

CANNOCK CHASE COUNCIL

COUNCIL MEETING

WEDNESDAY, 22 FEBRUARY, 2017 AT 4.00 P.M.

COUNCIL CHAMBER, CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

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

1. Apologies

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

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

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

3. Minutes

To confirm the Minutes of the Council Meeting held on 8 February, 2017, Minute No's. 77 – 86; Page No's. 48 – 52.

4. The Chairman's Announcements and Correspondence

5. Questions in Accordance with Rule 8

No Questions have been submitted in accordance with Rule 8.

6. Part 1 Minutes of Cabinet, Committees and Panels

To receive for information details of resolutions in respect of powers and duties delegated by the Council in Part 1 Minutes of the following Cabinet, Committees, and Panels:

- (a) Cabinet
 - (i) 15 December, 2016
Minutes: 71 – 83
Page Nos.: 47 – 58

- (b) Planning Control Committee
 - (i) 14 December, 2016
Minutes: 68 – 77
Page Nos.: 32 – 35

 - (ii) 4 January, 2017
Minutes: 78 – 84
Page Nos.: 36 – 39

- (c) Health Scrutiny Committee
 - (i) 7 December, 2016
Minutes: 30 – 38
Page Nos.: 27 – 33

- (d) Licensing and Public Protection Committee
 - (i) 6 October, 2016
Minutes: 11 – 14
Page Nos.: 8 – 10

7. Recommendations Referred from Cabinet, Committees etc.

None.

8. Motion(s) Received under Rule 6

No Motions have been submitted in accordance with Rule 6.

9. Council Tax Resolution 2017-18

Following Minute No. 86(A) of the Council Meeting of 8 February, 2017, setting the Council's formal Council Tax requirement for 2017-18, Council is recommended to make a Council Tax for 2017-18 by formally approving the resolution in this regard (Item 9 – To follow. Awaiting formal confirmation of Parishes and other precepts.)

10. Amendment to Membership of Committees and Other Bodies

Report of the Managing Director (Item 10.1 – 10.3).

11. Calendar of Meetings 2017-18

Report of the Managing Director (Item 11.1 – 11.11).

12. Appointment of External Auditors

Report of the Head of Finance (Item 12.1 – 12.7).

13. Localism Act 2011 – Pay Policy Statement 2017-18

Report of the Leader of the Council (Item 13.1 – 13.11).

14. Exclusion of the Public

The Chairman to propose the following motion:-

"That the public be excluded for the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1, Schedule 12A, Local Government Act, 1972."

CANNOCK CHASE COUNCIL

COUNCIL MEETING

WEDNESDAY, 22 FEBRUARY, 2017 AT 4.00 P.M.

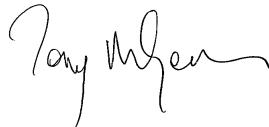
COUNCIL CHAMBER, CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 2

15. Part 2 Minutes of Cabinet, Committees and Panels

To receive for information details of resolutions in respect of powers and duties delegated by the Council in Part 2 Minutes of the following Cabinet, Committees and Panels:-

- (a) Cabinet
 - (i) 15 December, 2016
Minutes: 84
Page Nos.: 59 – 60



**T. McGovern,
Managing Director**

Civic Centre,
Beecroft Road,
Cannock
WS11 1BG

14 February, 2017

GUIDANCE ON DECLARING PERSONAL, PECUNIARY AND DISCLOSABLE PECUNIARY INTERESTS AT MEETINGS

DEFINITION OF WHAT IS A PERSONAL, PECUNIARY AND DISCLOSABLE PECUNIARY INTEREST

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

A PECUNIARY INTEREST is a personal interest where the matter

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

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

A DISCLOSABLE PECUNIARY INTEREST is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) in respect of employment, office, trade, profession or vocation carried out for profit or gain; sponsorship; contracts; land; licences; corporate tenancies; or securities, as defined with the Localism Act, 2011.

PLEASE MAKE IT CLEAR WHETHER IT IS A PERSONAL, PECUNIARY OR DISCLOSABLE PECUNIARY INTEREST.

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

DECLARING INTERESTS AT FULL COUNCIL

The Code of Conduct requires that personal interests where you have a personal interest in any business of the Council, and where you are aware or ought reasonably to be aware of the existence of the personal interest, and you attend a meeting of the Council at which the business is considered, you must disclose to that

meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

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

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

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE COUNCIL
HELD IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK
AT 4.00 P.M., WEDNESDAY, 8 FEBRUARY, 2017
PART 1

PRESENT: Councillors:

Stretton, Mrs. P.Z., M.B.E. (Chairman)
Dudson, A. (Vice Chairman)

Adamson, G.	Hoare, M.W.A.
Alcott, G.	Johnson, J.P.
Allen, F.W.C.	Johnson, T.B.
Allt, Mrs. A.	Kraujalis, J.T.
Bennett, C.	Lea, C.I.
Burnett, G.	Martin, Mrs. C.E.
Buttery, M.S.	Mitchell, Mrs. C.
Cartwright, Mrs. S.M.	Pearson, A.R.
Cooper, Miss J.	Preece, J.P.T.L.
Davis, Mrs. M.A.	Snape, D.J.
Dean, A.	Snape, P.A.
Dudson, Miss M.J.	Sutherland, M.
Foley, D.	Todd, Mrs. D.M.
Freeman, Miss M.A.	Witton, P.T.
Grice, Mrs. D.	Woodhead, P.E.

77. Apologies

Apologies for absence were submitted for Councillors J.L. Bowater; Miss J. Christian; M.R. Grocott; W.T.A. Hardman; G.N. Molineux; Mrs. C.L. Peake; C.D. Smith; Mrs. H.M. Sutton; and Miss S. Whitehouse.

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

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

79. Minutes

RESOLVED:

That the Minutes of the meeting held on 11 January, 2017, be approved as a correct record and signed.

80. The Chairman's Announcements and Correspondence

(i) Chairman's Charity Valentine Dinner

The Chairman reminded Members that she would be hosting a Valentine's Charity Dinner on Saturday, 18 February, 2017 at The Park Gate Inn Rugeley. Some tickets were still available at a cost of £25.00 each.

(ii) Chairman's Charity Collection Box

The Chairman advised that a collection box was circulating for Members to donate to her fundraising. At the meeting held on 11 January, 2017 a total of £41.57 was received, and she thanked all Members for their donations.

81. Question(s) in Accordance with Rule 8

No Questions had been submitted in accordance with Rule 8.

82. Motion(s) Received under Rule 6

No Motions had been submitted in accordance with Rule 6.

83. Housing Revenue Account (HRA) Budget 2017-18 to 2019-20: Cabinet Resolutions

The Leader introduced the Housing Revenue Account Budget 2017-18 to 2019-20 and consideration was given to the recommendations referred from Cabinet held on 19 January, 2017, in respect of:

(i) HRA Budgets 2016-17 to 2019-20

(ii) HRA Capital Programme 2016-17 to 2019-20

RESOLVED:

That, in respect of:

(A) HRA Budgets 2016-17 to 2019-20

(i) A minimum level of working balances of £1.706 million for 2017-18, and indicative working balances of £1.730 million and £1.750 million for 2018-19 and 2019-20, respectively, be determined.

(ii) The further 1% reduction in rents in 2017-18 in accordance with the Government's Social Rent Policy be noted.

(iii) The Housing Revenue Account Revenue Budgets for 2017-18, 2018-19 and 2019-20, as summarised in Appendix 1 of the 19 January, 2017, Cabinet report be approved, and the estimated outturn for 2016-17 be noted.

(B) HRA Capital Programme 2016-17 to 2019-20

- (i) The three-year Housing Revenue Account Capital Programme for the period 2017-18 to 2019-20, as set out in Appendix 2 of the 19 January, 2017, Cabinet report, be approved.

84. Budget Timetable – Procedural Issues

Consideration was given to the Joint Report of the Head of Finance and Council Solicitor (Item 8.1 to 8.6 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The overall timetable for the setting of the budget for 2017-18 be noted.
- (B) The overall level of Council Tax be set at the Council meeting to be held on 22 February, 2017, following determination of Cannock Chase Council's Council Tax requirement in accordance with the procedure rules attached at Appendix A to this report.

85. Proposal to Change the Senior Management Structure of the Council

Consideration was given to the Report of the Leader of the Council (Item 9.1 to 9.16 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The deletion of posts set out in Part 1 of the Confidential Appendix 1 of this report be approved with effect from 31 March, 2017.
- (B) The deletion of the post set out in Part 2 of the Confidential Appendix 1 of this report be approved on the retirement of the current post-holder during 2017.
- (C) Subject to the above, it be noted that the full year budget savings of £158,070 arising from the proposed change to the Senior Management Restructure forms part of the overall Budget recommended to Council, as part of the 2017-18 to 2019-20 General Fund Revenue Budget report (included elsewhere on the Agenda).
- (D) The Head of Human Resources finalise all contractual matters linked to the redundancy of two officers.
- (E) On implementation of the proposal, the revised Management Structure Chart attached as Appendix 2 to this report be added to the Council's Constitution to replace the existing chart.

86. Budget 2017-18 to 2019-20: Cabinet Resolutions

The Leader introduced the Budget 2017-18 to 2019-20, which was seconded, and consideration was given to the recommendations referred from Cabinet held on 19 January, 2017, in respect of:

- (i) General Fund Revenue Budget and Capital Programme 2017-18 to 2019-20.
- (ii) Treasury Management Strategy, Minimum Revenue Provision Policy and Annual Investment Strategy 2017-18.

Conservative Group Alternative Budget Proposals

The Leader of the Conservative Group introduced the Group's Alternative Budget proposals for 2017-18 to 2019-20.

The Leader of the Conservative Group then moved the Alternative Budget proposals as a referral back to Cabinet, which was seconded.

Members then debated the Conservative Group's Alternative Budget proposals, which were moved to a vote and not carried.

The Cabinet's Budget recommendations were then moved to a vote:

RESOLVED:

That, in respect of:

- (A) General Fund Revenue Budget and Capital Programme 2017-18 to 2019-20
 - (i) The level of net spending for the General Fund Revenue Budget for 2017-18 be set at £11.056 million, with indicative net spending for 2018-19 and 2019-20 of £11.524 million and £11.607 million, respectively.
 - (ii) The detailed portfolio budgets as set out in Appendix 2 of the 19 January, 2017, Cabinet report be approved.
 - (iii) The forecast outturn net budget of £11.423 million including a Revenue Contribution to Capital Outlay of £0.350 million be approved.
 - (iv) The use of Government Grants in 2017-18 of £1.015 million, with indicative figures of £1.000 million and £1.083 million for 2018-19 and 2019-20, respectively, be approved.
 - (v) The working balances be set at £0.615 million, £0.633 million and £0.856 million for 2017-18 to 2019-20, respectively.
 - (vi) A Council Tax of £208.87 be approved for 2017-18, with indicative increases of 1.95% to the level of Council Tax for 2018-19 and 2019-20.
 - (vii) The Council's Tax base be set at 27,571.88.
 - (viii) No changes be made to the current Local Council Tax Reduction Scheme.
 - (ix) The revised capital programme, including new schemes, as set out Appendices 3 and 4 of the 19 January, 2017, Cabinet report be approved.

- (B) Treasury Management Strategy, Minimum Revenue Provision Policy and Annual Investment Strategy 2017-18
- (i) The Prudential and Treasury Indicators be approved.
 - (ii) The Minimum Revenue Provision (MRP) Policy Statement be approved.
 - (iii) The Treasury Management Strategy be approved.
 - (iv) The Annual Investment Strategy for 2017-18 be approved.

The meeting closed at 6:30 p.m.

CHAIRMAN

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CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CABINET

HELD ON THURSDAY 15 DECEMBER, 2016 AT 4:00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT: Councillors:

Adamson, G.	Leader of the Council
Alcott, G.	Deputy Leader of the Council and Economic Development and Planning Portfolio Leader
Kraujalis, J.T.	Corporate Improvement Portfolio Leader
Bennett, C.	Crime and Partnerships Portfolio Leader
Preece, J.P.T.L.	Environment Portfolio Leader
Davis, Mrs. M.A.	Health and Wellbeing Portfolio Leader
Allen, F.W.C.	Housing Portfolio Leader
Todd, Mrs. D.M.	Town Centre Regeneration Portfolio Leader

71. Apologies

The Leader submitted apologies on behalf of Councillor Mrs. C. Mitchell, Culture and Sport Portfolio Leader, who was attending a Staffordshire Fire and Rescue Service meeting.

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

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

73. Updates from Portfolio Leaders

Economic Development and Planning

EU Transitional (Funding) Roadshow

The Portfolio Leader reported that on Tuesday, 13th December, the Council had hosted an EU transitional roadshow to help stimulate project ideas which could benefit from EU funding.

The event had been well attended with 33 people including representatives from across Cannock, Lichfield, Tamworth and East Staffs. All attendees had found the event useful. The key message remained that people should be urged to come forward with projects, as the area was in danger of not drawing down all

the available EU funding it was entitled to.

Cannock Town Centre Bus Station

The Portfolio Leader advised that CCDC Officers had been contacted by Staffordshire County Council asking if the District Council would support the County Council proposal to install Real Time Passenger Information (RTPI) to the bus shelters in Cannock Bus Station. Such systems were in operation in numerous towns and cities providing live information about the time and service number of the next bus due to depart from each stand. The information was extremely helpful to the bus passengers and was similar to that used on the Chaseline rail service.

The District Council owned the bus station and the shelters, hence the reason for the request. Staffordshire County Council approves and licenses all bus routes; therefore they would manage the system.

