



## **Cannock Chase Council**

### **Council Meeting**

**Wednesday 16 February 2022 at 6:00pm**

**Meeting to be held in the Ballroom, Civic Centre, Cannock**

#### **Part 1**

Copies of the relevant budget reports considered by Cabinet can be viewed on the [2 February 2022 Cabinet](#) meeting page on the Council's website.

The relevant Cabinet resolutions from that meeting are attached as an Appendix to this Agenda.

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:-

- 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. Minutes**

To confirm the Minutes of the Council Meeting held on 15 December 2021, Minute Nos. 52 – 62; Page Nos. 36 – 40.
- 4. The Chairman's Announcements and Correspondence**

To receive any Announcements and Correspondence from the Chairman of the Council.

**5. The Leader's Announcements and Correspondence**

To receive any Announcements and Correspondence from the Leader of the Council.

**6. Appointment of Interim Section 151 Officer**

Report of the Leader of the Council (Item 6.1 - 6.3).

**7. Housing Revenue Account Budgets and Capital Programmes 2021/22 to 2024/25: Cabinet Resolutions**

Council is requested to consider recommendations referred from the Cabinet meeting held on 2 February 2022, in respect of the Housing Revenue Account Budgets and Capital Programme 2021/22 to 2024/25 (an extract from the Minutes of the Cabinet meeting is attached for information):

- (i) Housing Revenue Account Budgets 2021/22 to 2024/25.
- (ii) Housing Revenue Account Capital Programmes 2021/22 to 2024/25.

**8. 2022/23 to 2024/25 Budget Process Procedural Rules**

Joint Report of the Head of Finance and the Council Solicitor (Item 8.1 – 8.6).

**9. Budgets 2022 to 2025: Cabinet Resolutions**

Council is requested to consider recommendations referred from the Cabinet meeting held on 2 February 2022, in respect of the General Fund Revenue Budget and Capital Programme 2022-2025, and the Treasury Management Strategy, Minimum Revenue Provision Policy and Annual Investment Strategy 2022/23 (an extract from the Minutes of the Cabinet meeting is attached for information):

- (i) General Fund Revenue Budget and Capital Programme 2022-2025.
- (ii) Treasury Management Strategy, Minimum Revenue Provision Policy, and Annual Investment Strategy 2022/23.

The Council Tax Resolution will be submitted to the 2 March 2022 Council meeting following the final agreement of the budget and receipt of all relevant Precepts.

In accordance with paragraph 2.3 of the Budget and Policy Framework Procedure Rules, consideration will also be given to any valid alternative proposals presented by Political Groups and individual Council Members as a referral back to Cabinet.

Any alternative balanced budget proposals submitted to the Chief Executive by the deadline of 4:00pm, Tuesday 8 February 2022 will be circulated to all Members by 4:00pm, Wednesday 9 February 2022.



**T. Clegg  
Chief Executive**

8 February 2022

## **Guidance on Declaring Personal, Pecuniary, and Disclosable Pecuniary Interests at Meetings**

### **Definition of what is a Personal, Pecuniary and Disclosable Pecuniary Interest**

**A Personal Interest** is one where your well-being or financial position, or those of a member of your family or any person with whom you have a close association would be affected to a greater extent than the majority of Council Taxpayers, ratepayers, or inhabitants of the electoral ward(s) affected by the decision. You automatically have a personal interest if you have given notice in the Register of Members' Interests, e.g., if you are appointed to an outside body by the Council.

**A Pecuniary Interest** is a personal interest where the matter

- a) affects your financial position or that of a member of your family or any person with whom you have a close association or a body in which you have registered in the Register of Members Interests or
- b) relates to the determining of any consent, licence, permission, or registration in relation to you or any person with whom you have a close association or a body in which you have registered in the Register of Members Interests

and, in either case, where a member of the public knowing the facts would reasonably regard the interest as so significant it is likely to affect your judgement of the public interest

**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.

### **Please make it clear whether it is a Personal, Pecuniary or Disclosable Pecuniary Interest**

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.

### **Declaring Interests at Full Council**

The Code of Conduct requires that personal interests where you have a personal interest in any business of the Council, and where you are aware or ought reasonably to be aware of the existence of the personal 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.

