacy

Report of the Head of Environment and Healthy Lifestyles (Item 8.1 - 8.10).

9. Four Year Parks Programme 2022-2026

Report of the Head of Environment and Healthy Lifestyles (Item 9.1 - 9.7).

10. Revocation of Air Quality Management Areas

Report of the Head of Environment and Healthy Lifestyles (Item 10.1 - 10.25).

11. Exclusion of the Public

The Leader to move:

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

Agenda

Part 2

13. Kerbside Waste Collection Contract Post 2023 - Extension Renegotiation

Not for Publication Report of the Head of Environment and Healthy Lifestyles (Item 12.1 - 12.8).

The Report is confidential due to the inclusion of:

- Information relating to the financial or business affairs of any particular person (including the Council).

No representations have been received in respect of this matter.

Cannock Chase Council
Minutes of the Meeting of the
Cabinet

Held on Thursday 2 March 2023 at 6:00 p.m.
In the Esperance Room, Civic Centre, Cannock

Part 1

Present:

Councillors:

Lyons, O.	Leader of the Council
Jones, B.	Deputy Leader of the Council and Community Safety & Partnerships Portfolio Leader
Johnson, J.P.	Environment and Climate Change Portfolio Leader
Fitzgerald, A.A.	Housing, Heritage, and Leisure Portfolio Leader
Hughes, R.J.	Innovation and Resources Portfolio Leader

96. Apologies

Apologies were received from Councillors M. Sutherland, District and High Street Development Portfolio Leader; and V. Jones, Health, Wellbeing, and Community Engagement Portfolio Leader.

97. 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.

98. Updates from Portfolio Leaders

(i) Leader of the Council

The Leader updated in respect of the following:

- **Community Engagement Event**

The Council was hosting a residents drop-in event on Friday 3 March that would bring together various Council departments, partners, and support services to offer advice and support to residents. The event would be held between 10am and 3pm at the Avon Business and Leisure Centre in Cannock.

- **Jobs Fair**

The Council was proud to be hosting a local jobs fair in partnership with Jobs 22 and Job Centre Plus on Thursday 30 March 2023 at Rugeley Youth and Community Centre, Burnthill Lane, Rugeley, between 11am and 3pm.

- **UK Big Swim**

The Leader had joined Chris Derbyshire, Managing Director of Inspiring Healthy Lifestyles to offer residents a free day of swimming at the pools at Cannock and Rugeley leisure centres last week.

It was well attended and as part of a national initiative to promote the importance of local pools and swimming. We also sought to raise awareness of rising energy costs and the Government were continuing to be lobbied for additional support.

- **LGC Award Nomination**

The Cannock Chase Can app developed by the Council, in partnership with Inspiring Healthy Lifestyles, had been shortlisted in the Innovation category at the LGC Awards. This was one of nine local authority entries, and the only one at district level.

To be nominated and shortlisted was an outstanding achievement and tributes must be paid to the incredible work of the officer team involved.

(ii) Community Safety and Partnerships

The Portfolio Leader updated in respect of the following:

- **Armed Forces Covenant**

On Thursday 16 February, a meeting of the Staffordshire Leader's Board was attended on behalf of the Leader of the Council.

Following the meeting, along with the Leader of Staffordshire County Council and other district / borough leaders and the military, I had the great pleasure and honour of re-signing the Council's commitment to the Armed Forces Covenant.

The covenant was a promise by the nation ensuring all those who serve / had served and their families, were treated fairly and that all members of the armed forces community had the same access to public and commercial services as any other citizen did.

The declaration builds upon already strong relationships between partners to ensure the principles of the covenant were upheld locally.

(iii) Environment and Climate Change

The Portfolio Leader updated in respect of the following:

- **February Waste Statistics**

- (i) Average of 335 contaminated recycling blue bins across whole district per week (of over 20,000 collections)
- (ii) Average of 2 contaminated recycling blue bags (paper and cardboard) across whole district per week
- (iii) Average weekly tonnage of dry recycling = 138.24 tonnes
- (iv) Garden waste tonnages are seeing the expected increase due to the improving weather and almost double the tonnage that was collected in the comparable month during 2022.
- (v) Residual waste tonnages are very consistent averaging over 800 tonnes per fortnightly collection.

(iv) Housing, Heritage, and Leisure

The Portfolio Leader updated in respect of the following:

- **King’s Coronation Celebrations**

There would be no charge for the use of any parks, or road closures for the celebrations to mark the coronation of King Charles III.

- **Langan’s Tea Room, Cannock**

Along with the Deputy Leader and the Health, Wellbeing, and Community Engagement Portfolio Leader, a meeting was attended with Noreen Oliver OBE, founder and Managing Director of the Burton Addiction Centre (BAC) for drug and alcohol rehabilitation. The BAC had centres operating in Burton-on-Trent and Clayton and opened Langan’s Tea Rooms in Burton-on-Trent and Cannock.

Langan’s in Cannock had been closed since before the pandemic and the meeting was to discuss the venue’s re-opening on 18 June 2023.

99. Minutes

Resolved:

That the Minutes of the meetings held on 26 January and 16 February 2023 be approved.

100. Forward Plan

Resolved:

That the Forward Plan of Decisions for the period March to April 2023 (Item 5.1 – 5.3) be noted.

101. Recommendation from the Health, Wellbeing, and The Community Scrutiny Committee held on 19 December 2022 (Call-in LTA Report)

Consideration was given to the Report of the Head of Environment and Healthy Lifestyles (Item 6.1 - 6.16).

Resolved:

That Cabinet would give the matter further consideration with a view to keeping the funding bid on track, but such that any charging model also had provision for a possible concession scheme.

Reasons for Decision

Cabinet welcomed the work of the Scrutiny Committee and acknowledged that it did not want to hamper the potential LTA grant funding to the Council, which would not be granted without a reserve funding model being in place, to ensure the courts were maintained at a high standard.

A possible concession scheme would be looked at as part of the charging model, but additional scoping work would have to be carried out.

102. Quarter 3 Performance Report 2022/23

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 7.1 - 7.35).

Resolved:

That the progress at the end of the third quarter for 2022-23 related to the delivery of the Council's priorities as detailed in report Appendices 1a to 1d, and the performance information as set out in report Appendix 2, be noted.

Reasons for Decisions

The performance information allowed Cabinet to monitor progress in delivery of the Council's corporate priorities and operational services.

103. Development of the Community Sport and Recreation Hub Stadium Site Phase 2 - Proposed Wheeled Activity Play Area - Phase 2 Revised (Part A)

Consideration was given to the Report of the Head of Environment and Healthy Lifestyles (Item 8.1 - 8.14).

Resolved:

That:

- (A) Approval to proceed with the proposed option 2 for Phase 2 (revised A) improvements (wheeled sports plaza and cycle arena provision) of the Community Sport and Recreation Hub, as set out in report paragraph 5.25 be approved.
- (B) Council, at its meeting to be held on 19 April 2023, be recommended to include £264,100 from existing Community Infrastructure Levy funds and £10,900 from Forest of Mercia in the Capital Programme for 2023-24.
- (C) Permission to spend up to £275,000 to deliver the scheme proposals as set out in the report be granted.
- (D) The procurement of and entering into the necessary contracts with suppliers to enable delivery of the proposed Phase 2 (revised A) works on site be authorised.
- (E) Authority be delegated to the Head of Environment and Healthy Lifestyles, in consultation with the Housing, Heritage, and Leisure Portfolio Leader, to enter the required contractual arrangements, agree the project details, and take such action as may be necessary to progress the above decisions within the approved budgets.

Reasons for Decisions

The Council was keen to progress this proposed development and for it to be completed by 2024. To achieve this deadline, it would be necessary to include the estimated cost of the proposed scheme in the Council's Capital Programme for 2023-24 and to secure approval to spend the Community Infrastructure Levy funds to develop and deliver the scheme within the approved budget.

104. Support Staffordshire

Consideration was given to the Report of the Head of Housing and Partnerships (Item 9.1 - 9.17).

Resolved:

That:

- (A) The progress made by Support Staffordshire in identifying and developing anchor organisations be noted.
- (B) A grant allocation of £9,454 be approved, to continue funding Support Staffordshire for a further twelve months from April 2023 to March 2024, to deliver an additional five hours per week to undertake local work, over and above that undertaken through the contract Support Staffordshire have in place with Staffordshire County Council:
 - (i) To continue to identify and advise on options for anchor organisations in the District to signpost people to organisations that could support them. This would also include helping organisations to look for suitable premises.
 - (ii) To work with and support organisations providing support to residents during the cost-of-living crisis.
 - (iii) To work with voluntary groups to support asylum seekers / refugees across the District.
 - (iv) To promote the delivery of the UK Shared Prosperity Fund across the District and to support community groups to access funding.

Reasons for Decisions

The report highlighted that certain cluster areas had anchor organisations or strong resources and potential for anchor organisations (Rugeley and Brereton, Hednesford, Heath Hayes and Norton Canes). Other areas required more support or did not have an organisation that could act as an anchor (Cannock). There were also areas that may not necessarily need an anchor organisation but still had communities that may require support (Cannock Chase Villages).

Support Staffordshire were well placed to develop and support groups and continue to identify and build their capacity with the potential to become anchor organisations.

Support Staffordshire also had existing initiatives or movements that their staff were involved in including: Places of Welcome, Compassionate Communities, CORE20Plus5 (targeted work within the District on identifying health inequalities and barriers to health care, Dementia friendly communities and Community help points. Support Staffordshire had key links with the voluntary sector and communities and were in a key role to promote and assist groups with funding applications for the UK Shared Prosperity Fund.

105. Revenues and Benefits Collection Report - Quarter 3

Consideration was given to the Report of the S151 Officer & Deputy Chief Executive (Item 10.1 - 10.30).

Resolved:

That:

- (A) The information regarding collections be noted.
- (B) The arrears listed in the Confidential Appendices to the report be written off.

Reasons for Decisions

Whilst the Council's collection rates were traditionally good, regrettably not all the monies owed to the Council could be collected, and so the report recommended the write-off of bad debts that could not be recovered.

The meeting closed at 6:35 p.m.

Leader

Forward Plan of Decisions to be taken by the Cabinet: March to April 2023

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.

Representations in respect of any of matters detailed below should be sent in writing to the contact officer indicated alongside each item via email to 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
March 2023 (30/03/23)						
Priority Delivery Plans 2023-24	Head of Governance and Corporate Services / Leader of the Council	30/03/23	No	No		N/A
Shared Services - Framework and Delegations	Council Solicitor / Leader of the Council	30/03/23	Yes	No		N/A
Birmingham 2022 Commonwealth Games - Final Summary, Retrospective, and Legacy	Head of Environment and Healthy Lifestyles / Housing, Heritage, and Leisure Portfolio Leader	30/03/23	No	No		N/A
Four Year Parks Programme 2022-2026	Head of Environment and Healthy Lifestyles / Housing, Heritage, and Leisure Portfolio Leader and Environment and Climate Change Portfolio leader	30/03/23	Yes	No		N/A
Revocation of Air Quality Management Areas	Head of Environment and Healthy Lifestyles / Environment and Climate Change Portfolio Leader	30/03/23	Yes	No		N/A

Item No. 5.2

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
Kerbside Waste Collection Contract Post 2023 - Extension Renegotiation	Head of Environment and Healthy Lifestyles / Environment and Climate Change Portfolio Leader	30/03/23	Yes	Yes	Information relating to the financial or business affairs of any particular person (including the Council).	
April 2023						
Environmental / Climate Change Strategy	Head of Operations / Environment and Climate Change Portfolio Leader	27/04/23	Yes	No		N/A
Staffordshire Sustainability Board - Policy Update	Head of Operations / Environment and Climate Change Portfolio Leader	27/04/23	No	No		N/A
Adoption of Contaminated Land Strategy 2023	Head of Operations / Environment and Climate Change Portfolio Leader	27/04/23	No	No		N/A
Retrospective Decision to Reinstate 4 Cross Road, Rugeley, to Reintroduce in Housing Management as a Lettable Property	Head of Housing HRA and Corporate Assets / Housing, Heritage, and Leisure Portfolio Leader	27/04/23	No	No		N/A
Open Spaces Strategy	Head of Operations / Housing, Heritage, and Leisure Portfolio Leader	27/04/23	Yes	Yes	Information relating to the financial or business affairs of any particular person (including the Council).	
Levelling Up Fund - Permission to Spend	Head of Economic Prosperity / District and High Street Development Portfolio Leader	27/04/23	Yes	Yes	Information relating to the financial or business affairs of any particular person (including the Council).	

Report of:	Head of Governance & Corporate Services
Contact Officer:	Judith Aupers
Contact Number:	01543 464 411
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Cabinet: 30/03/23

Cabinet
30 March 2023
Priority Delivery Plans for 2023-24

1 Purpose of Report

- 1.1 To obtain Members' approval of the Priority Delivery Plans for 2023-24, that detail the key projects and actions to support the delivery of the priorities and objectives set out in the Corporate Plan 2022-2026.

2 Recommendation(s)

- 2.1 Cabinet is asked to approve the Priority Delivery Plans for 2023-24.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 The Corporate Plan 2022-26, approved by Council on 27 April 2022, sets out the priorities and strategic objectives of Cannock Chase District Council.
- 3.2 The Corporate Plan is supplemented with the 4 -Year Priority Delivery Plans which set out how the Council will achieve progress against its priorities and strategic objectives. Each year annual delivery plans are produced to establish the key projects and actions and timetable for delivery that year and these underpin the performance reporting framework.

Reasons for Recommendations

- 3.3 Adopting a set of annual Priority Delivery Plans provides a focus on the delivery of the priorities set out in the Corporate Plan and provides for effective management of limited resources.

4 Relationship to Corporate Priorities

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

- (i) The Corporate Plan sets out the Council's, priorities and strategic objectives for the period 2022-26, and is therefore a central element of the corporate priority planning process. The annual Priority Delivery Plans set out the key projects and actions to be delivered in support of the priorities and objectives.

5 Report Detail

Corporate Plan

- 5.1 In April 2022, Council approved a revised Corporate Plan 2022-26, establishing the priorities and strategic objectives for the next four years. The Corporate Plan is underpinned with a set of 4-Year Priority Delivery Plans (PDPs). The PDPs explain in more detail the key projects and actions that will be delivered over the term of the Corporate Plan. These plans build on the high-level actions set out in the Corporate Plan for each of the priorities.
- 5.2 Annual PDPs are produced to outline the key milestones and target dates for completion of the projects due to be delivered in that year. The annual delivery plans form the basis of the performance management reports received by the Cabinet and Scrutiny Committees on a quarterly basis.
- 5.3 The actions outlined in the 4-Year Priority Delivery Plans as being due in 2023-24 have been reviewed and together with some new projects and slippage from 2022-23 now form the basis of the annual PDPs for the coming year.
- 5.4 Alongside the Priority Delivery Plans (PDPs), there is a set of performance indicators which have been produced to reflect operational performance across the Council. These are set out in Appendix 2.

6 Implications

6.1 Financial

The Corporate Plan sets out the priorities and strategic objectives of Cannock Chase District Council for the four years 2022-26. The annual Priority Delivery Plans for 2023-24 set out how the Council will achieve progress against its strategic objectives in accordance with the existing revenue and capital budgets already approved by Council.

6.2 Legal

None.