All buses operated by ARRIVA (who are the major operator in the District) were already equipped with the technology to link into the system. The same system was already operational in and around Stafford, where ARRIVA was also the main operator.

The scheme would be funded by Staffordshire County Council and, subject to approval from the District, the scheme would be installed early in the New Year and fully operational by the end of March, 2017. Each one of the 10 shelters in Cannock Bus Station would have a high level electronic display board.

Members agreed to support the proposal and the Monitoring Officer confirmed that the Portfolio Leader had delegated authority to agree the matter.

74. Minutes of Cabinet Meeting of 17 November, 2016

RESOLVED:

That the Minutes of the meeting held on 17 November, 2016, be approved as a correct record and signed.

75. Forward Plan

The Forward Plan of Decisions for the period December, 2016 to February, 2017 (Item 5.1 – 5.2 of the Official Minutes of the Council) was considered.

RESOLVED:

That the Forward Plan of Decisions for the period December, 2016 to February, 2017 be noted.

76. Recommendations of Scrutiny Committees

A recommendation had been referred to Cabinet for consideration by the Customers and Corporate Scrutiny Committee held on 5 December, 2016. In respect of:

Local Government Association Peer Review Report Feedback

“That Cabinet, when responding to the LGA’s Peer Review report, prioritise its focus on the following recommendations as set out in the report:

- Recommendation 1 – “Further develop and widen the ‘Customer’ priority of the Corporate Plan so as to articulate what the Cannock Chase District

Council of the future will look like.”

- Recommendation 4 – “Review the current democratic decision-making arrangements – including Overview & Scrutiny – to better enable councillors to have a timely and proportionate opportunity to inform, influence and challenge decision-making and policy development.”
- Recommendation 6 – “Consider how the corporate leadership, organisational capacity and capabilities need to develop further to ensure that the Council has the skills and resources aligned to deliver future priorities.” This to also incorporate recommendation 3 – “Continue to utilise informal and formal relationships to maximise influence and leverage, as part of the Council’s ‘leadership of place’ role.””

RESOLVED:

That the recommendations be supported. It was noted that Recommendation 4 had already been addressed as part of the Financial Recovery Plan, which would see the number of Scrutiny Committees reduced from six to four.

77. Feedback from the Public Consultation on the Financial Recovery Plan and Approval of Savings Options

Consideration was given to the Joint Report of the Managing Director (Item 7.1 – 7.91 of the Official Minutes of the Council.

RESOLVED:

That:

- (A) The outcomes of the public consultation and engagement for the Financial Recovery Plan proposals, including the survey results and written submissions provided by residents, stakeholders and communities, be noted.
- (B) The following options be **withdrawn** from the process:
- Cease to operate the CCTV service
 - Reduce the operating hours of the CCTV service
 - Stop floral displays in town centres and traffic islands, including hanging baskets
 - Withdraw from the Green Flag application process
 - Reduce the capacity to deal with claims for housing benefit and council tax reduction
 - Integrate Local Land charges within Corporate Support Team
 - Review the role of the Local Strategic Partnership
 - Align internal and external Health & Safety functions
 - Delete Customer Services Assistant post in Development Control (to be reviewed as part of the business case for shared services with Stafford Borough Council).

(C) The following options be **included** in the draft Council Budget for 2017/18 to 2019/20:

(i) Capitalisation/ Use of reserves

- Use of capital funds

(ii) Optimisation and Transformation

- Reduce Operational Costs of Parks and Open Spaces services
- Deliver the staffed parks service in house
- Reduce the contingency budget in Parks and Open Spaces
- Reduce expenditure on the maintenance of the Housing Register
- Outsource operation of the café at Hednesford Park Pavilion (completed)
- Delete marketing budget for building control service
- Reduce Building Control car allowance budget
- Delete 0.35 fte Private Sector Housing Technical Officer
- Reduce staffing budget in Environmental Health
- Delete vacant Trainee Communications Officer post
- Reduce level of service for research and information
- Reduce ICT communications budget
- Reduce staffing hours in Democratic Services
- Reduce consultation budget
- Delete role of typist in Housing Strategy team
- Restructure the Waste & Engineering team & delete relief Waste Development Officer
- Demolish the out-of-use Rugeley squash courts (completed)

(iii) Management Structure

- Delete vacant Property Services Manager post and create Property Officer post with associated savings
- Delete Senior Management post in Environmental Health
- Delete Senior Management post in Financial Management
- Delete Risk & Resilience post in Governance following retirement of post-holder.

*A separate report will be required for approval at Council on the proposed new management structure.

(iv) Shared Services

- Reduction in the internal audit provision
- Stafford BC led Shared Services to deliver savings
- Review call handling operation between Contact Centre and Social

Alarm Service

- Explore option of joint working between Street Cleansing and Parks & Open Spaces
- Explore Development Control & Planning Policy as a shared service
- Explore Environmental Health as a shared service
- Explore Building Control as an extended shared services across majority of District / Borough Councils in Staffordshire.

(v) Democratic/Governance

- Remove allowance paid to Elected Members for IT equipment in full.

(vi) Reductions in Corporate and Support Services

- Restructure the Policy & Performance Team

(vii) Reduction in funding to external bodies

- Relocate Chase Tenants & Residents Forum and re-let the property on a commercial basis
- No longer fund or install Christmas illuminations anywhere in the District
- No longer provide Local Council Tax Support Grant to Parish Councils

(viii) Reduction in front line services to the public

- Continue to operate the CCTV service and seek a contribution from Staffordshire Police
- Delete an Environmental Enforcement Assistant post
- Review the resources in the Countryside Team
- Reduce post specification by using only 2nd class mail
- Reduction in neighbour consultations for planning applications
- Reduction in management hours in Economic Development
- Start charging for pre-application advice on major planning applications
- Increase Cannock Market Hall fees
- Increase trading days at Cannock Indoor Market from three to four days
- Provide new entrance and additional stalls at Cannock Market Hall
- Increase charges / revenue from bus stations
- Increase fees for football pitch hire by 20% (increase is limited to 10% if more than 50% of team members reside in the District)
- Increase parking charges by 10p / hour.

- (D) The following options be **approved** as amended as described and **recommended for inclusion** in the draft budget:
- Review and reduce the social alarm installation service: *amended to reflect alternative proposal received from staff*
 - Reduce the grant to the CAB: *amended to reflect on-going discussions with CAB regarding relocation and property costs; no reduction in grant in 2017/18 with joint commitment to explore how to reduce property costs.*
 - Review existing contract for leisure and culture services to deliver savings: *amended to reflect proposals from Inspiring Health Lifestyles: From the options presented, the following are recommended for implementation:*
 - *Discretionary NNDR (Business Rates) - £20,000*
 - *Reduction in Planned Maintenance - £10,000*
 - *Prince of Wales – revised operating Model - £15,000*
 - *Increase income from Footgolf - £20k (Commercial at risk)*
 - *Increase private hire charges by 10% at Prince of Wales - £5,000 (Commercial at risk)*
 - *Reduction in Arts and Sports Development Budget by 25% - £9,200*
 - *Capital Investment proposal that delivers £50,000 additional revenue by 2019/20 (Chase leisure centre)*
 - *The Head of Commissioning in consultation with the Culture and Sport Portfolio Leader to:*
 - (a) *Implement the two 5 year extension periods under the existing contract arrangement to include all saving proposals and variations, and*
 - (b) *Enter into a separate interim management arrangement with Independent Healthy Lifestyles (IHL) for up to two years for the new Artificial Grass Pitch and changing pavilion at Bradbury Lane, Hednesford.*
 - *Reduction of grass cutting frequencies on Council owned land and cease any follow up operations: amended to reduced number of cuts but maintain follow up operations in line with reduced numbers of cuts.*
 - *Increase fees for cemeteries/memorials by 20%: amended to a 15% increase following feedback*
 - *Stop providing a Revenues and Benefits reception and enquiry service at the Rugeley Area Office and Hednesford Library: amended to reduced provision in Rugeley (2 days / week) and Hednesford (1 day/week) on a 12 month trial basis and then review.*

(E) The following new options be **approved**:

- To recommend to Council that the number of Scrutiny Committees are reduced from the existing 6 to 4 at the start of the new Municipal Year (May 2017) in response to a recommendation from the LGA Peer Review.
- To include the Land Charges service in the business case for a shared service for Development Control / Planning Policy with Stafford Borough Council.
- The Council will explore the feasibility of introducing charges for CCTV evidence requested by Staffordshire Police, and insurance companies.
- The Council will also explore an offer from the West Midlands CA (Transport for WM) re CCTV provision made as part of the consultation.

Reasons for Decisions

Cannock Chase Council's Financial Recovery Plan (FRP) was published in September 2016, detailing the reductions in funding facing the Council due to changes in Government grant, the reduction in business rates income due to the premature closure of the Rugeley Power Station site, and continuing uncertainty over the future of the New Homes Bonus revenue stream. As such, the FRP set the context for Council's requirement to "take decisions about how it will achieve financial balance in the future".

A savings target of £1.6m from the Council's General Fund Budget was identified and formed the basis for consulting on £2.1m savings options.

Public and stakeholder consultation had been integral to the FRP process, described in further detail in section 5 of the report. A total of 829 responses were received to the survey, along with written representations from community groups, stakeholders and individuals totalling approximately 40 submissions. A summary of the survey results and the main themes raised by respondents was included in the Appendices to inform the decisions and reasons for recommendation.

The recommendations set out the proposed options in four categories:

- Those not recommended for inclusion and withdrawn from the process
- Those recommended as stated for inclusion in the draft Budget
- Those amended as described and recommended for inclusion in the draft Budget
- New options arising from the consultation.

The total savings for each year 2017/18 to 2019-20, in accordance with the £1.6million saving requirement, were contained elsewhere on the agenda (Item 8).

78. Draft General Fund Revenue Budget and Capital Programme - Consultation

Consideration was given to the Report of the Head of Finance (Item 8.1 – 8.14 of the Official Minutes of the Council). The Head of Finance also tabled a supplementary update report 'Draft General Fund Revenue Budget – Update re.

Provisional Local Government Settlement and Changes to the New Homes Bonus Scheme' (Item 8A.1 – 8A.5 of the Official Minutes of the Council), which reflected details of the final changes to the New Homes Bonus New Scheme and the 2017/18 Local Government Settlement.

RESOLVED:

That:

- (A) The Draft General Fund Revenue Budget for 2016-17 to 2019-20 as reflected in the Revised Financial Plan and Saving Options for consultation be approved.
- (B) The proposed changes to the Capital Programme arising from the Revised Financial Plan and Savings Options proposals be noted.
- (C) Cabinet's final recommendation to Council on the budget would need to take into account Government's proposals in relation to New Homes Bonus and the 2017/18 Local Government Settlement.
- (D) The update report be noted and a full report on the Local Government Settlement and the New Homes Bonus would be received at the Cabinet meeting on 19 January, 2017.

Reasons for Decision

Cabinet at its meeting of the 22 September approved the Council's Financial Recovery Plan. The plan was instigated following a material deterioration in the Council's financial position following the premature closure of Rugeley Power Station (RPS) and the failure to obtain transitional funding from the Government.

The Financial Recovery Plan was set against a background of uncertainty in relation to the actual level of saving requirement. The outcome of the Government's consultation on changes to New Homes Bonus was still awaited; details of the 100% Business Rates Retention Scheme were only at preliminary design and principle stage; whereas the opening timeline for Mill Green Designer Outlet Village (MGDOV) is outside the control of the Council. In addition it was envisaged that potential further changes could arise from the Chancellor's Autumn Statement and the 2017-18 Local Government Settlement.

The updated Financial Plan that formed the basis of the Financial Recovery Plan showed the Council facing an ongoing minimum saving requirement ranging from £1.3 million to £2.4 million dependant upon the timing of the MGDOV Development.

The Financial Recovery Plan included a range of potential financial saving options prepared by officers reflecting the Council's Budget Strategy and its priorities and objectives. The options related to all the services of the Council with the exception of the recently let Refuse and Recycling Waste Contract, and were presented under 8 categories ranked based upon their impact on the public.

The total saving options presented for consultation amounted to some £2.1 million per annum in a full year and were in excess of the £1.6m requirement minimum savings requirement (representing the ongoing deficit from 2019-20 with MGDOV development proceeding according to plan)

The consultation period ran from 23 September, 2016 to 6 November, 2016 and

a report on the feedback was included elsewhere on the Agenda for the meeting. Appendix A to the report included the Draft Budget/Financial Plan; Appendix B the proposed Saving Options for 2017-18 to 2019-20; and Appendix C the changes to the Capital Programme.

The Draft Budget for Consultation remained in accordance with the Financial Plan assumptions as contained in the September Financial Recovery Plan Report.

No material changes had arisen from the Chancellor's Autumn Statement of 23 November, whereas details of the final changes to the New Homes Bonus New Scheme and the 2017/18 Local Government Settlement were not announced until the day of the meeting. The Local Government Settlement was in line with the draft Budget for 2017/18; however, allocations for 2018/19 and 2019/20 would be part of the annual settlement process covering those years.

The New Homes Bonus allocation was worse than expected with the Government increasing the deadweight on homes outside the grant regime from 0.25% to 0.4%, equivalent to 52 properties or £60,000 per annum.

The detailed Portfolio Budgets for the Council were being produced and would form part of the normal budget setting report to Cabinet in January 2017. The detailed budgets had been refreshed to reflect the outturn for 2015-16 and were being updated to reflect latest spending patterns as contained in the suite of corporate monitoring reports. No material variances had been identified to date.

