

CANNOCK CHASE COUNCIL

COUNCIL MEETING

WEDNESDAY, 30 AUGUST, 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 5 July, 2017, Minute Numbers 14 – 23; Page Numbers 10 – 21.

4. The Chairman's Announcements and Correspondence

5. Amendment to Form and Composition of the Shadow Cabinet

To receive notification from the Leader of the Opposition of changes to the identity of Shadow Cabinet Members and their shadow portfolios (Item 5.1).

6. Changes to Membership of Committees

To receive notification from Group Leaders of changes to Committees' membership which require approval by Council (Item 6.1 – 6.3).

7. Questions in Accordance with Rule 8

No Questions have been submitted in accordance with Rule 8.

8. Recommendations Referred from Cabinet, Committees etc.

None.

9. Motion(s) Received under Rule 6

(i) The following motion has been submitted in accordance with Rule 6 by Councillor T.B. Johnson, Cannock East Ward:

“Cannock Chase Council notes that:

- National Joint Council (NJC) pay has fallen by 21% in real terms since 2010.
- NJC workers endured a pay freeze from 2010 to 2012.
- Local terms and conditions of many NJC employees have also been cut impacting on overall earnings.
- NJC pay is the lowest in the public sector.
- Job evaluated pay structures are being squeezed and distorted by bottom-loaded NJC pay settlements needed to reflect the increased National Living Wage and Foundation Living Wage.
- There are growing equal and fair pay risks resulting from this situation.

This Council therefore supports the NJC pay claim for 2018 submitted by UNISON, GMB and Unite on behalf of council and school workers and calls for an immediate end of public sector pay restraint. NJC pay cannot be allowed to fall further behind other parts of the public sector. This Council also welcomes the joint review of the NJC pay spine to remedy the turbulence caused by bottom loaded pay settlements.

This Council also notes the drastic ongoing cuts in local government funding and calls on the Government to provide funding for a decent pay rise for NJC employees and the pay spine review.

This Council therefore resolves to:

- Call immediately for the LGA to make urgent representations to Government to fund the NJC pay claim and pay spine review and notify the Council of their action in this regard.
- Write to the Prime Minister and Chancellor supporting the NJC pay claim and seek additional funding to provide a decent pay rise and fund the pay spine review.
- Meet with local NJC union representatives to convey support for the pay claim and the pay spine review.”

- (ii) The following motion has been submitted in accordance with Rule 6 by Councillor P.T. Witton, Cannock South Ward:

“This Council is opposed to the Tories abolition of free Support for Mortgage interest benefit in its current form, replacing it with a loan secured on people’s homes.

The changes became law on July 27, and future recipients of new mortgage interest loans will have to pay them back with interest.

Any homeowner who loses their job, falls ill or sees their income drop from this summer will only be able to take out a loan.

The rollout date of April 2018 means they will be the first group to be affected if they need to make a claim. The time-lag is because recipients will only be able to apply 39 weeks after they start receiving the benefits that makes them eligible – down from 13 weeks under Labour.

Around 124,000 people currently receive the benefit who have lost a job or stopped work through disability or illness. And the Money Advice Trust claim it could mean many more people will struggle to keep their homes in the future.

This latest austerity cut to the most vulnerable people in society is another example of the Tories intent to dismantle the ‘welfare state’, and I propose that all members condemn it!”

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

To receive any comments or questions submitted under Rule 9 on Part 1 Minutes of meetings of Cabinet, Committees, Sub-Committees or Panels as included in the Minutes Record circulated alongside this agenda.

11. Scrutiny Committees’ Annual Reports 2016/17

To receive for information the Annual Reports of the:

- Better Jobs & Skills Scrutiny Committee (Item 11.1 – 11.4);
- Community Safety Scrutiny Committee (Item 11.5 – 11.7);
- Customers & Corporate Scrutiny Committee (Item 11.8 – 11.11);
- Environment Scrutiny Committee (Item 11.12 – 11.14);
- Health Scrutiny Committee (Item 11.15 – 11.17);
- Housing Scrutiny Committee (Item 11.18 – 11.21).

12. Constitution Amendments

Report of the Council Solicitor and Monitoring Officer (Item 12.1 – 12.6).



T. McGovern,
Managing Director

Civic Centre,
Beecroft Road,
Cannock
WS11 1BG

22 August, 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, 5 JULY, 2017
PART 1

PRESENT: Councillors:

Dudson, A. (Chairman)	
Witton, P.T. (Vice-Chairman)	
Adamson, G.	Johnson, T.B.
Alcott, G.	Lea, C.I.
Allen, F.W.C.	Kraujalis, J.T.
Allt, Mrs. A.	Martin, Mrs. C.E.
Bennett, C.	Mitchell, Mrs. C.
Bowater, J.L.	Peake, Mrs. C.L.
Buttery, M.S.	Pearson, A.R.
Cartwright, Mrs. S.M.	Preece, J.P.T.L.
Cooper, Miss J.	Smith, C.D.
Davis, Mrs. M.A.	Snape, D.J.
Dean, A.	Snape, P.A.
Dudson, Miss M.J.	Sutherland, M.
Foley, D.	Sutton, Mrs. H.M.
Freeman, Miss M.A.	Todd, Mrs. D.M.
Grice, Mrs. D.	Whitehouse, Miss S.
Grocott, M.R.	Witton, P.T.
Hoare, M.W.A.	Woodhead, P.E.
Johnson, J.P.	

Prior to the commencement of formal business, the Chairman paid tribute on behalf of all Members to Councillor Graham Burnett who had passed away suddenly on 29 June, 2017. Other Members also paid personal tributes to Councillor Burnett. Members then observed a minute's silence as a mark of respect.

14. Apologies

Apologies for absence were submitted for Councillors Miss J. Christian; W.T.A. Hardman; and G.N. Molineux.

15. Change of Group Membership

The Leader of the Opposition advised the meeting that, following discussions with the UKIP Group Leader, Councillors M.S. Buttery and Miss S. Whitehouse had resigned from the UKIP Group and requested membership of the Conservative Group, which had been accepted.

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

<u>Councillor</u>	<u>Details</u>	<u>Nature</u>
P.E. Woodhead	Minute 15 of Cabinet (Draft) – 15 June, 2017 - Civic Centre Roof Aerial – Cannock Chase Radio	Personal – hosts a show on Cannock Radio

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

17. Minutes

RESOLVED:

That the Minutes of the annual meeting held on 24 May, 2017, be approved as a correct record and signed.

18. The Chairman's Announcements and Correspondence

(i) Chairman's Fundraising

The Chairman advised that a collection box was circulating for Members to donate to his fundraising. At the meeting held on 24 May, 2017, a total of £43.00 was collected, and he thanked all Members for their donations.

The Chairman advised that the organisations he would be supporting during his term of Office would be the 2nd Brereton Brownies, 1st Brereton Scouts and Rugeley Physically Handicapped Association.

(ii) Local Voluntary, Community and Social Enterprise Organisations

The Chairman referred to a document listing local organisations, copies of which had been left for Members. He advised that he had received this in his capacity as a County Councillor, but hoped that others Members might also find it to be of use.

