



**Please ask for:** Matt Berry  
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20 April 2022

Dear Councillor,

**Cabinet**

**6:00pm on Thursday 28 April 2022**

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

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

Yours sincerely,

**T. Clegg**  
**Chief Executive**

To: Councillors:

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

# Agenda

## 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. **Updates from Portfolio Leaders**

To receive and consider oral updates (if any), from the Leader of the Council, the Deputy Leader, and Portfolio Leaders.
4. **Minutes**

To approve the Minutes of the Meeting held on 31 March 2022 (enclosed).
5. **Forward Plan**

Forward Plan of Decisions to be taken by the Cabinet: April to June 2022 (Item 5.1 - 5.2).
6. **Recommendations from Scrutiny Committees**

To consider recommendations referred from the Health & Wellbeing Scrutiny Committee held on 23 March 2022 (Item 6.1 - 6.2).
7. **Establishment of the Staffordshire Leaders Board**

Report of the Chief Executive (Item 7.1 - 7.13).
8. **Permission to Spend on Parks & Open Spaces Vehicles and Equipment**

Report of the Head of Environment and Healthy Lifestyles (Item 8.1 - 8.5).

**Cannock Chase Council**  
**Minutes of the Meeting of the**  
**Cabinet**

**Held on Thursday 31 March 2022 at 6:00 p.m.**  
**In the Council Chamber, Civic Centre, Cannock**

**Part 1**

**Present:**

Councillors:

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

**92. Apologies**

Apologies were submitted for Councillor B. Jones, Deputy Leader of the Council and Neighbourhood Safety & Partnerships Portfolio Leader.

**93. 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.

**94. Updates from Portfolio Leaders**

**(i) Leader of the Council**

The Leader updated in respect of the following:

- **Covid-19 update**

The case rate for Cannock Chase as of 26 March was 989.7 per 100,000 population. There had been a sharp increase in cases nationally, particularly in the 25-55 age group. From 1 April, testing rules were changing and due to be further relaxed.

**(ii) Community Engagement, Health & Wellbeing**

The Portfolio Leader updated in respect of the following:

- **Cannock Hospital Minor Injuries Unit (MIU)**

Following the presentation of a petition by Councillor Hewitt to the Clinical Commissioning Group (CCG) with 3,080 signatures, a meeting was held with Marcus Warnes, Chief Executive of the CCG, along with the Chairs of the County Council and District Council health scrutiny committees. As a result of that meeting and perseverance over the last two years, a date of June 2022 had been agreed for the MIU to reopen.

- **Padlet Tool**

Cannock Chase was one of three pilot areas involved in the 'Better Health Staffordshire' project, focused on wider health determinants that influenced an unhealthy weight and the consequential impact on health and wellbeing.

A web-based survey tool known as the 'Padlet Tool' had been developed to collect the views and perceptions of partners and stakeholders around those influences. It had also been distributed to Members for their input. The data would be collated and analysed along with other evidence for the project.

- **'Brereton Can' Launch**

The official launch of the 'Brereton Can' app was being held on Sunday 3 April at Ravenhill Park, led by Sue Merriman from Brereton Million. Sue had been an inspirational leader and worked tirelessly for her community. Members were asked to support Sue's efforts by attending the launch and have some fun with the activities that were planned.

### (iii) **District Development**

The Portfolio Leader updated in respect of the following:

- **Additional Restrictions Grant (ARG) Funds**

All ARG funds received by the Council had been allocated to local businesses, with £3.34 million in total having been paid out via 2,256 grants during the period November 2020 to March 2022.

All mandatory grant schemes were now closed, after a two-year period from April 2020 to March 2022. 8,845 grant payments totalling £38.3 million had paid out during that period and provided a lifeline to businesses affected by the pandemic.

- **Staffordshire Means Back to Business**

This campaign, invested in by the Council, had been spent in full against the original priorities of apprenticeships and training grants. This had helped support over 60 new apprenticeships in the District.

- **Enterprise for Success**

This start-up business support project, which was run in partnership with Solihull Council and supported through EU monies, had been extended to March 2023. This was great news for those who wished to start up their own business in the District and was a further demonstration of effective partnership working in practise that was making a difference to the local economy.

- **Latest Universal Credit Claimant Count**

The rate for the District had reduced again this month to 3.5% of the workforce. This downward trend was encouraging and now the number of claimants now

stood at 2,225. There would be a proportion of these claimants that were in work but claiming Universal Credit because they were on a low income.

- **Alton Towers Job Fair**

On 8 April, Alton Towers would be running a jobs fair at Cannock job centre to try to attract people into the hospitality sector from this area.

- **Chase Chamber of Commerce**

Steve Mattin had recently been appointed Director of the Cannock Chase Chamber of Commerce, replacing Chris Plant.

- **West Midlands Designer Outlet**

The Designer Outlet continued to expand at pace, with joint marketing distribution activities taking place with the Council to ensure both Cannock Chase as a place to visit and the Designer Outlet were highlighted across the region to prospective visitors as much as possible. Phase 2 development plans had been submitted for planning permission.

- **Planning Policy Team and Local Plan**

The Planning Policy team were busy working on the Local Plan in preparation for submission to Cabinet in June 2022. A key piece of work was the viability assessment that would assess the deliverability of the policies and proposals within the Local Plan over the plan period. Part of the process included:

- Discussions with neighbouring authorities and those within the Greater Birmingham and Black Country Housing Market Area were continuing with a view to securing Statements of Common Ground to support the Local Plan. Similar discussions would take place with consultees to the Plan.
- Meetings of the Local Plan Member Working Group had already taken place this year to progress the Plan and further meetings were intended for April 2022 to formulate the Regulation 19 part of the Plan. In addition, there was a large workload to prepare documents to support the preparation for local consultation this summer.
- The team were also supporting Local Neighbourhood Plans. Recently, Heath Hayes and Wimblebury had been designated a Neighbourhood Planning Area, joining Hednesford, Brereton and Ravenhill, Norton Canes, Cannock Wood, and Rugeley in having Neighbourhood Plans.

#### **(iv) Environment and Climate Change**

The Portfolio Leader updated in respect of the following:

- **Waste & Recycling**

There had still been no recycling loads rejected since August 2021.

In respect of the move to dual stream recycling, information booklets had been delivered to homes across the District. It was expected the blue bags would be received by the Council in the next few weeks and then distributed from week commencing 9 May 2022 over a two-week period.

- **Carbon Literacy Training**

The second cohort of training sessions for Officers and Members had been delivered during February and March 2022.

- **Green Travel Survey**

A 'green travel' survey was currently open for completion, with responses to be provided by 15 April.

(v) **Housing, Heritage & Leisure**

The Portfolio Leader updated in respect of the following:

- **Funding for Museum of Cannock Chase**

The museum had been awarded £71,688 from the Arts Council's 'Museum Estates Fund' to undertake a range of works, including:

- Installation of a new building management system
- Resurfacing of the museum's front drive
- Replacement of heating systems in the outbuildings and large object store
- And many other improvements.

