

Please ask for: Wendy Rowe **Your Ref:**
Extension No: 4584 **My Ref:**
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13 November, 2018

Dear Councillor,

**PROMOTING PROSPERITY SCRUTINY COMMITTEE
4:00 PM ON WEDNESDAY 21 NOVEMBER, 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:

Davis, Mrs. M.A. (Chairman)
Sutherland, M (Vice-Chairman)

Dudson, A.	Lea, C.I.
Foley, D.	Startin, P.D.
Grice, Mrs. D.	Stretton, Mrs. P.Z.
Hewitt, P.M.	Tait, Ms. L.
Hoare, M.W.A.	Wilkinson, Ms. C.L.
Johnson, T.B.	

AGENDA

PART 1

1. **Apologies**
2. **Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**
 - (i) To declare any personal, pecuniary or disclosable pecuniary interests in accordance with the Code of Conduct and any possible contraventions under Section 106 of the Local Government Finance Act 1992.
 - (ii) To receive any Party Whip declarations.
3. **Minutes**

To receive the Minutes of the Promoting Prosperity Scrutiny Committee held on 23 October, 2018 (*Enclosed*).
4. **Briefing Note – Working Group to Review the Vulnerable Persons Decorating and Grass Cutting Scheme – Eligibility Criteria**

To consider the Briefing Note of the Head of Housing and Partnerships (Enclosure 4.1 – 4.4 plus Appendices)
5. **Quarter 2 Promoting Prosperity Priority Delivery Plan 2018/19 Update**

To receive the latest performance information (Item 5.1 – 5.9)

The Head of Economic Prosperity explained that the Briefing Note provided Members with details of the work undertaken by the Working Group. The Group had been established to carry out an in depth investigation of the Policy for the Commercial Use of the Highway which had been approved and adopted by Council on 18 October 2017 and fully implemented on 1 April 2018. Council had also authorised that a review of the Policy be undertaken 12 months after initial implementation to determine whether the application of the Policy should be extended beyond the largest town centres and/or District wide. The Working Group had met on 3 occasions and the relevant agenda, papers and notes of each meeting were attached as Appendices to the Briefing Note. Appendix 9 set out the options considered by the Working Group.

13. Outcome of Working Group to Review the Policy for Commercial Use of the Highway

Councillor Sutherland, Chairman of the Working Group thanked all Members and Officers that had been involved in the Working Group to undertake the review.

He then provided the Committee with a PowerPoint presentation which advised that the brief of the Group was to review the Policy with a view to evaluating its impact on business and the town centres and to examine whether the Policy should continue in force and, if so, whether it should be extended beyond the town centres / District wide. He outlined the background to the Council adopting the Policy along with the evidence considered and the key findings. He explained that the Group had looked at the costs of the current Policy and noted that a Council can only legally cover their costs and not generate an income from the fees charged. The Group had also looked at the differing approaches taken by other Local Authorities and gathered the views of a number of other interested parties.

He then outlined the five options considered by the Working Group, identifying some of the benefits and risks to each option. He informed the Committee that the Working Group had agreed that Option C (CCDC provides advice and guidance only) be recommended to Cabinet for approval.

Members were provided with a paper copy of the slides of the presentation for their consideration. The Committee then discussed the review and the options considered by the Working Group and asked questions.

A Member thanked the Working Group for a comprehensive report and advised that she considered that it was important to retain a Policy and regulation. She added that the current Policy was fair and the fees were not excessive and therefore moved that Option A (current policy unchanged) should be the option recommended to Cabinet. This was seconded by another Member.

There was some discussion regarding the requirement for planning permission for A Boards. The Building Control Manager confirmed that A Boards did require planning permission. However, the District Council had not pursued this course of action.

The Chairman of the Scrutiny Committee commented that the Policy had been adopted in October 2017 and had only been in place since April, 2018. She therefore considered that the current Policy should remain in place and this would enable the Council to recover their costs as more businesses would pay for permits.

Members noted that Stafford Borough Council had experienced problems back in 2007 and had approached the County Council asking for a Policy to be created. The Chairman of the Working Group advised that the County Council had prepared a leaflet entitled "Guidelines for the use of A Boards and Merchandising Displays on the Highways in Staffordshire" in response to the issues being experienced by Stafford Borough Council and this had resolved their problems. Therefore they did not adopt a Policy.

Another Member considered it was important to note the big effect the Policy was having on smaller businesses who were already struggling to make a living. This had placed another burden on them, whereas the larger businesses could afford the costs involved.

The Chairman of the Working Group clarified that Staffordshire County Council had indicated that they would not enforce the current policy conditions and the requirement to pay a fee; they would only intervene where obstructions posed a real risk of danger. The Committee discussed this issue and asked if the County Council could be approached for clarification. The Head of Economic Prosperity commented that the County Council's lack of support for enforcement of Policy conditions had not been made clear in their initial consultation response in March 2017. In fact the consultation response was very clear that the County expected Districts to proactively carry out inspections to ensure compliance. The Head of Economic Prosperity reminded the Committee that the County's own Policy states they will not permit placement of A Boards or goods on the highway unless a licence has been issued, or consent given by the District Council, and that District Councils may levy reasonable issue and renewal fees. It had therefore been assumed the County would be supportive. They were now saying that due to pressures of workload they were unable to support a proactive approach in relation to the Policy.

The Food, Safety and Licensing Manager clarified that, with regard to Option C, Officers would ensure businesses were aware of their legal obligations by providing advice and handing out the County Council guidance leaflets whilst they were visiting the premises for other matters. However, Officers would not take active enforcement measures to ensure businesses were complying with the policy. Therefore, there was no guarantee that the guidelines would be taken up by the businesses.

There was a discussion about what would happen if a member of the public injured themselves bumping into an A Board. The Food, Safety and Licensing Manager confirmed that the injured party would approach the business and, if they had public liability insurance and permission for the A Board, it was likely the insurance company would pay out. However, it may not be the case if a business did not have public liability insurance and / or the relevant permission for an A Board. It was important for businesses to have the relevant insurance

cover; however the Scrutiny Committee noted that the District Council could only suggest they have this and not force them to.

Following a lengthy discussion the Chairman advised that Option A and Option C were the possible options for the Committee to recommend to Cabinet; although only Option A had been moved and seconded. Therefore, a Member moved Option C and this was seconded.

The Committee then voted on the two options. The Chairman asked for those in favour of Option A. There were 4 votes in favour and therefore this was not carried. She then asked for those in favour of Option C. There were 6 votes in favour and one abstention. Therefore Option C was carried.

The Chairman advised that the Scrutiny Committee's recommendation would be submitted to Cabinet first and then onto full Council.

RESOLVED:

That Option C (CCDC provides advice and guidance only) be recommended to Cabinet and then Council.

The meeting closed at 5:10pm.

