



Cannock Chase Council

Annual Council Meeting

Wednesday 24 May 2023 at 6:00pm

Meeting to be held in the Council Chamber, Civic Centre, Cannock

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 set out below:

Prior to the commencement of the formal business of the meeting the following will take place:

- Outgoing Chair's Remarks
- Youth Endeavour Award

Part 1

1. Apologies

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

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

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

3. Election of a Chair of the Council

To elect a Chair of the Council for the municipal year 2023-24.

4. Election of a Vice-Chair of the Council

To elect a Vice-Chair of the Council for the municipal year 2023-24.

5. Minutes

To confirm the Minutes of the meeting held on 19 April 2023, minute numbers 84 – 92; page numbers 59 – 63.

6. The Chair's Announcements and Correspondence

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

7. Office of the Leader of the Council and Form and Composition of the Cabinet

To confirm the office of Leader of the Council in accordance with the requirements set out in the Constitution, and to receive notification from the Leader of the Council of the number and identity of Cabinet members and their portfolios (Item 7.1 - **to follow**).

8. The Leader's Announcements and Correspondence

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

9. Leader of the Opposition and Form and Composition of the Shadow Cabinet

To receive confirmation of acceptance of office from the Leader of the Opposition, and to receive notification from the Leader of the Opposition of the number and identity of Shadow Cabinet members and their shadow portfolios (Item 9.1 – **to follow**).

10. Allocation of Seats to Committees and Other Bodies

Report of the Chief Executive (Item 10.1 - 10.3).

Appendix 1 of this report is '**to follow**', and so will be circulated when available.

11. Appointment of Members, Chairs and Vice-Chairs to the Council's Committees, Sub-Committees and Other Bodies for 2023-24.

Council is requested to consider:

- (i) The appointment of Councillors to Committees etc. as proposed by each of the Group Leaders.
- (ii) The appointment of Chairs and Vice-Chairs to Committees, Sub-Committees and Other Bodies*.

*Provided that advance notification of any Political Groups' proposed membership, Chairs and Vice-Chairs to Committees etc. has been circulated by the Proper Officer to all Members at least 24 hours before the start of the Annual Meeting (this will be in the form of a schedule circulated to all Members via email).

12. Council Appointed Representatives on Outside Bodies 2023-24

Report of the Chief Executive (Item 12.1 - 12.3).

In accordance with the Council Procedure Rules, Appendix 1 to this report (the completed schedule of proposed appointees) will be circulated at the meeting.



**T. Clegg
Chief Executive**

16 May 2023

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 Meeting of the Council
Held in the Council Chamber, Civic Centre, Cannock
On Wednesday 19 April 2023 at 6:00 p.m.

Part 1

Present: Councillors:

Buttery, M.S. (Chair)	
Jones, P.G.C. (Vice-Chair)	
Arduino, L.	Jones, P.T.
Bancroft, J.T.	Jones, V.
Beach, A.	Kenny, B.
Boucker, A.S.	Kruskonjic, P.
Cartwright, S.M.	Lyons, N.
Dunnett, A.J.	Lyons, O. (Leader)
Elson, J.S.	Molineux, G.N.
Fisher, P.A.	Muckley, A.M.
Fitzgerald, A.A.	Newbury, J.A.A.
Foley, D.	Pearson, A.R.
Frew, C.L.	Preece, J.P.T.L.
Haden, P.K.	Prestwood, J.
Hoare, M.W.A.	Sutherland, M.
Hughes, R.J.	Theodorou, P.C.
Johnson, J.P.	Thompson, S.L.
Johnson, P.	Thornley, S.J.
Johnson, T.B.	Wilson, L.J.
Jones, B.	

84. Apologies

Apologies were submitted for Councillors S.K. Crabtree and J.T. Kraujalis.

85. 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.

86. Minutes

Resolved:

That the Minutes of the meeting held on 1 March 2023 be approved as a correct record and signed.

87. Chair's Announcements and Correspondence

(i) Binworld

In autumn 2022, local schoolchildren from across the District were invited to see a performance of Binworld, thanks to the talent of staff and pupils at Kingsmead School.

