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21 June, 2022

Dear Councillor,

Health & Wellbeing Scrutiny Committee
6:00pm, Wednesday 29 June, 2022
Council Chamber, Civic Centre, Cannock

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

Yours sincerely,



T. Clegg
Chief Executive

To: Councillors:

Haden, P.K. (Chair)
Newbury, J.A.A. (Vice-Chair)

Bancroft, J.T.	Jones, P.T.
Beach, A.	Kruskonjic, P.
Buttery, M.S.	Preece, J.P.T.L.
Elson, J.	Prestwood, J.
Fletcher, J.	Smith, C.D.
Frew, C.L.	

Independent Co-opted Representative:

- Healthwatch Staffordshire (TBC)

Staffordshire County Council Appointee for the purposes of the Committee's Statutory Functions under the Health and Social Care Act 2001:

- County Councillor P. Hewitt

Agenda

Part 1

1. Apologies

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

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

(ii) To receive any Party Whip declarations.

3. Minutes

To approve the Minutes of the meeting held on 23 March, 2022 (enclosed).

4. Statutory Health Scrutiny Items

Update – Staffordshire County Council's Health and Care and Overview Scrutiny Committee

Please refer to Staffordshire County Council's website (link below) for details of all Healthy Staffordshire Select Committee meetings recently held. Alternatively, the Chair may provide verbal updates on any recent meetings attended.

<http://moderngov.staffordshire.gov.uk/ieListMeetings.aspx?CommitteeId=871>

5. Introduction to the Role of the Health and Wellbeing Scrutiny Committee

Presentation to be given by the Head of Environment and Healthy Lifestyles.

6. End of Year PDP & Recovery Performance Information

To receive the end of year 2021/22 performance information for the Supporting Health & Wellbeing Priority Delivery Plan (Item 6.1 - 6.23).

7. Review of Task and Finish Groups - EnviroCrime / Waste and Recycling

Report of the Head of Environment and Healthy Lifestyles (To Follow).

8. Health and Wellbeing Scrutiny Committee Work Programme 2022-23

Joint Report of the Head of Environment and Healthy Lifestyles and Head of Housing and Partnerships (To Follow).

Cannock Chase Council
Minutes of the Meeting of the
Health & Wellbeing Scrutiny Committee
Held on Wednesday 23 March 2022 at 6:00 p.m.
In the Council Chamber, Civic Centre, Cannock
Part 1

Present: Councillors:

Buttery, M.S. (Chairman)
Newbury, J.A.A. (Vice-Chairman)
Arduino, L. Sutton, Mrs. S.M.
Beach, A. Thompson, Mrs. S.L.
McMahon, J.B. Wilson, Mrs. L.J.
Preece, J.P.T.L.

22. Apologies

Apologies for absence were received from Councillors P.A. Fisher, C.D. Smith, and County Councillor P. Hewitt.

23. 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.

24. Minutes

RESOLVED:

That the Minutes of the meeting held on 30 November 2021 be approved as a correct record.

25. Statutory Health Scrutiny Items

Update – Staffordshire County Council’s Health and Care and Overview Scrutiny Committee

The Chairman reported that he had attended a recent meeting of the Committee and Members were advised that the Cannock Chase Hospital Minor Injuries Unit would be open around June time, however the hours of operation would be restricted until the unit was fully staffed.

The Chairman reported that recent meetings of the County’s Health and Care and Overview Scrutiny Committee could be accessed through their website.

26. Supporting Health and Wellbeing PDP Quarter 3 2021/22 Performance Update

Consideration was given to the Supporting Health and Wellbeing PDP Quarter 3 2021/22 Performance Update (Item 5.1 – 5.25 of the Official Minutes of the Council).

A Member referred to 2.2 Supporting Vulnerable people and asked for further information around the delivery of diversionary activities. The Head of Environment and Healthy Lifestyles reported that the work associated with this was undertaken by the Partnerships Team. He did however provide some information explaining that an outreach worker was involved with the project. However, he would ask that further information be provided.

(Councillor L. Arduino joined the meeting)

A Member also commented on this project and discussed its progress, referring to the lack of facilities in some parts of the district and other issues that would need to be considered moving forward.

Members noted the Supporting Health and Wellbeing PDP Quarter 3 2021/22 Performance Update.

27. Recommendations from the EnviroCrime Scrutiny Task and Finish Group - EnviroCrime - Review of Council's Approach

Report of the Head of Environment and Health Lifestyles (Item 6.1 - 6.20 of the Official Minutes of the Council).

Members commented on the Benchmarking Data and the positive impact the work the Council was undertaking in tackling envirocrime.

A Member commented that Cannock was the only Authority that had used CCTV and bodycams whilst trying to tackle envirocrime. It was highlighted that with Members support and the willingness to allocate resources, CCTV had cost around £2K for each deployment. Whilst there was no one caught during the deployments, it was hoped that this and the erection of signage would act as a deterrent to anyone thinking of committing an envirocrime offence.

Members also discussed areas around voice activated cameras, unregistered waste carriers and the sharing of data with other Local Authorities.

Resolved:

Members noted the report and the following recommendations of the EnviroCrime Scrutiny Task and Finish Group, and agreed that these be submitted to Cabinet for consideration:-

- (a) consideration be given to what other Local Authorities are implementing to tackle the issue of dog fouling;

- (b) review the Council's social media policy to allow more direct and effective engagement by field officers with businesses (legitimate and otherwise) and administrators of online groups;
- (c) to review cost neutral options for engaging alternative providers to undertake issuing of fixed penalties for littering and dog fouling.

28. Recommendations from the Waste and Recycling Task and Finish Group

Report of the Head of Environment and Health Lifestyles (Item 7.1 - 7.28 of the Official Minutes of the Council).

Resolved:

Members noted the report and the following recommendations of the Waste & Recycling Task and Finish Group, and agreed that these be submitted to Cabinet for consideration:

- (a) consideration be given to the changes to waste collection for dry recycling starting in May 2022.
- (b) to review the size of refuse containers provided to new properties based on number of residents living in the property.
- (c) to review the Council's process for applying for assisted collections.

29. Effectiveness of Housing Assistance Policy since introduction

Report of the Head of Environment and Health Lifestyles (Item 8.1 - 8.36 of the Official Minutes of the Council).

A Member was keen to know how Disabled Facilities Grants (DFGs) were advertised, in order that full advantage of the scheme could be taken by applicants. The Environmental Health and Public Protection Manager explained that with the recent appointment of a new staff member, and some departmental changes, there was now a team that would be responsible for dealing with DFGs. The new employee would take on the role of liaising at a more senior level and had already made contact with colleagues at Staffs County Council.

