

Please ask for: Joanna Hunt **Your Ref:**
Extension No: 4623 **My Ref:**
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25 June, 2018

Dear Councillor,

WELLBEING SCRUTINY COMMITTEE
4:00 PM., TUESDAY 3 JULY, 2018
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. McGovern,
Managing Director

To: Councillors:

Cooper, Miss. J. (Chairman)
Smith, C.D. (Vice-Chairman)

Buttery, M.S.	Johnson, T.B.
Cartwright, Mrs. S.M.	Lyons, Miss. O.
Crabtree, S.K.	Stretton, Mrs. P.Z.
Davis, Mrs. M.A.	Sutton, Mrs. H.M.
Freeman, Miss. M.A.	Tait, Ms. L.
Grice, Mrs. D.	

Also invited:

Staffordshire County Council Co-opted Member: Councillor P. Hewitt
Independent Co-opted Member: Jackie Owen, Healthwatch Staffordshire

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

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A G E N D A

PART 1

1. Apologies

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

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

(ii) To receive any Party Whip declarations.

3. Minutes

To approve the Minutes of the Health, Culture and Environment Scrutiny Committee meeting held on 26 March, 2018 (Enclosed).

4. End of Year 2017-18 Health and Culture Priority Delivery Plan Performance Update

To receive the end of year performance information (Item 4.1 – 4.11).

5. Health, Culture and Environment Scrutiny Committee Annual Report 2017-18

Report of the Head of Environment and Healthy Lifestyles (Item 5.1 – 5.4).

6. Task and Finish Group – Impact of Hot Food Takeaways Notes and Final Report of Hot Food Takeaways Task and Finish Group

To receive for information the Notes of the meeting held on 4 June, 2018 and the Final Report of the Hot Food Takeaways Task and Finish Group (Item 6.1 – 6.9 plus presentations received by the Group).

7. Update – Staffordshire County Council’s Healthy Staffordshire Select Committee

To receive an update from the Chairman from the recent meeting of the Staffordshire County Council’s Healthy Staffordshire Select Committee.

8. Update – Healthwatch

To receive an update on the current work undertaken by Healthwatch.

9. Wellbeing Scrutiny Committee Work Programme 2018-19

Report of the Head of Environment and Healthy Lifestyles (Item 7.1 – 7.11).

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
HEALTH, CULTURE AND ENVIRONMENT SCRUTINY COMMITTEE
MONDAY 26 MARCH, 2018 AT 4.00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT: Councillors:

Cooper, Miss. J. (Chairman)
Pearson, A.R. (Vice-Chairman)

Crabtree, S.K.	Smith, C.D.
Freeman, Miss. M.A.	Stretton, Mrs. P.Z.
Grice, Mrs. D. (Substitute)	Sutton, Mrs. H.M.
Johnson, J.P.	Tait, Ms. L.
Johnson, T.B.	

19. Apologies

Apologies for absence were received from Councillor Mrs. C.E. Martin, Staffordshire County Council Co-opted Member, Councillor P. Hewitt and Independent Co-opted Member from Healthwatch Staffordshire, Jackie Owen.

Councillor Mrs D. Grice was in attendance as substitute for Councillor Mrs. C.E. Martin.

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

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

21. Minutes

A Member referred to Page 7, Minute 14 and asked if any information was available concerning the discussion around community beds.

The Chairman had not received an update, although she would continue to pursue this matter.

RESOLVED:

That the Minutes of the meeting held on 6 November, 2017 be approved as a correct record.

22. New Cemetery: Soft Market Testing

The following presentation was received from Tom Walsh, Parks and Open Spaces Manager.

Background

- CCDC been looking at new cemetery site options since 2000
- No new burials at Cannock since 2005
- Site purchased in 2015 and planning permission in 2016
- Capital Shortfall to deliver current proposal
- Cabinet – August 2016 decided to explore private sector and partner options
- Scrutiny Committee in November 2017 agreed to undertake Soft Market Testing exercise and determined Core Requirements

Update

- Advert, Core Requirements and Questionnaire developed
- Prior Information Notice (PIN) issued on 13/01/2018 inviting companies and partners to participate in Soft Market Testing exercise
- Advert placed on County Council's website and known providers/partners contacted via email
- Soft Market Testing Date 15th February 2018

- Core Requirements (Non-negotiable)
- Investment
 - Provide capital investment necessary (circa £500k) in partnership with the Council to deliver the new proposed cemetery
- Operational
 - The Council's minimum service standard must be met.
 - To maintain the cemetery environment providing a pleasant and appropriate experience.
 - This Council does not allow graves to be pre-purchased and should this change a policy will be enforced not to allow bulk pre-purchase.
 - To maintain and build on the relationship with local funeral directors.
 - To follow the Council's Rules and Regulations with regard to memorialisation, keeping headstones and cremated remains plaques within the permitted size and ensuring all headstones are fitted with approved NAMM fixings.
- Price Control
 - To ensure that the service offers affordable choices for the community by keeping price increases in line with the annual Council % increase unless agreed with the Council.
 - To maintain the Council's policy on its fee multiplier for non-residents with the exception of children and still born children whereby single fees are applied and interment fees waived.

- Opening Hours
 - The total number of opening hours should not be reduced – there is an opportunity to increase the operating hours but the new facility should not be open fewer hours than that of other Council Cemetery facilities.
- Management Fee
 - To manage the facility at no cost to the Council
- Soft Market Testing Questionnaire
 - Experience and Track Record
 - Operation Proposals and Core Requirements
 - Investment and Implementation
 - Risks
 - Contract
- Outcome
 - 6 initial interested parties
 - Only 1 submission and attendee on 15th February
 - Largest Crematorium and Cemetery Operator in UK
 - Operates 45 sites and very experienced at providing capital investment and managing such facilities for a number of local authorities.
 - Would provide capital investment (circa £5m) but only if a crematorium was secured for the site. Would undertake all planning and consultation and costs (up to Decision)
 - Agreement to Core Requirements other than multiplier (particularly for Cremations)
- Outcome (continued)
 - Would want to set and control price for cremations
 - Would require a crematorium on site
 - Would not include cemetery lodge on site and do not have any such building on any of their other sites
 - Timeline 6 months planning and 12 months construction
 - Key risk cemetery alone would not provide adequate returns for investment
 - Would not consider any terms below 30 – 35 years
 - Operating arrangements generally focus on 2 models
 - Freehold sale (After planning secured)
 - Leasehold (a) Fixed Rental Payment or (b) Variable Payment based on turnover
- Report Findings and Options to Cabinet
 - Procure a partner to deliver and operate a crematorium and cemetery
 - Reduce Cemetery scheme to within budget
 - Provide additional capital to deliver current scheme
 - Explore Feasibility Study for Crematorium

Members were then invited to ask questions.

A Member commented that when considering a site for burials it was also important that consideration was given to delivering a crematorium, as he believed that people within the District would wish to have both options to choose from. He also asked about green burials which were environmentally friendly and also meant that burial spaces could be re-used after a number of years.

Mike Edmonds, Head of Environment and Healthy Lifestyles indicated that the provider would consider green burials.

The Member discussed the exclusive rights of burials, in particular the aspect around the fixed period of time and the length of time of the contractual arrangements.

A Member asked if it was possible to outsource burials and keep the crematorium aspect in-house.

The Parks and Open Spaces Manager advised that it would not be cost effective to have the two separated. Providing a crematorium would essentially mean that more cremations per day could take place, however with regard to green burials there would be a requirement for larger plots of land due to the planting of trees on burial spaces. However, it was clear that a provider would not make a significant investment into a cemetery with a crematorium if a profit could not be made.

In response to a question raised by a Member, the Head of Environment and Healthy Lifestyles indicated that a Report would need to be submitted to Cabinet detailing the options available. Those options were either the Council supplying the funding and managing the cemetery, or to go out to procurement for a provider to invest and manage the site. However, if the Council did decide to go out to procurement, it was possible that a number of companies may be interested.

Members were keen to clarify whether the same terms would apply for the local community if a provider was to invest and manage the site, or would it be extended to include neighbouring areas.

In response to this it was reported that a rate including a multiplier would be added for anyone outside of the District.

Members discussed the following options which would be reported to Cabinet on 14 June, 2018:

Options to Cabinet

- Procure a partner to deliver and operate a crematorium and cemetery
- Reduce Cemetery scheme to within budget
- Provide additional capital to deliver current scheme
- Explore Feasibility Study for Crematorium

RESOLVED:

That Cabinet be recommended to explore the option of a feasibility study for a new crematorium.

23. Task and Finish Group – Impact of Hot Food Takeaways (Notes and Updates)

Dave Prosser-Davies, Food Safety and Licensing Manager updated Members and indicated that the inquiry day would soon be arranged. Following this, a report would be finalised in May and submitted to the Committee at its first meeting in July.

That the Notes of the meetings held on 6 November and 5 December, 2017 be received for information.

24. Update - Staffordshire County Council's Healthy Staffordshire Select Committee

The Chairman read the following which was a summary of the business transacted at the meeting of the Healthy Staffordshire Select Committee held on 1 December 2017:

“Strategic Collaboration between Burton Hospitals NHS Foundation Trust and Derby Teaching Hospitals NHS Foundation Trust – Outline Business Case- Follow-up

They considered a joint report of the Chief Executives of Burton Hospitals NHS Foundation Trust and Derby Teaching Hospitals NHS Foundation Trust and received a presentation updating them on progress with regard to their proposals for greater strategic collaboration through the acquisition of Burton Hospitals NHS Trust by the Derby Trust.

Members learned that since their previous meeting with the Trusts they had prepared a Patients' Benefits Case setting out the anticipated clinical benefits of the proposals together with the risks from a no-change scenario. The specific service areas which had been highlighted as benefiting from the merger included hyper-acute stroke, cardiology, renal medicine, radiology and orthopaedics.

During the meeting, Members gave detailed scrutiny and sought clarification of the Trusts' plans specifically relating to (i) the impact on staff recruitment and retention; (ii) their ability to treat more patients locally; (iii) the future of Community Hospitals in Lichfield and Tamworth; (iv) Staffordshire's representation on the combined Trust's Board; (v) the co-ordination between the Trust and specifically the Staffordshire and Stoke-on-Trent Sustainability and Transformation Partnership and; (vi) the measures being implemented to ensure a smooth organisational change.

University Hospitals North Midlands NHS Trust – Action Plans and Progress

They received an oral report from the Chief Executive of University Hospitals

North Midlands NHS Trust regarding their efforts to achieve financial sustainability following being placed into Financial Special Measures by the NHS Improvement in March 2017. Members learned that whilst the Trust previously had one of the largest NHS deficits in the Country at £119m, the anticipated outturn position for the current year was £70m.

The Trust had a Financial Recovery Plan in place together with a refreshed 2025 Vision. However, various external factors were contributing to on-going planned deficits including (i) long standing structural issues in the wider health economy; (ii) delays in the receipt of payments from Clinical Commissioning Groups and; (iii) the end of Transitional funding to support the re-configuration of the acute sector on north Staffordshire.

The Committee asked the Chief Executive to attend their meeting in March 2018 to update them on progress with regard to the Plan.

The Chairman also then read the following which was a summary of the business transacted at the meeting of the Healthy Staffordshire Select Committee held on 7 March, 2018:

All Age Disability Strategy

The considered a report of the Deputy Leader and Cabinet Member for Health, Care and Wellbeing on the development of an All Age Disability Strategy for Staffordshire. Building on the previous “Living My Life My Way” initiative and taking into account the many recent changes in Local Government, the Strategy will set out the Authority’s vision for disabled people from 2018 onwards.

During the meeting, the Committee participated in workshops aimed at refining the draft document giving their comments and views, as appropriate. They emphasised the need for the Authority to (i) ‘do the right thing’ ensuring that the strategy was fit for purpose; (ii) have clear vision regarding outcomes; (iii) treat people as individuals focusing on their abilities and not disabilities and; work with stakeholders to reduce need.

Their contributions are to be incorporated (where possible) into the final draft version of the Strategy to be published in April 2018 for consultation and public engagement during the spring – summer 2018”.

Members discussed the payment of services and the aging population. Some concern was expressed with delayed payments from CCGs and Members asked if Cannock CCG had delayed payments. The Chairman advised that she would need to report back on this.

25. Quarter 3 Performance Update 2017-18 – Health, Culture and Environment PDP 2017-18

Consideration was given to the Quarter 3 Performance Update 2017-18 – Health, Culture and Environment PDP 2017-18 (Item 7.1 – 7.9 of the Official Minutes of the Council).

Members agreed the Quarter 3 Performance Update 2017-18.

26. Joint Health Scrutiny Accountability Sessions 2018

It was confirmed that the following Members would attend the Joint Health Scrutiny Accountability Sessions for 2018:

- University Hospitals North Midlands NHS Trust – Monday 16 April, 2018

Chairman and Councillor A. Pearson.

- South Staffordshire and Shropshire Healthcare NHS Foundation Trust and Staffordshire and Stoke-on-Trent Partnership Trust – Thursday 10 May, 2018


Chairman and Councillors Miss. M.A. Freeman, Mrs. H.M. Sutton and C.D. Smith.


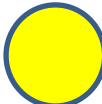
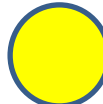
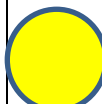

CHAIRMAN






The meeting closed at 4.48 pm


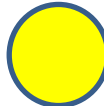


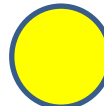

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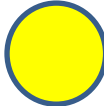
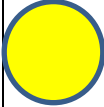


Health and Culture Priority Delivery Plan 2017-18




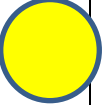
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Target-Achieved/ Trend	Performance compared to 2015/16
Increasing access to physically active and healthy lifestyles						
Increase concessionary membership scheme to areas of inactivity/deprived wards	Annual Target	Although an annual target, currently this year concessionary memberships have increased by 3.26%	Although an annual target, currently this year concessionary memberships have increased by 0.43%	Although an annual target, currently this year concessionary memberships have increased by 0.19%	Increase 2016-17 Annual outturn by 1% Target not achieved. Concessionary Memberships have increased by 0.19%	 2015/16 – 10.05%

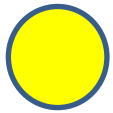


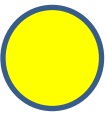
Strategic Objective					
Increasing access to physically active and healthy lifestyles					
Action & Progress Update	Outcomes	Q1 Rating	Q2 Rating	Q3 Rating	Q4 Rating
<p>To develop and provide a new community multi sport and recreation hub facility at the former stadium site</p> <p>Quarter 1- Contractor to start on site. The Contractor appointed to deliver the remaining elements of Phase 1 (excluding CCTV) commenced on site in May 2017, although site preparation works were carried out in advance during March/April 2017.</p> <p>Quarter 2 and Quarter 3- Construction of Phase 1 elements Construction of the Phase 1 elements including footpaths/cycle way, lighting, car parking, BMX Pump Track - completed, Green Gym Equipment and Community Allotments and building are underway and ongoing.</p> <p>Quarter 4 - Construction of Phase 1 elements Construction of the Phase 1 elements including footpaths/cycle way, lighting, car parking, BMX Pump Track and allotments/building - completed. Work on the Green Gym Equipment, Adventure Play Area, CCTV, surfacing and new entrance is continuing. (Delayed slightly by bad weather)</p>	To provide new and improved sport and recreation facilities in the local community				
<p>Achieve a green flag for Hednesford Park</p> <p>Quarter 1- Submit application and undergo inspection. The Green Flag application for Hednesford Park was submitted and a full inspection carried out on 19th May 2017. The result of the inspection will be known during Quarter 2</p> <p>Quarter 2 – Green Flag Decision</p>					




<p>Hednesford Park achieved Green Flag status in July 2017 taking the Council's total to 6 Green Flag Awards for the District</p>					
<p>“Inspiring Health Lifestyles” (IHL) Capital Investment proposal to deliver £50,000 additional revenue by 2019/20 at Chase Leisure Centre</p> <p>There are no specific actions identified in Quarter 1 although IHL are working on developing outline proposals for possible capital investment options during Quarter 2.</p> <p>Quarter 2 – Develop Outline Proposals IHL have developed and are working upon a number of potential options for capital investment in order to deliver revenue savings by 2019-20.</p> <p>Quarter 3 – IHL have developed 4 possible options and reviewed those options identifying 1 preferred one which is on track to be reported to Cabinet in Quarter 4.</p> <p>Quarter 4 – Preferred Option reported to Cabinet as scheduled.</p>	<p>FRP option</p>				

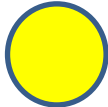

Strategic Objective					
Working with our partners to reduce health inequalities in the District					
Action + Progress Update	Outcomes	Q1 Rating	Q2 Rating	Q3 Rating	Q4 Rating
<p>To promote concessionary membership scheme to areas of inactivity/deprived wards etc</p> <p>During Quarter 1 an apprentice has been appointed to help with the promotions including concessionary memberships and the Wellbeing teams and Leisure Centre staff supported the Armed Forces day and promoted the concessionary scheme.</p> <p>During Quarter 2.3 & 4 A range of targeted activities continue to introduce inactive people and those from the areas of highest deprivation to the leisure centre environment including Chase Active Fridays. Further outreach promotional work was undertaken at Hednesford Summer Festival and discussions commenced for the piloting of the Help A Squaddie initiative at the two leisure centers.</p>	<p>Making services more accessible to those on low incomes and those aged over 65</p>				
<p>Childrens Art expo working with schools from the most deprived communities to highlight the importance of healthy lifestyles</p> <p>During Quarter 1 the arrangements have been established through the Cultural Education Partnership to work with as many schools and community groups as possible to develop art work, such as WW1 reminiscent postcards, for inclusion in an exhibition that will tour the District. The partnership includes members from both primary and secondary schools from across the District and will continue during 2017-18.</p> <p>Quarter 2 The project is continuing as planned during this period.</p>					

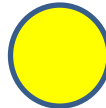
<p>Quarter 3 During Q3 discussion with the Head Teacher forum, the Art Expo and digital resources will be on show in November 2018, to be in line with the centenary commemoration.</p> <p>Quarter 4 During this quarter discussions have been held with teachers and local community groups for the art works to continue in 2018-19 and link closely with the World war One centenary celebrations. Funding has been sourced from the Armed Forces Covenant Fund to support the Art Expo.</p>					
<p>Disability enterprise support – Inspiring Catherine Care and Hednesford Valley social enterprise arms to develop saleable craft products as part of the their skills development for clients / students learning to fund raise for healthy lifestyle activities.</p> <p>During Quarter 1 engagement with stakeholders has commenced and appropriate artists to work with have been identified. Throughout the life of the project the aim is to provide professional craft and arts worker support to upskill participants and sell products produced to increase sustainability.</p> <p>Quarter 2 The project is continuing as planned during this period.</p> <p>Quarter 3 and Quarter 4 Funding streams are currently researched which suit the aims of the project. The service met with Birmingham based ‘Craftspace’ who specialise in supplying high end craft production and creative industries. They have also expressed an interest as a key partner,, which will add regional interest to the project. The project aims to contribute to local economic prosperity through developing resilience for organisations by upskilling staff and being enterprising.</p>					




<p>“Our Parks” (Sportivate)</p> <p>Quarter 1- Initiative to start in Quarter 1 Free outdoor exercise classes for all levels of fitness with qualified instructors commenced in Hednesford park during the first quarter of 2017-18. During this period 66 individuals have participated recording 346 attendances. The aim is to engage with people who might experience barriers in accessing traditional leisure centre provision</p> <p>Quarter 2 – Initiative ongoing. A container has been installed at Hednesford Park and the programme continues to progress with plans in place to continue the programme during the wetter winter months. During Quarter 2 166 individuals have participated recording 955 attendances.</p> <p>Quarter 3 – Initiative Ongoing A report has been produced highlighting the project’s success in engaging with previously inactive participants. 47 of the participants were inactive prior to joining the programme. During Q3 223 individuals have participated recording 506 attendances.</p> <p>Quarter 4 £2,000 has been awarded to Our Parks to support projects to reduce anti-social behaviour and a reduction of 66% has been recorded in local ASB during the delivery of this project. In total 447 participants with 654 attendances have been recorded.</p>					
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<p>“Start Peddling” – Cycle sessions will be provided in Hednesford Park, including inclusive cycling.</p> <p>Quarter 1 During the first quarter of this year 2017-18 the container pod for storing the bikes has been installed in Hednesford Park and the bikes ordered for commencement of the initiative in Quarter 2. The initiative which has previously been held in Cannock Park will offer everyone the opportunity to cycle through a programme of instructor led sessions.</p> <p>Quarter 2 A Saturday afternoon session starting from the pod has been launched with an average weekly attendance of 15 people of varying ages and abilities. The Chase Fit Cycling Network has been created which is linking cycling provision throughout southern Staffordshire to create a stronger infrastructure to support more people to access cycling. The Chase Fit Big Cycling Weekend took place on 30th September – 1st October. This saw a range of partners, IHL, CCDC, SCC, Forestry Commission, SASSOT, Cycling 2000, South Staffs Cycling Scheme and Swinnerton Cycles, come together to provide a weekend full of cycling activities. Three regular rides will be introduced on the back of the work undertaken on the Big Cycling Weekend.</p> <p>Quarter 3 5 volunteers have been bike leader trained and 2 further volunteers have received mountain bike training. Attendance to both the “intro to Mountain Biking” and Back to Biking sessions have been affected by weather this quarter.</p> <p>Quarter 4 Regular Saturday ‘Back to Biking’ sessions have been running throughout the winter months, averaging 10 people per ride. All feedback from the rides has been positive, 6 bicycles are regularly booked out to support non-cycle owners to be active through cycling. Women’s-only off-road rides have been planned and are starting in May 2018, after consultation with the community</p>	<p>Increased participation. 251 participants and 273 attendances.</p>				
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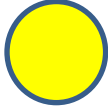


<p>Festival of Sport and Culture (Link to healthy lifestyle message) to be run at Rugeley Leisure Centre – aimed at local primary schools.</p> <p>Quarter 1 – Hold Festival of Sport The annual Festival of Sport and Culture was held at Rugeley Leisure Centre on 30th June 2017. 457 participants attended from 16 local primary schools</p>					
<p>Tesco Gardening Project</p> <p>Quarter 1 Following a successful award of £12,000 from the Tesco’s Bags of Help campaign, Inspiring healthy lifestyles and Cannock Chase District Council are well underway with the project to transform the land at St Luke’s Church into a sensory garden that reflects the local outstanding natural. of Cannock Chase in an urban setting.</p> <p>The area, which has been a hub for anti-social behaviour has been transformed with new paths and raised beds and later this year Community Groups will commence planting.</p> <p>Quarter 2</p> <p>The gates to the garden are now always open and a volunteer day was held during this period. The Church and its users have reported a significant reduction in anti-social behaviour on the premises since the introduction of the garden and the contractor has donated 200 sensory plants to be planted during Quarter 3.</p>					

<p>Quarter 3</p> <p>10 volunteers for the Prince’s Trust have been working over 500 hours on the project. Feedback for the volunteers has been extremely positive and in some cases has inspired studens to carry on gardening. A film about the project has also been completed.</p> <p>Work will recommence in the spring when it is anticipated that the community will donate and assist in the final completion of the project.</p> <p>Quarter 4 - Significant work was undertaken in the autumn however adverse weather impacted upon winter activities. Planning for the spring/summer developing gardening activities days are in place which will include staff from Marks & Spencer attending the site in June as part of a community gardening day. Work has been carried out on the community memorial art feature and the first leaves have been attached to the raised beds.</p>					
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Strategic Objective					
Striving for cleaner, greener and attractive public environments across the District					
Action & Progress Update	Outcomes	Q1 Rating	Q2 Rating	Q3 Rating	Q4 Rating
<p>Explore delivery options for a new cemetery site</p> <p>There are no actions due in the first quarter of this year. The action to determine core operational requirements for the proposed new cemetery has</p>					

<p>been specifically included in the work programme for the Health Culture and Environment Scrutiny Committee during 2017-18 and their meeting to be held in November 2017.</p> <p>Quarter 2 Core requirements have been drafted for the new cemetery and are on track for the Health Culture and Environment Scrutiny Committee during 2017-18 and their meeting to be held in November 2017.</p> <p>Quarter 3 Core requirements and future approach were considered and agreed by Health Culture and Environment Scrutiny Committee on 6th November 2017 with the aim of soft market testing during Quarter 4.</p> <p>Quarter 4 Soft market testing undertaken in February 2018 and outcomes reported to Health, Culture and Environment Scrutiny Committee in March 2018</p>					
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Summary of Progress in Delivering Projects/Actions:

				No Rating
Project completed	Project on target	Project Timeline/scope/target date requires attention. Alterations considered by leadership team	Project aborted/ closed	
<p>3</p> <p>25%</p>	<p>9</p> <p>75%</p>	<p>0</p> <p>0%</p>	<p>0</p> <p>0%</p>	<p>0</p> <p>0%</p>

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Report of:	Head of Environment & Healthy Lifestyles
Contact Officer:	Mike Edmonds
Telephone No:	4416
Portfolio Leaders:	Culture & Sport and Health & Wellbeing
Key Decision:	No
Report Track:	Wellbeing Scrutiny Cttee: 03/07/18 Council: 25/07/18

**WELLBEING SCRUTINY COMMITTEE
3 JULY 2018
HEALTH, CULTURE AND ENVIRONMENT SCRUTINY COMMITTEE
ANNUAL REPORT 2017-18**

1 Purpose of Report

- 1.1 This report summarises the work undertaken by the Health, Culture and Environment Scrutiny Committee during the municipal year 2017-18.

