

Please ask for: Matt Berry

Extension No: 4589

E-Mail: mattberry@cannockchasedc.gov.uk

10 June, 2020

Dear Councillor,

CABINET

4:00 PM ON THURSDAY, 18 JUNE, 2020

MEETING TO BE HELD VIA REMOTE ACCESS

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

Yours sincerely,



T. McGovern,
Managing Director

To: Councillors:

Adamson, G.	Leader of the Council
Alcott, G.	Deputy Leader of the Council and Town Centre Regeneration Portfolio Leader
Preece, J.P.T.L.	Corporate Improvement Portfolio Leader
Muckley, A.M.	Crime and Partnerships Portfolio Leader
Mitchell, Mrs. C.	Culture and Sport Portfolio Leader
Johnson, T.B.	Economic Development and Planning Portfolio Leader
Woodhead, P.E.	Environment Portfolio Leader
Martin, Mrs. C.E.	Health and Wellbeing Portfolio Leader
Kraujalis, J.T.	Housing Portfolio Leader

Civic Centre, PO Box 28, Beecroft Road, Cannock, Staffordshire WS11 1BG

tel 01543 462621 | fax 01543 462317 | www.cannockchasedc.gov.uk

A G E N D A

PART 1

1. Apologies

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

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

3. Minutes

To approve the Minutes of the meeting held on 21 May, 2020 (enclosed).

4. Forward Plan

Forward Plan of Decisions to be taken by the Cabinet: June to August 2020 (Item 4.1 – 4.2).

5. Representatives on Outside Bodies 2020-21

Report of the Managing Director (Item 5.1 – 5.6).

6. Review of Leisure Concessions to Serving Members of the Armed Forces 2020-21

Report of the Head of Environment and Healthy Lifestyles (Item 6.1 – 6.6).

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CABINET

HELD ON THURSDAY 21 MAY 2020 AT 4:00 P.M.

VIA REMOTE ACCESS

PART 1

PRESENT: Councillors:

Adamson, G.	Leader of the Council
Alcott, G.	Deputy Leader of the Council and Town Centre Regeneration Portfolio Leader
Preece, J.P.T.L.	Corporate Improvement Portfolio Leader
Muckley, A.M.	Crime and Partnerships Portfolio Leader
Mitchell, Mrs. C.	Culture and Sport Portfolio Leader
Johnson, T.B.	Economic Development and Planning Portfolio Leader
Woodhead, P.E.	Environment Portfolio Leader
Martin, Mrs. C.E.	Health and Wellbeing Portfolio Leader
Kraujalis, J.T.	Housing Portfolio Leader

Prior to the commencement of the formal business of the meeting, the Leader advised that this was the second 'remote' meeting of the Cabinet held under the 'Remote Meetings Regulations' via 'ZOOM'.

[Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020]

The Leader reminded Councillors and Officers that it was a public meeting and members of the Press and public could be watching or listening in. The Regulations required that the meeting be broadcast live, and the Press and public could observe the meeting via the Council's YouTube page. Therefore, Members were asked to be mindful of the Council's Rules of Conduct and Debate.

The Leader also welcomed Councillors Muckley (Crime and Partnerships) and Woodhead (Environment) to their new positions as Portfolio Leaders on Cabinet.

135. Apologies

None.

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

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

137. Updates from Portfolio Leaders

Culture and Sport

Cannock Park Golf Course

The Portfolio Leader advised that Cannock Park Golf Course would re-open on Saturday, 23 May. Inspiring Healthy Lifestyles (IHL) would be implementing strict safety measures in place to protect the players.

The course would be open from 8am until 6pm by advance booking only, there would be no turn up and play permitted. A number of changes had been made to enable the course to open under the current government guidelines.