Resolved:





- (A) That the report be noted.
- (B) That the Committee recommends to Cabinet that a review of the Policy be carried out in 2022-23 and that this task be taken forward for inclusion within the Committee's 2022-23 work programme

The meeting closed at 6.36 pm

CHAIRMAN

**Priority Delivery Plan for 2021-22
Priority 2 – Supporting Health & Wellbeing**

PROJECTS – Summary of Performance

Delivery of Projects for Q4					
				N/A	Total Number of Projects
Action completed	Project on Target	Work in progress but project slightly behind schedule < 3months	Action more than 3 months behind schedule – specific action required to address delay	Project not yet started	
29	7	0	7	1	44

Summary of Successes as at Quarter 4

A number of projects have been completed in quarter 4, including a number that had previously slipped. Completions within quarter 4 include, works to the CEMA Norton Canes and Fortescue Lane play areas, repairs to the Rugeley 25m swimming pool and leisure centre boiler, rollout of the Cannock Chase Can App, and Carbon Literacy Training for newly elected members and officers. The Council has also made a number of successful bid applications with its leisure and wellbeing service provider IHL, including to the Arts Council, and the Culture and Educational Partnership for project work. It has also bid successfully for MEND funding for estates development work at its museum.

Projects where 2021/22 milestones have been achieved but are ongoing into 2022/23 include projects such as, the Long Covid Project and Whole Systems Approach to Healthy Weight with the County Council, and the Commonwealth Games Mountain Bike Event on Cannock Chase which is being delivered alongside the Commonwealth Games Organising Committee.

Summary of Slippage as at Quarter 4

Unfortunately, there has been slippage on some projects that has not been recovered during quarter 4, including a number of larger projects such as, Phase 2 Stadium Community Sport and Recreation Hub, the Climate Change Costed Action Plan, the Open Space Strategy (part 2), the Waste and Environment Schools Awareness Campaign and the updating of the Waste Strategy.

Most of the above project slippages can, at least in part, be attributed to the pandemic recovery, which has continued to impact upon internal and external resourcing, logistics, and material supplies. It has become apparent that some of our consultants have also experienced similar issues, which has delayed their timely progress on some of our projects such as, the Costed Action Plan and the Open Spaces Strategy (part 2).

The Waste and Environment Schools' Awareness Campaign was originally underway at the end of 2019, with the theatre performances due to take place as Covid struck in March 2020. Due to successive lockdowns, it has been postponed and is now due for completion in 2022/23. The Waste Strategy has been delayed due to awaiting the outcome of the Government's Resources and Waste Strategy 2018 consultations, the results of which have also been delayed due to the pandemic.

2.1 Providing opportunities for healthy and active lifestyles



Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
2.1.1 Invest in our facilities, parks and play areas							
Develop a new accessible play area in Norton Canes (the Cema)	Prepare Specification and contract, Tender, evaluate, appoint contractor and finalise design	✓				Complete	★
	Start works on site		✓			Complete	
	Project Manage, snagging, complete works and commission		✓			Complete	
Undertake park and open space improvements at Fortescue Lane	Prepare Specification and contract, Tender, evaluate, appoint contractor and finalise design	✓				Complete	★
	Start works on site		✓			Complete	
	Project Manage, snagging, complete works and commission		✓			Complete	
Commence Phase 2 works at the Community Sport and Recreation Hub at The Stadium.	Prepare Architects and QS Specification and contracts for Phase 2 design and costing.		✓			Complete	✘
	Tender, evaluate, appoint consultants to finalise design			✓		Completed late in Q4 due to resourcing issues	
	Final design and permission to spend report				✓	Architects design work to be undertaken in early 2022/23	
	Submit Planning Application of Final design				✓	Delayed due to the slippage with the above items	
	Carry out Phase 2 works – eco mulch, landscaping, signage and eco trail		✓			Complete (apart from eco mulch due for completion in Q1 2022/23)	



ITEM NO. 6.4


Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
Deliver the third full size Artificial Grass Pitch in the District at Rugeley Leisure Centre	Discharge Pre-commencement planning conditions and start on site	✓				Completed	★
	Project Manage, snagging, complete works and commission		✓			Completed	
	Open Facility			✓		Completed	
Undertake repairs to the 25m swimming pool and replace the boiler at Rugeley Leisure Centre	Prepare contract documents, warranties and start on site.	✓				Completed	★
	Project manage, complete works, commission and re-open		✓			Completed	
	Undertake pool tiling and filtration system repairs and improvements.		✓			Completed	
	Completion of all works, including commissioning and re-opening of the pool		✓			Completed	
Produce an annual programme for the development of new play areas and the refurbishment of existing play areas, open spaces and leisure facilities	Produce an annual programme for the development of new play areas and the refurbishment of existing play areas, open spaces and leisure facilities - based on need and those local communities which are subject to poorer health outcomes, have higher levels of deprivation and higher levels of inactivity. To be funded from Section 106, CIL funding and general fund budgets in line with the capital programme.			✓		Completed - Report went to Cabinet briefing during Q4 2021/22.	★

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
2.1.2 Secure external funding to support investment in our leisure and culture facilities							
Work with partners to develop and submit funding bids (eg IHL, Sport England, Football Foundation, Football Association, Heritage Lottery etc)	Implement wayfinding project subject to successful application for Sport England Funding	✓				Completed - Funding secured. Project initiated with Staffordshire County Council and Together Active and consultation commenced. Implementation Stage commenced.	★
	Receipt on notification of the outcome of applications and report to Cabinet	✓				The Museum of Cannock Chase has successfully been awarded funding from the Arts Council England with a grant of £71,688 allocated from its Museums Estate and Development (MEND) fund. The joint bid by IHL/Cannock Chase District Council will see investment in the Museum building. Arts Council Funding - secured an additional £20k matched funding through the Cannock Chase Cultural Education (CCCEP) Partnership to support development of the Heritage Trail. The total match funding from Arts Council is £100k.	
	Commence project if the application/s are successful		✓	✓	✓	MEND: Project has started and minor works have commenced. Agreement between IHL and Arts Council is being finalised and works are scheduled to commence in July 2022. North Staffordshire Wayfinding. Legal agreements between SCC and CCDC; and between CCDC and IHL are being	

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
						finalised. Scoping work has commenced. Additional match funding has been secured through CCCEP £20k.	
	Project completion post 2021/22						
2.1.3 Develop and deliver the Council's Health, Wellbeing and Physical Activity Strategy							
Work with IHL, partners and stakeholders i.e., Together Active, Sport England NGB's to develop a new Strategy based on the impact of the pandemic, Needs Analysis evidence, data new customer behaviour and trends	Explore opportunities to work with partners to assess the impact of pandemic and develop a strategy i.e., Long Covid Project and Impact of Covid on Gyms and Leisure Centres.			✓	✓	The Long Covid Project is anticipated by partners in SCC to start in Spring / Summer 2022 whilst MPFT and Together Active establish the framework for outcomes and health and safety.	✓
2.1.4 Continue to provide affordable, varied and locally accessible facilities for sport, leisure and culture							
Work to reduce the barriers taking into account the impact of Covid-19, that prevent access to our leisure facilities by reviewing and refreshing the leisure concessions scheme to target those most in need and to ensure the Council achieves the greatest impact.	Work with IHL to review the leisure concessions scheme			✓		A detailed review of the Concession Scheme (Chase Card) has been undertaken. The proposed new scheme includes arrangements for care leavers, serving armed forces and a widening of the staff offer.	★
	Complete the review of the scheme				✓	Completed - The leisure concessions scheme report is going to Cabinet during Q1 2022/23	



Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
2.1.5 Encourage and support people of all ages to have active and healthy lifestyles to improve and maintain their physical and mental wellbeing							
Engage with residents who are less active and deliver targeted health and physical exercise initiatives to help people lose weight, stop smoking, eat healthier and become ore active	Roll out of the Cannock Chase Can App across the district. Promote the use of the Cannock Chase Can App with GP's, IHL, Together Active and other partners.			✓	✓	<p>Completed - Targeted projects have been undertaken across the District, including a tour to engage with businesses.</p> <p>Members of IHL's wellbeing team have worked with Heath Hayes & Wimblebury Parish Council to develop a wellbeing trail which will appear on the app.</p> <p>A free course for residents in Rugeley offering gym sessions has been completed and has now been sustained to a payable offer.</p>	
2.1.6 Work with partners to help and support our residents to adopt a healthy and active lifestyle							
Continue to develop the GP Referral and Exercise by Prescription Programme	Long Covid Project Pilot with IHL and Together Active.		✓	✓	✓	<p>The Long Covid Project is anticipated to start in Spring/Summer 2022 whilst MPFT and Together Active establish the framework for outcomes and health and safety.</p> <p>To help with re-engagement into the GP referral programme visits have taken place to Brereton, Sandy Lane, Horsefair, Hednesford Valley and Colliery practice surgeries.</p>	

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
Participate in the County Council's Pathfinder Pilot Project to tackle obesity within the district ("Whole System Approach)	Rollout Whole Systems Approach to Healthy Weight with IHL and Together Active.			✓	✓	Staffordshire County Council (SCC) have now appointed Emotional Logic (EL) to undertake the Citizen Inquiry Programme for the district and we are working with EL and SCC to plan and engage people from within the district. Cannock Chase East, North and South have been selected as the three wards for the district. IHL staff and CCDC officers have been engaged in the initial on-line workshops for the Citizen Inquiry Programme.	
2.1.7 Promote the use of green open spaces and our parks for exercise and activity							
Work with IHL to focus initiatives and programmes on using those open spaces, play areas and facilities in local communities with the highest levels of deprivation and with higher risks of inactivity and poor health outcomes.	Reintroduction by IHL of the Couch to 5k Programme.		✓	✓	✓	A new couch to 5k session from Hednesford Park is well underway.	
	Introduce new outdoor exercise programmes					Chase Up sessions have commenced in three priority wards (Hednesford North / Chadsmoor / Springfields estate. A new allotment is being Planned, including a new shed and polytunnel to encourage more family and primary school usage.	

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
	Promote Forest Bathing and Bike and Play Trails		✓			Plans are underway to promote the trails virtually in the next financial year. This will include a fund-raising campaign to purchase inclusive bikes for primary age children.	
2.1.8 Delivery of a successful Commonwealth Games 2022 Mountain Biking Event and creation of a lasting legacy							
The Council's internal CG2022 Project Team to continue with preparations and involvement with Birmingham 2022 Organising Committee, Forestry England, other key stakeholders, partners, Town and Parish Councils	Report to Cabinet on estimated costs associated with hosting the event in the District	✓	✓	✓	✓	Completed	
	Help facilitate the delivery of a successful Commonwealth Games 2022 Mountain Bike event in our District.					Ongoing into 2022/23	
	Engage with Parish and Town Councils regarding the hosting of Roadshows (pre-Games) and Live Sites (during Games).		✓			Ongoing into 2022/23	
	Maximise the one-off opportunities for showcasing the district before and during the event.			✓	✓	Ongoing into 2022/23	

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
	Liaise with the Commonwealth Games Organising Committee and other key stakeholders in relation to hosting Roadshows, the Queens Baton Relay, Live Sites, Cultural and Arts Programme.					Ongoing into 2022/23	
	Develop lasting legacy projects for the district and our residents as a result of our investment in the Commonwealth Games 2022 (i.e. Mountain Bike Trail, Bike and Play)					Ongoing into 2022/23	

2.2 Supporting vulnerable people




Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
2.2.1 Supporting vulnerable people							
Poverty Strategy and action plan to be developed	Define poverty and scope for strategy		✓			Agreed focus to be on income maximisation / benefit take up, fuel poverty and debt	
	Undertake baseline assessment		✓			Analysis of available data done	
	Map out existing interventions			✓		Captured details of direct provision and commissioned work and begun to identify work of other organisations	
	Draft strategy				✓	Aiming for Cabinet paper mid 2022-23	
Raise awareness of domestic abuse and support services	Chair and co-ordinate the weekly local Multi Agency Risk Assessment Conference (MARAC) to support the safeguarding of high-risk Domestic Abuse victims and families	✓	✓	✓	✓	Conference continues to be co-chaired with Staffordshire Police and DA victims safeguarded.	

ITEM NO. 6.11

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
	Secure funding for CCDC/partnership awareness campaigns linked to DA.	✓				Funding secured from Office of the Police, Fire and Crime Commissioner (OPFCC).	
	Develop & Deliver Dating Abuse Campaign	✓				Campaign developed and delivered. Evaluation submitted to OPFCC.	
	Deliver 'It's Never Ok' Campaign	✓			✓	Campaign delivered. Evaluation submitted to OPFCC.	
	Develop & Deliver New Euro Domestic Abuse Campaign	✓				Campaign developed and delivered. Evaluation submitted to OPFCC.	
	Deliver Valentine's Domestic Abuse Campaign				✓	Campaign delivered. Evaluation submitted to OPFCC.	
Develop a local awareness campaign around the risks of harm associated with alcohol and substance misuse.	Secure funding	✓				Funding secured from Office of the Police, Fire and Crime Commissioner (OPFCC).	★
	Deliver educational programme and campaign.		✓			Campaign developed and delivered.	
	Evaluate educational programme and campaign.			✓		Evaluation submitted to OPFCC.	
Engage with young people at risk of engaging in Anti-Social Behaviour (ASB)	Develop a comprehensive schedule of diversionary activities across the District, reflecting historic seasonal trends in ASB or in response to emerging issues identified through the Community Safety Hub.	✓				Schedule developed.	★