2 Recommendations

- 2.1 That Members note the report and approve its submission to Council.

3 Key Issues and Reasons for Recommendation

- 3.1 The report summarises the work undertaken by the Health, Culture and Environment Scrutiny Committee during the municipal year 2017-18.
- 3.2 The Committee received information on:
- (i) the end of year outturn for the Priority Delivery Plan for 2016-17;
 - (ii) progress reports on the Health, Culture and Environment Priority Delivery Plan for 2017-18;
 - (iii) Review of the new cemetery proposals and core requirements; and
 - (iv) Task and Finish Group Updates on the impact of Hot Food Takeaways.

- 3.3 As a result of the review of the new cemetery proposals, core requirements and the soft market testing exercise, the Committee made a recommendation to explore the option of a feasibility study for a new crematorium.

4 Relationship to Corporate Priorities

- 4.1 The Health, Culture and Environment Scrutiny Committee is responsible for scrutinising matters relating to the key priorities of delivering “Better Health Outcomes” and “Cleaner and Safer environments”.

5 Report Detail

- 5.1 It was agreed in July 2016 by full Council that in future the Scrutiny Committees would produce an annual report for Council on the work undertaken by each of the Committees.

- 5.2 The key role of the Scrutiny Committee is to:

- Hold the executive to account;
- Ensure corporate priorities are met
- Review and develop policies
- scrutinise partners
- consider performance management information

- 5.3 The Scrutiny Committee considered the following items during 2017-18:

10 July 2017

- End of Year PDP performance update 2016/17
- The Committee’s Annual report 2016/17
- The Committee’s Work Programme for 2017-18
- Healthwatch Staffordshire Update
- Staffordshire County Council’s Healthy Staffordshire Select Committee Update

6 November 2017

- PDP Q1 & Q2 2017/18 performance update
- Healthwatch Staffordshire Update
- Staffordshire County Council’s Healthy Staffordshire Select Committee Update
- Update on new cemetery proposals and core requirements

- Update on Parks Proposals
- Update on Task and Finish Group – Impact of Hot Food Takeaways

26 March 2018

- PDP Q3 2017/18 update
- Healthwatch Staffordshire Update
- Staffordshire County Council's Healthy Staffordshire Select Committee Update
- New Cemetery Results of Soft Market Testing Exercise
- Task and Finish Group – Impact of Hot Food Takeaways
- Joint Health Scrutiny Accountability Sessions 2018

5.4 The Committee received a number of specific service updates (e.g. Parks Management Proposals and new cemetery proposals) and partner updates (e.g. Healthwatch Staffordshire Update, and Staffordshire County Council's Healthy Select Committee update). The Committee determined a number of key requirements to be included in respect of the operation of the proposed new cemetery and the soft market testing exercise; following which the Committee made a recommendation to explore the option of a feasibility study for a new crematorium.

6 Implications

6.1 Financial

None

6.2 Legal

None

6.3 Human Resources

None

6.4 Section 17 (Crime Prevention)

None

6.5 Human Rights Act

None

6.6 **Data Protection**

None

6.7 **Risk Management**

None

6.8 **Equality & Diversity**

None

6.9 **Best Value**

None

7 Appendices to the Report

None.

Previous Consideration

Background Papers

CANNOCK CHASE COUNCIL
NOTES OF THE SCRUTINY TASK AND FINISH GROUP
IMPACT OF HOT FOOD TAKEAWAYS
INQUIRY SESSION WITH PANEL
MONDAY 4 JUNE, 2018
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

Present:

Councillor Miss. J. Cooper (Chairman)
Councillor A.R. Pearson
Councillor P.E. Woodhead

The Task and Finish Group met to listen to speakers discuss their work around health, and the impact of hot food takeaways on local health outcomes.

A number of documents were circulated to the Group prior to the discussions as part of the agenda. In addition, both Tom Burgoine and Chris Holmes had forwarded slides of their presentations which are attached as Appendices A and B to these notes.

The session then began with the speakers using video conferencing to present their views and to take questions from members.

Thomas Burgoine – Centre for Diet and Activity Research (CEDAR)

- Discussed the issue of takeaway food and weight problems and the trend in fast food outlets in his research on obesogenic environments ¹
- BMI increasing and obesity levels increasing – linked to deprivation
- LGA, Government and other bodies trying to encourage Local Authorities to use planning powers. Many Local Authorities taking action and a significant number of planning considerations put in place.
- Suggested that there was clear evidence to link location and density of takeaways to areas of deprivation and increased levels of obesity;

Members' and Officer Questions

Councillor Pearson commented that portion sizes could all vary in different fast food outlets and asked if there were any findings?

- The data had been received from a survey, but the data did not include this detail. In some cases although fast food was deemed unhealthy, some establishments would lean towards being more “healthy” due to the portion sizes. There was competition between fast food outlets with portion sizes, costs and a change in ingredients which made for the food being offered unhealthy.

Councillor Woodhead commented that the Council was limited to what it could do, however asked how the Council could encourage activity levels and change attitudes? He was also keen to know about Community Infrastructure Levy (CIL) being applied to the change of use application.

Councillor Pearson commented change of use doesn't come to Members it is often an Officer decision; also if Council has empty premises this is bad as Councils need income; need properties to be in use;

Tom Burgoine agreed that lots of policies go "out the window" if economic viability is an issue; but argued there is a substantial economic cost to wider society of peoples' poor health – but recognised these costs were not borne directly by the Council, but others (e.g. NHS).

Councillor Miss Cooper asked if there was any evidence of those Local Authorities who had planning policies in place with regard to fast food takeaways achieving better health outcomes?

- There had been no studies undertaken, although it was agreed that some work should be undertaken.

David Prosser-Davies, Food Safety and Licensing Manager (DPD) referred to development control issues and asked as more young people ordering takeaways on line if there was any suggestion that the physical environment played less of a role in future with online takeaways? He referred to the policies relating to A5 business use and asked if any evidence that that large businesses such as KFC, Costa and McDonalds could push out smaller retailers, if new A5 use was controlled.

Tom Burgoine recognised there could be unintended consequences; many haven't thought about this; high streets can adapt; he agreed if a Council rejected an application the business could maybe open up just inside another District.

Tom Burgoine suggested that the planning system is not really fit for purpose as a public health intervention; this requires more careful consideration; it was explained that online shopping each year was increasing, although he commented that online grocery shopping only made up around 6% of the market. With regard to the regulations around business use, he commented that this was dependent on whether it was an A5 or A3 classification.

Members thanked Tom Burgoine for his assistance.

Chris Snowdon – Institute of Economic Affairs

- Discussed his findings² after reviewing research around proximity and density of takeaways and the effects on obesity. Chris Snowdon suggested that research in this area had generally failed to establish a causal link between these.
- Argued that there was no evidence, despite extensive studies, to link presence of takeaways with obesity;

Members Questions

Councillor Woodhead referred to research that showed that the obesity problem was not

being addressed and indicated that the Government had produced a report detailing a holistic approach to this problem. He asked what Local Authorities should consider if zoning and planning laws were not used?

- Reference was made to the Amsterdam approach (see link <https://www.bbc.co.uk/news/health-43113760>) which had been designed to push down childhood obesity. The approach included working with schools and educating, although it did not include sugar tax.

DPD referred to the research around fast food outlets and the zoning policy, and asked what Local Authorities could do given the obesity levels.

Chris Snowdon said his report showed there had been 74 studies which had been published over the years which looked at links between the density and proximity of fast

food outlets and obesity. Of the studies, only fifteen (20%) found a positive association between the proximity and/or density of fast food outlets and obesity/body mass index. Forty-four (60%) found no positive association, of which eleven (15%) found evidence that living near a fast food outlet reduced the risk of putting on weight. Fifteen (20%) produced a mix of positive, negative and (mostly) null results, which, taken together, point to no particular conclusion. However, only 15 of those studies found a positive association. There had been overwhelmingly evidence reviews which had shown a lack of evidence that fast food outlets had a link to obese children.

DPD also referred to those Local Authorities who had implemented restrictions on hot food takeaways and was keen to know what was pushing those proposals if there was no clear evidence to suggest that it worked.

DPD referred to restrictions on new business and competition, and asked if there was any evidence to suggest this is where bans should be introduced.

- Reference was made to bans and Chris Snowdon gave an example and asked whether Local Authorities would allow a shop to continue trading as a fast food outlet or place a complete ban on it trading as this sort of business in the future.

Members thanked Chris Snow for his assistance

Peter Wright / Lucy Greenfield – Gateshead Council

- Said SPD planning solution took a number of years to negotiate; was the first in the UK to address health. Most other authorities' SPDs had up to then referred only to nuisance from littering, noise, Anti-Social behaviour etc.
- Evidence base linked to above average take-aways and obesity levels by ward; target of 10% in year 6 children; anywhere where more take-aways than national average also targeted; proximity to schools, youth centres, parks etc. relates only to A5 use.
- Referred to changing the emphasis away from reducing the number of people who are obese, to increasing the number of people who are a healthy weight.
- This is done through education, increasing physical activity, encouraging greater consumption of fruit and vegetables etc.

- Emphasised that healthy eating awards don't work and that the Gateshead SPD would not reduce obesity, just stop it getting worse.
- Discussed the severity of the problem in Gateshead and suggested that obesity would likely result in around 300 unnecessary deaths in Gateshead each year;
- Around 187 fast food outlets sampled with only 3 accepting the offer of assistance in making their menu / food healthier.
- Problems, for example pizza business, trying to purchase healthier cheese, as nutritional labelling not on wholesale catering packs of cheese; suggested working with wholesalers;
- Looked at SPDs and trying to define healthy eating and how this would work. SPD produced but relates to A5 business use only. Slow decline in new fast food takeaways and Council have won every appeal made.
- SPD was however, very difficult to introduce and took a lot of time;

Members' Questions

Councillor Woodhead questioned whether the restriction on A5 might result in fewer A5 premises and the customers moving from smaller independent take-aways to larger burger and fried chicken chains which served food which was just as unhealthy.

Lucy Greenfield explained very difficult to control. A3 use does not stipulate which type of food is sold, so if A3 use is granted to a "healthy" restaurant, if that were to close, then an unhealthy restaurant could then open in the same premises with no requirement for change of use. The A3 use, once granted covers anything. The local plan did refer to healthy food outlets but this was a very difficult area to implement and likely to be challenged in the courts. But if can be included in local plan it adds strength.

Councillor Woodhead asked about sustainable development and social sustainability.

Lucy Greenfield said outcomes positive; environmentally positive socially positive as tackling obesity and also economically as hot food takeaways not seen as positive in Gateshead as they are closed for long periods during the day and do not bring in other forms of business to local centres;

DPD asked about vacant units, with no income generation for the Council and ASB issues;

Peter Wright said in terms of overall picture 300 people dying each year unnecessarily and part of this is takeaways. More takeaways means drives down prices and increases portion sizes to compete for business. Look at this in the round. Members are happy to have an empty shop; view is better to have it empty and clean up appearance rather than have another takeaway.

Peter Wright emphasised that planning SPD was an obesity stabilisation tool not obesity reduction tool; would never be able to establish a correlation between SPD and reduction in obesity. But 10% in year 6 is a good target as difficult to argue against for the developer.

Councillor Woodhead also asked about how difficult it was to engage with businesses to change behaviour.

Peter Wright talked about the “salt shaker” initiative used in chip shops which worked well and saved businesses money; however fast food outlets were not interested in changing the fats they used for cooking or using boxes for smaller portions. They were worried about losing customers in a very competitive business environment.

DPD asked what the impact was of having units that had been left vacant due to not having fast food outlets present. He also referred to the target of 10% for child obesity in year 6 which was above the national average and asked if there had been a reduction in obesity since the introduction of the planning policy?

Lucy said It was not good to have fast food outlets in the area and they did not bring in much income by way of business rates. They also made the area look untidy. Therefore, on balance it was considered that it was better to have the units empty than contribute to more deaths caused by obesity.

DPD was keen to know how long the process had taken and if there was any evidence of businesses trying to find a loophole around the A5 classification.

- It was explained that the health policy had already formed part of the local plan. It was agreed to then consider producing an SPD which took around a year to complete.
- Lucy explained that some businesses had applied for A3 classification following rejection of A5. However, long term monitoring would take place and enforcement action taken if required.

DPD also asked if Licensing and the Licensing Objectives, particularly the “protection of children from harm” could be used to help from a health aspect. He was also keen to know what the one thing was for Local Authorities to do which would make an impact.

- With regard to the Licensing Objectives, this would not be possible given that fast food outlets would only be licensed between the hours of 11pm – 6am.
- The one area where changes could be made concerned reviewing the classifications of business use and including healthy food definitions.

Members thanked Peter and Lucy for their assistance.

Chris Holmes – SHIFT (an award-winning charity that helps solve social problems)

- Discussed how traditions were dissolving such as cooking at home and moving towards fast food takeaways with teens from 13-18 more likely to eat “street” food
- The idea that fast food solved solutions such as being a cheap meal, keeping young children happy and saving time
- Discussed the six need states
- The 5 themes that dominated the food environment for families including being creatures of habit, environmental triggers and social influences
- Some of the connections to takeaways including stimulating local economy and community benefit
- Discussed the FSA meal allowances, portion sizes and calorie density and also the significant contributors

Members’ Questions

Councillor Pearson referred to the obesity crisis and discussed how certain foods were previously considered as treats but have now become part of everyday life for some people.

Chris Holmes said it had been found that cooking a meal was now considered a chore, and with so many options available families were either ordering fast food or picking it up from somewhere to take home. It was also pointed out that depending on the environment people had grown up in, it was possible that this could have an influence on the food choices they made later in life.

Councillor Woodhead was keen to know how fast food was having an impact on the market and whether or not there was a point to producing a strategy.

It was accepted that whilst the fast food market would grow, it was important that when producing a strategy growth was in healthy areas (information on Tower Hamlets would be forwarded).

DPD commented on the work required with fast food outlets and how resource intensive it was, and asked if there were any measures to evidence the health benefits. He also discussed the Goffe paper (2018)³ and the difficulties around market pressures and the evaluation of interventions.

Chris It was explained that it was very difficult to engage with fast food outlets in order to try and provide information on health benefits. Work had continued with outlets and to develop trust with owners which had taken a long time to gain. The sector for consideration was wholesale and cash and carry businesses as calories were coming from raw ingredients. These businesses would be easier to influence and would not want to risk their reputation because of the products they were selling.

Members thanked Chris for his assistance.

¹ Burgoine, T. et al (2014) *Associations between exposure to takeaway food outlets, takeaway food consumption, and body weight in Cambridgeshire, UK: population based, cross sectional study.* British Medical Journal

² Snowdon, C.J. (2018) *Fast Food Outlets and Obesity* Institute of Economic Affairs

³ Goffe, L. et al (2018) *The challenges of interventions to promote healthier food in independent takeaways in England: qualitative study of intervention deliverers' views* Bio Med Central Public Health

Report of:	Chair of Wellbeing Scrutiny Committee
Contact Officer:	David Prosser-Davies
Telephone No:	01543 464202
Portfolio Leader:	Health and Wellbeing
Key Decision:	No
Report Track:	Wellbeing Scrutiny Cttee: 03/08/18

WELLBEING SCRUTINY COMMITTEE

03 JULY 2018

FINAL REPORT OF HOT FOOD TAKEAWAYS TASK & FINISH GROUP

1 Purpose of Report

- 1.1 To provide the Committee with the findings of the Task and Finish Group (the Group) which was set up under the then Health, Culture & Environment Scrutiny Committee, to examine ways in which the Council and partners can influence and limit the impact of hot food takeaways on local health outcomes.
- 1.2 Membership of Task and Finish Group is shown below

Councillor Miss Jessica Cooper	Chair of the Scrutiny Committee
Councillor Mrs. Hyra Sutton	Scrutiny Committee Member
Councillor Alan Pearson	Scrutiny Committee Member
Councillor Paul Woodhead	Scrutiny Committee Member

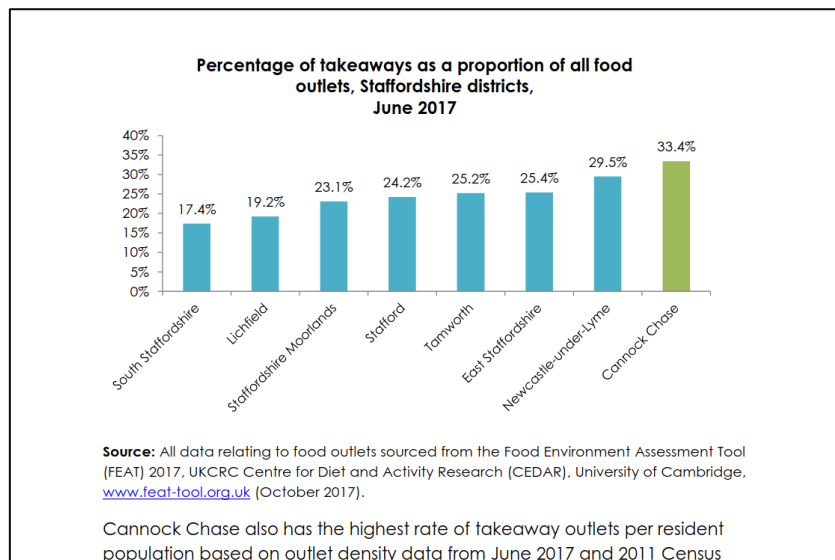
2 Recommendations

- 2.1 That the Committee notes the content of the report;
- 2.2 That the Committee identifies an appropriate mechanism to ensure the findings are used to contribute to the current Corporate Plan 2018-23, in particular in relation to development, with partners, of a strategy on healthier food choices.
- 2.3 That the Committee instructs officers to work with partner agencies to develop and present to the Committee a data set which will give insight into the local make up of take away premises, the "healthiness" of foods sold and levels of obesity in the localities.
- 2.4 That the Committee engages in the forthcoming consultation on the Local Plan, and submits a response requesting consideration be given both to strengthening the health policy within the Plan and the option of including a Supplementary Planning Document in respect of takeaways.

- 2.5 That Council, at its meeting on 27 July, be recommended to instruct Officers to write to the Secretary of State for Health and Secretary of State for Housing, Communities and Local Government expressing concern over the lack of powers available to local authorities to control the local health impact of take away premises.

3 Key Issues and Reasons for Recommendations

- 3.1 The causes of obesity are complex, consisting of a “whole system” comprised of many variables including: physical activity; the physical environment; food availability and composition; social influences; individual psychology and genetics. The main risk factors for obesity are the food and drink environment and physical inactivity.
- 3.2 The Council, rightly, invests heavily in encouraging increased participation in physical activity through its leisure centres, parks and open spaces and activity programmes. However, 2016-17 data suggests 70% of all adults in the Cannock Chase District are overweight and, of these, 36% (around 28,700 people) are obese. This is a higher proportion than the Staffordshire, West Midlands and England averages and is the second highest in Staffordshire. The proportion of overweight children in the 4-5 year (27.6%) and 10-11 year (36%) age groups in the District are also above the England average.
- 3.3 In 2017, there were 56,638 takeaway outlets in England, a rise of 8% (4,000 restaurants) in the past three years, according to Ordnance Survey data. The takeaway industry has reported a 34% increase in nominal expenditure on takeaway food from £7.9 billion in 2009 to £9.9 billion in 2016. Annual growth of 2.6% per annum is forecast over the next five years.
- 3.4 Food outlet data from 2017 indicates that 33.4 % of food outlets in Cannock Chase District are takeaways (see graph below). When expressed as a proportion of total food outlets, the District has more takeaways than any other District in Staffordshire (excludes Stoke City). Cannock Chase also has the highest rate of takeaway outlets per resident population of Staffordshire Districts at 99 outlets per 100,000 residents.



- 3.5 Evidence shows that local authorities with a higher deprivation score (i.e. more deprived) have a greater density of fast food outlets. Health survey data shows that the prevalence of overweight and obesity in the population also rises with deprivation and that fruit and vegetable consumption falls with deprivation.
- 3.6 Takeaway food can represent a very low cost option to the purchaser, especially to children, who are highly price sensitive. There are 2-3 times as many takeaways in the most deprived areas of England compared to the least deprived areas, and children from lower socio-economic groups consume takeaways more frequently than other children.
- 3.7 Within its 2017-18 workplan the Health, Culture and Environment Scrutiny Committee decided to “examine ways in which the Council and partners can influence and limit the impact of hot food takeaways on local health outcomes”. A Task and Finish Group (the Group) was set up to look at this issue.
- 3.8 The scope of the scrutiny review was limited to the health impacts of hot food takeaways and did not consider wider social and environmental issues associated with some such premises.
- 3.9 A wide range of evidence was considered by the Group, including initiatives pursued by other local authorities relating to planning policy and healthier choices / better nutrition. The Group looked at how effective these interventions were. Members also considered guidance from the Local Government Association, Public Health England and the Chartered Institute of Environmental Health, together with recent published research and press reports. A full list of references considered is given at Appendix 1 to the report.
- 3.10 During an Inquiry session Members also had the opportunity of hearing from, and questioning, recognised leaders in this field, two of whom gave evidence to the recent House of Commons Health and Social Care Committee Inquiry into childhood obesity.
- 3.11 The findings of the review suggest there is conflicting evidence in this area and there is no direct link demonstrated between the initiatives pursued by other local authorities and reduced obesity levels. Whilst there is evidence to suggest regular consumption of takeaway foods leads to increased levels of obesity there is limited, if any, evidence to suggest this consumption is reduced, and obesity levels fall, as a result of the introduction of planning controls or healthier choice initiatives. It is suggested that the impact of many initiatives has not been evaluated due to lack of resources and that the complex causes of obesity make such causal links difficult to establish.

4 Relationship to Corporate Priorities

- 4.1 The Corporate Plan 2013-17 set out Better Health Outcomes as a key priority for the Council. This work therefore directly contributed to that priority. The new Corporate Plan 2018-23 sets out Improving Community Wellbeing as a key priority and within the associated Opportunities for Healthy and Active Lifestyles Delivery Plan includes an action to develop a strategy to enable residents to make healthy food choices. This work therefore also links to the new plan and can be used to inform the development of the strategy.