CHAIRMAN

Briefing Note of:	Head of Housing and Partnerships
Contact Officer:	Nirmal Samrai
Telephone No:	Ext 4210

PROMOTING PROSPERITY SCRUTINY COMMITTEE**21 NOVEMBER 2018****WORKING GROUP TO REVIEW THE VULNERABLE PERSONS DECORATING AND GRASS CUTTING SCHEME – ELIGIBILITY CRITERIA****1 Purpose of Briefing note**

- 1.1 The purpose of this briefing note is to provide Members with details of the work carried out by the Working Group

2 Key Issues

- 2.1 At the meeting of the Committee on 4 July 2018 Members agreed to review the Eligibility Criteria for the Vulnerable Persons Decorating and Grass Cutting Scheme.
- 2.2 A separate smaller group of Members was established forming a Working Group to carry out a more in depth investigate of the Policy.

3 Detail

- 3.1 The Vulnerable Persons Decorating and Grass Cutting Scheme has been in place since 2010 (amended 2011). Rules have been adopted to ensure that the scheme was restricted to those who were most vulnerable who have no alternative means of internally decorating their homes, or cut the grass. Tenants who qualify can have 2 rooms decorated once every three years and the grass cut 16 times a year.
- 3.2 A Working Group of 4 Members was established to carry out the review and to then bring its findings back to a future meeting of the Scrutiny Committee.
- 3.3 The Working Group has meet on 2 formal occasions and 1 informal occasion. Agendas, papers and minutes are included as appendices to this Briefing Note.
- 3.4 Officers delivered a presentation to the Working Group which explained the background to the scheme. The Working Group also considered approaches taken by other Social Housing Landlords.

- 3.5 The Working Group had unanimously agreed that the Grass Cutting Scheme did not require any amendment. The service was operating well and all eligible tenants who had requested the service were having their grass cut.
- 3.6 However, with regards to the Internal Decorating Scheme it was considered that it was important to retain the scheme but it was in need of review. The Group noted that it was fundamentally unfair to be on waiting list for a place on the Internal Decorating Scheme for 7 years and then to have to wait a further 3 years when a place becomes available before any decorating is undertaken.
- 3.7 The Working Group agreed that that the Promoting Prosperity Scrutiny Committee be asked to consider the following amendments to the Vulnerable Persons Decorating and Grass Cutting Scheme – Eligibility Criteria:-
- (A) To reduce the offer to 1 room being decorated once every 5 years thereby enabling all tenants to be included on the list. Consideration could be given to reducing the 5 years period once the waiting list had been reduced and the back log cleared.
 - (B) That a financial contribution of £100 towards the cost of decorating the hall, stairs and landing be applied. This should be paid in full in advance.
 - (C) That tenants should have a clear rent account for 3-6 months to be able to be included on the list. Additionally, no other sundry debtor payments, owing to Housing, should be outstanding.
 - (D) That where a tenant refused the date offered to them they should go on the reserve list for a cancellation, unless the reason for the refusal was for a medical reason or due to bereavement.
 - (E) That the scheme be reviewed after 2 years.
- 3.8 The Working Group requested officers investigate whether council tax arrears could be added to Amendment (C) criteria as a reason for exclusion from the list. Advice has been received from the Council's Local Taxation and Benefits Manager and Council's Solicitor which is discussed in 4.3 below.

4 Implications (if applicable)

4.1 Amendment (A)

Reduction of the amount of work carried out within a property from the current 2 rooms to 1 room will result in a reduction in the average cost per property. This will mean there will be more scope within the existing budget to complete more properties.

It is difficult to estimate the actual number of additional properties that could be undertaken if the revised criteria were approved. Although average costs would

be reduced the continuity of work for the painters would also be reduced. As a result the time saving does not equate to a 50% reduction.

It is suggested the reduction in the criteria from 2 rooms to 1 room per application will result in more completions per year thus reducing the current backlog. However, it is anticipated that tenants will choose to have larger rooms decorated given that that only one is being decorated. Therefore, in order to consider reducing the 5-year period it will be necessary to analyse the cost reduction per property following the first year of the introduction of any new scheme.

4.2 Amendment (B)

It is calculated that just fewer than 14% of the list are tenants occupying houses. Taking into account the number of houses decorated each year and that only a proportion request decoration of the hall, stairs and landing the amount to be collected from a £100 charge would be minimal which together with the associated administration cost would make it uneconomic to collect.

4.3 Amendment (C)

An analysis of the list identified only 4 tenants whose rent account was in arrears. Of these 3 were as a result of housing benefit changes due to the death of a partner and were expected to be resolved in the short-term.

It is possible to exclude those tenants with council tax arrears from benefitting from the service. However, in order to prevent a challenge from a vulnerable person with a “protected characteristic” it would be necessary to include an exceptional circumstance clause within the policy in relation to both council tax and rent arrears.

In addition, in order to be compliant under current data protection legislation it is also necessary to get consent before council tax records are accessed. Written consent would need to be obtained as part of the Vulnerable Persons Decorating and Grass Cutting application form.

5 Appendices

Appendix 1

Agenda – Scrutiny Working Group (Review of Vulnerable Persons Decorating and Grass Cutting Scheme – Eligibility Criteria) 16th August 2018

Appendix 2

Eligibility Criteria – Grass Cutting and Decoration

Appendix 3

Powerpoint slide – Vulnerable Decorating

Appendix 4

Minutes - Scrutiny Working Group (Review of Vulnerable Persons Decorating and Grass

Appendix 5	Cutting Scheme – Eligibility Criteria)16 th August 2018 Agenda – Scrutiny Working Group (Review of Vulnerable Persons Decorating and Grass Cutting Scheme – Eligibility Criteria) 10 th October 2018
Appendix 6	Notes of the Scrutiny Working Group (Review of Vulnerable Persons Decorating and Grass Cutting Scheme – Eligibility Criteria) 10 th October 2018

Background Papers

None



Agenda – Scrutiny Working Group (Review of Vulnerable Persons Decorating and Grass Cutting Scheme – Eligibility Criteria)

Time: 4:15pm

Date: Thursday 16 August, 2018

Venue: Datteln Room

1. Appointment of Chairman

2. Apologies

3. Declarations of Interest from Members

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

4. Review of Vulnerable Persons Decorating and Grass Cutting Scheme – Eligibility Criteria

- (i) Presentation – Overview of Vulnerable Persons Decorating and Grass Cutting Scheme (Janet Baldasera/John Broadhurst)
- (ii) Verbal Update – Approaches taken by other Social Housing Landlords Eligibility (Nirmal Samrai)

To: Councillors:

C.I. Lea
Mrs. P.Z. Stretton
Ms. L. Tait
Ms. C. Wilkinson

Officers:

N. Samrai Head of Housing, Partnership and Interim Property
J. Baldasera Strategic Housing and Tenancy Services Manager
J. Broadhurst Housing Maintenance Manager
W. Rowe Senior Committee Officer