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 Ballroom, Civic Centre, Cannock**  
**On Wednesday 15 December 2021 at 6:00 p.m.**

**Part 1**

**Present:** Councillors:

Smith, C.D. (Chairman)

Buttery, M.S. (Vice-Chairman)

Adamson, G.	Jones, Mrs. V.
Allen, F.W.C.	Kruskonjic, P.
Arduino, L.	Lyons, N.
Cartwright, Mrs. S.M.	Lyons, Mrs. O. (Leader)
Crabtree, S.K.	McMahon, J.B.
Dunnett, Ms. A.J.	Molineux, G.N.
Fisher, P.A.	Newbury, J.A.A.
Fitzgerald, Mrs. A.A.	Preece, J.P.T.L.
Frew, C.L.	Startin, P.D.
Haden, Mrs. P.K.	Sutherland, M.
Hewitt, P.M.	Sutton, Mrs. H.M.
Hoare, M.W.A.	Thompson, Mrs. S.L.
Hughes, R.J.	Wilson, Mrs. L.J.
Johnson, T.B.	Witton, P.T.
Jones, B.	Woodhead, P.E.
Jones, P.G.C.	

**52. Apologies**

Apologies were submitted for Councillors A. Beach, A.S. Boucker, Mrs. M.A. Davis, J.P. Johnson, J.T. Kraujalis, M. McCall, A.M. Muckley, and Ms. C.L. Wilkinson.

**53. 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.

**54. Minutes**

**Resolved:**

That the Minutes of the meeting held on 20 October 2021 be approved.

## **55. Chairman's Announcements and Correspondence**

### **(i) Former Councillor John Beddows**

The Chairman reported that as Members were aware, on Thursday, 9 December, 2021, former Councillor John Beddows passed away aged 86. He had served as a District Councillor from 2004-2012 and during this time held office of Chairman of the Council twice in 2009-10 and 2011-12. He was also a Norton Canes Parish Councillor and former parish Chairman. The Council's thoughts were with former Councillor Beddows' family and friends at this sad and difficult time.

Members were then invited to stand and join the Chairman in a minute's silence to pay their respects. Several Members then spoke to pay tribute to former Councillor Beddows.

The Leader echoed the tributes made, noting that former Councillor Beddows was an incredible gentleman and would be missed.

## **56. Leader's Announcements and Correspondence**

### **(i) Covid-19 Update**

The Leader advised that in the latest seven-day period up to 11 December, the case rate for Cannock Chase District was 454.3 per 100,000 population. There was a lag in collecting the data, so the Omicron variant was not yet reflected in the figures. There had been community spread of the new variant and cases detected in Staffordshire. It was therefore important for everyone to take care and heed the additional instructions given.

In terms of the vaccination programme, there had been a big push for people to receive their vaccinations and boosters. By way of example, the vaccination centre at the Roman Way hotel had increased its sessions from 4 / 5 per week to 9 / 10 per week.

From today, anyone aged 18 and over would be eligible to register for a booster as long as it had been at least 3 months since their previous vaccine.

Thanks were again given to the NHS and volunteers involved for making the vaccination and booster programme possible. Anybody with spare time was encouraged to volunteer to help with the rollout of the programme.

### **(ii) Chase Leisure Centre Swimming Pool**

The Leader advised that unfortunately, the swimming pool at Chase leisure centre had to be closed from midday yesterday owing to a national shortage of carbon dioxide. A delivery was however expected at 7pm today, therefore all being well (and the delivery arriving on time) the pool should reopen tomorrow.

Moving forward, the provision of a different filtration system was being looked at to move away from using carbon dioxide in the future.

### **(iii) Tree Planting Scheme**

The Leader advised that a mass tree planting scheme was underway in conjunction with the Forest of Mercia and had been incredibly successful so far. Members, residents, and community and voluntary groups had all taken part. Thanks were given to all involved with the scheme.

Over 3,000 native trees had now been planted at Bradbury Lane, Hednesford, and circa 480 in Norton Canes. Thousands more would be planted in the coming weeks.