79. Quarter 2, 2016-17 Priority Delivery Plans Performance

Consideration was given to the Report of the Head of Governance (Item 9.1 – 9.44 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The performance information relating to PDPs as detailed at Appendices 1 to 6 to the Report be noted.
- (B) The actions which have been flagged as requiring amendment to the timescale, scope or timeline be noted.

Reasons for Decision

Information for performance actions and indicators for Quarter 2, 2016/17 was included for relevant items in Appendices 1 to 6 to the Report. The overall rankings for each Portfolio area were detailed in Section 5 of the report, indicating that 72.6% of actions/projects had been achieved or were on target to be achieved. 3.2% had been aborted or closed. 24.2% had been flagged as requiring amendment to the timescale, scope or timeline.

80. Update on the Cannock Chase Community Infrastructure Levy (CIL) Financial Year Report and Local CIL Guidance

Consideration was given to the Report of the Head of Economic Development (Item 10.1 – 10.9 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The CIL financial year report be noted.
- (B) The intention to update the CIL Guidance for Developers and Applicants be noted.

Reasons for Decision

The Council approved the Community Infrastructure Levy (CIL) Charging Schedule and Regulation 123 List of infrastructure projects eligible to receive funding at its meeting on 15 April, 2015. CIL came into effect in relation to relevant chargeable development on 1 June, 2015.

CIL was intended to provide a funding stream for infrastructure needed to support the policies and proposals in the adopted Local Plan. In part, it would replace funding previously obtained via Planning Obligations (Section 106 agreements and Unilateral Undertakings) which had become more limited in scope in relation to pooling of funds from 5 or more obligations as a result of Regulations.

The Council had a legal requirement to produce a financial year report on CIL receipts and spend in accordance with the Community Infrastructure Levy Regulations 2010 (as amended) (the CIL Regulations). The report provided a summary of the first CIL financial year report for 2015-16.

The Council had produced a CIL Guidance for Developers and Applicants. Updates to the document were considered necessary to keep it in line with national legislation.

81. Local Plan Part 2: Regulation 18 Issues and Options Consultation

Consideration was given to the Report of the Head of Economic Development (Item 11.1 – 11.12, plus Appendix* of the Official Minutes of the Council).

(*Appendix 1 – ‘Issues and Options Consultation Document’ was a 160 page document, which had not been printed as part of the Agenda, but could be viewed via the Members’ Portal and on the Council’s website. Hard copies had been placed in the Group Rooms, for reference.)

RESOLVED:

That:

- (A) The Cannock Chase Local Plan Part 2 Issues and Options consultation document (Appendix 1 to the Report) be approved, and for the document to be published under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 for a six week consultation period, the strategy for which would be carried out in line with the Council’s adopted Statement of Community Involvement 2014.
- (B) The Head of Economic Development, in consultation with the Economic Development and Planning Portfolio Leader, be authorised to make any non substantive changes considered necessary to the plan prior to it being published, and agree the arrangements for the consultation.
- (C) Finalisation of the accompanying documentation for Local Plan Part 2

(The Sustainability Appraisal) Issues and Options consultation be delegated to the Head of Economic Development in consultation with the Economic Development and Planning Portfolio Leader.

Reasons for Decision

Local Plan Part 2 followed on from Local Plan Part 1 which was adopted by the Council in 2014 having been found to be sound by an independent Planning Inspector further to Examination in Public. Part 1 set out the strategic context for the scale and distribution of development, balanced with environmental protection and enhancement. It contained a number of commitments in terms of issues which needed to be addressed in Local Plan Part 2. These were set out in the detail of the report.

The role of Local Plan Part 2 was to deliver Part 1. It should allocate sites to deliver the amounts of development in the right locations, and where necessary could also provide further policy elaboration provided that it linked directly back to Part 1 and could be clearly justified by robust evidence.

This was the first stage of preparing Local Plan Part 2. It set out the issues which the plan needed to address and a range of possible options for dealing with these, inviting comment and further information. The document had to be publically consulted upon for six weeks and representations made would then be used in shaping the next iteration of the Plan before it was submitted to the Secretary of State for examination. The consultation would be undertaken in line with the Council's Statement of Community Involvement which was adopted in 2014.

The Local Plan Part 2 consultation had to be accompanied by a Sustainability Appraisal: Issues & Options Consultation which assessed the sustainability of different sites and options (including policy options) and would be used in shaping the plan as it progressed to its next stage. The production of this document was an iterative process and would need to be produced in parallel with the Local Plan Part 2 Issues and Options document. In order to facilitate this approach and minimise delays it was requested that finalisation of the complementary document should be agreed by the Head of Economic Development in consultation with the Economic Development & Planning Portfolio Leader.

As agreed at Cabinet on 24 March 2016, production of Local Plan Part 2 was delegated to the Head of Economic Development, working in consultation with a cross-party Member / Officer working group, an informal group with an advisory role. This group was consulted on the key areas being covered in the Issues and Options document at its meeting on 7 November 2016 and was satisfied that it could proceed to Cabinet.

82. Hednesford Town Centre Regeneration: Proposed Parking Order: Car Park to the Rear of Co-op: Revised Proposals

Consideration was given to the Joint Report of the Head of Housing and Waste Management and the Head of Economic Development (Item 12.1 – 12.7 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) Approval be given to the principle of designating long-stay and short-stay parking areas at the Council owned car park to the rear of the Co-op store in Anglesey Street, Hednesford as illustrated on the plan at Appendix 1 to the Report.
- (B) Implementation of the previously approved Parking Order be subject to consultation which would include key stakeholders, such as Hednesford Town Council, the Traders of Hednesford, Mid-Counties Co-op and users of the car park.
- (C) The Managing Director be authorised to take those actions necessary to support the consultation process and the implementation of any subsequent car park management arrangements, including the Parking Order and its enforcement.
- (D) The Mid-Counties Co-op be informed of the proposals and advised to ensure that the seven spaces adjacent to the car park entrance be secured and made available for the exclusive use of their staff/customers.

Reasons for Decisions

In September 2016, Cabinet considered a report which recommended the introduction of a Parking Order to limit the use of the Council's car park to the rear of the Co-op in Anglesey Street, Hednesford to no more than four hours (minute 49 refers). The implementation of the Parking Order was subject to:

- Public consultation.
- The provision of adequate measures to control on-street parking.
- The availability of appropriate long-stay parking provision within the town centre.

As a result of the above the public consultation into the proposed Parking Order had been held in abeyance until opportunities to ensure appropriate long-stay parking provision within Hednesford Town Centre had been considered in more detail.

Notwithstanding the bulk of the car parking capacity in Hednesford Town Centre was on non-Council managed car parks, Officers had identified that part of the existing capacity at the car park to the rear of the Co-op in Anglesey Street could be designated for long-stay parking purposes with the remainder becoming available for short-stay parking and their use being enforced by the proposed Parking Order (as per Appendix 1 to the Report).

83. Exclusion of the Public

RESOLVED:

That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraph 3, Part 1, Schedule 12A of the Local Government Act 1972 (as amended).

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CABINET

HELD ON THURSDAY 15 DECEMBER 2016 AT 4:00 P.M.

IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 2

84. Rugeley Boxing Club

Consideration was given to the Not for Publication Report of the Head of Economic Development (Item 14.1 – 14.5 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) A lease extension be granted to the Rugeley Boxing Club at a favourable (non-market) rent, as detailed in Paragraph 5.6 of the Report, having regard to the community benefits provided by the club and its charity status.
- (B) Authority be delegated to the Head of Economic Development to agree terms and conditions and all other actions required to implement the recommendation.

Reasons for Decisions

Rugeley Boxing Club was a registered charity, operating on a 'voluntary donation' approach by its users, which was open to males and females of all ages.

The only registered members of the club were those that took part in competition; but, otherwise, all those who used the Club for exercise/fitness purposes did this on a 'drop-in' basis so that the Club offered both health and social benefits to people of all ages using the facilities. The weekly attendance averaged 60 to 70 attendees which was considered to be full capacity. Historically, the Club had a strong police connection with several serving police understood to attend and a serving police sergeant being on the club committee.

Rugeley Boxing Club was seeking an extended lease term of a sufficient duration to allow the club to secure further funds to finance the construction of a building extension for which planning permission had already been obtained. The proposed extension was indicative of the Club's need for additional capacity to meet the needs of the community.

Extension of the lease term would need to be on favourable 'non-commercial' terms in order to enable the Rugeley Boxing Club to secure finance, build the proposed extension and continue to operate the club in its existing form.

The meeting closed at 4.45 p.m.



LEADER

CANNOCK CHASE COUNCIL

MINUTES OF THE MEETING OF THE

PLANNING CONTROL COMMITTEE

WEDNESDAY 14 DECEMBER, 2016 AT 3.00 P.M.

IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT:

Councillors

Cartwright, Mrs. S.M. (Chairman)

Pearson, A. (Vice Chairman)

Burnett, G.

Grocott, M.R.

Cooper, Miss J.

Hoare, M.W.A.

Dean, A.

Kraujalis, J.T. (substitute)

Dudson, Miss M.J.

Snape, P.A.

Freeman, Miss M.A.

Sutherland, M.

Grice, Mrs. D.

Witton, P.T.

68. Apologies

Apologies for absence were received from Councillors C.I. Lea and J.P.T.L. Preece.

Notification had been received that Councillor J.T. Kraujalis would be substituting for Councillor J.P.T.L. Preece.

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

Member	Interest	Type
Grocott, M.R.	TPO/2016/03 Mansefield House, Market Street, Rugeley – Proposed Tree Preservation Order – Member knows the speaker	Personal

70. Disclosure of lobbying of Members

All Councillors declared that they had been lobbied in respect of Application CH/16/377, 24 Watermint Close, Cannock, Variation of conditions 2 Materials and 3 Approved plans of planning permission CH/15/0472 to allow for use of alternative materials and alterations to roof for first floor side extension.

71. Minutes

RESOLVED:

That the Minutes of the meeting held on 23 November, 2016 be approved as a correct record and signed.

72. Members' Requests for Site Visits

None.

73. Proposed Tree Preservation Order 2016/03 at Mansefield House, Market Street, Rugeley

Following a site visit consideration was given to the report of the Development Control Manager (Item 6.1 – 6.5 of the Official Minutes of the Council).

Prior to determination of the application representations were made by Mr. McKenry speaking against the application. The officer from Parks and Open Spaces also addressed the Committee and responded to any issues raised.

RESOLVED:

That TPO 2016/03 be confirmed without modification.

(Councillor M. Grocott requested that his name be recorded as having voted against this decision).

74. Application CH/16/393, 3 West Butts Road, Rugeley, Erection of outbuilding for home office

Following a site visit consideration was given to the report of the Development Control Manager (Item 6.6 – 6.21 of the Official Minutes of the Council).

Prior to the determination of the application representations were made by Mr. Duncan, the Agent for the applicant, speaking in support of the application.

RESOLVED:

That the application be approved subject to the conditions contained in the report for the reasons stated therein and to the following additional conditions being added in respect of:

- Hours of use of proposed building;
- Numbers of individuals using the proposed building at any time;
- The provision of a bird ad bat box in the building.

These conditions be delegated to the Development Control Manager to agree in discussion with the applicant.

75. Application CH/16/377, 24 Watermint Close, Cannock, Variation of conditions 2 Materials and 3 Approved Plans of planning permission CH/15/0472 to allow for use of alternative materials and alterations to roof for first floor side extension

Following a site visit consideration was given to the report of the Development Control Manager (Item 6.22 – 6.35 of the Official Minutes of the Council).

Prior to the determination of the application representations were made by Mr. Gorman, an objector, speaking against the application and Mr. Edwards, the applicant, speaking in support of the application.

The Development Control Manager advised that there was a spelling mistake on Item 6.26 of the second planning condition, “coulr” should read “colour”.

For clarification purposes the Development Control Manager advised that applicant had not refused to lower the roof height but had discussed the matter with his architect and builder and decided to submit a retrospective planning application.

RESOLVED:

That the application, which was recommended for approval, be refused as the Committee considered that varying conditions “2 Materials” and “3 Approved Plans” would not be acceptable for the following reason:

The variation of Condition 2 of planning permission CH/15/0472 to allow the render and painting of the side gable of the extension would have a detrimental impact on the visual amenity of the adjoining neighbours. The variation of Condition 3 of planning permission CH/15/0472 to retain the extension as built with a higher ridge height than approved results in a non-subordinate extension, which results in an adverse visual impact on the street scene. As such, the application to vary Conditions 2 and 3 conflicts with Local Plan Policy CP3 and the Design SPD, which seek to secure high quality design in the interests of the amenity of neighbours and the character/appearance of the wider area.

(At this point in the proceedings the Committee adjourned for a five minute comfort break).

76. Application CH/16/360, Land to rear of 23 Cannock Road, Cannock, Residential development: Erection of 1 no. detached bungalow

Following a site visit consideration was given to the report of the Development Control Manager (Item 6.36 – 6.49 of the Official Minutes of the Council).

RESOLVED:

That the application be approved subject to the conditions contained in the report for the reasons stated therein.

77. Application CH/16/176, 148 Hednesford Road, Cannock, Demolition of existing bungalow and erection of 3 no. detached houses and associated works (resubmission of CH/14/0360)

Following a site visit consideration was given to the report of the Development Control Manager (Item 6.50 – 6.73 of the Official Minutes of the Council).

RESOLVED:

That the application be approved subject to the conditions contained in the report for the reasons stated therein.

The meeting closed at 4.50pm.