Economic Development and Planning

Economic Response and Recovery

The Portfolio Leader advised that:

- Since the Covid-19 lockdown had been in place, the number of unemployed in the District had increased by 1,600 to 3,025, this being the highest level since January 2010. In percentage terms, the unemployment rate for March 2.6% for the District, and 4% for the West Midlands Region. As at end of April, the rates had increased to 4.8% and 6%, respectively;
- Construction of the Designer Outlet Village was continuing, as were the demolition works at the former Rugeley Power Station site;
- Over £19 million of the Government's grant funding for businesses affected by the pandemic had been paid out by the Council to date, which represented over 92% of the total monies allocated;
- The District's town centres were still vital to the local economy, so the Council was actively looking into ways they could be reopened safely.
- It was expected that the hospitality sector would not be able to start operating until the beginning of July at the earliest;
- The Council would continue to move to achieve the vision set out in the Economic Prosperity Strategy, a review of which would be required, but it provided a basis for economic recovery;
- The plan for the economic recovery would need to set out short and medium term priorities with the Council working with the local enterprise partnerships, West Midlands Combined Authority, local businesses and other key partners to help shape and support this work.

Environment

Household Waste Recycling Centre / Waste Collections

The Portfolio Leader advised that the HWRC had reopened on 14 May, 2020 and, after initial long queues, the number of people turning up had reduced to manageable numbers. It was hoped that the HWRC reopening would reduce the pressure on household waste collections and reduce incidents of fly-tipping,

which had seen a sharp rise while HWRC facilities across Staffordshire had been closed. During this period, 25 loads had been rejected at the recycling facility and 3,000 bins had been tagged.

Housing

Hawks Green Depot

The Portfolio Leader advised that the contractors were back on site for the redevelopment / housing work at the Depot.

Void Property Repairs

The Portfolio Leader also advised that the Housing Repairs operatives had returned to work where it was practicable to do so, i.e. where they were able to observe social distancing, in void properties.

138. Minutes

In respect of Minute 134 (D), the Culture and Sport Portfolio holder advised that the actual wording of the additional recommendation she had moved was:

“In view of the need for democratic oversight during this unprecedented crisis the Managing Director or his Deputy must liaise on a daily basis with the Leader or his Deputy.”

RESOLVED:

That, subject to the amendment being noted, the Minutes of the meeting held on 23 April, 2020, be approved as a correct record.

139. Forward Plan

The Forward Plan of Decisions for the period May to July 2020 (Item 5.1 – 5.2 of the Official Minutes of the Council) was considered. The Leader advised that, owing to the prevailing uncertainty arising from the Covid-19 pandemic, the Forward Plan should be considered ‘fluid’.

RESOLVED:

That the Forward Plan of Decisions for the period May to July 2020 be noted.

140. Covid-19: Response of Cannock Chase District Council and Partners

The Managing Director gave a verbal update to the meeting in respect of the ongoing response within the District to Covid-19.

1. Financial Support to local businesses

- As of 21 May, 2020, £19,020,000 had been paid out to 1,677 businesses from the Government grant of £24m; this included £500,000 paid out in grants over the last weekend.
- This represented 92.5% of what the Council expected to pay out to local businesses.
- Associated with this, the Managing Director had received a telephone call from Nadhim Zahawi, M.P., Minister at the Department for Business, Energy and Industrial Strategy, thanking the Council for its efforts on processing grant payments, and asking for an update on how the Council was tracking down the remaining businesses.

2. Supporting Vulnerable People in the District

- The District was working with Staffordshire County Council, the voluntary sector and central Government to support individuals who had been identified as part of the National NHS Shielding Programme for clinically extremely vulnerable.
- As at 10 May, 2020, there were 3,591 people in the District who had received an NHS Shielding letter.
- Of these, 2,000 had not registered for any help; 1,300 were being contacted by the County Council as known services users; and 700 were being contacted by the District Council.
- To date, positive contact had been made with 130 of the 700 individuals.
- In addition to the NHS Shielding programme, Officers had identified and written to a further 4,800 individuals who had a known 'vulnerability', such as 70+ years old, living alone, in receipt of Disabled Facilities Grant etc., and positive telephone contact had been made with 421 of these individuals to date.
- A total of 1,427 actions had taken place to support vulnerable people during this time.
- Officers would continue to implement a detailed programme of telephone contact over coming weeks to contact the remaining vulnerable people.