**(iv) Christmas Wishes**

The Leader wished everyone and their families a very merry Christmas and to keep safe, so that all could enjoy a happy and healthy Christmas period and all the best for the new year.

**57. Questions Received under Council Procedure Rule 8**

None received.

**58. Recommendations Referred from Cabinet, Committees etc.**

Consideration was given to the following recommendations to Council, made by Cabinet at its meetings held on 14 October and 11 November 2021, and the Audit & Governance Committee at its meeting held on 6 December 2021, in respect of:

**(i) Climate Emergency – Consultation and Community Engagement (Cabinet 14/10/21, Minute No. 48)**

“That Council be recommended to set up stakeholder panels and undertake wider consultation and community engagement on the costed action plan within the approved £30,000 budget.”

**Resolved:**

That stakeholder panels be set up and wider consultation and community engagement be undertaken on the costed action plan, within the £30,000 approved budget.

**(ii) 2020/21 Infrastructure Funding Statement (Cabinet 11/11/21, Minute No. 56)**

“That Council be recommended to adopt and approve for publication on the Council’s website the annual Infrastructure Funding Statement for the financial year 2020/21, as included at Appendix 1 of the report.”

**Resolved:**

That the Council’s annual Infrastructure Funding Statement for the financial year 2021/22, as included at Appendix 1 of the 11 November 2021 Cabinet report, be adopted, and approved for publication on the Council’s website.

**(iii) Appointment of External Auditors (Audit & Governance Committee 06/12/21, Draft Minute No. 13)**

“That Council be recommended to approve the opting-in to the national scheme for external auditor appointments from April 2023.”

**Resolved:**

That the opting-in to the national scheme for external auditor appointments from April 2023 be approved.

**59. Motions Received under Council Procedure Rule 6**

**(i) Consideration was given to the following Motion, submitted in accordance with Council Procedure Rule 6 by Councillor J.A.A. Newbury, Environment and Climate Change Shadow Portfolio Leader:**

“This Council notes that:

- The first ever Chase Pride event is due to be held in Hednesford Park on Saturday 3<sup>rd</sup> September 2022 with additional associated events taking place throughout next year.
- For a number of years, we have supported the annual LGBT History Month every February, including the flying of the Rainbow Flag over the Civic Centre.
- Since 2016, the levels of hate crime experienced by the LGBT+ community in Cannock Chase have more than doubled.

This Council believes that:

- Chase Pride could provide significant benefits for our District, both in terms of the visibility of the LGBT+ community, as well as our local economy.
- Chase Pride could spearhead efforts to challenge stigma, stamp out hatred, educate the community on all things LGBT+ and create a safe place for people to be themselves without fear of prejudice.

This Council resolves to:

- Affirm its support for the first Chase Pride event in 2022.
- Work constructively with the trustees of Chase Pride to ensure the efficient organisation and smooth running of the festival.
- Request that Cabinet considers making a financial contribution to Chase Pride which could potentially take the form of:
  - Waived or reduced hire fees for Hednesford Park.
  - A portion of the proceeds from the planned funfair.
  - A direct grant towards the festival's running costs."

Councillor C.L. Frew moved the following Amendment to the Motion, which was accepted by Cllr. Newbury:

"At the end of the Motion, insert the following wording:

"People will attend this exciting and inclusive event from all over Cannock Chase, and indeed, further afield. This Council would encourage all our parish and town councils to support this celebration and get involved in whatever way they can."

**Resolved:**

That:

- (A) The Council affirms its support for the first Chase Pride event in 2022.
- (B) The Council would work constructively with the trustees of Chase Pride to ensure the efficient organisation and smooth running of the festival.
- (C) Cabinet should consider making a financial contribution to Chase Pride which could be directly or in kind along the lines suggested.
- (D) Furthermore, the Council would encourage all local Parish and Town Councils to support this celebration and get involved in whatever way they can.

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

None received.



**61. Gambling Act 2005 – Review of Statement of Principles**

Consideration was given to the Report of the Head of Economic Prosperity (Item 10.1 – 10.35).