CHAIRMAN

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
PLANNING CONTROL COMMITTEE
WEDNESDAY 4 JANUARY, 2017 AT 3.00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK
PART 1

PRESENT:
 Councillors

Cartwright, Mrs. S.M. (Chairman)
 Pearson, A. (Vice Chairman)

Burnett, G.	Lea, C.I.
Dean, A.	Preece, J.P.T.L.
Dudson, Miss M.J.	Snape, D. (substitute for
Freeman, Miss M.A.	M. Sutherland)
Grocott, M.R.	Snape, P.A.
Hoare, M.W.A	Witton, P.T.
Kraujalis, J.T. (substitute for Miss J. Cooper)	

(Prior to the commencement of the meeting the Chairman wished all those present a Happy New Year).

78. Apologies

Apologies for absence were received from Councillors Mrs. D. Grice, Miss J. Cooper and M. Sutherland.

Notification was received that Councillor J.T. Kraujalis would be substituting for Councillor Miss J. Cooper and Councillor D. Snape would be substituting for Councillor M. Sutherland.

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

Member	Interest	Type
Grocott, M.R.	Application CH/16/388 Land adjoining 80 Hardie Avenue, Rugeley WS15 1NT, Erection of detached dwelling – Member knows the applicant speaking in relation to this application	Personal

80. Disclosure of lobbying of Members

All Members, with the exception of Councillor P. Snape, disclosed that they had been lobbied in respect of Application CH/16/191, Land off Brownhills Road, Norton Canes, Cannock – Residential development: proposed erection of 37 new affordable dwellings and associated works (amendment proposal and plans).

Councillor J.P.T.L. Preece advised that he was the Chairman of Norton Canes Parish Council and clarified that residents had lobbied and had meetings with the Parish Council but he had not taken part in these discussions.

81. Minutes

RESOLVED:

That the Minutes of the meeting held on 14 December, 2016 be approved as a correct record and signed.

82. Members' Requests for Site Visits

None.

83. Application CH/16/388, Land adjoining 80 Hardie Avenue, Rugeley, Erection of detached dwelling

Following a site visit consideration was given to the report of the Development Control Manager (Item 6.1 – 6.15 of the Official Minutes of the Council).

Prior to consideration of the application representations were made by Mike Pope, speaking in support of the application.

The Principal Planning Officer advised that should the application be approved Condition 6 would be amended in accordance with Staffordshire County Council Highways recommendation. It would read:

“6. Scheme for the Location of the Car Parking Bays and reinstatement of the access”.

A Member suggested that the access for 63 Queensway should be reinstated and in response the Development Control Manager confirmed that he would speak with the Estates Section regarding this matter.

RESOLVED:

That the application be approved subject to the conditions contained in the report for the reasons stated therein and to the amendment of Condition 6.

84. Application CH/16/191, Land off Brownhills Road, Norton Canes, Cannock, Residential development: Proposed erection of 37 new affordable dwellings and associated works (amended proposal and plans)

Following a site visit consideration was given to the report of the Development Control Manager (Item 6.16 – 6.62 of the Official Minutes of the Council).

Prior to consideration of the application representations were made by Mr. Goodwin and Alex Jakeman who were objecting to the application and Steve Rose, speaking on behalf of the applicant, in support of the application.

The Development Control Manager circulated the following update:-

“Item No. 6.38

Condition 20 – Delete as duplicated by Condition 23.

Condition 23 – Construction Environment Management Plan – amended to read as follows:-

No development shall take place until a Construction Environmental Management Plan has been submitted to and approved in writing by the Local Planning Authority. The approved Construction Environmental Management Plan shall be adhered to throughout the construction period. The statement shall provide details in respect of the following:-

- A site compound with associated temporary buildings;
- Parking of vehicles for site operatives and visitors;
- Times of deliveries including details of loading and unloading of plant and materials;
- Restriction of construction working hours to 8am-6pm weekdays and 8am-1pm Saturdays only;
- Storage of plant and materials used in constructing the development;
- Duration of proposed works;
- On-site wheel wash facilities;
- Appropriate routing agreement using the most appropriate access route;
- Appropriate dust mitigation measures during the construction phase of the development.

Reason: In the interests of highway safety and amenity of nearby neighbours

Condition 24 – Ecological Mitigation Plan

No Development shall commence until ecology and nature conservation mitigation measures and the phasing of the implementation of such mitigation works has been submitted to and agreed in writing to the Local Planning Authority. The measures shall include:

- Ensuring that the development is undertaken in accordance with the recommendations set out in the Brownhills Road, Preliminary Ecological Assessment (Phase 1 Ecological Survey);
- Provision of bird and bat boxes within the development;
- Submission of a dust mitigation plan to manage air quality;
- Submission of an information pack informing residents of recreational opportunities in the area.

Thereafter the mitigation measures shall be undertaken in accordance with the approved details.

Reason: In the interests of nature conservation and protection of protected species. In accordance with the Local Planning Policy CP12 – Biodiversity and Geodiversity.

Item No. 6.55

Paragraph 4.21 reads: *Overall, officers are satisfied that the level of proposed development is proportionate to the development and is acceptable. Any further changes required would be addressed through the proposed conditions.*

Paragraph 4.21 should read: *Overall, officers are satisfied that the level of proposed landscaping is proportionate to the development and is acceptable. Any further changes required would be addressed through the proposed conditions”.*

The Development Control Manager confirmed that, subject to the above amendments, the recommendation remained as outlined in the report.

RESOLVED:

That the application, which was recommended for approval, be refused for the following reason:

“The proposed development constitutes ‘inappropriate development’ within the Green Belt, which would harm the openness and character/appearance of the Green Belt. The ‘very special circumstances’ submitted to justify the proposed development do not clearly outweigh the harm to the Green Belt by reason of inappropriateness and other harm including impact on openness, and character/appearance. The proposal also conflicts with the purposes of including land within the Green Belt. Consequently, it has not been demonstrated that the very special circumstances necessary to justify the development exist. The proposal therefore conflicts with the National Planning Policy Framework in particular paragraphs 87-89 and policy CP1 of the Cannock Chase Local Plan (Part 1)”.

The meeting closed at 4.40pm.

CHAIRMAN

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
HEALTH SCRUTINY COMMITTEE
HELD ON WEDNESDAY 7 DECEMBER, 2016 AT 4.00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK
PART 1

PRESENT: Councillors:

Freeman, Miss M.A. (Chairman)

Allt, Mrs. A.	Lea, C. (Substitute)
Cooper, Miss J.	Martin, Mrs. C.E.
Dudson, Miss M.J.	Pearson, A.R.
Johnson, J.P.	Woodhead, P.E.

Also present:

- Staffordshire County Council Co-opted Member Councillor Mrs. D. Todd
- Independent Co-opted Member: Elizabeth Learoyd, Advocacy Manager, Healthwatch Staffordshire

Invited:

- Mr. Peter Prokopa, South Staffs Local Pharmaceutical Committee

Observing:

- Councillor Mrs. M.A. Davis, Health and Wellbeing Portfolio Leader.
- Councillor Mrs. C. Mitchell, Culture and Sport Portfolio Leader

30. Apologies

Apologies for absence were received from Councillors Mrs. H.M. Sutton (Vice-Chairman), Mrs. S.M. Cartwright, T.B. Johnson, C.D. Smith and Miss. S. Whitehouse.

Notification had been received that Councillor C. Lea would be substituting for Councillor Mrs. H.M. Sutton.

31. Declarations of Interests of Members in Contracts and Other Matters and Restrictions on Voting by Members and Party Whip Declarations

No declarations of interests in additions to those already confirmed by Members in the Register of Members Interests were made.

32. Minutes

Councillor P.E. Woodhead referred to the Minutes of 3 October, 2016 and asked for it to be recorded that he was unhappy with both the accuracy and the fairness of how the meeting was recorded. He commented on the lengthy speech made by the Cabinet Member which had been incorporated into the Minutes and asked that Minutes in future be recorded either as a verbatim record or synopsis.

The Senior Committee Officer advised that a 'call-in' was slightly different from a Committee meeting and the Cabinet Member for Culture and Sport was present in order to provide a response. In this instance the Cabinet Member read from a statement which had been incorporated into the Minutes. The Member raising concern was advised that had he provided a statement to Democratic Services, this could have also been incorporated into the Minutes. The Member advised that he was not aware of this.

Steve Shilvock, Head of Environmental Health reported that at a meeting of a 'call-in' it was usual practice for the written statement read out to be incorporated into the Minutes.

Councillor C. Mitchell, Culture and Sport Portfolio Leader advised that if there was concern regarding the Scrutiny process, particularly with training for Members regarding the call-in process, the Member should address this with Democratic Services.

RESOLVED:

That the Minutes of the meeting held on 3 and 18 October, 2016 be approved as a correct record.

33. Community Pharmacy

The Chairman welcomed Mr. Prokopa to the meeting to provide an updated on community pharmacy provision.

He advised that the Government in December, 2015 agreed a number of proposals regarding the community pharmacy. This would see a reduction in funding in 2016-17 of £113 million, and may see changes to the dispensing of medicines in the community, pharmacy opening hours and staffing levels.

Mr. Prokopa reported that the Government had also consulted on proposals for a large centralised pharmacy; however it was found that this was not an option for independent pharmacies and this proposal would not be taking place at this time given that it would be a large operation to run and would not improve efficiency of the pharmacy chain.

He reported that a funding package had been imposed in October which saw a settlement and a reduction of 4% compared with last year. Pharmacies would see their funding reduce for December 2016 to March 2017 by 12% and then a further reduction of £95 million would take effect in 2017-18.

Mr. Prokopa advised that lobbying of Local Authorities and MPs had taken place as locally there were 25 community pharmacies across Cannock Chase with 180,000 items prescribed each month and some pharmacies dispensed around 60% less, and it was those pharmacies more at risk of closure in the future.

He advised that 40% of pharmacies were in clusters of 3 or 4 and there was a proposal for pharmacies to merge without creating gaps in services. However, this would be identified within the pharmacy needs assessment and judged by the Health and Wellbeing Board.

It was reported that there would be a reduction in income for Cannock Chase which could be up to £7K per calendar month up to March, 2017, whilst busier pharmacies could see a reduction of up to £2K per month.

Mr. Prokopa reported on the integration pharmacy fund which managed medicines at pharmacies and supported how this could be delivered. He advised that this was not integrated into other health services.

He reported on Government proposals to focus on putting pharmacies into GP surgeries and talked about the Pharmacy Access Scheme (PhAS) where services would be protected in areas where there were fewer pharmacies with higher health needs. Patients in deprived areas would need to rely on public transport and a closure of a local pharmacy would have a big impact. He advised that Rawnsley Pharmacy and Northwood Pharmacy, Hillsprings would be eligible for the PhAS.

Mr. Prokopa was happy to take questions from Members.

A Member commented that the GP surgery she was registered with had funded a pharmacist for 4 days per week which she had found really helpful.

Mr. Prokopa advised that whilst this was useful, investment should be made into community pharmacies as pharmacists based within GP surgeries would not be available to prescribe medicines to the public after the surgery had closed.

A Member referred to a recent Healthwatch event held at the Aquarius Ballroom, Hednesford which discussed care in the community. She referred to the proposals which would see some pharmacies closing and expressed concern that this would be removing services out of the community. She asked if figures were available for numbers in Cannock Chase that would close.

Mr. Prokopa reported that he was unable to provide the figure, however it was estimated that up to 30% could be at risk.

A Member asked where patients would go if pharmacies located near to or within GP surgeries were only open during surgery hours.

Mr. Prokopa advised that there were a number of pharmacies open after GP surgery hours across Cannock Chase. Some were committed to opening up to 100 hours per week; however they could be at risk with the drop in income as

some may not dispense enough medicines. Pharmacies could also request supplementary hours with 90 days notice, however there could be an impact on out of hours and Sundays.

In response to a question from a Member regarding the use of pharmacies to obtain medicines rather than see a GP, Mr. Prokopa advised that there was a risk that people would utilise their GP where treatment could have been provided at a community pharmacy. He would forward details of pharmacies to the Head of Environmental Health to pass to Members.

A Member expressed concern that some GP surgeries did not open during the weekend and then there was added pressure with waiting times for prescriptions. She advised that with the proposals to reduce pharmacies, this situation could be made worse.

A Member expressed concern with the proposals to reduce pharmacies, and highlighted the problem with medicine waste. He indicated that initiatives had been introduced over the years, however he was concerned that patients were being prescribed the medicines they required and checks were carried out to ensure their prescription was correct and over prescribing did not take place.

Mr. Prokopa assured Members that these issues were being addressed through the Clinical Commissioning Group which included ensuring appropriate ordering and dispensing were taking place.

34. Environmental Health Food Hygiene Service and Safety Food Project

The Chairman welcomed Dave Prosser-Davies, Food, Safety and Licensing Manager and Laura Nichols, Environmental Health Officer to the meeting.

The Food, Safety and Licensing Manager gave a brief overview of the food hygiene service and covered the following:

- Local Authority Regulatory Service including Environmental Health contributing towards the Council's key strategic priorities;
- Work of the Food and Safety Team including Projects and Campaigns and Support of LEPs;
- Activities and Outputs and Outcomes and Impacts;
- Typical demands on the service including 300 food inspections annually and 240 food requests for advice.

A Member asked if the Council promoted healthy eating with food establishments.

The Food, Safety and Licensing Manager indicated that a possible project based around healthy eating to include portion sizes etc. had been discussed.

- Profile of Food Hygiene Ratings which included 99% at 3 or above, of which 88% had a rating of 5. There were 0.5% at a rating of 1;
- Cannock Chase was ranked as one of the 10 best areas in the Country, ranked by the proportion of food premises that pass inspections.

