



Cannock Chase Council

Council Meeting

Wednesday 23 July 2025 at 6:00pm

In the Council Chamber, Civic Centre, Cannock

Part 1

Notice is hereby given of the above-mentioned meeting of the Council, which you are summoned to attend for the purpose of transacting the business as set out below:

1. Apologies

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

To declare any interests in accordance with the Code of Conduct.

Members should refer to the guidance as included as part of this agenda.

3. Minutes

To approve the Minute of the Annual Council meeting held on 21 May 2025: minute numbers 1 - 13; page numbers 1 - 7.

4. Chair's Announcements and Correspondence

To receive any announcements and correspondence from the Chair of the Council.

5. Leader's Announcements and Correspondence

To receive any announcements and correspondence from the Leader of the Council.

6. Changes to Membership of Committees 2025/26

To receive notification of a proposed change to the membership of the Planning Control Committee for 2025/26 as submitted by the Leader of the Labour Group.

7. 2024/25 Annual Scrutiny Business Report

Report of the Head of Law & Governance (Item 7.1 - 7.5).

8. Comments and Questions on Part 1 Minutes of Cabinet, Committees, Sub-Committees and Panels under Rule 9

To receive any comments or questions submitted under Rule 9 on Part 1 Minutes of meetings of Cabinet, Committees, Sub-Committees or Panels as included in the Minutes Record circulated alongside this agenda.

9. Exclusion of the Public

The Chair to move the following motion:

"That the public be excluded for the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraphs 1 and 2, of Part 1, Schedule 12A, of the Local Government Act, 1972."

Part 2

10. Comments and Questions on Part 2 Minutes of Cabinet, Committees, Sub-Committees and Panels under Rule 9

To receive any comments or questions submitted under Rule 9 on Part 2 Minutes of meetings of Cabinet, Committees, Sub-Committees or Panels as included in the Minutes Record circulated alongside this agenda.



T. Clegg
Chief Executive

15 July 2025

Guidance on Declaring Interests at Meetings

Declaring Interests at Full Council

The Code of Conduct requires that where you have an interest in any business of the Council, and where you are aware or ought reasonably to be aware of the existence of the interest, and you attend a meeting of the Council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

The following interests must be disclosed where they may be affected by any matter arising at the meeting:

- (a) A **Disclosable Pecuniary Interest** is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) in respect of employment, office, trade, profession or vocation carried out for profit or gain; sponsorship; contracts; land; licences; corporate tenancies; or securities, as defined with the Localism Act, 2011.
- (b) A **Registerable Interest** includes any unpaid directorships or any body of which you are a member, or are in a position of general control, and (i) to which you are appointed by the Council, or (ii) which exercises functions of a public nature, or (iii) which is directed to charitable purposes, or (iv) one of whose principal purposes includes the influence of public opinion or policy.
- (c) A **Non-Registerable Interest** is any other matter affecting your financial interest or well-being, or a financial interest or well-being of a relative or close associate.

Where the matter **directly relates** to the interest, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Where the matter **affects** the interest, but does not **directly relate** to it, you can remain in the meeting and take part **unless** the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision, and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

Please make the nature of the interest clear to the meeting

It would be helpful if, prior to the commencement of the meeting, Members informed the Monitoring Officer of any declarations of interest, of which you are aware. This will help in the recording of the declarations in the Minutes of the meeting.

Some items will be mentioned in the papers for full Council but are not actually being considered by Full Council. In such circumstances the Monitoring Officer's advice to Members is that there is no need to declare an interest unless the particular matter is mentioned or discussed. As a general rule, Members only need to declare an interest at full Council in the following circumstances:

- Where a matter is before the Council for a decision and/or
- Where the matter in which the Member has an interest is specifically mentioned or discussed at the Council meeting.

Cannock Chase Council
Minutes of the Annual Meeting of the Council
Held in the Council Chamber, Civic Centre, Cannock
On Wednesday 21 May 2025 at 6:00 p.m.

Part 1

Present

Councillors:

Thornley, S. (Outgoing Chair)	
Aston, J.	Johnson, J.
Bancroft, J.	Johnson, T. (Leader)
Bishop, L.	Jones, V.
Boulton, C.	Lyons, N.
Bullock, L.	Lyons, O.
Cartwright, S.	Mawle, D.
Dunnett, M.	Muckley, A.
Elson, J.	Page, H.
Fisher, P.	Preece, J.
Fitzgerald, A.	Samuels, G.
Freeman, M.	Thompson, S.
Gaye, D.	Thornley, S.J.
Haden, P.	Todd, D.
Hill, J.	Williams, D.
Hill, J.O.	Wilson, L.
Hughes, G.	