(iii) Minute's Silence

The Chairman asked Members to observe a minute's silence to pay respect to the victims and give their thoughts to the grieving families of three terrible incidents that had occurred since the Council last met:

- 3 June, terror attack on London Bridge;
- 14 June, fire at Grenfell Tower, Kensington; and
- 19 June, terror attack at Finsbury Park.

19. Question(s) in Accordance with Rule 8

- (i) The following Question had been submitted in accordance with Council Procedure Rule 8 by Councillor P.E. Woodhead, Hednesford South Ward:

“If the Portfolio Leader could please inform Members of the strategy and resources employed by the Council to address the ongoing and increasing problem of litter within the District with particular reference to Hednesford Park as well as District-wide. Please include the number of fixed penalty notices issued in the last 12 months.”

Response to Question

In response to Councillor Woodhead’s question, the Environment Portfolio Leader said that he would like to:

Offer his thanks for the work already done by the Council’s Environmental, Waste and Engineering, Parks and Open Spaces, Housing, Partnerships and PR & Marketing teams and the many volunteers and community groups in cleaning up litter across the district.

“Litter is an avoidable problem but we all have a responsibility to help tackle this problem and the Council cannot do it on its own.

In participating in such campaigns as Clean for the Queen, Love your street and Love Parks council officers, Members and local residents have already made great efforts to clean up areas of our district and to enforce the message that littering in our district is not acceptable. These initiatives and campaigns have also engaged partner agencies such as Fire and Rescue Service (FARS) and local businesses (McDonalds).

That said, and despite all these efforts, littering is a problem not only for this Council but for all Councils in England and I welcome that this Government has, from April 2017, introduced the first ever Litter Strategy for England.

In summary, this strategy aims to educate, enforce and establish the infrastructure necessary to deliver a reduction in litter and in the longer term to change the behaviour of the minority who currently feel it is acceptable to drop litter.

Whilst I welcome this new strategy, and as most Members are aware Council officers have already been actively applying the relevant principles set out in this document for a number of years.

Education and Awareness

The Council's Environmental Health Team has been engaging with local schools since 2012 through its Litter Awareness and Anti-Social Behaviour packages which were developed for Primary, Junior and High Schools. Its popular Junior Good Citizen and Environmental Citizen Award Schemes have recognised the contribution of over 100 children and young people to tackling littering in the district.

Banners promoting responsible dog ownership have been deployed in known "hotspots" areas to supplement "no fouling" signs and the re-launch £100 reward for information leading to a successful conviction of a person involved in fly tipping has resulted in 2 convictions.

The Council has been involved in two primary school initiatives – a Dog Fouling poster competition (Burns Street Primary School) the winning designs have been incorporated in the latest responsible dog ownership banners and Express and Star Design an Ad competition (Sherbrook Primary School) is due to be presented tomorrow.

Enforcement

It can be particularly difficult to take enforcement action against those who commit such crimes and the Council's officers can only take action when they have sufficient evidence to a criminal standard of proof ("beyond reasonable doubt").

For a significant part of last year the Teams resources were directed to Oak Tree Farm and also preparing for administering Disabled Facilities Grants in-house from April 2017. This resulted in no fixed penalty notices being issued. That said Environmental Health Protection Officers have been actively involved in taking appropriate enforcement action wherever possible and 48 Fixed Penalty notices have been served and 5 prosecutions for littering have been enforced, since 2014.

Since 2014, the Team has also successfully prosecuted 4 individuals for fly tipping and waste-related offences. As a deterrent the team have also adopted the new stronger enforcement power to issue £400 FPNs for fly tipping offences.

Cleaning and Infrastructure

As a Council we are committed to making sure our District is clean and to make it as easy as possible for residents and visitors to put their rubbish in the right bins. The Council's street cleansing team litter pick all town centres and empty 110 litter bins daily, 7 days per week. The remaining 450 litter bins situated across the district are emptied between once and twice per week depending upon known demand

All new litter bins are dual purpose (general litter and dog waste).

The district's 42 play areas are cleansed at least once per week with a number being served twice per week, based on demand.

Main and sub-roads (including estate roads) are litter picked 5 days per week, on an up to fortnightly basis and trunk and rural roads are picked monthly.

With regard to keeping our roads clean the team operate a 13 week road channel sweeping programme, which effectively means all district road channels are swept 4 times per year with the main roads being swept on a monthly basis.

Our town centres are mechanically swept 6 days per week with district shopping areas being swept once a week. Town centre car parks are swept once per week, with district car parks being swept once a month.

Our aim is to remove fly tipping on Council land within 24 hours, similarly animal road kills and needle sticks are collected within the same time frame (Mon – Fri).

Graffiti on Council owned property is removed within 24 hours or within the same day if considered offensive.

In respect of our parks and open spaces 5 Green Flag accreditations is testament to the Council's commitment to having a clean and litter free environment. The Green Flag Award scheme supported by Keep Britain Tidy recognises well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the Country.

The managed Parks Contract including Hednesford Park requires litter to be picked and removed twice per day or as and when required if more often. In respect of Hednesford Park it is fair to say that since its transformation in 2012-13 there has been a steady increase in footfall with a resultant increase in littering, particularly in areas of high activity such as the skate plaza and multi-use games area. The consequences associated with having a true destination park in Hednesford was recognised and catered for early in the HLF bid process and as such additional maintenance costs were allowed for in the successful grant award.

All of the existing bins were replaced and new ones added in Hednesford Park and the War Memorial as part of the development and there are now 20 bins strategically placed to encourage use.

As I have already made reference to earlier in my response, local authorities will never have enough resources in place to tackle this problem on their own and this Council is no different. Hednesford Park has benefited from the assistance of a number of volunteers and partners in litter picking and in raising awareness with our children and young people of the consequences of dropping litter and this work will be invaluable in changing behaviour over time.

Councillor Woodhead can rest assured that as Portfolio Leader I am keen to ensure that we continue to support local community groups and volunteers in assisting the Council in tackling littering in Hednesford Park and across our district and to continually look at innovative ways of addressing the littering problem. For instance, the recent restructuring of the Council's services has brought the range of "environmental" services together under a single Head of Environment and Healthy Lifestyles. This in time will provide an opportunity for the services to work more closely together in developing and improving its response to environmental issues such as littering, dog fouling and fly tipping.

I trust this response answers Councillor Woodhead's question. I also think that it clearly demonstrates the significant amount of work and actions that are currently being undertaken by this council and its officers to address, what is a national problem. Whilst we can always do more with more resources, the current level of work and activity is a considerable achievement given that this Council has had to deliver £1.6 million of savings last year as part of its 3 year Financial Recovery Plan."