The musical enforced local environmental messages about issues like recycling, fly-tipping, littering, dog fouling and climate change. It was performed by members of Split Mask Theatre Company, all of whom attend Kingsmead School.

The performances followed on from a series of environmental awareness sessions given by officers from the Environmental Protection and Street Cleansing teams who delivered 31 sessions in total.

19 primary schools from across the District signed up to the programme, reaching over 1,550 children aged between 9 and 11 years old.

A promotional video was produced capturing first hand feedback from those that experienced Binworld and this was played as Members arrived today. A video of the full performance was also available on the Council's YouTube channel.

The young people involved spent countless hours last year at rehearsals to ensure a quality piece of theatre was performed. Thanks were given to the creators and cast, and they had been invited to attend this meeting. As a token of the Council's appreciation, each cast member was invited to come forward and be presented with a certificate of recognition.

In addition to the cast, thanks were also given to Tom Truby, assistant headteacher at Kingsmead School, and the musical director Richard Stretton, for creating such a powerful piece of musical theatre.

(ii) Member Retirements

There were four serving Members retiring from their positions this year, and as this was the final Council meeting before the May elections, opportunity was taken to acknowledge their service to the Council:

- Councillor A.S. Boucker, 4 years' service.
- Councillor R.J. Hughes, 4 years' service and held positions of Cabinet member and Scrutiny Committee Chair.
- Councillor B. Jones, 4 years' service and held positions of Deputy Leader of the Council, Cabinet Member, and Chair of the Licensing & Public Protection Committee.
- Councillor J.T. Kraujalis, 27 consecutive years' service and held positions on both the Shadow Cabinet and Cabinet and Chair and Vice-Chair of many Council Committees.

On behalf of the Council, all were thanked for their dedicated service to the authority and most importantly, its residents. They would be missed in the Chamber and were given the Council's very best wishes for the future.

The Leader asked that specific thanks be noted for Councillor Kraujalis for his work on Housing policy for the Council.

Other Members then spoke about their retiring colleagues.

Thanks were also given to former Councillors J.B. McMahon and P.E. Woodhead who had recently retired from the Council.

88. Leader's Announcements and Correspondence

(i) Shared Services

The formalised arrangements were now in place for the sharing of services across both Cannock Chase District and Stafford Borough Councils, and heads of services had commenced in their new roles, along with the Deputy Chief Executive - Resources / S151 officer. The new Deputy Chief Executive - Place would be starting employment with the Council soon, and a candidate had been recruited last Friday to the post of Head of Wellbeing.

(ii) Fire Safety

The Council's Community Safety team was working to ensure the most vulnerable members of the community were as safe as possible in their homes.

Funding had been provided via the team to supply flame retardant bedding that would be distributed by colleagues at Staffordshire Fire & Rescue Service through its 'Extended Safe and Well Offer'.

If Members were aware of residents that may be at risk from a fire, they were encouraged to make referrals for safe and well visits to be undertaken.

(iii) Rugeley Jobs Fair

In March, a successful jobs fair was held at the Rugeley Community Centre, hosted by the Council, Jobs22, and Cannock Job Centre. Over 200 job seekers attended, interacting with a range of local and regional employers.

Thanks were given to those involved and it was planned to hold further such events across the District in future.

89. Recommendations Referred from Cabinet, Committees, etc.

Consideration was given to the following recommendations to Council, made by Cabinet at its meetings held on 2 and 30 March 2023, in respect of:

(i) Development of the Community Sport and Recreation Hub Stadium Site Phase 2 - Proposed Wheeled Activity Play Area - Phase 2 Revised (Part A) (Cabinet 02/03/23, Minute Number 103)

"That Council be recommended to include £264,100 from existing Community Infrastructure Levy funds and £10,900 from Forest of Mercia in the Capital Programme for 2023-24."