1. Outgoing Chair's Remarks

(i) New Councillor

The Chair welcomed Councillor Thompson to the Council Chamber after having been successfully elected in the recent Norton Canes ward by-election.

(ii) Charity Fundraising

The Chair reminded Members that at the start of the 2024/25 civic year, he had announced his chosen fundraising organisations for the year would be the Special Needs Adventure Playground, Cannock and 1st Blackford Sea Scouts. A total of £3,280 had been raised during the year from donations given and events held.

These were two local organisations who did great things in and for the community, and would benefit greatly from the money donated to them today.

Thanks were given to everyone who had supported the Chair and helped to raise this vital fundraising. It not only meant a great deal to the Chair, but both organisations were also very appreciative of the support.

Representatives from both organisations were called forward to receive their donations and thanked for taking the time to attend the meeting.

(Councillor Bishop arrived at the meeting during this item.)

(iii) Youth Endeavour Award

The Youth Endeavour award was given to a young person who lived in the District and had made an outstanding contribution to their community, shown great bravery, or helped others in some way.

From the nominations received this year, the Chair had decided that the award should be given to Abi Tomkinson, who had been nominated by Mrs. Seymour, Assistant Progress Leader for Year 9 at Kingsmead School.

The Chair then read out Mrs. Seymour's nomination of Abi:

"Abi was born with Treacher Collins Syndrome (TCS) which is an extremely rare genetic condition that affects development of bones and tissues in the face before birth. This only affects one in fifty-thousand people making Abi unique in more ways than one!

The condition also affects Abi's airways and hearing, and she wears a cochlear implant to school. At just three months old a specialist team at Birmingham Children's Hospital performed a life-saving tracheostomy procedure. This was just the first of many operations Abi has endured. In 2018 she underwent pioneering Sub-cranial Rotation Distraction surgery which improved her airway. This involved detaching her face from her skull and carrying out a controlled break of her lower jaw (and as I understand it, Abi is the only person outside of America to have received this life-changing surgery).

Abi faces yet more surgery this summer as she goes into year 10 and begins her GCSE studies.

Throughout all of this, Abi is always smiling and positive. She works incredibly hard at school and takes her studies very seriously. She is an inspiration to everyone at Kingsmead and a truly beautiful person, inside and out.

It would be hard to think of someone more deserving of an Endeavour Award."

The Chair then noted that whilst it was never an easy job to choose a winner for this award, Abi's nomination stood out. Abi and her family had clearly encountered a very difficult time since her birth and this continued.

However, it was apparent from Mrs. Seymour's nomination that Abi took this in her stride and did not let anything stop her enjoying life. She was a role model to so many people, young and old, and the Chair was certain that Abi brought great pride to her family for how she embraced life.

Abi was the epitome of what the Youth Endeavour Award was about, and it was an honour for the Chair to not only have had the opportunity to meet Abi and her family, but to be able to present a remarkable and brave person with this award.

Abi was called forward to collect the Youth Endeavour Award and all present joined in congratulating her on her achievement.

(iv) Councillor Fred Prestwood

The Chair reported that regretfully, his next item of business was something which he was extremely saddened by. As Members knew, the Vice-Chair of the Council, Councillor Fred Prestwood, passed away suddenly and unexpectedly on Monday. This news came as a great shock to everyone, and it was only right that a moment was taken to pay tribute to Councillor Prestwood.

Councillor Prestwood was elected as a District Councillor in 2023 for the Hednesford Green Heath ward. He was subsequently elected as Vice-Chair of the Council at the Annual Meeting held in May 2024 and held position of Chair of the Health Scrutiny Committee. He also sat on several other Council committees and was the Council's representative on a number of outside bodies. He was actively involved in his community and with local groups and dedicated himself to his role as a ward councillor.

Councillor Prestwood was a stalwart to the local Labour Party, a devoted husband to Councillor J. Prestwood, a loving dad, grandad, and a tireless champion for working people. A former miner and dedicated postman, he embodied the value of hard work, integrity and community spirit.

Throughout his life, Councillor Prestwood remained deeply committed to the Labour movement. He was not only a passionate campaigner, but also a respected District Councillor, serving his constituents with pride and an unwavering sense of duty. His efforts made a real difference to those residents he served.

About a year ago, Councillor Prestwood stood next to the Chair to receive his Chain of Office of Vice-Chair of the Council and noted quietly what a proud day it was.