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
	Delivery diversionary activities in hotspot locations across Cannock Chase	✓	✓	✓	✓	Diversions activities delivered across all quarters, including additional resourcing in response to emerging trends.	
Explore funding opportunities for the continuation of the ASB Young Peoples Key Worker post June 2021	Review & Refresh ASB Young People's Key Worker job description in partnership with Staffordshire County Council and secure funding	✓				JD has been reviewed and refreshed however this post has now been superseded by the Youth Offending Service. SCC are now picking up support for young people and will consult with Districts / Boroughs re: future posts / initiatives.	N/A
2.2.2 Supporting older residents and those living with disabilities, to live healthier and more independent lives							
Analyse the effectiveness of the new Housing Assistance Policy since its introduction and feed findings into a full review of the policy in 2022-23.	Review the impact of the Housing Assistance Policy			✓		Completed - agreed at Health and Wellbeing Scrutiny Committee (HWS) to recommend to Cabinet that due to Covid19 the full review of the HAP should be undertaken later in 2022/23 when it has had more time to embed itself. Recommended by HWS that the work be suggested for inclusion on the relevant scrutiny committee work programme for 2022/23	★
	Report the findings of the review to the Council's Scrutiny Committee				✓		
2.2.3 Supporting older residents and those living with disabilities, to live healthier and more independent lives							
Develop a Private Sector Housing Strategy for adoption	Develop and consult on Private Sector Housing Strategy			✓		Completed	★
	Present strategy to Cabinet for adoption				✓	Report drafted for consideration by Cabinet in Q1 2022/23	



Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
2.2.4 Working to prevent homelessness							
Review current service provision in particular homelessness grant-funded operations and services	Complete a review of homelessness grant funded operations and services		✓			Review completed.	★
	Complete financial assessment of grant availability			✓		Homelessness Prevention Grant Proposals approved.	
Develop proposals to meet changing requirements	Assessment of future service requirements			✓		Joint Service with South Staffordshire LAs in development for the Call Before You Serve Service – service on schedule to roll out June 2022.	✓
	Develop proposals to meet changing requirements				✓		
Next Steps Accommodation Programme (NSAP) and Rough Sleepers Funding Initiative – extend Homelessness and Rough Sleeping Pathway service provision by 2 additional properties and for additional 2 years	Complete acquisition of additional properties under NSAP	✓				Acquisition of the two additional properties for the Rough Sleeping and Homelessness Pathway Project under NSAP completed	★
	Review extension of Rough Sleeping Pathway service provision		✓			Completed	
	Extend Rough Sleeping Pathway service provision		✓			Extended for further 12 months. Option for further 12 months.	
Develop a proposal and funding bid to assist rough sleepers/homeless persons who have medium-high complex needs for any future potential funding opportunities	Investigate and review RSAP prospectus and identify potential project(s)	✓				A further RSAP bid for £230k has been submitted to assist with the purchase of a further 4 units for use by Homelessness and Rough Sleeping Outreach Pathway Project and/or Ex-Offender Restart Project.	★
	Develop full proposals and submit RSAP funding bid, if applicable, by funding deadlines		✓				
	Investigate and consider other funding opportunities when available			✓	✓		

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
2.2.5 Working with the Voluntary Sector							
Provide funding to voluntary organisations to provide free independent, impartial and confidential advice to our residents who are facing pressing issues in their lives, whether that be general advice or debt management	Review the annual Service Level Agreements in order to understand and take account of the impact of the pandemic to ensure they: (a) are fit for purpose; (b) better co-ordinated; and (c) have clear objectives & outcomes		✓			Initial discussions have taken place with Citizen's Advice and Chase Advice to understand the detail of their work and issues to be addressed. Future direction is being considered in the context of the Poverty Emergency work referred to in 2.2.1.	
	Performance manage delivery of the SLAs			✓	✓	A report with proposals for the future will be presented to Cabinet in 2022-23.	
Work with Support Staffordshire to build on community spirit & volunteering / befriending advocacy in conjunction with Staffordshire County Council	Provide access to the support directory through Council Community Support webpage	✓	✓	✓	✓	Complete (and content is maintained)	
	Work with SCC and Support Staffordshire to plan the further development of community-based support services as restrictions ease and more options become available.			✓		Initial work complete - further development work has been commissioned from Support Staffordshire (see below).	
Work with partners and internal services to establish the best means of identifying vulnerable residents and support providers (signposting	Plan for access to on-going support for those people who have been contacted regularly by the Covid Community Support Hub when it closes at the end of June. Support Staffordshire to provide details of appropriate organisations.	✓				Complete	

ITEM NO. 6.15






Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
vulnerable residents to access services)	Provide options and referrals to support organisations for those who need on-going support following the closure of the Hub. Ensure that the Contact Centre has access to information to signpost people to support services.		✓			Complete	
	Take stock of work on identifying vulnerable people known to us through our customer information systems			✓		Systems in place to enable the identification of vulnerable people through customer information systems.	
	Agree method of signposting of services to vulnerable people				✓	Complete - maintain links with VCS through regular meetings	
Engage with partners regarding their recovery plans for their services and our communities	Refer Covid Community Support Hub contacts to suitable support organisations	✓				On-going meetings with support organisations.	✓
	Work with SCC and Support Staffordshire to plan the further development of community based support services as restrictions ease and more options become available.		✓			Work commissioned to understand capacity issues in different parts of the District and to identify areas of concern where capacity for local support is limited.	
	Implementation of above plan			✓	✓	Initial report due end of May 2022 with further development work throughout 2022-23	

2.3 Creating a greener, sustainable community and environment

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
2.3.1 Develop an Environmental Strategy and action plan to reduce our impact on climate change and work towards the Council's aim of becoming carbon neutral by 2030.							
Work with Citizens Assembly to develop and complete costed Climate Change Action Plan and Environmental Strategy	Specify requirements for Citizens Assembly and development of costed Action Plan requirements, tender, evaluate and appoint successful consultants		✓			Completed This has been changed to a stakeholder panel following a report to Cabinet 14.10.21 / Council 15.12.21	
	Produce costed Action Plan			✓		Draft costed action plan is with Leadership Team for consideration before being reported to Cabinet	
	Produce Environmental Strategy				✓	The Environmental Strategy will be developed following the approval of the Costed Action Plan	
Work collaboratively to find solutions to tackling the impact of climate change	Develop and formalise the Council's Climate Emergency Officer Group.	✓	✓	✓	✓	Completed - Climate Officers Group is now well established within the organisation.	
	Engage with and work alongside partners and stakeholders (including other Staffordshire Councils, ENGIE, Keele University etc.) to reduce emissions across the District and County.					Completed - The Council is now an active member of a number of LA partnerships, including Staffordshire Sustainability Board and LGN West Midlands Sustainability Group and is continuing its work with many others.	
	Review the training provision and deliver as required.		✓			Completed	