5 Report Detail

5.1 In looking at the impact of hot food takeaways, extensive documentation was considered by the Group. References included a wide range of published material, including guidance from Public Health England and the Local Government Association. In addition, Members reviewed research papers and recent news stories. A list of references is given at Appendix 1 to the report.

5.2 An Inquiry session was arranged during which, using video conferencing, the Group was able to speak with and question some leaders in this field, including:

- Dr. Thomas Burgoine*, Centre for Diet and Activity Research (CEDAR), Cambridge University;
- Peter Wright, Environmental Health, Community Safety and Trading Standards Manager, Gateshead Council;
- Chris Snow, Head of Lifestyle Economics , Institute of Economic Affairs
- Chris Holmes* SHIFT (an organisation developing healthier food initiatives);

*those with asterisks presented evidence to the recent House of Commons Health and Social Care Committee Inquiry into childhood obesity.

5.3 After considering the available published material, and after having heard from the expert panel, the Group's findings can be summarised as follows:

5.3.1 The available evidence *suggests* (but does not conclusively prove) that neighbourhood access to hot food takeaways is linked to excess consumption of takeaway food, greater body weight and likelihood of obesity, *and* that these associations might be stronger among groups of lower socio-economic status (the theory being that takeaways hold stronger appeal among these groups because they're cheap and served in large portions among other things), which contributes to the social inequalities we see in both poor diet and obesity in the District and in the wider UK.

5.3.2 Since 2010, more than 40 councils in England have introduced planning controls, through polices and Supplementary Planning Documents (SPDs) aimed at limiting the expansion of the takeaway sector locally on health grounds. Measures include: the imposition of 400m fast food exclusion zones around schools; restricting new hot food takeaway development where childhood obesity levels are high; requiring new businesses to pay a levy to fund local health initiatives. Evidence about the effectiveness of using the planning regime and legal powers however, is yet to be published.

5.3.3 There is no conclusive evidence to suggest that greater environmental exposure to takeaways is directly linked to higher consumption of take away foods or increases obesity levels in local populations. Likewise there is no evidence to suggest that limiting new take away developments reduces obesity levels.

5.3.4 The Planning system is designed to control development, and not to reduce obesity. Planning laws or policies cannot be used to close "unhealthy" businesses, or to restrict the type of food sold or the portion size and nutritional content of meals sold. Equally planning law cannot prevent empty premises with permission for take away use from reopening. Peter Wright from Gateshead

was clear that the aspiration of the SPD was to prevent the situation from worsening, rather than to make improvements.

- 5.3.5 The current planning use classes do not identify take away food, or health, as an issue and do not define “unhealthy”. SPDs focus on new Class A5 use, which includes hot food takeaways (fish and chip shops, pizza and burger takeaways, Chinese and Indian takeaways etc.). A5 use does NOT include Chinese or Indian restaurants which may also offer takeaway food, nor does it include McDonalds, KFC, Burger King, or retail bakeries selling hot food such as Greggs. The ability to control numbers in this area is therefore limited.
- 5.3.6 There is an increasing trend to order takeaway food on line and have this delivered through companies such as Deliveroo and Just Eat. In some cases, delivery only kitchens are being used which are not situated on the high street and are not classed as takeaway premises. Young people in particular use this method for consuming food and the extent to which limiting new development can reduce consumption from these sources is unclear.
- 5.3.7 Many local authorities have introduced awards, or initiatives aimed at encouraging healthier food choices at takeaway premises. In the main, initiatives encourage outlets to switch to healthier ingredients, give calorie content in menus, highlight healthier options and improve cooking practices. They focus particularly on reductions in salt, fat and sugar, smaller portions, and inclusion of more fruit and vegetables etc. These frequently draw on behavioural economics, encouraging consumers to make healthier choices through, for example, promoting the sale of food in smaller containers or the placing of healthier drinks at eye level.
- 5.3.8 Research suggests, however that these awards or initiatives are very resource intensive and that limited evidence of success is available due to lack of evaluation, which itself is costly and time consuming. A further issue is that, if labelling or nutritional information is introduced, then the better educated, and more health- conscious, will be more likely to respond, thereby increasing health inequalities further. There is also evidence suggesting businesses are reluctant to engage, as they risk loss of business due to the intense competition in this market.
- 5.3.9 Licensing law also has a part to play in take away premises with those opening between 11pm and 5am to sell hot food requiring a licence from the Council. However, the licence cannot include any restrictions on the type of food sold, or require that “healthy” foods are on the menu. All requirements must relate to one of more of the four licensing objectives of: prevention of crime and disorder; public safety; prevention of public nuisance; protection of children from harm. It is not therefore possible to include conditions relating to public health (although this has been debated, and discounted, by Government).
- 5.4 The Group’s conclusions are as follows:
 - 5.4.1 It is clear that obesity is a complex condition, influenced by many variables, and that there is no single cause on which local authorities can direct action.
 - 5.4.2 The adults and children of Cannock Chase District are suffering higher levels of obesity than our neighbouring Districts and higher levels than the national average.

- 5.4.3 There is a lack of local information concerning the make up of local takeaway premises, the nature or “healthiness” of foods sold, and the links to local obesity levels.
- 5.4.4 There is a lack of evidence demonstrating that local authority initiatives to reduce impact of takeaways, such as SPDs, achieve reductions in obesity levels. It is not clear whether this lack of evidence results from there being no link, or whether it is a result of a lack of effective evaluation due to the complexity of causes.
- 5.4.5 There are few, if any, statutory powers available to the local authority to directly control or limit the continuing increase in take away premises, or the nature of foods sold within takeaway premises, be this relating to portion size, nutritional content, labelling, menus etc.

6 Implications

6.1 Financial

None.

6.2 Legal

None.

6.3 Human Resources

None.

6.4 Section 17 (Crime Prevention)

None.

6.5 Human Rights Act

None.

6.6 Data Protection

None.

6.7 Risk Management

None.

6.8 Equality & Diversity

None.

6.9 Best Value

None

7 Appendices to the Report

Appendix 1: Reference list of material considered by the Task and Finish Group.

Previous Consideration

None

Background Papers

None

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Appendix 1**Selection of Background Reading for Members of Task and Finish Group – Hot Food Takeaways****Contents List**

1. Summary of current position and research: members have previously received this by e-mail);
2. Extract from CCDC District Needs Analysis 2017: (available from CCDC Policy and Performance Team);
3. FEAT (Food Environment Assessment Tool) for Cannock Chase District 2017: (members have received this by e-mail; also available from CCDC Policy and Performance Team);
4. Gov.uk: Health Matters: Obesity and the food environment
<https://www.gov.uk/government/publications/health-matters-obesity-and-the-food-environment/health-matters-obesity-and-the-food-environment--2>
5. Foresight Report: Tackling Obesity , Future Choices 2007
<https://www.gov.uk/government/publications/reducing-obesity-future-choices>
6. Guardian news article 2017: dominance of fast food shops
<https://www.theguardian.com/inequality/2017/jul/25/large-rise-takeaway-shops-highlights-dominance-fast-food-deprived-areas-england>
7. Daily Telegraph news article June 2016: children ordering fast food deliveries to school.
http://www.telegraph.co.uk/news/2016/06/23/one-in-four-children-have-ordered-a-fast-food-delivery-to-their/?WT.mc_id=tmg_share_em
8. Guardian news article December 2017: children in poor areas exposed to more fast food outlets.
<https://www.theguardian.com/inequality/2017/dec/01/schoolchildren-poor-areas-exposed-fast-food-takeaways>
9. Guardian article July 2017: does putting a cap on hot food take-aways improve health?
<https://www.theguardian.com/inequality/2017/jul/25/fast-food-england-does-putting-a-cap-on-takeaways-improve-peoples-health>
10. BBC News Nov 2017: Just Eat: £5.5bn firm fuelled by takeaway obsession.
<http://www.bbc.co.uk/news/business-42170603>
11. Healthy Places: Development Control of hot food take-aways 2014:
<http://www.healthyplaces.org.uk/themes/access-to-healthy-food/hot-food-takeaways/development-control/>
12. Healthy Places: Hot Food take-aways:
<http://www.healthyplaces.org.uk/themes/access-to-healthy-food/hot-food-takeaways/>
13. Centre for Diet and Research (CEDAR) 2017: Briefing on Hot Food Take-aways:
<http://www.cedar.iph.cam.ac.uk/resources/evidence/eb7-takeaways-obesity/>
14. Tipping the scales: LGA 2016: Case studies on use of planning powers.
<https://www.local.gov.uk/sites/default/files/documents/tipping-scales-case-studi-bff.pdf>

15. Obesity and the Environment: Regulating growth of fast food outlets. LGA 2014.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/296248/Obesity_and_environment_March2014.pdf
16. Healthier fast food – Mapping the Fast food Environment in Hackney
http://shiftdesign.org.uk/content/uploads/2017/05/Shift-Healthier-Fast-Food_FINAL.pdf
17. Strategies for encouraging healthier “out of home” food provision LGA / PHE 2017
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/604912/Encouraging_healthier_out_of_home_food_provision_toolkit_for_local_councils.pdf
18. Encouraging Healthier takeaways in low- income communities 2014: Economic & Social Research Council
https://responsibilitydeal.dh.gov.uk/wp-content/uploads/2015/01/Takeaways_toolkit.pdf
19. BMJ Article 2014: Association between exposure to take away food, takeaway food consumption and body weight
<http://www.bmj.com/content/348/bmj.g1464>
20. International Journal of Behavioural nutrition and physical activity 2014: Study investigating association between exposure to food outlets and childhood obesity
https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4271469/pdf/12966_2014_Article_138.pdf
21. BBC News 8 Feb 2018: Anti-Obesity programmes in schools don't work
<http://www.bbc.co.uk/news/health-42976971>
22. BMJ Article 2018: Effectiveness of childhood obesity programmes
<http://www.bmj.com/content/360/bmj.k211>
23. Gateshead SPD March 2017
<https://www.gov.uk/government/case-studies/planning-document-to-limit-the-proliferation-of-takeaways>
24. Sustain Report into Childhood Obesity (2018)
https://www.sustainweb.org/news/feb18_childhood_obesity_report/
25. NICE Guidance (2015) Preventing Obesity
<https://www.nice.org.uk/guidance/cg43/chapter/1-Guidance>
26. Staffordshire Health Select Committee Obesity Report (2017)
<http://moderngov.staffordshire.gov.uk/documents/s92838/Preventing%20Obesity%20Working%20Group%20Final%20Report.pdf>
27. LGA Making Obesity Everyone's Business (2017)
<https://www.local.gov.uk/sites/default/files/documents/15.6%20Obesity-05.pdf>
28. Planning Policy Guidance (2017) Ministry of Housing, Communities & Local Government
<https://www.gov.uk/guidance/health-and-wellbeing>

Fast Food Programme

State of the Food Nation

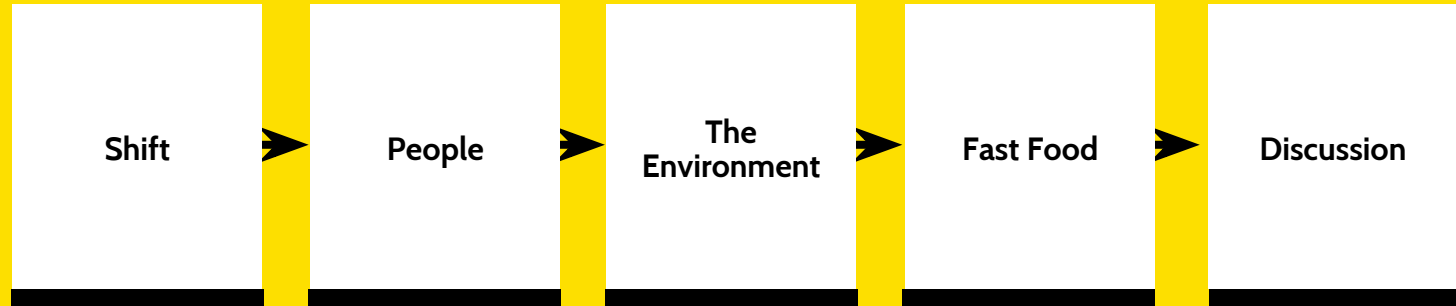
Product design for social change

Shift

Agenda

30-mins

15-mins



A person is shown from the chest down, sitting and using a laptop. They are wearing a t-shirt with a vibrant, multi-layered graphic design. The top part of the design features a green and blue parrot. Below that is a landscape with a blue sky and white clouds. The bottom part of the design is a classical painting depicting several figures in a landscape. The person is wearing a black watch on their left wrist. The background is a dark, textured wall.

**Shift designs products
& builds social businesses
to help solve social problems**

Shift

A close-up photograph of a young Black woman with her hair in braids, smiling and eating a taco. She is wearing a dark-colored shirt with a circular logo that says 'emosewA'. The background is dark and out of focus.

Redesigning Obesogenic Environments

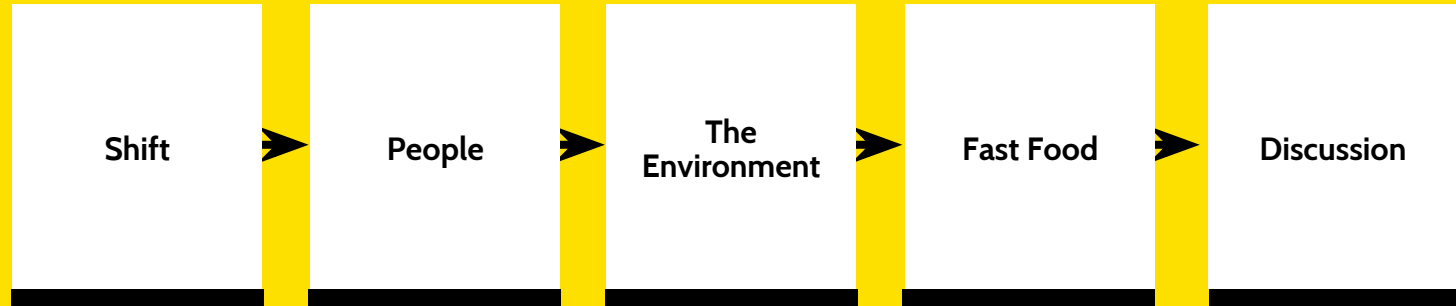
Build a venture that
reduces the calorie content
of takeaway food
in low income communities.

- reduces calorie content in existing outlets
- prefers new entrants that are healthier

Agenda

30-mins

15-mins



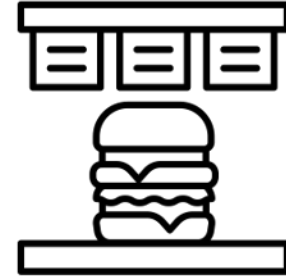
Home still the centre for eating



Restaurant



Supermarket



Takeaway

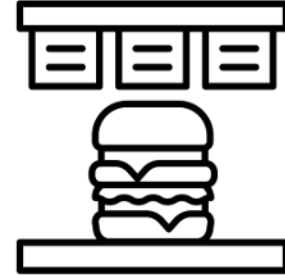
Families with
children
0-18 years



Teens
13-18 years



Traditional boundaries dissolving



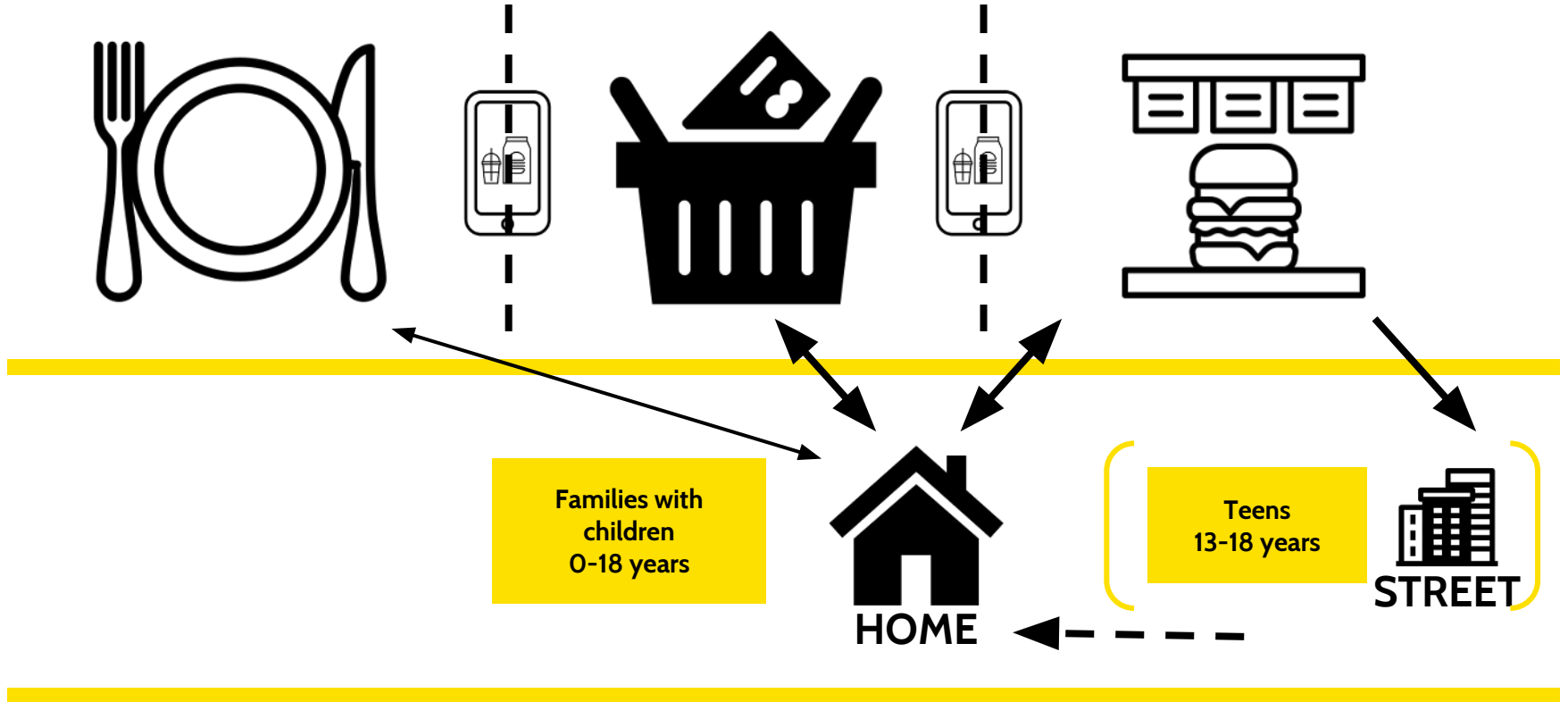
Families with
children
0-18 years



Teens
13-18 years



Primary food sources changing



Current fast food > ideal solution because

1. Cheap meals



2. Happy kids



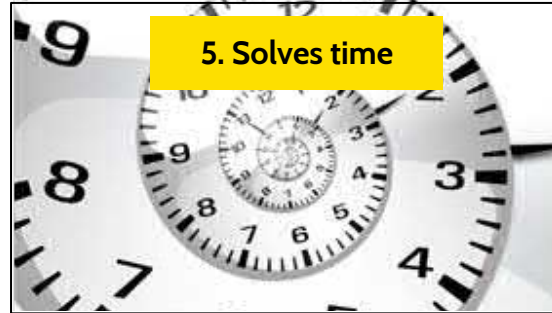
3. 'Buys' relationship



4. Avoids Stress



5. Solves time



But tension exist for families > six need states

1. Harmonious meal times



2. You're doing a good job



3. No regrets



4. Peek under the hood



5. Love me



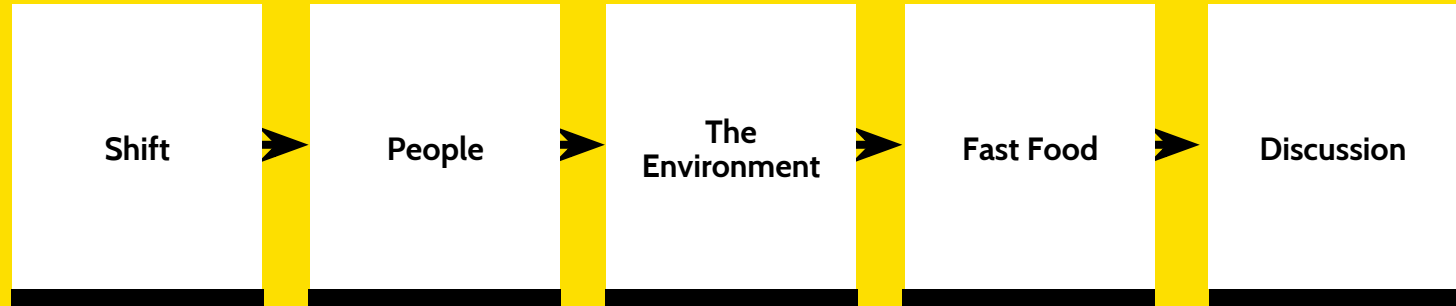
6. Family favourites



Agenda

30-mins

15-mins



5 themes dominate the food environment for families

A black and white photograph showing a series of footprints leading away from the viewer on a snowy surface. The footprints are dark and circular, set against the white snow.

1. Creatures of habit

An aerial photograph showing the silhouettes of several people walking on a paved sidewalk. The people are carrying bags, and their shadows are cast on the ground.

2. Social influencers

A photograph of a person standing in a market stall, silhouetted against a bright background. The stall is filled with various goods, and the person appears to be looking at something.

3. Market gaps

A photograph of a supermarket aisle, showing shelves stocked with various products. A person is walking in the aisle, and the scene is brightly lit.

4. Environmental triggers

A photograph of a large construction site, showing a building under construction with extensive scaffolding and several cranes. The sky is blue with many birds flying.

5. Changing 'normal'

Creatures of Habit Challenge

Families are creatures of habit. Throughout the week they travel along the same routes and do the same things over and over again. They rarely go anywhere new or eat anything new. This means that they are not exposed to other (healthier) food options.

The power of social influence

Families live in the same areas and similar spaces but they each interact differently with them. Each family has a way of doing things in the home and a set of places (e.g. shops, takeaways, facilities) they consider 'theirs'. They can become blind to other possible options.

The Market Gaps challenge

Takeaway is the perfect solution for parents with limited bandwidth. Families see it as just another option of having dinner: it's no longer a treat. But the problem is most takeaways are designed as a treat, and healthier home-style takeaway options are less accessible.

Environmental triggers point one way

The street and retail environment is saturated with carefully designed cues that nudge families towards high calorie foods such as special offers, advertising, attractive packaging and kid-height shelving. The home environment is less designed.

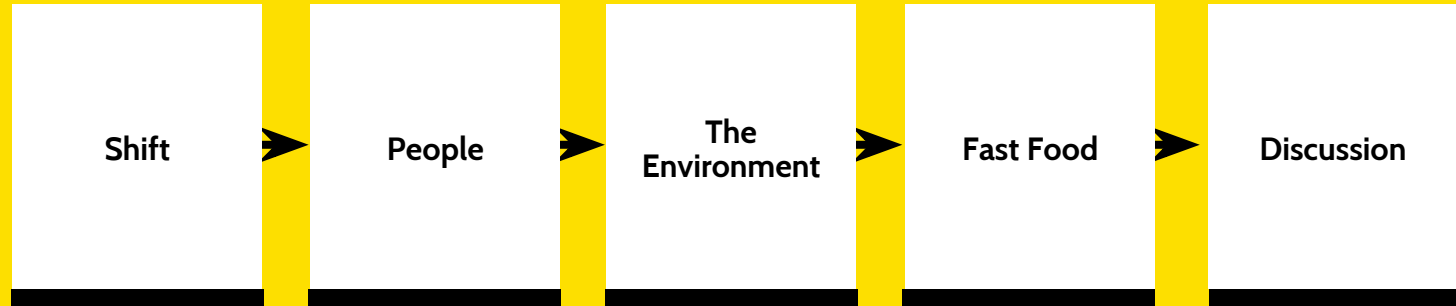
The impact of regeneration

As areas regenerate, new food options are starting to enter previously obesogenic environments. However these new entrants often appear alien to local families because they feel they are not for people like them.