**Resolved:**

That:

- (A) The revised Gambling Act 2005 Policy Statement 2022-24, as attached at Appendix 1 to the report, be approved, adopted, and published.
- (B) The Head of Economic Prosperity be authorised to make any amendments to the Policy required due to changes in legislation or government guidance, and minor variations to the Policy in the interests of operational efficiency.

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

None received.

The meeting closed at 6:53 p.m.

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**Chairman**

<b>Report of:</b>	<b>Leader of the Council</b>
<b>Contact Officer:</b>	<b>Judith Aupers</b>
<b>Telephone No:</b>	<b>01543 464 411</b>
<b>Portfolio Leader:</b>	<b>Leader of the Council</b>
<b>Report Track:</b>	<b>Council: 16/02/22</b>

**Council**  
**16 February 2022**  
**Appointment of Interim Section 151 Officer**

**1 Purpose of Report**

- 1.1 To appoint a Section 151 Officer in accordance with section 151 of the Local Government Act 1972.

**2 Recommendation(s)**

- 2.1 That Tim Willis, Interim Head of Finance, be appointed as the Section 151 Officer for Cannock Chase District Council.

**3 Key Issues and Reasons for Recommendations**

**Key Issues**

- 3.1 The current interim Section 151 Officer has decided that they do not wish to continue in this role, so it is necessary to designate another officer.

**Reasons for Recommendations**

- 3.2 Section 151 of the Local Government Act 1972 requires the Council to designate one of its Officers with responsibility for the administration of the financial affairs of the Council, to be known as the Section 151 Officer.

**4 Relationship to Corporate Priorities**

- 4.1 The appointment of a Section 151 Officer is a statutory requirement.

## 5 Report Detail

- 5.1 Under s151 of the Local Government Act 1972, every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs.
- 5.2 On 11 March 2021, Council appointed Mrs Fullagar as interim Head of Finance and s151 Officer following the appointment of the previous postholder as interim Managing Director.
- 5.3 Having been in the role for the last 10 months Mrs Fullagar has indicated that, for personal reasons, she does not wish to continue in the interim roles and is content to return to her substantive post of Chief Accountant.
- 5.4 In order to ensure that the Council has sufficient financial expertise and to meet its statutory requirements, it has been necessary to appoint an interim Head of Finance, Mr Tim Willis, on a part-time basis.
- 5.5 Council is asked to approve the appointment of Mr Willis, as the interim Section 151 Officer.
- 5.6 As Mr Willis is only working for the Council on a part-time basis, Mrs Fullagar has agreed to act as his deputy on an interim basis to ensure that there is sufficient senior finance advice and support available for the Council.
- 5.7 The arrangements set out above are interim and preparation will commence to consider the options for the recruitment and appointment of a Head of Finance on a permanent basis.

## 6 Implications

### 6.1 Financial

The costs of the proposed interim arrangements are to be contained within the existing approved budget.

### 6.2 Legal

The legal implications have been referred to throughout the report.

### 6.3 Human Resources

None.

### 6.4 Risk Management

Management capacity has been identified as a strategic risk for a number of years. This will need to be factored into consideration of the options for the permanent replacement of the Head of Finance going forward.

6.5 **Equality & Diversity**

None.

6.6 **Climate Change**

None.

<b>7 Appendices to the Report</b>
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None.

**Previous Consideration**

None.

**Background Papers**

None.

**Cannock Chase Council**

**Extract from Minutes of the Meeting of the  
Cabinet**

**Held on Wednesday 2 February at 6:00 p.m.**

**In the Council Chamber, Civic Centre, Cannock**

**In Respect of Budget Resolutions:**

**Housing Revenue Account and General Fund**

**(NB: The Minutes are presented in the order in which they will be considered at  
Council on 16 February 2022)**

**Part 1**

**Present:**

Councillors:

Lyons, Mrs. O.	Leader of the Council
Jones, B.	Deputy Leader of the Council and Neighbourhood Safety & Partnerships Portfolio Leader
Jones, Mrs. V.	Community Engagement, Health & Wellbeing Portfolio Leader
Sutherland, M.	District Development Portfolio Leader
Johnson, J.P.	Environment & Climate Change Portfolio Leader
Fitzgerald, Mrs. A.A.	Housing, Heritage & Leisure Portfolio Leader
Hewitt, P.M.	Innovation and High Streets Portfolio Leader

**69. Apologies**

None received.