In response to a question raised by a Member, the Food, Safety and Licensing Manager indicated that if a food premises disagreed with the rating provided by the Council, they could apply for a re-visit which would be undertaken within 3 months. The food premises could also ask to be re-evaluated if the Council had given advice on how the premises could improve their rating.

- Systems Thinking which helped food premises to be compliant and avoid posing food safety risks;
- How Safe is your Kitchen was about promoting food safety checks in the home;
- Current and Future Issues included food fraud, campylobacter reduction and FSA – official control review officer competence/CPD.

In response to a question raised by a Member concerning food fraud, the Food, Safety and Licensing Manager explained that meat and ingredients need to be safe and come from a reputable source. He explained that a European food identification mark would identify the processing establishment which could be monitored and checked.

The Environmental Health Officer gave a brief overview of the Friends of Hednesford Project and covered the following:

- Aims of the Project;
- Delivery of the Project including collaboration with the Friends of Hednesford Park (FOHP), devising and details of the sessions;
- Slides showing FOHP working on the project;
- Evaluation;
- Quantitative data which showed that 69% had practised safe behaviours during the cooking process, whilst 5% did not wash their hands at the appropriate time;
- Quantitative data which provided answers to questions asked throughout the day;
- Feedback from the Groups and examples such as: 'I liked working as a group';
- What new things did they learn which included throwing away dishcloths and rice being a high risk food;
- What successes have there been which included improving food hygiene in business and interest from a professional magazine;
- Going forward there would be the opportunity to work further in the community and work with a children's/young adults disability group.

In response to a comment made by a Member on how positive the project had been and the skills that had been passed on, the Environmental Health Officer commented that skill passing and sharing had been made through Trinity Church and was viewed as positive.

The Chairman thanked Officers in Environmental Health for the work they had undertaken.

35. Healthwatch Staffordshire - Update

The Chairman welcomed Elizabeth Learoyd, Healthwatch Staffordshire who provided an update on recent projects.

She reported that work had paused earlier this year on end of life care, however the programme would now continue and a scoping document would go out in January, 2017. This follows concerns expressed by relatives about the programme.

Elizabeth Learoyd also reported that bereaved families through Royal Stoke University Hospital were also keen to have further information concerning end of life care.

She reported on the second phase of the Staffordshire and Stoke-On-Trent Neurological Survey which was working with the Staffordshire Neurological Alliance to better understand people's experiences of neurological services.

It was reported that a number of events in conjunction with Stoke-On-Trent Healthwatch had been held with regard to the Sustainability and Transformation Plans (STP) which covered the planning and delivery of certain health and care services in Staffordshire and Stoke-On-Trent.

She reported that the STP Ambassador Programme was now looking to recruit and she had recently attended a training day and commented on well the training was delivered. She indicated that the STP was looking to train around 200 people.

Elizabeth Learoyd reported on the advocacy service and reported that few complaints had been received from the Cannock Chase area.

It was also reported that a Community Engagement Officer was scheduled to visit Cannock Chase Hospital and was also happy to come to a future meeting of the Committee.

A Member queried the transport arrangements from Rugeley to North Staffs Hospital and asked if there was any update on this particularly in light of the early morning appointments and the lack of transport available. Elizabeth Learoyd would look into this and provide an update for the Committee.

She commented that a none emergency patient transport scheme was in place if people requiring it met the criteria. The scheme was provided through a provider and commissioned through the Clinical Commissioning Group.

A Member referred to the recent events held with regard to the STP and was keen to know if people's views and comments would be taken on board.

Elizabeth Learoyd advised that information was forwarded to Local Authorities and the STP had a duty to engage with the public. She advised that if there were any substantial changes, a public consultation would have to be held.

In response to a question raised by a Member concerning the end of life care programme, Elizabeth Learoyd reported that the project was not undertaken in conjunction with the Clinical Commissioning Group and was a separate piece of work to find out about patient experience.

(At this point Councillor Mrs. M.A. Davis left the meeting 5.40 p.m.)

36. Quarter 2 Performance Report 2016-17 – More and Better Health Priority Delivery Plan

To develop and provide a new community multi sport and recreation hub facility at the former stadium site

It was reported that remaining works to the former Stadium site was to be re-tendered which closed on 2 December, 2016 and was yet to be evaluated.

To develop and provide a new community AGP, 7v7 grass pitch and changing pavilion at Bradbury Lane, Hednesford

It was reported that the Leader of the Council and Culture and Sport Portfolio Leader had recently visited the site which was progressing well and hoped that completion would be around the end of the year/beginning January, 2017.

Members noted the contents of the Quarter 2 Performance Report 2016-17, More and Better Health Priority Delivery Plan.

37. Staffordshire County Council's Healthy Staffordshire Select Committee – Update

The Chairman reported that information on the Joint Health Scrutiny Accountability Session held on 31 October, 2016 had been previously circulated and would update/circulate information to Members of the Committee from the next meeting.

38. Work Programme

The Head of Environmental Health reported that the Work Programme was currently on track and it was intended to invite a representative from the Royal Wolverhampton Hospitals NHS Trust to the meeting to discuss progress with the transfer of services to Cannock Chase Hospital and improvements to the hospital.

CHAIRMAN

The meeting closed at 5.45 pm

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CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
LICENSING AND PUBLIC PROTECTION COMMITTEE
HELD ON THURSDAY 6 OCTOBER, 2016 AT 10:00AM
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK
PART 1

PRESENT: Councillors

Grice, Mrs. D. (Chairman)
Dudson, A. (Vice-Chairman)

Allen, F.W.C.	Hoare, M.W.A. (substitute)
Dean, A.	Snape, D.J.
Freeman, Miss M.A. (substitute)	Witton, P.
Grocott, M.R.	

11. Apologies

Apologies for absence were received from Councillors C.I. Lea, M. Sutherland and Mrs. D.M. Todd.

Councillors Miss M.A. Freeman and M.W.A. Hoare were in attendance as substitutes for Councillors Mrs. D.M. Todd and M. Sutherland, respectively.

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

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

13. Minutes

RESOLVED:

That the Minutes of the meetings held on 27 and 28 July, 2016 be approved as a correct record and signed.

14. Gambling Act 2005 – Statement of Principles 2016

Consideration was given to the Report of the Head of Environmental Health (Enclosure 4.1 – 4.43 of the Official Minutes of the Council).

The Committee noted the updated and amended Statement of Principles (The Policy) and considered the consultation responses. Members were asked to consider whether they wished to include any further issues within the final Policy which would be presented to full Council on 16 November, 2016. A number of

issues were raised and it was requested that the following comments be included within the final policy:-

A Member made reference to the use of gambling premises, particularly bookmakers, for criminal activities, such as money laundering, drug dealing and counterfeiting and asked whether the operators of betting shops could be required to make the police aware if they suspected this was taking place in their premises.

Officers explained that the Gambling Act and Statement of Principles did require gambling operators to ensure promotion of the licensing objectives:

- Preventing gambling from being a source of crime or disorder, being associated with crime or being used to support crime;
- Ensuring that gambling is conducted in a fair and open way;
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

Officers agreed to amend the Policy statement to include reference to specific criminal activity.

A Member expressed concern about the length of time betting shops were allowed to be open and asked if representations could be made in this regard. The Officer explained that, whilst there was concern about the opening hours of premises, the hours were set nationally. In order to restrict hours, authorities would need clear evidence of a breach of the law.

Members were concerned at the possibility of gamblers losing large amounts of money through the use of Betting Terminals, which allowed large sums to be gambled in a matter of seconds. Members asked if the numbers of machines could be restricted or the sums gambled reduced.

Officers explained that there was national concern over the use of Fixed Odds Betting Terminals (FOBTs) in bookmakers, particularly by vulnerable persons. It was also explained that licences permitted the installation of up to four such machines in each bookmaking shop, which then resulted in the opening of more shops. Officers understood that this issue was being considered in Parliament.

Officers agreed to make amendments in respect of the references to criminal activity within the policy prior to it being referred to full Council for approval and adoption.

RESOLVED:

That the updated and amended 2005, Statement of Principles (The Policy) and the consultation responses be noted and presented to full Council for approval and adoption on 16 November, 2016 subject to the following:

- Reference be made in the Policy to the possibility of criminal activities such as money laundering, counterfeiting and drug dealing being associated with betting premises.

The meeting closed at 11:10am

CHAIRMAN

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COUNCIL

22 FEBRUARY, 2017

COUNCIL TAX 2017 / 2018

Council Tax 2017/2018

Following Minute No 86 of the Council of 8 February 2017, determining the level of net spending for the General Fund Revenue Budget and Transfer from Working Balances for 2017 / 2018; the Council is recommended to make a Council Tax for 2017 / 2018 by formally approving the following resolution:-

- 1 It be noted that under the power delegated to the Council's Section 151 Officer, the Council calculated the Council Tax Base 2017/18
 - (a) for the whole Council area as 27,571.88 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
 - (b) for dwellings in those parts of its area to which a Parish precept relates as shown below

Parish	Tax Base
Brereton and Ravenhill	1,808.21
Bridgtown	456.52
Brindley Heath	227.10
Cannock Wood	394.17
Heath Hayes / Wimblebury	3,991.43
Hednesford	4,837.63
Norton Canes	2,090.97
Rugeley	5,172.73
Unparished	
Cannock	8,593.12
	<u>27,571.88</u>

- 2 That the Council Tax requirement for the Council's own purposes for 2017/18 (excluding Parish precepts) is calculated at £5,758,938.57

3 That the following amounts are calculated for the year 2017/18 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:

- (a) £50,598,595.97 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
- (b) £44,192,531.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) £6,406,064.97 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
- (d) £232.34 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- (e) £647,126.40 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- (f) £208.87 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.
- (g) For the following parts of the Council's Area

	£.p
Brereton and Ravenhill	241.77
Bridgtown	224.20
Brindley Heath	228.24
Cannock Wood	235.38
Heath Hayes and Wimblebury	225.53
Hednesford	237.29
Norton Canes	239.27
Rugeley	266.52

being the amounts given by adding to the amount at 3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at (1)(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

(h) For the following parts of the Council's area

	Disabled Band A	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Brereton & Ravenhill	134.32	161.18	188.04	214.91	241.77	295.50	349.22	402.95	483.54
Bridgtown	124.56	149.47	174.38	199.29	224.20	274.02	323.84	373.67	448.40
Brindley Heath	126.80	152.16	177.52	202.88	228.24	278.96	329.68	380.40	456.48
Cannock Wood	130.77	156.92	183.07	209.23	235.38	287.69	339.99	392.30	470.76
Heath Hayes & Wimblebury	125.29	150.35	175.41	200.47	225.53	275.65	325.77	375.88	451.06
Hednesford	131.83	158.19	184.56	210.92	237.29	290.02	342.75	395.48	474.58
Norton Canes	132.93	159.51	186.10	212.68	239.27	292.44	345.61	398.78	478.54
Rugeley	148.07	177.68	207.29	236.91	266.52	325.75	384.97	444.20	533.04
Unparished	116.04	139.25	162.45	185.66	208.87	255.29	301.70	348.12	417.74

Being the amounts given by multiplying the amounts at (3)(f) and (3)(g) above by the number by which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 4 To note that the County Council, the Office of the Police and Crime Commissioner and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

Valuation Bands

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Staffordshire County Council	761.69	888.64	1,015.59	1,142.54	1,396.44	1,650.34	1,904.23	2,285.08
Office of the Police and Crime Commissioner	120.77	140.90	161.03	181.16	221.42	261.68	301.93	362.32
Stoke-on-Trent and Staffs Fire Authority	47.71	55.66	63.61	71.56	87.46	103.36	119.27	143.12

- 5 That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2017/18 for each part of its area and for each of the categories of dwellings.

	Disabled Band A	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Brereton & Ravenhill	909.46	1,091.35	1,273.24	1,455.14	1,637.03	2,000.82	2,364.60	2,728.38	3,274.06
Bridgtown	899.70	1,079.64	1,259.58	1,439.52	1,619.46	1,979.34	2,339.22	2,699.10	3,238.92
Brindley Heath	901.94	1,082.33	1,262.72	1,443.11	1,623.50	1,984.28	2,345.06	2,705.83	3,247.00
Cannock Wood	905.91	1,087.09	1,268.27	1,449.46	1,630.64	1,993.01	2,355.37	2,717.73	3,261.28
Heath Hayes & Wimblebury	900.43	1,080.52	1,260.61	1,440.70	1,620.79	1,980.97	2,341.15	2,701.31	3,241.58
Hednesford	906.97	1,088.36	1,269.76	1,451.15	1,632.55	1,995.34	2,358.13	2,720.91	3,265.10
Norton Canes	908.07	1,089.68	1,271.30	1,452.91	1,634.53	1,997.76	2,360.99	2,724.21	3,269.06
Rugeley	923.21	1,107.85	1,292.49	1,477.14	1,661.78	2,031.07	2,400.35	2,769.63	3,323.56
Unparished	891.18	1,069.42	1,247.65	1,425.89	1,604.13	1,960.61	2,317.08	2,673.55	3,208.26

- 6 That it is determined in accordance with Section 52ZB of the Local Government Finance Act 1992 that the Council's basic amount of Council Tax for 2017/18 is not excessive in accordance with the principles determined by the Secretary of State under Section 52ZC of that Act.