6.3 Human Resources

None.

6.4 Risk Management

The risks relating to the Corporate Plan are set out in the Strategic Risk Register. Risks relating to specific projects will be assessed as part of the management arrangements for that project.

6.5 Equality & Diversity

Equality Impact assessments will be completed for relevant projects and strategies as the work progresses

6.6 Climate Change

None.

7 Appendices to the Report

Appendix 1A: Economic Prosperity - Priority Delivery Plan 2023-24

Appendix 1B: Health & Wellbeing - Priority Delivery Plan 2023-24

Appendix 1C: The Community - Priority Delivery Plan 2023-24

Appendix 1D: Responsible Council - Priority Delivery Plan 2023-24

Appendix 2: Key Performance Indicators

Previous Consideration

None.

Background Papers

None.

Priority Delivery Plan for 2023-24

PRIORITY 1 - ECONOMIC PROSPERITY “To reinvigorate the economy and create a District that thrives”

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4
Attract investment to develop the District’s economy					
Deliver the Levelling Up Fund regeneration scheme for Cannock Town Centre, creating a new cultural hub and high-quality public realm.	<ul style="list-style-type: none"> Secure outline planning consent for LUF scheme Approval of design and cost plan Commence Demolition and clearance of existing sites 	X			X
Work in partnership to secure investment in major projects to create confidence in our District.	<ul style="list-style-type: none"> Participate in the UKReIFF 2023 event to promote the District to developers /investors 	X			
	<ul style="list-style-type: none"> Re-development of former Rugeley Power Station as a Zero Carbon community - owner to commence build out of development scheme 				X
	<ul style="list-style-type: none"> Cannock Railway Station - transformational upgrade. Detailed business case and funding strategy (Carried forward from 22/23 PDP) 	X			
Identify a pipeline of future projects to support economic growth opportunities and the rejuvenation of our town centres across Rugeley, Hednesford, Cannock and the surrounding villages and maximise investment and funding into the District.	<ul style="list-style-type: none"> Delivery of projects set out in the Council’s approved UKSPF Investment Plan 				X
Encourage entrepreneurship, promote apprenticeships, and support business					
Seek to identify and promote employment sites for new and growing businesses.	<ul style="list-style-type: none"> New employment allocations to be identified via new Local Plan 		X	X	X
	<ul style="list-style-type: none"> Develop proposal for business workspace in Levelling Up Fund project 		X		

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Work with established Growth and Skills Hubs to streamline and simplify access to business support services, access to training and apprenticeships.	<ul style="list-style-type: none"> Promote availability of support from existing Growth and Skills Hubs to increase business referrals. 				X
Continue to work with partners to secure additional funding to be able to continue business growth and start-up schemes.	<ul style="list-style-type: none"> Commission and procure new start up support provision utilising UKSPF funding 		X		
Attract modern, green, and skilled industries and create jobs					
Work with our Colleges and training providers to equip young people and all residents with skills they need to access employment opportunities.	<ul style="list-style-type: none"> Commission and fund Cannock Construction Excellence project (South Staffordshire College) utilising UKSPF allocation 	X	X		
Work with partners to identify and support businesses to become more carbon efficient and identify opportunities to create green jobs in our District.	<ul style="list-style-type: none"> Commission and fund Staffordshire Net Zero pathfinder project 	X	X		
Rejuvenate our town centres					
Identify opportunities to improve public realm in our town centres.	<ul style="list-style-type: none"> Cannock Town Centre - LUF investment in public realm enhancements - sign off of detailed scheme and cost plan 		X		
	<ul style="list-style-type: none"> Rugeley Boardwalk - replacement scheme - review inflation and construction cost pressures and present options to Cabinet 			X	
Work with town/parish councils, local businesses, and traders to support the development of initiatives to increase vibrancy of our town centres and increase footfall.	<ul style="list-style-type: none"> Launch the 'Thriving Communities' project and invite Town and Parish Councils to bid for funding 	X	X		

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4
Support the development of our visitor economy					
Work with Destination Staffordshire to promote our key attractions, accommodation providers and events.	<ul style="list-style-type: none"> • Work with DMP to deliver the county wide visitor economy strategy 			X	X
	<ul style="list-style-type: none"> • Participate in joint marketing initiatives and development of themed campaigns 			X	X
	<ul style="list-style-type: none"> • Evaluation of Destination Staffordshire investment 				X
Maximise the legacy of the 2022 Commonwealth Games by using the event to help boost the District's profile.	<ul style="list-style-type: none"> • Explore options for new visitor accommodation/ eco accommodation to encourage those visiting Cannock Chase Forest to stay in the District 			X	X

Priority Delivery Plan for 2023-24

PRIORITY 2- HEALTH & WELLBEING “To encourage and support residents to lead healthy and independent lives”

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4
Provide opportunities for residents to lead healthy and active lifestyles and recognise the importance of mental health and wellbeing					
Work with Inspiring Health Lifestyles (IHL) leisure trust and other stakeholders to deliver campaigns/programmes to promote the benefits of being active and living healthily.	<ul style="list-style-type: none"> Work with IHL, partners, stakeholders and schools on increasing participation in sports and wellbeing activities and bid for funding where appropriate. 	X	X	X	X
Promote the use “Cannock Chase Can” online app to support people in leading healthy lifestyles.	<ul style="list-style-type: none"> Develop evaluation tool - Cannock Chase Can Portal Develop new app features and functionality Deliver activities within the community - bespoke projects Organise Cannock Chase Can showcase event Establish a Cannock Chase Can zone at Hednesford’s annual Festival Embed Cannock Chase Can into the infrastructure of IHL (Wellbeing offer) Create a Cannock Chase Can Wellbeing Hub using existing leisure and cultural venues 		X	X	X
Encourage residents to walk or cycle to and from work and school.	<ul style="list-style-type: none"> Adopt and work towards the objectives within the Councils green travel strategy 		X	X	X
	<ul style="list-style-type: none"> Work with partners to create attractive and safe walking and cycling routes 	X	X	X	X
	<ul style="list-style-type: none"> Work with schools to promote walking and cycling to school 		X	X	
	<ul style="list-style-type: none"> Opportunities to be identified as part of the planning application process 		X		

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4
Deliver lasting legacy projects from the Commonwealth Game Mountain Bike event, (i.e., Mountain Bike (Perry) Trail and Bike and Play trail).	<ul style="list-style-type: none"> Encourage and incorporate cycle and wheeled sports play and areas into play areas / parks where possible 	X	X	X	X
Embed health and wellbeing into all of our policies and everything that we do					
Develop a Health and Wellbeing Strategy (HWB).	<ul style="list-style-type: none"> Present strategy to Cabinet for adoption 	X			
	<ul style="list-style-type: none"> Integrate strategy actions / milestones into mainstream service delivery. 		X	X	X
Work with partners to address health inequalities across the District					
Work with Staffordshire County Council to deliver the “Better Health Staffordshire” (BHS) Pilot Project.	<ul style="list-style-type: none"> Provide constructive input, advice and assistance with the project to SCC and other partners 	X	X	X	X
	<ul style="list-style-type: none"> Ensure opportunities for the Cannock Chase Can Initiative and App to contribute to BHS continue to be aired and maximized 	X	X	X	X
Support residents that need our help					
Work with partners to encourage the take up of benefits for by residents with low incomes.	<ul style="list-style-type: none"> Project team to initiate cross service working to promote take up of benefits 	X	X	X	X
Work on fuel poverty with partners, such as Staffordshire Warmer Homes.	<ul style="list-style-type: none"> Project Team to identify and assist households suffering fuel poverty, through awareness campaigns and promotion activity. 	X	X	X	X
Work with partners to safeguard the most vulnerable people within our district.	<ul style="list-style-type: none"> Deliver Partnership campaigns to raise awareness of key issues and support pathways for key issues affecting the district. <p>The themes will be determined following annual Community Safety Strategic Assessment.</p>	X	X	X	X

Item No. 6.9

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4
Provide funding to voluntary organisations to provide free independent, impartial, and confidential advice to our residents.	<ul style="list-style-type: none">Funding to voluntary organisations is reviewed annually to ensure that appropriate advice & support for residents is commissioned.	X			

Priority Delivery Plan for 2023-24

PRIORITY 3 - THE COMMUNITY “To ensure Cannock Chase is a place that residents are proud to call home”

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4
Ensure our neighbourhoods are safe, clean, and tidy					
Engage with young people at risk of engaging in ASB through targeted diversionary activities across the district.	<ul style="list-style-type: none"> Deliver annual programme of diversionary activities across the district 	X	X	X	X
Maintain our local parks and green spaces					
Undertake a review of all our play areas.	<ul style="list-style-type: none"> Carry out capital play area refurbishments as per the programme 	X	X	X	X
Provide support and opportunities to community groups wishing to take on more responsibility for improving and developing open spaces and play areas.	<ul style="list-style-type: none"> Improve links with existing Friends Groups and create a ‘Friends of Parks Groups’ Strategy 	X	X	X	X
Encourage residents to live a sustainable lifestyle					
Work with partners and the local community to support appropriate tree and planting schemes.	<ul style="list-style-type: none"> Work with internal and external partners, local schools etc to identify suitable sites for community planting schemes. 		X	X	X
	<ul style="list-style-type: none"> Carry out community planting at suitable identified sites 			X	X
	<ul style="list-style-type: none"> Look to create wild planting areas on parks and open spaces 	X	X	X	X
Undertake campaigns to raise awareness of the ways in which residents can reduce their impact on the environment.	<ul style="list-style-type: none"> Carry out annual waste reduction/recycling/climate change campaigns 	X	X	X	X
	<ul style="list-style-type: none"> Work with schools, other educational establishments and partners, to promote sustainability, environment, and climate change awareness 		X	X	

Item No. 6.11

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4
Develop a Sustainability Strategy and action plan to reduce the Councils impact on the climate.	• Adopt a Council Sustainability Strategy			X	
	• Work towards the objectives of the Council's sustainability strategy			X	X
Encouragement of Districtwide Sustainability	• Work with local government and external partners on improving the districts sustainability and lowering its carbon emissions	X	X	X	X
Work with partners to support the delivery of the zero-carbon pilot scheme in Rugeley and its legacy when ended.	• Continue to work with and support EQUANS, partners and other stakeholders on the delivery of the Zero Carbon Rugeley Scheme and legacy during and towards the end of its lifecycle	X	X	X	X
Improve the housing offer across the District					
Increase housing choice.	• Deliver sufficient supply of homes to provide for housing choice and ensure all people are able to live in a decent home	X	X	X	X
	• Help meet local need for a wide variety of housing, including: <ul style="list-style-type: none"> ▪ affordable dwellings; and ▪ aspirational housing 	X	X	X	X
Work with other housing providers and landlords to ensure that their properties are safe and healthy.	• Review and update policies and procedures, as legislation is updated, changes and/or is created in relation to health and safety in public and private sector housing	X	X	X	X
Ensure our communities are well designed, accessible, and inclusive environments					
Adopt a new Local Plan for the district.	• Council approval and Submission to Secretary of State for examination Spring 2023	X			
	• Examination in Public Summer 2023		X		
	• Adoption Spring 2024				

Item No. 6.12

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4
Support and build strong connections within our local communities					
Work with partners to support community events.	<ul style="list-style-type: none"> • Regular meetings with town and parish councils 	X	X	X	X
	<ul style="list-style-type: none"> • Identify options for supporting community events 			X	

Priority Delivery Plan for 2023-24

PRIORITY 4 - RESPONSIBLE COUNCIL “To be a modern, forward thinking and responsible Council”

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4
Improve our customers' access to services					
Develop a new customer portal to deliver better access to services on-line.	• Implementation of new system - Phase 1		X		
	• Development of new e-forms and processes			X	X
Enhance the use of technology and new ways of working					
Update our digital technology strategy and plan future improvements.	• Review of digital strategy and development of action plan	X			
Develop our workforce to ensure they are suitably skilled					
Develop and deliver a workforce plan.	• Overarching framework for workforce plan to be developed		X		
	• Review of the trial of the hybrid working model and policy development	X			
Be a responsible Council that lives within its means and is accountable for its actions					
Set a Medium-Term Financial Strategy (MTFS).	• A rolling MTFS produced each year.			X	
	• Delivery of savings for the budgets for 23/24 and 24/25	X	X	X	X
	• Implementation and transformation of shared services, including the delivery of savings	X	X	X	X
Make the best use of our assets					
Undertake a corporate wide review of our assets and develop a new Asset Strategy.	• Undertake a programme of strategic review of the Council's non-HRA land and property assets	X	X	X	X
	• Develop the business case to create a new Civic Hub in Cannock town centre as part of the Levelling Up Fund scheme.		X		

Item No. 6.14

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4
Identify opportunities for funding for green initiatives to improve energy efficiency of our buildings.	<ul style="list-style-type: none"> • Develop an Energy Management Strategy 	X			
	<ul style="list-style-type: none"> • Develop asset management plans 			X	X
	<ul style="list-style-type: none"> • Identify “green” funding opportunities to support asset requirements 				X

Key Performance Indicators (KPIs) for 2023/24

KPIs for Priority 1 - Economic Prosperity “To reinvigorate the economy and create a District that thrives”

Indicator	Target
Planning	
Major Planning Applications determined within time	60%
Non-major Planning Applications determined within time	70%
Building Control	
Applications registered and acknowledged within 3 days of valid receipt	90%
Full plans applications with initial full assessment within 15 days of valid receipt	70%

KPIs for Priority 2 - Health and Wellbeing “To encourage and support residents to lead healthy and independent lives”

Indicator	Target
Leisure	
Number of leisure and wellbeing service users	800,000
Number of individuals engaged through Cannock Chase Can activities and initiatives, including the App	N/A

KPIs for Priority 3 - The Community “To ensure Cannock Chase is a place that residents are proud to call home”

Indicator	Target
Waste Collection	
% Household waste sent for re-use, recycling and composting. <i>Breakdown:</i> <i>Recycling (dry)</i> <i>Composting (garden)</i>	50%
Missed bin collections (including assisted)	1,000
Environmental Health	
% of food businesses inspected which are broadly compliant (rating of 3 or better)	N/A
Homelessness	
% of homeless cases resolved through prevention assessed under prevention duty	N/A
% of homeless cases assessed under relief duty	N/A

Indicator	Target
Housing	
Rent collected as proportion of rent due	100%
Rent arrears - former tenants (FTA)	£500k
Average re-let time for Voids	52
% emergency repairs completed in time	100%

KPIs for Priority 4 - Responsible Council “To be a modern, forward thinking and responsible Council”

Indicator	Target
Local Taxation and Benefits	
Days taken to process new HB/CT Claims	20 days
Days taken to process new HB/CT change of circumstances	9 days
% of Council Tax collected annually	98% by year end
% National non-domestic rates (NDR) collected	98% by year end
Land Charges Searches	
Turnaround time for land charges searches (excluding personal searches) – average no. of working days	10 working days
Calls, Complaints and FOI requests	
% of calls answered	94%
Average call wait time	2 min
Complaints received and upheld:	
Total stage 1 complaints	N/A
<i>Upheld in full</i>	
<i>Upheld in part</i>	
Total stage 2 complaints	N/A
<i>Upheld in full</i>	
<i>Upheld in part</i>	
FOI requests within time i.e., 20 working days	85%
Finance	
Percentage of invoices paid within 30 Days	

Report of:	Council Solicitor
Contact Officer:	Ian Curran
Telephone No:	01785 619 220
Portfolio Leader:	Leader of the Council
Key Decision:	Yes
Report Track:	Cabinet: 30/03/23 Council: 19/04/23

Cabinet
30 March 2023
Shared Services: Framework and Delegations

1 Purpose of Report

- 1.1 To agree the framework, and delegations, for sharing services with Stafford Borough Council.