**Housing Revenue Account**

**77. Housing Revenue Account Budgets 2021-22 to 2024-25**

Consideration was given to the Joint Report of the Head of Finance and the Head of Housing & Partnerships (Item 9.1 – 9.6).

**Resolved:**

That:

- (A) The revised position with regard to estimated income and expenditure for the 2021-22 Housing Revenue Account and budgets for the period 2022-23 to 2024-25 as summarised in Appendix 1 of the report be noted.
- (B) Council, at its meeting to be held on 16 February 2022, be recommended to:

- (i) Determine a minimum level of working balances of £1.929 million for 31 March 2023, and indicative working balances of £1.975 million and £2.030 million for 31 March 2024 and 2025, respectively.
- (ii) Approve the Housing Revenue Account Revenue Budgets for 2022-23, 2023-24 and 2024-25 (and note the forecast outturn for 2021-22) as summarised in report Appendix 1.

**Reasons for Decisions**

Cabinet was required to propose a budget in relation to the Housing Revenue Account for submission to Council on 16 February 2022.

**78. Housing Revenue Account Capital Programmes 2021-22 to 2024-25**

Consideration was given to the Joint Report of the Head of Finance and the Head of Housing & Partnerships (Item 10.1 – 10.6).

**Resolved:**

That:

- (A) The estimated availability of Housing Revenue Account capital resources for the period 2021-22 to 2024-25, as set out in report Appendix 1, be noted.
- (B) Council, at its meeting to be held on 16 February 2022, be recommended to approve the Housing Revenue Account Capital Programme for the period 2021-22 to 2024-25, as set out in report Appendix 2.

**Reasons for Decisions**

Cabinet was required to propose a budget in relation to the Housing Revenue Account for submission to Council on 16 February 2022.

<b>Joint Report of:</b>	<b>Head of Finance and Council Solicitor</b>
<b>Contact Officers:</b>	<b>Tim Willis Ian Curran</b>
<b>Contact Numbers:</b>	<b>01543 464 412 01785 619 220</b>
<b>Portfolio Leader:</b>	<b>Leader of the Council</b>
<b>Report Track:</b>	<b>Council: 16/02/22</b>

**Council**  
**16 February 2022**  
**2022/23 to 2024/25 Budget Process Procedural Rules**

**1 Purpose of Report**

- 1.1 To confirm to Members the timetable and procedural issues for determining the Budget and overall levels of Council Tax for 2022-23.

**2 Recommendation(s)**

- 2.1 That Council notes the timetable for the setting of the budget for 2022-23.
- 2.2 That the overall level of Council Tax will be set at Council's meeting on 2 March 2022, following determination of Cannock Chase's Council Tax requirement in accordance with the procedural rules (attached at Appendix 1).

**3 Key Issues and Reasons for Recommendations**

**Key Issues**

- 3.1 In setting a budget for any year the Council must comply with the Budget and Council Tax setting requirements as reflected in the Local Government Finance Act, 1992 as amended by the Localism Act, 2011.
- 3.2 In accordance with regulations the Council is required to:
- a) Calculate its Council Tax Requirement (Section 31A) – Replacing budget requirement (Section 32) and determination of the District Council element of Council Tax (Section 33).
  - b) Set the overall level of Council Tax inclusive of Staffordshire County Council; the Staffordshire Commissioner for Police, Fire & Rescue and Crime; and other precepts (Section 30).

### Reasons for Recommendations

- 3.3 The overall level of Council Tax must be set before 11 March each year; however, the overall level of Council Tax cannot be set before 1 March 2022 unless all precepting authorities have issued their precepts, and the required calculations in accordance with the Local Government Finance Act, 1992 have been determined.
- 3.4 The budget timetable reflects these arrangements and provides sufficient time between Budget Council Meetings to enable both Cabinet and Council time to undertake their duties if a budget was referred back to Cabinet and to enable the necessary calculations to be undertaken following receipt of Precepts.
- 3.5 The 2021-22 Calendar of meetings timetable being as follows:
- Council (Budget) 16 February 2022
  - Cabinet (Provisional) 21 February 2022
  - Council 2 March 2022
- 3.6 Appendix 1 details the procedure for Council in relation to approving Cannock Chase Council's Budget and Council Tax Requirement.