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
Continue to provide and undertake Carbon Literacy Training	Rollout 2nd round of training to newly elected members and wider officer group			✓	✓	Completed - New member and officer Carbon Literacy Training completed in Q4 by Manchester Metropolitan University	★
2.3.2 Maintain and improve our parks, green spaces and countryside							
Continue to maintain our parks and open spaces to ensure we retain our 6 Green Flag accreditations	Submit Management Plans, prepare and host park inspections/mystery visits	✓				Completed	★
	Notification of Green Flag Assessments		✓			Completed - 6 green flags retained	
2.3.3 Work and empower local communities to support local projects and sustain local facilities							
Provide support and opportunity to community groups wishing to take on more responsibility for improving and developing open spaces and play areas	Community Litter Picking Support Groups.	✓	✓	✓	✓	Completed	★
	Continue to develop Community Forum for all Parks/Friends groups.			✓	✓	Completed	
	Stadium Community Planting Scheme.		✓	✓	✓	Completed	
2.3.4 Develop our Open Spaces Strategy to support the adoption of the Local Plan							
Finalise and include the Opens Spaces Strategy as part of the adoption of the Local Plan	Complete the Open Spaces Strategy and review by Cabinet		✓			Part 1 of the strategy that is required for the Local Plan will be completed in Q1 2022/23 with Part 2 the consultation and full strategy to be completed later in 2022/23.	✗
2.3.5 Protect and enhance our high quality and unique natural environment							
	New Cemetery planting scheme.	✓	✓			Completed	




Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
Develop and undertake urban tree /woodland planting programmes	Locate and plant sites as part of Commonwealth Games Legacy project.			✓	✓	Completed - mini forest on common land in Pye Green planted completed in Q4.	★
2.3.6 Support our residents to reduce residual waste and increasing recycling							
Undertake annual promotional campaigns to continue to raise awareness of the importance of waste reduction and recycling	Develop and action annual contamination campaign	✓	✓	✓	✓	Completed	★
	Take part in Keep Britain Tidy's Litter picking campaign/s				✓	Completed Social Media posts, supported local voluntary litter picking groups and provided equipment and collection of bags	
	Develop and distribute annual waste and recycling calendar and booklet		✓	✓	✓	Completed	
School Awareness Campaign Waste and Recycling – Stage Production with local schools in the district	Review and refresh stage production (post Covid)			✓	✓	Delayed due to Covid. Rescheduled to Q1-Q2 2022/23	✘
	Officers re-engage with local primary schools across the district			✓	✓	Delayed due to Covid. Rescheduled to Q1-Q2 2022/23	
	Officers visit primary schools to present awareness campaign to children prior to the stage production (scheduled for Q3 2022/23)					Delayed due to Covid. Rescheduled to Q3 2022/23	


Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
Develop Waste Management Strategy following the outcome of consultation on the Government's Resources and Waste Strategy	Develop waste strategy in partnership with the County Council and other Staffordshire Councils as part of Joint Waste Management Board			✓	✓	Delayed - still awaiting the results of the Government's Resources and Waste Strategy 2018	
Appoint Waste Disposal Contractor as part of partnership procurement exercise. Contract to start from April 2022.	Evaluate tenders and report to Cabinet on possible options	✓	✓	✓	✓	Completed	
	Action Cabinet's preferred option		✓	✓	✓	Completed	
Review waste collection contract	Undertake discussions / negotiations with waste collection contractor regarding the possible formal extension of the waste collection contract	✓	✓	✓	✓	Completed	
	Report the result of the discussions / negotiations and options to Cabinet for approval			✓	✓	Completed	
2.3.7 Tackle waste crime such as fly-tipping, dog fouling and, littering							
Develop annual programmes for carrying out targeted campaigns to tackle specific types of waste crime.	Develop annual programme	✓					
	Implement targeted campaigns in line with programme		✓	✓	✓	Targeted actions are continuing in a range of areas.	
Promote and raise awareness of the Council's zero-tolerance to all types environmental crime	Develop and implement a communications plan	✓	✓	✓	✓	Existing comms plan in process of revision for 2022-23. New campaign to be commenced once social media policy review on officer engagement has been carried out in	

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
						line with HWS recommendations to Cabinet.	
	Review effectiveness and reach of communications messaging, review and amend if required					Social Media education posting has taken place. Evaluation of effectiveness in progress.	
2.3.8 Meet the demand for burial space in the south of the District							
Complete works and open our new Cannock Chase Cemetery	Open new cemetery to the public for burials and internments		✓			Completed	★





Priority Delivery Plan for 2021-22
Priority 2 – Supporting Health & Wellbeing





DIRECTION OF TRAVEL INDICATORS

Improved situation	Situation worsened	No change
		
0	0	1

Direction of Travel Indicator	Reporting Frequency (Q or A)	Last year's outturn	Target	Q1	Q2	Q3	Q4	Trend
Objective 2.1 - Providing opportunities for healthy and active lifestyles (Sports England Indicators)								
Increase in physical activity in adults (%)	A	-1.7%	n/a				Data not available at this time	
Reduction in inactivity levels (%)	A	-1.9%	n/a				See above	
Objective 2.2 Supporting Vulnerable Residents								
Number of households where homelessness was prevented	Q	355	360	90	89	82	84 (345 annual total)	

PERFORMANCE MEASURES

Summary of Performance as at Q4			
			
Target Exceeded	Target Achieved	Performance Slightly Below Target	Performance Significantly Below Target
0	6	2	2

Performance Indicator	Reporting Frequency (Q or A)	Last year's outturn	Target	Q1	Q2	Q3	Q4	Target Achieved ?
Objective 2.1 - Providing opportunities for healthy and active lifestyles								
Number of visits to leisure centres	Q	104,349	430,000	77,984	85,245	97,888	134,378	
Number of memberships	Q	4,755	6,000	4,713	4,325	3,723	4,574	
Uptake on GP referrals	Q	698 (2019/20) Suspended 2020/21	600	61	157	96	106	
Number of leisure concessions	A	1,991	1,500	1,989	2,029	1,640	2,330	
Objective 2.2 Supporting Vulnerable Residents								
Council Housing Disabled Facilities Work:								
• Number of referrals	Q	114	n/a	39	47	25	52 (A=163)	No target, so N/A
• Number of completions		115	n/a	36	33	46	40 (A=155)	

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Performance Indicator	Reporting Frequency (Q or A)	Last year's outturn	Target	Q1	Q2	Q3	Q4	Target Achieved ?
Private Housing Disabled Facilities Grants (DFGs)	Q	48	n/a	18	18	9	14	N/A
<ul style="list-style-type: none"> Number of applications Number of completions 		39	n/a	4	14	13	9	N/A
Rough Sleeping and Homelessness Pathway (Housing First) Project – continued provision to Project provider (5 flats)	Q	4	5	4	5	5	5	✓
Time taken to process new benefit claims (days)	Q	69.5	20	15.9	13.8	14.9	19.3	✓
Time taken to process change in circumstances (days)	Q	7.8	10	3.9	2.6	3.6	8.2	✓
Objective 2.3 - Creating a greener, sustainable community and environment								
Retention of six Green Flag Awards	A	6	6	6	6	6	6	✓
Recycling rate	Q	43.4%	50%	47%	47%	46%	46% (Est)	▲
Residual Waste per household (kgs)	Q	526	n/a	125	128	116	131	n/a
Fly-tipping incidents	Q	565	n/a	114	103	89	122	n/a
Reduction in number of reports of waste and environmental crimes	Q	712	n/a	83	72	24	39	✓

