



CANNOCK CHASE COUNCIL

COUNCIL MEETING

WEDNESDAY, 12 FEBRUARY, 2020 AT 6:00 P.M.

COUNCIL CHAMBER, CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

Copies of the relevant budget reports considered by Cabinet on 30 January 2020 can be viewed and downloaded from the Council's website:

www.cannockchasedc.gov.uk/council/meetings/agendas-reports-minutes/102/2020-01-30

The relevant Cabinet resolutions of that day, circulated as part of the Minutes of Cabinet, are attached as an Appendix to this Agenda.

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

1. Apologies

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

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

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

3. Minutes

To confirm the Minutes of the Meeting held on 8 January 2020, Minute Nos. 56 – 67; Page Nos. 43 – 49.

4. Chairman's Announcements and Correspondence

5. Leader's Announcements and Correspondence

6. Housing Revenue Account Budgets and Capital Programmes 2019/20 to 2022/23: Cabinet Resolutions

Council is requested to consider recommendations referred from Cabinet held on 30 January 2020, in respect of the Housing Revenue Account Budgets and Capital Programmes 2019/20 to 2022/23 (an extract from the Minutes of the Cabinet meeting is attached for information):

- (i) Housing Revenue Account Revenue Budgets 2019/20 to 2022/23.
- (ii) Housing Revenue Account Capital Programmes 2019/20 to 2022/23.

7. 2020/21 to 2022/23 Budget Process Procedural Rules

Joint Report of the Head of Finance and the Council Solicitor (Item 7.1 – 7.7).

8. Budgets 2019/20 to 2022/23: Cabinet Resolutions

Council is requested to consider recommendations referred from Cabinet held on 30 January 2020, in respect of: the General Fund Revenue Budget and Capital Programme 2019/20 to 2022/23; the Treasury Management Strategy etc. 2020/21; and Local Council Tax Reduction (an extract from the Minutes of the Cabinet meeting is attached for information):

- (i) General Fund Revenue Budget and Capital Programme 2019/20 to 2022/23.
- (ii) Treasury Management Strategy, Minimum Revenue Provision Policy and Annual Investment Strategy 2020/21.
- (iii) Local Council Tax Reduction.

The Council Tax Resolution will be submitted to the 26 February 2020 Council meeting following the final agreement of the budget and receipt of all relevant Precepts.

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

Any alternative balanced budget proposals submitted to the Managing Director by the deadline of 4:00pm, Tuesday, 4 February 2020 will be circulated to all Members by 4:00pm, Wednesday 5 February, 2020.



T. McGovern,
Managing Director

4 February, 2020

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 JANUARY, 2020

PART 1

PRESENT: Councillors:

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

Dudson, A. (Vice-Chairman)

Adamson, G. (Leader)	Lyons, Miss O.
Alcott, G.	Martin, Mrs. C.E.
Allen, F.W.C.	Mitchell, Mrs. C.
Boucker, A.S.	Molineux, G.N.
Buttery, M.S.	Muckley, Mrs. A.
Cartwright, Mrs. S.M.	Newbury, J.A.A.
Crabtree, S.K.	Pearson, A.R.
Davis, Mrs. M.A.	Preece, J.P.T.L.
Dunnett, Ms. M.J.	Smith, C.D.
Fitzgerald, Mrs. A.A.	Snape, D.J.
Freeman, Miss M.A.	Startin, P.D.
Hewitt, P.M.	Sutherland, M.
Hughes, R.J.	Sutton, Mrs. H.M.
Johnson, J.P.	Thompson, Mrs. S.L.
Johnson, T.B.	Todd, Mrs. D.M.
Jones, B.	Wilkinson, Ms. C.L.
Jones, Mrs. V.	Witton, P.T.
Kraujalis, J.T.	Woodhead, P.E.
Layton, Mrs. A.	

56. Apologies

Apologies for absence were submitted for Councillors C. Bennett and P.A. Fisher.

57. 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.

58. Minutes

RESOLVED:

That the Minutes of the meeting held on 6 November, 2019, be approved as a correct record and signed.

59. Chairman's Announcements and Correspondence

Before making her formal announcements, the Chairman advised that as some Members were aware, the Leader of the Council was getting married on Saturday 11 January. On behalf of all Members, the Chairman gave their best wishes to the Leader and his fiancé for a wonderful wedding day and a long and happy life together.