The Council was grateful for the funding as it would help to make improvements to the museum and the site, which would benefit visitors, staff, and volunteers. It would also be another step closure to achieving the Council's climate change ambition.

- **Completion of Hawks Green Development Housing Scheme**

The completion event for the Hawks Green development housing scheme took place on 18 March. The scheme had transformed part of the Council's Depot site into 44 new properties, 22 of which were Council homes to rent, and the other 22 were put on to the open market. All properties were now occupied.

The development had made good use of unused brownfield land and provided high quality housing for both private and Council residents and incorporated the use of solar panels and electric car charging points on some of the houses, meaning that the residents would benefit from reduced energy bills.

- **Rough Sleeping in Cannock Chase**

Following the recent publication of the national rough sleeping statistics for 2021, the indication was that nationally, people sleeping rough had fallen to an eight-year low and almost halved since 2017. These reductions were reflected across all regions in England.

The pandemic, lockdown and 'Everyone In' programme had a huge impact on the District in 2020, with a total of 19 people rough sleeping or at risk of rough sleeping being placed into emergency accommodation during March to September 2020. As a result, following the ending of lockdown and the Everyone In programme, the November annual snapshot figure in 2020 was a high of eight, which was substantially reduced to four in 2021.

This proved that the pathway and partnership working that had been developed and embedded over the last three years had been crucial in supporting rough sleepers to move off the streets.

Spring Housing's outreach service had proved invaluable in engaging with rough sleepers locally, endeavouring to provide a wraparound support and specialised housing pathway. Ten rough sleepers had now been successfully moved into eight units of Housing First accommodation. These tenancies were being sustained with support and assistance from Spring Housing.

Rough sleeping did not happen in isolation, and the partnership with Lichfield District Council and Spring Housing was proving successful. Working together with partner agencies showed the Council's commitment to end rough sleeping in the District, which in turn contributed to the Government's vision to end rough sleeping in England. The Council was presently awaiting a response from a further funding bid recently submitted through the Rough Sleeping Initiative 2022-2025 to ensure this achievement in preventing and reducing rough sleeping could be continued.

#### **(vi) Innovation and High Streets**

The Portfolio Leader updated in respect of the following:

- **Welcome Back Funding**

All monies had been spent on time, and in full. This had provided a great testimonial for future funding opportunities of how a relatively small budget could be truly spread across the District and make a meaningful difference to local communities - a potential idea for the Shared Prosperity Funding going forward to consider.

- **Levelling Up Fund Project**

The Council had moved a step closer to the appointment of the Multi-Disciplinary Team Supplier to oversee design and procurement of the Cannock Town Centre Levelling Up Fund Project, with the supplier to be announced hopefully later next month. There had been lots of interest in the tender opportunity from the sector, and the first payment from the funders had been received as expected. Governance arrangements were being established to oversee the project's delivery.

- **Cannock Town Centre Partnership Chair**

Martin Murray had been appointed as the new Chair of the Partnership. Thanks were given to Fred Pritchard and Mike Mellor, who would both be stepping down this year.

#### **(vii) Neighbourhood Safety & Partnerships**

On behalf of the Portfolio Leader, the Leader of the Council updated in respect of the following:

- **Community Safety Partnership Strategic Board**

The Portfolio Leader had chaired a meeting of the Board on 23 March, at which matters discussed included the new Policing model for Cannock Chase, the local priorities for Staffordshire Fire & Rescue Service, 'Harmony', which was the new mediation service for anti-social behaviour across the District, and an overview of the new service 'Uniting Staffordshire Against Hate' (USAH). The meeting was very productive, and it had been positive to see so many partners at the meeting making valuable contributions.

**95. Minutes**

**Resolved:**

That the Minutes of the meeting held on 3 March 2022 be approved.

**96. Forward Plan**

The Forward Plan of Decisions for the period March to June 2022 (Item 5.1 – 5.2). was considered:

**Resolved**

That the Forward Plan of Decisions for the period March to June 2022 be noted.

**97. Corporate Plan 2022-26**

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 6.1 - 6.12).

**Resolved:**

That Council, at its meeting to be held on 27 April 2022, be requested to approve the Corporate Plan 2022-26 (as set out in Appendix 1 of the report) and include it in the policy framework of the Council.

**Reasons for Decision**

Adopting a new Corporate Plan for 2022-26 would allow the Council to set a new focus and priorities for the District over the next four years.

**98. Interim Position Report - First Stage of the Business Case for the Extension of the Shared Service Arrangements**

Consideration was given to the Report of the Chief Executive (Item 7.1 - 7.29).

**Resolved:**

That subject to approval of the proposals by Stafford Borough Council on 19 April 2022, Council, at its meeting to be held on 27 April 2022, be recommended to approve:

- (A) To continue to explore the opportunities of further shared services with Stafford Borough Council.
- (B) That the Joint Chief Executive be authorised to continue to develop the second stage of the detailed business case which is to be reported to Cabinet on 13 October 2022 and Council on 16 November 2022 (“the Term”) together with an outline implementation plan.
- (C) During the Term, Mr Clegg will remain employed by Stafford Borough Council and seconded to Cannock Chase Council by agreement under section 113 of the Local Government Act 1972. Council agree to continue to share the full costs of the Joint Chief Executive post with Stafford Borough Council on a 50/50 basis as set out in the report to Council on 19 May 2021.
- (D) That in order to continue to provide adequate cover arrangements and to provide a mechanism in relation to conflicts of interests, that the Joint Deputy Chief Executive arrangements remain in place during the Term to support the

completion of the detailed business case in line with the report to Council on 19 May 2021.

- (E) That the non-decision-making Shared Services Board continue to consider any matters that arise in the interim. The Board will report to both Councils' Cabinets with the final proposal being put to each Council meeting for final determination.
- (F) That the Head of Law and Administration together with the interim Deputy Chief Executive (Joint Shared Head of Human Resources), in consultation with the Leader of each Council are authorised to finalise the necessary legal and HR arrangements in relation to the above recommendations.
- (G) Increase the budget provision for independent advice and support to the development of the second stage of the business case to £60,000. The full cost to be shared 50:50 by each Council.
- (H) Inviting the Local Government Association to:
  - Engage with Members early in the development of the second stage of the business case to seek their views on the wider sharing of services:
  - Hold one-to-one sessions with all Heads of Service to obtain feedback on existing shared services and their considerations and thoughts on the proposals.
  - Review the second stage of the completed business case, prior to its submission to both Councils for consideration, to ensure that it provides sufficient and balanced information for Members to make a final decision on.

### **Reasons for Decisions**

In accordance with the report approved by Council on 19 May 2021, a detailed business case was to be prepared and used as the basis for determining whether to continue to share a Chief Executive and the wider sharing of services.

As the preparation of a detailed business case would be complex, time consuming and incur a cost for both Councils, the report sought to establish whether both Councils were supportive of continuing with this work and to agreeing the increase in budget to support the formulation of the business case.