3. The importance of communications during a major incident

Between 11 March and 16 May 2020:

- Over 60 separate information updates were sent by the Managing Director to elected members and group leaders.
- 28 press releases were issued.
- There were 2015 Facebook posts on the Council's Facebook account
- A new section of the Council's website was created on Covid-19, and 41 new pieces of information were added in addition to the press releases (above).
- The Council's website was seeing 12,000 page views per day during the Covid-19 response, as compared to an average of 3,400 page views per day prior to Covid-19.

4. Mortality Information (ONS)

In the period up to 8 May 2020:

- Tragically, 59 residents of Cannock Chase District had died from Covid-19, as recorded on the death certificate.
- Of these 59 residents, 45 died in a hospital setting; 13 died in a care home setting; and 1 died in other setting.
- Restrictions still applied to funeral services as a direct result of Covid-19; and it was a very difficult time for some families at present.
- Council should have the opportunity to formally recognise this sad loss at its meeting on 24 June, 2020, where a minute's silence was planned.

141. Approach to Recovery Planning from the Impact of Covid-19

Consideration was given to the Report of the Managing Director (Item 5.1 – 5.8 of the Official Minutes of the Council).

The Leader of the Council moved a set of terms of reference for the proposed Recovery Overview Board, which were seconded.

RESOLVED:

That:

- (A) The proposed framework for planning for the recovery from the consequences of Covid-19 be agreed.
- (B) In light of the consequences of Covid-19, a review of the existing priorities of the Council, as set out in the Priority Delivery Plans, be agreed.
- (C) The terms of reference for the Recovery Overview Board be agreed, with the inclusion of the Head of Environment and Healthy Lifestyles on the Board's membership.

Reasons for Decisions

Effective planning would be essential to aiding the recovery of the District and the Council over the coming months.

The lockdown had changed the way the Council, residents and businesses were operating, and this needed to be considered in planning for the future. The Council's priorities and plans made before the pandemic would need to be reviewed in light of these changes and the impact that Covid-19 had had on the District.

142. Adoption of the Revised Housing Assistance Policy (Independent Living) 2020

Consideration was given to the Report of the Head of Environment and Healthy Lifestyles (Item 6.1 – 6.37 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The work of the Wellbeing Scrutiny Committee in reviewing and revising the current Discretionary Housing Assistance Policy of March 2017, as detailed in Appendix 1 of the report, be noted.
- (B) The revised Housing Assistance Policy (Independent Living) 2020, as detailed in Appendix 3 of the report, be approved and adopted.
- (C) Authority be delegated to the relevant Head of Service, in consultation with the Environment Portfolio Leader, to make minor amendments to the policy which do not affect the broad thrust of the Policy's purpose and direction.

Reason for Decisions

The adoption and publication of a policy was a requirement of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 ("the Order"), before assistance could be offered.

143. Development of New Cemetery, Norton Road / Hednesford Road, Norton Canes

Consideration was given to the Report of the Head of Environment and Healthy Lifestyles (Item 7.1 – 7.11 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) Additional capital funds totalling £100,000, required to enable construction to start on the new cemetery and to fully delivery phase 1, be agreed and approved.
- (B) Council be requested to approve the revised capital programme for the scheme, amounting to £1.411 million.
- (C) The additional revenue / capital budget totalling £53,870, required to start-up and operate the facility when opened, be agreed and approved, and it be noted the cemetery would be self-financing within a three-year period.
- (D) Permission to spend in respect of the delivery of the project be granted.
- (E) Authority be delegated to the relevant Head of Service, in consultation with the Culture and Sport Portfolio Leader, to take such actions and enter into such contracts as necessary to progress the above scheme within agreed budgets.

Reason for Decisions

To ensure that sufficient resources were made available to enable construction to start on the new cemetery, to fully delivery phase 1 of the project, and to operate the facility when it was opened, Cabinet was asked to consider the recommendations set out in the report.