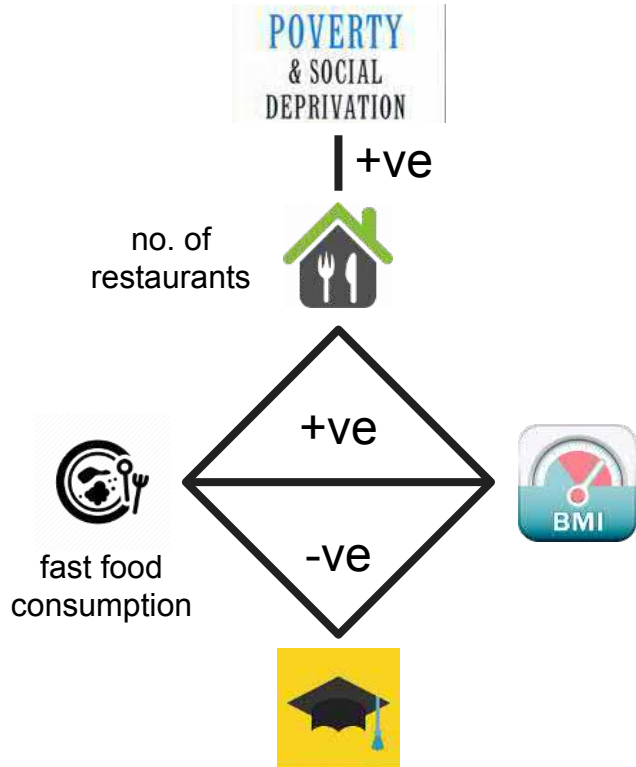
Agenda

30-mins

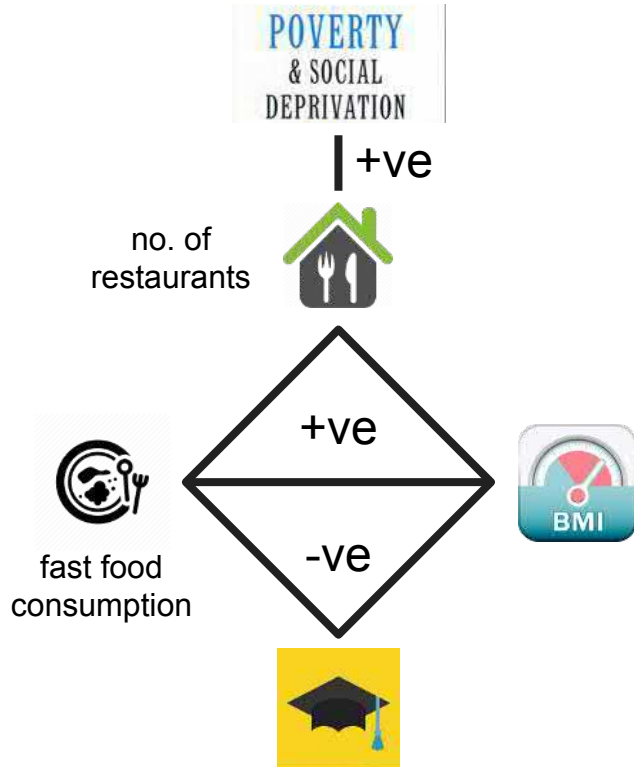
15-mins



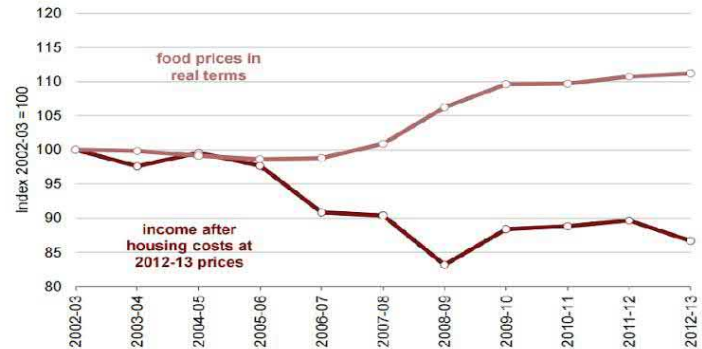
What's the connection to takeaways?



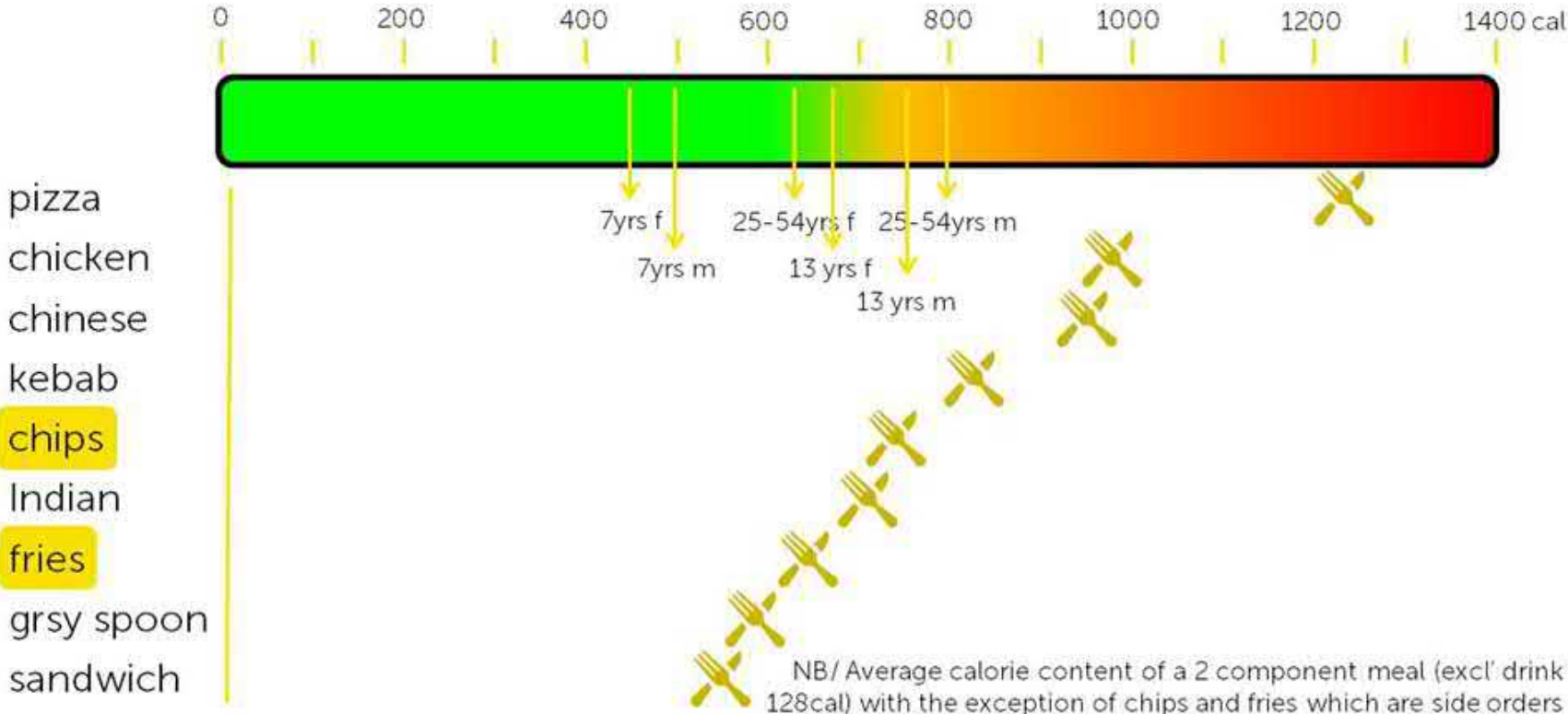
What's the connection to takeaways?



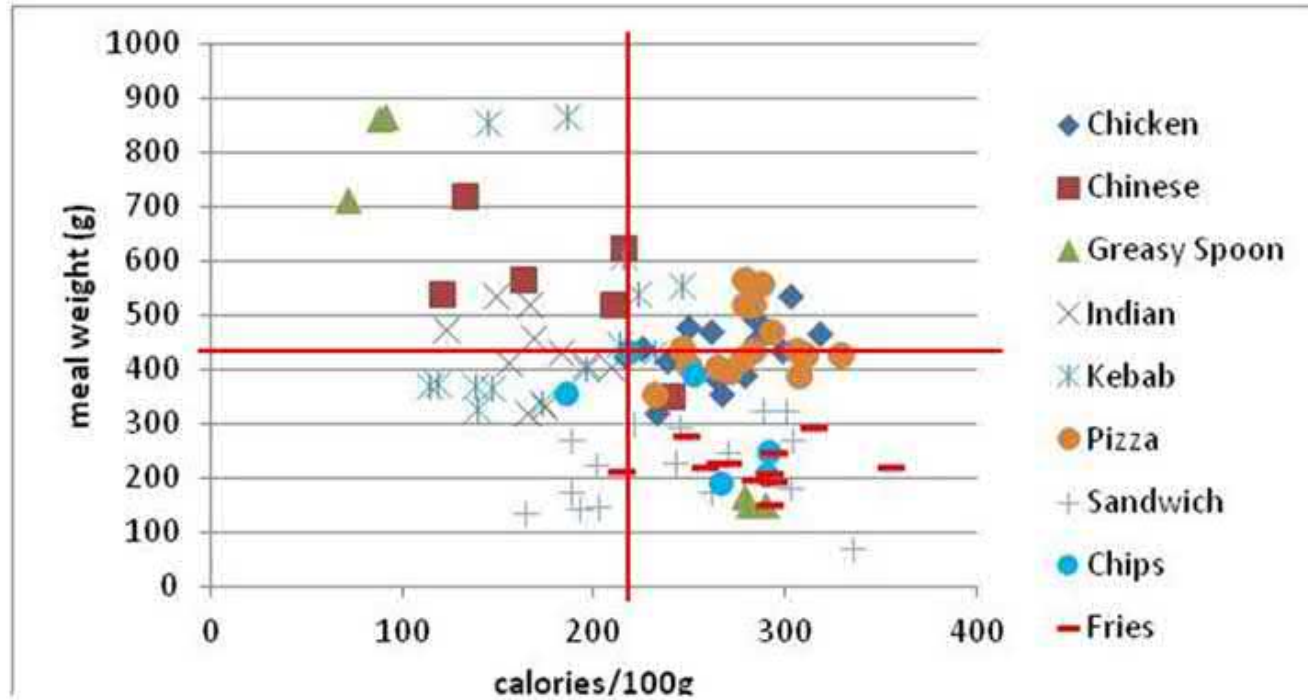
- stimulating local economy
 - micro eco'-system
- community benefit
 - social isolation
 - safe space for young people
- less to spend – cheap energy



Most meals exceed FSA meal allowances

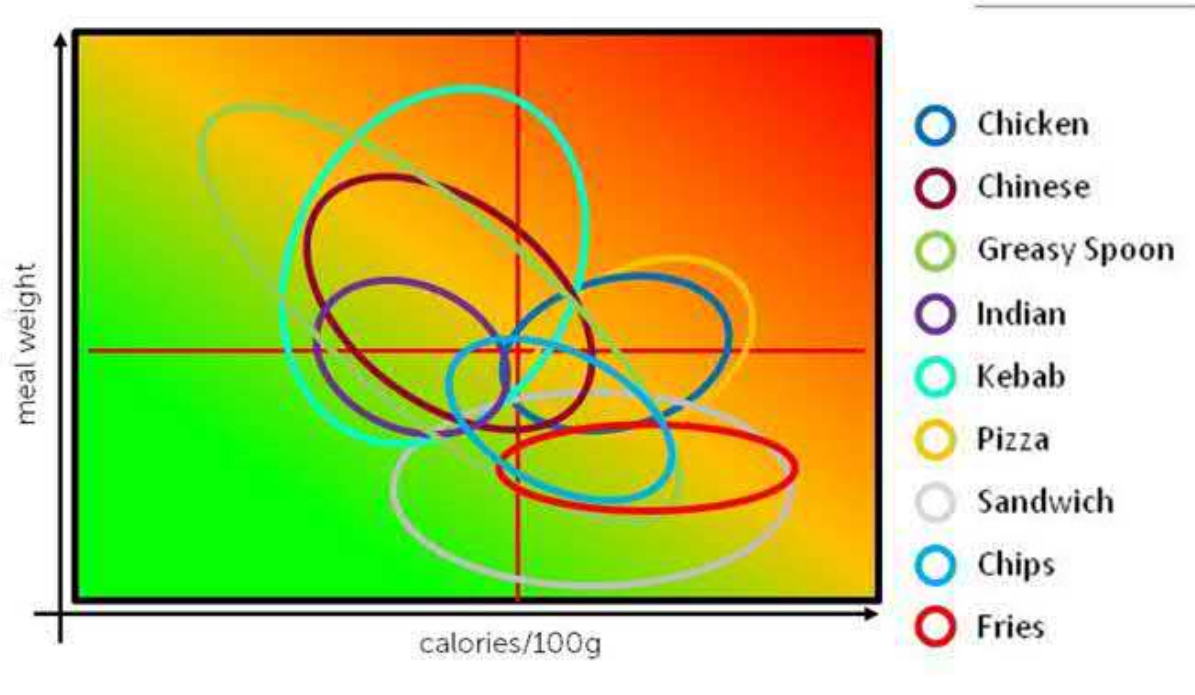


Portion size and calorie density drive total cals



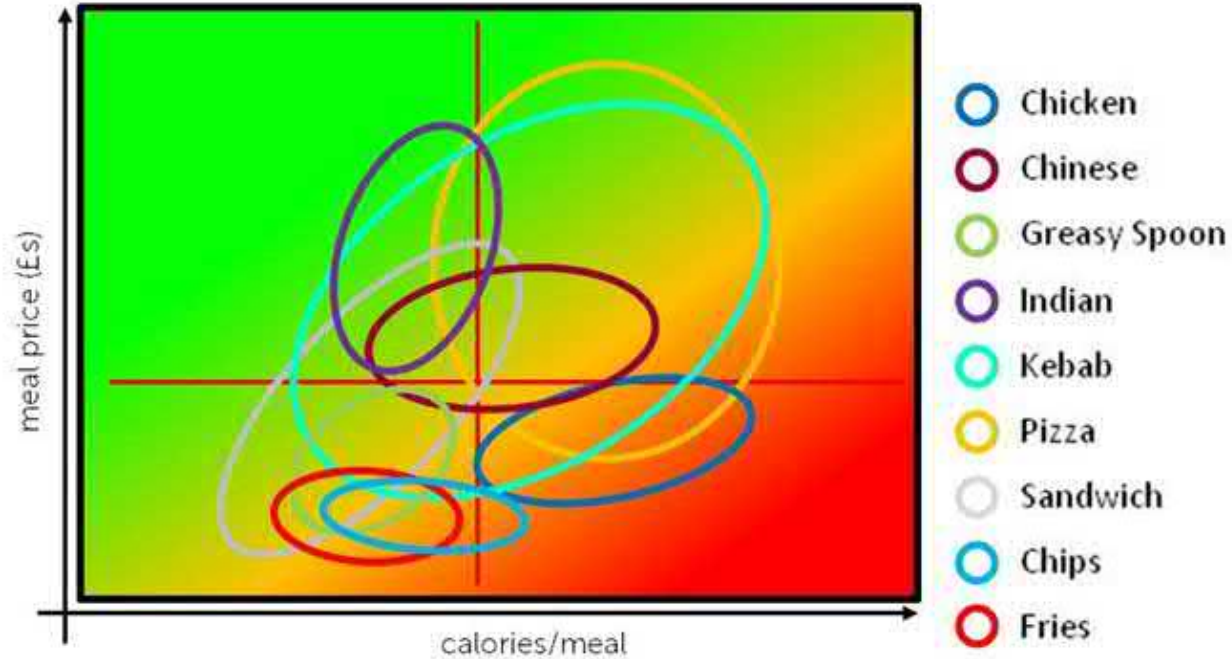
Calorie density increases with decreasing meal weight reflecting the underlying cost of calories in food ingredients and the need to hit key price points.. (red lines denote the all meal averages)

The top right quadrant is the least healthy



Pizza, Chicken and Kebabs significant contributors

Price determines ease of access (particularly for teens)



Chicken, fries and chips the primary focus for childhood obesity

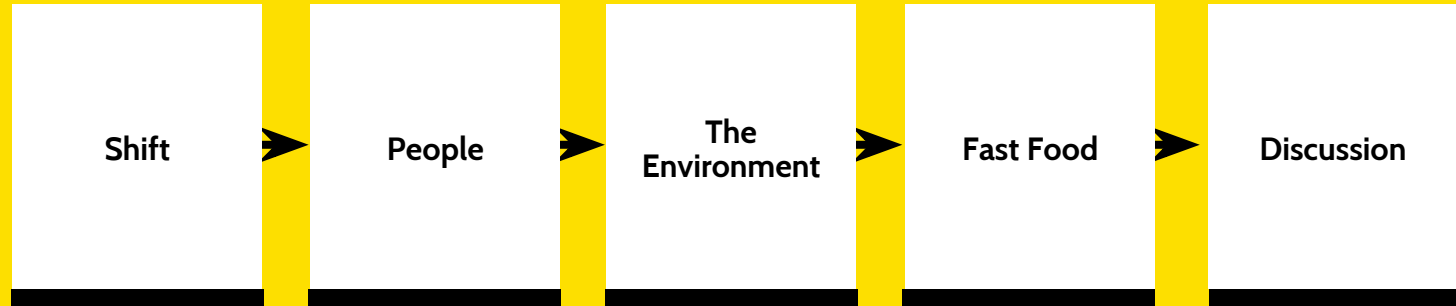
What's changing in the market>

- **'dark' kitchens are emerging**
 - delivery only kitchens with no shop front
(falling outside A3/A5 planning)
 - **1 kitchen = many restaurants online**
 - historically 1 kitchen = 1 restaurant
 - **'Gig' cooking food economy**
 - local home cooks making extra and selling on-line
-

Agenda

30-mins

15-mins



Fast Food Programme

State of the Food Nation

Product design for social change

Shift

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Food environments, diet and health: Evidence and implications for practice(?)

Dr Tom Burgoine

Centre for Diet & Activity Research, MRC Epidemiology Unit

About CEDAR

The *Centre for Diet and Activity Research (CEDAR)*:

- studies the factors that influence dietary and physical activity related behaviours
- develops and evaluates public health interventions
- helps shape public health practice and policy

CEDAR is a partnership between the University of Cambridge, the University of East Anglia and MRC Units in Cambridge.

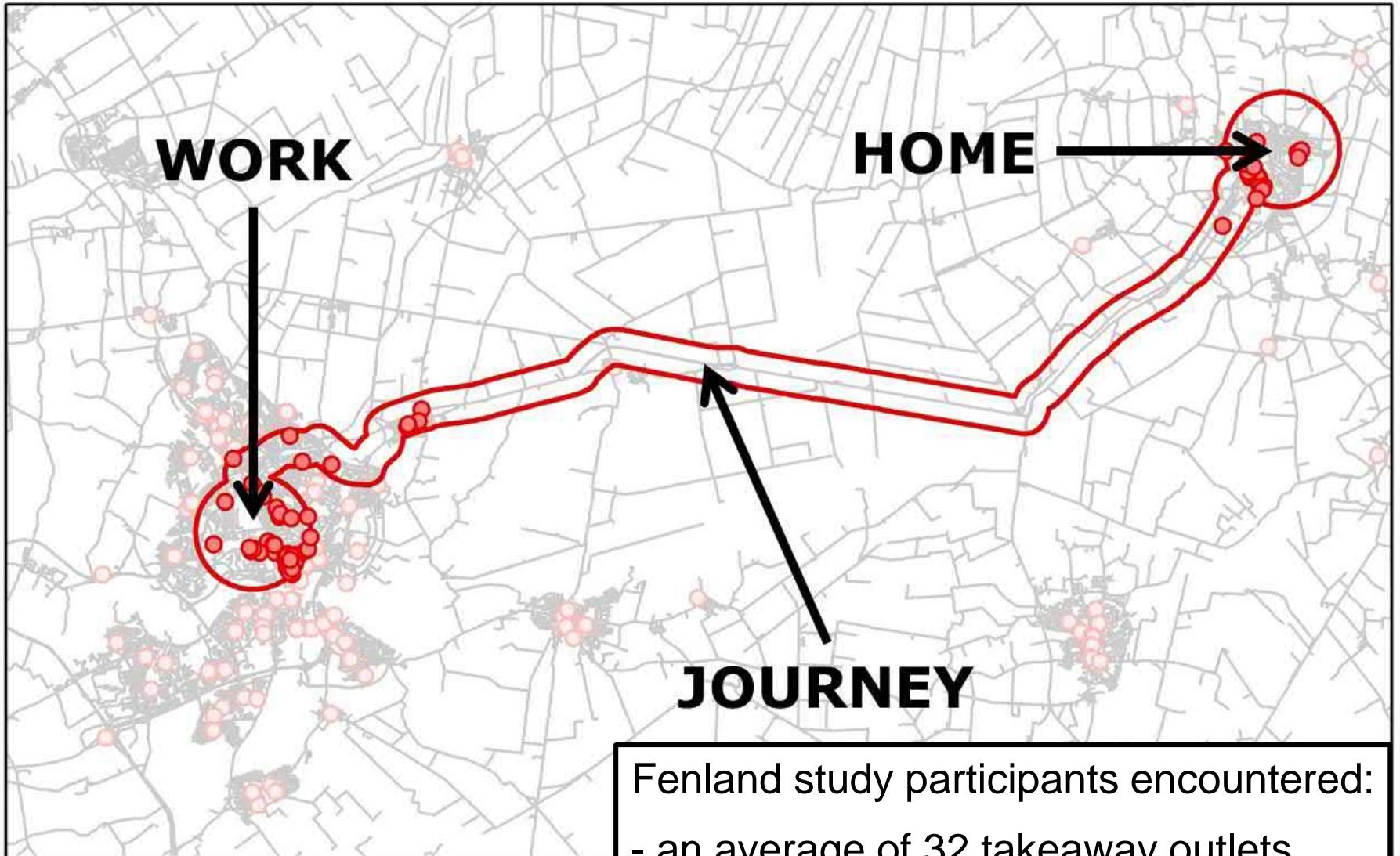
It is one of five Centres of Excellence in Public health Research funded through the *UK Clinical Research Collaboration*.



Background

- £28bn spent annually on takeaway food in Great Britain
- £9 average spend per week on food away from home
- 29% increased out of home food expenditure in last decade
- 1 in 6 meals now consumed out of home
- Regular takeaway visits and frequent takeaway consumption associated with excess weight gain over time
- Is takeaway consumption linked to takeaway food outlet access?