Resolved:

That £264,100 from existing Community Infrastructure Levy funds and £10,900 from Forest of Mercia be included in the 2023/24 Capital Programme to support the development of the Community Sport and Recreation Hub Stadium Site Phase 2 - Proposed Wheeled Activity Play Area - Phase 2 Revised (Part A).

(ii) Shared Services - Framework and Delegations (Cabinet 30/03/23, Draft Minute Number 112)

“That:

- (A) The framework agreement (underlying the principles upon which shared services will progress), attached as Appendix 1 to the report be approved, and recommended to Council.
- (B) It be approved and recommended to Council that Cannock Chase District Council be the Lead Authority for the provision of shared services in respect of Regulatory Services, Wellbeing, Housing & Corporate Asset Management, Finance and Transformation & Assurance functions listed in Appendix 3 of the report, and that Stafford Borough Council be the Lead Authority for the provision of shared services in respect of the Economic Development & Planning, Operations, Transformation & Assurance and Law & Governance functions listed in Appendix 2 of the report.
- (C) It be recommended that Council delegate all non-Executive functions that relate to town and country planning and development control (including functions relating to Tree Preservation Orders, hedgerow protection and high hedge regulation), except where decisions on those functions have been reserved to full Council or to one of its committees, to Stafford Borough Council under section 101 of the Local Government Act 1972 with immediate effect.
- (D) It be recommended that Council accept the delegation by Stafford Borough Council of all non-Executive functions that relate to licensing and registration, except where decisions on those functions have been reserved to full Council or one of its committees, and agree that those functions be delegated to Officers of Cannock Chase District Council in accordance with the scheme of delegations for its own licensing and registration functions.
- (E) It be recommended to Council that all Council officers are placed at the disposal of Stafford Borough Council, under section 113 of the Local Government Act 1972, for the purposes of any functions undertaken by a shared service.”

Resolved:

That:

- (A) The framework agreement (underlying the principles upon which shared services would progress), attached as Appendix 1 to the 30 March 2023 Cabinet report be approved.
- (B) That Cannock Chase District Council be the Lead Authority for the provision of shared services in respect of Regulatory Services, Wellbeing, Housing & Corporate Asset Management, Finance and Transformation & Assurance functions listed in Appendix 3 of the 30 March 2023 Cabinet report, and that Stafford Borough Council be the Lead Authority for the provision of shared services in respect of the Economic Development & Planning, Operations, Transformation & Assurance and Law & Governance functions listed in Appendix 2 of the 30 March 2023 Cabinet report.
- (C) That all non-Executive functions related to town and country planning and development control (including functions related to Tree Preservation Orders, hedgerow protection and high hedge regulation), except where decisions on those functions had been reserved to full Council or to one of its committees, be

delegated to Stafford Borough Council under section 101 of the Local Government Act 1972 with immediate effect.

- (D) The delegation by Stafford Borough Council of all non-Executive functions related to licensing and registration, except where decisions on those functions had been reserved to full Council or one of its committees be accepted, and that those functions be delegated to Officers of Cannock Chase District Council in accordance with the scheme of delegations for its own licensing and registration functions.
- (E) That all Council officers be placed at the disposal of Stafford Borough Council, under section 113 of the Local Government Act 1972, for the purposes of any functions undertaken by a shared service.

90. Constitution Amendments

Consideration was given to the Report of the Monitoring Officer (Item 7.1 - 7.20).

Resolved:

That the proposed amendments to the Constitution, as detailed in Appendix 1 of the report, be approved.

91. Appointment of Returning Officer and Electoral Registration Officer

Consideration was given to the Report of the Leader of the Council (Item 8.1 - 8.3).

The Leader clarified that the proposed appointment, if approved, would take effect from 6 May 2023.

Resolved:

That Chris Forrester, Deputy Chief Executive - Resources, be appointed as the Returning Officer and Electoral Registration Officer for Cannock Chase District Council, with effect from 6 May 2023.

92. Comments and Questions on Part 1 and Part 2 Minutes of Cabinet, Committees, Sub-Committees and Panels under Rule 9

None received.

The meeting closed at 7:12 p.m.