The meeting closed at 5:00 p.m.

LEADER

FORWARD PLAN OF DECISIONS TO BE TAKEN BY THE CABINET: JUNE TO AUGUST 2020

For Cannock Chase Council, a key decision is as an Executive decision that is likely to:

- Result in the Council incurring expenditure or making savings at or above a threshold of 0.5% of the gross turnover of the Council.
- Affect communities living or working in two or more Council Wards.

Further information about key decisions and the Forward Plan can be found in Sections 10 and 28 of the Council's Constitution.

Representations in respect of any of matters detailed below should be sent in writing to the contact officer indicated alongside each item c/o Democratic Services, Cannock Chase Council, Civic Centre, PO Box 28, Beecroft Road, Cannock, Staffordshire, WS11 1BG or via email at membersservices@cannockchasedc.gov.uk

Copies of non-confidential items will be published on the Council's website 5 clear working days prior to the relevant meeting date.

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
June 2020:						
Representatives on Outside Bodies 2020/21	Managing Director / Leader of the Council	18/06/20	No	No		
Review of Leisure Concessions to Serving Members of the Armed Forces 2020/21	Head of Environment and Healthy Lifestyles / Culture and Sport Portfolio Leader	18/06/20	Yes	No		
July 2020:						
Annual Performance Report 2019/20	Head of Governance and Corporate Services / Corporate Improvement Portfolio Leader	16/07/20	No	No		
Strategic Risk Register	Head of Governance and Corporate Services / Corporate Improvement Portfolio Leader	16/07/20	No	No		

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
Revenues and Benefits Collection Report Quarter 4 (2019/20)	Head of Finance / Health and Wellbeing Portfolio Leader	16/07/20	No	Yes (Appendices only)	<p>Information which is likely to reveal the identity of an individual.</p> <p>Information relating to the financial or business affairs of any particular person (including the Council)</p>	
August 2020:						

Report of:	Managing Director
Contact Officer:	Steve Partridge
Telephone No:	01543 464 588
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Cabinet: 18/06/20

CABINET
18 JUNE 2020
REPRESENTATIVES ON OUTSIDE BODIES 2020-21

1 Purpose of Report

- 1.1 To consider the appointment of representatives to outside bodies for 2020-21 as set out in the schedule attached at Appendix 1.
- 1.2 To confirm the Managing Director's authority, in consultation with the Leader of the Council, to make appointments to any additional outside bodies throughout the Municipal year.

2 Recommendation(s)

- 2.1 That Cabinet determine the appointment of representatives to outside bodies for 2020-21.
- 2.2 That the Managing Director, in consultation with the Leader of the Council, be authorised to make appointments to any additional outside bodies, as necessary, throughout the Municipal year that would otherwise be determined by Cabinet.

3 Key Issues and Reasons for Recommendations

Reasons for Recommendations

- 3.1 Each year Cabinet is required to appoint representatives to a number of outside bodies as detailed in the schedule at Appendix 1. This is normally done at the first Cabinet meeting following the Annual Council meeting.
- 3.2 For practical purposes, i.e. to avoid the need to report the matter to Cabinet on every occasion, Cabinet is also requested to confirm the Managing Director's authority, in consultation with the Leader of the Council, to make appointments to any additional outside bodies, as necessary, throughout the Municipal year.

4 Relationship to Corporate Priorities

- 4.1 Cabinet, 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 Determination of appointments to representatives on certain outside bodies as detailed in Appendix 1 to this report is a matter for Cabinet in the first instance. This is normally done at the first Cabinet meeting following the Annual Council meeting. The Managing Director will consult with the Leader to make any appointments to any additional outside bodies as may be required, subject to 2.2 being agreed.
- 5.2 Named substitute members also need to be appointed for the following bodies:
- Cannock Chase AONB Joint Management Committee (current substitute is Councillor J.T. Kraujalis);
 - Staffordshire Police, Fire and Crime Panel (current substitute is Councillor Mrs. S.M. Cartwright);
 - Staffordshire and Stoke-on-Trent Joint Waste Management Board (current substitute is Councillor J.T. Kraujalis);
 - Staffordshire and Stoke-on-Trent Planning Forum (current substitutes are Councillors Mrs. A. Layton and P.E. Woodhead).