(i) Chairman's Fundraising

The Chairman advised that a collection box was circulating for Members to make a donation to support her fundraising. At the meeting held on 6 November, 2019 a total of £39.00 was received, and she thanked Members for their donations.

(ii) Councillor Fisher and Councillor Bennett

The Chairman advised that as Members were aware, Councillor P.A. Fisher was currently unwell and in hospital at the University Hospital of North Midlands. The Managing Director had sent to Councillor Fisher's family the Council's hopes and prayers for a full and swift recovery. On behalf of all Members, the Chairman wished a speedy recovery for Councillor Fisher and sent their thoughts to his family members at this difficult time.

The Chairman further advised that Councillor C. Bennett was currently in hospital in Bristol, having been taken ill over the Christmas period whilst visiting family. Again, on behalf of all Members, the Chairman wished a speedy recovery for Councillor Bennett and hoped to see both Members back in the Chamber soon.

(iii) Former Councillors

The Chairman advised that, as Members were aware, four former Councillors had sadly passed away since the last Council meeting was held, these being: Len Sharratt; Mick Grocott; Doug Thomas; and Brian Gamble.

- Former Councillor Len Sharratt – the Chairman advised that former Cannock Urban District Councillor Len Sharratt passed away in November 2019. Councillor Sharratt was also one of the first Councillors to sit on the newly formed Cannock Chase District Council from 1973 – 1976.
- Former Councillor Mick Grocott – the Chairman advised that former Councillor Mick Grocott passed away on 20 November 2019. Councillor Grocott served as a Cannock Chase District Councillor for 18 years from 2000 – 2018, and during that time held the position of Cabinet Portfolio Leader for Culture and Sport. Councillor Grocott was also more recently appointed as one of the Council's first Honorary Aldermen in May 2018.
- Former Councillor Doug Thomas – the Chairman advised that former

Councillor Doug Thomas passed away on 18 December 2019. Councillor Thomas served as a Cannock Chase District Councillor for 31 years from 1980 to 2011, and during that time held the office of Leader of the Council.

- Former Councillor Brian Gamble – the Chairman advised that former Councillor Brian Gamble passed away just before Christmas 2019. Councillor Gamble served as a Cannock Chase District Councillor for four years, from 2010 to 2014, and, as President of the Cannock Chase Branch of the Royal Air Forces Association, received the Freedom of Entry at a celebratory event in October 2018 on behalf of the Association.

The Chairman then noted that the Council's thoughts were with all the former Councillors family and friends at this sad time.

A number of Members then paid tribute to the former Councillors.

All Members then stood and joined the Chairman in observing a two minutes silence as a mark of respect.

60. Leader's Announcements and Correspondence

(i) Tim Pile – Greater Birmingham and Solihull Local Enterprise Partnership

The Leader advised that Tim Pile, Chairman of the Greater Birmingham and Solihull Local Enterprise Partnership, visited Cannock Chase District on 10 December 2019. Mr Pile had a tour of the Engineering Academy based at the Cannock campus of South Staffordshire College, meeting students and representatives of the College. He also met with the Council's Leader, Managing Director and Head of Economic Prosperity to discuss progress and future plans for economic grants in the District.

(ii) NHS Consultation – Gluten Free Products

The Leader advised that an NHS consultation had commenced on a proposal to cease prescribing the majority of gluten-free products for adults. The Clinical Commissioning Group spent £59,214 on these products in Cannock Chase. The five-week public consultation was due to close at midnight on Sunday 9 February 2020, details of which had already been circulated to Members via email.

(iii) CCG Consultation on Restriction of Treatments in Cannock Chase

The Leader advised that further to the above, the Clinical Commissioning Group (CCG) had also announced a consultation on the restriction of:

- Assisted conception;
- Hearing loss in adults;
- Removal of excess skin following significant weight loss;
- Breast augmentation and reconstruction; and
- Male and female sterilisation

Members were urged to take part in the consultation whatever their views on the matters put forward.

The Leader then noted that these announcements following the general

election seemed to indicate that the Conservative pre-election promise to increase NHS spending was just a hollow promise, not backed up in reality.

(iv) Funding for Homelessness Allocated to Districts

The Leader advised that the Council had been notified of funding to prevent and tackle homelessness. This related to the Government announcement on 23 December 2019 of £263m to local authorities to support delivery of services to tackle homelessness.