Comments on Performance Significantly Below Target:

Report of:	Head of Environment and Healthy Lifestyles / Head of Housing and Partnerships
Contact Officer:	Joss Presland
Contact Number:	01543 456822
Portfolio Leader:	Environment and Climate Change / Community Engagement, Health and Wellbeing
Report Track:	Health and Wellbeing Scrutiny Committee - 29.06.22

Health and Wellbeing Scrutiny Committee

29 June 2022

Review of the Task and Finish Groups and Recommendations for 2021/22

1 Purpose of Report

- 1.1 That the Committee notes the contents of the report and the recommendations of the Health and Wellbeing Scrutiny Committee held on 23 March 2022 to Cabinet 28 April 2022.

2 Report Detail

- 2.1 During 2021/22 the Health and Wellbeing Scrutiny Committee chose to look at two areas, Enviro Crime and Waste and Recycling.
- 2.2 The Committee created two task and finish groups, with a number of members sitting on both groups. Each of the working groups sat up to three times between scrutiny meetings and their progress was reported back to the full committee.
- 2.3 The working groups received presentations from various officers on their topics, including a presentation to the waste and recycling working group from Kay Cocks, Staffordshire's Waste Partnership Manager.
- 2.4 As a result of the working groups a series of recommendations to Cabinet were considered and approved at the final 2021/22 Health and Wellbeing Scrutiny Committee on 23rd March 2022.

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- 2.5 The approved recommendations were presented to Cabinet on 28 April 2022, by the Scrutiny Committee Chair, Cllr. Martyn Buttery and were accepted by Cabinet in full.
- 2.6 Cabinet wished to pass on their thanks to members of the Committee for their work throughout 2021/22 and their recommendations.
- 2.7 The recommendations made to Cabinet were:
1. Consideration be given to what measures other Local Authorities are implementing to tackle the issue of dog fouling.
 2. A review of the Council's social media policy be undertaken (in part) to allow a more direct and effective engagement by field officers, with businesses (legitimate and otherwise) and administrators of online groups.
 3. To review cost neutral options for engaging alternative providers to undertake issuing of fixed penalties for littering and dog fouling.
 4. Consideration be given to the changes to waste collections for dry recycling starting in May 2022.
 5. To review the size of refuse containers provided to new properties based on the number of residents living within a property.
 6. To review the Council's process for applying for assisted collections.
 7. A review of the Housing Assistance Policy be carried out during 2022-23 and that this review be suggested for inclusion within the Health and Wellbeing Scrutiny Committee's 2022-23 work programme.

Background Papers

A copy of the accompanying briefing notes and background papers can be viewed on the Council's website at [Health and Wellbeing Scrutiny Committee - 23rd March 2022 | Cannock Chase District Council \(cannockchasedc.gov.uk\)](https://www.cannockchasedc.gov.uk/health-and-wellbeing-scrutiny-committee-23rd-march-2022).

Report of:	Head of Housing and Partnerships Head of Environment and Healthy Lifestyles
Contact Officers:	Nirmal Samrai Joss Presland
Contact Numbers:	01543 464210 01543 456822
Portfolio Leader(s):	Community Engagement, Health & Wellbeing; Environment & Climate Change; Housing, Heritage & Leisure
Report Track:	Health & Wellbeing Scrutiny C'ttee: 29/06/22

**Health & Wellbeing Scrutiny Committee
29 June 2021
Work Programme for 2022-23**

1 Purpose of Report

- 1.1 To set out the draft work programme for the Health & Wellbeing Scrutiny Committee for 2022-23.

2 Recommendation(s)

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

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 The Health & Wellbeing Scrutiny Committee is responsible for scrutinising the element of the Corporate Plan 2022-26 that relates to the priority for supporting Priority 2, - Health & Wellbeing, "To encourage and support residents to lead healthy and independent lives" and Priority 3 - The Community "To ensure Cannock Chase is a place that residents are proud to call home". An extract from the Corporate Plan setting out details of the priority and strategic objectives is attached at Appendix 1.

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

Reasons for Recommendations

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

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities as follows:
- (i) It provides for effective scrutiny of the Council's priority for supporting Health & Wellbeing and The Community.

5 Report Detail

Background

- 5.1 A new Corporate Plan for 2022-26 was approved by Council on 27 April 2022. The Plan sets out 3 priorities and this Scrutiny Committee is responsible for scrutinising Priority 2 – Health & Wellbeing and Priority 3 - The Community, the supporting 4-year delivery plan.
- 5.2 The Supporting Health & Wellbeing Priority has 4 objectives:
- (i) Provide opportunities for residents to lead healthy and active lifestyles and recognise the importance of mental health and wellbeing.
 - (ii) Embed health and wellbeing into all of our policies and everything that we do.
 - (iii) Work with partners to address health inequalities across the District.
 - (iv) Support residents that need our help.
- 5.3 The Community Priority has 6 objectives:

- (i) Ensure our neighbourhoods are safe, clean, and tidy
- (ii) Maintain our local parks and green spaces.
- (iii) Encourage residents to live a sustainable lifestyle.
- (iv) Improve the housing offer across the District.
- (v) Ensure our communities are well designed, accessible, and inclusive environments.
- (vi) Support and build strong connections within our local communities.

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

5.5 The Health & Wellbeing Scrutiny Committee also has responsibility for scrutinising the corporate and support functions of the Council as set out in Appendix 2.

Developing the Work Programme

5.6 To support Members in their Scrutiny role and in particular in developing a work programme a Scrutiny Toolkit has been produced; a copy of this has been circulated separately to Members. An extract from the toolkit relating to developing a work programme is attached at Appendix 3a and an extract from the LGA's guidance is attached at Appendix 3b.

5.7 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?

5.8 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.

5.9 Whilst it is for the Committee to determine what they want to include in the Work Programme, a draft Work Programme is attached at Appendix 4 to this report which includes some standing items (eg Performance Progress Reports) and some suggestions as to potential reviews.

Undertaking the Scrutiny reviews

5.10 Once Members have identified the matters they wish to scrutinise, consideration should be given to scoping the subject in more detail including the timing and method of scrutiny to be used. Support in this process will be given by the Lead Officer for the Scrutiny Committee. A template to assist with scoping the review is also attached at Appendix 5.

5.11 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.

5.12 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

5.13 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.

5.14 At the year end, the Chair of the Committee will prepare a report for Council on the outcome of the Committee's Work Programme.