Date Despatched: 7 August, 2018

Organisation	Scheme	Criteria	Service offered and Frequency	Cost
CCDC	Grass Cutting	<p>(a) Are secure or introductory tenants of Cannock Chase Council.</p> <p>(b) Are either:-</p> <ol style="list-style-type: none"> 1. Aged 70 (or over) or; 2. Live in a property with disabled adaptations and are in need of those adaptations or; 3. Receive one or more of the following benefits:- <ul style="list-style-type: none"> -Attendance Allowance -Disability Living Allowance -Severe Disablement Allowance -War Disablement Pension -Employment Support Allowance (support component) -Long-term Incapacity Benefit (note long-term only) 	The Contractor will provide a basic grass cutting service for front and rear lawns which will be cut and edged up to 16 times a year, in accordance with the growing season (between March and October), this may be reduced as a result of changes in weather conditions.	Free
CCDC	Decoration	As above	<p>Tenants who qualify will have two rooms (as chosen by the tenant) decorated once every three years. Decoration of internal walls, ceiling and timberwork will be undertaken in accordance with the tenants' choice of wall coverings and the full commercial range of colours with odourless paints being used where required.</p> <p>Properties are chosen in strict date order basis. If your property was decorated as a void property within the last 3 years, you will not become eligible for decoration until at least 3 years have passed.</p>	Free
Tamworth	Gardening Assistance Scheme	<ul style="list-style-type: none"> • Tenants aged over 75 and unable to maintain their garden due to a registered disability or a medical condition, • No able bodied persons over the age of 18 living 	Run a free 'Gardening Assistance Scheme' for older or disabled council tenants who cannot carry out their own gardening. This includes lawn and hedge cutting between April and	Free

		in the property able to maintain the garden.	October. Those that do not meet this criteria would need to seek assistance from family or a private gardening contractor. However in exceptional circumstances may use our discretion for tenants under the age of 75.	
Wolverhampton Homes	Tidy Garden Scheme	Open to everyone, but there is a charge - £400 per annum.	The Tidy Garden Scheme is a gardening service for any tenants or leaseholders who would like help looking after their garden. The service includes: <ul style="list-style-type: none"> • Lawn mowing - fortnightly from April to September. • Shrub pruning and weeding - monthly from October to March. • Hedge trimming - twice a year. Also offer extra services, which can be quoted for separately: <ul style="list-style-type: none"> • One-off garden projects – to bring your garden back to an easy to maintain condition. • Tree works – pruning, reduction and felling. 	£400 which can be spread over 52 weekly payments by Direct Debit.
Dudley MBC	Social Decorations Scheme	To be eligible for assistance tenants must be over 65 years of age and or disabled and have no other household member who is able to decorate for them.	We currently operate a limited social decorations programme where we provide assistance with internal decorations to tenants who are elderly or disabled. Eligible tenants can apply for up to 2 rooms to be decorated if they have not applied within the last 2 years.	Free
Derby Homes	Garden Maintenance Scheme	Open to Derby Homes tenants who have reached state retirement age or who are disabled and have no other able bodied person over the age of 18 living in the property.	Due to the popularity of the scheme, you may be placed on a waiting list. We'll let you know as soon as you've been accepted. At this point, we'll change your tenancy conditions to show, "Derby Homes accepts the responsibility for garden maintenance, and	There's a small charge for the Garden Maintenance Scheme,

			<p>you will be charged for the service.”</p> <p>What work we do The scheme includes:</p> <ul style="list-style-type: none"> •grass cutting •border maintenance •hedge cutting •rose pruning •weed killing <p>We will do this work between April and October.</p>	which is added to your rent.
Sandwell MBC	Gardening service for council tenants	<p>If you are: Aged 60 or over, disabled (in receipt of a disability benefit) and with no-one living with you*</p> <p>*If you do not meet these requirements, costs will be based on the extent of the work carried out and will be agreed prior to any work being started.</p>	<p>This is a one-off service to help tenants to maintain their garden in the future once the work has been done.</p> <p>We can help council tenants with: pruning shrubs and bushes; cutting grass, nettles and brambles; cutting back trees or bushes that are causing a problem.</p>	Free, unless don't meet criteria.
Welwyn Hatfield	Assisted decorations scheme	<p>There are two groups of tenants who may be eligible for the scheme:</p> <p>Group 1: Tenants who have reached the state pension age and do not have anyone to help them, such as another household member, a relative or a friend.</p> <p>Group 2: Tenants who are not able to carry out the work themselves because of a disability or vulnerability. We will ask for supporting documentation to support an application.</p> <p>Tenants will only be eligible to join the scheme when we are satisfied they:</p> <ul style="list-style-type: none"> •are not able to carry out the work themselves 	<p>Tenants who can join this scheme will be entitled to one of the following two options:</p> <p>Option 1: The tenant can opt to receive a pre-paid card once every two years, that can be used at a national retailer.</p> <p>An inspection will be carried out at the property to ensure that the vouchers have been used for decoration.</p> <p>Option 2: A room of the tenants choice can be decorated by us once every three years.</p>	Free

		<ul style="list-style-type: none"> •do not have anyone to help them •cannot afford to pay for the work to be carried out. <p>Tenants in Group 2 will be included on the scheme at the discretion of our Senior Officer Panel.</p> <p>As this is a discretionary scheme, there is no right of appeal against a decision made regarding eligibility.</p>	<p>The interior decorative works we can carry out are:</p> <ul style="list-style-type: none"> •Preparations of surfaces before decorating •Moving furniture when a tenant is unable to arrange this themselves •Wood work painting •Metal work painting •Wall painting •Wall papering - we will do this when a wall is not in a good enough condition to be painted. 	
Uttlesford District Council, Essex.	Welfare Garden Scheme	<ul style="list-style-type: none"> •Be an Uttlesford District Council tenant • Not have any relatives or friends living nearby or household members, who are capable of maintaining the garden •Be in receipt of a health or disability related benefit (if you do not receive this type of benefit but have health problems or a disability that makes it difficult for you to maintain your garden, you may still be considered for this scheme.) 	One off clearance, large clearance and grass cutting as per prices.	<p>One-off clearance - £20</p> <p>One-off large clearance - £45</p> <p>Grass cutting throughout the growing season and up to two hedge cuts a year - £3 per week</p>
Uttlesford District Council, Essex.	Welfare Redecoration Scheme	<ul style="list-style-type: none"> •Be an Uttlesford District Council tenant in designated elderly persons accommodation •Be in receipt of a health or disability related benefit (if you do not receive this type of benefit but have health problems or a disability that makes decorating your property difficult, you may still be considered for this scheme.) •Not have any relatives or friends living nearby or household members who are capable of 	The Council will decorate one room every two years. Rooms will be decorated using standard paints - If you would like specific paint to be used or wish to have a room wall-papered then you must provide the paint and paper.	Free, if meet criteria.