Report of:	Managing Director
Contact Officer:	Steve Partridge
Telephone No:	01543 464588
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Council: 22/02/17

COUNCIL
22 FEBRUARY 2017
AMENDMENTS TO THE MEMBERSHIPS OF COMMITTEES AND OTHER BODIES

1 Purpose of Report

- 1.1 Council is requested to confirm retrospectively approval of a change to the membership of the Council's Planning Control Committee, as previously agreed at the Annual Council Meeting on 25 May, 2016.

2 Recommendations

- 2.1 That the membership of the Council's Planning Control Committee, as previously agreed, be amended as detailed in paragraph 5.2 below.

3 Key Issues and Reasons for Recommendation

- 3.1 Appointments and amendments to the named memberships of Committees and Other Bodies are a matter for determination by Council at its Annual Council Meeting or any subsequent meeting of the Council, as appropriate.

4 Relationship to Corporate Priorities

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

5 Report Detail

- 5.1 The Local Government and Housing Act, 1989 (and further regulations) require the Council to allocate seats to the political parties in accordance with the political balance rules. At its Annual Meeting on 25 May, 2016, Council considered and confirmed the appointment of Chairmen, Vice-Chairmen and Members to Committees as proposed by each of the Group Leaders in

accordance with a political balance calculation that had previously been circulated to them.

- 5.2 Since the appointments were made, the Labour Group Leader has had to make the following change to the Group's membership on the Planning Control Committee which now requires retrospective approval by Council:

Committee	Member(s) to be Replaced	Replacement Member(s)
Planning Control Committee	Witton, P.T. (Lab)	Allen, F.W.C. (Lab)

The other Group Leaders confirmed that they had no objections to the proposals.

6 Implications

6.1 Financial

None.

6.2 Legal

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

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

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

6.3 Human Resources

None.

6.4 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

None

Previous Consideration

Appointment of Members, Chairmen and Vice Chairmen to the Council's Committees, Sub-Committees and Other Bodies	Annual Council Meeting	25 May, 2016
Amendments to the Memberships of Committees and Other Bodies	Council	6 July, 2016
Amendments to the Memberships of Committees and Other Bodies	Council	24 August, 2016

Background Papers

None

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Report of:	Managing Director
Contact Officer:	Steve Partridge
Telephone No:	01543 464588
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Council: 22/02/17

COUNCIL
22 FEBRUARY, 2017
CALENDAR OF MEETINGS 2017-18

1 Purpose of Report

- 1.1 To consider and adopt the Calendar of Meetings for the 2017-18 Municipal year.

2 Recommendations

That:

- 2.1 The Calendar of Meetings 2017-18, included as Appendix 1 to the report, be approved.
- 2.2 The Managing Director, in consultation with the Chairman of the Council, the relevant Chairmen of Committees and / or Leader of the Council, as appropriate, be authorised to amend the Calendar of Meetings, through convening additional meetings, or the postponement or cancellation of meetings, if required.

3 Key Issues and Reasons for Recommendation

- 3.1 The proposed Calendar of Meetings for the 2017-18 Municipal year is attached as Appendix 1 to the report.
- 3.2 The Council is required by statute to determine the date and time of any meetings of its Committees, Sub-Committees and Panels. For practical purposes, this is normally carried out at the first meeting in the new calendar year in the form of a report to Council. Updates are also provided throughout the year in the form of a Cycle of Meetings notice published on the Council's website. In this instance, consideration of the Calendar of Meetings report has been deferred until after the First Budget Council meeting in order to include changes arising from the 2017-18 budget setting process. The Calendar of Meetings 2017-18 incorporates a reduced number of Scrutiny Committees, meeting three times per year.

- 3.3 It may be necessary to convene additional meetings as well as postpone or cancel meetings as required. Accordingly, it is proposed that rather than bringing any proposed changes back to Council for approval, the usual delegation is granted to the Managing Director to consult with the relevant Chairman or Leader in such circumstances, having regard to any justifiable reasons that may exist.

4 Relationship to Corporate Priorities

- 4.1 Each year, the Council agrees its Calendar of Meetings for the forthcoming municipal year, thereby underpinning the administration of the Council's functions and supporting all of its Corporate Priorities.

5 Report Detail

- 5.1 Meetings of the Council will be called in accordance with the Council's Constitution and have been scheduled throughout the year. The purpose of certain Council Meetings is detailed within the Calendar.
- 5.2 Full Council has been scheduled to meet every 6-8 weeks. Annual Council will take place on 24 May, 2017, and the budget/precept setting meetings are planned for 7 and 21 February, 2018.
- 5.3 Cabinet meetings have been arranged to take place generally once every 4-6 weeks. Eleven formal Cabinet meetings have been scheduled throughout the year, including a provisional meeting falling between the two 'budget setting' Council meetings in February, 2018. This provisional meeting will only be required in the event that balanced alternative budget proposals are referred back from Council for consideration by Cabinet.
- 5.4 As part of the 2017-18 budget process it has been agreed to reduce the number of Scrutiny Committees. The Calendar attached at Appendix 1 reflects the proposed changes that the number of Scrutiny Committees be reduced from six to four and the frequency be reduced from quarterly to three times per year.
- 5.5 The Planning Control Committee has been scheduled to meet generally every 3 weeks in order to determine planning applications within the required deadlines.
- 5.6 The Audit and Governance Committee has been scheduled to meet 4 times in order to deal with specific matters at certain times of the year.
- 5.7 The Standards Committee has been scheduled to meet 4 times, although it should be noted the Committee has not met since June, 2013, due to having no business to consider.
- 5.8 The Trades Unions Consultative Forum has been scheduled to meet 3 times per year. The status of the Forum is however being reviewed by the Constitution Working Group, which may remove the requirement to schedule meetings in the Calendar, with the Forum instead being held on an 'as required' basis.

- 5.9 Joint Cabinet/DMT and Shadow Cabinet have been scheduled to correspond with planned meetings of the Cabinet.
- 5.10 As with previous years, recesses of meetings have been scheduled during certain periods of the municipal year to coincide with popular holiday periods. It has however been necessary to schedule some meetings during these periods in order that the business of those meetings can still be carried out as required (e.g. the Planning Control Committee). It may also be necessary to convene meetings of the Licensing and Public Protection Committee, Licensing Sub-Committee and Appeals and Complaints Panel during these periods to consider relevant matters.
- 5.11 All scheduled meetings will start at 4pm, other than meetings of the Planning Control Committee and Trade Unions Consultative Forum which will start at 3pm and 2pm respectively.
- 5.12 Account has also been taken of the planned dates for next year's Datteln Kanalfestival (18 to 20 August, 2017) so that no meetings clash with when Members' are likely to be travelling and in attendance at the festival.

6 Implications

6.1 Financial

There are no direct financial implications arising from this report. Any costs incurred in holding the meetings will fall to be met from the existing budgets within the Members' Notional SAC 2017-18.

6.2 Legal

Under Schedule 12 of the Local Government Act, 1972, the Council is required to determine the date and time of any meetings of its Committees, Sub-Committees and panels. In accordance with the Local Government Act, 2000 and subsidiary legislation, the date and time of Cabinet meetings shall be determined by the Leader of the Council.

6.3 Human Resources

Meetings within the Calendar will be 'serviced' by Democratic Services and supported by other Officers from within the Council. Any increase in the number of meetings or a reduction in staffing levels would impact on the Council's ability to support any additional meetings.

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 Calendar of Meetings 2017-18

Previous Consideration

N/A

Background Papers

None

CALENDAR OF MEETINGS 2017-18

MAY 2017				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
1 Bank Holiday	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24 Annual Council	25	26
29 Schools half term recess Bank Holiday	30 Schools half term recess	31 Schools half term recess Planning Control Committee		

JUNE 2017				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			1 Schools half term recess Cabinet/DMT	2 Schools half term recess
5	6	7	8	9
12 Shadow Cabinet	13	14	15 Cabinet	16
19	20	21 Planning Control Committee	22	23
26	27 Audit & Governance Committee	28	29 Customers & Corporate Scrutiny Committee	30

JULY 2017				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
3 Standards Committee	4 Economic Development and Town Centres Scrutiny Committee	5 Council	6 Cabinet/DMT	7
10 Health, Culture & Environment Scrutiny Committee	11	12 Planning Control Committee	13	14
17 Shadow Cabinet	18 Trade Union Consultative Forum	19 Housing and Crime & Partnerships Scrutiny Committee	20 Cabinet	21
24	25	26 Schools summer recess	27 Schools summer recess	28 Schools summer recess
31				

AUGUST 2017				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
	1 Schools summer recess	2 Schools summer recess Planning Control Committee	3 Schools summer recess	4 Schools summer recess
7 Schools summer recess	8 Schools summer recess	9 Schools summer recess	10 Schools summer recess Cabinet/DMT	11 Schools summer recess
14 Schools summer recess	15 Schools summer recess	16 Schools summer recess (Datteln Festival 18-20)	17 Schools summer recess (Datteln Festival 18-20)	18 Schools summer recess (Datteln Festival 18-20)
21 Schools summer recess (Datteln Festival 18-20) Shadow Cabinet	22 Schools summer recess	23 Schools summer recess Planning Control Committee	24 Schools summer recess Cabinet	25 Schools summer recess
28 Schools summer recess Bank Holiday	29 Schools summer recess	30 Schools summer recess Council	31 Schools summer recess	

SEPTEMBER 2017				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
				1 Schools summer recess
4 School summer recess	5	6	7 Cabinet/DMT	8
11	12	13 Planning Control Committee	14	15
18 Shadow Cabinet	19 Audit & Governance Committee	20	21 Cabinet	22
25	26	27	28	29

OCTOBER 2017				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2	3	4 Planning Control Committee	5 Cabinet/DMT	6
9 Standards Committee	10	11	12	13
16 Shadow Cabinet	17	18 Council	19 Cabinet	20
23 Schools half term recess	24 Schools half term recess	25 Schools half term recess Planning Control Committee	26 Schools half term recess	27 Schools half term recess
30	31			

NOVEMBER 2017				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Cabinet/DMT	3
6 Health, Culture & Environment Scrutiny Committee	7	8 Trade Union Consultative Forum	9	10
13 Shadow Cabinet	14 Customers & Corporate Scrutiny Committee	15 Planning Control Committee	16 Cabinet	17
20	21	22 Economic Development and Town Centres Scrutiny Committee	23 Housing and Crime & Partnerships Scrutiny Committee	24
27	28	29 Council	30 Cabinet/DMT	

DECEMBER 2017				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5 Audit & Governance Committee	6 Planning Control Committee	7	8
11 Shadow Cabinet	12	13	14 Cabinet	15
18	19	20 Schools Christmas recess	21 Schools Christmas recess	22 Schools Christmas recess
25 Schools Christmas recess Bank Holiday	26 Schools Christmas recess Bank Holiday	27 Schools Christmas recess	28 Schools Christmas recess	29 Schools Christmas recess

JANUARY 2018				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
1 Schools Christmas recess Bank Holiday	2 Schools Christmas recess	3 Planning Control Committee	4	5
8	9	10	11 Cabinet/DMT	12
15 Standards Committee	16	17 Council	18	19
22 Shadow Cabinet	23	24 Planning Control Committee	25 Cabinet	26
29	30	31		

FEBRUARY 2018				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			1	2
5	6	7 Council (Budgets)	8	9
12	13	14 Planning Control Committee Cabinet (only if budget matters referred from 14/02/18 Council)	15	16
19 Schools half term recess	20 Schools half term recess	21 Schools half term recess Council (Precepts etc.)	22 Schools half term recess Cabinet/DMT	23 Schools half term recess
26	27	28		

MARCH 2018				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			1	2
5 Shadow Cabinet	6 Trade Union Consultative Forum	7 Planning Control Committee	8 Cabinet	9
12 Customers & Corporate Scrutiny Committee	13	14	15	16
19 Standards Committee	20 Economic Development and Town Centres Scrutiny Committee	21	22 Housing and Crime & Partnerships Scrutiny Committee	23
26 Health, Culture & Environment Scrutiny Committee	27 Audit & Governance Committee	28 Planning Control Committee	29	30 Schools Easter recess Bank Holiday

APRIL 2018				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2 Schools Easter recess Bank Holiday	3 Schools Easter recess	4 Schools Easter recess	5 Schools Easter recess Cabinet/DMT	6 Schools Easter recess
9 Schools Easter recess	10 Schools Easter recess	11 Schools Easter recess Council	12	13
16 Shadow Cabinet	17	18 Planning Control Committee	19 Cabinet	20
23	24	25	26	27
30				

MAY 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3 District elections	4
7 Bank Holiday	8	9 Planning Control Committee	10	11
14	15	16	17	18
21	22	23 Annual Council	24	25
28 Schools half term recess Bank Holiday	29 Schools half term recess	30 Schools half term recess Planning Control Committee	31 Schools half term recess	

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Report of:	Head of Finance
Contact Officer:	Bob Kean
Telephone No:	01543 464334
Portfolio Leader:	Leader of Council
Key Decision:	No
Report Track:	Council: 22/02/17

COUNCIL
22 FEBRUARY, 2017
APPOINTMENT OF EXTERNAL AUDITORS

1 Purpose of Report

- 1.1 To determine the arrangements for the appointing of External Auditors in relation to the Audit of the 2018-19 accounts.

2 Recommendations

- 2.1 That Council approves the opting in to national Sector Led Body, Public Sector Audit Appointments Ltd (PSAA) procurement of External Auditors for five years with effect from 1 April 2018.

