

**Please ask for:** Joanna Hunt                      **Your Ref:**  
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30 June, 2017

Dear Councillor,

**HEALTH, CULTURE AND ENVIRONMENT SCRUTINY COMMITTEE  
4:00 PM., MONDAY 10 JULY, 2017  
ESPERANCE ROOM, CIVIC CENTRE, CANNOCK**

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

Yours sincerely,



**T. McGovern,  
Managing Director**

To: Councillors:

Cooper, Miss. J. (Chairman)  
Pearson, A.R. (Vice-Chairman)

Allt, Mrs. A.	Johnson, T.B.
Cartwright, Mrs. S.M.	Martin, Mrs. C.E.
Dean, A.	Stretton, Mrs. P.Z.
Freeman, Miss. M.A.	Sutton, Mrs. H.M.
Hoare, M.W.A.	Woodhead, P.E.
Johnson, J.P.	

Also invited:

Staffordshire County Council Co-opted Member: Councillor P. Hewitt

Independent Co-opted Member: Elizabeth Learoyd, Advocacy Manager,  
Healthwatch Staffordshire

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# **A G E N D A**

## **PART 1**

### **1. Apologies**

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

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

(ii) To receive any Party Whip declarations.

### **3. Minutes**

To receive for information the Minutes of the Health Scrutiny Committee held on 3 April, 2017, and the Environment Scrutiny Committee held on 4 April, 2017 (enclosed).

### **4. Confirmation of Appointment of Independent Co-Opted Member**

To confirm the appointment of Elizabeth Learoyd, Advocacy Manager, Healthwatch Staffordshire as Co-Opted Member to the Council's Health, Culture and Environment Scrutiny Committee for the 2017-18 Municipal Year.

### **5. Healthwatch Staffordshire – Update**

To receive an update from Elizabeth Learoyd, Advocacy Manager, Healthwatch Staffordshire on current projects.

### **6. Staffordshire County Council's Healthy Staffordshire Select Committee - Update**

To receive an update from the Chairman from the recent meeting of the Staffordshire County Council's Healthy Staffordshire Select Committee.

### **7. End of Year 2016-17 Better Health Outcomes and Cleaner and Safer Environments (Environment) Priority Delivery Plan**

To receive the end of year performance information (Item 7.1 – 7.12).

### **8. Environment and Health Scrutiny Committees Annual Report 2016-17**

Report of the Head of Environment and Healthy Lifestyles (Item 8.1 – 8.4).

### **9. Health, Culture and Environment Scrutiny Committee Work Programme 2017-18**

Report of the Head of Environment and Healthy Lifestyles (Item 9.1 – 9.28).

**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**HEALTH SCRUTINY COMMITTEE**  
**HELD ON MONDAY 3 APRIL, 2017 AT 4.00 P.M.**  
**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**  
**PART 1**

PRESENT: Councillors:

Freeman, Miss M.A. (Chairman)  
Sutton, Mrs. H.M. (Vice-Chairman)

Allt, Mrs. A.	Martin, Mrs. C.E.
Cooper, Miss J.	Smith, C.D.
Dudson, Miss. M.J.	Woodhead, P.E.
Lea, C. (Substitute)	

Also present:

- Staffordshire County Council Co-opted Member Councillor Mrs. D. Todd

Observing:

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

**47. Apologies**

Apologies for absence were received from Councillors J.P. Johnson and Miss. S. Whitehouse. An apology was also received from Elizabeth Learoyd, Advocacy Manager, Healthwatch Staffordshire.

Notification had been received that Councillor C. Lea would be substitute for Councillor J.P. Johnson.

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

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

**49. Minutes**

A Member referred to Minute 43, Page 35 and reported that following discussions with volunteers at New Cross Hospital in Wolverhampton, patients were using the

bus service despite it being reported at the last meeting that only staff were using the service between both sites. She highlighted that whilst letters being forwarded to patients mentioned the bus service, there were no specific details and only an email address to contact to make arrangements.

A Member referred to Minute 43, Page 37 and asked for confirmation as to whether the buses used to transport patients were wheelchair accessible.

Members of the Committee expressed other concerns around bus times and transport arrangements from Rugeley to Wolverhampton which often meant patients would be required to catch 3 buses.

Concern was also expressed that a patient had experienced problems locating the bus stop due to eye drops having been administered. The Member asked if patient eye appointment letters could include where necessary relevant details advising the patient that they may require eye drops.

Members asked that communication be forwarded to the Chief Executive of the Royal Wolverhampton Hospitals NHS Trust highlighting their concerns.

A Member referred to Minute 43, Page 36 and reported that children from local schools also used the hydrotherapy suite and not just the groups previously discussed. She indicated that the two groups and both received communication and the charge for the usage of the suite would now be £25 per hour. However, she was unsure if the arthritis group would continue using the facility.

The Chairman referred to Minute 44, Page 38 and asked the Democratic Services Officer to liaise with the Healthwatch representative with regard to a booklet which was going to be supplied for Members of the Committee.

RESOLVED:

- (A) That the Minutes of the meeting held on 14 February, 2017 be approved as a correct record.
- (B) That communication be forwarded to the Chief Executive of the Royal Wolverhampton Hospitals NHS Trust expressing concerns from Members of the Health Scrutiny Committee in respect of transport provision and relevant information within patient appointment letters.

## **50. Public Health Initiatives**

The Chairman welcomed Natalie Barrow, District Public Health Development Officer to the meeting to discuss health projects around the District.

Natalie Barrow discussed her role with Members of the Committee and explained that she worked closely with partners including the Clinical Commissioning Group and Staffordshire County Council on areas around health in order to improve health outcomes for residents within the District.

She explained that focus was upon four key areas: physical activity, diet

behaviours, alcohol misuse and improving self care and quality of life. Around 20 projects had been delivered since 2014 with 9 high performing projects which had shown healthy outcomes.

She reported that funding had been very successful over the last 2 years although there would be no further funding from August, 2017 which would bring the projects to an end. Whilst the projects would not be funded they could still be developed in order to tackle health issues and improve health and wellbeing.

Natalie Barrow discussed the idea of setting up a project such as social prescribing where a primary care professional would refer people to a range of local, non-clinical services. She then referred to the Longford Centre, Cannock and the Forever Fit Scheme run in conjunction with the Chase Community Partnership which provided help with nutrition and exercise. As a consequence of this project a number of people had stopped taking medication completely and this could also help assist in reducing the use of NHS services.

She then highlighted the following current projects:

- Staffordshire Athletics Network – a group to target inactive adults and get people moving over 8 weeks. ‘Couch to 5k’ ‘Park run’
- Doorstep Active (Inspiring Healthy Lifestyles project) – involves taking physical activity into the community
- Chase fit (Inspiring Healthy Lifestyle project) – getting people walking
- Friends of Hednesford Park – funding received to enable volunteers to renovate Hednesford Park signal box into a community hub

A Member asked what the likelihood was of the projects continuing following the withdrawal of funding.

Natalie Barrow explained that 9 out of 10 projects would remain due to mechanisms that had been put in place, however some projects would cease although alternative sources of funding were being explored.

## **51. Annual Review**

The Work Programme of the Health Scrutiny Committee for 2016-17 was circulated and Members were asked if there were any comments they wished to make in relation to the work that had been undertaken over the year.

### 6 September, 2016 – Inspiring Healthy Lifestyles

Members discussed this area and it was hoped that further promotion and engagement could be carried out.

Members asked that as part of the Work Programme for 2017-18 Inspiring Healthy Lifestyles should be invited back to provide the Committee with an update on their work including projects.