Evidence

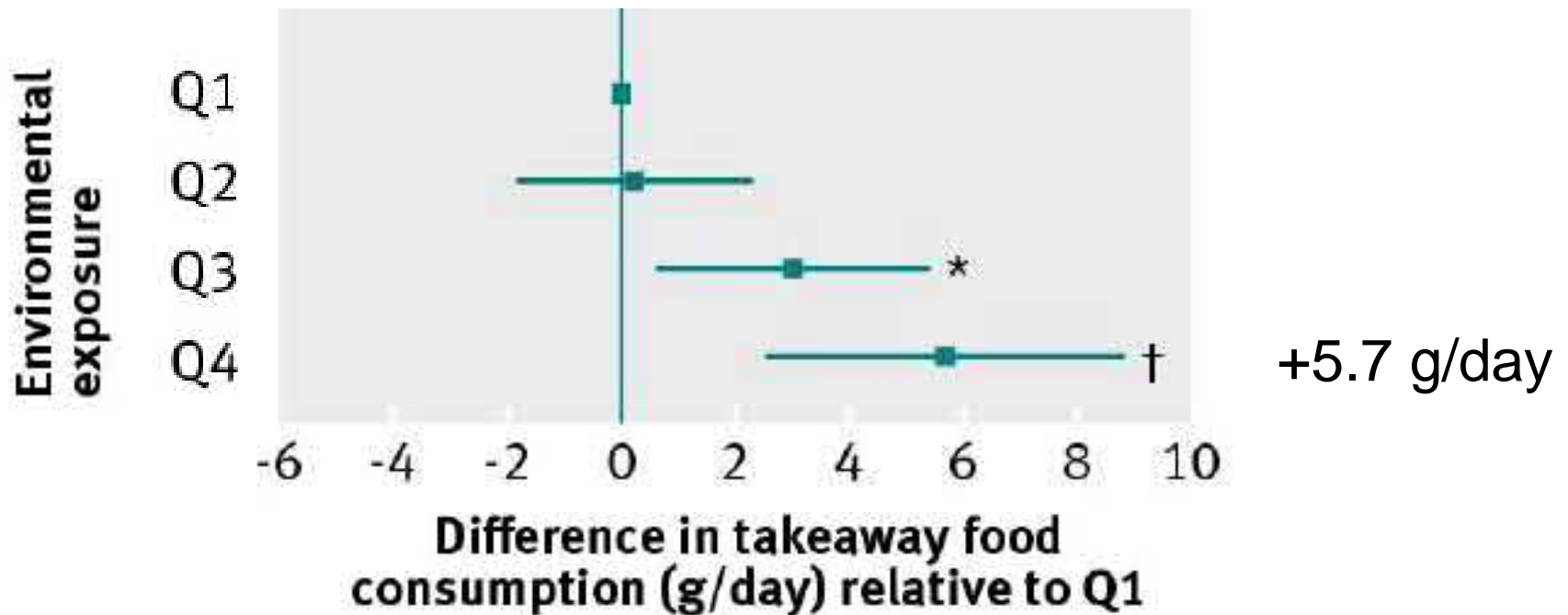


Fenland study participants encountered:

- an average of 32 takeaway outlets
- up to as many as 165 outlets
- majority of outlets away from home

Takeaway exposure and takeaway consumption

Fenland Study data, n=5,442



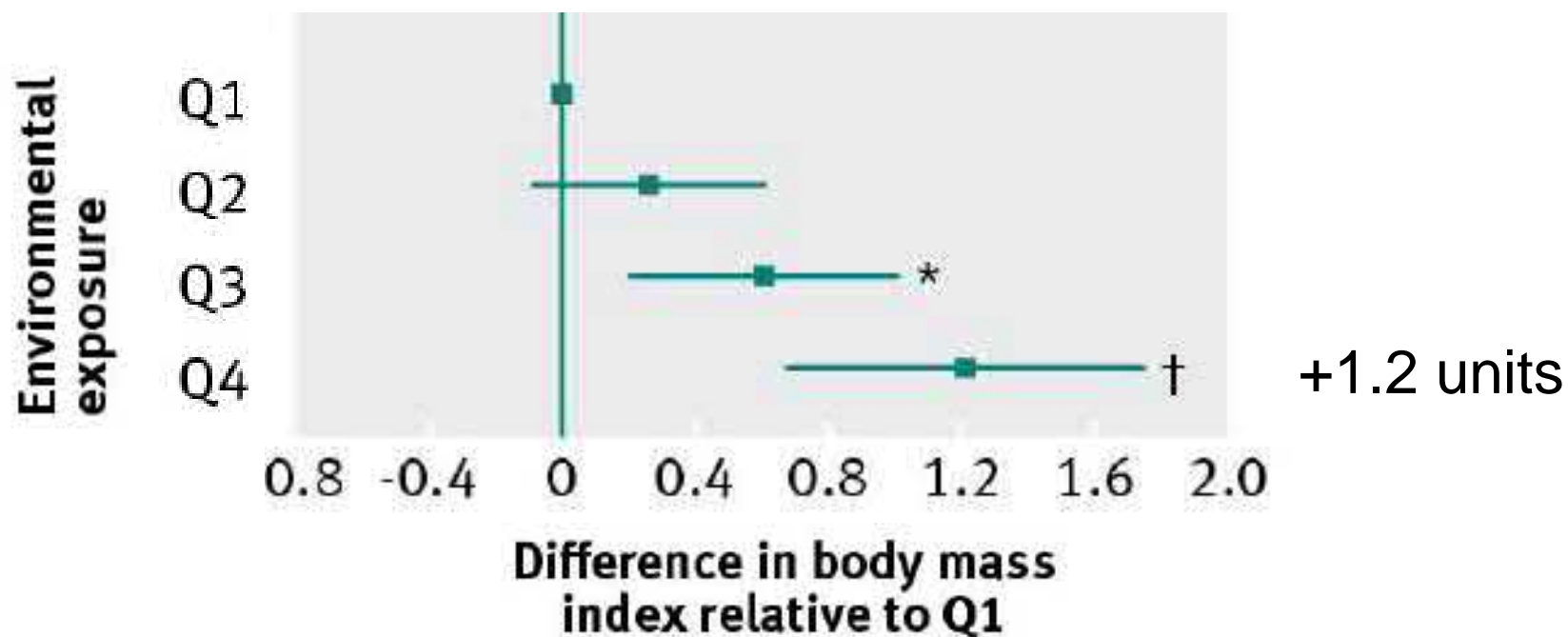


40g per week

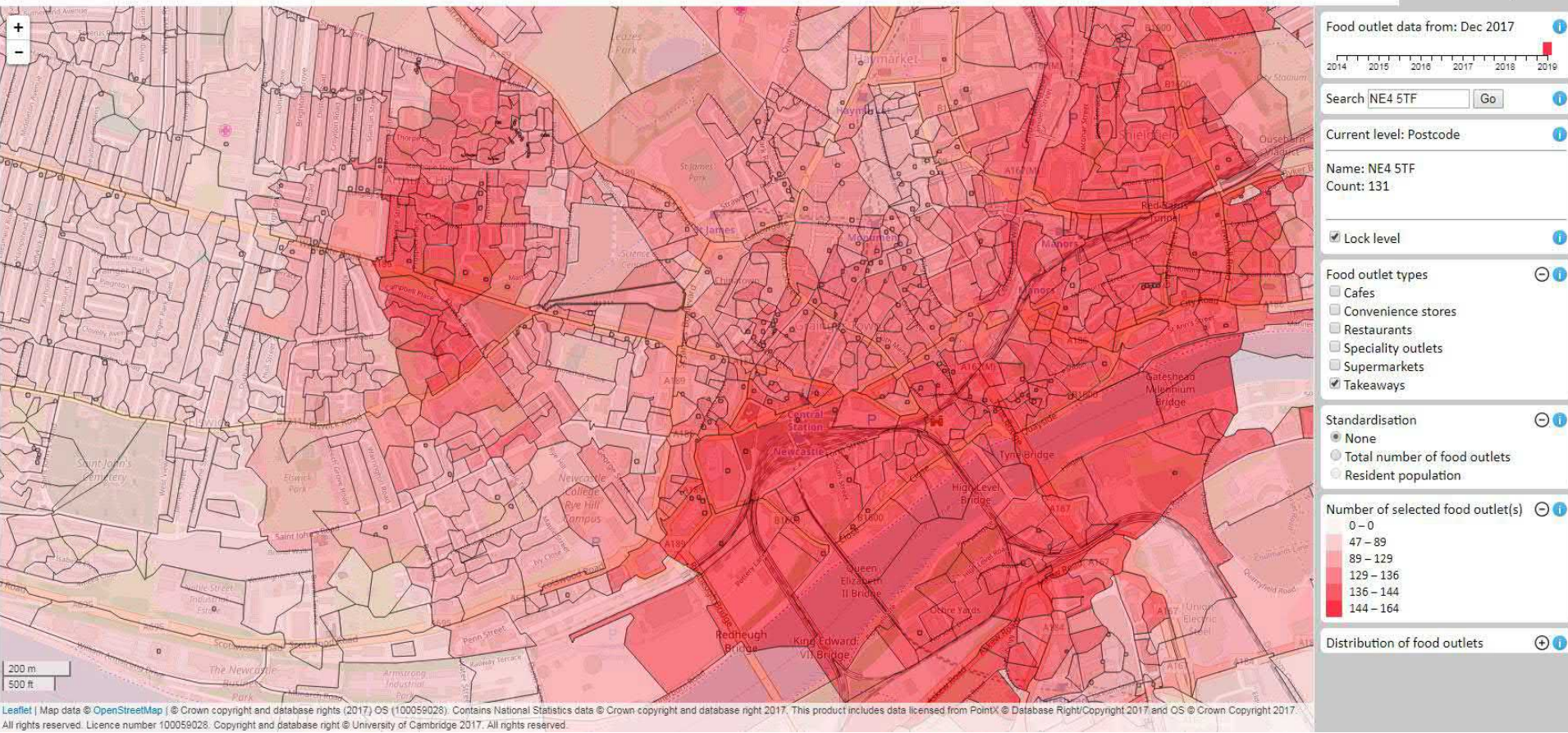
>2kg per year

Takeaway exposure and body weight

Fenland Study data, n=5,442



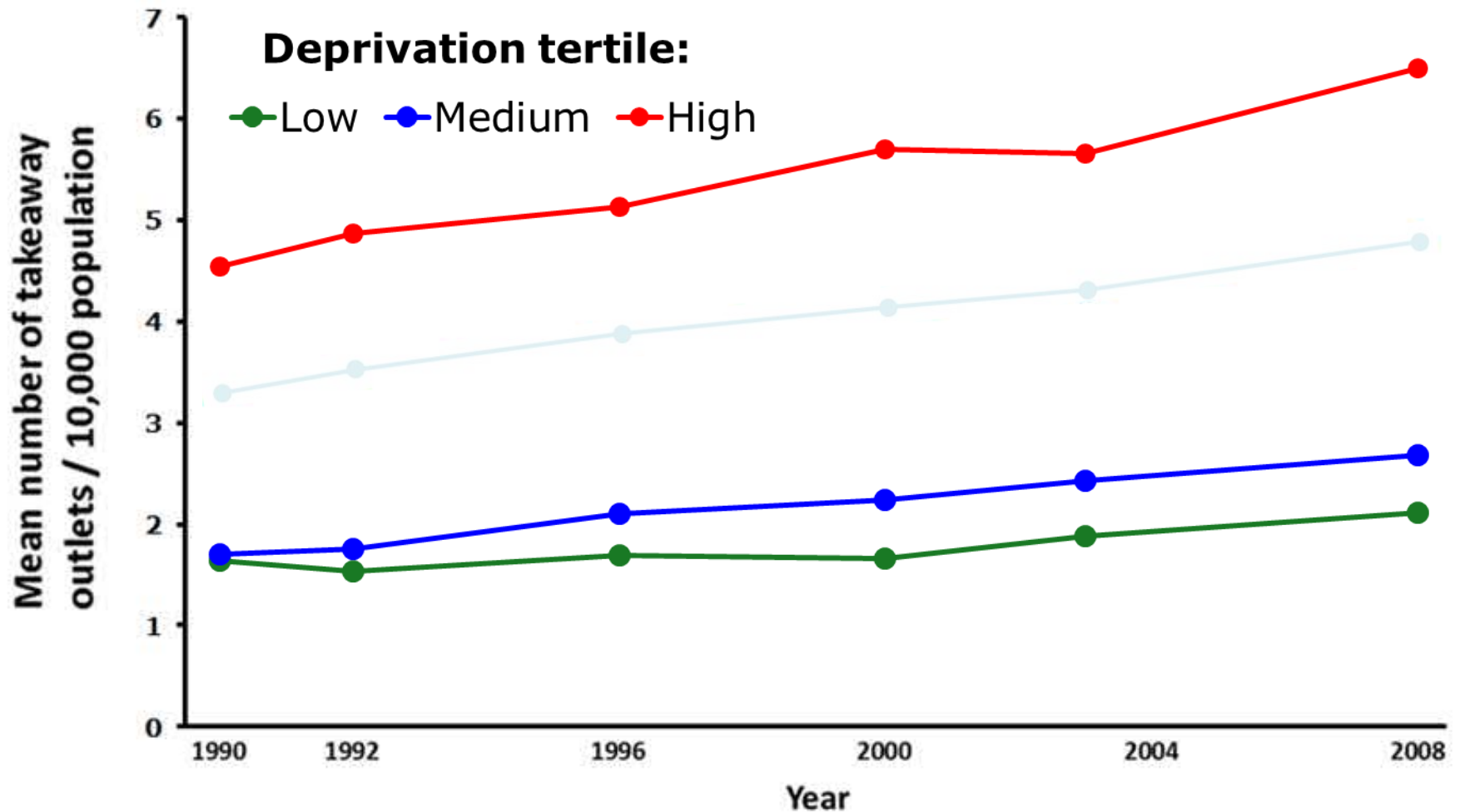




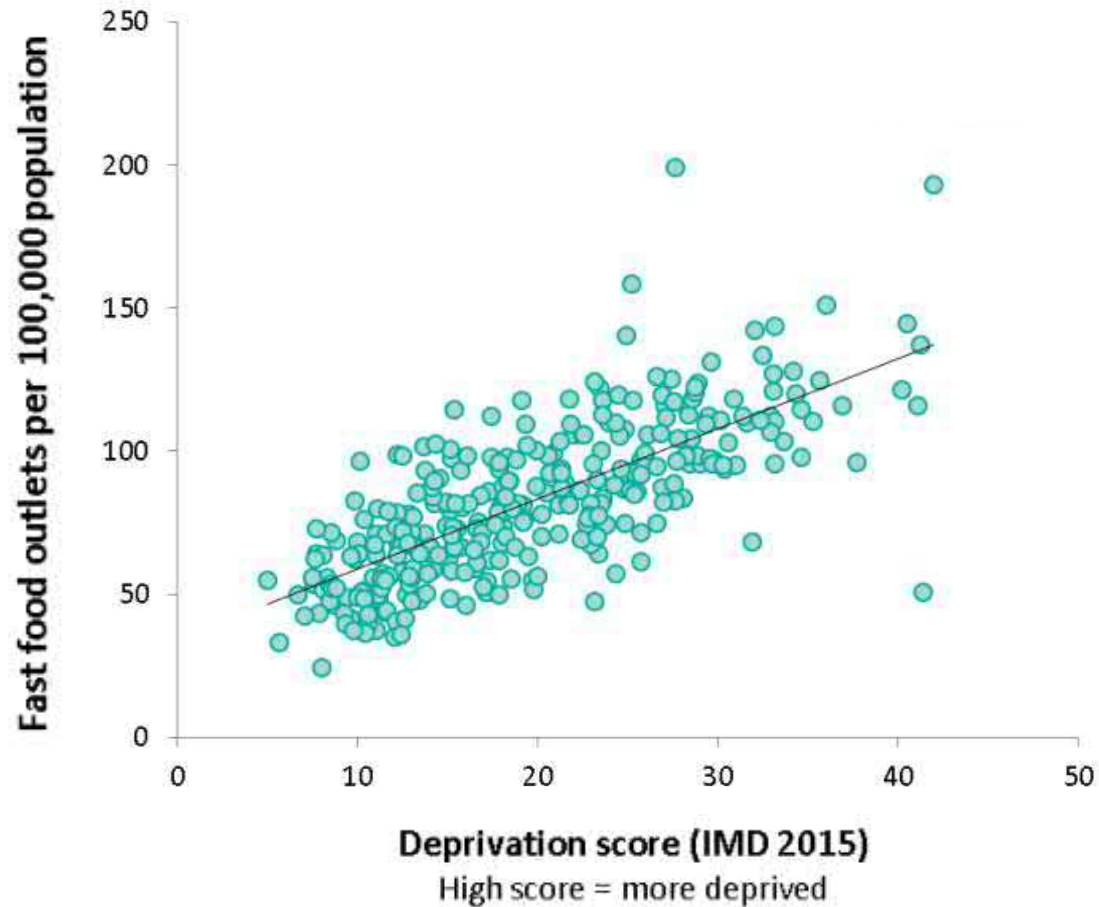
Food environment assessment tool (www.feat-tool.org.uk)

- Across England, 10% increase in takeaways over 3 years (now >56,000)
- 25% increase in some places (10% in Cannock Chase)
- Takeaways are frequently >1/3 of all food retail (often 1/2)

Takeaway proliferation in Norfolk (1990-2008)



Inequalities in takeaway exposure across England



Planning as a public health intervention?



House of Commons
Health and Social Care
Committee

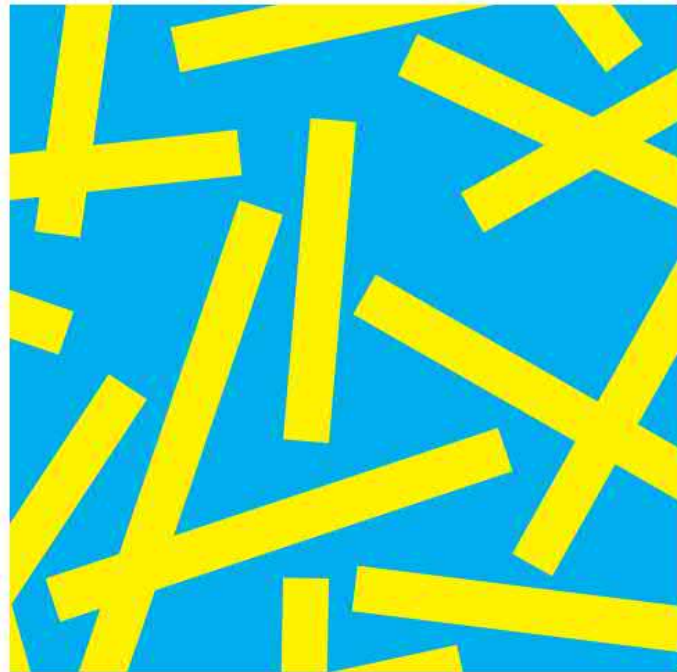
Childhood obesity: Time for action

Eighth Report of Session 2017–19

*Report, together with formal minutes relating
to the report*

*Ordered by the House of Commons
to be printed 23 May 2018*

Planning as a public health intervention?



TAKEAWAYS TOOLKIT

TOOLS, INTERVENTIONS AND CASE STUDIES TO HELP LOCAL
AUTHORITIES DEVELOP A RESPONSE TO THE HEALTH IMPACTS
OF FAST FOOD TAKEAWAYS

NOVEMBER 2012

MAYOR OF LONDON

Local
Government
Association

Tipping the scales

Case studies on the use of planning
powers to limit hot food takeaways



Planning as a public health intervention?



Gateshead Council
Supplementary Planning Document 2015
**Hot Food Takeaway
Supplementary Planning
Document**

Winner: Gateshead Council

Public Health

Winner: Gateshead Council
Highly Commended: Essex County Council

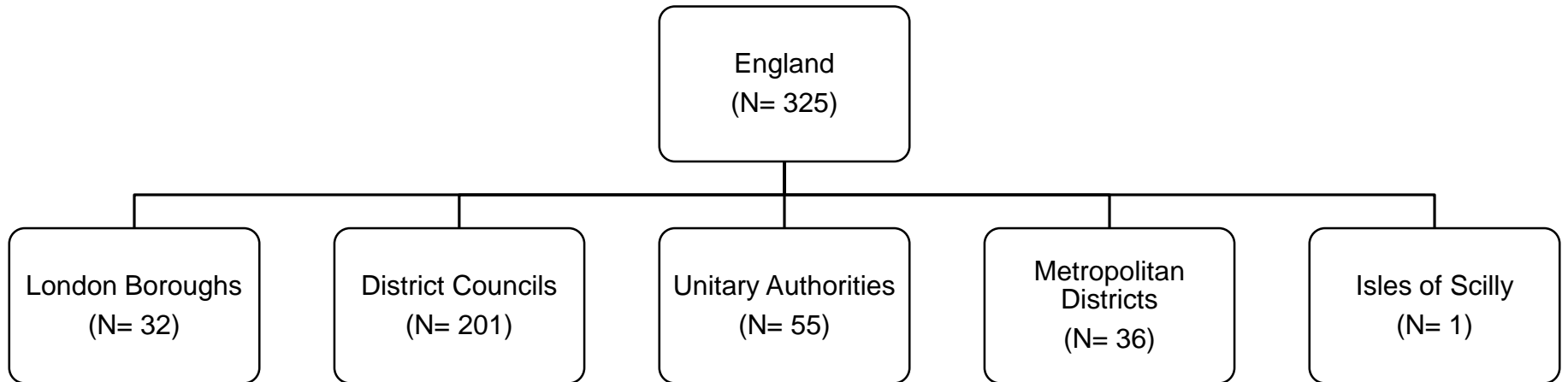
Sponsored By
NICE National Institute for Health and Care Excellence

Current Policy Practice

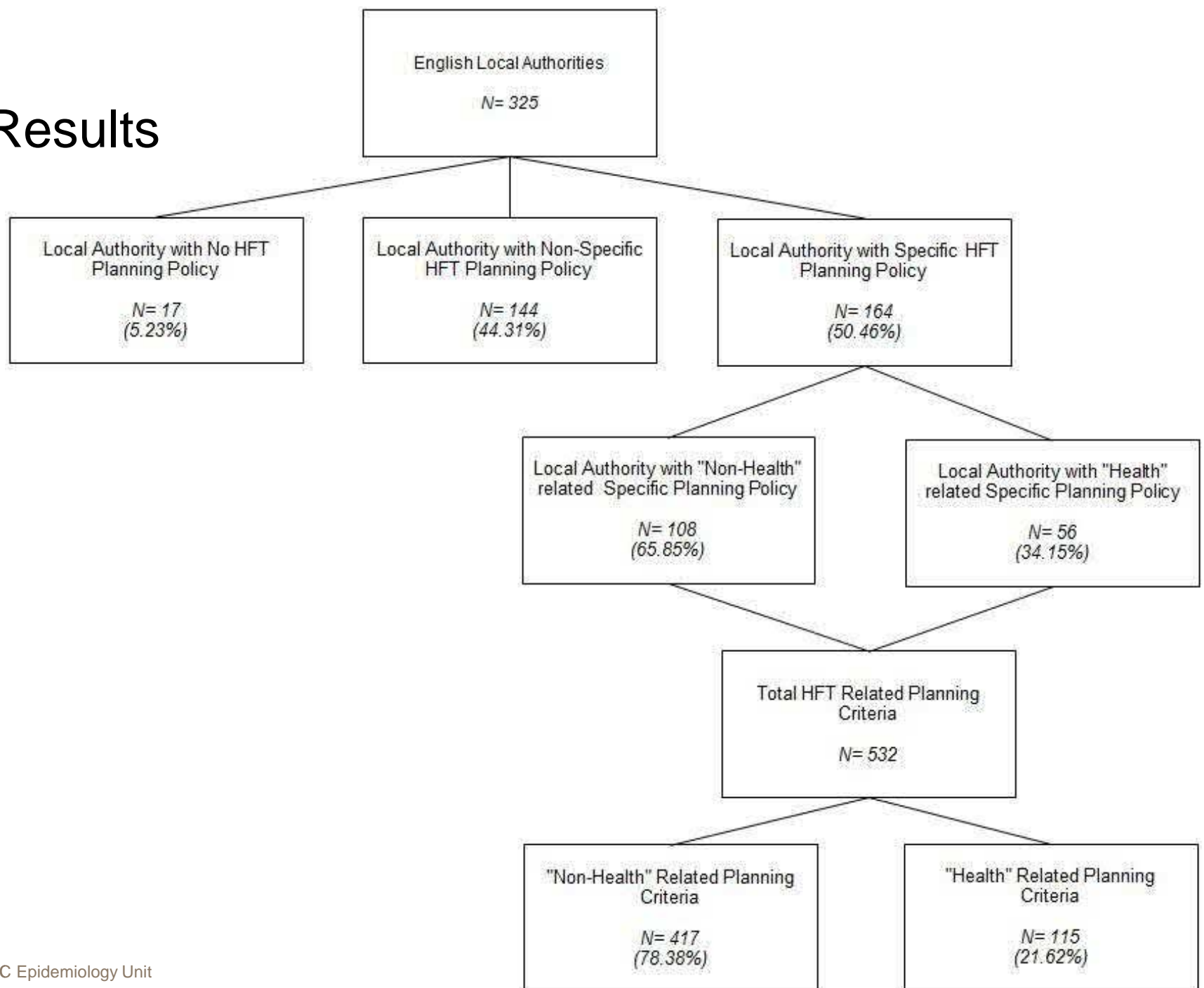
Important definitions

- **Adopted Planning Policy** – A finalised planning policy approved by the Planning Inspectorate
- **‘Specific Planning Policy’** – A policy that refers explicitly to A5 establishments
- **‘Non-Specific Planning Policy’** – A policy that does not refer explicitly to A5 establishments
- **‘Health’** – A policy or criteria specifically aimed at influencing health, obesity or dietary behaviour
- **‘Non-Health’** – A policy or criteria not specifically aimed at influencing health, obesity or dietary behaviour

Who was included?