### **99. Progress on Equality and Diversity Objectives and Action Plan for 2022-23**

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 8.1 - 8.9).

#### **Resolved:**

That the following be noted:

- (A) The progress made in achieving the Council's equality objectives for 2019-2023 (as set out in Appendix 2 of the report).
- (B) How the Council collected data and information by gender and how this was used (as set out in Appendix 3 of the report).
- (C) The proposed actions as set out in report paragraphs 5.6 and 5.7, and Appendix 2.

## **Reasons for Decisions**

The Council was required to prepare and publish equality objectives every four years that address the three aims of the Equality Duty.

### **100. Cannock Chase Special Area of Conservation Partnership Memorandum of Understanding and Permission to Spend on Mitigation Projects**

Consideration was given to the Report of the Head of Economic Prosperity (Item 9.1 - 9.54).

#### **Resolved:**

That:

- (A) The signing of the Memorandum of Understanding as attached at Appendix 1 to the report be approved, and that the Head of Economic Prosperity, in consultation with the Environment and Climate Change Portfolio Leader, be authorised to make any minor amendments considered necessary before signing, and further, to enter into any revised or supplemental agreements designed to achieve the purposes of the Memorandum of Understanding.
- (B) Officers be authorised to allocated S106 and Community Infrastructure Levy funds to the projects set out in Appendix 1 in order to mitigate the impact of new residential development in the District on the Special Area of Conservation and as part of the Council's share of the overall mitigation strategy in accordance with the processes agreed by the Partnership.
- (C) The signing of the financial agreement as attached at Appendix 2 to the report be approved, and that the Head of Economic Prosperity, in consultation with the Environment and Climate Change Portfolio Leader, be authorised to agree and enter into any revised or supplemental agreement designed to achieve the purposes of the financial agreement.
- (D) The new developer contribution charge of £290.58 per dwelling (index linked) be brought into effect from 1 April 2022 to mitigate for new residential proposals in the Cannock Chase District within a 0-15km zone of influence from the Cannock Chase Special Area of Conservation boundary.
- (E) The Head of Economic Prosperity, in consultation with the Environment and Climate Change Portfolio Leader, be authorised to agree future allocation of funds to mitigation projects and to agree and enter into any business plans and governance arrangements agreed by the Cannock Chase Special Area of Conservation Partnership to implement the mitigation policy.

## **Reasons for Decisions**

The Council's duty, as a competent authority, was delivered through involvement in the Cannock Chase Special Area of Conservation Partnership ('the Partnership') and the collection of developer contributions pursuant to Policy CP13 of the adopted Cannock Chase Local Plan 2014.

The Council was already a member of the Partnership, however the memorandum of understanding (MoU) that governed the Partnership had now expired, and so it was proposed that a new MoU be entered into in substantially the same terms for a further five years before being reviewed again. The MoU was relevant for the full term of the mitigation package, which was estimated as up to 2040, however if an extension of

the term of the MoU was proposed by any or all of the partners after the initial five years a further report would be taken to Cabinet. The authorisation sought was only for five years as was previously the case. As a result of the new MoU, it was also necessary to execute a new financial agreement to enable the monitoring and expenditure of funds of the Partnership.

The MoU specified the net number of dwellings that could be built within the 0-15km zone of influence and utilised the mitigation package identified in 'Detailed Implementation Plans' (see Appendix 1 of the report) to calculate the cost of the mitigation per dwelling. The total number of dwellings that the mitigation package could facilitate within the zone of influence was 21,671, and the total cost was £6,297,104.

The Partnership previously split the zone of influence into two areas and required a financial contribution from new housing development within the 0-8km radius from the Special Area of Conservation (SAC) to enable the delivery of the necessary mitigation measures to facilitate new development. Nearly all of Cannock Chase District was within 0-8km from the areas of the SAC. The proposed MoU would require mitigation or a financial contribution from all new residential development within 0-15km radius of the SAC.

At present, the Council charged £221 (index linked) for each net increase in dwellings. The revised MoU required a £290.58 (index linked) per net increase in dwellings. The financial impact was considered to be minimal upon the delivery of new dwellings within the District and would enable a more consistent approach across all authorities impacted by the zone of influence.

For Cannock Chase District the current mitigation package would enable 2,378 houses to be built in the District from April 2022 to 2040. This would enable the delivery of the Council's housing strategy identified within the 'preferred options' document.

To be consistent across all the authorities within the Partnership it was proposed to revise the current figure to £290.58 from 1 April 2022.

## **101. Health In All Policies**

Consideration was given to the Joint Report of the Head of Environment & Healthy Lifestyles and the Head of Economic Prosperity (Item 10.1 - 10.21).

### **Resolved:**

That:

- (A) The proposed 'Health in All Policies' implementation plan, attached at Appendix 1 to the report, which included the preparation of a Council health and wellbeing strategy, be adopted.
- (B) The Head of Economic Prosperity be designated as the lead officer for this workstream, implementing all necessary actions to progress the implementation plan.

### **Reasons for Decisions**

Cabinet agreed to adopt a 'Health in All Policies' (HiAP) approach in January 2020. The Covid-19 pandemic and a lack of capacity meant this work was put on hold.

Using resources reallocated from the Environmental Health Food & Safety Team, a part-time Health Improvement Officer had now been recruited to progress this work.

HiAP was an approach to policies that systematically and explicitly took into account the health implications of the decisions made by the Council. HiAP targeted the key social determinants of health, looked for synergies between health and other core objectives and the work done with partners, and tried to avoid causing harm with the aim of improving the health of the population and reducing health inequalities.

Adopting the proposed plan shown at report Appendix 1 would create momentum and give insight into the practicalities of implementing HiAP at the Council.

An overarching health and wellbeing (HWB) strategy, structured around the Marmot Principles (2021) would mainstream HWB and support Members and Officers throughout the council in keeping HWB front of mind. This in turn would promote the prioritisation of HiAP and corresponding reduction in health inequalities.

The meeting closed at 7:03 p.m.

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**Leader**

## Forward Plan of Decisions to be taken by the Cabinet: April to June 2022

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, PO Box 28, Beecroft Road, Cannock, WS11 1BG or via email at [membersservices@cannockchasedc.gov.uk](mailto: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
<b>April 2022</b>						
Establishment of the Staffordshire Leaders' Board	Chief Executive / Leader of the Council	28/04/22	No	No		N/A
Permission to Spend on Parks & Open Spaces Vehicles and Equipment	Head of Environment and Healthy Lifestyles / Housing, Heritage & Leisure Portfolio Leader	28/04/22	Yes	No		N/A
<b>June 2022</b>						
End of Year Performance Report 2021-22	Head of Governance and Corporate Services / Innovation and High Streets Portfolio Leader	16/06/22	No	No		N/A
Planning Local Validation List	Head of Economic Prosperity / District Development Portfolio Leader	16/06/22	No	No		N/A
Local Plan Regulation 19 Consultation	Head of Economic Prosperity / District Development Portfolio Leader	16/06/22	No	No		N/A
Economic Prosperity Strategy Refresh	Head of Economic Prosperity / District Development Portfolio Leader	16/06/22	No	No		N/A