		decorating your home •Have a room that is in need of redecoration		
Exeter City Council	Garden Assistance Scheme	<ul style="list-style-type: none"> •People over the age of 70. You must have no other person living in the property between 16 and 70 years of age and must have a clear rent account •Disabled people. You must have no other person living in the property between 16 and 70 years of age, you must be in receipt of full housing benefit and you will need to have a clear rent account. You will also need to provide proof of your disability •If only one of you is registered disabled and the other person is below 70 years of age, help can be given by way of a material or equipment allowance. You must still ensure you have a clear rent account 	<p>The garden assistance scheme is designed to help with the maintenance of grass areas, shrubs, bushes and hedges.</p> <p>We will:</p> <ul style="list-style-type: none"> •cut all grass areas regularly (the time of year and the weather can affect how regularly this takes place) •trim all shrubs/bushes regularly to the appropriate size for your garden •trim all hedges twice a year (this is normally July and October so we don't disturb nesting birds) •clear up and remove all clippings and grass cuttings after work has finished •inspect gardens regularly to ensure the work is being carried out to a high standard 	Free
Exeter City Council	Decoration assistance scheme	As above	<p>The decoration assistance scheme is designed to help you with internal decorations. Due to the demand for this scheme; only one room can be decorated at a time.</p> <p>We will:</p> <ul style="list-style-type: none"> •only use water-based acrylic paints (for health and safety reasons we do not use oil based paints). •move empty heavy pieces of furniture so you don't have to. •take all reasonable precautions to ensure no damage occurs to furniture, walls or floor surfaces. Dust sheets will be used as necessary. •remove all old wallpaper, paint tins etc. from your home and arrange for their 	Free

			disposal.	
Three Rivers DC, Watford.	Assisted Gardening Programme	<p>There is a limit to the number of residents that we are able to accept onto this scheme. The criteria for acceptance onto this scheme is as follows:</p> <ul style="list-style-type: none"> #Must be a Trust tenant and live alone (or with another vulnerable person) AND #Have a disability and be in receipt of means-tested benefits (disability for the purpose of administering this scheme includes a chronic medical condition which prevents you from tackling physical jobs effectively)OR #Be aged over 65 and in receipt of means-tested benefit 	Free scheme whereby residents can have their grass cut ten times between the first week of April and the last week of October. The scheme also allows residents to have hedges cut twice throughout the year, once in June, and again in October. This service is available in Watford and Three Rivers.	Free
Brighton and Hove City Council	Decorating and gardening schemes	<ul style="list-style-type: none"> •a secure tenant of Brighton & Hove City Council And one of the following must apply •age 70 or over and be in receipt of Housing Benefit •or receiving either Attendance Allowance, Personal Independence Payment (PIP) or Disability Living Allowance (DLA) and Housing Benefit <p>Grass cutting</p> <ul style="list-style-type: none"> •This scheme is for tenants who are unable to cut their grass or trim their hedges and do not have 	<p>The decorating scheme is made up of two options. If you are eligible you can apply for the one most appropriate to you.</p> <p>Option 1 - Decorating packs This scheme is for tenants who are able to do the work themselves or have a friend or family member who can do it for them. A decorating pack will be issued containing the materials they will need to decorate one room in their home.</p> <p>Option 2 - Decorating work carried out by Mears This scheme is for tenants who are unable to do the decorating work themselves and do not have anyone available to help them. The work will be carried out by Mears decorators.</p> <p>It takes approximately two months to complete one round of cuts (dependent on the weather conditions).</p>	Free

		<p>anyone available to help them.</p> <ul style="list-style-type: none"> •Adult occupants must receive DLA, PIP or Attendance Allowance to be classed as being unable to help. •Tenants who are behind with their rent or have legal notices against their tenancy will not normally be considered. •We can only accept customers with manageable gardens; we are not able to accept customers with very overgrown gardens that require a garden clearance. 	<p>As gardening work is weather dependent, we will not be able to make set appointments. Customers on the scheme must ensure that all animal faeces and rubbish of any kind is cleared from your garden at all times. Failure to do so may result in you being removed from the scheme.</p>	
Wigan Council	Assisted gardening scheme	<p>In order to be considered for the scheme you need to meet the following conditions</p> <ul style="list-style-type: none"> <input type="checkbox"/>Live alone, or with other people who also qualify <input type="checkbox"/>Have no family within a 2 miles radius of your home who are capable of maintaining the garden for you <input type="checkbox"/>Have proof of disability and be in receipt of, or eligible for the following benefits: Attendance Allowance Disability Living Allowance Severe Disablement Allowance Industry Injury Disablement Benefit War disablement Pension Long term Incapacity Benefit 	<p>What will the scheme provide?</p> <ul style="list-style-type: none"> <input type="checkbox"/>Basic gardening works to help keep your garden clean and tidy <input type="checkbox"/>Your first visit will be to assess and tidy your garden. <input type="checkbox"/>Followed by 3 scheduled visits per year to cut the grass and maintain hedges and shrubs where required. <p>How do I request the service?</p> <p>On approval of your application you will be placed on a waiting list and contacted when a place becomes available.</p>	Free
Almond Housing Association (Scotland)		<p>To get help with maintaining your garden you must be either:</p> <ul style="list-style-type: none"> •Over 70 years old, or registered blind or disabled •Suffering from ill health and receiving Disability Living Allowance 	<p>Two schemes</p> <p>There are two schemes available to help look after the gardens of tenants who are unable to do so themselves.</p>	Free

		<ul style="list-style-type: none"> •Aged between 65 & 69 with a Doctors Certificate 	<ul style="list-style-type: none"> •The Grass Cutting Scheme is available for those needing help with grass cutting and hedge trimming only. •Top up Garden Scheme is designed to give help which is not available under the main grass cutting scheme, such as border maintenance, digging and pruning. We also cut grass and trim small hedges if you are eligible under the scheme. <p>Please note that...</p> <ul style="list-style-type: none"> •An inspection of your garden will be carried out to see if any additional work is needed before you join the scheme •If there are any changes to your circumstances, for example, if an able bodied person moves in with you or you buy your house, you will have to write in to inform us of this •We reserve the right to decide how much work can be done in your garden under the scheme. We will let you know if we cannot do all the work you have asked for •Once on the scheme you must not make alterations to your garden. This includes adding additional flowers etc. •The gardeners will take all reasonable care and will leave your garden in as tidy a condition as they can •Almond Housing Association will not accept liability for any damage to your property or anything in your garden 	
Sheffield City Council	Garden maintenance	<p>The current criteria is that you must:</p> <ul style="list-style-type: none"> •be aged 75 or over •have a disability which prevents you from gardening 	<p>Our garden scheme is free of charge and is limited to a single visit each year.</p> <p>Scheme being reviewed - We are creating a</p>	Free