Away from politics, Councillor Prestwood found the joy in simple pleasures, playing golf, walking in the countryside, enjoying his pint and spending time with his loving family. His death came as a great shock to all who knew him. His legacy was 'one service, one love, and one principle.' Councillor Prestwood would be deeply missed but never forgotten.

The Council's deepest condolences and thoughts were with Councillor Jacquie Prestwood and family and friends at this very sad time.

Other Members, including each Group Leader, then spoke to share their memories of, and pay tribute to Councillor Prestwood. All present then joined the Chair in observing a two-minutes silence as a mark of respect.

(v) Review of the Year

The Chair reported it had been a privilege to represent the District of Cannock Chase as Chair of the Council over the past 12 months, a position of office which he was honoured to have been elected to. He had thoroughly enjoyed his time as Chair, meeting many great people and organisations along the way.

The experiences gained through holding a civic role were often things a Chair would not ordinarily get the chance to participate in, and it was a role held in high esteem by those in the position and brought home the importance of being out in the community.

It was also a role that benefited greatly from the wider support of others and therefore thanks were given to all elected Members and officers for their support and encouragement during the year.

The Chair then gave special thanks to his Consort, Sue, who had supported him at many events and functions during the year. As a small token of thanks, Councillor Sue Thornley was asked to come forward to be presented with a badge of honour.

2. Apologies

Apologies for absence were noted for Councillors R. Craddock, J. Prestwood, and M. Sutherland.

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

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

4. Election of a Chair of the Council

Councillor Aston nominated Councillor S. (Steve) Thornley to be Chair of the Council for the 2025-26 civic year, which was seconded by Councillor Todd.

The Chair asked if there were any other nominations.

Councillor Muckley nominated Councillor Mawle to be the Chair of the Council for the 2025-26 civic year, which was seconded by Councillor Elson.

Councillor O. Lyons nominated Councillor J. Johnson to be Chair of the Council for the 2025-26 civic year, which was seconded by Councillor Haden.

The matter was then put to a vote.

Resolved:

That Councillor S. Thornley be elected Chair of the Council for the 2025-26 civic year.

Councillor S. Thornley read and signed the Acceptance of Office and took the Chair.

The new Chair thanked Members for appointing him as Chair of the Council for the 2025-26 civic year and looked forward to the year ahead representing the Council and the people of the District.

The Chair advised he had so far selected West Chadsmoor Family Centre to fundraise for during his term of office but had yet to select a second organisation. Members were invited to suggest other organisations for consideration and the outcome would be announced at the July Council meeting.

5. Election of a Vice-Chair of the Council

Councillor J.O. Hill nominated Councillor Samuels to be Vice-Chair of the Council for the 2025-26 civic year, which was seconded by Councillor Williams.

The Chair asked if there were any other nominations.

Councillor Mawle nominated Councillor Muckley to be the Chair of the Council for the 2025-26 civic year, which was seconded by Councillor Page.

Councillor O. Lyons nominated Councillor J. Johnson to be Vice-Chair of the Council for the 2025-26 civic year, which was seconded by Councillor Haden.

The matter was then put to a vote.

Resolved:

That Councillor Samuels be elected Vice-Chair of the Council for the 2025-26 civic year.

Councillor Samuels read and signed the Acceptance of Office.

6. Minutes

Resolved:

That the Minutes of the meeting held on 9 April 2025 be approved as a correct record.

7. The Chair's Announcements and Correspondence

(i) Councillor Julie Aston

On behalf of the Council, the Chair passed on condolences to Councillor Aston following the sad death of her mother last week.

(ii) Former Councillor Christine Thomas

The Chair reported that Christine Thomas, former Councillor for Cannock South ward from 1982-1986, and wife of former Labour Leader Councillor Doug Thomas, had sadly passed away on 7 May.

The Leader then paid tribute to former Councillor Christine Thomas.

The Chair then asked all present to take a moment of reflection as a mark of condolence.

8. Form and Composition of the Cabinet

The Leader congratulated the Chair and Vice-Chair on being elected to their respective positions and reported that work was ongoing to secure the long-term future of the Museum of Cannock Chase and the Prince of Wales Theatre.

The Leader then notified the Council of the form and composition of the Cabinet for 2025-26:

Councillor	Portfolio
Johnson, T.	Leader of the Council
Williams, D.	Deputy Leader of the Council and Community Wellbeing Portfolio Leader
Preece, J.	Environment and Climate Change Portfolio Leader
Thornley, S.J.	Housing and Corporate Assets Portfolio Leader
Wilson, L.	Parks, Culture and Heritage Portfolio Leader
Freeman, M.	Regeneration and High Streets Portfolio Leader
Prestwood, J.	Resources and Transformation Portfolio Leader

9. Leader of the Opposition

The Chair called upon the Leader of the largest opposition group to confirm their acceptance of office as Leader of the Opposition.