Cannock Chase District Council had been allocated £205,000 from the two funding streams of 'Flexible Homelessness Support Grant' and the 'Reducing Homelessness Grant' for the 2020/21 financial year. This was the third highest allocated to any local authority in Staffordshire after Stoke-on-Trent City Council and East Staffordshire Borough Council. The funding had been allocated according to a formula that reflected relative homeless pressures. Ministry of Housing, Communities and Local Government (MHCLG) homelessness data for the year to March 2017 was used to assess levels of acceptances and preventions, and then projected into the future based on current trends. Officers were working through the details a report would be submitted to Cabinet in due course.

61. Questions Received under Council Procedure Rule 8

No Questions were submitted in accordance with Council Procedure Rule 8.

62. Recommendations Referred from Cabinet, Committees etc.

- (i) Consideration was given to the recommendations made to Council by the Cabinet, at its meeting held on 19 December 2019, in respect of 'Empty Dwellings and Council Tax', as detailed under item 7(i) of the Council agenda.

RESOLVED:

That:

- (A) The schedule of charges and discounts contained within Appendix 1 of the 19 December 2019 Cabinet report be adopted with effect from 1 April 2020.
- (B) The schedule of charges and discounts contained within Appendix 2 of the 19 December 2019 Cabinet report be adopted with effect from 1 April 2021.

- (ii) Consideration was given to the recommendations made to Council by the Cabinet, at its meeting held on 19 December 2019, in respect of 'Proposed Improvements to the Play Area and Open Space at Penny Cress Green, Norton Canes', as detailed under item 7(ii) of the Council agenda.

RESOLVED:

That £187,477 from S106 funds be included in the Capital Programme for 2019-2022.

- (iii) Consideration was given to the recommendations made to Council by the Cabinet, at its meeting held on 19 December 2019, in respect of 'Proposed Improvements to Public Open Space and Play Area Adjoining Fortescue Lane, Bonney Drive and Eaton Drive, Rugeley', as detailed under item 7(iii) of the Council agenda.

RESOLVED:

That an additional £28,332 be included in the Capital Programme 2019-22 to undertake the proposed improvements as set out in Appendix 1 of the 19 December 2019 Cabinet report, and the plan attached at Appendix 1 to the same report.

63. Motions Received under Council Procedure Rule 6

- (i) Consideration was given to the following Motion, submitted in accordance with Council Procedure Rule 6, by Councillor G. Adamson, Leader of the Council:

“This Council recognises that many people are unable to stand for election due to work and other commitments that make attending afternoon meetings difficult. In order to try and remedy this, I propose that meetings of the full Council should start at 6pm instead of the current time of 4pm.”

Councillor Miss O. Lyons, Leader of the Opposition, moved the following Amendment to the Motion, which was duly seconded, and then accepted by the mover of the substantive motion:

“I propose that we agree today to reschedule Full Council meetings so that they begin at 6.00pm. However, in addition to this, I also request that a feasibility study be undertaken to reassess the implications of moving Scrutiny meetings, Shadow Cabinet and Cabinet Meetings so they also begin at the later time of 6.00pm. This Council will then have an up-to-date report to accurately weigh up the pros and cons at an upcoming meeting and reach a final well informed decision.”

RESOLVED:

That:

- (A) This Council recognised that many people were unable to stand for election due to work and other commitments that made attending afternoon meetings difficult. In order to try and remedy this, it was agreed that meetings of the full Council should start at 6pm instead of the current time of 4pm.
- (B) A feasibility study be undertaken to reassess the implications of moving Scrutiny meetings, Shadow Cabinet and Cabinet meetings so they also begin at the later time of 6.00pm. The Council would then have an up-to-date report to accurately weigh up the pros and cons at an upcoming meeting and reach a final well-informed decision.
- (ii) Consideration was given to the following Motion, submitted in accordance with Council Procedure Rule 6, by Councillor P.D. Startin, Deputy Leader of the Opposition:
- “Equality is something that affects us all. As a society we are becoming more and more aware of the inequalities that have been accepted for decades. Unfortunately we are still seeing inequality in everyday society, with recent scenes on football an cricket pitches around the world, and the UK still ranking far too high in the inequality of pay in the workplace for women.