2 Recommendations

- 2.1 That Cabinet:
- (a) Approve and recommend to Council the framework agreement, attached as **APPENDIX 1**, underlying the principles upon which shared services will progress.
 - (b) Approve and recommend to Council that Cannock Chase District Council be the Lead Authority for the provision of shared services in respect of Regulatory Services, Wellbeing, Housing & Corporate Asset Management, Finance and Transformation & Assurance Functions listed at **APPENDIX 3** and that Stafford Borough Council be the Lead Authority for the provision of shared services in respect of the Economic Development & Planning, Operations, Transformation & Assurance and Law & Governance Functions listed at **APPENDIX 2**.
 - (c) Recommend that Council delegate all non-Executive functions that relate to town and country planning and development control (including functions relating to Tree Preservation Orders, hedgerow protection and high hedge regulation), except where decisions on those functions have been reserved to full Council or to one of its committees, to Stafford Borough Council under section 101 of the Local Government Act 1972 with immediate effect.
 - (d) Recommend that Council accept the delegation by Stafford Borough Council of all non-Executive functions that relate to licensing and registration, except where decisions on those functions have been reserved to full Council or one

of its committees, and agree that those functions be delegated to the Officers of Cannock Chase District Council in accordance with the scheme of delegation for its own licensing and registration functions.

- (e) Recommend to Council that all Council officers are placed at the disposal of Stafford Borough Council, under section 113 of the Local Government Act 1972, for the purposes of any functions undertaken by a shared service.

2.2 That, subject to Council approving the recommendations set out in 2.1 above:-

- (a) the Economic Development & Planning, Operations, Transformation & Assurance and Law & Governance Functions listed at **APPENDIX 2** be delegated to the Executive of Stafford Borough Council under Section 9EA of the Local Government Act 2000 and Section 101 of the Local Government Act 1972 and Regulations made under those Sections with immediate effect.
- (b) the delegation by the Executive of Stafford Borough Council of the Regulatory Services, Wellbeing, Housing & Corporate Asset Management, Finance and Transformation & Assurance functions listed at **APPENDIX 3** to the Executive of Cannock Chase District Council be accepted.
- (c) the Regulatory Services, Wellbeing, Housing & Corporate Asset Management, Finance and Transformation & Assurance Functions delegated under paragraph 2.2(b) be delegated to the Officers of Cannock Chase District Council in accordance with the scheme of delegation for its own Regulatory Services, Wellbeing, Housing & Corporate Asset Management, Finance and Transformation & Assurance functions.
- (d) the Leader be authorised to approve individual Service Level Agreements for each service, in consultation with the Chief Executive.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 On 6 and 7 December 2022, respectively, both Stafford Borough Council and Cannock Chase District Council approved the Business Case for the wider sharing of services, including a shared Chief Executive and Leadership Team.
- 3.2 It is proposed that each Council enters into a Framework Agreement to agree some of the principles set out in the Business Case.
- 3.3 The Business Case advised that sharing would be carried out on the basis of each Council being the Lead Authority for the delivery of certain services, and there is a need to agree those arrangements.

Reasons for Recommendations

- 3.4 In order to allow collaboration to take place, Cabinet need to delegate relevant functions to the Executive of Stafford Borough Council and agree to accept delegations for other Executive functions from Stafford Borough Council.

- 3.5 Delegation of functions between authorities is permitted by Section 101 of the Local Government Act 1972 and Section 9EA of the Local Government Act 2000, together with the Regulations made under those Acts.

4 Relationship to Corporate Priorities

- 4.1 The delivery of services supports all the Council's Corporate Priorities.

5 Report Detail

- 5.1 On 6 and 7 December 2022, respectively, both Stafford Borough Council and Cannock Chase District Council approved the Business Case for the wider sharing of services, including a shared Chief Executive and Leadership Team. All Council services are to be shared with the exception of Housing Services funded by the Housing Revenue Account at Cannock Chase Council, the management of Housing Registers and the management and delivery of Elections.
- 5.2 The Business Case set out the 3 key models available for the delivery of shared services. Previous shared services have been operated on the basis of the "Lead Authority" model whereby the delivery of particular services are led by one authority. The Lead Authority acts as the employer of all staff within that service and has functions delegated to it to enable it to deliver those services to both Councils. The Business Case set out the advantages and disadvantages of each model and advised that the Lead Authority model was retained for the wider sharing of services.
- 5.3 In order to reduce and equalise pension liabilities across each Council, it is proposed that an equitable split of services is agreed. The allocation of services across each Council has been based on head count/salary costs and ensures a mix of front line and corporate services are led by each Council. It is therefore proposed that Stafford Borough Council lead on the delivery of Economic Development and Planning, Operations, Law and Governance, and that Cannock Chase District Council lead on the delivery of Regulatory Services, Wellbeing, Finance and Housing and Corporate Asset Management, The Transformation and Assurance services are to be split across both Councils, with the majority being led by Stafford Borough Council.
- 5.4 The Business Case agreed certain principles for the progression of shared services, including the vision behind sharing services, the legal basis for sharing, governance arrangements, and how costs, savings and staffing would be shared between the Councils.
- 5.5 The Business Case also set out the Transformation Process that will follow the initial sharing of services. It should be noted that "converging" and transforming services, particularly where they remove duplication across each Council, can lead to efficiency savings and greater resilience within teams. However, once services begin sharing resources, there will be practical and financial costs in the event that shared service arrangements are discontinued in future. It is therefore advised that the Councils acknowledge this and agree the principles around how they will work together if one Council decides to discontinue arrangements.

- 5.6 It is advised that each Council enters into a Framework Agreement to substantiate some of these principles. The proposed agreement is attached as **APPENDIX 1**. It:
- enshrines the vision for shared services into a formal agreement,
 - provides confirmation that staff can be placed at the disposal of each Council in respect of shared services,
 - agrees terms of reference for the Joint Strategic Board and Joint Operational Board,
 - formally agrees the financial principles behind sharing services,
 - provides a process for dealing with any conflicts or disputes that may arise between the Councils in relation to shared services,
 - agrees the method by which either Council could discontinue shared service arrangements in future.
- 5.7 The Lead Authority model will involve the transfer of staff, and relevant resources relating to that service, to the lead authority. It will also involve the delegation of decision making, in respect of that service, to the lead authority. Specific details on the staff, and any other resources, to be transferred will be agreed through individual Service Level Agreements for each service.
- 5.8 Although staff will be employed by one authority, they will need to carry out duties, and make delegated decisions, on behalf of either authority. It is therefore proposed that each employing authority agrees that its staff can be placed at the disposal of the other authority under section 113 of the Local Government Act 1972. This would allow all shared staff to act as officers of either authority for the purposes of delegated decision making.
- 5.9 Delegation of functions between authorities is also permitted by Section 101 of the Local Government Act 1972 and Section 9EA of the Local Government Act 2000, together with the Regulations made under those Acts.
- 5.10 The delegation of functions to a Lead Authority would clearly identify this as a collaborative arrangement between the two Councils and distinguish it from a procurement/outsourcing arrangement. The Regulations also permit the Council receiving the delegation to further delegate the functions to Committees or officers subject to any limitation in the arrangement. It is not proposed to put any limitations in the arrangement but to allow the receiving authority to delegate in accordance with its own scheme of delegation for officers.
- 5.11 Development Control and Licensing/Regulatory functions will need to be delegated by full Council as they are not Executive functions. Where decisions have been reserved to member committees at each Council (e.g., Planning Committee, Licensing Committee etc.), they will remain so reserved. It should also be noted that, although advising on policy and strategy development is delegated, the approval of policies is not. Policies which are currently approved by members will still be approved by each authority separately.
- 5.12 Although functions are delegated to one Lead Authority, that does not prevent the originating authority from also carrying out those functions if it wishes. This provides protection to the delegating authority should it need to override the

delegation at any stage. The delegation of functions will not necessarily trigger the transfer of staff under TUPE. This will only be triggered once the lead authority starts to use its new delegations to provide the shared service. Commencement dates for each service will be agreed under individual Service Level Agreements.

- 5.13 The functions set out in the Appendices are a broad description of the services. The detailed specification and the performance and control measures will be included in and governed by the individual service level agreements for each service.
- 5.14 Both Councils have agreed terms of reference for a Joint Strategic Board and a Joint Operational Board. These Boards will allow members to monitor, and review, the implementation of shared services going forward. Scrutiny Committees will remain able to review the performance of services at each Council regardless of which Council leads the service.

6 Implications

6.1 Financial

There are significant financial implications arising from the formation of the shared service and transformation of services. These will be evaluated and developed as the shared service is implemented, for example the delivery of the savings targets and realignment of budgets. Subsequent reports will be developed and presented as appropriate during the process.

The pension liabilities have been split equally between the councils, as per the report above, with the exception being those attached to the HRA at Cannock which will be borne by the HRA.

6.2 Legal

The Councils legal basis for sharing services is collaboration through the delegation of functions to a Lead Authority under Section 101 of the Local Government Act 1972, and section 9EA of the Local Government Act 2000. Section 113 of the Act also allows officers to be placed at the disposal of another local authority in order to exercise its functions.

6.3 Human Resources

All substantive Heads of Service at both Councils will be assimilated into their new roles effective 1 April 2023 and recruitment is in process to appoint to the Deputy Chief Executive - Place. Internal recruitment for the Head of Regulatory Services and Head of Wellbeing is also progressing.

TUPE transfers of employees are yet to be considered but will follow the required consultative processes and will be staggered in line with restructure proposals as and when they are agreed.

6.4 Risk Management

Risks associated with shared services were previously set out and considered by Council as part of the Business Case. Implementation of shared services will be monitored by the Joint Operational Board.

6.5 Equality & Diversity

None

6.6 Climate Change

None

7 Appendices to the Report

Appendix 1: Shared Services Framework Agreement.

Appendix 2: Delegations - Lead Authority: Stafford Borough Council.

Appendix 3: Delegations - Lead Authority: Cannock Chase Council.

Previous Consideration

None.

Background Papers

None.

Dated: 2023

Shared Services Framework Agreement

Between

(1) **CANNOCK CHASE DISTRICT COUNCIL** of Civic Centre, Beecroft Road, Cannock, Staffordshire WS11 1BG (“CCDC”)

and

(2) **STAFFORD BOROUGH COUNCIL** of The Civic Centre, Riverside, Stafford ST16 3AQ (“SBC”);

together called “the parties”

BACKGROUND

- (1) At their respective Council meetings, of 6th and 7th December 2022, SBC and CCDC agreed to approve the wider sharing of services including a shared Chief Executive and Leadership Team.
- (2) The parties also agreed a business case and a vision for the further sharing of services.
- (3) The legal basis for the sharing is Section 101 of the Local Government Act 1972, which allows each authority to arrange for the discharge if any of its functions by another authority, and Section 113 of the Local Government Act 1972 which enables each authority to place staff at the disposal of the other.

IT IS AGREED AS FOLLOWS

1 Definitions and Interpretation

1.1 In the Agreement the following words and phrases shall have the following meanings:

“Authority” means either CCDC or SBC and “authorities” means both CCDC and SBC.

“Exit Strategy” means a strategy and details to facilitate an exit from this Agreement and an end to some or all Shared Services

“Initial term” means the period from the date of this Agreement to the 31 March 2028

“Joint Operational Board” (“JOB”) means the joint member board established by the parties to drive forward and oversee the operation of the Shared Services

“Memorandum of Understanding” means the memorandum of understanding on Sharing Services set out in reports to the Council of each party on 19th and 27th April 2022, or any revisions agreed between each party thereafter.

“Service Level Agreement” means a document agreed by both Councils setting out the service delivery, staffing, property, data sharing and cost implications of implementing shared services for a particular service/function.

“Shared Officer(s)” means any officer(s) employed by either CCDC or SBC placed at the disposal of the other for the purposes of discharging Shared Services and any function of the other authority.

“Shared Service” means a service provided by a single team of officers employed by either CCDC or SBC for both CCDC and SBC.

- 1.2 Words importing the singular number shall include the plural and vice versa.
- 1.3 Titles and headings to clauses are for convenience only and shall not affect the construction or interpretation of the Agreement.
- 1.4 Notwithstanding any breach of this Agreement by any party, and without prejudice to any other rights which the other party or parties may have in relation to it, the other party or parties may elect to continue to treat this Agreement as being in full force and effect and to enforce its or their rights under this Agreement. The failure of any party to exercise any right under this Agreement, including any right to terminate this Agreement and any right to claim damages, shall not be deemed a waiver of such right for any continuing or subsequent breach.

2 Principles

- 2.1 The parties will work together to deliver the Vision for Shared Services which is:
 - Each council should retain its distinct and local identity, including decision making powers, service priorities, direction and accountability;
 - To deliver improved outcomes for local people at the same or reduced cost than could be achieved if services continue to operate separately;
 - “One team supporting both councils”;
 - Transformation of services and processes through process re-engineering, smarter working and the use of improved technology.
- 2.2 The parties will work together in accordance with the principles underlying the Vision for Shared Services which are that CCDC and SBC working together will be:
 - Ambitious for our communities and clear about our purpose;
 - Collaborative in how we work;
 - Effective and efficient
 - Resilient; and
 - A more attractive employer.
- 2.3 The parties recognise that the commitment to Shared Services is long term and that the development of shared services will take place in an incremental way through agreement by each of the authorities.
- 2.4 Accountability for services delivered through joint working between the parties shall remain with the authority with whom the statutory responsibility lies.

3 Governance

- 3.1 The parties will establish a Joint Strategic Board (“JSB”) and a Joint Operational Board (“JOB”) comprising members from each authority.
- 3.2 The proposed terms of reference of the JSB and JOB, and overall governance arrangements, are set out in Appendix 1 of this Agreement.
- 3.3 For the avoidance of doubt the parties confirm that the JSB and JOB have no decision making powers.
- 3.4 The parties may amend the terms of reference of the JSB and JOB from time to time as Shared Services develop. Any such amendment shall be agreed by each authority, taking into account any recommendation from the respective Boards.
- 3.5 Each authority shall continue to have autonomy in decision making but shall take into account the views and recommendations of the JSB and JOB in considering any issue relating to the Shared Services.

4 Term

- 4.1 This Agreement shall commence on 1 April 2023 and shall continue until terminated by either party in accordance with the provisions of Clause 11.2 of this Agreement or by mutual consent.
- 4.2 The parties confirm their commitment to the long term nature of the Shared Service Vision and recognise that withdrawal from Shared Services would create significant implications for service delivery and for staff.

5 Review

- 5.1 The parties shall review the operation of this Agreement by no later than 1 August each year to assess whether or not the arrangements contained in this Agreement continue to meet the requirements of both parties and are delivering the Vision of Shared Services.