Councillor O. Lyons (Conservatives) confirmed acceptance of office as Leader of the Opposition.

10. Form and Composition of the Shadow Cabinet

The Leader of the Opposition then notified the Council of the form and composition of the Shadow Cabinet for 2025-26:

Councillor	Shadow Portfolio
Lyons, O.	Leader of the Opposition
Haden, P.	Deputy Leader of the Opposition and Housing and Corporate Assets Shadow Portfolio Leader
Jones, V.	Community Wellbeing Shadow Portfolio Leader
Johnson, J.	Environment and Climate Change Shadow Portfolio Leader
Fitzgerald, A.	Parks, Culture and Heritage Shadow Portfolio Leader
Thompson, S.	Regeneration and High Streets Shadow Portfolio Leader
Sutherland, M.	Resources and Transformation Shadow Portfolio Leader

11. Allocation of Seats to Committees and Other Bodies

Consideration was given to the Report of the Chief Executive (Item 10.1 - 10.4).

Resolved:

That the allocation of seats to the different Political Groups to the Council's committees and other bodies, as set out in Appendix 1 of the report, be confirmed.

12. Appointment of Members, Chairs and Vice-Chairs to the Council's Committees, Sub-Committees and Other Bodies for 2025-26

A schedule setting out the nominations provided by each of Political Group Leader for Members to be appointed to committees, sub-committees, and other bodies, together with nominations for the appointments of Chairs and Vice-Chairs (Item 11.1 - 11.6), as circulated in advance of the meeting, was moved by the Leader.

Resolved:

That: the Chairs, Vice-Chairs, and membership of the Council's committees, sub-committees, and other bodies for the 2025-26 civic year, as detailed in the schedule included as Annex 1 to these minutes, be agreed.

13. Council Appointed Representatives on Outside Bodies 2025-26

Consideration was given to the Report of the Chief Executive (Item 12.1 - 12.3 + Appendix 1 (Item 12.4 - 12.8) (as circulated in advance of the meeting)).

Members agreed to suspend Council Procedure Rule 15(7) for voting purposes and then determined the appointments.

Following votes being taken for those bodies where the number of nominations were greater than the number of seats available, it was:

Resolved:

That:

- (A) The Council's representatives on outside bodies for the 2025-26 civic year, as detailed in the schedule included as Annex 2 to these Minutes, be approved.
- (B) The Chief Executive, in consultation with each Political Group Leader, makes appointments to additional outside bodies, and / or amendments to any existing outside bodies, as necessary, throughout the municipal year.
- (C) In the event of the Political Groups Leaders failing to agree nominations to outside bodies as referred to in decision (B), above, the appointment would then be a matter for determination by Council.
- (D) The Chief Executive, when appointing representatives to outside bodies, be authorised to determine which of the appointments should be classed as an 'approved duty' for the purposes of claiming travel and subsistence expenses.

The meeting closed at 7:30 p.m.

Chair

Schedule of Memberships of Committees, Sub-Committees and Other Bodies, 2025-26
(Political Balance: Labour 19, Conservatives 11, Green 5, and Vacant 1, as at 21/05/25)

Descriptors for letters shown in brackets after Members' names:

- (L) = Labour; (C) = Conservatives; (G) = Green

Economic Prosperity Scrutiny Committee (11 Members)

<div> <div>Todd, Diane (L) (Chair)</div> <div>Mawle, Darrell (G) (Vice-Chair)</div> </div>		
<div> <div>Bishop, Liz (G)</div> <div>Bullock, Les (L)</div> <div>Fisher, Paul (L)</div> <div>Haden, Philippa (C)</div> <div>Hill, Jean (L)</div> </div>	<div> <div>Hill, Jeff (L)</div> <div>Lyons, Olivia (C)</div> <div>Thompson, Samantha (C)</div> <div>Thornley, Steve (L)</div> </div>	
Labour Sub= Samuels, Garry	Conservatives Sub= Lyons, Nick	Green Sub= Muckley, Andrea

Health, Wellbeing, and The Community Scrutiny Committee (11 Members)