Chair

Report of:	Chief Executive
Contact Officer:	Steve Partridge
Contact Number:	01543 464 588
Portfolio Leader:	Leader of the Council
Report Track:	Annual Council: 24/05/23

**Annual Council
24 May 2023
Allocation of Seats to Committees and Other Bodies**

1 Purpose of Report

- 1.1 For Council to determine the allocation of seats to different Political Groups duly constituted, to the Council's Committees and Other Bodies, following the District elections held on 4 May 2023 that resulted in the election of 17 ward councillors.

2 Recommendation

- 2.1 That the allocation of seats to the different Political Groups to the Council's Committees and Other Bodies as set out in Appendix 1 **(to follow)** be confirmed.

3 Key Issues and Reason for Recommendation

Key Issues

- 3.1 Following the District elections held on 4 May 2023 that resulted in the election of 17 ward councillors, it has been necessary to review the allocation of seats to Committees, Sub-Committees and Other Bodies to ensure the allocations are proportionate to the membership of each Political Group.

Reason for Recommendation

- 3.2 Council is required to confirm the allocation of seats to the different Political Groups in order that the appointment of Members, Chairs, and Vice-Chairs to Committees and Other Bodies can be subsequently considered under item 11 of the agenda for today's meeting.

4 Relationship to Corporate Priorities

- 4.1 The Council, through its democratic process, supports the Council's Corporate Priorities.

5 Report Detail

- 5.1 The Local Government and Housing Act 1989 (and further regulations since) requires the Council to allocate seats to the political parties in accordance with the political balance rules. The Council has previously determined that the size of the Council's Committees is fixed at the start of the municipal year and remains fixed for that year. In the event of any changes to party membership or a vacancy occurring during the year, the size of Committees would not change; the only change being the allocation of seats to political parties in accordance with the political balance rules.
- 5.2 Council is required to consider the allocation of seats to the different Political Groups in relation to the Council's Committees and Other Bodies, to give effect to, and reflect, so far as reasonably practicable, the political balance of the Members of the Council.
- 5.3 Under agenda item 11 of today's meeting, Council will be asked to consider and confirm the appointment of Members, Chairs and Vice-Chairs to Committees and Other Bodies as proposed by each of the Group Leaders in accordance with a political balance calculation previously provided to them.

6 Implications

6.1 Financial

None.

6.2 Legal

The Council has a duty under Section 15(3) of the Local Government and Housing Act 1989 ('the Act') to "determine the allocation to the different political groups into which the members of the authority are divided of all the seats which fall to be filled by appointments made from time to time by that authority...".

Sections 15(4) and (5) of the Act place a further duty upon the Council, in performing its obligations under subsection (3) above, to determine the allocation to different political groups of seats on Committees and Other Bodies, to give effect, so far as reasonably practicable, to the following principles:

- (a) That not all the seats are allocated to the same political group.
- (b) That the majority of the seats are allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership,
- (c) Subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of the Council as is borne by the number of members of that group to the membership of the Council; and
- (d) Subject to paragraphs (a) to (c) above, that the number of seats which are allocated to each political group bears the same proportion to the number of all the seats on Committees and Other Bodies as is borne by the number of members of that group to the membership of the Council.

6.3 **Human Resources**

None.

6.4 **Risk Management**

None.

6.5 **Equality & Diversity**

None.

6.6 **Climate Change**

None.

7 Appendices to the Report

Appendix 1: Political balance calculation as at 24 May 2023 **(to follow)**.

Report of:	Chief Executive
Contact Officer:	Steve Partridge
Contact Number:	01543 464 588
Portfolio Leader:	Leader of the Council
Report Track:	Council: 24/05/23

Annual Council
24 May 2023
Representatives on Outside Bodies 2023-24

1 Purpose of Report

- 1.1 To consider the appointment of representatives to outside bodies for 2023-24 as set out in the schedule to be circulated at the Annual Council Meeting.
- 1.2 To confirm the Chief Executive's authority to make appointments to any other outside bodies throughout the municipal year and amend as necessary, in accordance with the arrangements as set out in paragraph 3 of this report.