6 Staffing Arrangements

- 6.1 CCDC and SBC shall each place at the disposal of the other, for the purposes of discharging Shared Services and any function of the authority, the services of officers employed by that authority (“the Shared Officers”).
- 6.2 Without prejudice to the generality of clause 6.1 CCDC and SBC shall place at the disposal of the other authority:
 - 6.2.1 Chief Executive;
 - 6.2.2 Deputy Chief Executives;
 - 6.2.3 Heads of Service;
 - 6.2.4 Officers employed in Shared Services;
 - 6.2.5 Any other officers employed by CCDC and SBC who are required to provide services to the other authority.

- 6.3 CCDC and SBC acknowledge that any Shared Officer placed at the disposal of the other authority will have been consulted beforehand on an individual basis in accordance with s113 of the Local Government Act 1972.
- 6.4 For superannuation purposes service rendered by an officer of one authority whose services are placed at the disposal of the other is service rendered to the authority by whom they are employed.
- 6.5 An officer whose services are placed at the disposal of the other authority shall be treated as an officer of that other authority for the purposes of any enactment relating to the discharge of local authorities' functions.
- 6.6 Nothing in this Agreement will be construed or have effect as construing any relationship of employer and employee between officers placed by their employing authority to the other authority and that other authority.
- 6.7 Where an officer is placed by their employing authority at the disposal of the other authority, such other authority shall not do anything that would breach the employment contract of that Shared Officer and shall have no authority to vary the terms of the employment contract of the Shared Officer nor make any representations to such officer in relation to the terms of such employment contract.
- 6.8 The parties shall consult with each other as often as may be necessary in relation to the management of the Shared Officers.
- 6.9 The parties will consult each other before proceeding to fill any staff vacancy where the vacant post might contribute to the delivery of shared services.
- 6.10 The employing authority of a Shared Officer shall continue to manage, appraise and (if necessary) discipline the Shared Officer during any period in which the Shared Officer is placed at the disposal of the other authority.
- 6.11 The parties shall provide each other with such information and assistance as they may reasonably require in order to carry out their obligations in respect of the Shared Officers.

7 Cost of Shared Services

- 7.1 The parties are committed to the fundamental principles that any savings generated by Shared Services will be shared across the authorities in line with the provision of the service as per the baseline position at the point of formation of the shared service to each authority and that any costs associated with the shared services will be shared on the same basis unless specifically agreed otherwise. Should any new services be provided or existing removed by one authority any costs or savings associated with this would be borne solely by that one authority.
- 7.2 Without prejudice to clause 7.1 each Shared Service shall be funded by CCDC and SBC on an activity-based costing basis.
- 7.3 Each Service Level Agreement prepared in respect of a proposed Shared Service shall specify the allocation of cost in accordance with an appropriate mechanism of cost sharing which will be specific to each Service Level Agreement and as agreed by both Councils on a case-by-case basis.

7.4 The parties will work together to ensure that the details of the full financial implications of Shared Services are available to each authority in order that they can be fully taken into account in each authority's budget setting and review.

8 Insurance

8.1 The parties will each take out and maintain in full force with a reputable insurance company adequate employee liability insurance cover in respect of officers employed by the party and those shared with it in accordance with this Agreement.

9 Conflicts

9.1 If any situation arises where there is a potential or actual conflict of interest or a perceived conflict of interest between CCDC and SBC, the shared Chief Executive shall:

9.1.1 Draw such conflict to the notice of the Deputy Chief Executives and Monitoring Officer in writing;

9.1.2 Remove himself from all aspects of the decision-making process in relation to the situation, and nominate a different member of Leadership Team ("Nominated Officer") to represent the interests of each authority on that issue;

9.1.3 Provide the Nominated Officer with such resources as they require to ensure that the interests of each authority are appropriately represented including taking independent professional advice or seeking independent third party support if appropriate.

9.2 On receipt of notice under clause 9.1.2 each Nominated Officer shall immediately:

9.2.1 represent only the interests of the authority for which they have responsibility to the best of his or her ability;

9.2.2 notify the Section 151 officer and the Monitoring Officer of the circumstances of the conflict;

9.2.3 ensure that officers instructed to provide them with support are clearly informed that a conflict between the two authorities exists and are notified to which authority the Nominated Officer is reporting; and

9.2.4 ensure that officers are not or might not be compromised in any way in performing their duties on behalf of either or both of the authorities;

9.3 If it becomes apparent to a Nominated officer acting on receipt of a notice under clause 9.1 that the interests of the authority for which he or she has responsibility or the position of any officer supporting him or her will or might be compromised the Nominated Officer shall immediately make arrangements for independent professional advice or independent third party support.

9.4 The parties shall ensure that procedures and safeguards are in place to identify such conflicts at an early stage.

9.5 The parties shall keep a written record of any such conflicts which have been identified and how such conflicts have been resolved.

10 Dispute Resolution

10.1 Initially, if the parties are unable to agree a matter arising under the terms of this Agreement, or relating to the delivery of any Shared Service, such dispute shall be referred to the Chief Executive with a view to resolution.

10.2 Should the dispute remain unresolved, the matter shall be referred to the JSB with a view to resolution.

10.3 Should the dispute still remain unresolved, the parties shall seek to resolve it amicably by using an alternative dispute resolution procedure acceptable to them both before pursuing any other remedies available to them.

10.4 If any party fails or refuses to agree to or participate in the alternative dispute resolution procedure or the dispute is not resolved to the satisfaction of any party within 90 days after it has arisen, the dispute shall be referred to arbitration.

10.5 Such arbitration shall be undertaken by a single arbitrator to be agreed upon by the parties. In default of agreement, the arbitrator shall be appointed in accordance with a nomination from the President or any Vice-President for the time being of the Chartered Institute of Arbitrators. The arbitration shall be undertaken in accordance with the provisions of the Arbitration Act 1996 and the costs of the arbitration shall be shared equally between CCDC and SBC.

11 Termination and Exit Strategy

11.1 Neither authority may seek unilaterally to terminate or withdraw from Shared Services either in whole or in part during the Initial Term.

11.2 If either authority wishes to consider unilateral termination/withdrawal from Shared Services in whole or in part following the expiry of the Initial Term, it shall first raise its concerns and/or proposals at the JSB (or any successor joint forum or joint decision making body)

11.3 If either authority, following such discussion, then wishes to consider termination of Shared Services, it shall give at least two years' notice of such termination, to expire on 31 March in any year. For the avoidance of doubt this means that the earliest date an authority is able to give two years' notice of termination/withdrawal shall be 1 April 2028 and the earliest date any such notice shall take effect is 31 March 2030

11.4 Upon termination of this Agreement whether by mutual consent or through notice of termination in accordance with clause 11.3 or otherwise the parties shall agree an Exit Strategy to include determination of issues relating to:

11.4.1 employment and redundancy;

11.4.2 asset management;

11.4.3 IT;

11.4.4 documents and information compiled or acquired by the parties during the Term of the Agreement.

11.5 If the parties are unable to agree an Exit Strategy the parties shall agree to appoint an independent arbitrator who shall prepare an Exit Strategy on behalf of both authorities and which both authorities shall implement.

11.6 In default of agreement, the arbitrator shall be appointed in accordance with a nomination from the President or any Vice-President for the time being of the Chartered Institute of Arbitrators and the costs shall be shared equally between CCDC and SBC.

11.7 The parties agree that the key principles in the preparation and implementation of any Exit Strategy shall be continuity of excellent service delivery and fair treatment of staff.

12 Variation and Waiver

12.1 No modification variation or amendment to this Agreement shall be effective unless agreed by the parties in writing.

13 Third Parties

13.1 It is agreed for the purposes of the Contract (Rights of Third Parties) Act 1999 that this Agreement is not intended to and does not give to any person who is not a party to this Agreement any rights to enforce any provisions contained in this Agreement.

14 Governing Law and Jurisdiction

14.1 This Agreement shall be governed by and construed in accordance with the law of England and Wales.

Signed etc

Terms of Reference of the Joint Strategic Board (“JSB”) and Joint Operation Board (“JOB”)

(i) Joint Strategic Board (Members)

Membership: the two Leaders and their Deputies. The Board would be supported by the Chief Executive (or their nominated deputy in their absence)

Purpose: the Board would have responsibility for ensuring delivery or/compliance with the Memorandum of Understanding, considering opportunities for shaping of policies, other shared/ joint working and considering any points of dispute that cannot be resolved by the Chief Executive. The Board will report back on any matters/concerns to the respective Cabinets.

As required, the Strategic Board can set up joint Member Working Groups, comprising officers and Members, to review differences in approach / policy between the two Councils and to report back their findings to the Strategic Board for consideration.

Meetings: to be held quarterly initially and moving to half yearly once the shared Leadership Team is firmly established (approx. 1-2 years)

(ii) Joint Operational Board (Members)

Membership: 10 Members, 5 from each Council. This would comprise:

Council Leaders, the Cabinet Members with responsibility for finances and corporate matters and 3 other Members (to include the Leaders of the Opposition or their nominated deputy) from each Council, to be appointed annually. To be chaired alternately by each Leader. The Chief Executive (or a nominated Deputy in their absence) will provide support to these meetings along with the lead officer responsible for the delivery of shared services.

Purpose: to be responsible for strategic assurance and monitoring of the implementation programme across each organisation, ensuring the shared services programme delivers to agreed strategic objectives and timescales.

Meetings: quarterly.

This Board would be dissolved once the shared Leadership Team has been established, services have been shared and transformation work is substantially completed. (it is envisaged that this will take 2-3 years).

Delegations -

Lead Authority: Stafford Borough Council

Economic Development & Planning

- Economic Development including:
 - Business support, inward investment, tourism, skills development
 - UK Shared Prosperity Fund delivery
 - Bidding for external funding
- Major capital projects (including Levelling Up Fund, Future High streets fund)
- Planning Services including:
 - Development Management
 - Planning Enforcement
 - Planning Policy (including Local Plans, CIL Allocations, CIL / Section 106 monitoring, Cannock Chase Special Area of Conservation / Area of Outstanding Natural Beauty)
 - Conservation - listed structures, development within designated conservation areas

Operations

- Streetscene (i.e., Grounds Maintenance, Street Cleansing and street furniture)
- Parks, Play Areas and Open Spaces
- Countryside Management
- Management of the Waste & Recycling Contracts
- Bereavement Services
- Fleet Management & Vehicle Workshop
- Markets (indoor and street markets)
- Car Parks - maintenance and management
- Trees - maintenance and tree preservation orders
- Land drainage and flooding (Council land)

Law & Governance

- Legal
- Democratic Services
- Information Governance (Data Protection, Freedom of Information and Document Management)
- Civic and Corporate Support

Transformation & Assurance

- Human Resources (including Payroll)
- Information Technology (including Reprographics)

Delegations -

Lead Authority: Cannock Chase Council

Regulatory Services

- Climate Change
- Environmental Health (food safety, health & safety of businesses, environmental protection, licensing)
- Private Sector Housing (housing standards and enforcement)
- Building Control
- Civil Contingencies (emergency planning and business continuity planning)
- Land Charges and Searches
- Street Naming & Numbering

Wellbeing

- Housing Strategy
- Homelessness
- Housing Register - SBC only
- Disabled Facilities Grants
- Health in All Policies and reducing health inequalities
- Working with the voluntary sector
- Safeguarding and Vulnerable People (e.g., domestic violence)
- Management of the Leisure Contract
- Community Safety & CCTV

Housing & Assets

- Corporate Asset Management (includes building maintenance, caretaking & cleaning of Council buildings, energy management, management of industrial units, land disposals)

Finance

- Finance - management of the Council's Finances
- Revenues (Business Rates and Council Tax Billing and collection) & Benefits (Housing Benefits and Council Tax)

Transformation & Assurance

- Internal Audit
- Insurance & Risk Management
- Health & Safety (the Councils' employees and premises)
- Procurement
- Corporate Business Planning & Performance Management
- Transformation of Shared Services
- Customer Services (Reception and Contact Centre)
- Communications (including graphic design, management of the Council's websites, intranet sites and social media accounts)

Report of:	Head of Environment and Healthy Lifestyles
Contact Officer:	Paul Akins
Telephone No:	01543 456 822
Portfolio Leader:	Housing, Heritage, and Leisure
Key Decision:	No
Report Track:	Cabinet: 30/03/23

Cabinet
30 March 2023
Birmingham 2022 Commonwealth Games –
Final Summary, Retrospective and Legacy

1 Purpose of Report

- 1.1 To provide members with a final summary of the District's involvement in the Birmingham 2022 Commonwealth Games and the financial outturn position.
- 1.2 To report progress on Council's Commonwealth Games legacy initiatives.

2 Recommendation(s)

- 2.1 Members approve the investment of the unallocated balancing sum of **£5,630.42** in support of the ongoing development of the Cannock Chase Can App to enhance and further support the Commonwealth Games Legacy for the District.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 The Council made a significant financial and organisational commitment to actively contribute, engage and support the Birmingham 2022 Commonwealth Games (B2022) Mountain Bike Event (MTB) which took place in Cannock Chase Forest on Wednesday August 3rd, 2022.
- 3.2 The commitment to B2022 also included the Queen's Baton Relay (QBR) which came through the District on Saturday July 23, 2022.
- 3.3 The Birmingham 2022 Commonwealth Games (the XXII Commonwealth Games) has been a major international sports and cultural festival involving athletes from seventy-two nations competing in events across the West Midlands region from July 29 to August 8, 2022.

- 3.4 Cabinet approved an investment of £100k capital funding from the Council's District Investment fund in support of legacy initiatives on 17 September 2020. This comprised:
- (i) The Council contributed £50k funding toward the development of the Perry Trail (Blue Trail) in Cannock Chase Forest for the B2022 Mountain Bike Event (MTB). This project was led by Forestry England (FE) and was constructed (in-part) specifically for the MTB event.
 - (ii) a further £50k was earmarked for other opportunities and initiatives arising from hosting the B2022 Mountain Bike event within the District.
- 3.5 A detailed breakdown of events and legacy proposals was taken to Cabinet Briefing on January 20, 2022, setting out the funding required for the financial year 2022-2023 for the Queen's Baton Relay and the supporting activities around the mountain biking event at Cannock Chase forest.
- 3.6 The final expenditure on Commonwealth Games events related activities is **£53,369.58**, leaving an unallocated sum of **£880.42**.
- 3.7 Members should note the additional grant income of **£4,750.00**, provided by the Birmingham 2022 Organising Committee to support the Woodland Wonder Festival.
- 3.8 The **£40k** allocation for Chase Heritage Trail improvements is still held over in the relevant budget to deliver the improvements when work on the project commences onsite in during 2023, as part of the CWG Legacy.
- 3.9 It is also important to acknowledge the contribution made to the success of the events and activities by:
- (i) the network of community, voluntary groups, and individuals, across the Cannock Chase District;
 - (ii) A number of officers who made commitments over and above their substantive roles, within both Cannock Chase District Council (CCDC) and Inspiring Healthy Lifestyles (IHL); and
 - (iii) the outstanding work and contribution made by Toyin Higgs, City Integration Manager, Birmingham 2022 Organisation Committee.

Reasons for Recommendations

- 3.10 There is an underspend in the allocated budget due to the gaining of external funding in the form of grant income. It is considered appropriate to use this funding to support the Commonwealth Games legacy with the further development of the Cannock Chase Can App.