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 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.

The Local Government Act 1972, Section 101(1) provides 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 Managing Director.

Should the appointment relate to executive functions, then the power to delegate the making of such appointments to the Managing Director rests with Cabinet in accordance with Section 14 of the Local Government Act, 2000.

6.3 Human Resources

None.

6.4 Section 17 (Crime Prevention)

None.

6.5 Human Rights Act

None.

6.6 Data Protection

None.

6.7 Risk Management

None.

6.8 Equality & Diversity

None.

6.9 Best Value

None.

7 Appendices to the Report

Appendix 1: Schedule of outside bodies appointments to be determined by Cabinet

Previous Consideration

None.

Background Papers

None.

ITEM NO. 5.

Appendix 1

CANNOCK CHASE COUNCIL
REPRESENTATIVES ON OUTSIDE BODIES 2020-21
APPOINTMENTS BY CABINET

Name of Body	No. of Seats	Current Representative(s)	Date of Retirement	Proposed Representative(s)	Term of Appointment
Cannock Chase AONB Joint Management Committee	1	<i>Environment Leader</i> (Substitute – Councillor J. Kraujalis)	Post Annual Council Cabinet Meeting each year	Environment Leader (Appoint Substitute)	1 Year
Cannock Park Golf Club Committee	1	<i>Culture & Sport Leader</i> <i>(or nominee)</i>	Post Annual Council Cabinet Meeting each year	Culture & Sport Leader <i>(or nominee)</i>	1 Year
Greater Birmingham & Solihull LEP Board	1	Leader of the Council <i>(or nominee)</i>	Post Annual Council Cabinet Meeting each year	Leader of the Council <i>(or nominee)</i>	1 Year
Greater Birmingham & Solihull LEP Supervisory Board	1	Leader of the Council (Leader is also the Council appointed representative) <i>(or nominee)</i>	Post Annual Council Cabinet Meeting each year	Leader of the Council <i>(or nominee)</i>	1 Year
Greater Birmingham & Solihull LEP – ESIF Committee	1	<i>Economic Development and Planning Leader</i>	Post Annual Council Cabinet Meeting each year	Economic Development and Planning Leader	1 Year
Historic England – Heritage Champion	1	<i>Economic Development and Planning Leader</i> <i>(or nominee)</i>	Post Annual Council Cabinet Meeting each year	Economic Development and Planning Leader <i>(or nominee)</i>	1 Year
Local Government Association General Assembly	1	<i>Leader of the Council</i> <i>(or nominee)</i>	Post Annual Council Cabinet Meeting each year	Leader of the Council <i>(or nominee)</i>	1 Year

Name of Body	No. of Seats	Current Representative(s)	Date of Retirement	Proposed Representative(s)	Term of Appointment
Local Strategic Partnership (Chase Community Partnership)	5	<i>Leader of the Council Deputy Leader Culture and Sport Portfolio Leader Health and Wellbeing Portfolio Leader Leader of the Opposition (or nominees)</i>	Post Annual Council Cabinet Meeting each year	Leader of the Council Economic Development and Planning Portfolio Leader Culture and Sport Portfolio Leader Health and Wellbeing Portfolio Leader Leader of the Opposition (or nominees)	1 Year
Norton Canes Community Partnership	1	<i>Economic Development and Planning Leader (or nominee)</i>	Post Annual Council Cabinet Meeting each year	Economic Development and Planning Leader	1 Year
PATROL (Parking and Traffic Regulations Outside London) Joint Committee	1	<i>Environment Leader (or nominee)</i>	Post Annual Council Cabinet Meeting each year	Environment Leader (or nominee)	1 Year
Poplars Landfill Site Liaison Committee	1	<i>Environment Leader (or nominee)</i>	Post Annual Council Cabinet Meeting each year	Environment Leader (or nominee)	1 Year
Staffordshire County Council Pensions Services Joint Scheme (Must be Councillor)	1	<i>Leader of the Council (or nominee)</i>	Post Annual Council Cabinet Meeting each year	Leader of the Council (or nominee)	1 Year
Staffordshire Destination Management Partnership	1	<i>Economic Development and Planning Leader (or Head of Economic Prosperity as nominee)</i>	Post Annual Council Cabinet Meeting each year	Economic Development and Planning Leader (or Head of Economic Prosperity as nominee)	1 Year
Staffordshire Police, Fire and Crime Panel	1	<i>Crime & Partnerships Portfolio Leader (Substitute – Cllr. Mrs. S. Cartwright)</i>	Post Annual Council Cabinet Meeting each year	Crime & Partnerships Portfolio Leader (Appoint Substitute)	1 Year