		<ul style="list-style-type: none"> •there should be no-one else under the age of 75 at home, or any friends, relatives or neighbours able to do the work <p>You can apply:</p> <ul style="list-style-type: none"> •in person at your nearest Housing Office or First Point •by telephone •in writing to Council Housing Service •completing our online form 	waiting list, however the criteria is likely to change once the review has taken place.	
Nottingham City Homes	The Garden Assistance Scheme	<p>To qualify, you must be:</p> <ul style="list-style-type: none"> •One of our tenants •Getting low level carer Disability Living Allowance, high level mobility Disability Living Allowance or a Personal Independence Payment •Aged 70 or above and not have an able-bodied adult living with you •You also mustn't have rent arrears of more than £100, unless you have a repayment plan in place that you're maintaining. 	<p>There's a limited number of places on the scheme, so you'll go onto a waiting list when you apply and we'll get in touch as soon as a place becomes available.</p> <p>The scheme covers:</p> <ul style="list-style-type: none"> •Cutting your grass 12 times a year between March and October •Cutting hedges twice a year, between May and June, and between October and November •A winter clean-up between November and March, including pruning shrubs and roses. <p>The scheme doesn't cover:</p> <ul style="list-style-type: none"> •Maintaining rockeries •Looking after newly planted areas •Vegetable patches •Ponds •Broken fences. 	Free
Dartford Borough Council	Older Persons' Decoration scheme	This scheme is open to tenants where all members of the household are 65 years or over, or to those who are physically disabled and living independently.	The Council will provide the labour to complete the decoration of one room every five years. All materials must be provided by the tenant. Where a property is under occupied the main bedroom, living area,	Free

			kitchen and bathroom and hallway will be considered by the Council for redecorating. Spare rooms will not be considered.	
Lewisham Homes	Decoration scheme	<p>You must be a Lewisham Homes tenant who either:</p> <ul style="list-style-type: none"> •is registered disabled; •is elderly or an older person who is over 70 with support needs; or •has a long term condition which causes you to have difficulties coping or carrying out everyday activities. <p>In addition, tenants unable to carry out decorations themselves must not have someone living with them who can do the decorations (i.e. someone who does not meet the above criteria).</p>	<p>Services provided</p> <p>We will be happy to decorate up to two rooms for you or the stairs and hallway once every 8 years.</p> <p>Am I guaranteed to be helped?</p> <p>The internal decoration programme has a limited budget, so any requests that cannot be fulfilled in a particular financial year will be carried over into the following financial year. How long will I have to wait? The works supervisor will contact you to measure up and arrange for the works to start but we aim to complete the works within six weeks</p>	Free
West Lothian Council (Scotland)	Assisted Decoration Scheme	<ul style="list-style-type: none"> - Older people of pensionable age - Households of singular or multiple people of reduced physical capacity <p>You will not be eligible if you have current rent arrears unless you have made an agreement to repay it and the Local Housing Officer agrees that payments have started and maintained.</p> <p>Applications will not be accepted for anyone who has an able bodied adult member of the household residing in the property who is under the age of 60.</p> <p>Proof of age will be requested before acceptance onto the scheme.</p>	<p>How the Scheme works:</p> <p>If you qualify for the scheme we offer to decorate one room of your choice. This is an initial three year programme with a limited budget which works on a first come first served basis. However, there is a limitation on the amount of work we can provide in any one year. A register of all successful applicants will be kept and maintained.</p> <p>Severe cases may be prioritised by the consideration of an Assessment Panel. An inspection will be carried out in all successful applicants' homes to determine the extent of the decoration work required.</p>	Free

		<p>An assessment of permanently reduced physical capacity and proof of no capable household members will be needed before acceptance onto the scheme.</p>	<p>Tenants will be notified prior to the inspection being carried out.</p> <p>What's available on the scheme? Preparation of the room i.e. stripping, filling, lining paper Painting of walls, ceilings and woodwork and/or wallpapering Tenants can choose from a wallpaper pattern book supplied by WLC at no cost or choose to provide their own at their expense Choice of paint colours Assistance can be given to clearing out the room prior to work commencing</p> <p>Limitations to the scheme Stairways, top and bottom landings/hallways are excluded from papering due to health and safety. Painting alone is available. Plastering to full rooms or full walls are excluded from this scheme.</p>	
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Promoting Prosperity Scrutiny Review

Vulnerable Tenants Grass Cutting and Internal Decoration Scheme

16 August 2018

Vulnerable Tenants Grass Cutting and Internal Decoration Scheme

- John Broadhurst – Housing Maintenance Manager
- Janet Baldasera - Strategic Housing and Tenancy Services Manager

Vulnerable Tenants Grass Cutting and Internal Decoration Scheme - Criteria

- Scheme been in place from 2010 (amended 2011)
- Current scheme replaced Elderly Persons Decorating Scheme and Elderly and Disabled Grass Cutting Scheme.
- Free Service available to Cannock Chase Council tenants who fulfil criteria . Rules have been adopted to ensure scheme is restricted to those who are most vulnerable who have no alternative means of internally decorating their homes, or cut the grass.
- Tenants who qualify can have 2 rooms decorated once every three years and grass cut 8 times a year.

Eligibility Criteria

- Must be a secure or introductory tenant of Cannock Chase Council
- You must be aged over 70 or over
- Or
- Live in a property with disabled adaptations
- Or
- Receive one or more of the following
 - Attendance Allowance
 - Disability living Allowance (now PIP)
 - Severe Disablement Allowance
 - War Disablement Allowance
 - Employment Support Allowance (support component)
 - Long – term Incapacity benefit (note long term only)

Internal Decoration Facts and Figures

- Current budget available for the scheme is £ 128,000
- We employ 3 painters full time to complete decorations
- Maximum capacity for the team is 170 jobs/year
- Average cost for 2 rooms £750 which means we have just enough budget to do the 170 jobs we are capable of doing.
- Current list of applicants is 707 which is = to 4.25 years to complete.
- Waiting list is 219 (as of July 2018)
- Replacement / waiting time to get onto list is 7 years and then 3 more years to get to top of list. (based on totals removed from list and replaced in 2017)
- Some beneficiaries have been on list since 2010 and still receiving benefit of free decorating

Facts and Figures continued

- Completions for last 3 years
- 2016/17

Completions	133
Cost	£83,000
No on list	567
- 2017/18

Completions	114
Cost	£87,000
No on list	684
- 2018 –

Completions	23 to date
Cost	£16,000
No on list	707

Internal Decoration - Issues

- Refusals stay on list but block spaces – if not done or work cancelled applicant stays on list and we cannot offer work anyone on waiting list as we just move on to next in 3 year list.
- Refusals due to ill health, attendance at clubs etc. and will not have work Avg. refusal rate over 3 years approx. 16%
- High admin input to arrange /rearrange /agree appointments several calls and several attempts to secure appointment
- Eligibility criteria allows mix of young (due to vulnerability)/old onto scheme some may still be able to do work?
- Long waiting list
- Turnover rate