Mike Edmonds, Head of Environment and Healthy Lifestyles informed Members

that Inspiring Healthy Lifestyles were currently in the process of formulating a calendar of events.

18 October, 2016 – Mental Health and Wellbeing Issues

A Member referred to a presentation given at a past meeting of the Committee where Nicola Bromage from Staffordshire County Council was invited to talk about mental health and wellbeing. She asked if it was possible for something similar from the South Staffordshire and Shropshire NHS Trust to be included on the Work Programme for 2017-18.

10 November, 2016 – Informal Meeting with Dr. Huda, Chair Cannock Chase Clinical Commissioning Group (CCG)

A Member asked that as part of the Work Programme for 2017-18 Dr. Huda be invited back to the Committee to provide Members with an update, and a request for the new Chief Officer of the Stafford and Surrounds CCG to be invited.

7 December, 2016 – Environmental Health Food Hygiene Service

The Chairman commented on the excellent presentation given.

14 February, 2017 – Royal Wolverhampton Hospitals NHS Trust

A Member asked that as part of the Work Programme for 2017-18, an invite be extended to a representative of University Hospitals North Midlands to discuss services at both the County Hospital and Royal Stoke University Hospital.

**52. Quarter 3 Performance Report 2016-17 – More and Better Health Priority Delivery Plan**

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

It was reported that the community AGP opened on 1 March, 2017. It was found that due to the popularity of the facility, there had been some parking issues. However, this was now being monitored by Inspiring Healthy Lifestyles and consideration was being given to utilising the grassed area for parking.

Mike Edmonds reported that young children local to the community AGP were being given the opportunity to use the facility between the quieter hours of 4:30-5:30pm for £1 each.

Members noted the contents of the Quarter 3 Performance Report 2016-17, More and Better Health Priority Delivery Plan.

**53. Healthwatch Staffordshire – Update**

It was previously reported that the representative from Healthwatch, Staffordshire would not be in attendance.

A Member wished to pass on her thanks for the information she had received from the Healthwatch representative with regard to the issue of transportation between Rugeley and Royal Stoke University Hospital.

#### **54. Staffordshire County Council's Healthy Staffordshire Select Committee - Update**

It was reported that two presentations had taken place, one which was confidential with regard to Collaborative Working – Burton Hospitals NHS Foundation Trust and Derby Teaching Hospitals NHS Foundation Trust and the other from the University Hospitals North Midlands NHS Trust – Action Plans and Progress where discussions were had concerning finances.

The Chairman referred to the previous closure of the children's A&E services at the County Hospital and was keen to know if any decision on re-opening had been made. However, at present there was no information on this.

#### **55. Forward Items for 2017-18 Work Programme**

Mike Edmonds asked whether, in addition to the suggestions made in item 51 above, there were any items that Members wished to be considered by the new Health Culture & Environment Scrutiny Committee for inclusion in its Work Programme for 2017-18.

The following items were discussed:

- Patient Participation Groups – only a third of GP Practices in the District have them
- Free NHS Health Check – why the take-up in Staffordshire for the check was lower than neighbouring authorities

The Chairman and Members wished to pass on their thanks to former Head of Environmental Health, Steve Shilvock for his support to the Committee.

Members also thanked the Chairman for her support to the Committee over the past year.

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CHAIRMAN

The meeting closed at 4.52 pm

**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**ENVIRONMENT SCRUTINY COMMITTEE**  
**TUESDAY 4 APRIL, 2017 AT 4.00 P.M.**  
**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**  
**PART 1**

PRESENT:  
Councillors

Cooper, Miss J. (Chairman)  
Pearson, A.R. (Vice-Chairman)

Allt, Mrs. A.	Hoare, M.W.A.
Bowater, J.	Sutton, Mrs. H.M.
Dean, A.	Witton, P.T.
Foley, D.	Woodhead, P.E.
Grice, Mrs. D.	

Also in attendance:-  
Councillor J. Preece (Environment Portfolio Leader-observer)

**27. Apologies**

No apologies for absence were received.

**28. Declarations of Interests of Members and Officers in Contracts and Other Matters and Restriction on Voting by Members**

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

**29. Minutes**

The Waste and Engineering Services Manager referred to Minute 24 on page 21 and explained that the figure in the table indicating the number of fly tipping incidents in 2016-17 may be incorrect. He would clarify this with the Environmental Protection Manager and advise Members accordingly.

RESOLVED:

That the Minutes of the meeting held on 6 December, 2016 be approved as a correct record and signed subject to the above figure being clarified.

**30. Quarter 3 Performance Report 2016/17 – Cleaner and Safer Environments Priority Delivery Plan (Environment Section)**

Members noted the latest performance information (Item 4.1 – 4.4 of the Official Minutes of the Council). The Head of Housing and Partnerships outlined the current position in relation to the objectives.

### **31. Air Quality Presentation**

The Senior Environmental Health Officer provided Members with a presentation on Air Quality. The presentation covered a number of issues, including:-

#### ***Local Air Quality Management***

The Committee noted that the Environment Act 1995 requires Local Authorities to review and assess air quality within their Districts and to produce an Air Quality Annual Status Report. Two Air Quality Management areas have been identified in the District and action plans produced to address the issues.

An Air Pollution Monitoring site is located on the A5190 Cannock Road, Heath Hayes near Five Ways Island and this shows that annual levels of nitrogen dioxide exceed the national levels. An Air Quality Management Area will be required for this area and will be effective from 1 May, 2017. In addition the District Council also undertakes “diffusion tube” monitoring which provides monthly average results for a number of sites within the district.

The District Council has monitored for nitrogen dioxide over a number of years, which has identified hotspot areas where national objectives are exceeded. These are at locations next to the A5 Watling Street in Bridgtown and between Churchbridge and the Turf Island. Levels at these hotspots have shown some decrease in recent years and it is hoped that, if pollution levels are sustained, the designation of “Air Quality Management Area” assigned to the A5 can be revoked.

Members were advised that new businesses and housing, which has an incremental impact on traffic and pollution, was a concern for the District.

Reference was made to the Eco Stars scheme which was a fleet recognition scheme to assist in providing efficient and cleaner operations for HGV's, buses, coaches and vans that will improve air quality on local roads. Funding for the scheme would finish at the end of the year. It was intended to continue running the scheme if alternative funding becomes available.

In respect of partnership working the Officer commented that the A5 Partnership Transport Group was a scheme which had been running for a number of years. It includes local authority areas and agencies along the A5 corridor between Staffordshire and Northampton. A current action plan is in place which incorporates traffic management, public transport, signing and junction improvements.

Members noted that it was essential to ensure that the planning system enables developer contributions towards mitigation schemes to be required as a key means to delivering air quality improvements.

## ***Environmental Permitting***

Members noted that the Environmental Permitting Regulations 2016 requires certain types of industries to be regulated in order to reduce pollution and improve air quality. Permits are issued which set controls and emission standards to minimise pollution from certain industrial activities. Once permits have been issued the activity is routinely inspected and those with higher pollution potential are inspected more frequently. The activities are split into three categories – A1, A2 and Part B activities. The operators of these installations must obtain a permit to operate and the District Council can charge a fee under DEFRA's charging scheme. DEFRA was currently consulting on permitting charges and suggesting to increase the level of fees and charges by 4.5%, ending a 6 year charging freeze. The Officer explained that the income from the permits was not covering the costs and for 2015 and 2016 the Authority has been out of pocket.

Reference was made to Norton Aluminium Liaison Committee which was held twice a year and was attended by representatives from Environmental Health and Norton Aluminium along with Parish Councillors and residents. It provides a forum for any issues regarding the site. The next meeting was scheduled for 21 September, 2017.