- (ii) The following Question had been submitted in accordance with Council Procedure Rule 8 by Councillor P.E. Woodhead, Hednesford South Ward:

"In light of the tragic events at Grenfell Tower in Kensington it brings in to sharp relief the responsibilities, obligations and consequences of the decisions we make as a council on behalf of our community. Whilst we do not have high rise towers within the District we do have homes and buildings for which we bear the responsibility of landlord. Indeed we make many decisions which affect the health, safety and wellbeing of our residents. Can the portfolio leader please detail the processes we have established to demonstrably assess the risk of decisions in respect to fire in particular but more generally towards the health, safety and wellbeing of our residents and how these are balanced against the financial pressures of decision-making?"

Response to Question

In response to Councillor Woodhead's question, the Housing Portfolio Leader advised that:

"Although Cannock Chase Council doesn't own any high-rise dwellings over 18 metres/ 6-storeys high and we haven't used the type of composite aluminium panel found on Grenfell Tower, we have undertaken various insulating render cladding schemes using a Wetherby system with a phenolic insulation board and an Epsicon system with a polystyrene slab insulation. Whilst neither of these systems is suitable for high-rise buildings, both are acceptable for low-rise dwellings (according to the latest BRE Agrément Certificate). For information, the tallest Council dwelling is 3-storey, circa 8m to eaves level.

Although the insulation element is not inert, these clad properties are only one or two storey and the majority are either bungalows or houses. There are no communal areas and the properties all have their own front door allowing escape in the event of a fire. The external render has a class 0 spread of fire and insulation is fixed onto either a brick or concrete shell which also has class 0 fire spread from inside the dwelling.

There are a few cladded flats on the Springfields Estate in Rugeley which have an insulating render cladding system installed about 20 years ago. These flats also have their own front entrance door for escape in the event of fire with the first floor flats leading out onto an external concrete staircase. We are due to start the external envelope programme in this area September 2017 and will carry out some intrusive spot checks to ensure the correct fire breaks are in place between dwellings.

Where we have upgraded infill panels on timber frame buildings, the existing layer of Rockwool insulation has been retained as Rockwool is inert and provides a fire break. Also, where in the last 10-15 years we have upgraded loft insulation, this has also been with Rockwool.

With regard fire risk assessments, where these have recommended remedial works, we have carried out these works. In 2013, we undertook improvement works to the communal areas of a number of blocks including the provision of new fire rated flat entrance doors and a full replacement of the fire alarm systems within the 4 sheltered schemes.

Each individual dwelling now has its own smoke detector linked to the warden call system. The Sheltered Scheme Managers have been trained to undertake the weekly test of the fire alarm systems and monitor the communal areas plus there is a maintenance programme in place for the new fire alarm systems.

The majority of flat-blocks with communal areas also benefit from a fire alarm system, which is maintained on quarterly and any identified remedial works are carried out. The Estate Caretakers also undertake monthly visual inspections of these communal areas, checking for damage, graffiti, rubbish, items abandoned or being stored in the communal areas, fly tipping, the cigarette bins, clean the carpets and test the fire alarms. Some of the blocks have been designated a 'higher risk' and in these blocks the Caretaker's inspection is carried out twice each month. We also have "resident champions" in some blocks, who also keep an eye on what is happening there and report issues. Electrical safety checks are undertaken in every void property or when a mutual exchange takes place. As part of our planned maintenance electrical upgrade programme, every 7-8 years we carry out essential electrical maintenance in each property including the installation of new mains powered trickle-charge smoke detectors to alert the occupants should a fire start within their property. Carbon monoxide detectors are also fitted in all properties with gas or solid fuel appliances. For those people who are hard of hearing, we install a specialist smoke alarm with a strobe light and vibrating pad for under the pillow.

We have regular consultation with the local fire safety officer from Staffordshire Fire and Rescue and have referred new tenants to them for a fire safety check, or if we feel one is necessary we will arrange it either at sign-up, following a tenancy audit or via one of the Sheltered Scheme Managers. We have consulted with them regarding proposed works and undertaken additional works highlighted from their fire safety checks including the installation of additional smoke detectors and a sprinkler system for a designated high-risk tenant.

All properties with a gas supply benefit from an annual gas safety check which is undertaken by PH Jones.

In the past we have also included fire safety articles in the tenants' magazine, Hometalk. This has included articles regarding testing your smoke alarm, the risks of electric blankets, chip pans and general trips and falls. Leaseholders are offered a free gas check as part of this process. We are in the process of getting legal advice on making the gas check compulsory for Leaseholders and obtaining a copy of the gas certification.

That said, we are not being complacent and in the light of the events at Grenfell Tower we are in the process of obtaining new fire risk assessments and following this will be carrying out any remedial works identified within an agreed period of time. As part of this process we will also review all of our signage within the blocks, the provision of information leaflets for tenants and leaseholders plus a full review of our fire evacuation procedures for the blocks.

The Council has also sent a letter to over 300 Private Estate Agents; Lettings Agents & Property Management Agents to raise awareness of the Governments response to the Grenfell Tower Incident.

The “Stay Put Policy” has come under media scrutiny, however, we are being advised to ensure that residents fully understand the emergency fire procedures in the building that they occupy and in particular the meaning of “stay put”.

20. Recommendations Referred from Cabinet, Committees etc.

Consideration was given to the following recommendation to Council agreed by the Audit & Governance Committee at its meeting held on 27 June, 2017, in respect of:

Code of Governance (Minute No. 7)

“That Council, at its meeting to be held on 5 July, 2017, approves the Code of Governance.”

RESOLVED:

That the Code of Governance be approved.

21. Motion(s) Received under Rule 6

- (i) Consideration was given to the following Motion submitted under Council Procedure Rule 6 by Councillor P.E. Woodhead, Cannock South Ward, which was seconded and debated:

“Council believes that a Parliament that more accurately reflects the views of the nation, enabling people to feel that their votes count, is more likely to develop an economic, social and environmental agenda that benefits the residents of Cannock Chase.

Following the recent general election, this Council agrees that the ‘First Past the Post’ voting system:

- has again failed to live up to its reputation to provide strong and stable government;
- has again yielded a wildly disproportionate allocation of seats, for example, the Democratic Unionist Party gaining 10 seats from 292,316 votes compared with 12 seats from 2.4 million votes for the Liberal Democrats;
- has spectacularly failed to match votes to seats with 27,930 votes required to elect one MP from the Scottish National Party compared with 525,371 votes to elect one Green Party MP.

This Council:

- (A) recognises that a robust democracy must include a fair voting system and that nobody should be disenfranchised because of where they live;
- (B) applauds the many groups and organisations campaigning for fair votes including the Electoral Reform Society, Make Votes Matter and the Labour Campaign for PR;
- (C) notes that the Single Transferable Vote system is already used for local elections in Scotland and in both Northern Irish local elections and the Northern Ireland Assembly while proportional electoral systems are used to elect the devolved parliaments and assemblies in Scotland, Wales and London;
- (D) therefore calls for the introduction of a proportional voting system
 - (i) for local elections in England and Wales;
 - (ii) for Westminster elections; and
- (E) directs that a copy of this motion be forwarded to the Leaders of all political parties represented in the UK Parliament.”

(In accordance with Council Procedure Rule 15.(5), a named vote was requested. The Chairman directed that a five minute break should be taken at this point and the meeting reconvened at 5.05 p.m., when the named vote was held.)