ITEM NO. 5.6

Name of Body	No. of Seats	Current Representative(s)	Date of Retirement	Proposed Representative(s)	Term of Appointment
Staffordshire and Stoke-on-Trent Joint Waste Management Board	1	<i>Environment Leader</i> (Substitute – Cllr. J. Kraujalis)	Post Annual Council Cabinet Meeting each year	Environment Leader (or nominee) (Appoint Substitute)	1 Year
Staffordshire and Stoke-on-Trent Planning Forum	2	<i>Economic Development and Planning Leader</i> (Substitute – Cllr. A. Layton) (Second appointee – Cllr. P. Woodhead)	Post Annual Council Cabinet Meeting each year	Economic Development and Planning Leader (Appoint Substitute) (Appoint Second appointee)	1 Year
Staffordshire Playing Fields Association	1	<i>Culture and Sport Leader</i> <i>(or nominee)</i>	Post Annual Council Cabinet Meeting each year	Culture and Sport Leader <i>(or nominee)</i>	1 Year
Staffordshire Strategic Partnership	2	<i>Leader of the Council and Managing Director</i> (or nominees)	Post Annual Council Cabinet Meeting each year Managing Director in own right	Leader of the Council and Managing Director <i>(or nominees)</i>	1 Year
Stoke-On-Trent & Staffordshire LEP – ESIF Committee	1	<i>Economic Development and Planning Leader</i>	Post Annual Council Cabinet Meeting each year	Economic Development and Planning Leader	1 Year
West Midlands Employers	1	<i>Leader of the Council</i> <i>(or nominee)</i>	Post Annual Council Cabinet Meeting each year	Leader of the Council <i>(or named sub)</i>	1 Year

PAGE INTENTIONALLY BLANK

Report of:	Head of Environment and Healthy Lifestyles
Contact Officer:	Mike Edmonds
Telephone No:	01543 464 416
Portfolio Leader:	Culture and Sport
Key Decision:	Yes
Report Track:	Cabinet: 18/06/20

CABINET
18 JUNE 2020
REVIEW OF LEISURE CONCESSIONS TO SERVING MEMBERS OF THE
ARMED FORCES 2020-2021

1 Purpose of Report

- 1.1 To review the leisure concessions scheme first introduced by Cabinet on 30 June 2012 for serving members of the armed forces who are resident in Cannock Chase District.

2 Recommendation(s)

- 2.1 That Cabinet note the content of the report.
- 2.2 That Cabinet determine to continue with the leisure concessions scheme for serving members of the armed forces who are resident in the district for the financial year 2020-21, in accordance with the proposals set out in this report.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 Cabinet, on 21 June 2012, resolved that leisure concessions be introduced for serving members of the armed forces who are resident in the District from 30 June 2012 for an initial one year period. (Minute 8)
- 3.2 Following subsequent annual reviews by Inspiring Healthy Lifestyles ('the Trust') of operation of the scheme, the scheme has continued each year.
- 3.3 Having assessed the impact of the operation of the scheme during 2019-20, the Trust have agreed to continue with the scheme for the financial year 2020-21, subject to an annual review and subject to there not being a negative financial impact upon the contract in the future.