In April 2019, Cabinet discussed the Equality and Diversity Policy and Equality Objectives, and the recommendation that the policy and objectives be approved was followed. For far too long in this country we have seen minorities of all persuasions penalised professionally and personally for perceived differences. The

truth of the matter is we're all human and all have the same rights, regardless of gender, race, religion, sexuality or any other marker that people wish to use.

In light of this, February 2020 is LGBT History month and I would like to see this Council make a gesture towards supporting the fight for equal rights that the LGBTQ+ community has had. I know there is a huge amount of work going on in Cannock Chase to support this community and 6 June 2020 sees the first Cannock Chase Pride event.

Therefore, I move that this Council publicly supports LGBT History month by flying the Rainbow flag for the month of February. This small act helps demonstrate this Council's support for an often-penalised community in society and helps raise awareness of the struggle that this community has had. This act should also help promote the Cannock Chase Pride event in June 2020."

Councillor J.A.A. Newbury moved the following Amendment to the Motion, which was duly seconded, and then accepted by the mover of the substantive motion:

"That the Managing Director write to the Minister for Women and Equalities to ask that she implement the proposals set out by the Government in July 2018 in response to the National LGBT Survey, namely to outlaw so-called 'conversion therapy' and to reform the process of changing one's legal gender."

RESOLVED:

That:

- (A) The Council publicly support LGBT History month by flying the Rainbow flag for the month of February. This small act would help demonstrate this Council's support for an often-penalised community in society and help to raise awareness of the struggle that this community has had. This act should also help promote the Cannock Chase Pride event in June 2020.
- (B) The Managing Director write to the Minister for Women and Equalities to ask that she implement the proposals set out by the Government in July 2018 in response to the National LGBT Survey, namely to outlaw so-called 'conversion therapy' and to reform the process of changing one's legal gender.

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

No comments or questions on Part 1 Minutes had been submitted in accordance with Council Procedure Rule 9.

(Councillor P.T. Witton left the meeting at the start of this item and did not return.)

65. Calendar of Meetings 2020-21

Consideration was given to the Report of the Managing Director (Item 10.1 – 10.11 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The Calendar of Meetings 2020-21, as included at Appendix 1 to the report, be approved.

- (B) The start time of full Council meetings be set as 6pm, in accordance with the Motion agreed by Council earlier in the meeting.
- (C) 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.

66. Outcome of Compulsory Review of Polling Districts, Polling Places and Polling Stations

Consideration was given to the Report of the Managing Director as (Acting) Returning Officer (Item 11.1 – 11.15 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The review process be noted, and the proposals as detailed at Appendix 1 to the report be approved.
- (B) The review investigations should continue, with a view to implementing any further possible changes to polling places and polling stations in advance of the next scheduled elections on 7 May, 2020.
- (C) Delegated authority be granted to the Managing Director in his capacity as (Acting) Returning Officer to approve changes to polling place and polling stations, as may be required, in between formal reviews.

67. Comments and Questions on Part 2 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 5:17 p.m.

CHAIRMAN

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CANNOCK CHASE COUNCIL

EXTRACT FROM MINUTES OF THE MEETING OF THE

CABINET

HELD ON THURSDAY 30 JANUARY 2020 AT 4:00 P.M.

IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

IN RESPECT OF BUDGET RESOLUTIONS:

HOUSING REVENUE ACCOUNT AND GENERAL FUND

(NB: The Minutes are presented in the order in which they will be considered at Council on 12 February, 2020)

PART 1

PRESENT: Councillors:

Alcott, G.	Deputy Leader of the Council and Town Centre Regeneration Portfolio Leader
Pearson, A.R.	Corporate Improvement Portfolio Leader
Mitchell, Mrs. C.	Culture and Sport Portfolio Leader
Johnson, T.B.	Economic Development and Planning Portfolio Leader
Preece, J.P.T.L.	Environment Portfolio Leader
Martin, Mrs. C.E.	Health and Wellbeing Portfolio Leader
Kraujalis, J.T.	Housing Portfolio Leader
Woodhead, P.E.	<i>Invitee (non-voting Observer)</i>

85. Apologies

Apologies for Absence were submitted for Councillors G. Adamson, Leader of the Council and C. Bennett, Crime & Partnerships Portfolio Leader.