3 Key Issues and Reasons for Recommendation

- 3.1 Transitional arrangements for the appointment of an External Auditor cease on the 31 March 2018 and all Local Authorities must appoint an External Auditor by the 31 December 2017 in relation to the audit of the 2018/19 accounts
- 3.2 Three options exist to the Council as follows:
- Establishing a stand-alone Auditor Panel to make the appointment on behalf of the Council;
 - Commencing work on exploring the establishment of local joint procurement arrangements with neighbouring authorities; or
 - Opt-in to the national Sector Led Body, Public Sector Audit Appointments Ltd (PSAA).
- 3.3 The three procurement options have been reviewed by officers of the Council and Staffordshire Chief Finance Officers Group; and the preferred option is to Opt in to the National Scheme.

4 Relationship to Corporate Priorities

- 4.1 The appointment of External Auditors is a Statutory Requirement.

5 Report Detail

- 5.1 External auditors have been traditionally appointed by the Audit Commission, under the Audit Commission Act 1998. The Audit Commission was abolished on 31 March 2015 and the existing External Audit contracts transferred to the Public Sector Audit Appointments Limited (PSAA).
- 5.2 PSAA is an independent, not-for-profit company limited by guarantee and established by the Local Government Association. It was originally established, under powers delegated by the Secretary of State, to operate the transitional arrangements of existing contracts that were scheduled to terminate in March 2017.
- 5.3 The Council's current external auditor Grant Thornton UK LLP were initially appointed by the Audit Commission with the existing contract transferred to PSAA.
- 5.4 In October 2015 the Secretary of State confirmed that the transitional provisions would be amended to allow an extension of the existing contracts for a period of one year to include 2017/18. This meant that for the audit of the 2018/19 accounts it would be necessary for authorities to either undertake their own procurements or to opt-in to the appointed person regime.
- 5.5 In July 2016 PSAA were specified by the Secretary of State as an 'appointing person' under regulation 3 of the Local Audit (Appointing Person) Regulations 2015. PSAA will make auditor appointments to relevant principal local government bodies that choose to opt-in to the national appointment arrangements for external audit from 2018/19.
- 5.6 Three options therefore exist in relation to the appointment with a requirement to make the appointment for 2018/19 by 31 December 2017.
- a. Establishing a stand-alone Auditor Panel to make the appointment on behalf of the Council;
 - b. Commencing work on exploring the establishment of local joint procurement arrangements with neighbouring authorities; or
 - c. Opt-in to the national Sector Led Body, Public Sector Audit Appointments Ltd (PSAA).
- 5.7 There are benefits and disadvantages for each of the options however options a) and b) will be considerably more resource intensive for the Council and potentially more expensive. Due to
- a. the requirement to establish an Audit Panel and undertake a procurement exercise; and

- b. the lack of the ability to offer a suitably large contract value to the market place

The Council's procurement regulations support the use of framework agreements reflecting the increased contract value available to the market.

- 5.8 In the context of procuring a service the Council's influence in determining service provision is severely limited. The specification or scope of the audit will still be specified nationally, the National Audit Office (NAO) is responsible for writing the Code of Audit Practice which all firms appointed to carry out the Council's audit must follow. Not all accounting firms will be eligible to compete for the work, the scope of public audit is wider than for private sector organisations with as an example the external auditor being required to form a conclusion on the body's arrangements for securing value for money. Potential providers will need to demonstrate that they have the required skills and experience and be registered with a Registered Supervising Body approved by the Financial Reporting Council
- 5.9 Details of the three options are included at Appendix A. The options have been discussed at the Staffordshire Chief Finances Officers Group and the preferred option is to opt in to the national sector led scheme.

6 Implications

6.1 Financial

Provision exists within the Indicative Budget for 2018/19 for External Audit Fees. There are no direct Financial Implications of the recommendation to Opt In to the National led scheme and this provides the best opportunity to ensure value for money in the appointment process. There will be no fee to join the sector led arrangements. The other options available for consideration would include the cost of establishing an Audit Panel and procuring an External Auditor via Tender process for which there is no budget provision.

6.2 Legal

Local Audit and Accountability Act 2014 states a relevant authority must appoint an auditor (a "local auditor") to audit its accounts for a financial year not later than 31 December in the preceding financial year and that a relevant authority must consult and take into account the advice of its auditor panel on the selection and appointment of a local auditor.

Regulation 19 of the Local Audit (Appointing Person) Regulations 2015 enables the appointment of an External auditor to be made by a person specified by the Secretary of State ("an appointing person") to audit the accounts of those authorities that choose to opt in to such arrangements. The decision to opt in to the sector led procurement process, instead of an Audit Panel, must be made by a meeting of the full Council

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 Opt In proposal minimises the risk of the appointment process. This includes both the appointment by the due date and ensuring value for money in the procurement exercise.

6.8 Equality & Diversity

None

6.9 Best Value

The recommended option should ensure the council achieves best value. PSAA will have the ability to negotiate contracts with the firms nationally, maximising the opportunities for the most economic and efficient approach to procurement of external audit on behalf of the whole sector.

7 Appendices to the Report

Appendix A

Options for Appointment of External Auditor

Previous Consideration**Background Papers**

Options for Appointment of External Auditor**Option 1: To make a stand-alone appointment**

In order to make a stand-alone appointment the Council would need to set up an Auditor Panel. The Members of the panel must be wholly or a majority independent Members as defined by the Act. Independent Members for this purpose are independent appointees; this excludes current and former elected Members (or officers) and their close family and friends. This means that elected Members would not have a majority input into assessing bids and recommending which firm of accountants to award a contract for the Council's external audit. The role of an Auditor Panel would be to advise the Council on:

- The selection and appointment of a local auditor
- The maintenance of an independent relationship with the local auditor appointed to audit its account
- Any proposal by the Council to enter into a liability limitation agreement
- Whether to adopt a policy on purchasing non-audit services from the local auditor
- The outcome of any investigation of an auditor's resignation from office, if this occurs, or on any proposal to remove a local auditor from office.

Advantages/benefit

Setting up an auditor panel allows the Council to ensure that there is local input into the decision.

Disadvantages/risks

Recruitment and servicing of the Auditor Panel, running the bidding exercise and negotiating the contract is estimated by the LGA to cost in the order of £15,000 plus on going expenses and allowances.

The Council would not be able to take advantage of reduced fees that may be available through joint or national procurement contracts.

The assessment of bids and decision on awarding contracts would be taken by independent appointees and not solely by elected Members.

Option 2: Set up a Joint Auditor Panel/local joint procurement arrangements

The Act enables the Council to join with other authorities to establish a joint auditor panel. Again this would need to be constituted of wholly or a majority of independent appointees (Members). Further legal advice would be required on the exact constitution of such a panel having regard to the obligations of each Council under the Act.

Advantages/benefits

The costs of setting up the panel, running the bidding exercise and negotiating the contract would be shared across a number of authorities.

There would be greater opportunity for negotiating some economies of scale by being able to offer a larger combined contract value to the firms.

Disadvantages/risks

The decision making body would be further removed from local input, with potentially no input from elected Members (where a wholly independent auditor panel is used) or possibly only one elected Member representing each Council, depending on the constitution agreed with the other bodies involved.

The choice of auditor could be complicated where individual Councils have independence issues. An independence issue occurs where the auditor has recently or is currently carrying out work such as consultancy or advisory work for the Council. Where this occurs some auditors may be prevented from being appointed by the terms of their professional standards. There is a risk that if the joint auditor panel choose a firm that is conflicted for this Council then the Council may still need to make a separate appointment with all the attendant costs and loss of economies possible through joint procurement

There is currently no appetite across Staffordshire for this option

Option 3: Opt-in to a sector led body

In response to the consultation on the new arrangement the LGA successfully lobbied for Councils to be able to 'opt-in' to a Sector Led Body (SLB) appointed by the Secretary of State under the Act. In July 2016, the Secretary of State for Communities and Local Government specified Public Sector Audit Appointments (PSAA) as an appointing person under regulation 3 of the Local Audit (Appointing Person) Regulations 2015. This means that PSAA can make auditor appointments for audits of the accounts from 2018-19 of authorities that choose to opt into its arrangements. Before an authority opts into these arrangements it must formally accept an invitation to become an opted in authority. This decision would be a matter for Full Council. PSAA will have the ability to negotiate contracts with the firms nationally, maximising the opportunities for the most economic and efficient approach to procurement of external audit on behalf of the whole sector.

If the Council was to decide on this option then there is no requirement to establish an Auditor Panel.

Advantages/benefits

The costs of setting up the appointment arrangements and negotiating fees would be shared across all opt-in authorities.

By offering large contract values the firms would be able to offer better rates and lower fees than are likely to result from local negotiation.

Any conflicts at individual authorities would be managed by PSAA who would have a number of contracted firms to call upon.

The appointment process would not be ceded to locally appointed independent Members. Instead PSAA would act in the collective interests of the 'opt-in' authorities.

Disadvantages/risks

Individual elected Members will have less opportunity for direct involvement in the appointment process other than through the LGA and/or stakeholder representative groups.

In order for PSAA to be viable and to be placed in the strongest possible negotiating position, they will need Councils to indicate their intention to opt in before final contract prices are known.

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Report of:	Leader of the Council
Contact Officer:	Anne Bird
Telephone No:	01543 464426
Portfolio Leader:	Corporate Improvement
Key Decision:	No
Report Track:	Council: 22/02/17

COUNCIL
22 FEBRUARY, 2017
LOCALISM ACT 2011 – PAY POLICY STATEMENT 2017/18

1 Purpose of Report

- 1.1 The purpose of this report is to agree a Pay Policy Statement for 2017/18 as required by Sections 38 and 39 of the Localism Act 2011.

2 Recommendations

- 2.1 That Council approves the Pay Policy Statement as set out in Appendix 1
- 2.2 That Council agrees to the publication of the Pay Policy Statement on the Council's website

3 Key Issues and Reasons for Recommendation

- 3.1 Section 38 (1) of the Localism Act 2011 requires English and Welsh Local Authorities to prepare a Pay Policy Statement for 2012/13 and for each financial year thereafter. Section 39 of the Act requires the Statement to be approved by Council by the end of March each year.
- 3.2 The purpose of a Pay Policy Statement is to provide transparency concerning the Council's approach to setting the pay of its employees in line with Chapter 8 of the Localism Act 2011 and the provisions of the guidance issued under S40 (i.e. Openness and accountability in local pay) by identifying:
- A Local Authority's policy on the level and elements of remuneration for each chief officer.
 - A Local Authority's policy on the remuneration of its lowest paid employees (together with a definition of "lowest paid employees").
 - A Local Authority's policy on the relationship between the remuneration of its chief officers and its other officers.

- A Local Authority's policy on other specific aspects of chief officers' remuneration such as remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments and transparency.

3.3 For these reasons a pay policy statement has been created for approval and publication.

4 Relationship to Corporate Priorities

4.1 This report supports the Council's Corporate Priorities as follows:

- (i) This report does not contribute directly to corporate priorities but is required for legal compliance with the Localism Act 2011

5 Report Detail

5.1 Section 38 (1) of the Localism Act 2011 requires English (and Welsh) local authorities to prepare a pay policy statement for 2012/13 and for each financial year after that. The bill as initially drafted referred solely to chief officers (a term which includes both statutory and non-statutory chief officers, and their deputies); but amendments reflecting concerns over low pay and also drawing on Will Hutton's 2011 review of fair pay in the public sector introduced requirements to compare the policies on remunerating chief officers and other employees, and to set out the policy on the lowest paid.

5.2 The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments.

5.3 In terms of process the Pay Policy Statement

- Must be approved formally by the full Council
- Must be approved by the end of March each year
- Can be amended in-year
- Must be published on the Authority's website (and in any other way the Authority chooses)
- Must be complied with when the Authority sets the terms and conditions for a Chief Officer.

5.4 The Act also requires an Authority to have regard to any statutory guidance on the subject issued or approved by the Secretary of State. Statutory recommendations have been issued on pay multiples (within a wider code of recommended practice) on data transparency and a broader set of statutory guidance on the publication of pay policy statements. The statutory guidance emphasises that each Local Authority has the autonomy to take its own decisions on pay and pay policies.

- 5.5 The Act sets out that in the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or otherwise excessive (and seen as such). Each Local Authority will have its own way of balancing those factors, with legitimately differing emphases reflecting differing circumstances.
- 5.6 As well as being required to set out certain of its policies on pay, a Local Authority is required to use the pay policy statement to set out its policies on paying charges, fees (such as for the local returning officer or joint authority duties) allowances and benefits in kind.
- 5.7 Although not required by the Act or statutory guidance, in order to support the need for transparency the pay policy statement should include the percentage rate at which the employers pension contributions have been set for the year in question together with the employee contribution rates.
- 5.8 As the annual pay award for 2017/18 for all negotiating bodies has already agreed the figures given within the pay policy statement are based on the anticipated pay levels from 1st April 2017.

6 Implications

6.1 Financial

The approval of the council's pay policy statement does not commit any additional expenditure over and above that approved for the next financial year 2017/18.

6.2 Legal

The legal implications are discussed in the main body of this report.

6.3 Human Resources

None

6.4 Section 17 (Crime Prevention)

None

6.5 Human Rights Act

None

6.6 Data Protection

Data on Chief Officers pay is regularly published and is already in the public domain

6.7 Risk Management

None

6.8 Equality & Diversity

Pay and conditions for employees are applied fairly and equitably under the Council's job evaluation scheme. Any differentials arising in pay between employees arise from the job evaluation scheme or from the effect of TUPE protections where applicable.