For

Dean, A.
Foley, D.
Johnson, T.B.
Preece, J.P.T.L.
Woodhead, P.E.

Against

Adamson, G.
Alcott, G.
Allen, F.W.C.
Allt, Mrs. A.
Bennett, C.
Bowater, J.L.
Buttery, M.S.
Cartwright, Mrs. S.M.
Cooper, Miss J.
Dudson, A.
Dudson, M.J.
Grice, Mrs. D.
Grocott, M.R.
Hoare, M.W.A.
Johnson, J.P.
Kraujalis, J.T.
Lea, C.I.

Abstain

Davis, Mrs. M.A.
Freeman, Miss M.A.

For

Against

Abstain

Martin, Mrs. C.E.
Mitchell, Mrs. C.
Peake, Mrs. C.L.
Pearson, A.R.
Smith, C.D.
Snape, D.J.
Snape, P.A.
Stretton, Mrs. P.Z.
Sutherland, M.
Sutton, Mrs. H.M.
Todd, Mrs. D.M.
Whitehouse, Miss S.
Witton, P.T.

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In addition, Councillors Miss J. Christian; W.T.A. Hardman; and G.N. Molineux were absent from the meeting.

RESOLVED:

That the Motion be not supported.

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

Following a debate by Members on the process for dealing with comments or questions on Minutes in accordance with Council Procedure Rule 9, Councillors Woodhead and Snape withdrew their questions.

Members requested that Council Procedure Rule 9 be referred back to the Constitution Working Group for further review.

The Managing Director advised that he would ensure that copies of the comments or questions received under Rule 9 and the responses that had been drafted would be circulated to all Members by e-mail.

RESOLVED:

That the process for dealing with comments or questions on Minutes in accordance with Council Procedure Rule 9, be referred back to the Constitution Working Group for further review.

23. Annual Treasury Management Report 2016/17

Consideration was given to the Report of the Head of Finance (Item 9.1 – 9.9 of the Official Minutes of the Council).

RESOLVED:

That

- (A) The annual treasury management report 2016/17 be noted.
- (B) The actual 2016/17 prudential and treasury indicators as set out in appendix 1 of the report be approved.

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE COUNCIL
HELD IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK
AT 4:00 P.M., WEDNESDAY, 5 JULY, 2017

PART 2

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

No comments or questions on Part 2 Minutes had been submitted in accordance with Council Procedure Rule 9.

The meeting closed at 5.25 p.m.

CHAIRMAN

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COUNCIL**30 AUGUST 2017****NOTIFICATION FROM THE LEADER OF THE OPPOSITION OF CHANGES TO
THE FORM AND COMPOSITION OF THE SHADOW CABINET FOR 2017-18**

COUNCILLOR	SHADOW PORTFOLIO
Snape, P.A.	Leader of the Opposition and Corporate Improvement Shadow Portfolio Leader
Sutherland, M.	Deputy Leader of the Opposition and Economic Development and Planning Shadow Portfolio Leader
Snape, D.J.	Crime and Partnerships Shadow Portfolio Leader
Johnson, J.P.	Culture and Sport Shadow Portfolio Leader
Hoare, M.W.A.	Environment Shadow Portfolio Leader
Smith, C.D.	Health and Wellbeing Shadow Portfolio Leader
Lea, C.I.	Housing Shadow Portfolio Leader
Sutton, Mrs. H.M.	Town Centre Regeneration Shadow Portfolio Leader

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COUNCIL
30 AUGUST 2017
NOTIFICATION OF CHANGES TO MEMBERSHIP OF COMMITTEES, PANELS
AND WORKING GROUPS 2017-18 FOR APPROVAL BY COUNCIL

CONSERVATIVE GROUP CHANGES:

Customers & Corporate Scrutiny Committee	
<u>Current Membership</u>	<u>Proposed Membership</u>
Peake, Mrs. C.L. Smith, C.D. Sutherland, M. Sutton, Mrs. H.M. Sub= Snape, D.J.	Snape, P.A. Sutherland, M. Sutton, Mrs. H.M. Whitehouse, Miss S. Sub = Snape, D.J.
Economic Development and Town Centres Scrutiny Committee	
<u>Current Membership</u>	<u>Proposed Membership</u>
Vacant seats (x2) Snape, P.A. Sutherland, M. Sub= Lea, C.I.	Buttery, M.S. Sutherland, M. Sutton, Mrs. H.M. Whitehouse, Miss S. Sub = Lea, C.I.
Health, Culture and Environment Scrutiny Committee	
<u>Current Membership</u>	<u>Proposed Membership</u>
Allt, Mrs. A. Hoare, M.W.A. Johnson, J.P. Sutton, Mrs. H.M. Sub = Lea, C.I.	Hoare, M.W.A. Johnson, J.P. Smith, C.D. Sutton, Mrs. H.M. Sub = Lea, C.I.

Housing, Crime and Partnerships Scrutiny Committee	
<u>Current Membership</u>	<u>Proposed Membership</u>
Vacant seat (x1) Lea, C.I. Snape, D.J. Snape, P.A. Sub= Hoare, M.W.A.	Allt, Mrs. A. Buttery, M.S. Lea, C.I. Snape, D.J. Sub = Hoare, M.W.A.
Audit & Governance Committee	
<u>Current Membership</u>	<u>Proposed Membership</u>
Bowater, J. Johnson, J.P.	Bowater, J. Johnson, J.P.
Planning Control Committee	
<u>Current Membership</u>	<u>Proposed Membership</u>
Vacant seat (x1) Hoare, M.W.A. Lea, C.I. Snape, D.J. Sutherland, M. Sub= Snape, P.A.	Hoare, M.W.A. Lea, C.I. Snape, D.J. Snape, P.A. Sutherland, M. Sub = Smith, C.D.
Licensing & Public Protection Committee	
<u>Current Membership</u>	<u>Proposed Membership</u>
Hoare, M.W.A. Lea, C.I. Smith, C.D. Sub= Snape, D.J.	Hoare, M.W.A. Lea, C.I. Smith, C.D. Sub= Snape, D.J.

Standards Committee	
<u>Current Membership</u>	<u>Proposed Membership</u>
Vacant seat (x1) Allt, Mrs. A. Peake, Mrs. C.L.	Allt, Mrs. A. Bowater, J. Peake, Mrs. C.L.
Trade Union Consultative Forum	
<u>Current Membership</u>	<u>Proposed Membership</u>
Smith, C.D. Snape, P.A.	Smith, C.D. Snape, P.A.
Appointments Panel	
<u>Current Membership</u>	<u>Proposed Membership</u>
Snape, P.A. Sutherland, M. Sutton, Mrs. H.M.	Snape, D.J. Sutherland, M. Sutton, Mrs. H.M.
Appeals and Complaints Panel	
<u>Current Membership</u>	<u>Proposed Membership</u>
x2 Conservative Members	x2 Conservative Members
Constitution Working Group	
<u>Current Membership</u>	<u>Proposed Membership</u>
Vacant seat (x1) Snape, D.J.	Snape, D.J. Snape, P.A.