HOUSING REVENUE ACCOUNT

92. Housing Revenue Account Budgets 2019/20 to 2022/23

Consideration was given to the Joint Report of the Head of Finance and the Head of Housing and Partnerships (Item 8.1 – 8.8 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The revised position with regard to estimated income and expenditure in respect of the 2019-20 Housing Revenue Account Budget, and Housing Revenue Account Budgets for 2020-21 to 2022-23 as summarised in Appendix 1 of the Report be noted.

That Council, at its meeting to be held on 12 February 2020, be recommended to:

- (B) Determine a minimum level of working balances of £1.796 million for 2020-21, and indicative working balances of £1.817 million and £1.859 million for 2021-22 and 2022-23, respectively.
- (C) Approve the Housing Revenue Account Revenue Budgets for 2020-21, 2021-22 and 2022-23 (and note the estimated outturn for 2019-20) as summarised in Appendix 1 of the 30 January 2020 Cabinet report.

Reason for Decisions

Cabinet was required to propose a budget in relation to the Housing Revenue Account for submission to Council on 12 February 2020.

93. Housing Revenue Account Capital Programmes 2019/20 to 2022/23

Consideration was given to the Joint Report of the Head of Finance and the Head of Housing and Partnerships (Item 9.1 – 9.8 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The estimated availability of Housing Revenue Account capital resources for the period 2019-20 to 2022-23, as set out in Appendix 1 of the Report, be noted.
- (B) Council, at its meeting to be held on 12 February 2020, be recommended to approve the Housing Revenue Account Capital Programme for the period 2019-20 to 2022-23, as set out in Appendix 2 of the 30 January 2020 Cabinet report.

Reasons for Decisions

Cabinet was required to propose a budget in relation to the Housing Revenue Account Capital Programme for submission to Council on 12 February 2020.

Joint Report of:	Head of Finance / Council Solicitor
Contact Officers:	Bob Kean Ian Curran
Telephone Nos:	01543 464334 01785 619220
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Council: 12/02/20

**COUNCIL
12 FEBRUARY 2020
2020/21 TO 2022/23 BUDGET PROCESS PROCEDURAL RULES**

1 Purpose of Report

- 1.1 To confirm to Members the Timetable and Procedural Issues for determining the Budget and overall levels of Council Tax for 2020-21.

2 Recommendations

That:

- 2.1 Council notes the timetable for the setting of the budget for 2020-21.
- 2.2 The overall level of Council Tax will be set at Council's meeting on 26 February, 2020, following determination of Cannock Chase's Council Tax requirement in accordance with the procedural rules (attached at Appendix 1).

3 Key Issues and Reasons for Recommendation

Key Issues

- 3.1 In setting a budget for any year the Council must comply with the Budget and Council Tax setting requirements as reflected in the Local Government Finance Act, 1992 as amended by the Localism Act, 2011.
- 3.2 In accordance with regulations the Council is required to:
- a) Calculate its Council Tax Requirement (Section 31A) – Replacing budget requirement (Section 32) and determination of the District Council element of Council Tax (Section 33).

- b) Set the overall level of Council Tax inclusive of Staffordshire County Council; the Staffordshire Commissioner for Police, Fire & Rescue and Crime; and other precepts (Section 30).

Reasons for Recommendations

- 3.3 The overall level of Council Tax must be set before 11 March each year; however, the overall level of Council Tax cannot be set before 1 March, 2020 unless all precepting authorities have issued their precepts, and the required calculations in accordance with the Local Government Finance Act, 1992 have been determined.
- 3.4 The budget timetable reflects these arrangements and also provides sufficient time between Budget Council Meetings to enable both Cabinet and Council time to undertake their duties if a budget was referred back to Cabinet and to enable the necessary calculations to be undertaken following receipt of Precepts.
- 3.5 The 2019-20 Calendar of meetings timetable being as follows:
- Council (Budget) 12 February, 2020
 - Cabinet (Provisional) 19 February, 2020
 - Council 26 February, 2020
- 3.6 Appendix 1 details the procedure for Council in relation to approving Cannock Chase Council's Budget and Council Tax Requirement.

4 Relationship to Corporate Priorities

- 4.1 Not applicable.