2 Recommendations

- 2.1 Council determine the appointment of representatives to outside bodies for 2023-24, as set out in Appendix 1 of the report (to follow).
- 2.2 The Chief Executive, in consultation with the Political Group Leaders, makes appointments to additional outside bodies and amendments to any existing outside bodies, as necessary, throughout the municipal year.
- 2.3 In the event of the Political Group Leaders failing to agree on a nomination(s) to an outside body (as referred to in paragraph 2.2 above) the appointment will be a matter for determination by the Council.
- 2.4 Subject to paragraph 2.2 above, 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 travelling and subsistence expenses.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 Under the order of business for the Annual Council Meeting, as set out in the Council Procedure Rules (Part 4, Section 27 of the Constitution), the Council shall

“appoint representatives to outside bodies provided that Group Leaders have submitted their nominations to the Proper Officer at least 48 hours prior to the commencement of the Annual Meeting. The submitted nominations shall be circulated to Members of the Council at the meeting and no amendments shall be permitted once the nominations are received by the Proper Officer.”.

Reasons for Recommendations

- 3.2 The appointment of representatives to serve on outside bodies must be undertaken annually in accordance with the requirements as set out in paragraph 3.1, above, and the terms of office and other conditions detailed in the schedule at Appendix 1 of the report (to follow).
- 3.3 For practical purposes, Council is also requested to delegate authority to the Chief Executive, in consultation with the Group Leaders, to make appointments to any additional outside bodies, and amend existing appointments as necessary, throughout the municipal year, on receipt of any nominations from individual Group Leaders.
- 3.4 Should Council agree to recommendation 2.2, then further delegated authority is sought for the Chief Executive to determine those appointments that are to be classed as an ‘approved duty’ for the purposes of the nominated representative claiming travelling and subsistence expenses.

4 Relationship to Corporate Priorities

- 4.1 The Council, through its democratic process, contributes to the Council’s Corporate Priorities and promotes community engagement through the appointment of representatives to outside bodies.

5 Report Detail

- 5.1 In helping to prepare the schedule of proposed appointments, details of the number of meetings of outside bodies called during the preceding 12-month period, together with details of the attendance of those appointed to such bodies has been provided to each of the Political Group Leaders prior to them submitting their nominations. However, it should be noted that this information may not provide an accurate picture of attendance / representation because, for example, the body may have met only infrequently / has failed to meet at all during the period; or has not fed back details of attendance on request.
- 5.2 Determination of appointments to representatives on outside bodies is a matter for Council in the first instance. To not cause undue delay in between full Council meetings, recommendation 2.2 seeks delegation to the Chief Executive, in consultation with the Political Group Leaders, to make additional appointments to new outside bodies or amend appointments to existing outside bodies. Recommendation 2.3 sets out that if agreement cannot be reached in such circumstances, then the matter will be referred to full Council for resolution.
- 5.3 Recommendation 2.4 seeks authority for the Chief Executive to determine which outside bodies should be classed as ‘approved duties’ under the Members’

Allowances Scheme for the purposes of paying travel and subsistence allowances.

6 Implications

6.1 Financial

There are no direct financial implications arising from this report. Any costs which arise from appointments determined as an approved duty, and thereby subject to travel and subsistence claims, will have to be met from existing Members' budgets.

6.2 Legal

Unless otherwise specified by statute, Section 101(1) of the Local Government Act 1972 empowers the Council to arrange for the discharge of any of its functions by an officer of the Council in that:

“subject to any express provision contained in this act or any act passed after this Act, a local authority may arrange for the discharge of any of their functions-

(a) by a committee, a sub-committee or an officer of the authority...”

Council can therefore delegate the appointment of representatives on outside bodies to the Chief Executive.

6.3 Human Resources

None.

6.4 Risk Management

None.

6.5 Equality & Diversity

None.

6.6 Climate Change

None.

7 Appendices to the Report

Appendix 1: Schedule of proposed Outside Bodies appointments for 2023-24 (to follow).