## ***Particulate Matter PM 10/2.5***

The Officer outlined the issues regarding exposure to particulate matter along with the ways it was measured. Particulate matter was the cause of 5% of deaths in Staffordshire and had an estimated cost of £20 billion per annum.

## ***Slitting Mill Fire***

Members noted the current position with regards to the fire at Oak Tree Farm in Slitting Mill. Air Quality Monitoring was undertaken during the period 21 September until 6 December. The air quality results were found to be consistently low throughout the monitoring period. The Council and a number of organisations are still actively involved in dealing with this incident and the situation will be kept under review.

## ***Government Air Quality Inquiry***

The Committee was advised that the Government has set up a Joint Inquiry involving 4 Select Committees to consider evidence on the health and environmental effects of toxic air. In addition, the Government has consulted upon the implementation of Clean Air Zones in certain areas in England. The European Commission has issued "reasoned opinion" which requires action to tackle 16 UK zones exceeding EU Air Quality standards. There are 16 air quality zones including London, Birmingham, Leeds and Glasgow which exceed air quality standards.

### ***National Clean Air Day***

The Officer advised that a National Clean Air Day was a new initiative taking place on 15 June, 2017. It was being coordinated through Global Action Plan (GAP) and it was an opportunity for the whole country to come together and improve air quality through collective action. There were 40,000 deaths in the UK per annum which were attributed to air pollution. The event was being supported by 50+ institutions and everyone was encouraged to get involved.

Following the presentation Members were afforded the opportunity to ask questions.

A Member asked whether air quality monitoring was undertaken by the BIFFA landfill site. The Senior Environmental Health Officer advised that air quality was usually monitored if there were residents in the area – such as along the A5 Watling Street. There were no residents in the close vicinity of the BIFFA site and he was of the opinion that air quality was not monitored in this area. However, he would clarify this and advise the Member accordingly. He confirmed that internal monitoring of the site was undertaken by BIFFA and the type of waste being taken to the site was mainly construction waste which did not affect air quality.

Another Member referred to pollution from log burners and the Committee was advised that the Environmental Protection Manager was preparing a Briefing Note on this issue for consideration at the next meeting.

In response to a question the Senior Environmental Health Officer advised that monitoring air pollution was more accurate than when records first began 10 years ago. He confirmed that complaints regarding Norton Aluminium had reduced over recent years as their performance had significantly improved. Any complainants were questioned to ensure that the complaint related to the site.

A Member referred to a scheme run by Friends of the Earth where the public could get a “Clean Air Kit” for a small fee in order to investigate air quality in their area. He provided the following link <https://www.foe.co.uk/page/national-air-pollution-map>

The Officer was not aware of this scheme and advised that consideration would be given to promoting the scheme on the Clean Air Day initiative.

The Member asked whether any strategies were in place to aid the promotion of better air quality in the District. The Officer commented that the main strategy was to ensure the planning system enabled developer contributions towards mitigation schemes to deliver air quality improvements. In addition the Eco Stars Scheme assisted in improving air quality on local roads.

Concern was expressed regarding the charges for permits under the Environmental Permitting Regulations where the cost of monitoring was exceeding the income. The Senior Environmental Health Officer advised that charges applied for A1, A2 and Part B activities and installations were risk

rated by the Local Authority based on a number of factors. The level of charge increased with higher ratings. He confirmed that the charges were set by the Government.

**(At this point in the proceedings Councillor P.T. Witton left the meeting).**

### **32. Flooding Presentation**

The Waste and Engineering Services Manager provided a presentation on Flooding. He advised that the Lead Authority responsible for flooding was Staffordshire County Council, who had taken over from the Environment Agency. There were no major flooding issues in the district but flooding incidents had been due to a number of things:-

- heavy localised rainfall causing highways gullies to surcharge
- culverts/streams overflowing due to maintenance issues/debris
- burst water mains
- surface water sewers
- rivers

Members noted that flooding incidents had occurred in the following areas of the District:-

- Wolverhampton Road – 2016 (Water Main)
- Norton Canes – 2015/16 (Crane Brook)
- Herondale – 2012/13 (The Ridings Brook)
- Hazel Slade – 2007 (Bentley Brook)
- Rugeley – 2007 (The Rising Brook)
- Bridgtown, Cannock – 2005 (Golly Brook)
- Stile Cop Road – 2016 (SCC Highways)
- A460 Rugeley Road – 2016 (SCC Highways)
- Horse Fair, Rugeley – 2016 (SCC Highways)

Members were then shown photographs of some of the flooding incidents in the District and the Waste and Engineering Services Manager outlined the action taken.

The Officer then referred to riparian ownership in relation to flooding on Council owned land/private land. Flooding was the land owners responsibility but residents had an expectation that the District Council would deal with all flooding issues. Sand bagging was not a duty of the District Council it was the responsibility of the County Council. However, the District Council did provide sandbags in certain circumstances as a goodwill gesture. It was the landowners duty to keep water courses clear and maintained.

Members noted that the District Council offered advice and guidance in response to flooding issues. Officers would undertake site inspections and investigations and deal with land water course/ownership enquiries. With regard to major flooding incidents the Civil Contingencies Unit would be involved. Neighbouring Local Authorities provided assistance to each other in such circumstances (Mutual Aid). In the event of a large scale flooding incidents

the Civic Contingency Unit may be required to set up rest centres and provide support for residents and businesses in the area.

The Officer advised that the Planning Team had a major part to play in ensuring that Sustainable Urban Drainage Schemes (SUDs) were provided within new housing and business developments. He commented that where there was a lot of hard surfaces the water ran quicker and therefore there was less chance of water soaking into the ground.

Following the presentation Members were offered the opportunity to ask questions. A Member referred to Brindley Heath Road where leaves falling from trees were blocking drains and causing the road to flood during heavy rainfall. The Officer confirmed that Staffordshire County Council was responsible for this and he would contact Mark Keeling, Staffordshire County Council Highways to advise of the problem. In addition, following the recent bad storm, a number of trees had been blown down along the cyclepath in Brindley Heath Road and they still remained there. The Officer would advise Staffordshire County Council as they were responsible for this.

A Member asked whether any other materials were used, other than sandbags, to help in flooding incidents. The Officer confirmed that "flood sacs" were used in addition to sandbags. The Member advised of another product that could be used and would speak with the Officer about this following the meeting. In response to a further question the Officer confirmed that Sustainable Urban Drainage Schemes (SUDs) were not monitored as there were too many of them.

The Member had concern about flooding, particularly in the Norton Canes area, and asked who to phone in an emergency. The Waste and Engineering Services Manager advised that he and his Team were responsible for responding to calls regarding flooding. His Team monitored flood sites and following heavy rain they would go out and inspect the hotspot areas. He confirmed that there was also a National Flood helpline which residents could ring if they wished.

Another Member asked whether the Council was insured for major flooding incidents. The Officer confirmed that the costs of a major flooding incident would come out off the Civil Contingencies budget. The County Council was the lead authority but the District Council would cover the costs of providing a rest centre. Rest centres could be established in Cannock Leisure Centre, Rugeley Leisure Centre and at a number of other locations in the District in the event of a major incident. Assistance via Mutual Aid could be called upon if necessary.

A Member then referred to the Council owned car park in Rugeley by Morrisons where flooding had recently occurred. She had some photos which she would show to the Officer following the meeting. Another Member commented that flooding was also an issue at "The Arches", Rugeley and should be added to the hotspot areas.