**Item No. 5.2**

<b>Item</b>	<b>Contact Officer / Cabinet Member</b>	<b>Date of Cabinet</b>	<b>Key Decision</b>	<b>Confidential Item</b>	<b>Reasons for Confidentiality</b>	<b>Representation Received</b>
Staffordshire Sustainability Board	Head of Environment and Healthy Lifestyles / Environment and Climate Change Portfolio Leader	16/06/22	No	No		N/A
Private Sector Housing Strategy 2022-27	Head of Environment and Healthy Lifestyles / Housing, Heritage & Leisure Portfolio Leader	16/06/22	Yes	No		N/A
Leisure Concessions Scheme	Head of Environment and Healthy Lifestyles / Housing, Heritage & Leisure Portfolio Leader	16/06/22	Yes	No		N/A
Climate Emergency - Costed Action Plan	Head of Environment and Healthy Lifestyles / Environment and Climate Change Portfolio Leader	16/06/22	Yes	No		N/A
Representatives on Outside Bodies 2022-23	Chief Executive / Leader of the Council	16/06/22	No	No		N/A
Levelling Up Fund - Cannock Shopping Centre	Head of Economic Prosperity / District Development Portfolio Leader / Innovation and High Streets Portfolio Leader	16/06/22	No	Yes	Information relating to the financial or business affairs of any particular person (including the Council).	
Levelling Up Fund - Permission to Spend	Head of Economic Prosperity / District Development Portfolio Leader / Innovation and High Streets Portfolio Leader	16/06/22	No	Yes	Information relating to the financial or business affairs of any particular person (including the Council).	
Levelling Up Fund - Compulsory Purchase Order	Head of Economic Prosperity / District Development Portfolio Leader / Innovation and High Streets Portfolio Leader	16/06/22	No	Yes	Information relating to the financial or business affairs of any particular person (including the Council).	

<b>Report of:</b>	<b>Head of Environment &amp; Healthy Lifestyles / Head of Housing and Partnerships</b>
<b>Contact Officer:</b>	<b>Joss Presland</b>
<b>Contact Number:</b>	<b>01543 456822</b>
<b>Portfolio Leader:</b>	<b>Environment and Climate Change / Community Engagement, Health &amp; Wellbeing</b>
<b>Report Track:</b>	<b>Cabinet: 28/04/22</b>

**Cabinet  
28 April 2022  
Recommendations from the Health and Wellbeing Scrutiny Committee held on  
23 March 2022**

**1 Purpose of Report**

- 1.1 That Cabinet considers the recommendations of the Health and Wellbeing Scrutiny Committee held on 23 March 2022.

**2 Recommendation(s)**

- 2.1 Cabinet is requested to consider the below recommendations agreed at the Health and Wellbeing Scrutiny Committee held on 23 March 2022:

**Enviro-Crime**

- (A) Consideration be given to what measures other Local Authorities are implementing to tackle the issue of dog fouling.
- (B) A review of the Council's social media policy be undertaken (in part) to allow a more direct and effective engagement by field officers, with businesses (legitimate and otherwise) and administrators of online groups.
- (C) To review cost neutral options for engaging alternative providers to undertake issuing of fixed penalties for littering and dog fouling.

**Waste & Recycling**

- (D) Consideration be given to the changes to waste collections for dry recycling starting in May 2022.

## **Item No. 6.2**

- (E) To review the size of refuse containers provided to new properties based on the number of residents living within a property.
- (F) To review the Council's process for applying for assisted collections.

### **Housing Adaptations and Assistance**

- (G) A review of the Housing Assistance Policy be carried out during 2022-23 and that this review be suggested for inclusion within the Health and Wellbeing Scrutiny Committee's 2022-23 work programme.

### **Background Papers**

A copy of the accompanying briefing notes and background papers can be viewed on the [23 March 2022 Health & Wellbeing Scrutiny Committee](#) meeting page on the Council's website.

<b>Report of:</b>	<b>Chief Executive</b>
<b>Contact Officer:</b>	<b>Tim Clegg</b>
<b>Telephone No:</b>	<b>01543 464347</b>
<b>Portfolio Leader:</b>	<b>Leader of the Council</b>
<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>Cabinet: 28/04/22</b>

**Cabinet**  
**28 April 2022**  
**Establishment of the Staffordshire Leaders Board**

**1 Purpose of Report**

- 1.1 To propose the Council's participation in the Staffordshire Leaders Board on the basis of the terms of reference and supporting documents set out in the appendices to the report and to agree the representation on the board from the Council.

**2 Recommendation(s)**

That the Council:

- 2.1 Join the Staffordshire Leaders Board on the basis of the Terms of Reference set out in Appendix 1 to the report.
- 2.2 Appoint the Leader of the Council as the Council's representative on the Leaders Board.
- 2.3 Appoint the Deputy Leader of the Council as the substitute for the Leader on the Leaders Board when the Leader is unavailable.

**3 Key Issues and Reasons for Recommendations**

**Key Issues**

- 3.1 As Members will be aware, the Council, along with the County Council and the seven other Borough and District Councils from across Staffordshire, have been meeting to formalise a new Leaders Board to facilitate stronger two tier working and to position the partnership to enter in discussions with the Government for a formal County Deal.

- 3.2 At a meeting of the Leaders and Chief Executives of the County, Borough and District Councils in Staffordshire held on 2 December 2021, the Leaders discussed the strength of the relationship between the nine local authorities and the joint working that was already taking place.

The meeting also considered the opportunities that existed to take this work forward by further joint working, and how this might be further enhanced with the support of a devolution deal (“County Deal”) from Government providing additional powers and funding, further details of which are outlined in report section 5.

- 3.3 The Leaders Board will consist of the Leader from each of the nine local authorities and will operate on the basis of one member, one vote.
- 3.4 Scrutiny will be undertaken by each of the constituent authority’s own scrutiny arrangements.
- 3.5 The arrangements make provision for the Board to admit Stoke-on-Trent City Council to its membership as an equal member in the future.

#### **Reasons for Recommendations**

- 3.6 To ensure the Council is represented on and can be an active member of the Board as per the Board’s terms of reference / constitution.

### **4 Relationship to Corporate Priorities**

- 4.1 This report supports all of the Council’s Corporate Priorities.

### **5 Report Detail**

- 5.1 At the meeting of the Leaders and Chief Executives of the County, Borough and District Councils referred to in paragraph 3.2, above, the Leaders identified a range of areas where further joint working might be explored in 2022 including:
- a) Climate Change – bringing together strategies, skills, and expertise for reaching Net Zero.
  - b) Waste – strengthening the waste partnership, exploring greater collaboration on waste collection, and improve recycling.
  - c) Economy – continuing to create the right conditions for economic growth, and the creation of more, better-paid jobs and opportunities for the people of Staffordshire.
  - d) Improving Public Services – making it as simple and easy for the people of Staffordshire to interact and engage with local public services.
  - e) Health Inequalities – in support of the establishment of the Integrated Care System and the Health and Wellbeing Board, there is an opportunity for local government partners in Staffordshire to work better together to tackle many issues that have a significant impact on health, such as housing, parks and open spaces, leisure centres and employment.