<div> <div>Samuels, Garry (L) (Chair)</div> <div>Jones, Val (C) (Vice-Chair)</div> </div>		
<div> <div>Aston, Julie (L)</div> <div>Bancroft, Josh (C)</div> <div>Boulton, Carl (L)</div> <div>Cartwright, Sheila (L)</div> <div>Dunnett, Mandy (L)</div> </div>	<div> <div>Elson, Jo (G)</div> <div>Fisher, Paul (L)</div> <div>Haden, Philippa (C)</div> <div>Page, Hayley (G)</div> </div>	
Labour Sub= Thornley, Steve	Conservatives Sub= Hughes, George	Green Sub= Mawle, Darrell

For the purposes of the Committee's statutory functions as the Council's Health Scrutiny Committee, the following shall also be appointed:

- Staffordshire County Council Co-opted Member (with full voting rights): TBC
- Independent Co-opted Member (with full voting rights): Healthwatch Staffordshire

Responsible Council Scrutiny Committee (11 Members)

<div> <div>Aston, Julie (L) (Chair)</div> <div>Hughes, George (C) (Vice-Chair)</div> </div>		
<div> <div>Bishop, Liz (G)</div> <div>Bullock, Les (L)</div> <div>Dunnett, Mandy (L)</div> <div>Gaye, David (L)</div> <div>Hill, Jeff (L)</div> </div>	<div> <div>Johnson, Justin (C)</div> <div>Muckley, Andrea (G)</div> <div>Sutherland, Mike (C)</div> <div>Thornley, Steve (L)</div> </div>	
Labour Sub= Fisher, Paul	Conservatives Sub= Lyons, Olivia	Green Sub= Page, Hayley

Planning Control Committee (13 Members)

Fisher, Paul (L) (Chair)		
Cartwright, Sheila (L) (Vice-Chair)		
Aston, Julie (L)	Mawle, Darrell (G)	
Elson, Jo (G)	Samuels, Garry (L)	
Fitzgerald, Adrienne (C)	Sutherland, Mike (C)	
Hill, Jean (L)	Thornley, Sue (L)	
Jones, Val (C)	Wilson, Lisa (L)	
Lyons, Nick (C)		
Labour Sub= Thornley, Steve	Conservatives Sub= Thompson, Samantha	Green Sub= Muckley, Andrea

Licensing and Public Protection Committee (10 Members)

Cartwright, Sheila (L) (Chair)		
Todd, Diane (L) (Vice-Chair)		
Aston, Julie (L)	Freeman, Maureen (L)	
Elson, Jo (G)	Jones, Val (C)	
Fisher, Paul (L)	Sutherland, Mike (C)	
Fitzgerald, Adrienne (C)	Wilson, Lisa (L)	
Labour Sub= Bullock, Les	Conservatives Sub= Lyons, Nick	Green Sub= Mawle, Darrell

Licensing Sub-Committee (3 Members)

The Sub-Committee will comprise 3 Members of the Licensing and Public Protection Committee

Audit & Governance Committee (6 Members)

Hill, Jeff (L) (Chair)	
Thornley, Steve (L) (Vice-Chair)	
Gaye, David (L)	Hughes, George (C)
Hill, Jean (L)	Johnson, Justin (C)

Standards Committee (6 Members + Parish / Town Council Representatives (x8))

Boulton, Carl (L) (Chair)	
Gaye, David (L) (Vice-Chair)	
Bullock, Les (L)	Haden, Philippa (C)
Freeman, Maureen (L)	Lyons, Olivia (C)

1x rep for each Parish / Town Council based in the District.

Joint Appointments Committee (6 Members - 3 CCDC and 3 SBC)

Johnson, Tony (L)	(Stafford BC
Lyons, Olivia (C)	Members x3)
Thornley, Sue (L)	

The Joint Appointments Committee shall include the Leaders of both Cannock Chase Council and Stafford Borough Council

Meetings of the Joint Appointments Committee will be chaired by the Leader of the Council (or substitute Executive member) that will act as the employer of the Chief Officer being appointed.

Investigatory & Disciplinary Committee (5 Members)

Freeman, Maureen (L)	Muckley, Andrea (G)
Haden, Philippa (C)	Thornley, Sue (L)
Johnson, Tony (L)	

The Chair of the Investigatory & Disciplinary Committee will be appointed at the first meeting of the Committee from those Members present at the meeting.

Trade Union Consultative Forum (6 Members + Trade Unions Representatives)

Johnson, Tony (L) (Chair)	
Employee Rep* (Vice-Chair)	
Bishop, Liz (G)	Sutherland, Mike (C)
Hill, Jeff (L)	Todd, Diane (L)
Samuels, Garry (L)	

*The Trade Union Consultative Forum shall appoint a Vice-Chair from the employees' side at the first meeting in the new Municipal year

Appeals and Complaints (5 Members)

Labour (3)	Conservatives (1)	Green (1)
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The Appeals and Complaints Panel will comprise not more than 5 eligible Members of the Council appointed in compliance with Section 15 of Schedule 1 of the Local Government and Housing Act 1989, concerning political balance.