**(At this point in the proceedings Councillor Mrs. A. Allt left the meeting).**

### **33. Fly Tipping Update**

The Waste and Engineering Services Manager provided the Committee with an update in relation to Fly Tipping. He advised that there were two types of fly tipping – Illicit and small scale. Illicit waste was where large scale waste was dumped on ground. Following the fire at Slitting Mill a list of illicit waste sites had been put together and a multi agency response was being provided in order to reduce the number of these illicit waste sites and to raise awareness. A press release would be issued in respect of this before Easter. In addition there were also small scale fly tipping incidents in the District.

He advised that when fly tipping occurred on private land there was an expectation that the District Council would remove it. Unfortunately there were no resources to remove it. The incident was referred to the Environmental Health team for them to find out the land owner who would then be responsible to remove the waste.

He explained that fly tipping incidents had increased and he outlined the statistics, as follows:-

Between Jan – March 2015/16 – 103 incidents

Between Jan – March 2016/17 – 145 incidents

Since the Tipping charges were introduced he outlined that:-

Between Nov – March 2015/16 – 162 incidents

Between Nov – March 2016/17 – 215 incidents

The Officer considered that this issue should remain on the Committee's Work Programme given that fly tipping incidents had increased.

Members were then asked if they had any questions. A Member commented that fly tipping was on the increase and asked whether the Team had the resources to clean up the incidents quickly. The Officer responded by saying that the current team were struggling to cope with responding quickly to fly tipping incidents. Contractors were only used where there was a big incident.

In response to a question the Officer explained that the team sifted through the waste to try and identify the culprits, i.e. paperwork with an address. The Environmental Health team would then visit the address and in an attempt to get a prosecution.

Members considered that the increase in fly tipping was a concern and if it was left there too long it attracted further fly tipping at the same location. It was important that the team had the resources to deal with incidents and that funding was available to ensure fly tipping was removed quickly. The Committee requested that the Environment Portfolio Leader liaise with the Leader of the Council to ensure that the appropriate number of resources and funding was made available to deal with fly tipping incidents quickly within the District.

The Senior Environmental Health Officer advised the Committee that there had been two successful prosecutions recently in relation to fly tipping incident and he outlined these for Members information.

The Waste and Engineering Services Manager referred to the amount of litter that was associated with fast food outlet. He considered that the provision of cleaning/litter patrols should be taken into account during the planning process when applications for fast food restaurants were submitted. A Member, who was currently on the Planning Control Committee assured the Officer that the Committee took this into account when considering Planning applications of this nature.

AGREED:

The Committee requested the Environment Portfolio Leader to liaise with the Leader of the Council to ensure that the appropriate number of resources and funding be made available to deal with fly tipping incidents quickly within the District.

**(At this point in the proceedings Councillor D. Foley left the meeting).**

#### **34. Waste Update**

The Waste and Engineering Services Manager provided the Committee with an update on Waste Management. He advised that the first year of the Waste Contract had been completed and there were no major issues with the Contract. A large Contamination Campaign had been undertaken and this had been successful with the last contaminated load being rejected in August 2016. In addition, during the last year food waste had been taken out of the garden waste. There was improved customer information and data capture and CCTV had been installed on the refuse vehicles, thereby leading to a safer operation.

He outlined the priorities for 2017/18, as follows :-

- Increasing recycling
- Bin replacement after collection (improved)
- Reducing missed bins
- Reducing the amount of residual waste
- Difficult to access bins (private roads and new builds)

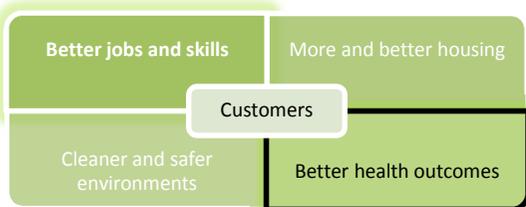
Members thanked the Chairman, Councillor Miss J. Cooper, for chairing the meetings during the 2016/17 Committee cycle.

The meeting closed at 6.10pm.

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CHAIRMAN

**Better Health Outcomes and Cleaner and Safer Environments (Environment Section) PDPs  
End of Year Performance 2016/17**



Strategic Objective					
Increasing access to physically active and healthy lifestyles					
Action & Progress Update	Outcomes	Q1 Rating	Q2 Rating	Q3 Rating	Q4 Rating
<p><b>To develop and provide a new community AGP, 7v7 grass pitch and changing pavilion at Bradbury Lane, Hednesford</b></p> <p>Work continues on this project with the following actions being completed during Quarter 1 2016-17.</p> <ul style="list-style-type: none"> <li>• Tenders have been evaluated for the contractor to build the Pavilion / Changing rooms</li> <li>• Agreement has been reached with Sport England to award the Pavilion build contract and to proceed with the project</li> <li>• Contract Award Letter issued to Pavilion Contractor</li> <li>• Letter of Intent agreed and issued to Contractor</li> <li>• Pre-Start Meeting with AGP Pavilion and AGP Pitch contractors</li> </ul>	<p>To provide new sport and recreation facilities in the local community</p>				