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Report of:	Head of Economic Development
Contact Officer:	Michael Tichford
Telephone No:	4223
Key Decision:	No
Report Track:	Economic Development and Town Centres Scrutiny Committee and Council

COUNCIL
30 AUGUST 2017
BETTER JOBS AND SKILLS SCRUTINY COMMITTEE
ANNUAL REPORT 2016-17

1 Purpose of Report

- 1.1 This report summarises the work undertaken by the Better Jobs and Skills Scrutiny Committee during the municipal year 2016-17.

2 Recommendations

- 2.1 That the report be noted.

3 Key Issues and Reasons for Recommendation

- 3.1 The report summarises the work undertaken by the Better Jobs and Skills Scrutiny Committee during the municipal year 2016-17.
- 3.2 The Committee received information on:
- (i) the end of year outturn for the Priority Delivery Plan for 2015-16;
 - (ii) progress reports on the Priority Delivery Plan for 2016-17;
 - (iii) Preparing young people for employment;
 - (iv) Town Centres traders associations updates;
 - (v) Hednesford In Partnership;
 - (vi) Update on relocation of Gestamp UK's Cannock facility;

- (vii) Chase Line Electrification;
- (viii) Local bus services and Buses Bill;
- (ix) West Midlands Combined Authority;
- (x) Street Trading Policy and related matters.

3.3 The Committee also requested future updates on the Travel Plan linked to the relocation of Gestamp to Four Ashes and Gestamp's proposed Skills Academy.

4 Relationship to Corporate Priorities

4.1 The Better Jobs and Skills Scrutiny Committee was responsible for scrutinising matters relating to the former Better Jobs and Skills corporate priority.

5 Report Detail

5.1 It was agreed in July 2016 by full Council that in future the Scrutiny Committees would produce an annual report for Council on the work undertaken by each of the Committees.

5.2 The key role of the Scrutiny Committee was to:

- Hold the executive to account;
- Ensure corporate priorities are met
- Review and develop policies
- scrutinise partners
- consider performance management information

5.3 The remit of the Better Jobs and Skills Scrutiny Committee during 2016-17 included:

- Better Jobs and Skills PDP (including Education)
- Economic Development and Planning
- Town Centre Regeneration
- Performance Management of the Locality Partnership Plan for 'Increased Economic Prosperity'.

5.4 The Committee considered the following items during 2016-17:

13 July 2016

- End of Year Performance Report 2015-16
- Committee's work programme for 2016-17

7 September 2016

- PDP Q1 2016/17 update
- Town Centres Traders Associations Issues
- Hednesford in Partnership Presentation

8 December 2016

- PDP Q2 2016/17 update
- Update on the relocation of Gestamp UKs Cannock Facility
- Update on Chase Line Electrification
- Work Programme update

14 March 2017 (additional meeting)

- Update on local bus services and Buses Bill

12 April 2017

- PDP Q3 2016/17 update
- West Midlands Combined Authority update
- Street Trading Policy and related matters
- Work Programme review.

5.5 No reviews were undertaken by the Committee, therefore no recommendations were made to Cabinet or Council arising from the Committee's work. There was a focus on transport and skills through the year and disquiet about the reduction in bus subsidies but no further action arose.

6 Implications

6.1 Financial

None

6.2 Legal

None

6.3 Human Resources

None

6.4 Section 17 (Crime Prevention)

None

6.5 Human Rights Act

None

6.6 Data Protection

None

6.7 Risk Management

None

6.8 **Equality & Diversity**

None

6.9 **Best Value**

None

7 Appendices to the Report

None

Previous Consideration

None

Background Papers

None

Report of:	Head of Housing & Partnerships
Contact Officer:	Kerry Wright
Telephone No:	01543 464368
Key Decision:	No
Report Track:	Housing, Crime and Partnerships Scrutiny Cttee and Council

COUNCIL
30 AUGUST 2017
COMMUNITY SAFETY SCRUTINY COMMITTEE
ANNUAL REPORT 2016-17

1 Purpose of Report

- 1.1 This report summarises the work undertaken by the Community Safety Scrutiny Committee during the municipal year 2016-17.

2 Recommendations

- 2.1 That the report be noted.

3 Key Issues and Reasons for Recommendation

- 3.1 The report summarises the work undertaken by the Community Safety Scrutiny Committee during the municipal year 2016-17.
- 3.2 The Committee received information on:
- (i) the end of year outturn for the Priority Delivery Plan for 2015-16;
 - (ii) Police Performance
 - (iii) Communities Against Crimes of Hate (CACH)
 - (iv) Anti-Social Behaviour Powers (ASB)
 - (v) Local changes to policing
- 3.3 As a result of its work, the Committee made recommendations to the Community Safety Partnership.

4 Relationship to Corporate Priorities

- 4.1 The Community Safety Scrutiny Committee was responsible for scrutinising matters relating to the Cleaner and Safer Environment priority.

5 Report Detail

- 5.1 It was agreed in July 2016 by full Council that in future the Scrutiny Committees would produce an annual report for Council on the work undertaken by each of the Committees.

- 5.2 The key role of the Scrutiny Committee was to:

- Hold the executive to account;
- Ensure corporate priorities are met
- Review and develop policies
- scrutinise partners
- consider performance management information

- 5.3 The Community Safety Scrutiny Committee considered the following items during 2016-17:

25 July 2016

- End of Year Performance Report 2015-16
- Committee's work programme for 2016-17
- Police Performance update (Staffordshire Police in attendance)

5 September 2016

- PDP Q1 2016/17 update
- Communities Against Crimes of Hate (CACH) presentation
- Police Performance update (Staffordshire Police in attendance)
- Anti-social Behaviour Powers presentation

13 December 2016

- PDP Q2 2016/17 update
- Prevent Strategy presentation (Staffordshire Police in attendance)

6 April 2017

- PDP Q3 2016/17 update
- Police Performance and local Policing Changes update (Staffordshire Police in attendance)

- 5.4 The Committee acted as a key consultee on both the Police Performance and Police changes. Committee members received informative presentations on Hate Crime, Anti Social Behaviour and Prevent and asked a number of questions of both the presenters and the Partnership Team.

6 Implications**6.1 Financial**

None

6.2 Legal

None

6.3 Human Resources

None

6.4 Section 17 (Crime Prevention)

None

6.5 Human Rights Act

None

6.6 Data Protection

None

6.7 Risk Management

None

6.8 Equality & Diversity

None

6.9 Best Value

None

7 Appendices to the Report

None

Previous Consideration

None

Background Papers

None

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Report of:	Head of Governance & Corporate Services
Contact Officer:	Judith Aupers
Telephone No:	4411
Key Decision:	No
Report Track:	Customer and Corporate Scrutiny Committee and Council

COUNCIL
30 AUGUST 2017
CUSTOMERS & CORPORATE SCRUTINY COMMITTEE
ANNUAL REPORT 2016-17

1 Purpose of Report

- 1.1 This report summarises the work undertaken by the Customers & Corporate Scrutiny Committee during the municipal year 2016-17.