## 4 Relationship to Corporate Priorities

- 4.1 Not applicable.

## 5 Report Detail

- 5.1 In setting a budget for any year the Council must comply with the Budget and Council Tax setting requirements as reflected in the Local Government Finance Act 1992 as amended by the Localism Act 2011.
- 5.2 The Localism Act 2011 made significant changes to the 1992 Act with the main impact for setting a Council Tax being that a billing authority (Cannock Chase Council) is required to calculate a Council Tax Requirement rather than a Budget Requirement.
- 5.3 In accordance with regulations the Council is required to:
- a) Calculate its Council Tax Requirement (Section 31A) – Replacing budget requirement (Section 32) and determination of the District Council element of Council Tax (Section 33).
  - b) Set the overall level of Council Tax inclusive of Staffordshire County Council; the Staffordshire Commissioner for Police, Fire & Rescue and Crime; and other precepts (Section 30).
- 5.4 The determination of the Council Tax Requirement (Requirement (a)) is a function of all authorities, however, Requirement (b) is purely a function of this Council as a billing authority.
- 5.5 The overall level of Council Tax must be set before the 11 March each year; however, the overall level of Council Tax cannot be set before 1 March 2022, unless all precepting authorities have issued their precepts, and the required



calculations in accordance with the Local Government Finance Act 1992, have been determined.

- 5.6 As at the date of writing this report most of the Parish Precepts have been formally received and the Major Precepting Authorities are due to determine their precepts as follows:

- Staffordshire County Council: 10 February 2022

A separate approval process exists in relation to the Office of the Staffordshire Commissioner for Police, Fire & Rescue and Crime; however, it is expected this will be received in advance of the Council Tax setting meeting of 2 March 2022.

## **6 Implications**

### **6.1 Financial**

The financial implications have been referred to throughout the report.

### **6.2 Legal**

The legal implications have been referred to throughout the report.

### **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: Budget and Policy Framework Procedure Rules (Part 4, Section 29, of the Council's Constitution).

### **Previous Consideration**

None.

### **Background Papers**

None.

## **Constitution Part 4, Section 29 – Budget and Policy Framework Procedure Rules**

### **Process for Developing the Framework**

- 1.1 The Council will be responsible for the adoption of its budget and policy. Once a budget or a policy framework is in place, it will be the responsibility of the Executive to implement it.

### **Pre-Adoption Policy**

- 2.1 The Cabinet shall publicise in the Council's Annual Schedule of Meetings a timetable for making proposals to the Council for the adoption of any plan, strategy or budget that forms part of the budget and policy framework, and its arrangements for consultation after publication of those initial proposals. The Scrutiny Committee that has 'budget consultation' within its terms of reference, and the Shadow Cabinet, shall be consulted as part of this process.
- 2.2 At the end of the consultation period, the Cabinet will draw up firm proposals having regard to the responses received. The Managing Director (as Proper Officer) shall summons a Council meeting (called the First Council meeting) to consider the Cabinet proposals within 10 working days after the Cabinet have resolved on its proposals.
- 2.3 At least 5 working days prior to the First Council meeting any Political Group and/or any member of the Council shall advise the Managing Director of any alternatives to the Cabinet proposals which are to be presented at the First Council meeting. Each Political Group/Council Member shall only present one alternative proposal as a request for a referral back to the Cabinet by the Council. Such requests shall detail the reasons for the alternative/referral back to Cabinet and must have the effect of providing the Council with a "balanced budget" as determined by the S.151 officer. Any alternative proposals submitted will be circulated to all Councillors 4 working days before the First Council meeting.