4 Relationship to Corporate Priorities

- 4.1 The hosting of an international sporting event in Cannock Chase District has clear potential to contribute to each of the four Corporate Priorities as set out in the Council's Corporate Plan 2022 – 2026.

- (i) **Priority 1 - Economic Prosperity:** “To reinvigorate the economy and create a District that thrives”.
- (ii) **Priority 2 - Health & Wellbeing:** “To encourage and support residents to lead healthy and independent lives”.
- (iii) **Priority 3 - The Community:** “To ensure that Cannock Chase is a place that residents are proud to call home”.
- (iv) **Priority 4 - Responsible Council:** “To be a modern, forward thinking and responsible Council”.

4.1 Further details are given within the “Legacy” section of the report.

5 Report Detail

Background and Context.

- 5.1 The Birmingham 2022 Commonwealth Games (CWG), officially known as the XXII Commonwealth Games, was an international multi-sport event for members of the Commonwealth of Nations, that took place in Birmingham, England, and the surrounding regions, between 28 July and 8 August 2022.
- 5.2 The Games were the largest ever held, with seventy-two participating nations and over 1.3 million ticket sales. The Games were the first to have more events for women than men and the first integrated event, with the para competition held at the same time. Alongside the Games, a cultural festival was held across the West Midlands, as well as a number of trade events.
- 5.3 Cannock Chase District Council (CCDC) entered into an agreement (17.09.17) and made a commitment to the B2022 Organising Committee that it would comply with all guarantees and work alongside Birmingham City Council et al, to ensure a successful Commonwealth Games.
- 5.4 As a host local authority, (i.e., one with an event within its District) this involved the following commitments:
 - Guarantee all services applicable to the Games, would be provided free of charge in the planning period leading up to the events, and for the period during the Games.
 - Engagement in planning, transport, and all relevant working groups; street closures; communications to, and engagement with, residents and businesses; environmental health management and compliance monitoring of traders; management of parks and recreation spaces around Games venues; lighting and maintenance upgrades prior to or during the Games and city signage and wayfinding associated with the Games.
- 5.5 Detailed proposals were taken to Cabinet Briefing on January 20, 2022, around the event and CWG legacy. Proposals included for the Queen’s Baton Relay, (QBR), A ‘Walk to Win’ Event (Woodland Wonder) to engage children and young people from across the District, and the ‘Pedal Power’ initiative to encourage greater physical activity, celebrating the cycling legacy.

CCDC Project Management

- 5.6 An interim Project Manager was engaged to facilitate and support the delivery of outcomes for the Commonwealth Games for the District (April 2021 through to August 2022).
- 5.7 A formal programme board and project teams were established to oversee the delivery of all aspects of the Commonwealth Games for the District. The Head of Environment and Healthy Lifestyles served as Senior Responsible Owner (SRO) for the project on behalf of Cannock Chase District Council.
- 5.8 The project included all communications and deliverables for both the Mountain Bike Event (MTB) and the Queen's Baton Relay (QBR).
- 5.9 The wider project team engaged officers from the following service delivery areas within the Council and it's Leisure and Culture Partner / Provider (IHL):
- Policy and Communications
 - Economic Development
 - Marketing, Campaigns & Social Media
 - Waste Management
 - Street Cleansing
 - Environmental Health
 - Licensing & Regulatory Services
 - Resilience & C3
 - Community Engagement (IHL)
- 5.10 The B2022 Commonwealth Games stakeholders included:
- | | |
|---|---|
| ▪ Birmingham 2022 Organising Committee | ▪ Staffordshire Local Resilience Forum (LRF) |
| ▪ Staffordshire County Council (SCC) | ▪ Staffordshire Civil Contingencies Unit (CCU) |
| ▪ Rugeley Town Council (RTC) | ▪ West Midlands Police |
| ▪ Hednesford Town Council (HTC) | ▪ Stafford Borough Council (SBC) |
| ▪ Inspiring Healthy Lifestyles (IHL) | ▪ South Staffordshire Council (SSC) |
| ▪ Forestry England (FE) | ▪ Community and Voluntary Groups (Hednesford Lions, Cannock Rotarians...) |
| ▪ Transport for West Midlands (TfWM) | ▪ External Traffic Management Provider (Paragon) |
| ▪ Birmingham City Council | ▪ Cannock Chase Special Area of Conservation (SAC) |
| ▪ Staffordshire Police | ▪ Cannock Chase Area of Outstanding Natural Beauty (AONB) |
| ▪ Staffordshire Fire and Rescue Service (SFARS) | ▪ West Midlands Ambulance Service |

Birmingham 2022 Project Management and Approach.

- 5.11 The B2022 Games Organisation was a temporary structure established for the sole purpose of delivering the XXII Commonwealth Games in Birmingham and the West Midlands. The organisation, staff and resources were brought into existence in order to plan and deliver the events; and were then disbanded.
- 5.12 The B2022 Organisation interfaced with Local Authorities via two main 'touch points' or forums namely (i) The Lead Officers Group, (LOG) and (ii) The Host Integration Group(s) (HIG). Both groups had specific terms of reference with the LOG focusing on strategic 'Games Wide' communication and relationships and the HIG focusing on the detailed operational planning, on an individual venue basis.
- 5.13 In addition to the two management forums identified above, B2022 Organisers established work-streams or themed forums, focused on specific aspects of the games, these included:
- Transport
 - Readiness 'Get Set for the Games'
 - C3 (Command, Control and Communications)
 - Zone X
 - Spectator Journey
 - Business and Tourism
 - Community Engagement
 - Multi-Agency Safety and Security
 - MTB Venue Operations & Accreditation
 - Queen's Baton Relay (QBR)

The Queen's Baton Relay

- 5.14 The Sixteenth Queen's Baton Relay came to the District on Saturday July 23rd, 2022. Cannock Chase District Council worked with B2022 organisers, Staffordshire Police, and Staffordshire County Highways, et al. in establishing and finalising the route(s) through the District.
- 5.15 The decision was made to include Rugeley, Hednesford and Cannock in the final agreed route(s) through the District. The basis of the decision was the recognition each location is an independent community with a unique identity; further, by including each of the main towns it maximised the opportunity for as many residents as possible to see the Baton and celebrate the event safely.
- 5.16 A civic reception for the Baton was organised in Hednesford Park at the Pavilion in the Park.
- 5.17 A wide range of community events and activities were arranged for the day by the Council in partnership with Rugeley and Hednesford Town Councils and other voluntary and community networks.
- 5.18 The relay and supporting events were well attended and the total estimated number of spectators and people engaged in the celebrations in the District was estimated to be in the region of 6,000 – 8,000.
- 5.19 With the exception of Rugeley Town; Event Management Plans and Event Delivery had to be undertaken by the Council in partnership with Inspiring Healthy

Lifestyles when the planned involvement by Hednesford Town Council and the Cannock Town Centre partnership changed.

The Mountain Bike Event

- 5.20 The Mountain Bike Event took place on Wednesday August 3, 2022, and was attended by 2,500 ticket holders and an estimated 3,500 non-ticketed spectators around the course.

Legacy

- 5.21 **Priority 1 - Economic Prosperity:** “To reinvigorate the economy and create a District that thrives”.

The stunning BBC TV and wider press coverage of the Mountain Bike Event, on August 3, 2022, undoubtedly raised the profile of Cannock Chase as a destination for the Mountain Bike Community. Evidence provided by Forestry England indicates an increase in use of the Perry Trail and other Mountain Bike trails in Cannock Chase Forest, following the event.

- 5.22 **Priority 2 - Health & Wellbeing:** “To encourage and support residents to lead healthy and independent lives”.

The Woodland Wonder Festival as part of the B2022 celebrations was attended by over 500 children and staff from local schools, volunteers, and providers. The festival introduced children to the value of nature and open spaces for health and wellbeing and the outstanding natural asset in the heart of the District. The creative workshops held in schools had a focus on the Commonwealth and were attended by 819 Children.

- 5.23 **Priority 3 - The Community:** “To ensure that Cannock Chase is a place that residents are proud to call home”.

The Queen’s Baton Relay – the overwhelming feedback received from communities, volunteers, staff, town councils, councillors, and residents, suggested the relay and supporting events were extremely well received and valued by everyone.

- 5.24 **Priority 4 - Responsible Council:** “To be a modern, forward thinking and responsible Council”.

The hidden legacy of the QBR sits with the potential for Cannock Chase District Council to learn from new ways of working; particularly in relation to the extensive community engagement networks, skills, and knowledge it has at hand and in partnership with Inspiring Healthy Lifestyles (IHL).

- 5.25 **All Priorities:** The embedding of Cannock Chase Can, throughout all the Commonwealth Games supporting events and activities will ensure this legacy can be built on moving into the future. The need to develop a robust evaluation framework for Cannock Chase Can has now been identified in the Corporate PDP; and the need to embed Cannock Chase Can, into the delivery infrastructure within IHL has been identified as a priority.

Conclusions

- 5.26 The overriding consensus has been the Birmingham 2022 Commonwealth Games were a huge success and extremely good for the region, with the Queen's Baton Relay and MTB event being equally as well received and considered within the District.
- 5.27 The Council fulfilled its commitments to Birmingham City Council and the 2022 Organising Committee to contribute to a successful Games.
- 5.28 Cannock Chase Council employees have worked hard to ensure the maximum benefit for the District from the £50k investment in legacy initiatives; this has been effectively supported by cross-party political leadership.
- 5.29 The success of the QBR, MTB event and other associated events would not have been possible without the hard work and dedication of Council officers and the small army of volunteers that gave up their time to make the events so incredibly special and memorable for the District and its residents.
- 5.30 There are lessons to be learnt from the organisation of these events and these will be considered when developing future proposals for community activities across the District.

<h2>6 Implications</h2>

6.1 Financial

Approved Budget

- 6.1.1 Cabinet approved an initial £50k allocation toward the Commonwealth Games - Legacy Project 2022 on September 17th, 2020.
- 6.1.2 On June 21, 2021, Cabinet received a Commonwealth Games update report setting out how the £50k funding approved on September 17th, 2020, would be allocated. An allocation of £40k was made for Chase Heritage Trail Improvements and the remaining £10k was allocated to promote and support volunteers and community roadshows in support of the Games and Legacy for the District.
- 6.1.3 At Cabinet Briefing on January 20, 2022, the 2022-2023 budget requirement to meet the above events and activities was identified and approved at £44.25k.
- 6.1.4 The Community Engagement Team involved in the Woodland Wonder Festival secured an additional £4.5k funding from the B2022 Event Organisers to assist in the delivery of the event. Additionally, there is a recorded underspend of £3,400 against the Woodland Wonder Festival with a final expenditure of £11,919.96 against an allocated budget of £14,800.
- 6.1.5 Table 1.0 below provides a summary of the approved and accrued budget and funding to meet the outturn set out in Table 2.0 at 6.1.6. NOTE: the £40k for the Chase Heritage Trail improvements is not included in either the outturn or budget tables (2.0 and 3.0) as work has yet to be fully commissioned for this project.

	Description	Expenditure
	Carry forward from June 10, 2021, Cabinet Report	
A	Volunteers and Community Roadshows	£10,000.00
	January 20, 2022, Cabinet Briefing Update	
B	<i>Queen's Baton Relay (QBR)</i>	£6,250.00
C	<i>Pedal Power</i>	£10,000.00
D	<i>Waste Management, Street Cleansing & Event Day Operations</i>	£10,000.00
E	Children and Young People Engagement ('Walk to Win' aka 'Woodland Wonder')	£14,800.00
G	Marketing and Communications	£3,200.00
	Additional Grant Funding from Birmingham 2022	
H	Birmingham 2022 Grant to Support Woodland Wonder Festival	£4,750.00
	Total	£59,000.00

Table 1.0 Commonwealth Games Events Approved Budget and Sundry Income

Expenditure

6.1.6 Table 2.0 below sets out the final expenditure for all direct activities and events in support of the B2022 Games in the District.

	Description	Expenditure
A	<i>Woodland Wonder Festival ('Walk to Win')</i>	£11,919.96
B	<i>Queen's Baton Relay (QBR)</i>	£19,949.62
C	<i>Pedal Power</i>	£10,000.00
D	<i>Waste Management, Street Cleansing & Event Day Operations</i>	£6,500.00
E	<i>Virtual Challenges for Cannock Chase Can</i>	£5,000.00
	Total	£53,369.58

Table 2.0 Commonwealth Games Events Outturn

6.1.7 The overspend of **£13,699.62** against the Queen's Baton Relay was due to the additional cost of traffic management which it was originally believed would be picked up by the B2022 Organising Committee, and regional market saturation around traffic management, due to the OC's requirement for all host authorities to keep the routes confidential until mid-May 2022.

Total Costs

6.1.8 Table 3.0 below summarises associated costs for the Birmingham 2022 Commonwealth Games for the District at an estimated total of £143,369.58.

	Description	Expenditure
A	<i>QBR and MTB Events and Activities Direct Costs (Table 1.0)</i>	£53,369.58
C	<i>CCDC Capital Contribution to Perry Trail (Blue Trail)</i>	£50,000.00
D	Chase Heritage Trail Improvements	£40,000.00
	Total	£143,369.58

Table 3.0 Total Costs for of the B2022 Commonwealth Games

- 6.1.9 There is a recorded underspend of **£880.42** against the approved funding of **£54,250.00** set out in Tables 1.0 and 2.0 at 6.1.5 and 6.1.6 respectively, approved by Cabinet on September 17, 2020, June 10, 2021, and January 20, 2022.
- 6.1.10 The above underspend is supplemented by Grant Income from Birmingham 2022 by **£4,750.00** giving a total for unallocated funds of **£5,630.42**.
- 6.1.11 From Table 1.0 and Table 2.0 the total expenditure for all Commonwealth Games Events and Activities is **£53,369.58** and the total approved budget (including grant funding) is **£59,000.00**, this leaves an unallocated sum of **£5,630.42**.
- 6.1.12 It is proposed that the above unallocated sum of **£5,630.42** is used in the support of the ongoing development of the Cannock Chase Can App to enhance and further support the Commonwealth Games Legacy for the District.
- 6.1.13 The budget for the Heritage Trail Improvements remains at **£40k** as expenditure on the project is yet to commence.

6.2 Legal

Record of discharge of all duties and responsibilities on CCDC in respect of the formal agreements in place between the B2022 Organising Committee for the Hosting of an Event and the Queen's Baton Relay (QBR).

6.3 Human Resources

None

6.4 Risk Management

None. Report is retrospective.

6.5 Equality & Diversity

The Birmingham 2022 Commonwealth Games have been recognised and celebrated for their approach toward Equality, Diversity and Inclusion (ED&I) – the wide engagement of Cannock Chase staff from all service areas has both contributed and benefitted from the inclusive nature of the Games.

6.6 Climate Change

- 6.6.1 The Woodland Wonder Festival held on Cannock Chase forest on July 7 as part of our celebrations of the Commonwealth Games, provided an excellent opportunity for over 500 local children to engage with the outstanding natural environment within the District, raising awareness of the precious nature of our environment, our relationship with it and the importance of sustaining it.
- 6.6.2 The Mountain Biking Event on Cannock Chase created local and regional interest in cycling which will aid future green travel by residents and their families.
- 6.6.3 As part of the legacy created by the Commonwealth Games the Council is looking to develop bike-and-play areas in a number of its parks and play areas with the long-term goal of increasing the accessibility of green travel to its residents.