6 Implications

6.1 Financial

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

6.2 Legal

None

6.3 Human Resources

None

6.4 Risk Management

None

6.5 Equality & Diversity

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

6.6 Climate Change

None.

7 Appendices to the Report

- Appendix 1: Extract from the Corporate Plan – Priority 2 “Supporting Health & Wellbeing”
- Appendix 2: Overview of services falling with the Committee’s remit
- Appendix 3a: Extract from the Council’s Scrutiny Toolkit
- Appendix 3b: Extract from the LGA Guidance on Scrutiny Work Programming
- Appendix 4: Draft Work Programme 2022/23
- Appendix 5: Template for scoping a scrutiny review

Previous Consideration

None

Background Papers

None

Cannock Chase Council Corporate Plan 2022-26 - Extract

PRIORITY 2- HEALTH & WELLBEING

“To encourage and support residents to lead healthy and independent lives”

We aim to:

- **Provide opportunities for residents to lead healthy and active lifestyles and recognise the importance of mental health and wellbeing.**
- **Embed health and wellbeing into all of our policies and everything that we do.**
- **Work with partners to address health inequalities across the District.**
- **Support residents that need our help.**

We want to create opportunities for all of our residents to lead healthy and active lifestyles. For some, this may be by using our leisure centre facilities, for others, it may be walking our parks, or on the Chase, or by cycling around the District. We want to reach out to those residents who may find this daunting and help them to try out new activities in their local communities, that will support their physical and mental health and well-being.

We currently provide a range of facilities for people to use, including:

- 2 leisure centres, with swimming pools, (Cannock and Rugeley)
- 4 destination parks,
- 43 play areas across the district
- 14 football pitches and 3 artificial turf pitches (ATP's),
- 20 tennis courts and 4 skate parks
- A theatre and museum to support cultural and mental wellbeing.

Over the next 4 years we will:

- Work with Inspiring Health Lifestyles (IHL) leisure trust and other stakeholders to deliver campaigns to promote the benefits of being active and living healthily.
- Work with Staffordshire County Council to deliver the “Better Health Staffordshire” Pilot Project.
- Develop a Health and Wellbeing Strategy.
- Deliver lasting legacy projects from the Commonwealth Game Mountain Bike event, (i.e., Mountain Bike (Perry) Trail and Bike and Play trail).

APPENDIX 1

- Work with partners to encourage the take up of benefits for by residents with low incomes.
- Work with Support Staffordshire and Staffordshire County Council to build on community spirit & volunteering / befriending advocacy.
- Promote the use “Cannock Chase Can” online app to support people in leading healthy lifestyles.
- Encourage residents to walk or cycle to and from work and school.

We will also continue to:

- Work on fuel poverty with partners, such as Staffordshire Warmer Homes.
- Provide accommodation for young people leaving care and support to sustain their tenancies.
- Provide an outreach service for rough sleepers.
- Provide support for veterans.
- Work with partners to safeguard the most vulnerable people within our district.
- Provide funding to voluntary organisations to provide free independent, impartial, and confidential advice to our residents.

PRIORITY 3 - THE COMMUNITY

“To ensure Cannock Chase is a place that residents are proud to call home”

We aim to:

- **Ensure our neighbourhoods are safe, clean, and tidy**
- **Maintain our local parks and green spaces.**
- **Encourage residents to live a sustainable lifestyle.**
- **Improve the housing offer across the District.**
- **Ensure our communities are well designed, accessible, and inclusive environments.**
- **Support and build strong connections within our local communities.**

We want our District to be an attractive and safe place to live. We will preserve our open spaces and local parks. We aim to build on the existing and new communities across our District so that residents feel connected and supported. We want to ensure that our residents have a choice in their housing accommodation and that it is safe.

Over the next 4 years we will:

- Work with town/parish Councils and local community groups to tackle litter and undertake litter picks.
- Carry out targeted campaigns to tackle specific types of waste crime and raise awareness of the Council's zero-tolerance to all types of environmental crime.
- Develop a co-ordinated response to anti-social behaviour (ASB) across partner agencies.
- Engage with young people at risk of engaging in ASB through targeted diversionary activities across the district.
- Undertake a review of all our play areas.
- Provide support and opportunities to community groups wishing to take on more responsibility for improving and developing open spaces and play areas.
- Work with partners and the local community to support appropriate tree planting schemes.
- Undertake campaigns to raise awareness of the ways in which residents can reduce their impact on the environment.
- Develop an Environmental Strategy and action plan to reduce our impact on the climate.
- Work with partners to support the delivery of the zero-carbon pilot scheme in Rugeley.
- Increase housing choice.
- Ensure that our housing stock is safe and sustainable.
- Work with other housing providers and landlords to ensure that their properties are safe and healthy.
- Adopt a new Local Plan for the district.
- Support the progression of current and future Neighbourhood Plans within the district.
- Work with partners to support community events.

**Services/Functions falling within the
Supporting Health & Wellbeing Scrutiny Committee's remit**

Service Area	Sub Area
Healthy & Active Lifestyles	
Culture and Sport	<ul style="list-style-type: none"> • IHL Leisure Provider • Leisure centres • Swimming pools • Golf course Management • Prince of Wales Theatre • Museum of Cannock Chase • 5's 3G Pitch and Pavilion • Commonwealth Games
Vulnerable Residents	
Housing and Homelessness	<ul style="list-style-type: none"> • Tenancy Services – Rent Collection, Estate Management, Tenancy Sustainment, Allocations, Resident Engagement and Sheltered Housing • Strategic Housing – Homelessness and Housing Options, Service Improvement, New Housing Development, Housing ICT Systems Management and Housing Complaints Handling • Housing Repairs – Emergency and Routine Repairs, Empty Property Repairs, In-house Stores Provision and Vulnerable Persons Decorating and Grass Cutting • Housing Property Services – Planned Works, Cyclical Works, Gas Safety, Electrical Upgrades, External Works, Right to Buys and Property Alterations
Community Safety, CCTV and Partnerships	<ul style="list-style-type: none"> • Community Safety - Community Safety Hub, MARAC, Public Safety Protection Orders, Safe as Houses, Target Hardening, Campaigns and Events and Community Safety Delivery Plan • CCTV – Monitoring 100+ Cameras across the District and Providing Evidence to Police • Partnerships - Hate Crime and Domestic Abuse, Vulnerable Adults and Children's Referrals, Modern Day