<ul style="list-style-type: none"> <li>• Arrangements to remove excess soil from site and to submit the discharge of conditions application on Bradbury Lane Pavilion during Quarter 2</li> </ul> <p>The project is on schedule for the contractors to start on site during Quarter 2 and to complete by the end of the calendar year.</p> <p>Informal discussions are being progressed in order to so secure a facility operator (Quarter 2)</p> <p>To complete construction on site (AGP – Quarter 3) and Changing Pavilion (Quarter 4)</p> <p>Work continues on this project with the following actions being completed during Quarter 2 2016-17.</p> <ul style="list-style-type: none"> <li>• Pavilion Contractors started on site 11<sup>th</sup> July 2016</li> <li>• The excess soil from site has been removed and relocated on the Stadium site to assist with the future development. Application to discharge relevant planning conditions has been submitted</li> <li>• Informal discussions are being progressed in order to so secure a facility operator</li> <li>• Application to connect electrical services has been progressed</li> <li>• AGP Pitch contractor started on site in September 2016</li> </ul> <p>Work continues on this project with the following actions being completed during Quarter 3 2016-17.</p> <ul style="list-style-type: none"> <li>• Artificial Grass Pitch complete – awaiting final testing and certification before handover in January 2017, subject to snagging.</li> </ul>					
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<ul style="list-style-type: none"><li>• Pavilion Building complete other than internal decoration, 2<sup>nd</sup> fix trades, CCTV and car park</li><li>• Sport England funding drawn down and paid</li><li>• Both projects on track for completion during Quarter 4</li></ul> <p>Work continues on this project with the following actions being completed during Quarter 4 2016-17</p> <ul style="list-style-type: none"><li>• The AGP and Changing Pavilion was officially opened on 1<sup>st</sup> March 2017</li></ul>					
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<p><b>To develop and provide a new community multi sport and recreation hub facility at the former stadium site</b></p> <p>To open new Multi-Use Games Area (Quarter 1 2016-17). – The new MUGA was completed and opened ahead of schedule in March 2016</p> <p>To complete topographical survey and Landscape design works (Quarter 1 2016-17) – The topographical survey was completed and the Landscape Architect appointed in April 2016.</p> <p>To appoint contractors with responsibility for the remaining works in Phase 1. (Quarter 1 2016-17)</p> <p>A Landscape architect was appointed to develop a final design for the scheme and to support updated/revised planning application and tender for main contractor. Development of the final design has led to a slight delay in the appointment of the main contractor which is now scheduled for Quarter 2. It is not envisaged that this will impact on the start on site date by the end of Quarter 2</p> <p>To commence work on the remaining elements in Phase 1. (Quarter 2 2016-17)</p> <p><b>Quarter 2</b> - Work continues on this project with the following actions being completed during Quarter 2 2016-17.</p> <ul style="list-style-type: none"> <li>• Revised Planning Application Submitted – 14 July</li> <li>• Tender Closed for submissions for remaining Phase 1 works -5 August 2016</li> <li>• Planning Consultation Completed – 16<sup>th</sup> August</li> <li>• Electricity works completed and supply connected</li> </ul>	<p>To provide new and improved sport and recreation facilities in the local community</p>	      			
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<p>Delays - Progress on Western Power providing the electricity supply to the floodlit MUGA and CCTV camera was delayed from May 2016 to July 2016 and then to August, on the instruction of County Council's Highways Department.</p> <p>Delays - Unfortunately the procurement process undertaken with the assistance of the procurement team at the County Council did not attract any adequate submissions. Although 54 expressions of interest were made in respect of the tenders for the stadium and 7 submissions received none were sufficient to make an award and subsequently this contract will have to be re-tendered in September/October 2016.</p> <p>Subject to the appointment of the main Contractors it is anticipated that the remaining elements of Phase 1 will be completed during the remaining months of 2016-17 (Weather permitting) and early 2017-18. These works include the Adventure Play Area, Trim Trail, Mountain Bike Trail, Car park, Community Allotments, pathways for jogging and cycling and CCTV.</p> <p><b>Quarter 3</b> - Work continues on this project with the following actions being completed during Quarter 3 2016-17.</p> <ul style="list-style-type: none"> <li>• Tenders were invited on 7 October 2016 with a return date of 18 November 2016. Following a request, and to ensure that sufficient tenders were received, the return date was revised to 2 December 2016.</li> <li>• 6 Responses were received and evaluated with appointment scheduled during Quarter 4, subject to quality and price. Following appointment of a main contractor a revised timetable will be prepared for works to start in 2017-18</li> <li>• Revised Planning approval received for scheme November 2016</li> </ul>					
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<p><b>Quarter 4</b> - Work continues on this project with the following actions being completed during Quarter 4 2016-17.</p> <ul style="list-style-type: none"> <li>• 6 Tenders received and evaluated</li> <li>• Contractors appointed and Letter of Intent issued to undertake remaining Phase 1 works</li> <li>• Review of design and scheme undertaken</li> <li>• Tree and shrub clearance started on site</li> <li>• Contract drafted, issued and signed</li> </ul>					
<p><b>To continue with the re-development of Hednesford Park</b></p> <p>To complete the works on the Pavilion (Quarter 1 2016-17) – Works on the pavilion were completed and all snagging items identified in May 2016</p> <p>To commence the letting of the new Pavilion café (Quarter 1 2016-17). The new café was let and opened by Inspiring Healthy Lifestyles in June 2016</p> <p>To complete works on the skate park (Quarter 1 2016-17) – Works were completed on the skate park in June 2016.</p> <p>All actions in relation to the PDP have been completed for this year although other works being undertaken include, tree avenue works, replanting at the War Memorial, public consultation and lighting.</p>	<p>To provide new and improved sport and recreation facilities in the local community</p>				

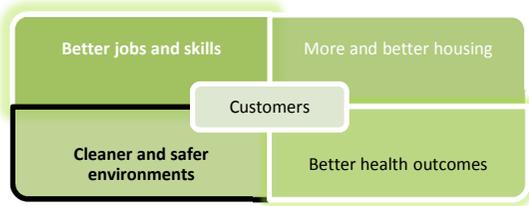
**Strategic Objective**

**Working with our partners to reduce health inequalities in the District**

Action + Progress Update	Outcomes	Q1 Rating	Q2 Rating	Q3 Rating	Q4 Rating																				
<p><b>To progress Active after Cancer/ Active Living Referral Scheme (Year 2) in partnership with WLCT and NHS</b></p> <p>The Activity Referral Scheme/MacMillan After Cancer Scheme has an annual target of 450 referrals and performance achieved is outlined below.</p> <table border="1" data-bbox="125 611 987 783"> <thead> <tr> <th></th> <th>Target</th> <th>Actual</th> <th>Accum. Total</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>113</td> <td>140</td> <td>140</td> </tr> <tr> <td>Q2</td> <td>113</td> <td>142</td> <td>282</td> </tr> <tr> <td>Q3</td> <td>112</td> <td>119</td> <td>401</td> </tr> <tr> <td>Q4</td> <td>112</td> <td>106</td> <td>507</td> </tr> </tbody> </table>		Target	Actual	Accum. Total	Q1	113	140	140	Q2	113	142	282	Q3	112	119	401	Q4	112	106	507	<p>To support the recovery of individuals from ill health and to improve their health and well being</p>				
	Target	Actual	Accum. Total																						
Q1	113	140	140																						
Q2	113	142	282																						
Q3	112	119	401																						
Q4	112	106	507																						
<p><b>To promote concessionary membership scheme to areas of inactivity/deprived wards etc</b></p> <p>There is an annual target to increase the number of concessionary cardholders by 1% (42) Following a cleansing of the Membership database in which invalid members were removed, Inspiring Healthy Lifestyles are experiencing a dip of 2.9% (126) concessionary Memberships compared to the start of the year. Performance will continue to be monitored through the monthly scheduled contract monitoring meetings.</p>	<p>Making services more accessible to those on low incomes and those aged over 65</p>																								

Summary of Progress in Delivering Projects/Actions:

			
Project completed	Project on target	Project Timeline/scope/target date requires attention. Alterations considered by leadership team	Project aborted/ closed
<p>3</p> <p>60%</p>	<p>0</p> <p>0%</p>	<p>1</p> <p>20%</p>	<p>1</p> <p>20%</p>



	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual Target	Target Achieved
<b>Cleaner and safer environments: Striving for cleaner, greener and attractive public environments across the District</b>						
Percentage of household waste recycled	52%	56%	42%	44%	50%	Not Achieved (49.2%)
Residual household waste collected	5,136 Tonnes	4,534 Tonnes	5,278 Tonnes	4,700 Tonnes	TBC	

Strategic Objective					
Striving for cleaner, greener and attractive public environments across the District					
Action & Progress Update	Outcomes	Q1 Rating	Q2 Rating	Q3 Rating	Q4 Rating
<p><b>Implementation and embedding of Waste Management Contract:</b></p> <ul style="list-style-type: none"> <li>• Delivery of mobilisation plan</li> <li>• New branding &amp; marketing</li> <li>• Food waste campaign</li> <li>• Consider recommendations of Scrutiny</li> </ul> <p>New waste contractor embedded into CCC. Contractor Biffa Municipal's Cannock Operations Team received the Biffa Award for 'Best Contract Mobilisation of the Year'. Food waste was removed in early 2016 from the previous Garden and Food waste collection service resulting in significant savings in disposal costs. All staff on the Councils TUPE list transferred to the Contractor, other than the supervisor who retired. No major issues have been experienced with the contact/contractor throughout the year. October 2016 saw the Council's largest ever dry recycling contamination campaign undertaken with over 12,500 bins being issued with warning tags during the previous month and over 7,500 bins being rejected during the campaign. During April to September 2016 12 loads were rejected at the Councils Material Recycling Facility; since the contamination campaign no loads have been rejected. Final input recycling rates were slightly below target at 49.21% with dry recycling down 729 Tonnes; garden waste down 508 Tonnes while residual waste was up by 1,141 Tonnes. Given the removal of food waste this reduction in recycling broadly follows local and national statistics.</p>	<ul style="list-style-type: none"> <li>• Business continuity for residents</li> <li>• Transfer of staff</li> <li>• Reduced contamination loads</li> </ul>				
<p><b>Year 2 of Bus Shelter Replacement Scheme, replacing 7 shelters</b></p> <p>All work is now completed on the scheduled programme.</p>	<ul style="list-style-type: none"> <li>• Improvements to Cannock Chase environment for residents and visitors</li> <li>• Encourage the use of public transport by Improving the immediate environment and experience</li> </ul>				