Grass Cutting - Facts and Figures

- Service capped at 1,300
- Current list of tenants receiving service is 852, no waiting list.
- Types of property – bungalows, flats & houses
- Service standard - front & rear lawn cut and edged, End March – October, 16 cuts weather dependant
- Provided by Parks and Open Spaces CCDC
- Grounds Maintenance budget £226,990
- Current grass cutting element cost estimated at £120K

Issues

- Grass cutting -one element garden maintenance. Doesn't assist with hedge trimming, weeding etc
- Delivery issues
 - List changes,
 - Access
 - Green waste

CANNOCK CHASE COUNCIL
NOTES OF THE
SCRUTINY WORKING GROUP -
REVIEW OF VULNERABLE PERSONS DECORATING AND GRASS CUTTING
SCHEME (ELIGIBILITY CRITERIA)
THURSDAY 16 AUGUST, 2018 AT 4.15 P.M.
HELD IN THE DATTELN ROOM, CIVIC CENTRE,
BEECROFT ROAD, CANNOCK

Present:

Councillor C.I. Lea
Councillor Mrs. P.Z. Stretton
Councillor Ms. L. Tait
Councillor Ms. C. Wilkinson

Officers: N. Samrai, Head of Housing, Partnership and
Interim Property

J. Baldasera, Strategic Housing and Tenancy
Services Manager

J. Broadhurst, Housing Maintenance Manager

1. Appointment of Chairman

The Group agreed that Councillor Mrs. P.Z. Stretton would be Chairman of the Working Group.

2. Declarations of Interests from Members

Nothing declared.

3. Review of Vulnerable Persons Decorating and Grass Cutting Scheme – Eligibility Criteria

(i) Presentation – overview of Vulnerable Persons Decorating and Grass Cutting Scheme

The Strategic Housing and Tenancy Services Manager and the Housing Maintenance Manager provided Members with a presentation which outlined the eligibility criteria for the Vulnerable Persons Decorating and Grass Cutting scheme.

It was explained that the current scheme had been in place since 2010

(amended 2011) and it replaced the Elderly Persons Decorating Scheme and Elderly and Disabled Grass Cutting Scheme. A free service was available to Cannock Chase Council tenants who fulfilled the criteria. Rules have been adopted to ensure that the scheme was restricted to those who were most vulnerable who have no alternative means of internally decorating their homes, or cut the grass. Tenants who qualify can have 2 rooms decorated once every three years and the grass cut 16 times a year.

The eligibility criteria for the scheme was outlined for Members information along with some facts and figures. Members also noted the issues that affected both the Grass Cutting and Internal Decorating aspects of the scheme.

(ii) Approaches taken by other Social Housing Landlords Eligibility – verbal update

The Head of Housing, Partnership and Interim Property referred the Group to the document that had been previously circulated to Members which provided a comparison of criteria and services offered by other organisations. She led Members through this document, which had been compiled by James Morgan, Housing Strategy Officer, explaining that the document contained a number of examples of how other Local Authorities administered the schemes. She asked the Group to give consideration to what was being offered by others when they put forward options to improve the service. For example she explained that Exeter City Council had a Garden Assistance Scheme which was only offered to tenants with a clear rent account and she asked Members to give some thought to this. The Group considered that this was something to bear in mind when discussing how to improve the current scheme.

Following the presentation the Group asked that the presentation and the document providing a comparison of criteria and services offered by other organisations be emailed to them after the meeting and a copy be placed in their pigeon holes.

In respect of the Grass Cutting service Members considered this was operating well. There was no waiting list and all eligible tenants who had requested to have their grass cut were receiving the service. There was therefore no need to alter the existing scheme in relation to grass cutting.

However, with regards to the Internal Decorating Scheme it was considered that it was important to retain the scheme but it was in need of review. The Group noted that it was fundamentally unfair to be waiting to get onto the waiting list for 7 years and then to have to wait a further 3 years to get to the top of the list. The Group made a number of suggestions on how to improve the service and the waiting time. These included changing the scheme so that either one room was decorated instead of 2 or the rooms be decorated every 5 years instead of every 3 years.

The Head of Housing, Partnership and Interim Property advised the Group that they should not be making any decisions at today's meeting. They should have a discussion between themselves outside of the meeting about the way they

thought the service could be improved. The Chairman would contact the Democratic Services Officer with suggested dates for the meeting of Members and the Housing Maintenance Manager should be available on the date agreed.

Members could then bring their ideas back to the next meeting which was provisionally booked for Tuesday 25 September, 2018. As not all Members were available on this date it was agreed that the Officer from Democratic Services would contact Members and Officers to agree a date for the next meeting at the beginning of October.

The Group discussed the scheme further and a Member asked if there was any possibility of an increased budget to carry out the service. The Head of Housing, Partnership and Interim Property confirmed this was not possible. She asked the Group to note that a proportion of tenants rental income paid for the Internal Decorating Scheme; however not all tenants benefitted from the scheme.

The Group noted that the scheme offered a choice of wall coverings (i.e. paint or wallpaper) and suggested that in order to save money and improve the scheme consideration could be given to only offering wallpaper in the main living room. The Head of Housing, Partnership Interim Property asked Members to note that the quality of plaster in some properties was poor and therefore painting was not an option, wallpaper was the only way to cover this up.

A Member asked if there was any way to improve the administration of the scheme and, if so, would this be of any financial benefit. The Housing Maintenance Manager outlined the way the scheme was administered and confirmed that improving the efficiency of the administration of the scheme had been looked at previously. It was considered that overall it ran efficiently. He commented that some thought could be given to refusals as some tenants refused to have the work carried out on the date offered because of attending a club/social event. This was different to a tenant refusing the date offered because of having a hospital appointment. Members asked how much notice tenants were given of the work being undertaken. The Group was advised that 2/3 months notice was given asking if they still wanted their room decorated. If so, the tenant was contacted 4 weeks in advance to confirm the date. Members noted that the tenant themselves was not required to be in the property when the work was carried out as long as someone over 16 was in the property. This could be a family member, relative or friend.

The Head of Housing, Partnerships and Interim Property commented that at present if a tenant was on the Internal Decorating list it was classed as a "golden ticket" as they were on the list for life. If an elderly tenant was on the waiting list for the scheme they may pass away before getting on to the actual list. She suggested that Members may wish to consider trialling a new scheme for a while to see what difference it made. The Housing Maintenance Manager asked Members to note that any trial should begin at the start of a new financial year (not part way through). The Chairman commented that it would not be necessary to change the scheme too much but just to improve what was being offered and improve the waiting time.

AGREED:

- (A) That the presentation and the document providing a comparison of criteria and services offered by other organisations be emailed to Members after the meeting and a copy be placed in their pigeon holes.
- (B) That the current Grass Cutting scheme was operating well and there was therefore no need to amend this aspect of the scheme.
- (C) That the current Internal Decorating Scheme was in need of review and Members should meet outside of the Working Group to make suggestions of how to improve this aspect of the scheme. The Chairman would contact the Democratic Services Officer with suggested dates for the meeting of Members and the Housing Maintenance Manager be available on the date agreed.
- (D) That the next meeting of the Working Group be held at the beginning of October on a date to be agreed.