7 Appendices to the Report

None

Previous Consideration

Commonwealth Games - Legacy Project 2022, Cabinet September 17, 2020.

Commonwealth Games 2022 - Update, Cabinet June 10, 2021.

Cannock Chase Wayfinding Demonstration Project, Cabinet June 10, 2021.

Events to Support and Create a Legacy from the Birmingham 2022 Commonwealth Games, Cabinet Briefing, January 20, 2022.

Background Papers

None

Report of:	Head of Environment and Healthy Lifestyles
Contact Officer:	Colin Donnelly
Telephone No:	01543 464 520
Portfolio Leader:	Housing, Heritage, & Leisure Environment and Climate Change
Key Decision:	Yes
Report Track:	Cabinet: 30/03/23

**Cabinet
30 March 2023
Four Year Parks Programme 2022-2026**

1 Purpose of Report

- 1.1 To seek Members agreement to proceed with the four-year parks programme for 2022-2026.

2 Recommendation(s)

That Cabinet:

- 2.1 Endorses the programme and approach to improvements to the proposed play areas identified within the report.
- 2.2 Approves the investigation of further appropriate capital funding opportunities to support the funding for all the proposed schemes.
- 2.3 Delegates authority to the Head of Environment and Healthy Lifestyles in consultation with the Portfolio Leaders for, Housing, Heritage and Leisure, and Environment and Climate Change to agree specific project details for each play area within existing and approved budgets.

3 Key Issues and Reasons for Recommendations

- 3.1 Cannock Chase Council currently has a number of Section 106 agreements resulting from House building and development being carried out in and around the district in recent years. Some of the Agreements have claw back periods where the finance must be spent in the vicinity of the development within a specific time period. Delivery of this programme will contribute towards the spend of these

S106 agreements and lessen the potential for developers to request funds being returned.

- 3.2 Councils' have a major role in the provision of good quality outdoor spaces for recreation, socialising, and community. There are high expectations around creating, and maintaining to a good standard, fully inclusive play areas, as well as public open spaces, that encourage active play and participation, but are also sustainable, safe, and meet the needs of local communities.
- 3.3 This programme has been drawn up from a number of schemes where:
- A scheme has been identified and prioritised from the play area assessment review, completed in 2022 and is complimented by the Open Space Strategy currently being developed.
 - A funding source is already identified (S106 or CIL).
 - There is a requirement for a larger masterplan scheme, which may take several years to develop with a wider community and other partner organisational input, that may require further bids and grants to outside organisations to fund the whole scheme.
- 3.4 This programme will be kept under review, as depending on the Council's' priorities from time-to-time projects may need to be added or removed. Where this is the case, an additional report will be compiled and submitted to Cabinet seeking their approval.

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate 2022-26 Priorities of:

Health and Wellbeing / People:

- Providing opportunities for residents to lead healthy and active lifestyles and recognising the importance of mental wellbeing.
- Working with partners to address health inequalities across the district.
- Supporting residents that need our help.

Community / Place:

- Ensuring our neighbourhoods are safe, clean, and tidy.
- Helping to maintain our local parks and green spaces.
- Encouraging residents to live a sustainable lifestyle.
- Ensuring our communities are well designed, accessible, and inclusive environments.
- Providing support and opportunities to community groups wishing to take on more responsibility for improving and developing open spaces and play areas.
- Work with partners and the local community to support appropriate tree planting schemes.

5 Report Detail

- 5.1 In 2022 a detailed review was carried out of all formal play sites within Cannock Chase District. There was a total of 52 separate play sites, including, skate parks, multiuse games areas, and tennis courts. Of the 52 different sites, 43 are owned and managed by Cannock Chase Council. The remainder currently being in the hands of private developers or Parish Councils. With a view to some of these being transferred to the District Council in the future.

Each play area was given a score for:

- Quality (Access, Safety, Quality of provision, cleanliness, and Maintenance).
- Life expectancy.
- Size of play Area.
- Age range for users.
- Apparatus on site.

These scores were fed into a matrix, based on ward boundaries, that in addition, consisted of additional social factors such as, but not limited to:

- Percentage of income deprived families with children.
- Number of Households with dependent children.
- Percentage of anti-social behaviour issues.
- Percentage of children of excess weight.

From these, each play site was given an overall score, which was included into a table giving, site name, ward, cost of replacement (based on 2022 pricing) and a ranking from 1 to 52. The higher ranking (1 being the highest) showing which play areas are in the greatest need of an upgrade and 52 the lowest.

It should be noted, where a later improvement scheme has been identified and prioritised from the 2022 play area assessment, it should also be considered against the Council's Open Space Strategy currently being developed. When published, should the two documents not align on some play areas, the Open Spaces Strategy would normally take precedence.

- 5.2 Play area upgrades can only take place where appropriate funding is either secured or available. As such some play sites may sit in a higher rank than others but delivery / upgrades may be delayed due to a lack of funding streams. Currently the main resources for funding of play site upgrade are the Council's CIL allocations or S106 funds.
- 5.3 There is a requirement for some larger masterplan schemes, which may take several years to develop with a wider community and other partner organisational input. These will require further bids and grants to outside organisations to fund the whole scheme as Council resources will not be enough to secure all the proposed works.

5.4 The 4-year programme includes some schemes that have already obtained cabinet approval via a number of capital permission to spend reports, these being:

1. **Wellington Drive**

Play area and Open Space - Replacement of existing play area, new access track and tree planting.

2. **Laburnum Avenue Phase 1**

Replace existing play area, whilst adding a new multi-use games area. Woodland management, creating safer routes through the site by opening up pathways.

3. **Barnard Way**

Play area and Open Space - Replacement of existing play area, tree planting and boundary improvements.

4. **Stadium Phase 2**

Construction of a new concrete wheeled sports plaza for skating, skateboards, and scooters. Continuation of the Commonwealth games legacy by the implementation of a new cycle hub where children can learn to cycle in a safe environment, that represents real world road conditions.

The following schemes (**Subject to funding and alignment with the Open Spaces Strategy) will be formally submitted to cabinet for approval and permission to spend, once the financial, legal and development details have been completed:

5. **Laburnum Avenue Phase 2 & 3**

Continuation of the Phase 1 works, to include further pathway improvements, woodland management, site furniture and football pitch drainage.

6. **Cannock Park Play Area*****

Replacement of the existing play area at Cannock park to include public consultation, in preparation for a potential wider development of the park in the future.

6. **Heath Hayes Park*****

Development of a detailed masterplan for the proposed improvement of Heath Hayes park. To include all base line surveys, consultations, and community engagements.

7. **Oxford Road play area*****

Play area and Open Space - Replacement of existing play area, tree planting and boundary improvements.

8. **Cannock Park Development*****

Development of a detailed masterplan for the proposed improvement of Cannock park. To include all base line surveys, consultations, and community engagements.

9. Flaxley Road Play Area ***

Replacement of existing play area.

10. Rugeley Skate Park***

Development of a detailed plan to incorporate a wheeled sports skate park and senior play equipment on the existing site to compliment the junior and toddler play areas across the road at Elmore park.

11. Winstanley Place Play Area***

Play area and Open Space - Replacement of existing play area, tree planting and boundary improvements.

- 5.5 All of the above schemes will include public consultation to some extent. Support from the councils inhouse PR and Communications Team will be essential in delivering these projects.
- 5.6 Where possible, all schemes will also include tree and nature recovery planting.
- 5.7 The larger Masterplan schemes (at Cannock and Heath Hayes Parks) will need a full and detailed desk top survey and on-site assessments ranging from topographical surveys, baseline assessments for protected species, flora, fauna, and ecology. Past land uses and contaminated land / coal mining surveys will also be required. This work will be carried out over a 12-month period to make sure that all the data has been collected.
- 5.8 Draft budget estimate for scheme's where cabinet approval has yet to be obtained, will be proposed in their accompanying reports. It should be noted that these will be budgetary estimates and indicative costs only, which will be subject to market changes and inflationary pressures.

6 Implications

6.1 Financial

Further Cabinet reports will be submitted on a project-by-project basis as their planning begins and permission to spend is required, which will include all relevant capital and revenue implications. At present it's not possible to list all the resources for each scheme as market prices fluctuate and are highly volatile.

Schemes that are already included in the Council's capital programme are:

1. Wellington Drive - Public Open Space	£ 118,000
2. Laburnum Avenue Phase 1	£ 582,000
3. Barnard Way - Play area	£ 96,200
4. Stadium Phase 2 - Cycle Park & Plaza	£ 389,000

The current maintenance budget is £11,130 for parks play areas, following works to the parks identified in this report this budget will need to be reviewed to ensure it is sufficient and will be the subject of a separate report.

There is already a total of £1.186m play area capital budgets in the existing capital programme and a further £292k in the approved capital programme. The majority of the play area upgrade funding is made up of existing S106, CIL, and Forest of Mercia investment funding. It is anticipated that the future schemes will also utilise similar funding sources and be supplemented by other external funding, via bids and grants.

6.2 Legal

Any contracts relating to the projects will be let in accordance with the Council's Procurement Regulations and the Public Contract Regulations 2015. All contracts will need to be drafted to cover the obligations imposed on all parties involved in the project, including provisions for agreed specifications for works and or services. Time scales will need to consider the time needed for tender exercises and contract preparation work.

6.3 Human Resources

Additional legal and communications support will be essential in delivering the majority of these schemes. This will be carried out in house on an agreed programme and will be detailed in each report submitted to Cabinet.

6.4 Risk Management

Risks associated with the capital programme being delayed, delivery resources being constrained, slippage and cost over runs will be controlled and mitigated via the Council's Project Officer on each project.

6.5 Equality & Diversity

The scheme will acknowledge diversity and design out barriers to access and use. Consultation will take place with residents and several user access groups, whose comments will be considered in the design process, where appropriate.

6.6 Climate Change

Each project will incorporate / feature tree planting with landscaping works, consideration of active travel networks and improvements to enhance the natural environment that will contribute towards the Council's climate change agenda.

7 Appendices to the Report

Appendix 1: Gantt chart showing four-year parks programme 2022-2026.

Previous Consideration

None.

Background Papers

None.

Report of:	Head of Environment and Healthy Lifestyles
Contact Officer:	David Prosser-Davies
Telephone No:	01543 464 202
Portfolio Leader:	Environment & Climate Change
Key Decision:	Yes
Report Track:	Cabinet: 30/03/23

Cabinet
30 March 2023
Revocation of Air Quality Management Areas (AQMAs)

1 Purpose of Report

- 1.1 To confirm the findings of an independent review into air quality in the District and seek Cabinet approval for revocation of two of the District's three Air Quality Management Areas (AQMAs). These AQMAs are no longer required as measured levels of Nitrogen Dioxide (NO₂) are below nationally set air quality objective levels.

2 Recommendation(s)

- 2.1 Cabinet notes the results of an independent review into air quality in the District ([Appendix 2](#)).
- 2.2 Cabinet also notes the outcome of a consultation exercise on the recommendation to revoke AQMAs 1 and 3.
- 2.3 Cabinet approve revocation of AQMA No.1 and AQMA No.3 and instruct the Head of Environment & Healthy Lifestyles to undertake all necessary steps to implement this decision.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 Local authorities are given local air quality management duties under Part IV (Sections 80 to 91) and Schedule 11 to the Environment Act 1995. This includes a process of reviewing available information on emissions and air quality to determine whether air quality falls below a set of health-based standards (or

objectives¹) in relevant locations². In the Cannock Chase District only Nitrogen Dioxide (annual mean) has failed to meet its objective standard.

- 3.2 In undertaking its statutory duties, the Council's Environmental Health & Public Protection Service commissioned a review, which has identified a trend of improving air quality such that AQMAs 1 and 3 may now be revoked.
- 3.3 Further assessment of these trends, together with air quality monitoring within the remaining AQMA and wider District, will continue notwithstanding the proposed revocations.
- 3.4 In line with the findings of the review and the recommendations contained therein, Officers' recommendation is that the Council now revoke AQMA 1 and AQMA 3, by approving proposed AQMA Revocation Orders at [Appendix 1](#).
- 3.5 Following the revocation of AQMAs 1 and 3, progress on Air Quality Action Planning will be undertaken as agreed by Cabinet on 11 August 2022 together with an increase in the number of air quality monitoring points.

Reasons for Recommendations

- 3.6 To ensure the Council meets its obligations under the Environment Act 1995.
- 3.7 To make progress on next steps previously reported to the Department for Environment, Food & Rural Affairs (DEFRA) as part of the Annual Status Report (presented to Cabinet 11 August 2022).

4 Relationship to Corporate Priorities

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

Health and Wellbeing

- The ongoing process of reviewing air quality and responding appropriately helps to ensure that proportionate measures are in place to support health and wellbeing.

The Community

- By ensuring that air quality continues to be monitored, the Council can ensure Cannock Chase District is a place that residents are proud to call home, our neighbourhoods are safe, and our communities are well designed environments.

¹ Objectives have been set for eight substances. Furthermore, for some of those substances, multiple objectives have been set across different timescales. For example, for nitrogen dioxide (NO₂), objectives have been set for the annual mean (40 µg/m³) and for a one-hour mean (200 µg/m³, not to be exceeded more than 18 times per year). When this is considered, there are 13 objectives in total.

² Relevant locations are those where people are reasonably expected to be significantly exposed to pollution across the relative period. For example, where the averaging period is a year, we might consider locations where people spend long periods of time such as domestic properties. Conversely, where the averaging period is an hour, we might consider areas such as town centres.

5 Report Detail

- 5.1 To comply with its statutory duties, the Council is required to prepare an annual review of air quality, the most recent being for 2022, which is found on the Council's [website](#). The review includes analysis of air quality monitoring data from the district-wide network of diffusion tubes (which monitor nitrogen dioxide). This data suggests an ongoing trend of improving air quality throughout the District, such that the AQMA Orders should be reviewed.
- 5.2 Three AQMAs are in place in the District. These are set out below along with the year of declaration and (*in italics*) original triggers / reasons for declaration:
- AQMA 1 (2006) – A5 Watling Street, Bridgtown - *Exceedances occurring next to the A5 in Bridgtown*. The boundary of the AQMA stretches between the District boundary with South Staffordshire District Council on the A5 (Longford) and A4601 (Wedges Mills), to Churchbridge.
 - AQMA 2 (2014) – A5 Watling Street, Churchbridge to Turf Island - *Localised exceedance at a single domestic property on the remaining eastern stretch of the A5*. The AQMA boundary stretches between Churchbridge and the district boundary with Walsall MBC.
 - AQMA 3 – (2017) - A5190 Cannock Road, Heath Hayes - *Localised exceedance at a single residential property adjacent to the 'Five Ways Island' at Heath Hayes*. This location is the junction of A5190 Cannock / Lichfield Road, B4154 Hednesford / Norton Road, and Wimblebury Road. The boundary of the AQMA includes arms of all these roads from the junction to the nearest significant junction.
- 5.3 Where an AQMA is declared, the Council is required to identify the sources of pollution that contribute to that AQMA; it is then required to develop an action plan to bring air quality within that AQMA to an acceptable standard.
- 5.4 An AQMA may also add weight to impacts on air quality in the decision-making process of other public sector bodies, such as Staffordshire County Council and Highways England; it is also a material consideration under planning, whereby development proposals within or impacting on an AQMA must consider potential impacts on air quality.
- 5.5 The current AQMA Action Plan is due an update, although the scope will be determined by the outcome of the current proposal (i.e., whether it considers AQMA 2 only, or any combination of AQMAs 1-3). Once determined, Air Quality Action Planning will be undertaken and reported to DEFRA.
- 5.6 Beyond any specific actions identified in an AQMA action plan, the Council has general responsibilities to monitor and to improve air quality.
- 5.7 An independent review of air quality monitoring data from 2014-2019 has been commissioned and opinion sought on whether AQMA 1 and AQMA 3 could be revoked. This review is provided as part of [Appendix 2](#).