<p><b>To secure Green Flag accreditation for Hednesford Park</b></p> <p>An application was submitted for Hednesford Park although considerable work was still being undertaken as part of the HLF project. Unfortunately, the Council were notified in that it has not been successful this year in attaining this accreditation for Hednesford Park, primarily because there are still works to be completed.</p> <p>An application will be submitted for 2017-18.</p>					
<p><b>Explore delivery options for a new cemetery site</b></p> <p>Detailed capital costs and revenue costs have been ascertained for the development of the site as a new cemetery and informal discussions held with potential development partners. A report is on track for Cabinet in August 2016.</p> <p>Report was considered by Cabinet in August as scheduled. Cabinet's decision to explore options with the private sector was subject to a "Call In" which is due to be held on 3<sup>rd</sup> October</p> <p>Cabinet's decision upheld in Quarter 3 and work will start in developing the specification and core requirements during 2017-18</p>					
<p><b>Environmental Improvements Programme: Proactive approach to identify areas for improvement through multi-service approach.</b></p> <p>Rugeley Town Centre bench refurbishment completed. Due to SCC issues with highways contractor availability the work to improve some of Cannock Town Centre pedestrian areas is now to be completed in 2017/18. Request to rollover finance has been undertaken - currently negotiating start date with SCC Highways Department. Project to removal little used telephone boxes in Cannock Town Centre to improve the area and reduce anti social behaviour such as fly posting SCC/CCC awaiting removal date from British Telecom.</p>	<p>Improved physical environment</p>				

Summary of Progress in Delivering Projects/Actions:

			
Project completed	Project on target	Project Timeline/scope/target date requires attention. Alterations considered by leadership team	Project aborted/ closed
<p>2</p> <p>40%</p>	<p>0</p> <p>0%</p>	<p>2</p> <p>40%</p>	<p>1</p> <p>20%</p>

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

**HEALTH, CULTURE AND ENVIRONMENT SCRUTINY COMMITTEE****10 JULY 2017****ENVIRONMENT AND HEALTH SCRUTINY COMMITTEES  
ANNUAL REPORT 2016-17****1 Purpose of Report**

- 1.1 This report summarises the work undertaken by both the Environment and the Health Scrutiny Committees during the municipal year 2016-17.

**2 Recommendations**

- 2.1 That Members note the report and approve its submission to Council.

**3 Key Issues and Reasons for Recommendation**

- 3.1 The tables set out in paragraphs 5.3 and 5.4 below summarise the work undertaken by both the Environment and the Health Scrutiny Committees during the municipal year 2016-17.

**4 Relationship to Corporate Priorities**

- 4.1 The Health, Culture and Environment Scrutiny Committee is responsible for scrutinising matters relating to the key priorities of delivering “Better Health Outcomes” and “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 is to:
- Hold the executive to account;
  - Ensure corporate priorities are met
  - Review and develop policies
  - scrutinise partners
  - consider performance management information
- 5.3 The Environment Scrutiny Committee considered the following items during 2016-17:

Environment Scrutiny Committee
<p><b>19<sup>th</sup> July 2016</b></p> <p>End of Performance Report 2015/16</p> <p>Committee's Work Programme for 2016-17</p>
<p><b>30<sup>th</sup> August 2016</b></p> <p>Oak Tree Farm – Slitting Mill Fire Update</p> <p>Waste Contract Performance</p> <p>Environmental Protection Service Update</p> <p>Bus Shelters Presentation</p> <p>Countryside Estate Review</p>
<p><b>29<sup>th</sup> September 2016</b></p> <p>Pest Control Service – Review of Cabinet Decision</p>
<p><b>6<sup>th</sup> December 2016</b></p> <p>PDP Q2 2016/17 update</p> <p>Presentations on Fly Tipping and Pest Control</p> <p>Waste Contract Monitoring Update</p> <p>Oak Tree Farm Update</p>
<p><b>4<sup>th</sup> April 2017</b></p> <p>PDP Q3 2016/17 update</p> <p>Presentations on Air Quality and Flooding</p> <p>Waste Contract Monitoring Update</p>

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

Health Scrutiny Committee
<p><b>26<sup>th</sup> July 2016</b></p> <p>End of Performance Report 2015/16 Committee's Work Programme for 2016-17</p>
<p><b>6<sup>th</sup> September 2016</b></p> <p>PDP Q1 2016/17 update Inspiring Healthy Lifestyles – Presentation Healthwatch Staffordshire Update SCC Healthy Staffordshire Select Committee Update</p>
<p><b>3<sup>rd</sup> October 2016</b></p> <p>Call In of Cabinet Decision – Development of New Cemetery</p>
<p><b>18<sup>th</sup> October 2016</b></p> <p>Mental Health and Wellbeing Presentation SCC Healthy Staffordshire Select Committee Update</p>
<p><b>10<sup>th</sup> November 2016</b></p> <p>Q&amp;A Session with the Chairman of Cannock Chase CCG (Informal Meeting)</p>
<p><b>7<sup>th</sup> December 2016</b></p> <p>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</p>
<p><b>14<sup>th</sup> February 2017</b></p> <p>Cannock Chase Hospital Presentation Healthwatch Staffordshire Update SCC Healthy Staffordshire Select Committee Update</p>

5.5 Both Committees received a number of specific service updates (e.g. Waste Management Contract, Environmental Protection Service, Fly Tipping, Pest Control etc ) and partner updates (e.g. IHL Contract, Healthwatch Staffordshire Update, Cannock Chase CCG etc) although no formal recommendations were made to Cabinet.

5.6 The Health Scrutiny 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 25<sup>th</sup> 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

<b>Report of:</b>	<b>Head of Environment &amp; Healthy Lifestyles</b>
<b>Contact Officer:</b>	<b>Mike Edmonds</b>
<b>Telephone No:</b>	<b>4416</b>
<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>Health, Culture and Environment Scrutiny Committee</b>

**HEALTH, CULTURE AND ENVIRONMENT SCRUTINY COMMITTEE****10 JULY 2017****WORK PROGRAMME FOR 2017-18****1 Purpose of Report**

- 1.1 To set out the draft work programme for the Health, Culture and Environment Scrutiny Committee for 2017-18.

**2 Recommendations**

- 2.1 That the Committee review the draft work programme for 2017-18 and advise on what they wish to include for the forthcoming year (see Appendix 2).

**3 Key Issues and Reasons for Recommendation**

- 3.1 The scrutiny structure has been designed to ensure effective accountability for the delivery against the Council's key outcomes set out in the Council's Corporate Plan 2015-18.
- 3.2 The Health, Culture and Environment Scrutiny Committee is responsible for scrutinising the Corporate priorities for Better Health Outcomes and for Cleaner and Safer Environments.
- 3.3 The Scrutiny Committee is encouraged to identify issues that relate to this priority and/or are a priority for local people and communities. If a matter is a recurring issue for the people you, as Councillors, represent, the likelihood is that it is something that the Committee should consider. The more relevant the issue is to local communities then the greater the likelihood of engaging those communities in the scrutiny process and of producing outcomes that will be visible to those communities you represent. Guidance on selecting reviews is included in the Scrutiny Toolkit attached at Appendix 1.