5 Report Detail

- 5.1 In setting a budget for any year the Council must comply with the Budget and Council Tax setting requirements as reflected in the Local Government Finance Act 1992 as amended by the Localism Act 2011.
- 5.2 The Localism Act 2011 made significant changes to the 1992 Act with the main impact for setting a Council Tax being that a billing authority (Cannock Chase Council) is required to calculate a Council Tax Requirement rather than a Budget Requirement.
- 5.3 In accordance with regulations the Council is required to:
- a) Calculate its Council Tax Requirement (Section 31A) – Replacing budget requirement (Section 32) and determination of the District Council element of Council Tax (Section 33).
 - b) Set the overall level of Council Tax inclusive of Staffordshire County Council; the Staffordshire Commissioner for Police, Fire & Rescue and Crime; and other precepts (Section 30).

- 5.4 The determination of the Council Tax Requirement (Requirement (a)) is a function of all authorities, however, Requirement (b) is purely a function of this Council as a billing authority
- 5.5 The overall level of Council Tax must be set before the 11 March each year; however, the overall level of Council Tax cannot be set before 1 March, 2020 unless all precepting authorities have issued their precepts, and the required calculations in accordance with the Local Government Finance Act, 1992 have been determined.
- 5.6 As at the date of writing this report the majority of Parish Precepts have been formally received and the Major Precepting Authorities are due to determine their precepts as follows:
- Staffordshire County Council: 13 February, 2020

A separate approval process exists in relation to the Office of the Staffordshire Commissioner for Police, Fire & Rescue and Crime; however, it is expected this will be received in advance of the Council Tax Budget Setting Meeting of the 26 February, 2020.

6 Implications

6.1 Financial

The Financial Implications have been referred to throughout the report.

6.2 Legal

The Legal Implications have been referred to throughout the report.

6.3 Human Resources

None.

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

Previous Consideration

None.

Background Papers

None.

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

PROCESS FOR DEVELOPING THE FRAMEWORK

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

Pre-Adoption Policy

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

The First Council Meeting

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

vote shall be taken as to whether the Council wishes to refer that alternative proposal to the Cabinet for consideration. This process shall apply to each alternative proposal in turn. No amendments to the alternative proposals previously advised (in accordance with 2.3) shall be allowed.

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

The Second Council Meeting

- 2.6 The Managing Director will call a Council meeting (the Second Council meeting) to consider:-

- (a) the Cabinet proposals following the referral back from the First Council meeting;
- (b) adopting (with or without modification) the plan or strategy;
- (c) such decisions required to comply with statutory requirements and/or Ministerial/ Governmental guidance/requirements as advised by the S.151 Officer.

- 2.7 At the Second Council meeting where there is no consensus on the matters before Council and the S.151 Officer advises that the Council is required to make decisions in accordance with 2.6(c) above, the Council shall continue to meet until such matters (as specified by the S.151 Officer) are determined. Council Procedure Rules shall apply to this meeting. The Council shall only consider the Cabinet's Budget and those alternative proposals presented to the Council for consideration at the First Council meeting.

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

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

Decisions Outside the Budget or Policy Framework

- 3.1 Subject to the provisions of financial regulations, the Executive and any officers discharging executive functions may only take decisions which are in line with the budget and policy framework. If any of these bodies or persons wishes to make a decision which is contrary to the policy framework, or contrary to or not wholly in accordance with the budget approved by full Council, then that decision may only be taken by the Council, subject to sections 3.2 – 3.4 below.

Emergency Provisions

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

In-year Changes to Policy Framework

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

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EXTRACT FROM MINUTES OF THE MEETING OF THE CABINET cont'd

GENERAL FUND

90. General Fund Budget and Capital Programme 2019/20 to 2022/23

Consideration was given to the Report of the Head of Finance (Item 6.1 – 6.75 of the Official Minutes of the Council).

RESOLVED:

- (A) That the following be recommended to Council, at its meeting to be held on 12 February 2020, as part of the formal budget setting process:
- (i) The level of net spending for the General Fund Revenue Budget for 2020-21 be set at £13.476 million; with indicative net spending for 2021-22 and 2022-23 of £13.709 million and £13.584 million, respectively.
 - (ii) The detailed portfolio budgets as set out in Appendix 2 of the 30 January 2020 Cabinet report.
 - (iii) The forecast outturn net budget of £13.295 million be approved.
 - (iv) The use of Government Grants in 2020-21 of £1.575 million.
 - (v) To note that although indicative figures exist for the use of Government Grants in 2021-22 and 2022-23, they could not be accurately determined at this stage with each element of Government funding being subject to review.
 - (vi) The working balances be set at £1.0 million; £1.007 million; and £1.257 million for 2020-21 to 2022-23, respectively.
 - (vii) A Council Tax of £221.32 for 2020-21, with indicative increases of 1.95% to the level of Council Tax for 2021-22 and 2022-23.
 - (viii) The Council's Tax Base be set at 29,242.54.
 - (ix) The revised Capital Programme, including new schemes and Community Infrastructure Levy (CIL) Allocations, as set out in Appendices 3, 4 and 5 of the 30 January 2020 Cabinet report.
- (B) It be noted that the Recommended Budget reflected the Financial Implications arising from other Reports included elsewhere on the meeting agenda, and hence may be subject to change, subject to Cabinet's recommendation differing from that as included in the report.

Reasons for Decisions

The Council was required to set a balanced budget for 2020-21, set in the context of a sustainable medium term financial plan. Detailed figures were only available for 2020-21; nevertheless, the level of Working Balances maintained by the Council would enable a Balanced Budget to be set for the duration of the Financial Plan.

94. Treasury Management Strategy, Minimum Revenue Provision Policy and Annual Investment Strategy 2020/21

Consideration was given to the Report of the Head of Finance (Item 10.1 – 10.35 of the Official Minutes of the Council).

- (A) That Council, at its meeting to be held on 12 February 2020, be recommended to approve:
- (i) The Prudential and Treasury Indicators;
 - (ii) The Minimum Revenue Provision Policy Statement;
 - (iii) The Treasury Management Policy; and
 - (iv) The Annual Investment Strategy for 2020/21; and
- (B) That it be noted that indicators may change in accordance with the final recommendations from Cabinet to Council in relation to both the General Fund / Housing Revenue Account Revenue Budgets and Capital Programmes.

Reason for Decisions

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

95. Local Council Tax Reduction

Consideration was given to the Report of the Head of Finance (Item 11.1 – 11.6 of the Official Minutes of the Council).

RESOLVED:

That Council, at its meeting to be held on 12 February 2020, be recommended to formally approve the 'Banded Reduction Scheme' that was available in full on the Council's website and summarised in the 30 January 2020 Cabinet report.

Reasons for Decision

The scheme that was adopted in 2013 had worked well and remained largely unchanged. However, it was accepted that changes may be needed to it, particularly as Universal Credit rules were clarified and the number of residents claiming it increased.

The full Universal Credit system was introduced in the Cannock Chase area in November 2018, and the number of residents moving onto that system was increasing.

CANNOCK CHASE COUNCIL

COUNCIL MEETING

12 FEBRUARY 2020

GENERAL FUND BUDGET RESOLUTIONS

ALTERNATIVE BUDGET PROPOSAL BY COUNCILLOR OLIVIA LYONS

LEADER CONSERVATIVE GROUP

An alternative General Fund Budget, as proposed by the Conservative Group, is detailed below and, in light of this alternative budget, Council is recommended to refer back the Cabinet's Budget recommendations for further consideration.

GENERAL FUND REVENUE BUDGET 2020-21 TO 2022-23

The Alternative Budget is attached as Annex 1 and replaces Table 2 of the Cabinet Report Item No.6 Dated 30/01/20.

In accordance with the above the following changes are made to the Recommendations to Council as per Paragraph 2.1 of the above report.

- (a) the level of net spending for the General Fund Revenue Budget for 2020-21 be set at £13.459 million; with indicative net spending for 2021-22 and 2022-23 of £13.717 million and £13.408 million respectively;
- (b) the detailed portfolio budgets as set out in Appendix 2 (as amended by the changes as contained in Annex 2);
- (f) the working balances be set at £1.0 million: £1.007 million and £1.442 million respectively

GENERAL FUND CAPITAL PROGRAMME 2019-20 TO 2022-23

The amendments to Appendix 3 of the Cabinet report are attached as Annex 3 with the revised Table 6 (Uncommitted Capital Resources) of the report attached as Annex 4

In accordance with the above paragraph 2.1 (i) of the Recommendations to Council is amended to read

- (i) the revised capital programme, including new schemes and CIL Allocations, as set out in **Appendices 3, 4 and 5 (as amended by the changes as contained in Annex 3)**