2 Recommendations

- 2.1 That the report be noted.

3 Key Issues and Reasons for Recommendation

- 3.1 The report summarises the work undertaken by the Customers & Corporate Scrutiny Committee during the municipal year 2016-17.
- 3.2 The Committee received information on:
- (i) the end of year outturn for the Priority Delivery Plan for 2015-16;
 - (ii) progress reports on the Priority Delivery Plan for 2016-17;
 - (iii) Financial Recovery Plan (FRP) Consultation and Evaluation of the Consultation Process;
 - (iv) LGA Peer Review Feedback; and
 - (v) External Communications Trial Review

- 3.3 As a result of its work, the Committee made recommendations to the Cabinet on the FRP options and the LGA Peer Review,

4 Relationship to Corporate Priorities

- 4.1 The Customers and Corporate Scrutiny Committee was responsible for scrutinising matters relating to the Customers Priority of “Delivering Council services that are customer centred and accessible”.

5 Report Detail

- 5.1 It was agreed in July 2016 by full Council that in future the Scrutiny Committees would produce an annual report for Council on the work undertaken by each of the Committees.

- 5.2 The key role of the Scrutiny Committee was to:
- Hold the executive to account;
 - Ensure corporate priorities are met
 - Review and develop policies
 - scrutinise partners
 - consider performance management information

- 5.3 The remit of the Customers & Corporate Scrutiny Committee during 2016-17 included:
- The Customers PDP
 - Corporate Issues
 - Budget Consultation
 - Corporate & Support Services – i.e. Finance, HR, Governance,
 - Legal, Technology, Communications, Customer Services (inc. Social Alarms) and Civic Support
 - Local Taxation and Benefits

- 5.4 The Committee considered the following items during 2016-17:

27 July 2016

- End of Year Performance Report 2015-16
- Committee’s work programme for 2016-17

13 October 2016

- PDP Q1 2016/17 update
- Financial Recovery Plan Consultation

5 December 2016

- PDP Q2 2016/17 update
- LGA Peer Review Feedback report

27 March 2017

- PDP Q3 2016/17 update
- Evaluation of the FRP Consultation Process – presentation
- External Communications Trial Review – presentation

5.5 The Committee acted as a key consultee on both the FRP process and the LGA Peer Review report. As a result of this work the Committee made:

- 7 recommendations for Cabinet to consider as part of the FRP process; and
- 3 recommendations for Cabinet to consider when responding to the LGA's Peer Review report.

5.6 The Committee had also queried the targets for the customer contact data (including e-payments and telephone payments). Whilst no formal recommendation were made on this issue, officers agreed to review this as part of the work on the Customer Access Strategy.

6 Implications

6.1 **Financial**

None

6.2 **Legal**

None

6.3 **Human Resources**

None

6.4 **Section 17 (Crime Prevention)**

None

6.5 **Human Rights Act**

None

6.6 **Data Protection**

None

6.7 **Risk Management**

None

6.8 **Equality & Diversity**

None

6.9 **Best Value**

None

7 Appendices to the Report

None

Previous Consideration

None

Background Papers

None

Report of:	Head of Environment & Healthy Lifestyles
Contact Officer:	Mike Edmonds
Telephone No:	4416
Key Decision:	No
Report Track:	Health, Culture and Environment Scrutiny Committee and Council

COUNCIL
30 AUGUST 2017
ENVIRONMENT SCRUTINY COMMITTEE
ANNUAL REPORT 2016-17

1 Purpose of Report

- 1.1 This report summarises the work undertaken by the Environment Scrutiny Committee during the municipal year 2016-17.

2 Recommendations

- 2.1 That the report be noted.

3 Key Issues and Reasons for Recommendation

- 3.1 The table set out in paragraph 5.3 below summarises the work undertaken by the Environment Scrutiny Committee during the municipal year 2016-17.

4 Relationship to Corporate Priorities

- 4.1 The Environment Scrutiny Committee was responsible for scrutinising matters relating to the key priority of delivering "Cleaner and Safer environments".

5 Report Detail

- 5.1 It was agreed in July 2016 by full Council that in future the Scrutiny Committees would produce an annual report for Council on the work undertaken by each of the Committees.

5.2 The key role of the Scrutiny Committee was to:

- Hold the executive to account;
- Ensure corporate priorities are met
- Review and develop policies
- scrutinise partners
- consider performance management information

5.3 The Committee considered the following items during 2016-17:

19 July 2016

- End of Year Performance 2015/16
- Committee's work programme for 2016/17

30 August 2016

- Oak Tree Farm – Slitting Mill Fire Update
- Waste Contract Performance
- Environmental Protection Service Update
- Bus Shelters Presentation
- Countryside Estate Review

29 September 2016

- Pest Control Service – Review of Cabinet Decision

6 December 2016

- PDP Q2 2016/17 update
- Presentations on Fly Tipping and Pest Control
- Waste Contract Monitoring Update
- Oak Tree Farm Update

4 April 2017

- PDP Q3 2016/17 update
- Presentations on Air Quality and Flooding
- Waste Contract Monitoring Update

5.4 The Committee received a number of specific service updates (e.g. Waste Management Contract, Environmental Protection Service, Fly Tipping, Pest Control etc.) although no formal recommendations were made to Cabinet.

6 Implications

6.1 Financial

None

6.2 Legal

None

6.3 **Human Resources**

None

6.4 **Section 17 (Crime Prevention)**

None

6.5 **Human Rights Act**

None

6.6 **Data Protection**

None

6.7 **Risk Management**

None

6.8 **Equality & Diversity**

None

6.9 **Best Value**

None

7 Appendices to the Report

None.

Previous Consideration

None

Background Papers

None

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Report of:	Head of Environment & Healthy Lifestyles
Contact Officer:	Mike Edmonds
Telephone No:	4416
Key Decision:	No
Report Track:	Health, Culture and Environment Scrutiny Committee and Council

**COUNCIL
30 AUGUST 2017
HEALTH SCRUTINY COMMITTEE
ANNUAL REPORT 2016-17**

1 Purpose of Report

- 1.1 This report summarises the work undertaken by the Health Scrutiny Committee during the municipal year 2016-17.

2 Recommendations

- 2.1 That the report be noted.

3 Key Issues and Reasons for Recommendation

- 3.1 The table set out in paragraph 5.3 below summarises the work undertaken by the Health Scrutiny Committee during the municipal year 2016-17.

4 Relationship to Corporate Priorities

- 4.1 The Health Scrutiny Committee was responsible for scrutinising matters relating to the key priority of delivering "Better Health Outcomes"

5 Report Detail

- 5.1 It was agreed in July 2016 by full Council that in future the Scrutiny Committees would produce an annual report for Council on the work undertaken by each of the Committees.