Results



Gateshead Council
Supplementary Planning Document 2015

Hot Food Takeaway Supplementary Planning Document



1. Locations where children and young people congregate

Planning permission will not be granted for A5 use within a 400m radius of entry points to secondary schools, youth centres, leisure centres and parks*.

*Parks are categorised as playing areas, Area parks over 5 hectares in size and Neighbourhood Open Spaces over 2 hectares in size.

2. Locations where there are high levels of obesity

Planning permission will not be granted for A5 use in wards where there is more than 10% of the year 6 pupils classified as obese.

3. Over proliferation

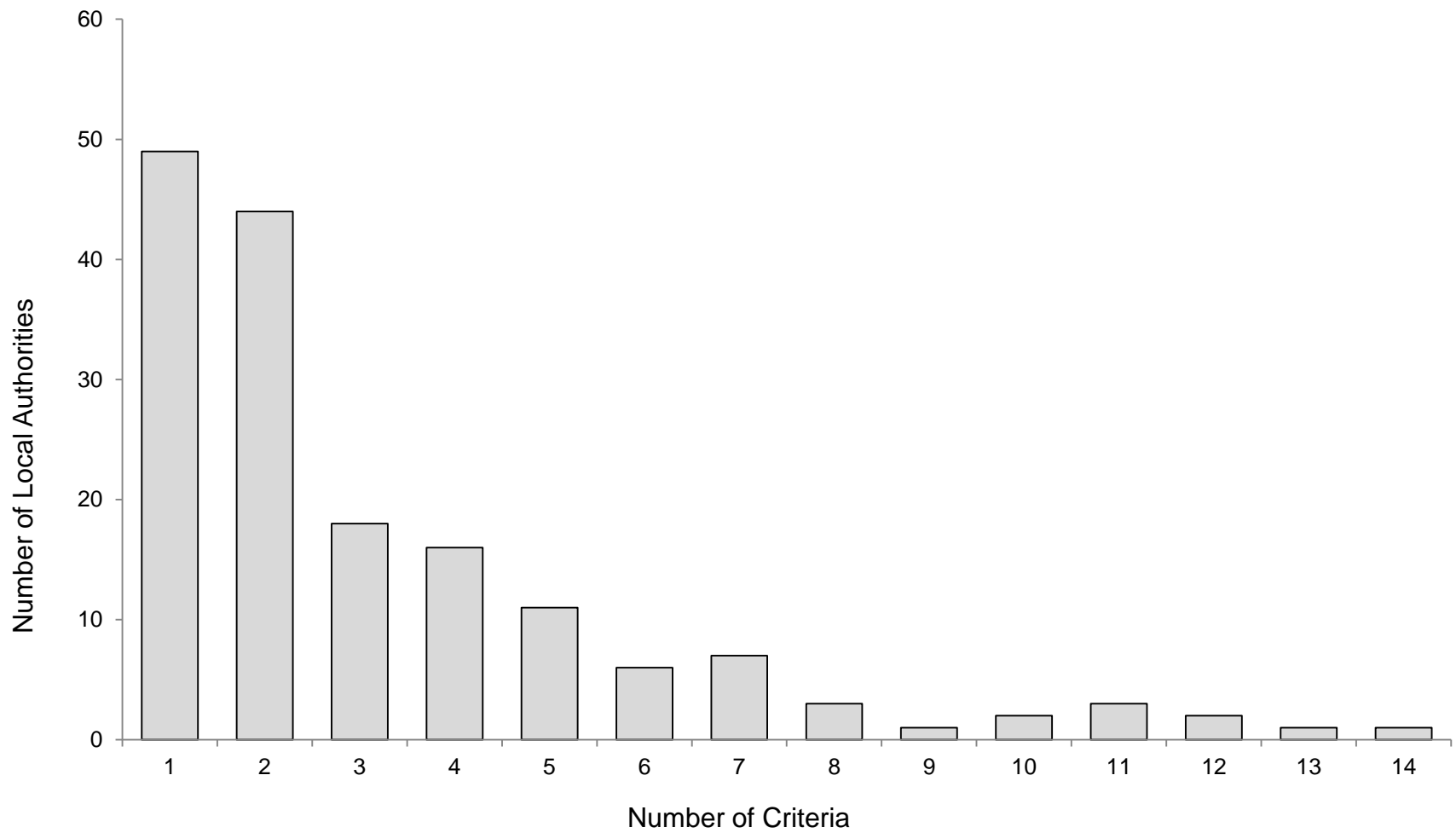
Planning permission will not be granted for A5 use where the number of approved A5 establishments, within the ward, equals or exceeds the UK national average, per 1000 population.

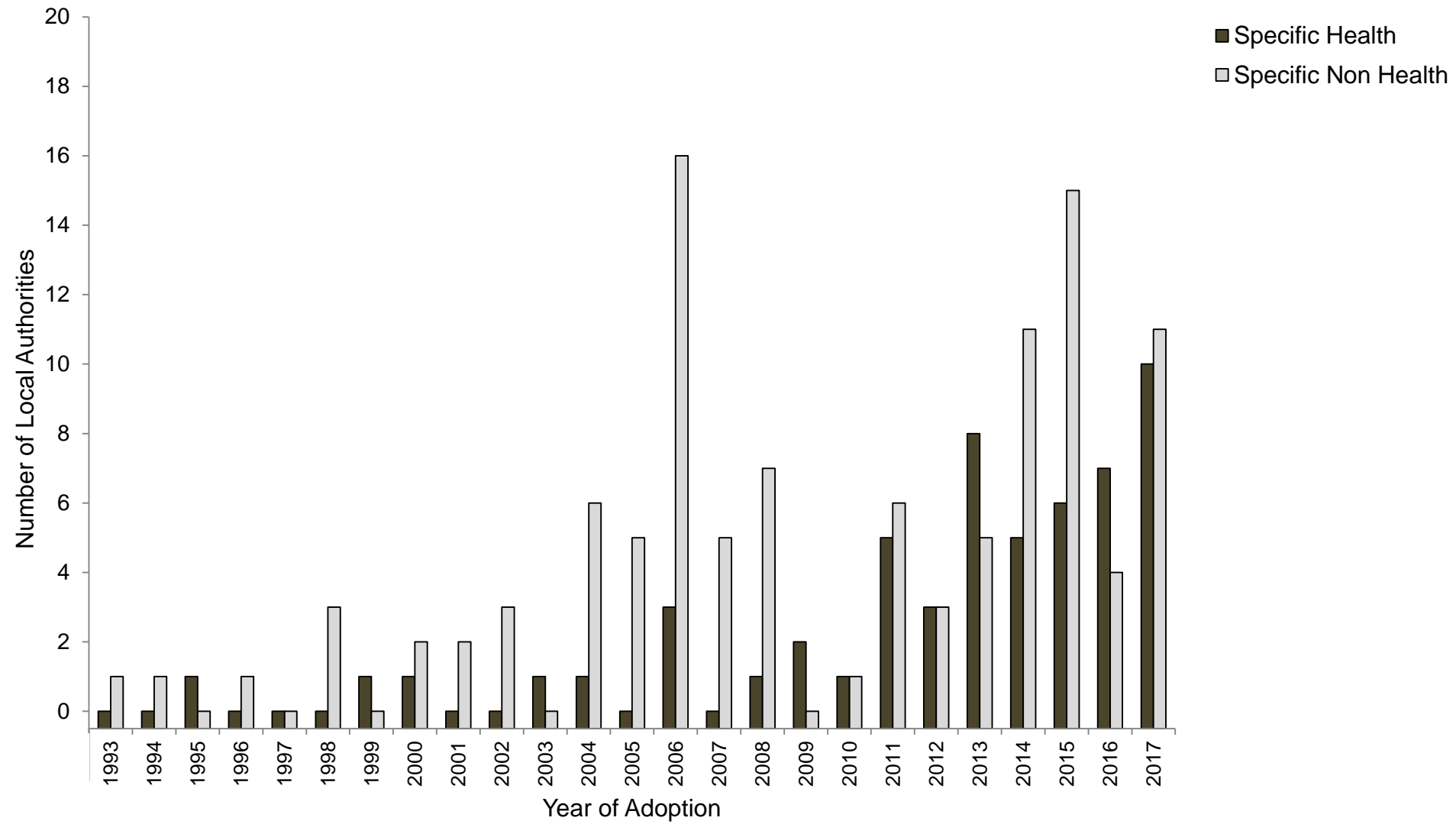
4. Clustering

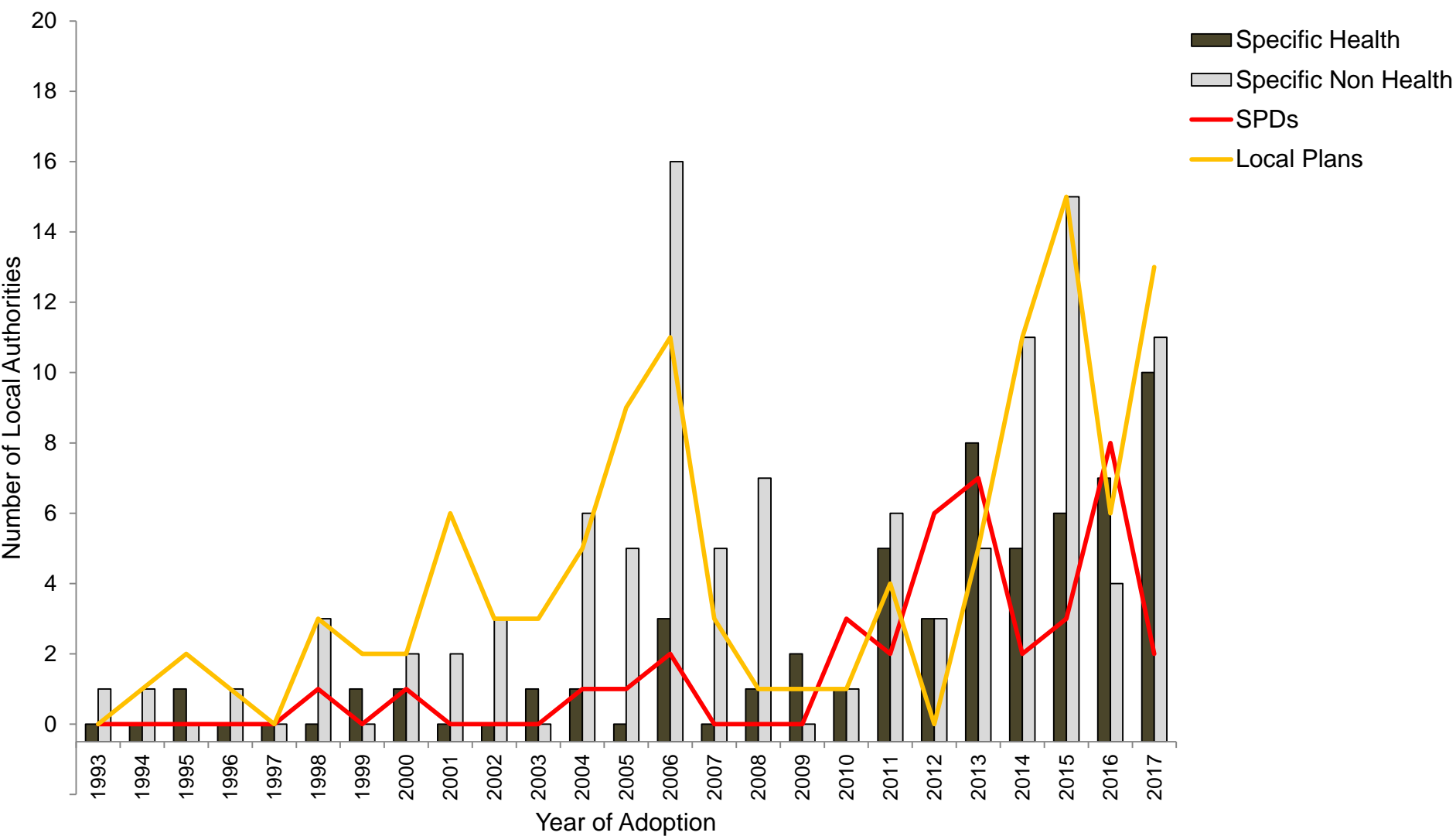
Planning permission will not be granted for A5 uses where it would result in a clustering of A5 uses to the detriment of the character and function or vitality and viability of a centre or local parade or if it would have an adverse impact on the standard of amenity for existing and future occupants of land and buildings.




LA with policy

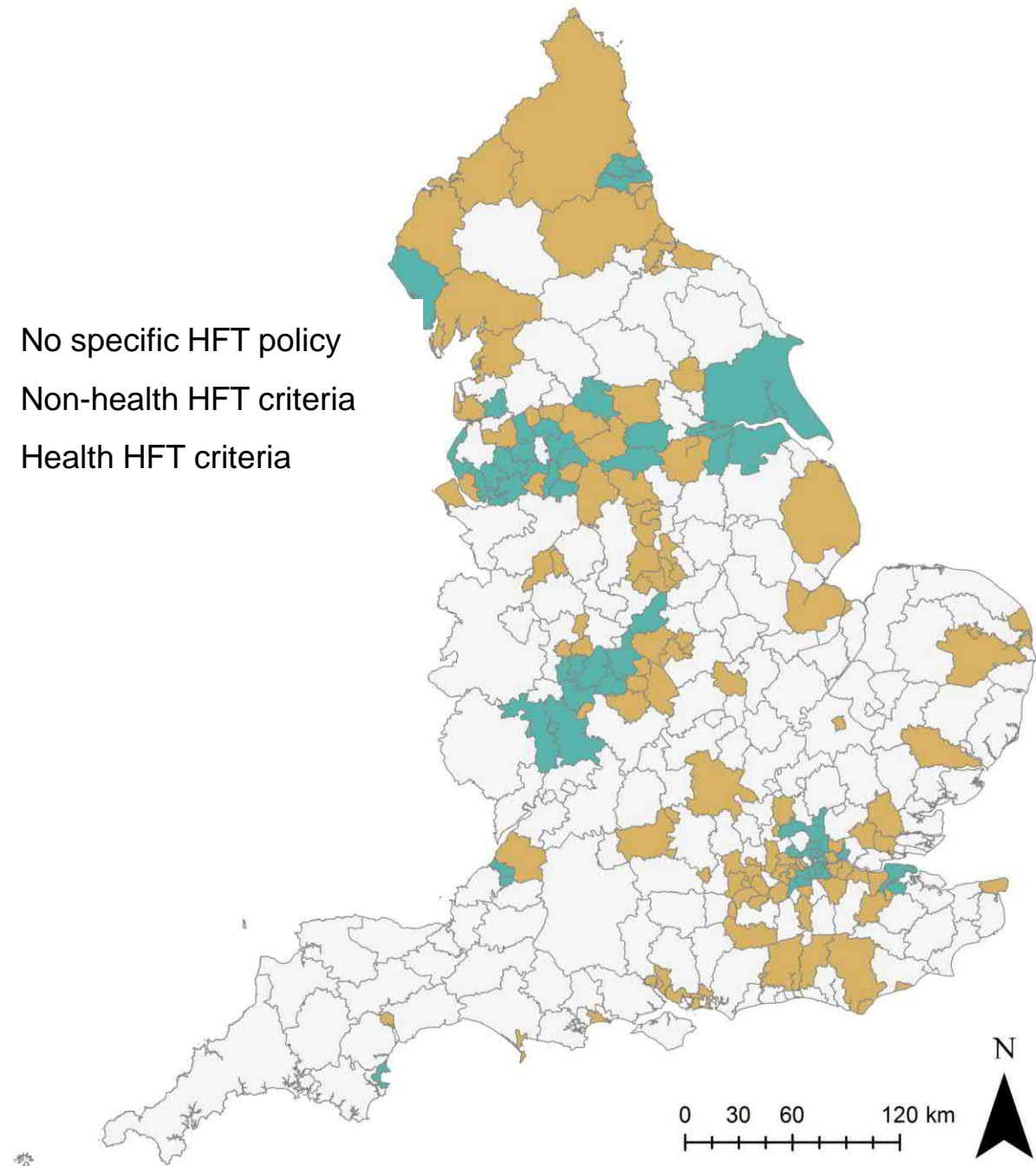
Policy considerations







-  No specific HFT policy
-  Non-health HFT criteria
-  Health HFT criteria



ACTION

		Health	Non-Health	Health	Non-Health	Health	Non-Health	Health	Non-Health
All Areas Within a Local Authority Boundary	Criteria	3		3	6	13	146	13	33
	Local Authority	3		3	6	11	67	11	25
Immediate Vicinity of Proposed Hot Food Takeaway Site	Criteria					3	11		
	Local Authority					2	7		
Places for Children & Families	Criteria	33	1	1				7	
	Local Authority	33	1	1				7	
Retail Areas	Criteria		11	29	72	9	83		16
	Local Authority		10	18	64	7	65		13
Residential Areas	Criteria		1			1	31		6
	Local Authority		1			1	30		6
		Exclusion Zones		Limit Density		Minimise Impact & Protect Vicinity		Other Strategies	

STRATEGY

PLACE

ACTION

PLACE		Health		Non-Health		Health		Non-Health		Health		Non-Health	
All Areas Within a Local Authority Boundary	Criteria	3		3	6	13	146	13	33				
	Local Authority	3		3	6	11	67	11	25				
Immediate Vicinity of Proposed Hot Food Takeaway Site	Criteria					3	11						
	Local Authority												
Places for Children & Families	Criteria	33											
	Local Authority	33											
Retail Areas	Criteria											16	
	Local Authority											13	
Residential Areas	Criteria		1			1	31		6				
	Local Authority		1			1	30		6				
		Exclusion Zones		Limit Density		Minimise Impact & Protect Vicinity		Other Strategies					

Distance or walking time based; *no new HFT within between 200-800m or 5-10 min of target place*

Target places include; nurseries, primary & secondary schools, colleges, madrassa's, advanced learning & further education centres, parks, leisure centres, youth centres & playing fields

Exclusion Zones may not apply within Retail Centre

STRATEGY

Headline results

- Over half of local authorities have a specific planning policy related to hot food takeaway regulation
- In particular, planning-led approaches to regulate hot food takeaways with a **health** focus are more common than we previously thought
- SPDs are just one option to influence health through the planning system
- The most common health based approach focuses on environments for children and families
- But diverse range of actions and clear (scope for) innovation

Local Data

2 Analysis – The Distribution of Hot Food Takeaways (A5 Outlets)

1. Clustering of Hot Food Takeaways

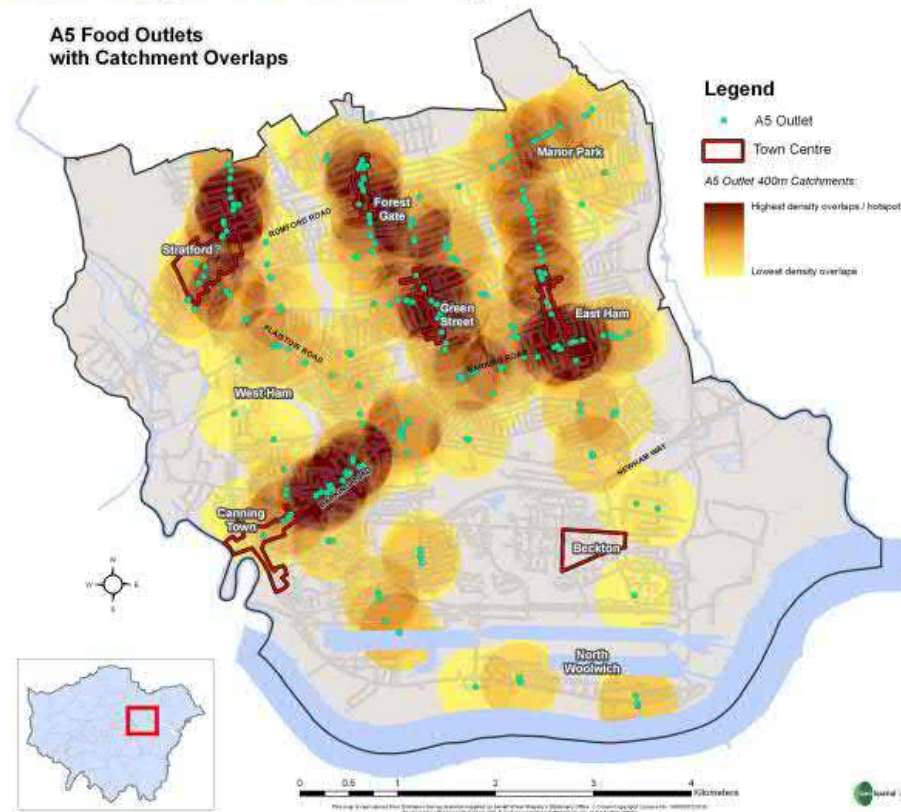


Figure 1: Distribution of A5 (hot food takeaway) outlets

Explanation of mapping

- 2.1 Hot food takeaways were defined using primary nature of business classification in the data-set and these outlets were mapped to show locational clustering (i.e. indicated by groups of green dots). If secondary uses were included, an additional 54 outlets would have formed part of this data



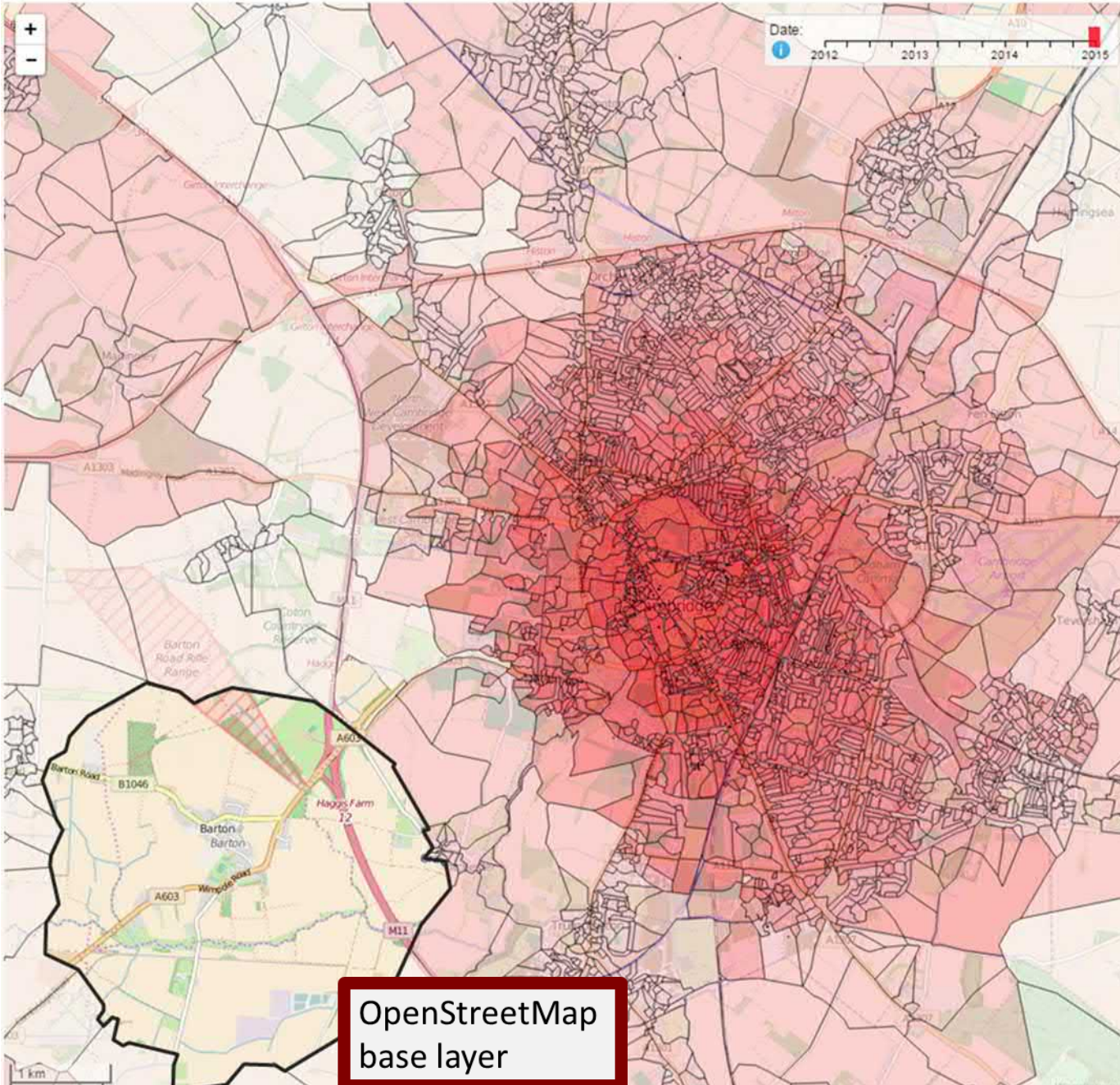
Feat

Food environment assessment tool

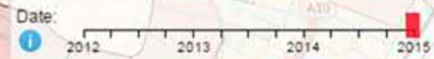
www.feat-tool.org.uk

-
- Underpinned by our scientific research
 - A unique, interactive, web-based food access mapping tool (www.feat-tool.org.uk)
 - Allows exploration, quantification and surveillance of regional and neighbourhood food access
 - Addresses identified need from a range of audiences
 - Framed primarily around the needs of planners and public health in local authorities.