### **The First Council Meeting**

- 2.4 In reaching a decision, the Council may:-
  - (a) Adopt the Cabinet's proposals as presented.
  - (b) Consider the previously advised alternative proposals (referred to in 2.3 above) as a request for a referral back of the proposals to the Cabinet for consideration.
  - (c) Following advice from the S.151 officer, approve and/or determine aspects of the Budget/Policy framework as required to comply with statutory requirements and/or Ministerial/Governmental guidance/requirements. The S.151 officer will advise the Council at the meeting of the minimum decisions and resolutions the Council must make at that meeting.
  - (d) When considering the alternative budgets referred to in 2.4 (b) the Council shall consider each alternative budget presented by the Political Group/Council

## **Item No. 8.5**

Members individually. Each alternative proposal shall be moved and if seconded shall be debated. At the conclusion of the debate on that individual motion a vote shall be taken as to whether the Council wishes to refer that alternative proposal to the Cabinet for consideration. This process shall apply to each alternative proposal in turn. No amendments to the alternative proposals previously advised (in accordance with 2.3) shall be allowed.

- 2.5 Where the Council resolves in accordance with paragraph 2.4(b) to refer alternative proposals back to the Cabinet for re-consideration, the Proper Officer shall make the necessary arrangements for the Cabinet to meet as soon as practicably possible and will also summons a Second Council meeting (the Second Council meeting) to consider the Cabinet's response to the matters referred back to it for consideration. The Second Council meeting shall take place within 10 working days of the First Council meeting.

### **The Second Council Meeting**

- 2.6 The Managing Director will call a Council meeting (the Second Council meeting) to consider:-
- (a) the Cabinet proposals following the referral back from the First Council meeting;
  - (b) adopting (with or without modification) the plan or strategy;
  - (c) such decisions required to comply with statutory requirements and/or Ministerial/ Governmental guidance/requirements as advised by the S.151 Officer.
- 2.7 At the Second Council meeting where there is no consensus on the matters before Council and the S.151 Officer advises that the Council is required to make decisions in accordance with 2.6(c) above, the Council shall continue to meet until such matters (as specified by the S.151 Officer) are determined. Council Procedure Rules shall apply to this meeting. The Council shall only consider the Cabinet's Budget and those alternative proposals presented to the Council for consideration at the First Council meeting.

(Note: An example of a requirement to pass a resolution in law as advised by the S.151 officer may include the setting of a lawful budget by a certain date, or the determination of the Council Tax).

- 2.8 In approving the budget and policy framework, the Council will also specify if it wishes to limit the extent of virement within the budget in any way other than that specified in financial regulations, and the degree of in-year changes to the policy framework which may be undertaken by the Cabinet, in accordance with section 4 of these Rules (in-year adjustments). Any other changes to the policy and budgetary framework are reserved to the Council.

### **Decisions Outside the Budget or Policy Framework**

- 3.1 Subject to the provisions of financial regulations, the Executive and any officers discharging executive functions may only take decisions which are in line with the budget and policy framework. If any of these bodies or persons wishes to make a decision which is contrary to the policy framework, or contrary to or not wholly in

accordance with the budget approved by full Council, then that decision may only be taken by the Council, subject to sections 3.2 – 3.4 below.

### **Emergency Provisions**

- 3.2 The Executive or an Officer may only take a decision which is contrary to the Council's policy framework or contrary to or not wholly in accordance with the budget approved by full Council if the decision is a matter of urgency, and:
  - (a) it is not practical to convene a quorate meeting of the full Council; and
  - (b) the Chairman or, in the Chairman's absence, the Vice-Chairman of the Scrutiny Committee agrees, in writing, that the decision is a matter of urgency.
- 3.3 The reasons why it is not practical to convene a quorate meeting of full Council and the chair of the scrutiny committee's consent to the decision being taken as a matter of urgency must be noted on the record of the decision.
- 3.4 Following the decision, the decision taker will provide a full report to the next available Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency.
- 3.5 Failure to comply with these provisions will render the decision liable to the Call-in procedure (Part 4 - Section 31)

### **In-year Changes to Policy Framework**

- 4.1 The responsibility for agreeing the budget and policy framework lies with the Council, and decisions by the Executive and officers must be in line with it. No changes to the policy framework may be made by the Executive or officers except those changes:
  - (a) which will result in the closure or discontinuance of a service or part of service to meet an approved budgetary constraint only (as opposed to a Policy change);
  - (b) which are necessary to ensure compliance with the law, ministerial direction, or government guidance;
  - (c) where the existing policy document is silent on the matter under consideration.