Service Area	Sub Area
	Slavery, Community Trigger/Protection Notices, Diversionary Activities, County Lines and PREVENT
Disabled Facilities Works	<ul style="list-style-type: none"> • Council Dwellings – Minor and Major Adaptations
Private Sector Housing	<ul style="list-style-type: none"> • Disabled Facilities Grants and Council's Housing Assistance Policy in Private Dwellings; • Regulation of standards in private rented properties; • Licensing & Inspection of Houses in Multiple Occupation (HMOs) • Empty Properties • Licensing & inspection of Mobile / Park Homes sites • Affordable Warmth Scheme and Enforcement of Minimum Energy Efficiency Standards in private rented sector;
Housing Benefits	<ul style="list-style-type: none"> • Housing Benefit and Local Council Tax Reduction administration, except where it involves determining any application, taking direct regulation or enforcement action;
Voluntary Organisations and Funding	<ul style="list-style-type: none"> • Citizens Advice • Chase Advice Centre • Support Staffordshire • Cannock District Foodbank, Rugeley Community Church and Foodbank, Cannock & Hednesford Salvation Armies
Poverty Emergency	<ul style="list-style-type: none"> • Evidence Base • Strategy • Action Plan
Environment	
Parks and Open Spaces	<ul style="list-style-type: none"> • Formal Parks • Play Areas • Sports pitches and equipment • Football pitches • Pavilion Maintenance (internal only) • Skate parks • Tennis courts

Service Area	Sub Area
	<ul style="list-style-type: none"> • Multi Use Games Areas • Green Gym Equipment • Community Engagement (Parks) • Green space development • Green Flag Awards • Britain in Bloom • War Memorial Maintenance • Paddling (June - September) • Letting of sites – Events • Flood Control Maintenance
Grounds Maintenance	<ul style="list-style-type: none"> • Floral displays • Grass Cutting District wide • Highway verge cutting for SCC • Planting schemes • Golf course maintenance • Weed spraying • Shrub bed Maintenance - District wide • Hedge Cutting District incl. SCC hedges • Pest and Disease Control • Leaf Collection • Litter collection
Landscape & Countryside	<ul style="list-style-type: none"> • Countryside Ranger Service • Cattle husbandry • Tree and landscape protection • Planning advice on proposed development/Landscape development • Woodland Management • Heathland management • SSSI/Nature reserves • Ancient Scheduled Monument • Volunteer Programme • Management of water bodies
Trees	<ul style="list-style-type: none"> • Tree Preservation Orders • Inspection and Maintenance of Trees on Council Land
Allotments	<ul style="list-style-type: none"> • Provision of Allotments • Management of Allotments
Bereavement Services	<ul style="list-style-type: none"> • Cemetery Management • Headstone Testing • Burial Service • Officiating at Burials

Service Area	Sub Area
	<ul style="list-style-type: none"> • Closed Cemeteries • Memorial trees and Benches
Food, Safety & Licensing	<p>Inspection, compliance and enforcement activity relating to:</p> <ul style="list-style-type: none"> • Food safety – inspection of food businesses; investigation of complaints about food or food premises; investigation of infectious diseases and food poisoning outbreaks; allergens; food sampling; Primary Authority Partnership; • Health & Safety – Inspections and Projects related to workplace and consumer service health & safety; investigation of workplace accidents and complaints about unsafe working conditions; infection control (tattooists and body / skin piercing etc.); Primary Authority Partnership; • COVID Response – Outbreaks, Compliance and Enforcement; • Licensing – Licensing of Taxis, Private Hire, Alcohol sale or supply; gambling premises; street trading; animal activities; scrap metal dealers and collectors; hair and beauty, tattooists etc. • Mortuary – Provision of building, staffing and equipment to deliver post mortems and body storage facility for HM Coroner; • Welfare funerals
Environmental Protection	<ul style="list-style-type: none"> • Noise Pollution – industrial and domestic noise; planning consultations; • Air Quality – Air Quality Monitoring and Management; Declaration and Revocation of Air Quality Management Areas; Permitting of Regulated Industrial Processes; • Specialist technical advice on climate change and emerging emission reductions technologies;

Service Area	Sub Area
	<ul style="list-style-type: none"> • Contaminated Land – planning consultations and land remediation; • Enviro-Crime – Fly tipping, unregistered waste carriers (including unlicensed scrap metal collectors) littering, duty of care, dog fouling, stray dogs; • Public Health Nuisances – commercial drainage, dust, light, refuse accumulations, filthy & verminous properties etc. • Pest Control contract • Stay Dog collection & kennelling contract
Climate	<ul style="list-style-type: none"> • Climate Emergency • Action plans • Carbon Literacy Training
Waste & Engineering Services	<ul style="list-style-type: none"> • Waste and Recycling • Street Cleansing • Litter picking • Mechanical Sweeping • Cleansing of town centres • Graffiti removal • Land drainage and flooding • Street furniture • Removal of fly tipping • Fleet and Vehicle Workshop • Bus shelters • Bus stations • Public Clocks • Off Street Parking • Abandoned vehicles • Public MOT Station • Taxi Testing

The remit of the Committee also includes the statutory functions for Health Scrutiny

DEVELOPING THE WORK PROGRAMME

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

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

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

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

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

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

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

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

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

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

Stage 1: Agree the Issue

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

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

Stage 2: Determine the nature of member involvement

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

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

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

Stage 3: Scoping Exercise

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

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

Work programming

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

Planned scrutiny

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

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

Responsive scrutiny

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



The scrutiny topic selection process

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

1. Identify issues

You can identify potential issues by:

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

2. Prioritise topics

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

3. Plan scrutiny work

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

4. Review and evaluate

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



Criteria for selecting scrutiny topics

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

Topics **are** suitable for scrutiny when:

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

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

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

Defining scrutiny topics

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

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

**Proposed Work Programme for 2022 – 23 for
Health & Wellbeing Scrutiny Committee**

Meeting Date	Item
29 th June, 2022	<ul style="list-style-type: none"> • Update – Staffordshire County Council’s Health & Care Overview Scrutiny Committee • Presentation on the Role of the Health & Wellbeing Scrutiny Committee • End of Year PDP & Recovery Performance Information • Work Programme for 2022 - 23
26 th September, 2022	<ul style="list-style-type: none"> • Update – Staffordshire County Council’s Health & Care Overview Scrutiny Committee • Update – Healthwatch Staffordshire • Health & Wellbeing PDP Progress Report April to June 2022 • Scrutiny Review (to be determined)
5 th December, 2022	<ul style="list-style-type: none"> • Update – Staffordshire County Council’s Health & Care Overview Scrutiny Committee • Update – Healthwatch Staffordshire • Health & Wellbeing PDP Progress Report July to September 2022 • Scrutiny Review (to be determined)
14 th March, 2022	<ul style="list-style-type: none"> • Update – Staffordshire County Council’s Health & Care Overview Scrutiny Committee • Update – Healthwatch Staffordshire • Health & Wellbeing PDP Progress Report October to December 2022 • Finalise Scrutiny Review (to be determined)

Suggestions for Reviews:

- Housing Repairs Reporting & Programming*
- Review and update Housing Assistance Policy, inc. Disabled Facilities Grants (DFG’s)
- Vulnerable Tenants Decorating Scheme
- Street Cleansing

Scrutiny Review Template

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