### Item No. 7.3

- 5.2 The Leaders also considered how a County Deal might support joint working within Staffordshire. It was felt that a County Deal should not be seen as a one-off bid, but the start of a new, ongoing dialogue with central government, that builds on Staffordshire's strengths, and addresses national challenges at a local level.
- 5.3 A County Deal will accelerate delivery of the local authorities' ambitious programmes, improve public services, deliver on the Levelling Up agenda, and produce excellent returns for both the people of Staffordshire and the UK.
- 5.4 Initially, the Leaders propose to focus on the following priorities:
- a) Climate Change – to place Staffordshire as a leading location for the green economy.
  - b) Social Care – to address recruitment pressures in care, ease the pressure on the NHS, and develop innovative solutions that allow Staffordshire people to stay independent, healthy, and living at home, for as long as possible.
  - c) Logistics – to support the logistics sector to be innovative, cleaner, greener, and higher value.
- 5.5 To allow Staffordshire to achieve the above, a full range of additional powers and funding would be required from Government. In exchange for these powers Staffordshire would deliver significant benefits for the people of Staffordshire and beyond, making a significant contribution to the Levelling Up agenda. This would include a significant increase in the number of local green economy jobs, a carbon neutral Staffordshire, and transformed logistics and social care sectors.
- 5.6 In order to drive this agenda forward the Leaders recognised that the existing informal networking arrangements needed to be put on a more formal footing. They decided that a Joint Committee would provide them with a vehicle that has the status and authority to speak to Government on behalf of the nine authorities, and that has the ability to make decisions itself to drive the existing joint working forward.
- 5.7 The Leaders therefore decided to take back a proposal to each of their respective Cabinets proposing that their existing informal meetings are formalised as an Executive Joint Committee to be called the Staffordshire Leaders Board. The remit of the Leaders Board will be:
- a) To lead and oversee the development of a county devolution deal for Staffordshire with HM Government.
  - b) To lead and oversee the alignment of relevant local authority action on Climate Change, Waste and Sustainability.
  - c) To lead and oversee the alignment of relevant local authority plans for Enterprise and Government Funding and Investment streams.
  - d) To lead and oversee the alignment of local authority interaction with the Health sector in Staffordshire.

- e) To lead and oversee the alignment of relevant local authority plans for future Infrastructure.
- f) To lead and oversee the alignment of relevant local authority plans in relation to Housing and Homelessness.
- g) To initiate, lead and oversee Staffordshire-wide joint initiatives to enhance local government efficiency and effectiveness.
- h) To act as a local public sector decision-making body for strategic economic growth.
- i) To act as a conduit to other sub-regional and regional bodies such as the Local Enterprise Partnerships and the Midlands Engine.
- j) Where appropriate, to agree shared priorities and bids for funding to existing and new funding sources such as Local Growth Funds and the Shared Prosperity Fund.
- k) To monitor and evaluate projects and programmes of activity commissioned directly by the Committee.
- l) To communicate and, where unanimously agreed, to align activity across Staffordshire on a range of other key public priorities that affect citizens.
- m) To prioritise and make decisions on the use of the funding that the Committee may influence or control.

5.8 The full Terms of Reference proposed for the Leaders Board is attached as Appendix 1.

## **6 Implications**

### **6.1 Financial**

There are no immediate and significant financial implications arising from the establishment of the Leaders Board in itself. It is intended that it will derive its support from its constituent members. As and when individual projects are commissioned the board will give consideration to the resource requirements necessary to deliver those projects.

### **6.2 Legal**

The Leaders Board will act as a Joint Committee under Section 9EB of the Local Government Act 2000 and pursuant to Regulation 11 of the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012. The establishment of joint arrangements in respect of executive functions rests with the Cabinet. The appointment of representatives to executive positions rests with the Leader of the Council

### **6.3 Human Resources**

None.

**6.4 Risk Management**

None.

**6.5 Equality & Diversity**

None.

**6.6 Climate Change**

None.

<b>7 Appendices to the Report</b>
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Appendix 1: Staffordshire Leaders Board Constitution for the Joint Committee.

**Previous Consideration**

None.

**Background Papers**

Staffordshire County Council Cabinet Report, 19<sup>th</sup> January 2022 - Establishment of the Staffordshire Leaders Board



## Staffordshire

### **The Staffordshire Leaders' Board Constitution for the Joint Committee**

#### **1. Purpose**

- 1.1 To establish a Joint Committee of the local authorities in Staffordshire to explore opportunities for improved joint working and to develop and implement plans for devolution from Government through a County Deal.

#### **2. Governance**

- 2.1 The Joint Committee will act as a Joint Committee under Section 9EB of the Local Government Act 2000 and pursuant to Regulation 11 of the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 2.2 The Joint Committee will be known as the Staffordshire Leaders' Board ("the Leaders' Board").
- 2.3 The Leaders' Board will comprise the local authorities within the Staffordshire area: Cannock Chase District Council, East Staffordshire Borough Council, Lichfield District Council, Newcastle-under-Lyme Borough Council, South Staffordshire District Council, Stafford Borough Council, Staffordshire County Council, Staffordshire Moorlands District Council, and Tamworth Borough Council ("the constituent authorities").
- 2.4 The Leaders' Board may admit Stoke-on-Trent City Council to membership at a later date and therefrom they will become a constituent authority with all the same rights and obligations as the other constituent authorities.
- 2.5 Political Proportionality rules will not apply to the Leaders' Board as constituted.
- 2.6 The Leaders' Board will be a legally constituted body with powers delegated to it by the constituent authorities in the following areas:
  - (a) to prioritise and make decisions on the use of the funding that the Leaders' Board may influence or control.
  - (b) to review future governance requirements and delivery arrangements and how these can be best achieved in Staffordshire.
  - (c) to have direct oversight of the projects and initiatives which the Leaders' Board has initiated or over which it has influence or control of the funding.
  - (d) to have strategic oversight of other key projects and initiatives within its remit as set out herein.
- 2.7 The Leaders' Board will not hold funds or monies on behalf of the constituent authorities.

- 2.8 Should the Leaders' Board work plan necessitate a change in the delegated powers and terms of reference of the Leaders' Board any such change would require the approval of all the constituent authorities.
- 2.9 These terms of reference will be reviewed on a biennial basis or sooner if necessary.