Members who have been involved in any decision resulting in an appeal or complaint will not be entitled to hear a case.

Constitution Working Group (6 Members)

Dunnett, Mandy (L)	Muckley, Andrea (G)
Gaye, David (L)	Preece, John (L)
Jones, Val (C)	Thornley, Steve (L)

The Chair of the Working Group will be appointed at the first meeting of the working group from those Members present at the meeting.

Council Appointed Representatives to Outside Bodies for 2025-26

Descriptors for letters shown in brackets after Members' names:

- (C) = Conservatives
- (L) = Labour
- (G) = Green

Name of Body	Date of Retirement	Appointed Representatives
Barbara Bird Memorial Fund	2028 Annual Meeting	Cllr. Mandy Dunnett (L)
Beaundesert Sports Field and Recreation Ground Charity Management Committee	2026 Annual Meeting	Cllr. Andrea Muckley (G)
Cannock Advice Centre	2026 Annual Meeting	Cllr. Sheila Cartwright (L) Cllr. Jacquie Prestwood (L) Cllr. Sue Thornley (L)
Cannock Bowling Green Trust	2026 Annual Meeting	Cllr. Maureen Freeman (L) Cllr. Jeff Hill (L) Cllr. Val Jones (C) Cllr. Steve Thornley (L)
Cannock Chase Arts Council	2026 Annual Meeting	Cllr. Adrienne Fitzgerald (C) Cllr. Jeff Hill (L) Cllr. Jacquie Prestwood (L)
Cannock Conduit Trust	Upon retirement from the Council	Cllr. Maureen Freeman (L) Cllr. Philippa Haden (C) Cllr. Val Jones (C) Cllr. Tony Johnson (L) Cllr. Steve Thornley (L)
Cannock Wood and Gentleshaw Village Hall Management Committee	2026 Annual Meeting	Cllr. Hayley Page (G)

Annex 2

Name of Body	Date of Retirement	Appointed Representatives
Charity for the Provision of Allotments for the Labouring Poor of the Ancient Parish of Rugeley	2028 Annual Meeting	Cllr. Paul Fisher (L) Cllr. David Gaye (L) Cllr. Philippa Haden (C)
Charity for the Provision of a Recreation Ground for Inhabitants of the Ancient Parish of Rugeley	2027 Annual Meeting	Cllr. Carl Boulton (L) Cllr. David Gaye (L) Cllr. Mike Sutherland (C)
Chetwynd Charity	2028 Annual Meeting	Cllr. David Gaye (L) Cllr. George Hughes (C) Cllr. Justin Johnson (C) Cllr. David Williams (L)
CPRE Staffordshire	2026 Annual Meeting	Cllr. John Preece (L)
Etching Hill Village Hall Committee	2026 Annual Meeting	Cllr. Justin Johnson (C)
Foundation of Clara Caroline Walhouse and the John Wood and Walhouse Church of England School Foundation	202 Annual Meeting	Cllr. Jeff Hill (L)
Landor Society	2026 Annual Meeting	Cllr. George Hughes (C) Cllr. Justin Johnson (C)
Longdon (Cotton) Almshouses	2028 Annual Meeting	Cllr. Carl Boulton (L) Cllr. David Williams (L)
National Association of Councillors	2026 Annual Meeting	Cllr. Jacquie Prestwood (L) Cllr. Sue Thornley (L)
Norton Canes Community Centre	2026 Annual Meeting	Cllr. Jean Hill (L)

Annex 2

Name of Body	Date of Retirement	Appointed Representatives
Poplars Landfill Site Liaison Committee	2026 Annual Meeting	Cllr. Les Bullock (L) Cllr. Adrienne Fitzgerald (C) Cllr. Maureen Freeman (L) Cllr. Jeff Hill (L) Cllr. John Preece (L) Cllr. Garry Samuels (L) Cllr. Samantha Thompson (C)
Prospect Village Hall	2026 Annual Meeting	Cllr. Andrea Muckley (G)
Shoal Hill Common Joint Committee	2026 Annual Meeting	Cllr. Mandy Dunnett (L) Cllr. Sue Thornley (L)
Slitting Mill Village Hall Committee	2026 Annual Meeting	Cllr. Justin Johnson (C)
Staffordshire County Council Corporate Parenting Panel	2026 Annual Meeting	Cllr. Steve Thornley (L)
Staffordshire County Council – Health and Care Overview & Scrutiny Committee (Co-opted Member)	2026 Annual Meeting	Cllr. Garry Samuels (L)
Staffordshire County Council – Health and Care Overview & Scrutiny Committee (Substitute Member)	2026 Annual Meeting	Cllr. Paul Fisher (L)
Staffordshire Playing Fields Association	2026 Annual Meeting	Cllr. David Williams (L)
West Midlands Combined Authority (Non-Constituent Member)	2026 Annual Meeting	Cllr. Tony Johnson (L)
West Midlands Combined Authority (Substitute Member)	2026 Annual Meeting	Cllr. David Williams (L)
West Midlands Reserve Forces and Cadets Association	2027 Annual Meeting	Cllr. David Williams (L)