Food Environment Assessment Tool (FEAT)



OpenStreetMap
 base layer



Search

Current level: Postcode

Name: CB41YZ
 Code: CB41YZ
 Count: 37

Lock level

Food outlet types

- Cafes
- Convenience stores
- Restaurants
- Speciality outlets
- Supermarkets
- Takeaways

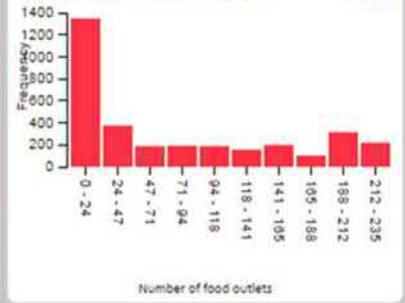
Standardisation

- None
- Total number of food outlets
- Resident population

Number of selected food outlet(s)



Distribution of food outlets

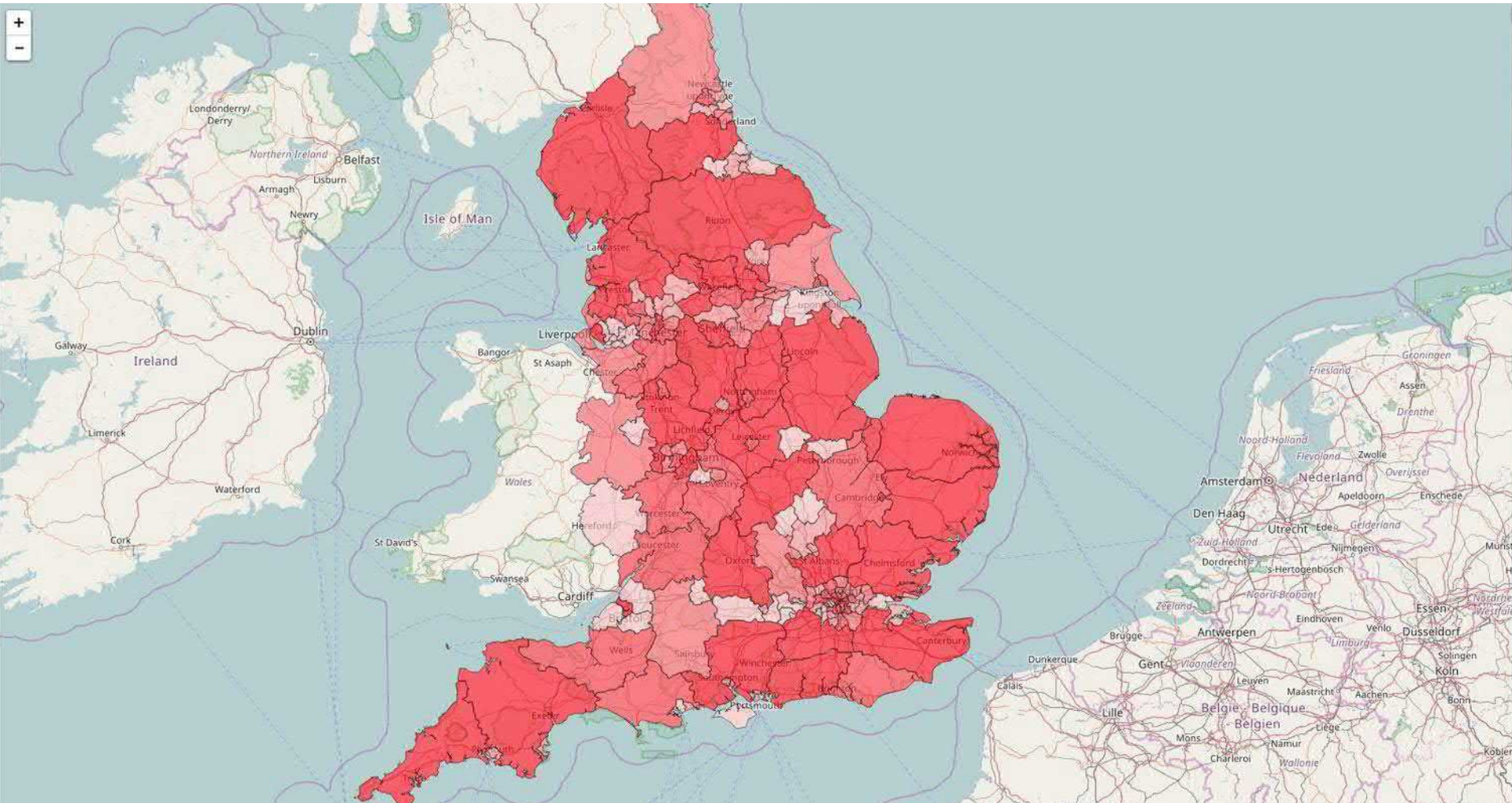







Feat

Food environment assessment tool

www.feat-tool.org.uk



DATA

Food outlets (OS POI) 
Boundaries 
Population data 

EXPERTISE

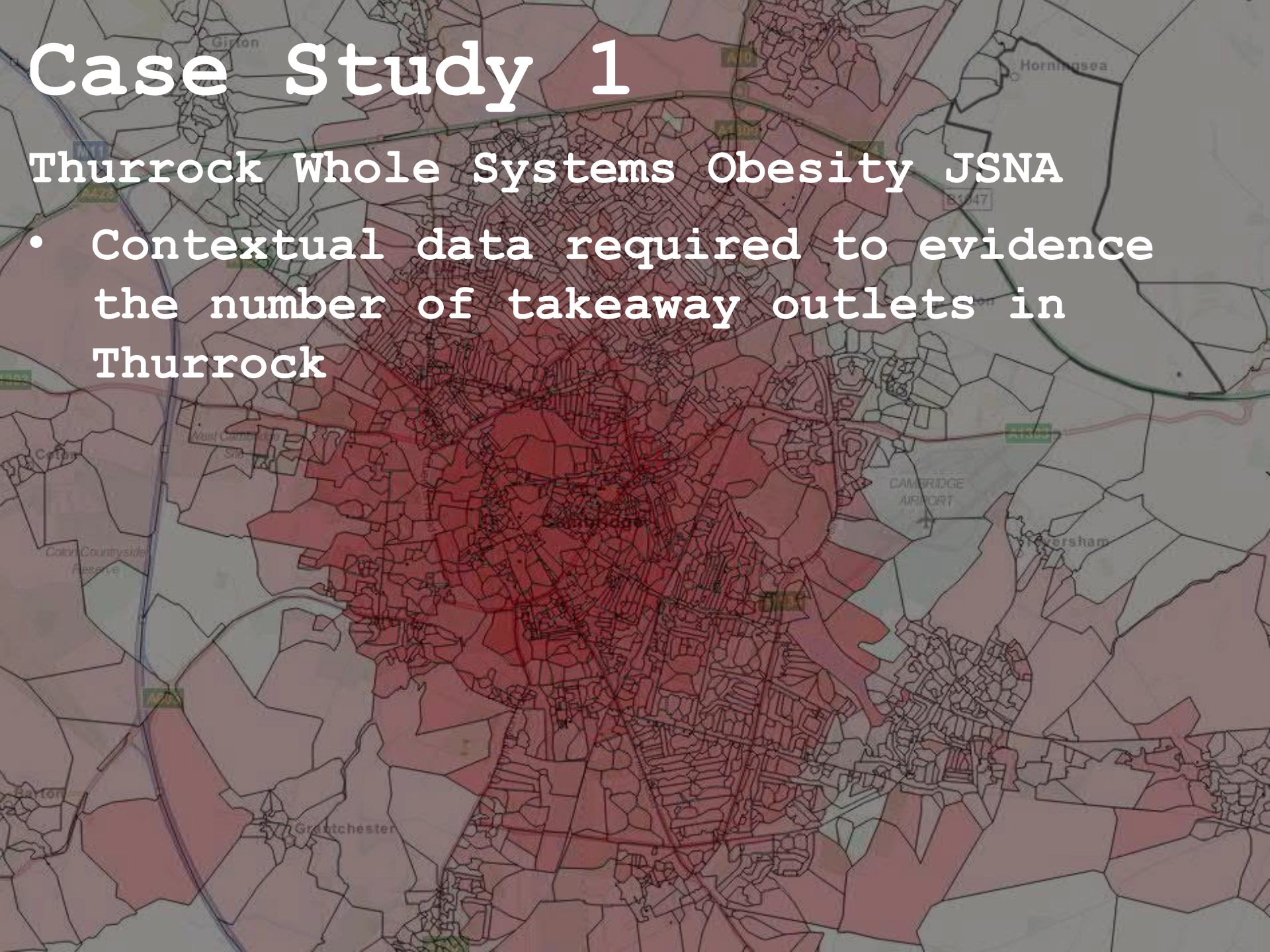
Epidemiology
GIS
Data science
Web development



Case Study 1

Thurrock Whole Systems Obesity JSNA

- Contextual data required to evidence the number of takeaway outlets in Thurrock



5.4.3 Fast food outlets in Thurrock

Fast food outlet data has been collected by PointX and reported by Public Health England (2016) which consists of 3 subsections of data: Fast Food and Takeaway Outlets, Fast Food Delivery Services and Fish and Chip shops. There are limitations on this data to be considered which include a

65

significant point noted in the PointX data *"It is likely that the data here does not show the complete picture for fast food outlets. Many of the outlets that could be considered 'fast food' are likely to be multi-functional; sit-down and eat in, takeaway and home delivery. As a result businesses may have been recorded under the category of restaurant or café which would mean they are not considered here despite selling similar types of food to those included in this analysis. Also some outlets that sell baked goods like pasties and sausage rolls may be categorised as bakeries, a category not considered in this analysis; although some of the outlets included in this analysis do sell baked goods."*

The national report from Public Health England [94] reports a growing body of evidence on the association between exposure to fast food outlets and obesity; however some studies show conflicting results. [95], [96], [97].

Data from Public Health England reports that there are 138 fast food outlets in Thurrock Borough, representing a rate of 84.5 per 100,000 population. This is similar to the England Average of 88 per 100,000 population.

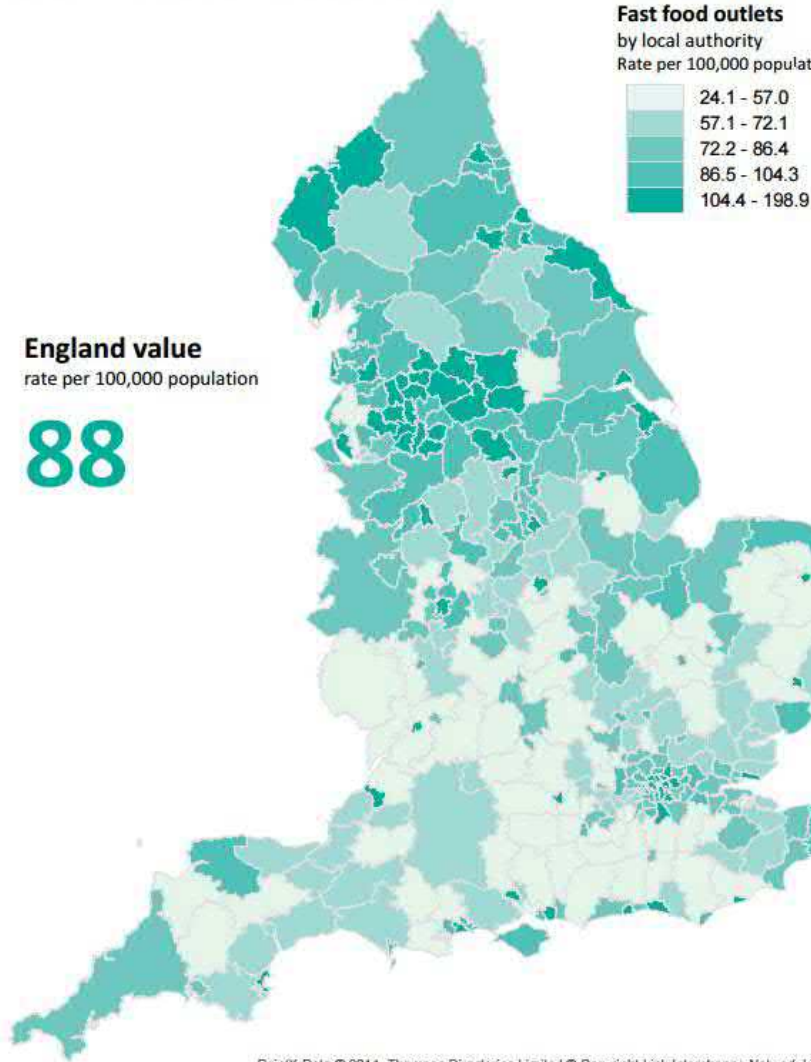
Obesity and the environment

Density of fast food outlets



England value
rate per 100,000 population

88



PointX Data © 2014, Thomson Directories Limited © Copyright Link Interchange Network Ltd Database/Copyright and Ordnance Survey © Crown copyright and/or Database Right 2006. All rights reserved. Licence number 10

PHE fast food tool

Public Health England

Home Technical Guidance [Contact Us](#)

Public Health Profiles

Indicator keywords

Overview **Map** Trends **Compare areas** Area profiles Inequalities England Population Box Plots Definitions Download

Area type: District & UA Areas grouped by: Region Benchmark: England

Area: **Barking and Dagenham** Region: London

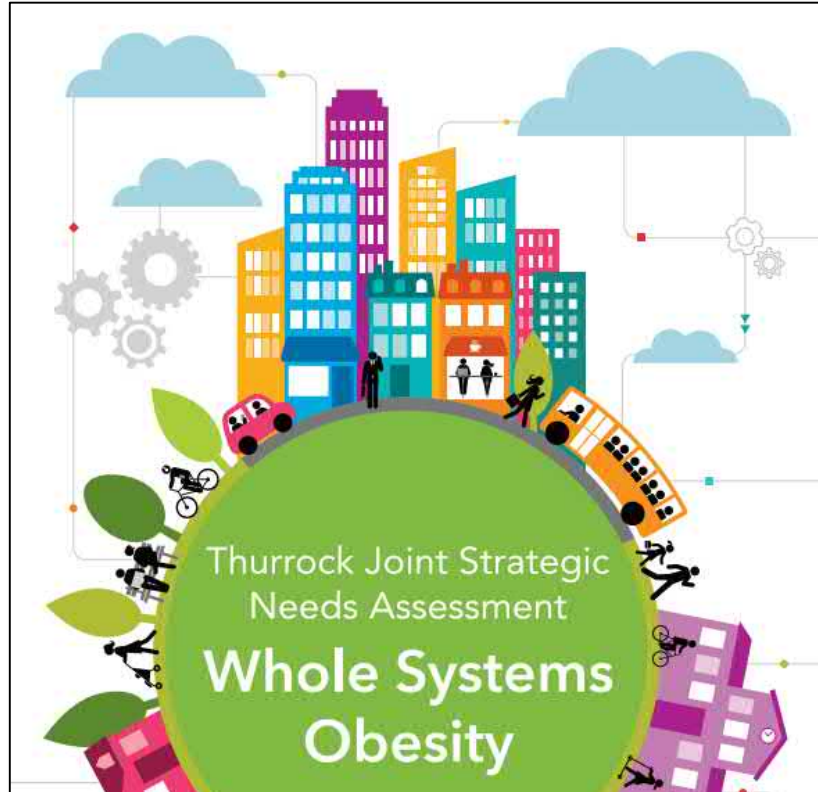
Indicator: **Density of fast food outlets**

Compared with benchmark: Better Similar Worse Lower Similar Higher Not compared

Recent trends: (in development) Could not be calculated Increasing / Getting worse Increasing / Getting better Decreasing / Getting worse Decreasing / Getting better No significant change Increasing Decreasing

Areas: **All in London region** All in England [Export table as image](#)

Area	Count	Value	95% Lower CI	95% Upper CI
England	47,928	88.2		
London region	8,662	101.4		
Barking and Dagenham	194	97.8		
Barnet	278	74.2		
Bexley	196	81.7		
Brent	304	94.8		
Bromley	255	79.4		
Camden	330	140.5		
City of London	269	3,332.5	2,946.1	3,755.5
Croydon	424	112.8	102.3	124.0
Ealing	286	83.6	74.2	93.9
Enfield	266	82.0	72.4	92.4
Greenwich	231	86.0	75.2	97.8
Hackney	290	110.2	97.9	123.6
Hammersmith and Fulham	196	109.9	95.0	126.4
Haringey	255	95.3	84.0	107.8
Harrow	201	81.7	70.8	93.8
Havering	236	95.9	84.1	109.0
Hillingdon	256	87.5	77.1	98.9
Hounslow	184	69.3	59.6	80.1
Islington	295	133.5	118.7	149.6
Kensington and Chelsea	100	64.0	52.1	77.9

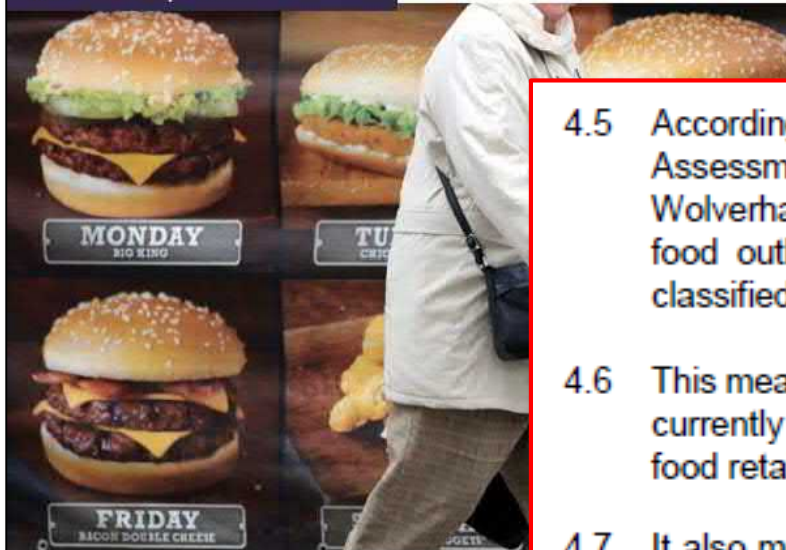


Thurrock Joint Strategic
Needs Assessment
**Whole Systems
Obesity**

	PHE fast food tool	Feat
Total number	138	148
Per 100,000 pop	85	94
Proportion	-	32%
Total number 2017	-	156
Change 2014-2017	-	5%

DRAFT Hot Food Takeaway Supplementary Planning Document September 2017

Planning Guidance on new
Hot Food Takeaways (A5)
in the City of
Wolverhampton



wolverhampton.gov.uk

WEIGHT
WE CAN'T WAIT
To end obesity in Wolverhampton

Hot Food Takeaways in Wolverhampton



4.5 According to the Food Environment Assessment Tool (FEAT), as of 2017, Wolverhampton currently has 967 food outlet types, 267 of which are classified as A5 Hot Food Takeaways.

4.6 This means that Hot Food Takeaways currently make up 27.6% of the total food retail offer for the City.

4.7 It also means that there are currently 1.07 Hot Food Takeaways in Wolverhampton per 1000 people. This is higher than the England average, which is 0.86 Hot Food Takeaways per 1000 people.

4.8 Furthermore, several wards in Wolverhampton have a much greater number of Hot Food Takeaways per 1000 people than the average for England, as shown in Table 2.

4.9 St Peter's ward is omitted from Table 2 owing to its City Centre coverage. The ward has a higher concentration of Hot Food Takeaways than other wards in the City, owing to the proliferation of premises along certain frontages. The City Centre area is included in the policies of this SPD.