5.2 The key role of the Scrutiny Committee was to:

- Hold the executive to account;
- Ensure corporate priorities are met
- Review and develop policies
- scrutinise partners
- consider performance management information

5.3 The Health Scrutiny Committee considered the following items during 2016-17:

26 July 2016

- End of Year Performance Report 2015/16
- Committee's Work Programme for 2016/17

6 September 2016

- PDP Q1 2016/17 update
- Inspiring Healthy Lifestyles – Presentation
- Healthwatch Staffordshire update
- SCC Healthy Staffordshire Select Committee update

3 October 2016

- Cal-in of Cabinet Decision – Development of New Cemetery

18 October 2016

- Mental Health and Wellbeing Presentation
- SCC Healthy Staffordshire Select Committee update

10 November 2016

- Q&A Session with the Chairman of Cannock Chase CCG (Informal Meeting)

7 December 2016

- PDP Q2 2016/17 update
- Community Pharmacy Presentation
- Environmental Health Food Hygiene Service and Safety Food Project
- Healthwatch Staffordshire update
- SCC Healthy Staffordshire Select Committee update

14 February 2017

- Cannock Chase Hospital Presentation
- Healthwatch Staffordshire update
- SCC Healthy Staffordshire Select Committee update

5.4 The Committee received a number of specific partner updates (e.g. IHL Contract, Healthwatch Staffordshire Update, Cannock Chase CCG etc) although no formal recommendations were made to Cabinet.

5.5 The Committee also considered a "Call In" request on the Cabinet decision in respect of the proposed new cemetery and upheld the Cabinet decision made on 25th August 2016.

6 Implications**6.1 Financial**

None

6.2 Legal

None

6.3 Human Resources

None

6.4 Section 17 (Crime Prevention)

None

6.5 Human Rights Act

None

6.6 Data Protection

None

6.7 Risk Management

None

6.8 Equality & Diversity

None

6.9 Best Value

None

7 Appendices to the Report

None.

Previous Consideration

None

Background Papers

None

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Report of:	Head of Housing & Partnerships
Contact Officer:	Nirmal Samrai
Telephone No:	4210
Key Decision:	No
Report Track:	Housing, Crime and Partnerships Scrutiny Cttee and Council

COUNCIL
30 AUGUST 2017
HOUSING SCRUTINY COMMITTEE
ANNUAL REPORT 2016-17

1 Purpose of Report

- 1.1 This report summarises the work undertaken by the Housing Scrutiny Committee during the municipal year 2016-17.

2 Recommendations

- 2.1 That the report be noted.

3 Key Issues and Reasons for Recommendation

- 3.1 The report summarises the work undertaken by the Housing Scrutiny Committee during the municipal year 2016-17.
- 3.2 The Committee received information on:
- (i) the end of year outturn for the Priority Delivery Plan for 2015-16;
 - (ii) progress reports on the Priority Delivery Plan for 2016-17;
 - (iii) Housing Services Presentation
 - (iv) Allocations Presentation
 - (v) Estate Management Presentation; and
 - (vi) Review of Voids Action Plan

- 3.3 As a result of its work and the work of the Housing (Allocations) Sub-Group, the Committee made recommendations to the Cabinet following a mini review of the Allocations Policy.

4 Relationship to Corporate Priorities

- 4.1 The Housing Scrutiny Committee was responsible for scrutinising the priority for More & Better Housing.

5 Report Detail

- 5.1 It was agreed in July 2016 by full Council that in future the Scrutiny Committees would produce an annual report for Council on the work undertaken by each of the Committees.

- 5.2 The key role of the Scrutiny Committee was to:

- Hold the executive to account;
- Ensure corporate priorities are met
- Review and develop policies
- scrutinise partners
- consider performance management information

- 5.3 The remit of the Housing Scrutiny Committee during 2016-17 included:

Housing Services PDP:-

- Increasing the Supply of Additional Affordable Housing Units
- Decent Homes Standard for all Council Properties
- Number of Affordable Dwellings Secured Through Section 106
- Progress on the Redevelopment of Moss Road
- Progress on the Construction of Green Lane Housing Scheme
- Progress on the Development of Former Garage Sites

- 5.4 The Committee considered the following items during 2016-17:

12th July 2016

- End of Year Performance Report 2015-16
- Committee's work programme for 2016-17
- Formation of Housing Allocations Sub-Group

12th September 2016

- PDP Q1 2016/17 update
- Overview of Estate Management
- Review of Housing Allocations Policy - Housing Allocations Sub-Group – Update

30th November 2016

- PDP Q2 2016/17 update
- Recommendations from Housing (Allocations) Sub-Group
- Estate Management Review – Estate Walkabouts

28th March 2017

- PDP Q3 2016/17 update
- Private Sector Housing Services – Overview
- Voids Process Action Plan – Update
- Draft Neighbourhood Plans
- Work Programme – Future Items 2017 – 18
- LGA Briefing – Homelessness Reduction Bill (For Information Only)

5.5 The recommendation was made to Cabinet to amend the Allocations Policy by Housing Scrutiny Committee the changes are set out in the Housing Services Allocations Policy Version 5.0.

6 Implications

6.1 **Financial**

None

6.2 **Legal**

None

6.3 **Human Resources**

None

6.4 **Section 17 (Crime Prevention)**

None

6.5 **Human Rights Act**

None

6.6 **Data Protection**

None

6.7 **Risk Management**

None

6.8 **Equality & Diversity**

None

6.9 **Best Value**

None

7 Appendices to the Report

None.

Previous Consideration

None.

Background Papers

None.

Report of:	Monitoring Officer
Contact Officer:	Alistair Welch
Telephone No:	01785 619204
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Council: 30/08/17

COUNCIL
30 AUGUST 2017
CONSTITUTION AMENDMENTS – COUNCIL PROCEDURE RULE 9

1 Purpose of Report

- 1.1 To present to Council for consideration proposed amendments to the Constitution.

2 Recommendation

- 2.1 That the proposed amendments to the Constitution as detailed in Appendix 1 be approved.

3 Key Issues and Reasons for Recommendation

- 3.1 The current version of the Constitution was approved by Council on 12 August, 2015, and came into effect on 1 September, 2015. A number of amendments to the Constitution were approved by Council on 5 April, 2017.
- 3.2 At the meeting of Council held on 5 July, 2017, Members requested that the Constitution Working Group be convened to further review Council Procedure Rule 9 following concerns raised by Members about the process for dealing with comments and questions under that Rule.

4 Relationship to Corporate Priorities

- 4.1 The Constitution provides for the proper governance of the Council and cuts across all priorities.

5 Report Detail

- 5.1 The process for reviewing the Constitution on an annual basis was adopted as part of the review of the Constitution undertaken in 2015 to ensure that it would remain up to date and allow for amendments to be made in a timely manner if the need was identified during the year.
- 5.2 The most recent review was undertaken by the Constitution Working Group during 2016/17, resulting in a number of amendments being approved by Council on 5 April, 2017, including several changes to the Council Procedure Rules.
- 5.3 One of those changes was to remove the requirement for minutes of Cabinet, Committees, Sub-Committees and Panels to be submitted to Council for information and instead a 'Minutes Record' be published alongside each Council agenda to allow Members to raise comments or questions on Minutes contained within the record, subject to following the updated requirements of Procedure Rule 9.
- 5.4 The first Minutes Record was published with the 5 July, 2017 Council agenda. At that meeting concerns were raised by Members about how the new Procedure Rule 9 had been appropriated, and Council resolved that the Constitution Working Group be convened to further review the Rule.
- 5.5 The Constitution Working Group met on 31 July, 2017 and discussed a number of amendments to Procedure Rule 9 which are reflected in Appendix 1 for determination. Should the amendments be approved, the revised Procedure Rule 9 will be inserted into the Constitution immediately.