2024/25 Annual Scrutiny Business Report

Committee:	Council
Date of Meeting:	23 July 2025
Report of:	Head of Law and Governance
Portfolio:	Leader

1 Purpose of Report

- 1.1 To report the business conducted by the Scrutiny Committees over 2024/25.

2 Recommendations

- 2.1 That Council note the report and the work of Scrutiny over 2024/25.

Reasons for Recommendations

- 2.2 To make Council aware of the scrutiny activity that has been undertaken over the last municipal year.

3 Key Issues

- 3.1 Scrutiny is an important function in every council operating executive arrangements. It is important that members understand the role of scrutiny and that Council is kept informed of the work undertaken by Scrutiny Committees.
- 3.2 This report provides a summary of the work undertaken by each committee over the last municipal year. Full details of committee agendas and reports can be found on the Council's website.

4 Relationship to Corporate Priorities

- 4.1 Good scrutiny can enhance decision making across all Council priorities. In particular, it supports Priority 4: Responsible Council, to be a modern, forward thinking and responsible Council.

5 Report Detail

- 5.1 The Council operates Executive arrangements through the election of a Leader and Cabinet. Every local authority operating Executive arrangements is required to establish at least one Overview and Scrutiny Committee to act as a check and balance to the Executive.
- 5.2 Scrutiny Committees are cross party committees each reflecting the overall political balance of the Council. They are not decision-making bodies but allow elected members who do not sit on the Cabinet to scrutinise and influence Executive decision making. This can take the form of scrutinising decisions that Cabinet are planning to take (policy review and development), those it plans to implement (through use of call-in procedures) and those that have already been implemented (through performance review).

- 5.3 National guidance advises that scrutiny work should be based upon four principles. It should:
- Provide constructive “critical friend” challenge
 - Reflect the voices and concerns of the public
 - Be led independently by members who take responsibility for their role, and
 - Drive improvement in services and strategic decision making
- 5.4 The Council has established three scrutiny committees, each with its own terms of reference and areas of oversight. The three areas are Responsible Council, Economic Prosperity, and Health, Wellbeing and The Community. Details of each committee’s remit, and the procedure rules for the scrutiny function, are set out in the Council’s Constitution.

Performance Review

- 5.5 Each committee regularly monitors Council performance within its area of scrutiny through the review of quarterly performance information. Information reported includes progress against delivery plans and key performance indicators and enables members to identify whether the Council is achieving its corporate plan objectives. Effective monitoring helps the Council to identify good and poor performance and to take action where needed to put things right.
- 5.6 Senior officers attend committee meetings to answer any questions, or respond to requests for clarification, and committees have the power to call senior officers and Cabinet members to account.
- 5.7 In addition to playing an important role in reviewing performance, each committee sets its own scrutiny work programme for the year. The following additional scrutiny work was carried out by each committee during 2024/25.

Responsible Council

- 5.8 The Responsible Council Scrutiny Committee’s agreed work programme items for 2024/25 were:
- Development of an executive / scrutiny protocol.
 - Progress report on achieving the Climate Emergency declaration as agreed by full Council in 2019.
 - Workforce planning and succession planning.
- 5.9 A cross-party task & finish group was established for the development of an executive / scrutiny protocol. The group met on two occasions and made recommendations regarding constitution amendments that were separately considered by the Constitution Working Group and full Council. The group also recommended adoption of a draft protocol, which was agreed by the Committee and Cabinet.
- 5.10 The Committee’s views were sought on proposed updates to the Council’s priority projects for 2024-25 and key performance indicators prior to formal consideration by the Cabinet.