The meeting finished at 5.00 pm.



Agenda – Scrutiny Working Group (Review of Vulnerable Persons Decorating and Grass Cutting Scheme – Eligibility Criteria)

Time: 4:00pm

Date: Wednesday 10 October, 2018

Venue: Datteln Room

1. Apologies

2. Declarations of Interests from Members

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

3. Notes of previous meeting

To approve the notes of the previous meeting held on 16 August, 2018 (Enclosed)

4. Review of Vulnerable Persons Decorating and Grass Cutting Scheme – Eligibility Criteria

- Feedback from Members informal meeting on 29 August, 2018
- To determine the recommendations to the Promoting Prosperity Scrutiny Committee

To: Councillors:

C.I. Lea

Mrs. P.Z. Stretton (Chairman)

Ms. L. Tait

Ms. C. Wilkinson

Officers:

N. Samrai Head of Housing, Partnership and Interim Property

J. Baldasera Strategic Housing and Tenancy Services Manager

J. Broadhurst Housing Maintenance Manager

W. Rowe Senior Committee Officer

Date Despatched: 2 October, 2018

CANNOCK CHASE COUNCIL
NOTES OF THE
SCRUTINY WORKING GROUP -
REVIEW OF VULNERABLE PERSONS DECORATING AND GRASS CUTTING
SCHEME (ELIGIBILITY CRITERIA)

WEDNESDAY 10 OCTOBER, 2018 AT 4.00P.M.

HELD IN THE DATTELN ROOM, CIVIC CENTRE,

BEECROFT ROAD, CANNOCK

Present:

Councillor C.I. Lea
Councillor Mrs. P.Z. Stretton (Chairman)
Councillor Ms. C. Wilkinson

Officers: N. Samrai, Head of Housing, Partnership and
Interim Property

J. Broadhurst, Housing Maintenance Manager

1. Apologies

Apologies for absence were received from Councillor Mrs. L. Tait and J. Baldasera, Strategic Housing and Tenancy Services Manager.

2. Declarations of Interests from Members

Nothing declared.

3. Review of Vulnerable Persons Decorating and Grass Cutting Scheme – Eligibility Criteria

The Chairman provided feedback from the Members informal meeting on 29 August, 2018. Members had unanimously agreed that the Grass Cutting Scheme did not require any amendment. The service was operating well and all eligible tenants who had requested the service were having their grass cut.

With regards to the Internal Decorating Scheme the Group had put forward the following suggestions:-

- Reduce the offer from 2 rooms to 1 room;
- Charging a nominal fee; similar to the scheme offered by Wolverhampton Homes (spread the fee over 52 weekly payments);
- Should tenants wish to have a specific paint or wallpaper they should supply this themselves;

- Tenants in rent arrears should not be allowed on the list;
- Imposing a penalty for refusals – unless the reason was bereavement or medical

The Chairman advised that the Group had agreed that the most important thing was the inclusion of all residents on the waiting list. It was unfair that some residents were receiving the service and others were not able to even if they met the criteria. The Group therefore recommended the following:-

- To reduce the offer to 1 room being decorated once every 5 years. The Group considered that this would enable all tenants to be included on the list. Consideration could be given to reducing the 5 years period once the waiting list had been reduced and the back log cleared;
- Clarification on how the new scheme (should it be approved) would be applied should a tenant request the hall, stairs and landing to be decorated as this was currently classed as 2 rooms;
- Further discussion and clarification regarding the issue of refusals;
- All tenants to be notified of the new scheme (should this be approved) and that the scheme be reviewed after 2 years.

Further discussion took place with regard to the recommendations put forward. In respect of the issue of the hall, stairs and landing currently being classed as 2 rooms Councillor Lea suggested that, should tenants request that their hall, stairs and landing be decorated, they could be asked for a material or financial contribution towards the cost of this. The Group discussed this suggestion and noted that asking for a contribution towards materials would come with the risk of tenants supplying poor quality products. Therefore the Group considered that it should be a financial contribution of £100 towards the cost of decorating the hall, stairs and landing. This would need to be paid in full in advance.

The Group then discussed the suggestion of excluding tenants from the list who were in rent arrears. It was agreed that tenants must have a clear rent account for 3-6 months to be able to be included on the list. Additionally, no other sundry debtor payments, owing to Housing, should be outstanding.

Further consideration was given to the matter of tenants who refused the date offered to them. The Group agreed that where a tenant refused the date offered they should go on the reserve list for a cancellation, unless the reason for the refusal was for a medical reason or due to bereavement.

AGREED:

That the Promoting Prosperity Scrutiny Committee be asked to consider the following amendments to the Vulnerable Persons Decorating and Grass Cutting Scheme – Eligibility Criteria:-

- (A) To reduce the offer to 1 room being decorated once every 5 years thereby

enabling all tenants to be included on the list. Consideration could be given to reducing the 5 year period once the waiting list had been reduced and the back log cleared.

- (B) That a financial contribution of £100 towards the cost of decorating the hall, stairs and landing be applied. This should be paid in full in advance.
- (C) That tenants should have a clear rent account for 3-6 months to be able to be included on the list. Additionally, no other sundry debtor payments, owing to Housing, should be outstanding.
- (D) That, where a tenant refused the date offered to them, they should go on the reserve list for a cancellation, unless the reason for the refusal was for a medical reason or due to bereavement.
- (E) That the scheme be reviewed after 2 years.

The meeting finished at 4.35pm.

APPENDIX 1

**Promoting Prosperity PDP 2018-19
(Quarter Two- 1 July- 30 September 2018)**

Overall Performance				
				Not rated
Milestone completed	Milestone on target	Target date requires attention.	Project aborted/ closed	Milestone not rated
5	3	6	0	0
35.7%	21.4%	42.9%	0%	0%

Performance Indicators							
Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Establishing Mill Green Designer Outlet Village as a major visitor attraction and maximise the benefits it will bring to the District							
Number of local jobs created: a) Construction	Q	0	TBC. Waiting for contractor to agree.				
Increase the skill levels of residents and the amount of higher skilled jobs in the District							
Increase in qualifications at NVQ Level 3/4	A	NVQ3 – 47.2%	Aim to increase levels year on year				
	A	NVQ4 – 25.4% (2016)	Aim to increase levels year on year				
Create strong and diverse town centres to attract additional customers and visitors							
Town Centre Vacancy Rates	Q	Cannock 9%	Aim to keep below national rate of 12%	11.9%	9.5%		
	Q	Rugeley 4.3%		5.6%	6.3%		
	Q	Hednesford 3.3%		2.2%	5.4 %		
Increase access to employment opportunities							
Employment Levels	Q	Employment rate 77.9%	Aim to keep above West Midlands rate 72%	78.7% WM72.7%	77.8% WM 72.8%		
Unemployment Levels (JSA)	Q	Unemployment rate 0.7%	Aim to keep below West Midlands rate 1.5%	1.0% WM 1.4%	1% WM 1.2%		