6 Implications**6.1 Financial**

None.

6.2 Legal

Keeping the Constitution under regular review ensures that it complies with any relevant legal requirements currently in force.

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 and Diversity

None.

6.9 Best Value

None.

7 Appendices to the Report

Appendix 1: Tracked changes version of amended Council Procedure Rule 9.

Appendix 2: Non-tracked changes version of amended Council Procedure Rule 9.

Previous Consideration

None

Background Papers

Notes of the meeting of the Constitution Working Group.

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9. CONSIDERATION OF REPORTS OF MEETINGS OF THE CABINET, COMMITTEES, SUB-COMMITTEES AND PANELS

- (1) A document called The Minutes Record (the "Record") containing the minutes of Cabinet, Committees, Sub-Committees, and Panels shall be circulated to all members at least 5 clear working days before each Council meeting.
- (2) The Record shall contain the minutes of all meetings that have taken place since the last Record was issued. If the minutes have not, at the time of publication, been approved as a correct record they shall be clearly marked as "DRAFT".

(NB Minutes appearing in the Record marked "DRAFT" will not appear again in the Record once approved but will be published on the Council's website)

- (3) The Record will be circulated electronically but members may request a paper copy. A paper copy of the Record will be placed in each Group Room.
- (4) Any member who wishes to ask a question or make a comment on any item in the Record at the Council meeting must give written notice to the Managing Director at least ~~48 hours~~ 3 clear working days before the start of the meeting giving the minute number of the item and setting out clearly the question to be asked or the comment to be made. Questions may be asked of the Leader, the Cabinet Member who holds the relevant portfolio or the Chairman of the relevant meeting. Comments and questions shall be confined to the subject matter of the item.

(NB For a normal Council meeting held on a Wednesday the deadline is 5.00pm on the previous Thursday)

- (5) A maximum of 10 questions or comments will be permitted for each meeting and no member may submit more than 2 questions or comments for each Council meeting. Questions and comments will be accepted in the order in which they are received.
- (6) A written response from the Leader, Cabinet Member or Chairman will be compiled. A document containing all questions and comments together with the responses will be circulated to all members at or before the commencement of the Council meeting. For the avoidance of doubt the response may be that the person declines to give a response to the question or comment.

Appendix 1

~~(4)~~(7) The person chairing the Council meeting will call each of the members who have given notices submitted a question or comment in the order in which ~~the items referred to~~ they appear in the document and that member may ask a supplementary question or make a supplementary comment confined to the subject matter of the original question or comment or the content of the response. The Leader, Cabinet Member or Chairman who gave the original response may answer the supplementary question or respond to the supplementary comment but there shall be no further questions, comments or discussion.

(a) ~~Comments and questions shall be confined to the subject matter of the item,~~

(b) ~~The Leader, the relevant Cabinet Member or the Chairman of the relevant meeting may respond to a comment but there shall be no further discussion~~

(c) ~~The person to whom a question is addressed may answer the question orally, may offer a written reply or may decline to answer.~~

(d) ~~Following an answer to a notified question any member may put a supplementary question arising out of the answer but following the answer to the supplementary question(s) there shall be no further discussion. After 10 minutes from end of the answer to the notified question no further supplementary questions will be taken.~~

(8) This Rule is not intended to restrict member's access to information or to restrict their ability to ask questions or seek information by other means or at other times. Members ~~may~~ should before using this Rule contact the Leader, Cabinet Members or the Chairmen of Committees or Officers to ask questions or seek information. Any questions or comments received after the deadline or which exceed the number allowed under this rule will be passed to the appropriate person but will not be circulated at the council meeting.

~~(5)~~(9) Any recommendations of the Cabinet, Committee, Sub-Committee, Panel or Forum which requires a decision by Council shall be considered as a separate agenda item on the Council agenda. Any questions or comments in relation to such an item will be taken with that item.

Appendix 2**9. CONSIDERATION OF REPORTS OF MEETINGS OF THE CABINET, COMMITTEES, SUB-COMMITTEES AND PANELS**

- (1) A document called The Minutes Record (the "Record") containing the minutes of Cabinet, Committees, Sub-Committees, and Panels shall be circulated to all members at least 5 clear working days before each Council meeting.
- (2) The Record shall contain the minutes of all meetings that have taken place since the last Record was issued. If the minutes have not, at the time of publication, been approved as a correct record they shall be clearly marked as "DRAFT".

(NB Minutes appearing in the Record marked "DRAFT" will not appear again in the Record once approved but will be published on the Council's website)

- (3) The Record will be circulated electronically but members may request a paper copy. A paper copy of the Record will be placed in each Group Room.
- (4) Any member who wishes to ask a question or make a comment on any item in the Record at the Council meeting must give written notice to the Managing Director at least 3 clear working days before the start of the meeting giving the minute number of the item and setting out clearly the question to be asked or the comment to be made. Questions may be asked of the Leader, the Cabinet Member who holds the relevant portfolio or the Chairman of the relevant meeting. Comments and questions shall be confined to the subject matter of the item.

(NB For a normal Council meeting held on a Wednesday the deadline is 5.00pm on the previous Thursday)

- (5) A maximum of 10 questions or comments will be permitted for each meeting and no member may submit more than 2 questions or comments for each Council meeting. Questions and comments will be accepted in the order in which they are received.
- (6) A written response from the Leader, Cabinet Member or Chairman will be compiled. A document containing all questions and comments together with the responses will be circulated to all members at or before the commencement of the Council meeting. For the avoidance of doubt the response may be that the person declines to give a response to the question or comment.
- (7) The person chairing the Council meeting will call each of the members who have submitted a question or comment in the order in which they appear in the document and that member may ask a supplementary

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question or make a supplementary comment confined to the subject matter of the original question or comment or the content of the response. The Leader, Cabinet Member or Chairman who gave the original response may answer the supplementary question or respond to the supplementary comment but there shall be no further questions, comments or discussion.

- (8) This Rule is not intended to restrict member's access to information or to restrict their ability to ask questions or seek information by other means or at other times. Members should before using this Rule contact the Leader, Cabinet Members or the Chairmen of Committees or Officers to ask questions or seek information. Any questions or comments received after the deadline or which exceed the number allowed under this rule will be passed to the appropriate person but will not be circulated at the council meeting.
- (9) Any recommendations of the Cabinet, Committee, Sub-Committee, Panel or Forum which requires a decision by Council shall be considered as a separate agenda item on the Council agenda. Any questions or comments in relation to such an item will be taken with that item.