### **3. Remit**

- 3.1 The remit of the Leaders' Board will be:
- i. To lead and oversee the development of a county devolution deal for Staffordshire with HM Government.
  - ii. To lead and oversee the alignment of relevant local authority action on Climate Change, Waste and Sustainability.
  - iii. To lead and oversee the alignment of relevant local authority plans for Enterprise and Government Funding and Investment streams.
  - iv. To lead and oversee the alignment of local authority interaction with the Health sector in Staffordshire.
  - v. To lead and oversee the alignment of relevant local authority plans for future Infrastructure.
  - vi. To lead and oversee the alignment of relevant local authority plans in relation to Housing and Homelessness.
  - vii. To initiate, lead and oversee Staffordshire-wide joint initiatives to enhance local government efficiency and effectiveness.
  - viii. To act as a local public sector decision-making body for strategic economic growth.
  - ix. To act as a conduit to other sub-regional and regional bodies such as the Local Enterprise Partnerships and the Midlands Engine.
  - x. Where appropriate, to agree shared priorities and bids for funding to existing and new funding sources such as Local Growth Funds and the Shared Prosperity Fund.
  - xi. To monitor and evaluate projects and programmes of activity commissioned directly by the Committee.
  - xii. To communicate and, where unanimously agreed, to align activity across Staffordshire on a range of other key public priorities that affect citizens.
  - xiii. To prioritise and make decisions on the use of the funding that the Committee may influence or control.

### **4. Membership**

- 4.1 One member from each constituent authority (such member to be the Leader from each constituent authority) and for the purposes of these terms of reference this member will be known as the principal member.

## **Item No. 7.8**

- 4.2 Each constituent authority to have a named substitute member who must be an executive member.
- 4.3 Where both the principal member and the substitute member attend a meeting of the Leaders' Board the principal member shall be deemed as representing their authority by the Chair or Vice Chair.
- 4.4 In the event of any voting member of the Leaders' Board ceasing to be a member of the constituent authority which appointed him/her, the relevant constituent authority shall as soon as reasonably practicable appoint another voting member in their place.
- 4.5 Where a member of the Leaders' Board ceases to be a Leader of the constituent authority which appointed him/her or ceases to be a member of the Executive of the constituent authority which appointed him/her, he/she shall also cease to be a member of the Leaders' Board and the relevant constituent authority shall as soon as reasonably practicable appoint another voting member in their place.
- 4.6 Each constituent authority may remove its principal member or substitute member and appoint a different member or substitute as per that authority's rules of substitution, and by providing twenty-four hours' notice to the Chair or the Secretary.
- 4.7 The Leaders' Board may from time to time, following a unanimous vote of those present and voting, co-opt additional non-voting members ("co-opted members") at its discretion but such co-opted members will not be members or officers of the constituent authorities.
- 4.8 Each constituent authority may individually terminate its membership of the Leaders' Board by giving twelve months written notice of its intent to leave the Leaders' Board to the Chair or the Secretary. At the end of these twelve months, but not before, the authority will be deemed to no longer be a member of the Leaders' Board.
- 4.9 Where an authority has previously terminated its membership of the Leaders' Board it may rejoin the Leaders' Board with immediate effect on the same terms as existed prior to its departure.

### **5. Quorum**

- 5.1 The quorum shall be 5 members. No business will be transacted at a meeting unless a quorum exists at the beginning of a meeting. If at the beginning of any meeting, the Chair or Secretary after counting the members present declares that a quorum is not present, the meeting shall stand adjourned.

### **6. Chair and Vice Chair**

- 6.1 The Chair of the Leaders' Board will be the principal member of Staffordshire County Council (subject to para 6.2 below).
- 6.2 The Leaders' Board will vote annually at its first meeting after all the constituent authorities' annual meetings as to whether the Chair should continue to be the principal member of the County Council or should be the principal member of one of the other constituent authorities

## **Item No. 7.9**

- 6.3 The position of Vice Chair shall be filled by the principal member of one of the other constituent authorities of the Leaders' Board and this role will rotate annually between those other constituent authorities.
- 6.4 The Chair or in their absence the Vice Chair or in their absence the member of the Leaders' Board elected for this purpose, shall preside at any meeting of the Leaders' Board.
- 6.5 Appointments will be made in May of each year.
- 6.6 Where, at any meeting or part of a meeting of the Leaders' Board both the Chair and Vice Chair are either absent or unable to act as Chair or Vice Chair, the Leaders' Board shall elect one of the members of the Leaders' Board present at the meeting to preside for the balance of that meeting or part of the meeting, as appropriate. For the avoidance of doubt, the role of Chair and Vice Chair vests in the principal member concerned and in their absence the role of Chair or Vice Chair will not automatically fall to the relevant constituent authority's substitute member.

### **7. Voting**

- 7.1 One member, one vote for each constituent authority.
- 7.2 All questions shall be decided by a majority of the votes of the members present, the Chair having the casting vote in addition to their vote as a member of the Committee. Voting at meetings shall be by show of hands.
- 7.3 On the requisition of any two Members, made before the vote is taken, the voting on any matter shall be recorded by the Secretary so as to show how each Member voted and there shall also be recorded the name of any Member present who abstained from voting.

### **8. Sub-Committees and Advisory Groups**

- 8.1 The Leaders' Board may appoint sub-committees from its membership as required to enable it to execute its responsibilities effectively and may delegate tasks and powers to the sub-committee as it sees fit.
- 8.2 The Leaders' Board may set up advisory groups as required to enable it to execute its responsibilities effectively and may delegate tasks as it sees fit to these bodies, which may be formed of officers or members of the constituent authorities or such third parties as the Leaders' Board considers appropriate.

### **9. Hosting and Administration**

- 9.1 The Leaders' Board will at their first meeting decide which of the constituent authorities will be the host authority, and the Head of Democratic Services (or equivalent post) from that authority shall be Secretary to the Committee ("the Secretary").
- 9.2 The Leaders' Board will at their first meeting decide which of the constituent authorities will provide the s151 Officer role
- 9.3 The Leaders' Board will at their first meeting decide which of the constituent authorities will provide the Monitoring Officer & Legal Adviser to the Leaders' Board.

- 9.4 The administrative costs of supporting the committee will be met equally by the constituent authorities, with each authority being responsible for receiving and paying any travel or subsistence claims from its own members.
- 9.5 The functions of the Secretary shall be:
- a) to maintain a record of membership of the Leaders' Board and any sub-committees or advisory groups appointed
  - b) to publish and notify the proper officers of each constituent authority of any anticipated "key decisions" to be taken by the Leaders' Board to enable the requirements as to formal notice of key decisions as given under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to be met;
  - c) to carry out such notification to and consultation with members of any appointing constituent authority as may be necessary to enable the Leaders' Board to take urgent "key decisions" in accordance with the requirements of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012;
  - d) to summon meetings of the Leaders' Board or any sub-committees or advisory groups
  - e) to prepare and send out the agenda for meetings of the Leaders' Board or any sub-committees or advisory groups; in consultation with the Chair and the Vice Chair of the Committee (or sub-committee/ advisory group);
  - f) to keep a record of the proceedings of the Leaders' Board or any sub-committees or advisory groups, including those in attendance, declarations of interests, and to publish the minutes;
  - g) to take such administrative action as may be necessary to give effect to decisions of the Leaders' Board or any sub-committees or advisory groups;
  - h) to perform such other functions as may be determined by the Leaders' Board from time to time.