- 3.4 Members are invited to comment on the draft Work Programme attached at Appendix 2. Members are also encouraged to propose issues that could be included for consideration in the work programme. The work programme may be revised during the year as necessary.

**4 Relationship to Corporate Priorities**

- 4.1 The remit of the Health, Culture and Environment Scrutiny Committee is linked to the key corporate priorities of delivering “Better Health Outcomes” and “Cleaner and Safer environments”.

**5 Report Detail**

**Background**

- 5.1 The Scrutiny Committee is responsible for scrutinising the key priorities for Better Health Outcomes and for Cleaner and safer Environments.
- 5.2 The Council has identified 2 strategic objectives for each of the key priorities and these are set out in the table below:

<b>Environment</b>	<b>Health</b>
Working with partners to foster safer and stronger communities.	Increasing access to physically active and healthy lifestyles.
Striving for cleaner, greener and attractive public environments across the District.	Working with partners to reduce health inequalities in the District.

**Developing the Work Programme**

- 5.3 To support Members in their Scrutiny role and in particular in developing a work programme a Scrutiny Toolkit has been produced; a copy is attached at Appendix 1.
- 5.4 In developing the work programme Members are encouraged to consider the following questions:
- Is the matter a concern to local people? (You may wish to reflect on topics raised with you when canvassing).
  - Is the issue an identified priority for the Council or partners?
  - Does the issue relate to an area of service with a trend in weak performance?
  - What difference could scrutiny make?
  - What would happen if you did not look at this issue?
- 5.5 To further assist Members in developing the work programme a copy of the PDP for Health, Culture and Environment is attached at Appendix 3.

5.6 The Work Programme can be revised during the year to reflect emerging priorities, but it is important to plan ahead and allow time for reports to be prepared and invitations to be sent to relevant parties.

5.7 Whilst it is for the Committee to determine what they want to include in the Work Programme, a draft Work Programme is attached at Appendix 2 to this report which includes some standing items (eg PDP updates) and some suggestions as to potential reviews.

### **Undertaking the Scrutiny reviews**

5.8 Once Members have identified the matters they wish to scrutinise, consideration should be given to scoping the subject in more detail including the timing and method of scrutiny to be used. Support in this process will be given by the Lead Officer for the Scrutiny Committee.

5.9 Members may wish to:

- Allocate the work to a small working group of Members to investigate the issue over a period of 2-3 months (this may involve visits to see how services are working in practice);
- Invite expert witnesses to give their views;
- Seeking the views of service users and/or the general public.

5.10 Members should also consider what they can do to support the review eg:

- Undertaking research eg via the internet;
- Seeking the views of ward members or specific interest groups

### **Reporting on Scrutiny Reviews**

5.11 In addition to reporting to the Committee on the outcome of any reviews, the Committee may wish to make recommendations to Cabinet or another Committee.

5.12 At the year end, the Chair of the Committee will prepare a report for Council on the outcome of the Committee's Work Programme.

<b>6 Implications</b>
-----------------------

#### **6.1 Financial**

Any costs to be incurred in undertaking any review will need to be contained within existing budgets.

#### **6.2 Legal**

None

**6.3 Human Resources**

None

**6.4 Section 17 (Crime Prevention)**

None

**6.5 Human Rights Act**

None

**6.6 Data Protection**

None

**6.7 Risk Management**

The key aspects of risk management in regard to scrutiny work programmes are:

- ensuring that there are clear outcomes from the scrutiny process that impact positively upon the services users/communities within the District and link to corporate priorities; and
- that there is adequate capacity for the committee to complete the work that has been agreed.

**6.8 Equality & Diversity**

The Council has a responsibility to undertake adequate Equality Impact Assessments to ensure services do not have a negative impact on any one section of the community and the scrutiny committees have a role in ensuring that this responsibility is fulfilled, particularly in regard to health impact. Scrutiny as a function must also comply with the relevant legislation. When considering work programme items, especially when undertaking reviews of policy, the scrutiny committees must always consider whether their recommendations may impact differently on various individuals/sections of the community.

**6.9 Best Value**

Work programmes which are effectively prioritised will ensure that scrutiny activity is focused where it can be of greatest benefit.

**7 Appendices to the Report**

Appendix 1 Scrutiny Toolkit

Appendix 2 Draft Work Programme

Appendix 3 2017-18 PDP for Health, Culture and Environment

**Previous Consideration**

None

**Background Papers**

None

Appendix 1

**Overview and Scrutiny  
Toolkit**

# Overview and Scrutiny Toolkit

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## **INTRODUCTION**

This toolkit aims to help Members of the Scrutiny Committees to understand their role and the work of the Scrutiny Committees. It provides guidance on how to undertake reviews.

The toolkit should be read in conjunction with the Terms of Reference for the Scrutiny Committees which can be found in Part 3, Section 16 of the Constitution

## **WHAT IS SCRUTINY?**

Overview and scrutiny is one of the most important mechanisms by which councillors can improve the lives of local people through good governance. Overview and scrutiny places members at the heart of policy-making and holding the Cabinet to account.

But, however good an authority is in terms of its processes, 'successful' overview and scrutiny has to involve tangible and substantive outcomes. This means that Scrutiny Committees must be able to demonstrate that they have:

- Held the decision-makers to account;
- Supported the development of effective policies and initiatives, which have a beneficial impact on the community;
- Contributed significantly to continuous improvement in services;
- Positively impacted on the work and outcomes of partners;
- Had an effect on local people's lives.

## **UNDERSTANDING SCRUTINY**

Overview and scrutiny was established in the Local Government Act 2000, which was amended variously in 2003, 2007, 2009 and 2011. The Act gives significant flexibility to local areas as to how they carry out scrutiny, but all councils operating under the leader-cabinet system (of which Cannock Chase is one) must have at least one overview and scrutiny committee.

Overview and scrutiny committees have, in law, power to require cabinet members and council officers to attend, to require that information be provided in a format which the committee can specify, and to require that cabinet makes a response to any recommendations which the committee might make.

Other Acts of Parliament give additional powers to scrutiny to hold other partner organisations to account – in particular, local NHS bodies and organisations who sit on local Community Safety Partnerships. Overall, a good rule of thumb is to note that scrutiny, further to changes made by the Localism Act 2011, may look at anything which "affects the authority's area or the area's inhabitants".

It is likely that, irrespective of scrutiny's legal powers, negotiation and discussion will be a precursor to the invitation of any non-council partner to a scrutiny meeting.

Scrutiny helps the Council review decisions and policies and question whether they are right for the Cannock Chase District. It monitors the Council's own achievements against its planned targets. It enables reviews to be carried out in relation to services provided by partners on issues of public concern.

In undertaking these roles, Scrutiny aims to engage service users and the wider public.

The scrutiny process provides the opportunity for members of the Council to examine services provided, to ask questions on how decisions have been made, to consider whether service improvements can be put in place and to make recommendations.

Scrutiny members assist in developing the Council's objectives through their work programmes.

Scrutiny members will conduct time-limited reviews in order to make recommendations for the Cabinet or Council to consider. Committee Chairmen, will, where appropriate, run meetings as informally as possible by promoting discussions between members and invited guests who may be service users or external experts who can offer advice to the review.

## **THE SCRUTINY ROLE**

Scrutiny does not have just one role, but many; examples are given below:

- Holding the executive to account
- Policy review
- Policy development
- External scrutiny of partners
- Improvement, performance management and review
- Ensuring corporate priorities are met
- Engaging partner organisations
- Engaging the public
- Providing satisfying and meaningful roles for non-executive councillors

This handbook examines how to undertake the four key roles for overview and scrutiny at Cannock Chase Council:

- Policy development and review;
- Holding the executive to account;
- Performance management and review;
- External scrutiny of Partners.