6.9 Best Value

None

7 Appendices to the Report

Appendix 1 Pay Policy Statement 2017/18

Previous Consideration**Background Papers**

CANNOCK CHASE COUNCIL
PAY POLICY STATEMENT – 2017/18

Introduction and Purpose

Under section 112 of the Local Government Act 1972, Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out Cannock Chase Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011 and associated guidance, and the Local Government (Transparency Requirements) Regulations 2014. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees in line with Chapter 8 of the Localism Act 2011 and the provisions of the guidance issued under S40 (i.e. ‘Openness and accountability in local pay’) by identifying;

- the methods by which salaries of all employees are determined;
- the detail and level of remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation;
- those responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to the full Council.

Once approved by full Council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

Legislative Framework

In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes:

- The Equality Act 2010
- The Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
- The Agency Workers Regulations 2010, and where relevant
- The Transfer of Undertakings (Protection of Employment) Regulations (TUPE).

With regard to the Equal Pay requirements contained within the Equality Act, the Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified.

Pay Structure

The Authority implemented its single status agreement from 1st April 2005 covering all employees within the scope of the National Joint Council for Local Government Services (known as the “Green book”). This was approved by Council on 23rd February 2005. A single status agreement for Chief Officers within the scope of the Joint Negotiating Committee for Chief Officers of Local Authorities was approved by Council on 29th June 2005 and implemented from 1st August 2005. A salary scheme for craft employees under the scope of the Joint Negotiating Committee for Local Authority Craft and Associated Employees (known as the “Red Book”) was approved by the Council on 26th August 2009 and implemented from 1st September 2009.

The minimum and maximum rates of pay of all employees within scope of the Single Status Agreements are based on either the national pay spine and/or locally negotiated rates of pay, national minimum wage legislation, including Apprentice rates of pay, or the living wage as defined by the Living Wage Foundation.

The national pay spine and local pay grades are set out at Annex 1. The 'Green Book' and 'Red Book' national conditions of service pay spine salary points were last increased from 1st April 2016 in accordance with the outcome of national collective bargaining on pay. A further increase in the pay spine of 1% is agreed to be effective from 1st April 2017. With effect from 1st April 2015 the Council implemented the Living Wage Rate as proposed by the Living Wage Foundation, which rose from a minimum hourly rate of £8.25 to £8.45 per hour, from 1st November 2016 for all employees who would earn less than that rate within the current national pay structure. The rate will be reviewed and a revised rate applied in November 2017.

An annual pay award was agreed for Chief Officers effective from 1st April. A further 1% increase will be applied from 1st April 2017. The Council remains committed to adherence with national pay bargaining in respect of the national pay spine (amended only by the Living Wage Foundation rate) and any annual cost of living increases negotiated in the pay spine and will implement any amended pay or grading structure that may arise from such national negotiations.

The grading of job roles is determined by reference to the NJC Job Evaluation Scheme and the Hay Evaluation scheme as adopted by the Council. The exception to this is circumstances where, as part of shared service arrangements or other relevant transfers of personnel, employees have transferred to Cannock Chase Council under the TUPE regulations with protected pay and terms and conditions of employment. Those terms and conditions will remain in place until such time as there is an economic, technical or organisational reason for changing them, as is required under the TUPE legislation.

With the exception of progression through any incremental scale of any relevant grade being subject to overall satisfactory performance, the level of remuneration is not variable dependent upon the achievement of defined targets

There is, in addition, the provision for the acceleration of increments within any grade in order to take account of changes to duties and responsibilities or outstanding contribution.

All other pay related allowances are the subject of either national or local determination having been determined from time to time in accordance with national collective bargaining machinery and/or as determined by local negotiation with local trade union representatives.

In determining its pay and grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to be able to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate and to respond to variations in regional or national pay rates. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent

evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.

Local Government Pension Scheme

Subject to qualifying conditions, all employees have a right to join the Local Government Pension Scheme. In addition the Council operates pensions 'Auto Enrolment' as required by the Pensions Act 2008. The table below sets out the pension contribution bands which are currently in place effective from 1st April 2016. At the time of writing the rates that will apply from 1st April 2017 have not yet been published. However, once published they should be available to view on the LGPS2014 website or on the Staffordshire Pension Fund website:

www.lgps2014.org

www.staffspf.org.uk

2016/17 Rates

Band	Whole-time equivalent pay range	Employee contribution rate (%)
1	Up to £13,600	5.5%
2	£13,601 - £21,200	5.8%
3	£21,201 - £34,400	6.5%
4	£34,401 - £43,500	6.8%
5	£43,501 - £60,700	8.5%
6	£60,701 - £86,000	9.9%
7	£86,001 - £101,200	10.5%
8	£101,201 - £151,800	11.4%
9	Over £151,800	12.5%

The Employer contribution rates are set by Actuaries advising the Staffordshire Pension Fund and are reviewed on a regular basis in order to ensure the scheme is appropriately funded. The current rate is a minimum of 17.3% for the year ending 2018. (Note; the level of employers contribution is required to be published under S7 of the Accounts and Audit Regulations)

Senior Management Remuneration

For the purposes of this statement, senior management means 'chief officers' as defined within S43 of the Localism Act. The posts falling within the statutory definition are those officers who comprise the senior management team of the Council (the Leadership Team) reporting directly to the Managing Director. This group also represents all those employees paid over £50k per annum (as required by the Local Government (Transparency Requirements) Regulations 2014). The national conditions of service, which apply to Chief Officers of the Council and which are incorporated into contracts of employment are those set out in either the Joint National Council for Chief Officers or JNC for Chief Executives. Details of their annual salary and other additional payments as at 1st April 2017 are set out below. .

Post (Note 6)	Range/Fixed Salary (£) (Note 3)		Essential Car User Allowance
Managing Director (Note 1)		99970	963
Head of Financial Management/Deputy Managing Director (Note 2 & 4)	55652	63642	963
Head of Governance (Note 2)	55652	63642	963

Head of Commissioning	55652	63642	963
Head of Housing and Waste Management (Note 3)	55652	63642	963
Head of Economic Development (Note 2)	55652	63642	963
Head of Environmental Health (Note 5)	55652	63642	963

Note 1 – Single fixed salary pay point

Note 2 – Responsible for provision of a shared service to another local authority.

Note 3 – All officers are currently paid at the maximum salary point following incremental progression except for the Head of Housing and Waste Management

Note 4 - The post holder also acts as the Deputy Managing Director for which an honorarium of £11602pa is payable

Note 5 – It is anticipated that the post of Head of Environmental Health will be deleted from the management structure effective from 1st April 2017 subject to approval by Council as part of the annual budget setting process

Note 6 – It is anticipated that the corporate management team will be restructured effective from 1st April 2017 subject to approval by Council. If approved the Head of Governance will become the Head of Governance and Corporate Services, the Head of Commissioning would become the Head of Environment and Active Lifestyles and the Head of Housing and Waste Management would become the Head of Housing and Partnerships

In addition to the above Heads of Service are on an on-call rota for dealing with emergency situations for which a standby fee is available for them to claim to the value of £17.11 per 24 hour period (rising to £17.28 from 1st April)

The total cost of management posts covered by note 2 are shared with another Council under joint shared service arrangements.

The pay structure for Chief Officers is determined by reference to Hay Job Evaluation, benchmarking of comparable roles and responsibilities and recruitment and retention issues.

The Council does not apply any bonuses or performance related pay to its Chief Officers or any other employee.

Additions to Salary of Chief Officers

In addition to basic salary, as set out below are details of other elements of potential 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the normal course of work.;

- (a) Where appropriate and subject to operational circumstances – for officers who are unable to utilise their full leave entitlement payment for untaken leave is permitted. This discretionary provision applies to all Chief Officers. (Other employees have the option to buy additional annual leave).
- (b) Recognition Payments (including honoraria, acting-up payments, ex-gratia payments) – subject to approval such additional payments are permissible to recognise additional duties and responsibilities which occur over and above normal contractual obligations. The provision of such payments is available to all Council employees dependent on circumstances.
- (c) Chief Officers receive a fixed annual allowance to cover the broadband and hardware costs of accessing critical systems from home (£1405 per annum from 1st April 2017).
 - (a) Returning Officer Fees – a range of fees are payable to the Managing Director for his role as returning officer for local elections. The fees are applied according to rates set by Staffordshire County Council for all Local Authorities in Staffordshire. Depending on the type of election fees range from £101.42 per 1,000 or part ,thereof, electors for either a standalone district or parish election, to £134.31 per 1,000 or part, thereof, electors for combined district and parish

elections. Additionally, there are fees of £15.72 per ward for the issue and receipt of ballot papers; a supervisory fee of £33.83 per ward up to four wards, then £16.92 per ward thereafter, for poll cards; and £49.04 for every uncontested ward for which an election is held for a district or parish councillor(s).

Recruitment of Chief Officers

The Council's policy and procedures with regard to recruitment/appointment of chief officers is set out in Section 23, of the Council's Constitution (<http://www.cannockchasedc.gov.uk>). When recruiting to all posts the Council will take full and proper account of its own Recruitment, and where appropriate, Redeployment Policies. This policy does not exclude the possibility of recruiting former Chief Officers either from this Council or any other provided that a valid business case exists to do so. However, such occurrences are unlikely to be approved without a break in continuity of service being affected. This policy does not prevent the Council from any future use of the flexibility within the Local Government Pension Scheme to agree "flexible retirement" where a suitable business case exists. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment and as agreed by Council. Where the Council is unable to recruit to a post at the designated grade and/or salary, it will consider the use of temporary market forces supplements in accordance with its relevant policies, or review grades in light of market related information. Any decision as to the remuneration of chief officer posts is to be determined by Council.

Where the Council remains unable to recruit Chief Officers under a contract of employment, or there is a need for interim support to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service.

The Council does not currently have any Chief Officers engaged under any such arrangements.

Payments on Termination

The Councils approach to statutory and discretionary payments on termination of employment of Chief Officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with the provisions of the 2014 Local Government Pension Scheme.

Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the full Council or relevant elected members, committee or panel of elected members with delegated authority to approve such payments in line with any prevailing legislation governing termination payments

Publication

Upon approval by full Council, this statement will be published on the Council's Website and Intranet. In addition, for posts where the full time equivalent salary is at least £50,000, the Councils Annual Statement of Accounts includes a note setting out the total amount of:

- salary, fees or allowances paid to or receivable by the person in the current and previous year;
- any bonuses so paid or receivable by the person in the current and previous year; (none payable as not applicable at Cannock Chase Council)

- any sums payable by way of expenses allowance that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination;
- any benefits received that do not fall within the above

Lowest Paid Employees

From 1st April 2017 the lowest paid persons employed under a contract of employment with the Council are employed on full time 37 hours equivalent salaries in accordance with the minimum hourly rate currently in use within the Council's grading structure. This is £8.45 per hour, which equates to £16302.5 per annum. The Council, from time to time, employs other categories of workers who are not included within the definition of 'lowest paid employees' as they are employed under the Government's national minimum wage legislation dependent on age.

The relationship between the rate of pay for the lowest paid and Chief Officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than **20** times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the mean average salary of the whole of the authority's workforce.

The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee (£16302.5) and the Managing Director (£99970) as **1:6.13** and between the lowest paid employee (£16302.5) and average Chief Officer (excluding the Managing Director position, £63310) as **1: 3.88** (Figures as at April 2017)

The multiple between the median full time equivalent earnings (£22658) and the Managing Director is **1: 4.41** and; between the median full time equivalent earnings (£22658) and average Chief Officer (£63310) is **1: 2.79** (Figures as at April 2017)

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

Accountability and Decision Making

In accordance with the Council's Constitution, Council, and /or Cabinet are responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council. The Constitution sets out the various delegations to Heads of Service.

Payscale

The payscale shown in appendix 1 is the national payscale for NJC 'Green Book' staff but is also applied to 'Red Book' personnel under a local agreement. This reflects the Council's decision to implement the 'Living Wage' rate of £8.45 per hour for its lowest paid employees.

Pay Scale

		Scp.	Salary as at 1st April 2017	£ per Hr.
	Grade A	6	16302.50	8.4500
		7	16302.50	8.4500
		8	16302.50	8.4500
↑		9	16302.50	8.4500
		10	16302.50	8.4500
Grade B		11	16302.50	8.4500
↓		12	16302.50	8.4500
	↑	13	16491.00	8.5477
		14	16781.00	8.6980
	Grade C	15	17072.00	8.8489
	↓	16	17419.00	9.0287
↑		17	17772.00	9.2117
		18	18070.00	9.3662
Grade D		19	18746.00	9.7165
↓		20	19430.00	10.0711
	↑	21	20138.00	10.4381
		22	20661.00	10.7091
	Grade E	23	21268.00	11.0238
↑		24	21962.00	11.3835
	↓	25	22658.00	11.7442
Grade F		26	23398.00	12.1278
↓		27	24174.00	12.5300
	↑	28	24964.00	12.9395
	Grade G	29	25951.00	13.4511
	↓	30	26822.00	13.9026
		31	27668.00	14.3411
↑		32	28485.00	14.7645
		33	29323.00	15.1989
Grade H		34	30153.00	15.6291
↓		35	30785.00	15.9567
		36	31601.00	16.3796
	↑	37	32486.00	16.8384
		38	33437.00	17.3313
	Grade I	39	34538.00	17.9020
↑		40	35444.00	18.3716
	↓	41	36379.00	18.8562
Grade J		42	37306.00	19.3367
↓		43	38237.00	19.8193
		44	39177.00	20.3065
	↑	45	40057.00	20.7626
		46	41025.00	21.2643
	Grade K	47	41967.00	21.7526
	↓	48	42899.00	22.2357
		49	43821.00	22.7136