## **10. Meetings**

- 10.1 The Leaders' Board will meet no less than quarterly and meetings will be aligned where necessary with deadlines for decisions on resources and investment plans.
- 10.2 Meetings will be held at such times, dates and places as may be notified to the members of the Leaders' Board by the Secretary, being such time, place and location as the Leaders' Board shall from time to time resolve.
- 10.3 Meeting papers will be circulated five clear working days in advance of any meeting. The Chair may choose to accept or reject urgent items that are tabled at any meeting.
- 10.4 Additional ad hoc meetings may be called by the Secretary, in consultation, where practicable, with the Chair and Vice Chair of the Committee, in response to receipt of a request in writing, which request sets out an urgent item of business within the functions of the Leaders' Board, addressed to the Secretary:

- (a) from and signed by two members of the Leaders' Board, or
  - (b) from the Chief Executive of any of the constituent authorities.
- 10.5 The Secretary shall settle the agenda for any meeting of the Leaders' Board after consulting, where practicable, the Chair or in their absence the Vice Chair; and shall incorporate in the agenda any items of business and any reports submitted by:
- (a) the Chief Executive of any of the constituent authorities;
  - (b) the Chief Finance Officer to any of the constituent authorities;
  - (c) the Monitoring Officer to any of the constituent authorities; or
  - (d) any two Members of the Leaders' Board.
- 10.6 The Leaders' Board shall, unless the person presiding at the meeting or the Leaders' Board determines otherwise in respect of that meeting, conduct its business in accordance with the procedure rules set out in paragraph 13 below.

## **11. Access to Information**

- 11.1 Meetings of the Leaders' Board will be held in public except where confidential or exempt information, as defined in the Local Government Act 1972, is being discussed.
- 11.2 These rules do not affect any more specific rights to information contained elsewhere under the law.
- 11.3 The Secretary will ensure that the relevant legislation relating to access to information is complied with. Each constituent authority is to co-operate with the Secretary in fulfilling any requirements.
- 11.4 Any Freedom of Information or Subject Access Requests received by the Leaders' Board should be directed to the relevant constituent authority(s) for that authority to deal with in the usual way, taking account of the relevant legislation. Where the request relates to information held by two or more constituent authorities, they will liaise with each other before replying to the request.

## **12. Attendance at meetings**

- 12.1 The Chair may invite any person, whether a member or officer of one of the constituent authorities or a third party, to attend the meeting and speak on any matter before the Leaders' Board.
- 12.2 Third parties may be invited to attend the Leaders' Board on a standing basis following a unanimous vote of those present and voting.
- 12.3 Where agenda items require independent experts or speakers, the Officer or authority proposing the agenda item should indicate this to the Secretary and provide the Secretary with details of who is required to attend and in what capacity. The participation of independent experts or speakers in Leaders' Board meetings will be subject to the discretion of the Chair.

## **13. Procedure Rules**

### **13.1 Attendance**

13.1.1 At every meeting, it shall be the responsibility of each member to enter their name on an attendance record provided by the Secretary from which attendance at the meeting will be recorded.

### **13.2 Order of Business**

13.2.1 Subject to paragraph 13.2.2, the order of business at each meeting of the Leaders' Board will be:

- I. Apologies for absence
- II. Declarations of interests
- III. Approve as a correct record and sign the minutes of the last meeting
- IV. Matters set out in the agenda for the meeting which will clearly indicate which are key decisions and which are not
- V. Matters on the agenda for the meeting which, in the opinion of the Secretary are likely to be considered in the absence of the press and public

13.2.2 The person presiding at the meeting may vary the order of business at the meeting.

### **13.3 Disclosable Pecuniary Interests**

13.3.1 If a Member is aware that he/she has a disclosable pecuniary interest in any matter to be considered at the meeting, the Member must withdraw from the room where the meeting considering the business is being held:

- (a) in the case where paragraph 13.3.2 below applies, immediately after making representations, answering questions or giving evidence;
- (b) in any other case, wherever it becomes apparent that the business is being considered at that meeting.
- (c) unless the Member has obtained a dispensation from their own authority's Standards Committee or Monitoring Officer. Such dispensation to be notified to the Secretary prior to the commencement of the meeting.

13.3.2 Where a member has a disclosable pecuniary interest in any business of the Leaders' Board, the Member may attend the meeting (or a sub-committee or advisory group of the committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

### **13.4 Minutes**

13.4.1 There will be no discussion or motion made in respect of the minutes other than except as to their accuracy. If no such question is raised or if it is raised then as soon as it has been disposed of, the Chair shall sign the minutes.

### **13.5 Rules of Debate**

13.5.1 A Member wishing to speak shall address the Chair and direct their comments to the question being discussed. The Chair shall decide the order in which to take representations from members wishing to speak and shall decide all questions of order. Their ruling upon all such questions or upon matters arising in debate shall be final and shall not be open to discussion.

13.5.2 A motion or amendment shall not be discussed unless it has been proposed and seconded. When a motion is under debate no other motion shall be moved except the following:

- I. To amend the motion
- II. To adjourn the meeting
- III. To adjourn the debate or consideration of the item
- IV. To proceed to the next business
- V. That the question now be put
- VI. That a member be not further heard or do leave the meeting
- VII. To exclude the press and public under Section 100A of the Local Government Act 1972.

### **13.6 Conduct of Members**

13.6.1 Members of the Leaders' Board will be subject to their own authority's Code of Conduct.

### **14. Application to Sub-Committees**

14.1 The procedure rules and also the Access to Information provisions set out at paragraph 11 shall apply to meetings of any sub-committees of the Leaders' Board.

### **15. Scrutiny of decisions**

1.5 Each constituent authority which operates executive arrangements will be able to scrutinise the decisions of the Leaders' Board in accordance with that constituent authority's overview and scrutiny arrangements.

### **16. Winding up of the Leaders' Board**

16.1 The Leaders' Board may be wound up immediately by a unanimous vote of all constituent authorities.

### **17. Amendment of this Constitution**

17.1 This Constitution can only be amended by resolution of each of the constituent authorities.

<b>Report of:</b>	<b>Head of Environment &amp; Healthy Lifestyles</b>
<b>Contact Officer:</b>	<b>Tom Walsh</b>
<b>Telephone No:</b>	<b>01543 464 482</b>
<b>Portfolio Leader:</b>	<b>Housing, Heritage &amp; Leisure</b>
<b>Key Decision:</b>	<b>Yes</b>
<b>Report Track:</b>	<b>Cabinet: 28/04/22 Council: 25/05/22</b>

**Cabinet**  
**28 April 2022**  
**Replacement of Parks and Open Spaces Vehicles and Equipment**

**1 Purpose of Report**

- 1.1 To seek approval to purchase replacement specialist parks and open spaces vehicles and plant.
- 1.2 To seek approval to move resources into the Capital programme from the Grounds Maintenance Trading Reserve to fund the replacement vehicles and plant.