**Extract from Minutes of the Meeting of Cabinet continued****General Fund****75. General Fund Revenue Budget and Capital Programme 2022-2025**

Consideration was given to the Report of the Head of Finance (Item 7.1 – 7.59).

**Resolved:**

That the following be recommended to Council, at its meeting to be held on 16 February 2022, as part of the formal budget setting process:

- (A) The Budget Requirement for the General Fund Revenue Budget 2022-23 be set at £13.237 million.
- (B) The indicative General Fund Revenue Budgets be set at £15.173 million for 2023-24 and £15.891 million for 2024-25.
- (C) The detailed portfolio budgets as set out in Appendix 1 of the report be approved.
- (D) The General Fund working balance be set at a minimum of £1.0 million.
- (E) The detailed Capital Programme, as set out in report Appendices 2 and 3, be approved, along with Community Infrastructure Levy allocations as set out in report Appendix 4.
- (F) The Council Tax for 2022-23 be increased by 1.95% to £230.04.
- (G) The Council's Tax Base be set at 29,458.15.
- (H) Further to recommendation (E), above, a full review be undertaken of the Capital Programme commencing immediately.

**Reasons for Decisions**

The report set out the current position on the General Fund Revenue Budget for 2022-23 and indicative budgets for 2023-24 to 2024-25. It also set out the position on the Provisional Local Government Finance Settlement 2022-23, New Homes Bonus Grant allocation, the position on the Council's Collection Fund, the Council's Tax Base for 2022-23 and the consequential Council Tax for 2022-23.

The budget for 2022-23 was based on the indicative budget set last year, which had been updated to reflect known changes and estimates.

Indicative budgets had been set out for 2023-24 and 2024-25 that included the key issues that were anticipated would have a potential impact on the Council's finances. However, it should be noted that a new funding regime for local government was to be introduced, potentially for 2023-24, but there was no further information at the current time.

Undertaking a full review of the Capital Programme would have the purpose of ensuring the projects / schemes listed reflected the priorities of the Council as detailed in the Corporate Plan.

**83. Levelling Up Fund - Cannock Town Centre**

Consideration was given to the Not for Publication Report of the Head of Economic Prosperity (Item 15.1 – 15.76).

**Resolved:**

That:

- (A) Council be recommended to amend the current Capital Programme to accommodate a sum of up to £44 million to ensure delivery of the Levelling Up Fund project in Cannock Town Centre, with the funding package for the project to be comprised of £20 million of Levelling Up Fund funding from the UK Government, £17.2 million of Cannock Chase Council investment and the balance to be met from unsecured private sector funding linked to the delivery of a proposed retirement/residential development.

*Note: this funding requirement was included in the recommendations regarding the General Fund Revenue Budget and Capital Programme 2022-25 to be considered by Council on 16 February 2022 (see Minute No. 75, recommendation (E), above).*

**Reasons for Decision**

To enable the Council to proceed with the Levelling Up project and make the necessary amendments to the Council's budget and capital programme.

**79. Treasury Management Strategy, Minimum Revenue Provision Policy and Annual Investment Strategy 2022/23**

Consideration was given to the Report of the Head of Finance (Item 11.1 – 11.34).

**Resolved:**

- (A) That Council, at its meeting to be held on 16 February 2022, be recommend to approve:
- (i) The Prudential and Treasury Indicators.
  - (ii) The Minimum Revenue Provision Policy Statement.
  - (iii) The Treasury Management Strategy.
  - (iv) The Annual Investment Strategy for 2022/23.
- (B) That it be noted indicators may change in accordance with the final recommendations from Cabinet to Council in relation to both the General Fund / Housing Revenue Accounts Budgets and Capital Programmes.

**Reasons for Decisions**

The Council was required to approve its treasury management, investment and capital strategies to ensure that cash flow was adequately planned and that surplus monies were invested appropriately.