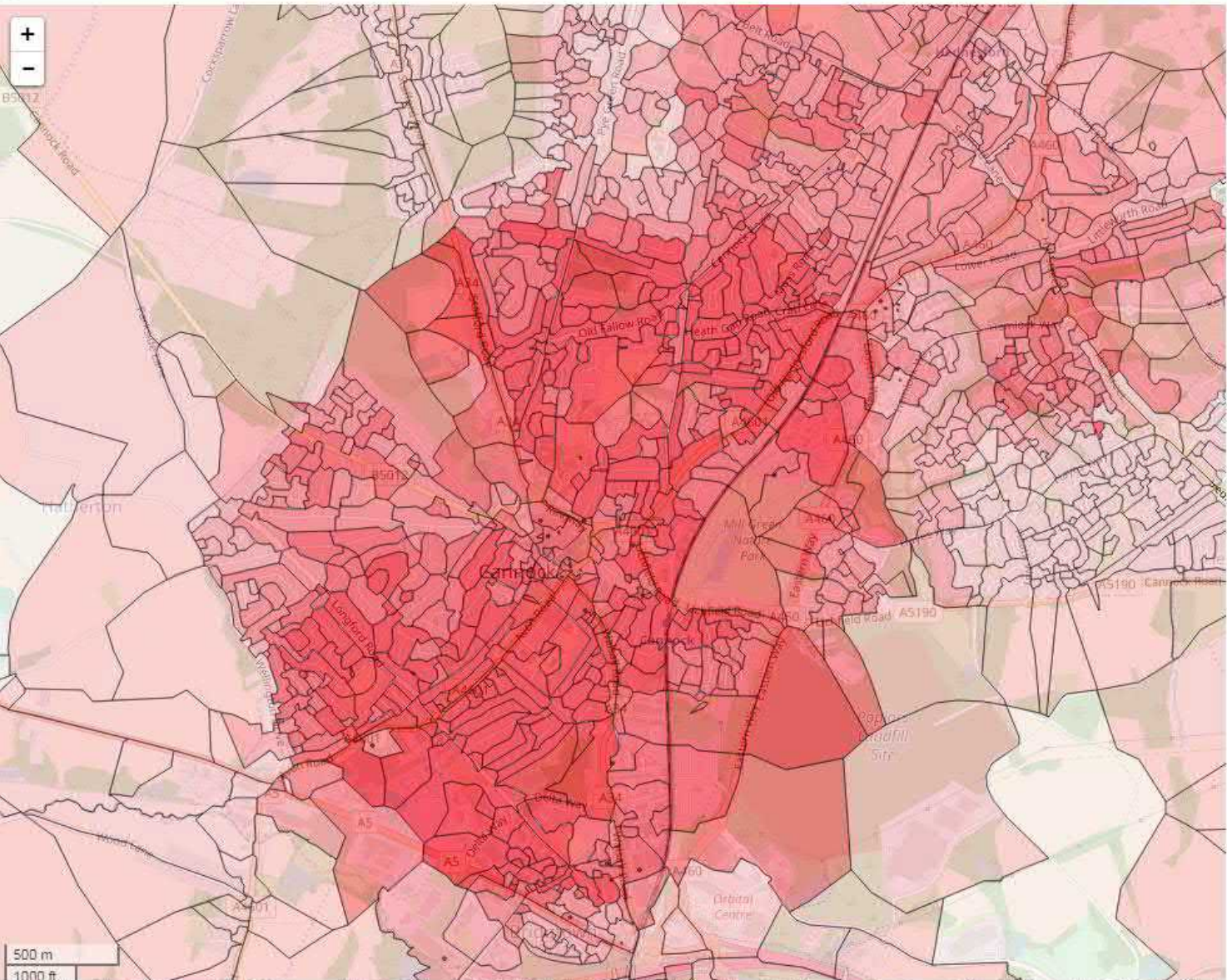
A map of Cannock, Staffordshire, showing a grid of postcodes. The central urban area is shaded in a darker red, while surrounding areas are in a lighter red. Several postcodes are highlighted with green boxes, indicating takeaway hotspots. These include SN11 1AA, SN11 1AB, SN11 1AD, SN11 1AE, SN11 1AF, SN11 1AG, SN11 1AH, SN11 1AJ, SN11 1AL, SN11 1AN, SN11 1AP, SN11 1AQ, SN11 1AR, SN11 1AS, SN11 1AT, SN11 1AU, SN11 1AW, SN11 1AX, SN11 1AY, SN11 1AZ, SN11 1BA, SN11 1BB, SN11 1BD, SN11 1BE, SN11 1BF, SN11 1BG, SN11 1BH, SN11 1BJ, SN11 1BL, SN11 1BN, SN11 1BP, SN11 1BQ, SN11 1BR, SN11 1BS, SN11 1BT, SN11 1BU, SN11 1BW, SN11 1BX, SN11 1BY, SN11 1BZ, SN11 1CA, SN11 1CB, SN11 1CD, SN11 1CE, SN11 1CF, SN11 1CG, SN11 1CH, SN11 1CJ, SN11 1CL, SN11 1CN, SN11 1CP, SN11 1CQ, SN11 1CR, SN11 1CS, SN11 1CT, SN11 1CU, SN11 1CW, SN11 1CX, SN11 1CY, SN11 1CZ, SN11 1DA, SN11 1DB, SN11 1DD, SN11 1DE, SN11 1DF, SN11 1DG, SN11 1DH, SN11 1DJ, SN11 1DL, SN11 1DN, SN11 1DP, SN11 1DQ, SN11 1DR, SN11 1DS, SN11 1DT, SN11 1DU, SN11 1DW, SN11 1DX, SN11 1DY, SN11 1DZ, SN11 1EA, SN11 1EB, SN11 1ED, SN11 1EE, SN11 1EF, SN11 1EG, SN11 1EH, SN11 1EJ, SN11 1EL, SN11 1EN, SN11 1EP, SN11 1EQ, SN11 1ER, SN11 1ES, SN11 1ET, SN11 1EU, SN11 1EW, SN11 1EX, SN11 1EY, SN11 1EZ, SN11 1FA, SN11 1FB, SN11 1FD, SN11 1FE, SN11 1FF, SN11 1FG, SN11 1FH, SN11 1FJ, SN11 1FL, SN11 1FN, SN11 1FP, SN11 1FQ, SN11 1FR, SN11 1FS, SN11 1FT, SN11 1FU, SN11 1FW, SN11 1FX, SN11 1FY, SN11 1FZ, SN11 1GA, SN11 1GB, SN11 1GD, SN11 1GE, SN11 1GF, SN11 1GG, SN11 1GH, SN11 1GJ, SN11 1GL, SN11 1GN, SN11 1GP, SN11 1GQ, SN11 1GR, SN11 1GS, SN11 1GT, SN11 1GU, SN11 1GW, SN11 1GX, SN11 1GY, SN11 1GZ, SN11 1HA, SN11 1HB, SN11 1HD, SN11 1HE, SN11 1HF, SN11 1HG, SN11 1HH, SN11 1HJ, SN11 1HL, SN11 1HN, SN11 1HP, SN11 1HQ, SN11 1HR, SN11 1HS, SN11 1HT, SN11 1HU, SN11 1HW, SN11 1HX, SN11 1HY, SN11 1HZ, SN11 1JA, SN11 1JB, SN11 1JD, SN11 1JE, SN11 1JF, SN11 1JG, SN11 1JH, SN11 1JJ, SN11 1JL, SN11 1JN, SN11 1JP, SN11 1JQ, SN11 1JR, SN11 1JS, SN11 1JT, SN11 1JU, SN11 1JW, SN11 1JX, SN11 1JY, SN11 1JZ, SN11 1KA, SN11 1KB, SN11 1KD, SN11 1KE, SN11 1KF, SN11 1KG, SN11 1KH, SN11 1KJ, SN11 1KL, SN11 1KN, SN11 1KP, SN11 1KQ, SN11 1KR, SN11 1KS, SN11 1KT, SN11 1KU, SN11 1KW, SN11 1KX, SN11 1KY, SN11 1KZ, SN11 1LA, SN11 1LB, SN11 1LD, SN11 1LE, SN11 1LF, SN11 1LG, SN11 1LH, SN11 1LJ, SN11 1LL, SN11 1LN, SN11 1LP, SN11 1LQ, SN11 1LR, SN11 1LS, SN11 1LT, SN11 1LU, SN11 1LW, SN11 1LX, SN11 1LY, SN11 1LZ, SN11 1MA, SN11 1MB, SN11 1MD, SN11 1ME, SN11 1MF, SN11 1MG, SN11 1MH, SN11 1MJ, SN11 1ML, SN11 1MN, SN11 1MP, SN11 1MQ, SN11 1MR, SN11 1MS, SN11 1MT, SN11 1MU, SN11 1MW, SN11 1MX, SN11 1MY, SN11 1MZ, SN11 1NA, SN11 1NB, SN11 1ND, SN11 1NE, SN11 1NF, SN11 1NG, SN11 1NH, SN11 1NJ, SN11 1NL, SN11 1NN, SN11 1NP, SN11 1NQ, SN11 1NR, SN11 1NS, SN11 1NT, SN11 1NU, SN11 1NW, SN11 1NX, SN11 1NY, SN11 1NZ, SN11 1PA, SN11 1PB, SN11 1PD, SN11 1PE, SN11 1PF, SN11 1PG, SN11 1PH, SN11 1PJ, SN11 1PL, SN11 1PN, SN11 1PP, SN11 1PQ, SN11 1PR, SN11 1PS, SN11 1PT, SN11 1PU, SN11 1PW, SN11 1PX, SN11 1PY, SN11 1PZ, SN11 1QA, SN11 1QB, SN11 1QD, SN11 1QE, SN11 1QF, SN11 1QG, SN11 1QH, SN11 1QJ, SN11 1QL, SN11 1QN, SN11 1QP, SN11 1QQ, SN11 1QR, SN11 1QS, SN11 1QT, SN11 1QU, SN11 1QW, SN11 1QX, SN11 1QY, SN11 1QZ, SN11 1RA, SN11 1RB, SN11 1RD, SN11 1RE, SN11 1RF, SN11 1RG, SN11 1RH, SN11 1RJ, SN11 1RL, SN11 1RN, SN11 1RP, SN11 1RQ, SN11 1RR, SN11 1RS, SN11 1RT, SN11 1RU, SN11 1RW, SN11 1RX, SN11 1RY, SN11 1RZ, SN11 1SA, SN11 1SB, SN11 1SD, SN11 1SE, SN11 1SF, SN11 1SG, SN11 1SH, SN11 1SJ, SN11 1SL, SN11 1SN, SN11 1SP, SN11 1SQ, SN11 1SR, SN11 1SS, SN11 1ST, SN11 1SU, SN11 1SW, SN11 1SX, SN11 1SY, SN11 1SZ, SN11 1TA, SN11 1TB, SN11 1TD, SN11 1TE, SN11 1TF, SN11 1TG, SN11 1TH, SN11 1TJ, SN11 1TL, SN11 1TN, SN11 1TP, SN11 1TQ, SN11 1TR, SN11 1TS, SN11 1TT, SN11 1TU, SN11 1TW, SN11 1TX, SN11 1TY, SN11 1TZ, SN11 1UA, SN11 1UB, SN11 1UD, SN11 1UE, SN11 1UF, SN11 1UG, SN11 1UH, SN11 1UJ, SN11 1UL, SN11 1UN, SN11 1UP, SN11 1UQ, SN11 1UR, SN11 1US, SN11 1UT, SN11 1UU, SN11 1UW, SN11 1UX, SN11 1UY, SN11 1UZ, SN11 1VA, SN11 1VB, SN11 1VD, SN11 1VE, SN11 1VF, SN11 1VG, SN11 1VH, SN11 1VJ, SN11 1VL, SN11 1VN, SN11 1VP, SN11 1VQ, SN11 1VR, SN11 1VS, SN11 1VT, SN11 1VU, SN11 1VW, SN11 1VX, SN11 1VY, SN11 1VZ, SN11 1WA, SN11 1WB, SN11 1WD, SN11 1WE, SN11 1WF, SN11 1WG, SN11 1WH, SN11 1WJ, SN11 1WL, SN11 1WN, SN11 1WP, SN11 1WQ, SN11 1WR, SN11 1WS, SN11 1WT, SN11 1WU, SN11 1WW, SN11 1WX, SN11 1WY, SN11 1WZ, SN11 1XA, SN11 1XB, SN11 1XD, SN11 1XE, SN11 1XF, SN11 1XG, SN11 1XH, SN11 1XJ, SN11 1XL, SN11 1XN, SN11 1XP, SN11 1XQ, SN11 1XR, SN11 1XS, SN11 1XT, SN11 1XU, SN11 1XW, SN11 1XX, SN11 1XY, SN11 1XZ, SN11 1YA, SN11 1YB, SN11 1YD, SN11 1YE, SN11 1YF, SN11 1YG, SN11 1YH, SN11 1YJ, SN11 1YL, SN11 1YN, SN11 1YP, SN11 1YQ, SN11 1YR, SN11 1YS, SN11 1YT, SN11 1YU, SN11 1YW, SN11 1YX, SN11 1YY, SN11 1YZ, SN11 1ZA, SN11 1ZB, SN11 1ZD, SN11 1ZE, SN11 1ZF, SN11 1ZG, SN11 1ZH, SN11 1ZJ, SN11 1ZL, SN11 1ZN, SN11 1ZP, SN11 1ZQ, SN11 1ZR, SN11 1ZS, SN11 1ZT, SN11 1ZU, SN11 1ZW, SN11 1ZX, SN11 1ZY, SN11 1ZZ. The map also shows major roads like the M11 and A52, and nearby locations like Gorton, Graftchester, Fen Ditton, and Bridgford Airport. The text 'Case Study 2' is overlaid in large white font, and a bullet point below it reads 'Exploring Postcodes in Cannock' followed by 'Identify takeaway hotspots to be considered for planning intervention'.

Case Study 2

Exploring Postcodes in Cannock

- Identify takeaway hotspots to be considered for planning intervention

Comparisons | Takeaway count (Postcodes in Cannock)



Food outlet data from: Dec 2017



Search

Current level: Postcode

Lock level

Food outlet types

- Cafes
- Convenience stores
- Restaurants
- Speciality outlets
- Supermarkets
- Takeaways

Standardisation

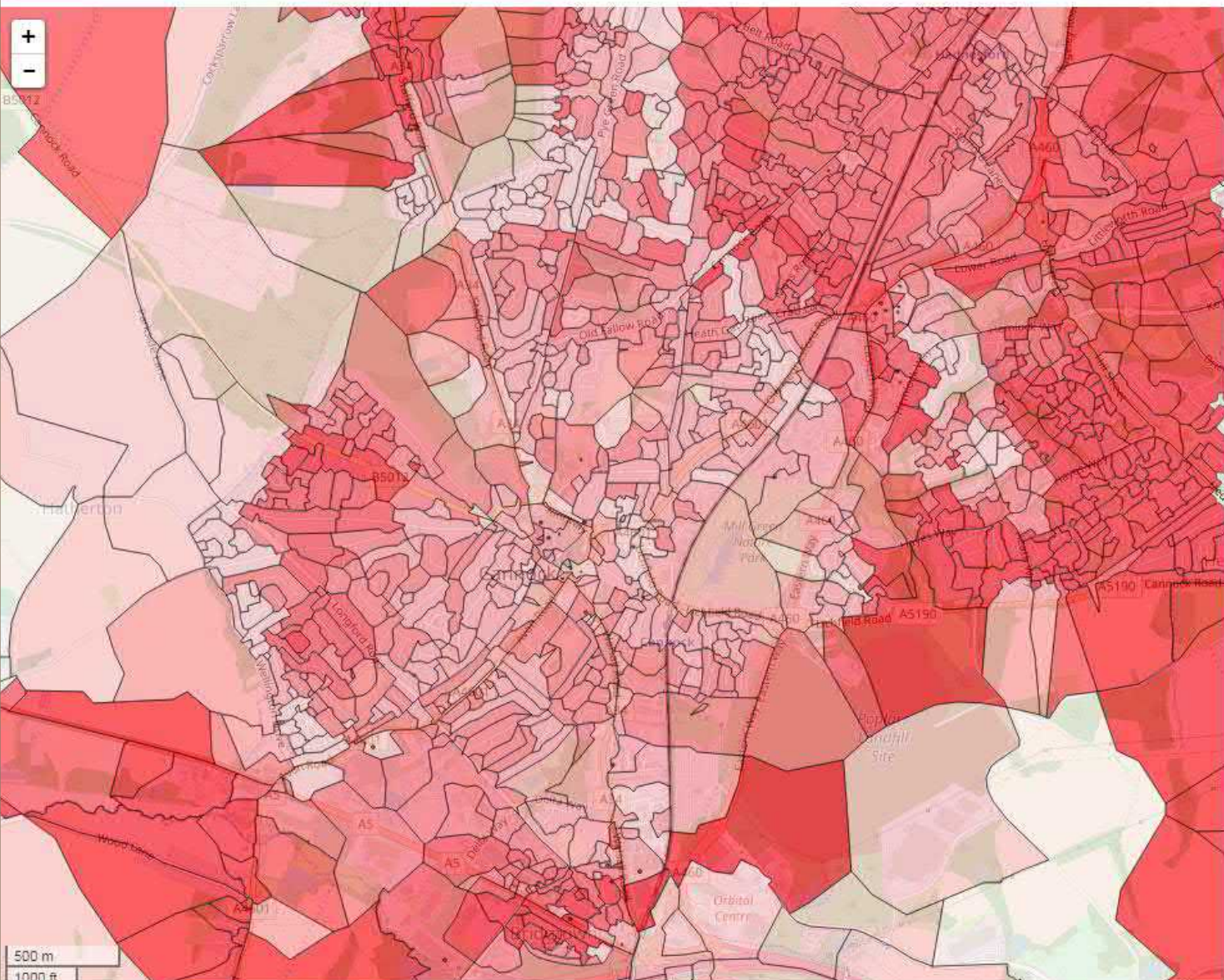
- None
- Total number of food outlets
- Resident population

Number of selected food outlet(s)



Distribution of food outlets

Comparisons | Takeaway proportion (Postcodes in Cannock)



Food outlet data from: Dec 2017 ⓘ

2014 2015 2016 2017 2018 2019

Search ⓘ

Current level: Postcode ⓘ

Lock level ⓘ

Food outlet types ⊖ ⓘ

- Cafes
- Convenience stores
- Restaurants
- Speciality outlets
- Supermarkets
- Takeaways

Standardisation ⊖ ⓘ

- None
- Total number of food outlets
- Resident population

Number of selected food outlet(s) ⊖ ⓘ
as a proportion of all food outlets (%)

- 0 - 0
- 14.3 - 25.4
- 25.4 - 26.5
- 26.5 - 27.6
- 27.6 - 29.1
- 29.1 - 41.7

Distribution of food outlets ⊕ ⓘ

ACKNOWLEDGEMENT

This work was undertaken by the Centre for Diet and Activity Research (CEDAR), a UKCRC Public Health Research Centre of Excellence, in collaboration with the London School of Hygiene and Tropical Medicine & Durham University.

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CAMBRIDGE



Durham
University

LONDON
SCHOOL of
HYGIENE
& TROPICAL
MEDICINE



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Report of:	Head of Environment & Healthy Lifestyles
Contact Officer:	Mike Edmonds
Telephone No:	4416
Portfolio Leaders:	Culture & Sport and Health & Wellbeing
Key Decision:	No
Report Track:	Wellbeing Scrutiny Cttee: 03/07/18

WELLBEING SCRUTINY COMMITTEE

3 JULY 2018

WORK PROGRAMME FOR 2018-19

1 Purpose of Report

- 1.1 To set out the draft work programme for the Wellbeing Scrutiny Committee for 2018-19.

2 Recommendations

- 2.1 That the Committee review the draft work programme for 2018-19 and advise on what they wish to include for the forthcoming year (see Appendix 1).

3 Key Issues and Reasons for Recommendation

- 3.1 The scrutiny structure has been designed to ensure effective accountability for the delivery against the Council's key outcomes set out in the Council's Corporate Plan 2018-23.
- 3.2 The Wellbeing Scrutiny Committee is responsible for scrutinising the Corporate priorities for improving community wellbeing.
- 3.3 The Scrutiny Committee is encouraged to identify issues that relate to this priority and/or are a priority for local people and communities. If a matter is a recurring issue for the people you, as Councillors, represent, the likelihood is that it is something that the Committee should consider. The more relevant the issue is to local communities then the greater the likelihood of engaging those communities in the scrutiny process and of producing outcomes that will be visible to those communities you represent. Guidance on selecting reviews is included in Appendices 2A and 2B.

- 3.4 Members are invited to comment on the draft Work Programme attached at Appendix 1. Members are also encouraged to propose issues that could be included for consideration in the work programme. The work programme may be revised during the year as necessary.

4 Relationship to Corporate Priorities

- 4.1 The remit of the Wellbeing Scrutiny Committee is linked to the key corporate priorities of improving community wellbeing.

5 Report Detail

Background

- 5.1 The Scrutiny Committee is responsible for scrutinising the key priorities for improving community wellbeing.
- 5.2 The Council has identified 4 strategic objectives for improving community wellbeing:
- Opportunities for healthy and active lifestyles
 - Sustaining safe and secure communities
 - Supporting vulnerable people
 - Promoting attractive and healthy environments

Developing the Work Programme

- 5.3 To support Members in their Scrutiny role and in particular in developing a work programme a Scrutiny Toolkit has been produced; a copy of this has been circulated separately to Members. An extract from the toolkit relating to developing a work programme is attached at Appendix 2A and an extract from the LGA's guidance is attached at Appendix 2B.
- 5.4 In developing the work programme Members are encouraged to consider the following questions:
- Is the matter a concern to local people? (You may wish to reflect on topics raised with you when canvassing).
 - Is the issue an identified priority for the Council or partners?
 - Does the issue relate to an area of service with a trend in weak performance?
 - What difference could scrutiny make?
 - What would happen if you did not look at this issue?
- 5.5 To further assist Members in developing the work programme a copy of the PDP for Community Wellbeing is attached as a separate item on the agenda.

- 5.6 The Work Programme can be revised during the year to reflect emerging priorities, but it is important to plan ahead and allow time for reports to be prepared and invitations to be sent to relevant parties.
- 5.7 Whilst it is for the Committee to determine what they want to include in the Work Programme, a draft Work Programme is attached at Appendix 1 to this report which includes some standing items (eg PDP updates) and some suggestions as to potential reviews.

Undertaking the Scrutiny reviews

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

Reporting on Scrutiny Reviews

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

6 Implications

6.1 Financial

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

6.2 Legal

None

6.3 Human Resources

None

6.4 Section 17 (Crime Prevention)

None

6.5 Human Rights Act

None

6.6 Data Protection

None

6.7 Risk Management

The key aspects of risk management in regard to scrutiny work programmes are:

- ensuring that there are clear outcomes from the scrutiny process that impact positively upon the services users/communities within the District and link to corporate priorities; and
- that there is adequate capacity for the committee to complete the work that has been agreed.

6.8 Equality & Diversity

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

6.9 Best Value

Work programmes which are effectively prioritised will ensure that scrutiny activity is focused where it can be of greatest benefit.

7 Appendices to the Report

Appendix 1: Draft Work Programme

Appendix 2A: Extract from the Council's Scrutiny Toolkit

Appendix 2B: Extract from the LGA Guidance on Scrutiny Work Programming

Appendix 3: Template for scoping a scrutiny review

Previous Consideration

None

Background Papers

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Appendix 1**Proposed Work Programme for 2018-19 for
the Wellbeing Scrutiny Committee**

Meeting Date	Item
3 July 2018	<ul style="list-style-type: none"> • End of Year Outturn for Health and Culture PDP for 2017-18 • Community Wellbeing PDP for 2018-19 • Annual Report on the work of the Health, Culture and Environment Scrutiny Committee for 2017-18 • Task and Finish Group Report – Impact of Hot Food Takeaways • Determine Work Programme for 2018-19
19 November 2018	<ul style="list-style-type: none"> • Community Wellbeing PDP Progress Report April to September 2018 • Scrutiny Review (to be determined)
4 March 2019	<ul style="list-style-type: none"> • Community Wellbeing PDP Progress Report October to December 2018 • Scrutiny Review (to be determined)

Suggestions for Reviews:

- Urban Forestry Strategy 2018 -2023
- Revenues and Benefits Performance
 - a. Council Tax Collection
 - b. Business Rates Collection
 - c. Benefit Processing Times
- Obesity in the District and actions to address – Public Health
- Review of Taxi and Private Hire Licensing Policy

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Appendix 2A

DEVELOPING THE WORK PROGRAMME

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

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

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

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

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

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

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

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

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

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

Stage 1: Agree the Issue

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

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

Stage 2: Determine the nature of member involvement

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

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

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

Stage 3: Scoping Exercise

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

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

Work programming

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

Planned scrutiny

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

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

Responsive scrutiny

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



The scrutiny topic selection process

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

1. Identify issues

You can identify potential issues by:

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

2. Prioritise topics

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

3. Plan scrutiny work

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

4. Review and evaluate

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



Criteria for selecting scrutiny topics

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

Topics **are** suitable for scrutiny when:

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

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

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

Defining scrutiny topics

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

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



SCRUTINY REVIEW TEMPLATE

REVIEW TITLE
SCOPE OF THE REVIEW / TERMS OF REFERENCE
REASON FOR SCRUTINY
MEMBERSHIP OF THE REVIEW GROUP
KEY TASKS / REVIEW PLAN
SOURCES OF EVIDENCE
TIMESCALE