- 5.11 The Committee received a presentation / update on the Council's climate change work, with a specific focus on development of a climate change strategy and action plan.
- 5.12 The Committee was consulted on the draft General Fund Revenue Budget and Capital Programme for 2025 prior to being formally considered Cabinet and full Council at its Budget meetings.
- 5.13 Owing to officer capacity issues, particularly as a result of required work on local government reorganisation, it had not been possible to progress the workforce and succession planning work programme item during the year, although relevant data was being collated by officers.

Economic Prosperity

- 5.14 The Economic Prosperity Scrutiny Committee's agreed work programme items for 2024/25 were:
- Staffordshire Local Visitor Economy Partnership review task & finish group.
 - Town Centre Regeneration review task & finish group.
 - UKSPF / Thriving Communities project update.
 - Levelling Up Fund scheme update presentation
 - Rugeley Power Station site development update.
- 5.15 Representatives of the Staffordshire Local Visitor Economy Partnership (LVEP) attended the first meeting of the review task & finish group to provide an overview of the work of the Partnership. At the second meeting Members agreed to provide the Chair with a list of priorities/ideas/suggestions. A further meeting of the group would need to be arranged in order to progress the review. As such, the review was proposed to be carried over to 2025/26.
- 5.16 Four meetings of the Town Centre Regeneration review task & finish group were held. Members assessed current projects/activities relating to town centre regeneration delivered by the Council, future opportunities including potential sites for regeneration and funding streams. Members engaged with Hednesford Town Council and Norton Canes Parish Council and discussed UK Shared Prosperity Fund (UKSPF) funding. Members also discussed issues relating to the provision of bus services within the District and linking town centres. Upon completion of the review, the task & finish group made several recommendations which were agreed by the Committee and Cabinet.
- 5.17 In addition to the two reviews, the Committee received update presentations on the Levelling Up Fund scheme and the UKSPF/Thriving Communities project.
- 5.18 Representatives from the Staffordshire County Council Local Transport team attended a meeting of the Committee to provide a presentation on the new Local Transport Plan for Staffordshire.
- 5.19 An update presentation for the Rugeley Power Station site development scheme was provisionally scheduled for the March 2025 Committee meeting, but did not take place as officers had no matters to report at that time.

Health, Wellbeing and The Community

- 5.20 The statutory overview and scrutiny function for Staffordshire is undertaken by Staffordshire County Council's Health and Care Overview and Scrutiny Committee. In accordance with good practice, and to ensure co-ordinated scrutiny of local health matters between councils, the Chair of the Health, Wellbeing and The Community Scrutiny Committee is also a member of the County Council committee, and a member of the County Council scrutiny is appointed to the Health, Wellbeing and The Community Scrutiny Committee. The committee has a standing agenda item where it receives reports from the County Scrutiny alerting it to any health matters being scrutinised.
- 5.21 The Health, Wellbeing and The Community Scrutiny Committee's agreed work programme items for 2024/25 were:
- Corporate Anti-Social Behaviour Policy review task & finish group.
 - Update on the Cannock Hospital Minor Injuries Unit (MIU).
- 5.22 Four meetings of the Corporate Anti-Social Behaviour Policy review task & finish group were held. The group worked collaboratively with officers to craft and shape a new policy. The draft policy was agreed by the Committee and is due to be considered by Cabinet in June 2025.
- 5.23 The Committee had previously expressed concern around the closure of the Minor Injuries Unit at Cannock Hospital and the Chair had invited the Chief Executive of the Integrated Care Board to a meeting to provide an update but was unable to do so because of the pre-election period. As such, requests will continue to be made that someone attend a future meeting.
- 5.24 During the course of the year the Committee also received update presentations on the work of the Council's Waste & Commercial Services team, as well as the Streetscene and Natural Environment teams.

Future Work Programme

- 5.25 Each committee sets its initial annual work programme at the first business meeting of the new municipal year, taking into account any outstanding matters from the previous year and any new priorities for the upcoming year. The work programme is reviewed as a standing item at every meeting.
- 5.26 As per the Devolution and Local Government Re-organisation report considered by full Council on 17 March 2025, the Responsible Council Scrutiny Committee will be kept informed of progress on this work via related actions being included in the quarterly performance reporting.

6 Implications

6.1 Financial

None

6.2 Legal

As set out in the report.

6.3 Human Resources

None

6.4 Risk Management

None

6.5 Equalities and Diversity

None

6.6 Health

None

6.7 Climate Change

None

7 Appendices

None

8 Previous Consideration

None

9 Background Papers

None

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Report Track: Responsible Council Scrutiny Committee: 12/06/25
Health, Wellbeing and The Community Scrutiny Committee:
16/06/25
Economic Prosperity Scrutiny Committee: 18/06/25
Council: 23/07/25