**2 Recommendation(s)**

That:

- 2.1 Council, at its meeting to be held on 25 May 2022, be recommended to approve:
- (i) the inclusion in the Capital Programme of the purchase of replacement grounds maintenance machinery, vehicles, and infrastructure (fencing); and
  - (ii) the moving of £113,000 into the capital programme from the Grounds Maintenance Trading Reserve to supplement the £89,000 already included to fund the purchases (totalling £202,000).
- 2.2 Permission to spend the £202,000 on the equipment and fencing set out in Appendix 1 be approved.

### 3 Key Issues and Reasons for Recommendations

#### Key Issues

- 3.1 It is necessary to procure replacement machinery and vehicles to deliver the Council's Parks and Open Spaces services which includes Grounds Maintenance / Countryside / Parks / Cemeteries and Arboricultural Services.
- 3.2 The existing machinery and vehicles asset list has been assessed and five items have been identified as reaching the end of their economic life and in the case of grass cutting machinery need to be replaced immediately.
- 3.3 It is proposed to purchase the items either through a Framework Agreement (ESPO) or Crown Commercial Services where possible, though it may be necessary to purchase some equipment, such as the grass cutting equipment, via a competitive quotations process with approved suppliers only.
- 3.4 Fencing in various locations across Hednesford Hills and other Countryside sites needs to be replaced as it has reached the end of its life span and it is essential to ensuring cattle are contained on grazing sites.

#### Reasons for Recommendations

- 3.5 The purchase of this specialist machinery and vehicles will ensure an uninterrupted service; reduce maintenance time, as well as helping to lower the impact of the fleet on the environment by either using either electric vehicles/plant or replacing the current stock with Euro 6 engines that comply with the lowest emissions.

### 4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities as follows:
  - (i) **Supporting Health and Wellbeing** – the ability to adequately manage, maintain and protect the natural environment supports the Council's Health and Wellbeing agenda.
  - (ii) **Supporting a Financially Resilient Council** - the provision of new vehicles and plant at the end of their working lives is key to the Council avoiding increasing maintenance costs, regular breakdowns, and productivity losses. New vehicles and plant tend to employ technological improvements in areas such as fuel management, health and safety, and operation, which makes for overall improved efficiency.

### 5 Report Detail

- 5.1 The Council's vehicles, plant and equipment are essential to continue to provide the Grounds Maintenance and Countryside Services in an efficient manner.
- 5.2 Following an assessment of the service's current machinery and vehicle asset list, five items were identified as nearing the end of their useful life and in some cases

are too old to justify continued maintenance expenditure. Some of the vehicles and machinery have been subject to breakdowns and are becoming unsustainable due to their age and availability of spares. Some of the Grounds Maintenance equipment dates from 2013 or earlier with some of the Countryside Services equipment dating back to 2004. Where the equipment has never been purchased before, a need for the equipment has been identified by reviewing the specification and existing methods of maintenance e.g., the requirement for a tractor mounted hedge cutter.

- 5.3 The Council has been fortunate in securing Countryside Higher Level Stewardship for the last 20 years with funding made available by the Countryside Agency. The initial fencing was funded by capital provided by DEFRA and the Council still receives revenue funding circa £23,000 p.a. year to ensure that its Countryside land is managed sustainably. This involves a number of environmentally sustainable management processes such as the well-recognised technique of Conservation Grazing using a herd of cattle (Dexter cows) in fenced off areas. These areas were created 15-20 years ago, and the fencing needs to be replaced to ensure the conservation grazing can be maintained and the Council achieves its management targets allowing continued payment of the stewardship revenue.
- 5.4 The Countryside Service is proposing to mechanise the hedge cutting operation by purchasing specialist equipment. This will speed up the process of cutting the many field hedges that the Council maintains for which there is a limited window given the nesting season and is a very labour-intensive operation.
- 5.5 The estimated purchase cost of £202,000 can be funded through the current Capital Programme approved vehicles budget of £89,000 with the balance being met from Parks and Open Spaces reserve balances.
- 5.6 In order to utilise the Parks & Open Spaces reserve balances for the replacement equipment and fencing, it will be necessary for Council to approve the inclusion of the scheme and funding in the Capital Programme.
- 5.7 Subject to Council approval of the scheme and funding set out in 5.7, Cabinet is asked to approve permission to spend in relation to the purchase of the replacement machinery / vehicles / assets.
- 5.8 Details of the Capital Expenditure for specialist replacement machinery / vehicles / infrastructure costs which are to be procured are set out in Appendix 1.

## **6 Implications**

### **6.1 Financial**

This report is seeking permission to spend the current Capital Approved Vehicle  
b□ - Countryside' £38,000 and  
'Replacement vehicles - Cemeteries' £51,000, totalling £89,000. This £89,000  
Approved Capital budget is to be financed from existing capital receipts. The  
estimated remainder of the capital items £62,000 and the infrastructure costs  
associated with the fencing at local Nature Reserves £51,000, totalling £113,000,  
is to be financed through the Grounds Maintenance Trading Reserve MG41.

The report therefore recommends that Council move £113,000 into the Capital programme from the Grounds Maintenance Trading Reserve MG41, and that Cabinet give permission to spend both the £89,000 and £113,000 (as per item 2.1), on the items contained within Appendix 1.

**6.2 Legal**

None.

**6.3 Human Resources**

None.

**6.4 Risk Management**

There are no strategic risks associated with the proposals, but the purchase of new equipment and the replacement of fencing will help to reduce a number of operational risks for the services.

**6.5 Equality & Diversity**

None.

**6.6 Climate Change.**

The Council's target of Zero Carbon by 2030 can only be achieved by replacing old vehicles which are not EU compliant for Ultra Low Emission Zone (ULEZ) compliant vehicles or Electric Vehicles (EV). The EV van proposed will be the first EV to be introduced to the Grounds Maintenance portfolio.

<b>7 Appendices to the Report</b>
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Appendix 1: List of equipment / infrastructure costs.

**Previous Consideration**

- Replacement of Specialist Streetscene and Grounds Maintenance Equipment and Vehicles - Cabinet - 7 February 2018.
- Replacement of Grounds Maintenance and Street Cleansing Service Vehicles - Cabinet - 21 November 2013.
- Grounds Maintenance and Street Cleansing Service - Cabinet - 18 April 2013

**Background Papers**

None.

## List of Equipment / Infrastructure Costs

Section	Existing Vehicle Age/Installation	Status	Cost of Replacement (£)	Comment
POS	2014	Ride on Kubota-Golf	30,000	
POS	2014	Crew Cab Tipper	35,000	
POS	2008	2 No Vulnerable Tenants Vans	50,000	1 EV
POS	N/A	Tractor Mounted Hedge cutter	11,000	
POS	2004	L200 Pick up-Countryside	25,000	
		<b>Total Capital Vehicles</b>	<b>151,000</b>	
POS	1985 onwards	New Fencing - Hednesford Hills	<b>51,000</b>	
		<b>Total estimated spend</b>	<b>202,000</b>	