Performance Indicators							
Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Create a positive environment in which businesses in the District can thrive							
Number of Growth Hub enquiries from Cannock Chase businesses	A	GBSLEP(hub) – 58	60				
	A	SSLEP (hub and landline) 280	300				
Total number of net new dwellings completed.	A	372 net dwellings completed (2016/17)	Average of 241 dwellings per annum				
Increase housing choice							
Number of additional units delivered (Council Housing)	Q	35	28	14	3		
Number of additional units (Affordable Housing)	Q	155 <small>*cumulative total of 190</small>	82 <small>* cumulative target is 110</small>	42 <small>* cumulative affordable homes total Q1 = 56</small>			

Performance Indicators							
Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Create a positive environment in which businesses in the District can thrive							
Number of Growth Hub enquiries from Cannock Chase businesses	A	GBSLEP(hub) – 58	60				
	A	SSLEP (hub and landline) 280	300				
Total number of net new dwellings completed.	A	372 net dwellings completed (2016/17)	Average of 241 dwellings per annum				
Increase housing choice							
Number of additional units delivered (Council Housing)	Q	35	28	14	3		
Number of additional units (Affordable Housing)	Q	155 <small>*cumulative total of 190</small>	82 <small>* cumulative target is 110</small>	42 <small>* cumulative affordable homes total Q1 = 56</small>			

Projects and Actions

Establishing Mill Green Designer Outlet Village as a major visitor attraction and maximise the benefits it will bring to the District								
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
Implement all associated Mill Green S106 planning obligations	Employ Town Centre Officer and Support Town Centre Initiatives	Recruit Town Centre Officer position	Achieved in post from 4.6.18					
		Establish stakeholder interest in new Town Centre Partnership.	Initial consultation complete with results being positive. Will look to hold first meeting Nov/Dec 18.			X		
		Cabinet report to confirm structure of partnership					X	
		Formal establishment of Board and wider partnership.	Formal establishment will happen post Cabinet approval in Qtr 4 2018. However, key Board members already identified.					X
	Establish Employment and Skills Plan and Retail Skills Academy Agreement	Selection of college provider made.	Achieved – Walsall College					
		Agreements signed with all parties.						
		Monitoring established with construction contractors						X
		Local recruitment and training commenced.						X
	Improvements to Cannock Railway Station	Abellio Platform extensions – Dec 18.					X	
		Masterplan production including feasibility assessment						X

Increase the skills levels of residents and the amount of higher skilled jobs in the District								
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
Work pro-actively with partners to increase skill levels and access to higher skilled jobs in the District	Work with partners to establish retail skills academy	Agree provider for Retail Academy	Achieved – Walsall College					
		Agree Retail course content and promote to recruit local employees					X	
	Work with partners to establish engineering skills academy	Commence delivery of Retail Academy courses.	Ahead of profile looking to commence late 2018/2019-date revised (originally 2019-20)					X
		Scope and develop a proposal for an Engineering Skills Academy	Scope & proposal produced. Bidding currently in progress to attract external funding.					X

Create strong and diverse town centres to attract additional customers and visitors							
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Provide a strategic view on the future requirements of the District in relation to the changes in retail, leisure and residential requirements of the Town Centres and how the benefits of Mill Green Designer Outlet Village can	Produce strategic plans for Cannock and Rugeley Town Centres	Cannock Town Centre Prospectus Produced by December 2018	Procurement for phase 2 currently taking place re: Cannock. Final document to be produced by Spring 2019. Rugeley plan linked to Local plan review process now taking place.				X

be captured							
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Increase access to employment opportunities								
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
Engage with LEPs, the business community, West Midlands Combined Authority and national bodies to secure investment in the District	Employment Pilot Project in Cannock North area. This tackles unemployment and low pay in local communities.	Procurement carried out to select preferred provider.	Walsall College awarded contract					
		Delivery commenced – June 2018.						
		Promotion and referral of clients.					X	
	In conjunction with partners embed local delivery of skills hub. This targets unemployed and employed skill needs.	ERDF/ESF funding secured to roll out skill hubs in both LEP areas.	EU funding approvals delayed affecting project roll out/delivery. Waiting for Dec call to resubmit bids.					X
		Promotion of skills hubs commenced and referral of clients begun.	Delayed – as per the comment above					X

Create a positive environment in which businesses in the District can thrive							
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Develop a new Economic Prosperity strategy. This will also consider the benefits that can be gained from Mill Green Designer Outlet Village	Produce a local Economic Prosperity Strategy	Scope out content required and agree timeline for production.	Early work has been undertaken to identify approach to developing strategy and likely inputs.				
		Draft content and commence consultation process.					X

Ensure there is an adequate supply of land for housing and employment	Production of the new Local Plan and associated Supplementary Planning Documents	As set out in the Local Development Scheme. Initial consultation Summer 2018	Issues and Scope Consultation completed; report to Cabinet in November.				
		Issues and Options consultation February 2019					X
	Undertake Housing Needs Survey	Produce updated housing needs assessment. December 2018				X	

Commencement of the regeneration of Rugeley power Station							
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
The Council will work with private and public bodies to maximise the regeneration of the 139 hectare Rugeley Power Station site	In conjunction with Lichfield DC to develop, consult and approve Supplementary Planning document setting out the strategic uses of the site together with monitoring of progress on delivery of the development site.	Complete production of the SPD	SPD fully approved by both Councils				
		Commencement of demolition	Planning application received currently being processed. Revised target required- report on progress in Q3.			X	

Increase housing choice

Increase housing choice								
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
The Council will invest £12.6m to provide additional affordable homes across the district	Develop options appraisal to deliver additional Council housing	Create long list of potential development sites	Long list of potential sites produced.					
		Assessment and short list of preferred sites.	Assessment identified insufficient sites to create shortlist. Further investigations required.					
		Consultation with Planning / Highways etc					X	
		Final selection of sites to progress / project brief						X
	Complete garage site and other Council Owned Land Development Schemes	Completion of Coulthwaite Way and Woodland Close	Both sites completed April/May.					
		Completion of Speedy Close, Cornhill and Petersfield	Three sites completed. Speedy Close and Petersfield in June. Cornhill in August.					
		Completion of Wood View, George Brealey, Cannock Wood St and Brunswick Road – programme completion					X	
	Rationalisation of Hawks Green Depot site for potential housing	Hawks Green Depot Review	Receive outcome of funding bid to Homes England	Funding bid insufficient to progress site alternative bids being investigated-revise targets.				
			Consultation with Planning	Funding bid insufficient to progress site alternative bids being investigated.				

Increase housing choice							
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
		Development of Project Brief if bid successful				X	
		Tender preparation					X