5.8 The recommendations of the independent review are:

- AQMA 1 be revoked.
- AQMA 2 should continue to be monitored.
- AQMA 3 be revoked.

5.9 Where there is no likely exceedance of air quality national objective levels it is important that AQMAs are not left in place. This ensures there is no blight on an area or property.

5.10 In line with the findings of the review and the recommendations contained therein, Officers' recommendation is that the Council revoke AQMA 1 and AQMA 3, by approving proposed AQMA Revocation Orders at [Appendix 1](#). The proposed Revocation Orders have been submitted to DEFRA and have been made available for public comment on the Council's website.

5.11 A public consultation exercise was undertaken between 7 November 2022 and 18 December 2022. Relevant public bodies were consulted on the proposal, as well as relevant parish councils; a press release and the Council's Twitter account also posted on the proposal.

5.12 Responses in support of the proposed revocations were received from:

- **DEFRA**

"as the revocation was discussed within the 2022 ASR, with evidence provided and the approval letter of the ASR states that Defra are happy for the AQMA's to be revoked."

- **Staffordshire County Council**

"Staffordshire County Council is committed improving air quality and continued working with Cannock Chase colleagues. We are supportive of the revocation of AQMA1 and AQMA3 following an independent review in 2021."

5.13 Objections to the proposed revocation of AQMA 3 (Five Ways) were received from:

- Heath Hayes & Wimblebury Parish Council.
- Councillor Samantha Thompson (Heath Hayes East and Wimblebury).
- Three members of the public.

All consultation responses are included as [Appendix 3](#).

5.14 Comments objecting to the proposed revocation of AQMA 3 are predominantly focused on the perception that traffic congestion continues to be a significant problem and that air quality must therefore still be an issue.

5.15 Whilst traffic congestion is a significant contributor to poor air quality, there is no direct correlation. Changes to the UK traffic stock (the mix of petrol, diesel, and electric vehicles, together with tightening of vehicle emission standards in new vehicles, and replacement of old vehicles with newer) have led to a general reduction in polluting emissions from the road network. So, traffic congestion may

continue (or even increase) whilst at the same time levels of polluting emissions may decrease.

These measures support a continued decrease in road network emissions and therefore it is not anticipated levels will increase to the extent further Air Quality Management Areas are required.

The objections do not include any scientific or technical evidence in support of retaining AQMA 3 so do not present compelling reasons for retaining it.

- 5.16 This is confirmed by recent data in the government's [Environmental Improvement Plan 2023](#) - a five-year review of the 25 year environment plan for the Country. This sets out how the government will improve the environment here in the UK and around the world. Achieving cleaner air and improving environmental quality forms part of the 10 goals stated in the plan.

The report confirms air quality in the UK has improved significantly in recent decades with a decrease in all five major air pollutants. Between 2010 and 2020 emissions of nitrogen oxides (NOx) decreased by 44%. While emissions from transport continue to decrease, data from 2020 indicates transport is still the source of 41% of NO2 emissions.

- 5.17 The Department for Transport has also set out the government's commitments and the actions needed to decarbonise the entire transport system in the UK in the Transport Decarbonisation Plan. This supports the aims for air quality - as the Country moves towards a decarbonised transport system emissions of air pollutants will reduce.

The Department for Transport has already:

- Committed to ending the sale of new petrol and diesel cars and vans by 2030 and sales of new non-zero emission heavy goods vehicles by 2040.
- Consulted on dates for ending the sale of new nonzero emission buses and L-category vehicles such as mopeds and motorcycles.
- Pledged up to £2.8 billion to support the switch to zero emission vehicle technology.

- 5.18 No specific objections were received in respect of the proposed revocation of AQMA 1.

- 5.19 Members can be assured that, should AQMAs 1 and 3 be revoked, air quality will continue to be monitored throughout the District as it is on the current programme, including at an additional five monitoring locations. The Council has recently been allocated funding, through Staffordshire County Council's Air Aware Project, of £15,000 to improve air quality monitoring. This funding will be used to increase the Nitrogen Dioxide diffusion tube monitoring network in the District from 18 to 23 points.

- 5.20 The Council will of course also continue to undertake its duties in AQMA 2 and monitor the general improvement of air quality across the District.

6 Implications

6.1 Financial

Revocation of AQMAs 1 and 3 will not have any direct financial implications for the Council. Any associated costs, should they arise, will be contained within existing Environmental Health & Public Protection budgets, as will any continuous work to review air quality and respond appropriately to support the health and wellbeing of the District.

As referred to in para 5.19, the Council has recently been awarded £15,000 to enhance monitoring of air quality throughout the District.

6.2 Legal

The Council is required to review air quality under Part IV of the Environment Act 1990.

In particular:

- Section 82 requires local authorities to monitor air quality.
- Section 83 requires local authorities to declare an AQMA where air quality standards do not, or are not likely to, meet air quality objectives. This section also allows the revocation of such orders where air quality objectives are subsequently being achieved.

6.3 Human Resources

The actions to revoke AQMAs 1 and 3 will be accommodated within existing resources in Environmental Health & Public Protection.

6.4 Risk Management

None.

6.5 Equality & Diversity

None.

6.6 Climate Change

The ongoing programme of monitoring will ensure measures to address air quality are compatible with climate change mitigation.

7 Appendices to the Report

[Appendix 1: Draft AQMA revocation orders](#)

[Appendix 2: Annual Status Report 2022](#) (incorporating a review by Air Quality Consultants)

[Appendix 3: Public Consultation Feedback](#)

[Appendix 4: Equality Impact Statement](#)

Previous Consideration

Cabinet - 11 August 2022 - Annual Air Quality Status Report. Cabinet resolved to instruct the Head of Environment & Healthy Lifestyles to take the actions necessary to progress towards Air Quality Action Planning and the review of local Air Quality Management Areas (AQMAs).

Background Papers

- Environment Act 1995 <https://www.legislation.gov.uk/ukpga/1995/25/contents>
- Local Air Quality Management Policy Guidance (PG22) <https://laqm.defra.gov.uk/air-quality/featured/england-exc-london-policy-guidance/>

Draft Revocation Order

**Cannock Chase Council
Order 2021
Environment Act 1995 Part IV Section 83(2)(b)
Order Revoking an Air Quality Management Area**

Cannock Chase Council, in exercise of the powers conferred on it by Section 83(b) of the Environment Act 1995 HEREBY makes the following order:-


1. This order shall revoke the area known as **Cannock Chase AQMA (Cannock Chase District Council), dated 28th June 2006** for nitrogen dioxide, encompassing the A5 Watling Street between the junction with the A34 Walsall Road and the district boundary with South Staffordshire, and the stretch of the A460 Wolverhampton Road between the junction with the A5 Watling Street and the district boundary as shown in the attached map.
2. The order shall come into force on the **DATE**.

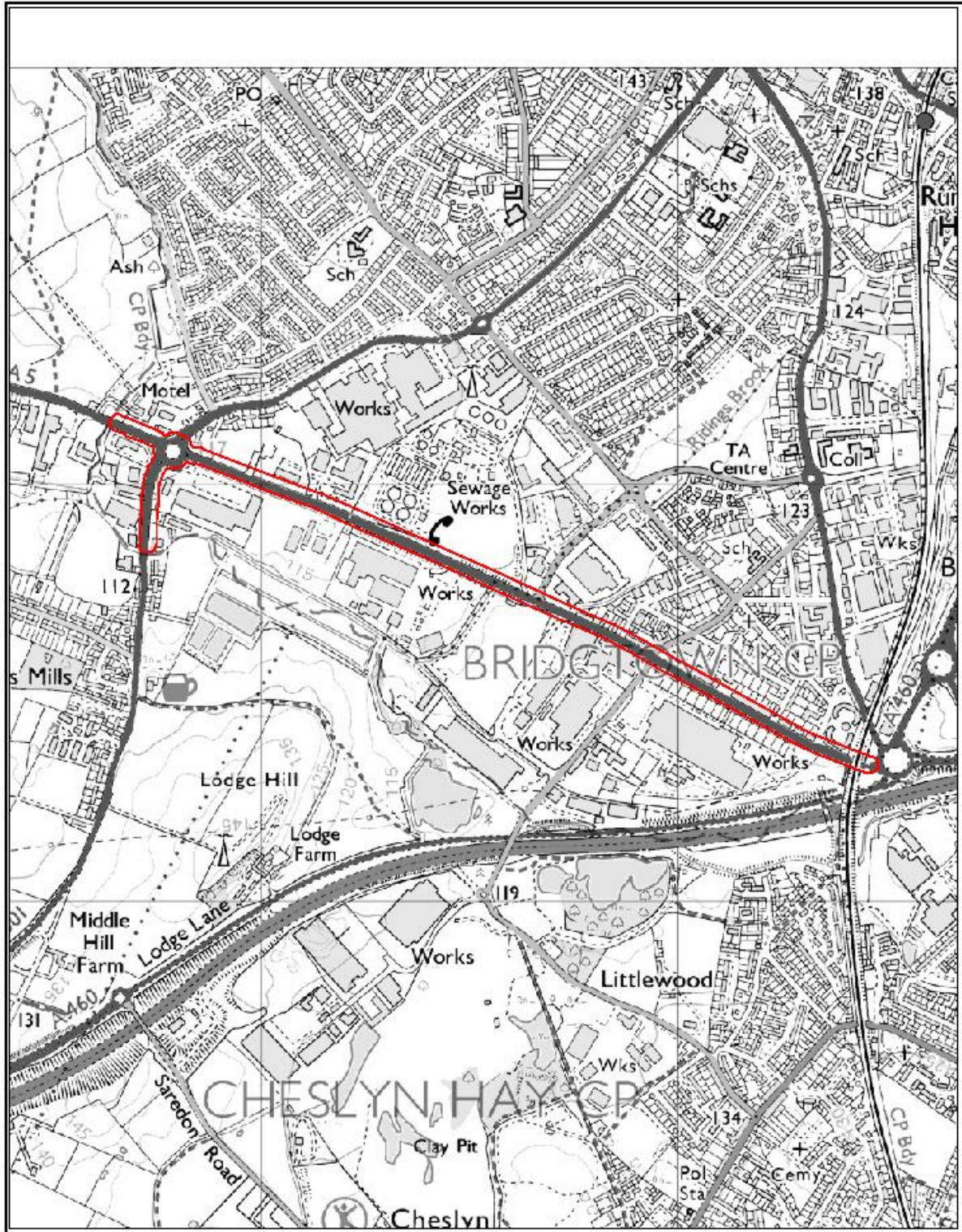
The Common Seal of
Cannock Chase Council

Was hereunto affixed

In the presence of:

Dated.....

Cannock Chase District Council Air Quality Management Area		
NOT TO SCALE	DATE: 28 July 2006	



**Cannock Chase Council
Order 2021
Environment Act 1995 Part IV Section 83(2)(b)
Order Revoking an Air Quality Management Area**

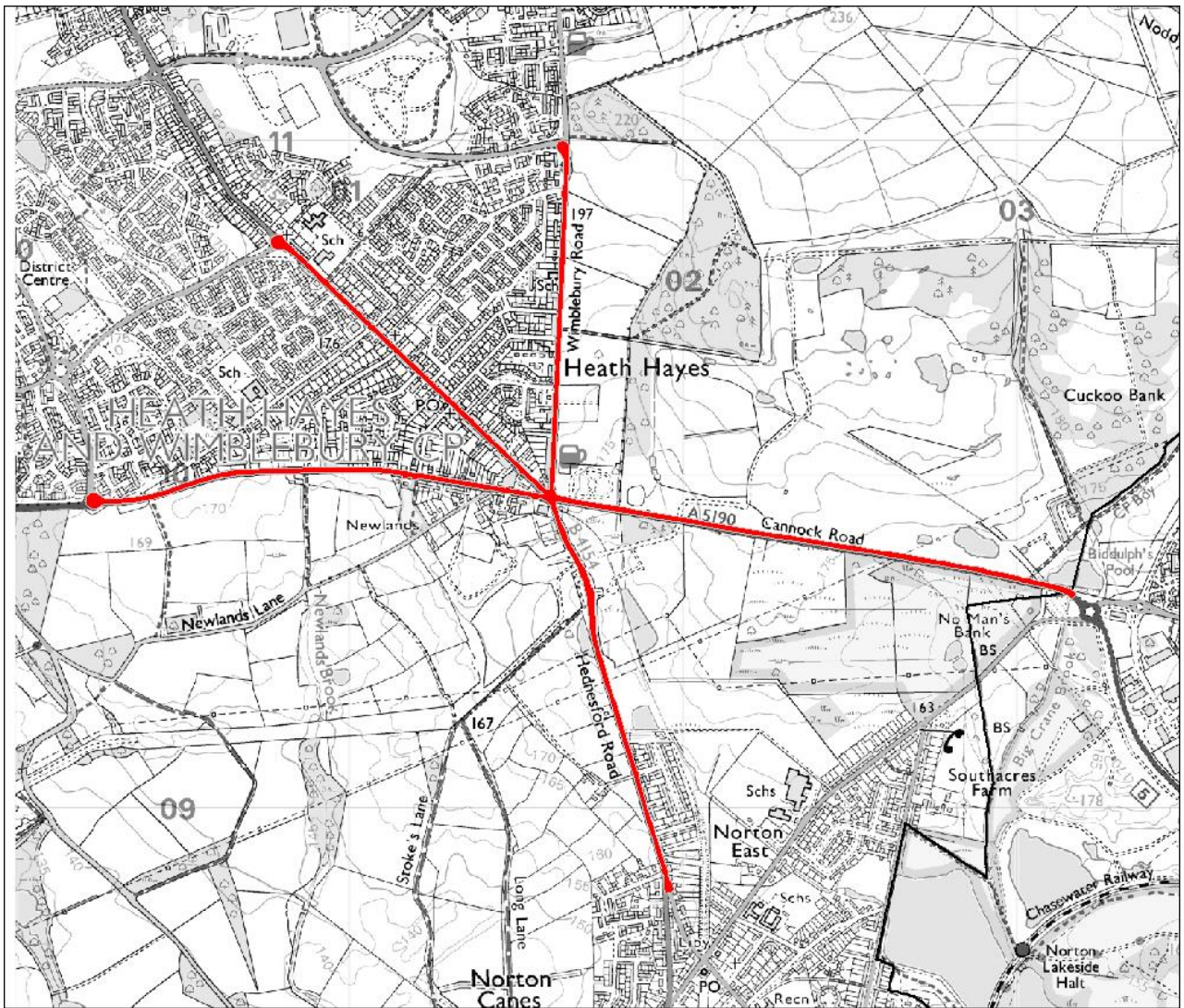
Cannock Chase Council, in exercise of the powers conferred on it by Section 83(b) of the Environment Act 1995 HEREBY makes the following order:

1. This order shall revoke the area known as **Cannock Chase Council Air Quality Management Area No 3, dated 13 April 2017** for nitrogen dioxide, encompassing the following areas:
 - A5190 Cannock Road, Heath Hayes between the junction with Heath Way and the district boundary with Lichfield District Council.
 - B4154 Hednesford Road between the junction with Brownhills Road, Norton Canes and Hayes Way, Heath Hayes.
 - Wimblebury Road Heath Hayes between the junction with the A5190 and B4154 ('Five Ways Island') and Brickworks Road.