The changes to the Cabinet's Revenue Budget are attached as Annex 2 and can be summarised as follows:

Proposals for Savings

The Conservative Group proposes that the following saving option is implemented:

- **Members IT Consumable allowance is deleted.**

In light of the forecast deficit in 2022-23:

- **the shared services provision is extended to other services**

Growth Proposals

The Conservative Group proposes that the following growth options are implemented:

- **I Pads are provided for all Members together with appropriate training.**
- **An ongoing Parks and Open Spaces maintenance/remediation budget is created.**

Use of Reserves

The Conservative Group proposes that the Budget Support Reserve is utilised to fund the cost of the I Pads and the initial costs of the Parks and Open Spaces maintenance/ remediation budget in 2020/21

The changes to the Cabinets Capital Programme are attached as Annex 3 and can be summarised as follows:

New Schemes

The Conservative Group proposes that indicative resources are earmarked within the Capital Programme for the following schemes:

- **Rugeley Boardwalk Replacement**
- **Refurbishment of Elmore Park Toilet Block**

CONSERVATIVE GROUP BUDGET			
Table 2: General Fund Draft Budget 2020-21 to 2022-23			
	Budget 2020-21	Budget 2021-22	Budget 2022-23
	£000	£000	£000
Net Expenditure			
Portfolio budgets	13,235	13,445	13,688
Investment interest	-270	-250	-249
Technical items	494	522	-31
Net Spending	13,459	13,717	13,408
Less: Government Grants			
NNDR Multiplier	-97	-97	-97
New Homes Bonus	-1,478	-1,090	-611
Budget Requirement	11,884	12,530	12,700
Financing			
Business Rates - Contingency		-452	
Business Rates – Retained Income	-5,430	-5,295	-5,413
Revenue Support Grant			
Council Tax Income	-6,471	-6,682	-6,879
Total Financing	-11,901	-12,429	-12,292
Transfer to Working Balances	17	-	-
Transfer from Working Balances		-101	-408

Table 4 : Level of Working Balances				
	31/03/20	31/03/21	31/03/22	31/03/23
	£000	£000	£000	£000
Balance B/fwd.	2,916	2,689	2,706	2,605
(Applied) in Year	-227	17	-101	-408
Balance C/fwd.	2,689	2,706	2,605	2,197
Minimum	-1,000	-1,000	-1,007	-1,442
Surplus to Support Budget	1,689	1,706	1,597	755

CONSERVATIVE GROUP BUDGET				
Amendments to Portfolio Budgets (Appendix 2 of Budget Report)				
<u>Ref</u>	<u>Detail</u>	<u>Budget</u> <u>2020-21</u>	<u>Budget</u> <u>2021-22</u>	<u>Budget</u> <u>2022-23</u>
		<u>£</u>	<u>£</u>	<u>£</u>
	<u>Culture and Sport</u>			
1	Parks & Open Spaces			
	Premises Related Expenditure			
a.	Provision of maintenance /remediation budget	50,000	25,000	25,500
	<u>Leader of the Council Portfolio</u>			
1	Democratic Services			
	Expenditure			
b.	Remove Members IT Consumable Allowance	-16,350	-16,510	-16,680
c.	Provide I pads to all Members	24,500		
9	Excluded Items			
	Expenditure			
d.	Development of further Shared services			-185,130
	TOTAL	58,150	8,490	-176,310

CONSERVATIVE GROUP BUDGET				
Amendments to Capital Programme (Appendix 3 of Budget Report)				
		Total Program Revised	General Fund	Section 106
		£'000	£'000	£'000
<u>Culture & Sport Portfolio</u>				
	Additional schemes			
A.	Rugeley Boardwalk replacement	125	125	-
B	Elmore Park Toilets	100	100	-
		225	225	-

CONSERVATIVE GROUP BUDGET		
Amendments to Table 6: Uncommitted Capital Resources		
	General Fund	Section 106
	£000	£000
Capital resources brought forward at 1 April 2019	7,686	1,299
Capital Receipts	2,491	
Section 106/CIL		365
Capital Grants	4,396	
Joint Investment Fund	228	
Revenue contribution to Capital Outlay		
Use of Reserves	452	
Draft Capital Programme 2019-20 to 2022-23	(14,686)	(1,189)
New Schemes	(225)	
Remaining resources at 31 March 2023	342	475