- 3.4 Inspiring Healthy Lifestyles will continue to monitor and assess the scheme to determine the costs and benefits associated with making such a concession.

Reasons for Recommendations

- 3.5 Cabinet are recommended to continue with this offer for 2020-21 in recognition of the commitment made by armed forces men and women to this country in their service throughout the world.

4 Relationship to Corporate Priorities

- 4.1 The Council seeks to increase access to physically active and healthy lifestyles as a way of contributing to improving health and wellbeing of all those who participate. Any concessions or discounts that encourage access and use of leisure and culture facilities will assist in contributing to increasing participation in physical activity.
- 4.2 Cabinet on 20 December 2012 resolved and delegated authority to the Chief Executive to sign the Armed Forces Community Covenant (Minute 103A) and that the Council's actions in respect of the Armed Forces Community Covenant, and associated matters be reflected in the Council's Priority Delivery Plans.

5 Report Detail

Background

- 5.1 Following a request from the Culture and Sport Policy Development Committee on 17 April 2012, Cabinet on 21 June 2012 resolved that leisure concessions be introduced for serving members of the armed forces who are resident in the District from 30 June 2012 for an initial one year period. Cabinet also resolved to meet the one off cost associated with the production of the lifestyle cards during this period. (Minute 8)
- 5.2 From 1 April 2012 the Council's culture and leisure services are operated by Inspiring healthy lifestyles (previously Wigan Leisure & Culture Trust prior to 2015/16 rebranding) and under the contract arrangements although the cost of the current concessions scheme is contained within the management fee, the free concessions determined by Cabinet for armed forces personnel is not.
- 5.3 The Trust agreed to provide the free concessions for an initial one year period at nil cost, after which they reserved the right to introduce a contract cost increase to the Council for the second and subsequent years, depending upon the impact upon the contract.
- 5.4 Following subsequent annual reviews by the Trust of operation of the scheme, the scheme has continued each year.
- 5.5 Cabinet on 13 June 2019 resolved to continue with the scheme for a further 12 months (Minute 10B).

Concession Scheme for Armed Forces Personnel

- 5.6 The scheme only relates to people who are serving in the Armed Forces, including active TA reservists and who are resident in the Cannock Chase District.
- 5.7 The free membership to Chase and Rugeley Leisure Centres only includes the following activities:
- Use of Fitness Suites
 - Use of Swimming Pools
 - Participation in various group activities and fitness classes (e.g. aerobics)

The free concession does not cover activities including sports hall bookings (badminton etc) and meeting room bookings.

- 5.8 Applicants are required to:
- Apply for a Lifestyle Membership and Card (variable annual fees apply per card to be covered by the Council within existing budgets)
 - Provide proof of residency within the district (e.g. Council Tax or Utility bill)
 - Provide proof that applicant is a serving member of the armed forces (e.g. Armed Forces Identification card or Certificate)
 - Renew Membership and provide supporting proof annually.

- 5.9 The concession is not available to veterans or wives and husbands or children of Armed Forces personnel.

Outcome of the scheme from 30 June 2019

- 5.10 Inspiring healthy lifestyles have continued to monitor the take up of the free concessions scheme and assess and evaluate the impact upon the contract. However, at the time of writing this report not all of the memberships have been fully analysed. The known findings are outlined below:-
- There are currently 89 Armed Forces Members
 - 52 Armed Forces Members are registered at Chase Leisure Centre and 37 at Rugeley Leisure Centre
 - 12 held some form of membership prior to the introduction of the free concession scheme
 - 19 Family relatives have taken up membership as a result of the offer of which 13 are corporate members, 4 adult memberships and 1 concessionary membership. 1 family member is on a complimentary membership.
- 5.11 The estimated direct cost and income arising from the introduction of this scheme is as follows. 77 of the 89 existing members who took up the Armed Forces offer didn't previously hold a gym membership:

Cost - Estimated	£
4 x Concessionary Members x £192	£768.00
5 x Corporate Membership x £312	£1560.00
1 x Adult gym members x £384	£384.00
2 x Complimentary Membership x 0	£0
Total Cost	£2,712.00
Income - Estimated	£
1 x Concessionary Members x £192	£192.00
4 Adult gym Members x £384	£1536.00
13 x Corporate membership x £312	£4056.00
1 x Complimentary Membership x £0	£0
Total Income	£5,784.00
Net Surplus - Estimated	£3072.00

- 5.12 In contrast to the previous year the estimated results above indicate that there is a surplus to Inspiring healthy lifestyles from operating the scheme¹. However there are other costs arising from operating this offer such as, free memberships for 77 new adult gym memberships (£27,412) inclusive of inductions (£11 / induction) for all members, the accelerated wear and tear of equipment, the issue and replacement of membership cards/ Technogym keys and the potential lost income opportunity.
- 5.13 Non-monetary benefits should also be recognised when reviewing the scheme including increased secondary spend, rises in participation levels, the enhanced reputation of the service and a genuine social recognition of the selfless contribution armed forces personnel make.
- 5.14 Following the review of the Armed Forces Concession Scheme Inspiring healthy lifestyles have expressed their support for its continuation and have committed to providing the scheme, free of charge, for a further year (2020-21). The Trust does however wish to continue to review the position on an annual basis.
- 5.15 The Trust have also confirmed that the impact upon the contract is likely to take effect when Memberships numbers reach capacity and the number of armed forces members prevents the Trust from selling other full price or 50% concessionary memberships. This will either result in a loss of income or require capital investment to purchase additional equipment and to possibly provide additional space in order to sustain the free offer.

¹ Note: At the time of writing this report not all of the memberships have been fully analysed.

6 Implications**6.1 Financial**

The current concessionary scheme provision is contained within existing management fee paid to Inspiring healthy lifestyles.

No budgetary provision exists within the concessions to pay for the additional provision to serving Members of the armed forces.

Inspiring healthy lifestyles have again agreed to support the scheme at nil cost to the Council for the financial year 2020-21, after which a review will be undertaken to assess the cost and benefits associated with the offer.

Should the Trust determine that a charge for the provision of this concession is applicable in future years then, Cabinet may need to consider this as a policy option as part of the budget process, 2021-22 to 2023-24.

6.2 Legal

None

6.3 Human Resources

None

6.4 Section 17 (Crime Prevention)

None

6.5 Human Rights Act

None

6.6 Data Protection

None

6.7 Risk Management

The risk associated with this scheme if withdrawn is potential reputational damage for the Council.

6.8 Equality & Diversity

The Leisure Concessions scheme proactively assists in reducing inequalities through actively targeting and engaging with under-represented groups. It does this through positive discrimination and current pricing policies to encourage usage to assist in reducing health inequalities and improve health. Continuation of the granting of free access to the Council's Leisure centres to serving armed forces personnel has a positive impact and enables the Council to make a small

gesture to recognise the commitment made by these individual men and women to this country in their service throughout the world. There are no identified negative impacts.

6.9 Best Value

There are no identified best value implications as result of this report.

7 Appendices to the Report

Appendix 1: None

Previous Consideration

Review of Leisure Concessions to Serving Members of the Armed Forces 2019-20	Cabinet	13 June 2019
Review of Leisure Concessions to Serving Members of the Armed Forces 2018-19		14 June 2018
Review of Leisure Concessions to Serving Members of the Armed Forces 2017-18		15 June 2017
Review of Leisure Concessions to Serving Members of the Armed Forces 2016-17		16 June 2016
Review of Leisure Concessions to Serving Members of the Armed Forces 2015-16		25 June 2015
Review of Leisure Concessions to Serving Members of the Armed Forces 2014-15		17 July 2014
Review of Leisure Concessions to Serving Members of the Armed Forces 2013-14		20 June 2013
Leisure Concessions to Serving Members of the Armed Forces		21 June 2012

Background Papers

None