2. The order shall come into force on the **DATE**.

The Common Seal of
Cannock Chase Council
Was hereunto affixed
In the presence of:

Dated.....



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Air Quality Annual Status Report 2022

www.cannockchasedc.gov.uk/sites/default/files/asr_2022_0.pdf

Public Consultation Responses

DEFRA - 8 November 2022

“the revocation was discussed within the 2022 ASR, with evidence provided and the approval letter of the ASR states that Defra are happy for the AQMA’s to be revoked.”

Staffordshire County Council - 7 December 2022

“Staffordshire County Council is committed improving air quality and continued working with Cannock Chase colleagues. We are supportive of the revocation of AQMA1 and AQMA3 following an independent review in 2021.”

Councillor Samantha Thompson - 9 January 2023

“... thank you for allowing us to pass comment with our concerns.

We do appreciate you taking the time to explain the process and the reasoning as to why Five Ways has been downgraded. However our concerns are still there.

If you could add our comments to your final report that we would like to see a continuance of the monitoring of the levels at Five Ways and should they be seen to go back up then a request goes in for the AQMA to be reassessed please. Would it also be possible to make the area councillors and the Parish Council aware of the change in levels if possible please.”

Heath Hayes & Wimblebury Parish Council - 15 December 2022

Heath Hayes & Wimblebury Parish Council strongly disagree, that the AQMA’s in area 3 at Five Ways Island should not be revoked, Council request that further evidence was gathered, there had been no reduction in traffic at Five Ways island, traffic would only increase due to further development in the area.

Member of Public 1 - 15 November 2022

I have seen that CCDC is planning to revoke the air quality management control (Area number 3) on the Five Ways Island location in Heath Hayes.

In particular the section on Wimblebury Road between A5190 and B4154 Brickworks Road.

I live on this road, and I cannot possibly see how the air quality has improved since 2017. Since then, another housing development has been built at Centenary Road on this road. A development with 11 properties built in 2020, each property having two vehicles.

The volume of traffic has substantially increased on this road since 2017. I would suggest that you test the air quality at 8am in a morning, when I find it impossible to pull out of my driveway, due to backed up traffic sitting with their engines running waiting to get around 5 ways island. Same again at 5pm.

The road is also being used by huge juggernauts from the parcel distribution hub in Wimblebury, and lorries from the industrial units carrying bricks and aggregates in Hazel Slade.

I do not see many, if any, electric vehicles using the road. Just petrol or diesel belching out exhaust fumes.

Was the air quality retest done in 2021, when roads were quieter due to Covid restrictions?

I am objecting to the removal of the Air Quality management order on the Five Ways Heath Hayes area. I feel fairly certain that residents living on the Cannock Road at Heath Hayes also feel that the air quality has not improved either.

Council response to Member of Public 1 - 22 November 2022

Thank you for your email regarding the proposed revocation of the Air Quality Management Area (AQMA) at Five Ways.

Your objection has been noted and the council will be made aware of this in our cabinet report.

I did want to respond on some of the points that you have raised, so that you can understand some of the reasoning behind the proposed revocation.

Your comment on the continued dominance of petrol/diesel vehicles

Air quality - in the context of NO_x (which is mostly driven by road traffic emissions) - is generally improving as a local and national trend. This is largely down to older, more polluting vehicles being replaced by newer, cleaner vehicles. This is particularly relevant with the decline in diesel car sales and the increase in electric/hybrid vehicles. So, road traffic emissions are lower now than they were when the AQMA was declared (in 2017).

The data that we have collected suggests that air quality is improving in the area around Five Ways Island - and it is on the basis of this data that the proposal has been made.

Your comment on monitoring at times of peak traffic flow.

In respect how we monitor air quality, we obtain data from an automated monitoring station at Newlands Road; we also deploy a network of diffusion tubes (these work by passively absorbing nitrogen from the air - so these tell us the average NO_x concentration month by month) in the area. These methods represent the technical limit of the NO_x monitoring that is possible.

Our AQMAs were all declared on the basis of an exceedance of the annual mean concentration of NO_x (40µg/m³).

There is a short term standard (over one hour, which cannot be exceeded more than 18 times per year) for NO_x, which is 200µg/m³. Government guidance indicates that it is unlikely that the short term NO_x will be breached where annual NO_x concentrations are below 60µg/m³. That is to say, if the annual NO_x standard is met, the short term standard will (in the majority of cases) also be met.

Monitoring over covid

The proposal has been made largely on the basis of data collected between 2017 - 2019. Data held for 2020 and 2021 has been excluded, as you point out, because of the impact of Covid on traffic flow and the consequential 'artificial' improvements in air quality.

I apologise if some of the points I make above are somewhat technical - I would be pleased to talk you through the issue (as best I can) if you prefer.

Member of Public 1 - 23 November 2022 (in response to Hal Sambrooke Email of 22 November 2022)

Thank you for your response and for the detailed technical information.

You will see from my objection that I did indeed mention that the vehicles using the Wimblebury road were still predominantly petrol cars or diesel lorries. Not many electric vehicles.

I was also interested to note that the proposal had largely been made on data collected from 2017 (when the control was introduced) to 2019. I feel that the proposal seemed to suggest that the air quality was retested in 2021.

Thank you again for taking the time to respond, but I do hope that my objection is taken into consideration when the report goes to cabinet.

Member of Public 2 - 13 December 2022

To whom it may concern,

Five Ways Island on the A5190 is supposedly one of the busiest traffic junctions in Staffordshire. The volume of traffic was already immense, but has now noticeably increased with the opening of the Designer Outlet in Cannock (it is a popular route from the M6 Toll junction at Brownhills). This congestion now occurs throughout the day, and not just at morning and evening rush hours. Modern car exhaust emissions are obviously much improved but the volume of traffic, which includes a large volume of HGVs is not good for air quality.

I would suggest that CCDC continue to monitor the air quality at this junction and postpone the rescinding AQMA3 for further investigation.

Member of Public 3 - 13 December 2022

Hi

I live on the Cannock Road and I invite you to conduct your tests again but between the hours of 07.30 to 09.30hrs. Then again between 15.00hrs to 18.30hrs. Traffic flow now has easily quadrupled over the past 12 months from Cannock to Burntwood and visa versa. We struggle now to pull off our drives onto Cannock Road.

Equality Impact Assessment

Equality Impact Subject:	Air Quality Management Areas 1 and 3 Revocation		
Impact Assessing Officer:	Hallan Sambrooke		
Service Area:	Environmental Health	Assessment Date:	10 January 2023

Is this policy or service:	<input type="checkbox"/> New or Proposed	<input checked="" type="checkbox"/> Existing and being reviewed
-----------------------------------	--	---

1. What is the overall purpose and intended outcomes of this policy or service?

(See Question 1 Guidance Notes)

The proposal is to revoke Air Quality Management Areas 1 and 3 which were previously declared due to air quality thresholds for NO₂ being exceeded, identified as part of ongoing air quality monitoring. As a general health effect this affects the majority equally in terms of protected characteristics.

2. Who does this policy or service affect?

(See Question 2 Guidance Notes)

- Employees
- Wider Community
- Service Users

Other (Please provide details) e.g. Members, businesses

--

3. Describe how the main aims of the policy or service will support the Equality Duties outlined below

Those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010.
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not.

(See Question 3 Guidance Notes)

The proposed revocation is unlikely to adversely impact on those with protected characteristics but all are being considered as part of this impact assessment. The report will ensure that equal opportunities are provided for those with protected characteristics and those with none.

4. Is this project due to be carried out wholly or partly by contractors or through commissioned services?

Yes

No

if 'no', please move onto the next question

If 'yes', have you done any work to include equality considerations into the contract already? You should set out how you will make sure that any third party you work with complies with equality legislation.

(See Question 4 Guidance Notes)

5. What impact will the implementation of this policy or service have on employees, service users or other people who share a protected characteristic?

(See Question 5 Guidance Notes)

You should consider each protected characteristic and decide a level of impact as follows:

- **Positive Impact** The impact on a particular group is more favourable (this should be justified by the overall aims of the policy or service).
- **Neutral Impact** The group is neither positively nor negatively affected by the policy or service (same or similar impact upon everyone).
- **Negative Impact** The impact on a particular group is less favourable - putting one or more groups of people at a disadvantage through direct or indirect discrimination.

To evidence and explain an impact you should consider: if the impact can be justified on the grounds of promoting equal outcomes for disadvantaged groups; if the policy or service can be adjusted to overcome an impact; or if you may need to suspend this assessment and seek further advice due to a potentially unlawful impact.

Protected Characteristic	Impact	What level of impact has been identified? <i>please tick*</i>	Evidence and explain your answer
Protected Characteristic	Impact	What level of impact has been identified? <i>please tick*</i>	Evidence and explain your answer
Protected Characteristic	Impact	What level of impact has been identified? <i>please tick*</i>	Evidence and explain your answer
Protected Characteristic	Impact	What level of impact has been identified? <i>please tick*</i>	Evidence and explain your answer
Protected Characteristic	Impact	What level of impact has been identified? <i>please tick*</i>	Evidence and explain your answer
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Protected Characteristic	Impact	What level of impact has been identified? <i>please tick*</i>	Evidence and explain your answer
Protected Characteristic	Impact	What level of impact has been identified? <i>please tick*</i>	Evidence and explain your answer

Protected Characteristic	Impact	What level of impact has been identified? <i>please tick*</i>			Evidence and explain your answer
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Protected Characteristic	Impact	What level of impact has been identified? <i>please tick*</i>			Evidence and explain your answer
Protected Characteristic	Impact	What level of impact has been identified? <i>please tick*</i>			Evidence and explain your answer
Protected Characteristic	Impact	What level of impact has been identified? <i>please tick*</i>			Evidence and explain your answer
Protected Characteristic	Impact	What level of impact has been identified? <i>please tick*</i>			Evidence and explain your answer
		Positive	Neutral	Negative	
Age Consider implications across all age ranges - older and younger people. This can include safeguarding and child welfare issues.	None	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Whilst older people are more likely to suffer from pulmonary afflictions, the proposed revocation will not have any significant impact on air quality.

Protected Characteristic	Impact	What level of impact has been identified? <i>please tick*</i>			Evidence and explain your answer
Disability Consider any physical and social barriers for disabled service users, employees or the wider community.	None	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Whilst some people may be disabled due to pulmonary afflictions, the proposed revocation will not have any significant impact on air quality.
Marriage and Civil Partnerships Consider implications for people in marriages/civil partnerships. Civil partners should be treated the same as married couples in legal matters.	None	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
* please ensure you identify a level of impact for every characteristic					

Protected Characteristic	Impact	What level of impact has been identified? <i>please tick*</i>			Evidence and explain your answer
		Positive	Neutral	Negative	
Pregnancy and Maternity Consider implications for pregnant women and new mothers. This could include working arrangements and childcare responsibilities	none	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Whilst those who are pregnant may be more sensitive to poor air quality, the proposed revocation will not have any significant impact on air quality.
Race Consider implications in respect of race, colour, nationality or ethnic / national background.	none	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No perceived impact on this characteristic.
Religion or Belief Consider implications of different religions or individuals beliefs. This could include consideration of religious customs and festivals.	none	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No perceived impact on this characteristic.

Sex Consider implications for men and women.	none	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No perceived impact on this characteristic.
Sexual Orientation Consider implications for heterosexual people as well as lesbian, gay and bi-sexual people.	none	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No perceived impact on this characteristic.
Transgender Consider implications for transgender and transsexual people. This can include issues such as privacy or data protection.	none	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No perceived impact on this characteristic.

6. What data, research and other information have you considered? *Please tick all that apply*

- Service Targets
 Performance Targets
 Service Take-up
 Consultation Responses
 Previous EqIA
 Media Coverage
 Workforce Data
 Community Data & Research
 Internal Audit
 Complaints & Comments
 Contractual & Commissioning
 Other
 Please provide details

Please provide details on the available evidence/information you have selected.

7. If you have identified any gaps in relation to the previous question, please provide details of additional research or data required.

(See page 4 of the EqIA Guidance Information)

If no gaps have been identified proceed to the next question

8. List any consultation that has taken place in the development of this policy or service with individuals or groups who are likely to be affected or interested in this subject.

Examples of relevant consultation could include informal discussions, focus groups or surveys. You should provide a brief summary of the responses gained and links to relevant documents.

(For further information and guidance on consultation, please see Question 8 Guidance Notes)

Target Groups

- | | |
|--|--|
| Sex | <input style="width: 450px; height: 25px;" type="text"/> |
| Marriage and Civil Partnerships | <input style="width: 450px; height: 25px;" type="text"/> |
| Race | <input style="width: 450px; height: 25px;" type="text"/> |
| Religion or Belief | <input style="width: 450px; height: 25px;" type="text"/> |
| Pregnancy and Maternity | <input style="width: 450px; height: 25px;" type="text"/> |
| Disability | <input style="width: 450px; height: 25px;" type="text"/> |
| Gender Reassignment | <input style="width: 450px; height: 25px;" type="text"/> |
| Sexual Orientation | <input style="width: 450px; height: 25px;" type="text"/> |
| Age | <input style="width: 450px; height: 25px;" type="text"/> |

Additional comments

The proposed revocation of Air Quality Management Areas 1 and 3 is being considered following identification of a trend of improving air quality. As such, the need to take specific measures to improve air quality is not legally required, as air quality targets are being met.

9. Provide details of any changes that could be made to the policy or service to avoid any negative impact on equality identified in question 5.

(See Question 9 Guidance Notes)

No negative impact identified.

10. What mechanisms are in place to monitor and review the impact and effectiveness of this policy or service?

Include how any changes you are making will be monitored and reviewed.

(See Question 10 Guidance Notes)

Air quality will continue to be monitored following revocation of the AQMAs.

11. Summarise your findings and give an overview of whether the policy or service will meet the authority's responsibilities in relation to equality.

(See Question 11 Guidance Notes)

It has been identified that there are no negative impacts on protected characteristics identified and therefore it is considered the authority's responsibility in relation to equality has been duly considered and met.

Please decide the outcome of this assessment

(See Question 11 Guidance Notes)

- No major change**
- Adjust the policy or service and continue**
- Continue with the policy or service despite negative impact identified**
- Suspend the assessment and seek further advice**

Quality Assurance and Sign-Off

(See Quality Assurance and Sign-Off Guidance Notes)

DECLARATION:

The proposed policy or service has been fully assessed in relation to its potential effects on equality and any concerns have been addressed accordingly.

Impact Assessing Officer:

Name: Hal Sambrooke Job Title: Environmental Protection Officer Service Area: Environmental Protection

Date: 10 January 2023

Concluding statement:

Revocation of AQMAs 1 and 3 is unlikely to have a disproportionate impact on those with protected characteristics.