## **1. Policy Development and Review**

### What is Policy Development and Review?

Policy development involves shaping the formulation of key plans and policies, through examining alternatives against needs, resources and other issues. It involves a committee or group of members looking at an issue long enough before a decision is made to allow scrutiny's work to influence what that decision ultimately looks like.

Policy reviews can take a number of different forms: 'big picture' reviews, for example, reviewing the impact of housing policy within an authority; or more focused reviews, for example, reviewing the decoration allowances schemes. Usually, the focus is on examining whether the intended policy outcomes have been achieved, but committees could explore other issues such as take-up of services, awareness, the processes involved and so on.

This role can be interpreted as the "overview" side of overview and scrutiny. It is about adding value by influencing policy, and decisions, well before it is implemented.

## **2. Holding the executive to account**

### What is holding the executive to account?

This comprises two principal aspects:

- Scrutinising decisions before they are implemented – known as the Call-in Procedures.
- Scrutinising decisions taken after they have been implemented.

The role can be interpreted as the 'scrutiny' side of the overview and scrutiny role; examining executive agendas, minutes, forward plans in detail and using call-in or other mechanisms to comment or intervene in the decision-making process.

### Call-in Procedures

A key function of a Scrutiny Committee is to hold the Executive to account for the discharge of its functions including scrutinising Executive decisions before they are implemented – known as "Call-in".

The full call-in procedure is set out in the Scrutiny Procedure Rules contained in Part 4, Section 31, of the Council's Constitution.

Call-in can be used whenever an Executive decision, which is not made under Special Urgency Rule 15 of Section 28 of the Constitution (Access to Information Procedure Rules), is not yet implemented. The effect is to prevent implementation until the relevant Scrutiny Committee has examined the decision and made no referral and recommendation to either Cabinet or Council, or the referral has been decided by Cabinet or Council in favour of the decision.

Legally, councillors may cite any reason for a call-in. However, in the interests of good governance and ensuring that members can consider the proposal meaningfully, there must be a sound reason to do so; for example:

- (a) Members have evidence which suggests that the Executive did not take the decision in accordance with the principles set out in Section 10 of the Constitution (Decision Making);
- (b) Proportionality (action was not appropriate to the outcome);
- (c) The decision has detrimental financial or social effects;
- (d) Professional advice had not been followed;
- (e) The decision has not been made in accordance with the Budget and Policy Framework. (In these circumstances the Members of a Scrutiny Committee may wish to seek the advice of the Monitoring Officer).

Following a debate on the Call-in, the Scrutiny Committee may:

- (a) reject the motion;
- (b) refer the decision back to the Cabinet for reconsideration with a Recommendation; or
- (c) refer the matter to full Council with a recommendation for a decision

Any Member proposing that a matter be called-in should first discuss this with the appropriate Portfolio Leader or in his/her absence the Council Leader or Deputy Leader. This provides opportunity for detailed explanation of the decision and further information. While it is not legally required that Members proposing the a matter be called in should do this, it is strongly recommended given that this may either result in a mutual agreement that a call-in is not necessary and the issue resolved through other means, and/or it may help the Member to propose the call-in in a way that makes productive dialogue on the issue more likely at committee. It will also help the Portfolio Holder to be able to engage constructively with the call-in proposal as it progresses – for example by providing evidence to the committee.

### **3. Performance Management and Review**

Scrutiny Members have a key role to play in helping to improve the performance of the authority. They do this by assessing performance data against performance indicators and also scrutinising external performance and inspection reports.

The Council's performance management framework provides a regular cycle of reporting of performance information to Scrutiny via the respective Priority Delivery Plans (PDPs) for each Committee.

## **4. External Scrutiny of Partners**

### What is external scrutiny?

The primary purpose of external scrutiny is to scrutinise the work and impact of external agencies (partners) on a council's community. These may be other public agencies such as health service organisations or voluntary and private sector organisations. It is worth noting that the division between "internal" and "external" scrutiny is increasingly blurred, as councils deliver more and more services in partnership with a range of other bodies. However, for scrutiny, the relationship with partners is managed under different legislation, which may require that a different approach is taken.

The Council has established a Health Scrutiny Committee under the provisions of the Health and Social Care Act 2001 (as amended by the Health and Social Care Act 2012) to act as a lever to improve the health of local people.

The Health Scrutiny Committee encourages participation from the Clinical Commissioning Group and looks at ways to address health inequalities within the District. The Committee also scrutinises the work of NHS bodies.

## **WHO DOES WHAT?**

Cannock Chase Council now has 4 Scrutiny Committees based on the Council's Corporate Plan and strategic objectives:

- Customers and Corporate
- Economic Development and Town Centres
- Health, Culture and Environment
- Housing, Crime and Partnerships

## What are the responsibilities of the Scrutiny Committees?

The terms of reference for the Scrutiny Committees are laid out in Part 3, Section 16, of the Council's Constitution and are summarised below:

Scrutiny Committee	Terms of Reference
Customers and Corporate	<ul style="list-style-type: none"> <li>• <i>Customers &amp; Corporate PDP</i></li> <li>• Corporate Issues</li> <li>• Budget Consultation</li> <li>• Finance</li> <li>• Civic Support</li> <li>• Corporate &amp; Support Services – i.e. HR, Governance, Legal, Technology, Communications, Customer Services (inc. Social Alarms)</li> </ul>
Economic Development and Town Centres	<ul style="list-style-type: none"> <li>• <i>Economic Development and Town Centres PDP</i> (including Education)</li> <li>• Economic Development and Planning</li> <li>• Building Control</li> <li>• Markets</li> <li>• Land and Property Holdings (excluding HRA property)</li> <li>• Town Centre Regeneration</li> <li>• Performance Management of the Locality Partnership Plan for “Increased Economic Prosperity”</li> </ul>
Health, Culture and Environment	<ul style="list-style-type: none"> <li>• <i>Health, Culture and Environment PDP</i></li> <li>• The Statutory Functions of the Council's Health Scrutiny Committee under <u>the Health and Social Care Act, 2001 and Regulations made under that Act</u></li> <li>• Health and Wellbeing</li> <li>• Environmental Health and Licensing</li> <li>• Local Taxation and Benefits</li> <li>• Culture and Sport (including Parks and Open Spaces)</li> <li>• Bereavement Services</li> <li>• Street Cleansing and Grounds Maintenance</li> <li>• Waste &amp; Engineering Services</li> <li>• Countryside Service, Trees, and Allotments</li> <li>• Environmental Protection and Private Sector Housing</li> <li>• Performance Management of the Local Partnership Plan for “Improved Health and Wellbeing”</li> </ul>
Housing, Crime and Partnerships	<ul style="list-style-type: none"> <li>• <i>Housing, Crime and Partnerships PDP</i></li> <li>• The Housing Service</li> <li>• Community Safety</li> <li>• CCTV Partnerships</li> <li>• Performance Management of the Locality Partnership Plan for “Increased Community Safety”</li> </ul>

## **DEVELOPING THE WORK PROGRAMME**

Members have a key role to play in developing the work programme for the Scrutiny Committees and it is important that manageable programmes are developed. The Scrutiny Committees will need to filter potential items of work; to be selective and to prioritise.

Given the limited resources available, in particular the constraints on member and officer time, it is unrealistic to select more than a few items for intensive review. Realistically, a single committee cannot undertake more than two in-depth reviews per year.

In developing the work programme Members are encouraged to consider the following questions:

**Public interest** – the concerns of local people should influence the issues chosen. Things to think about include:

- Any issues raised with you when canvassing;
- Have any surveys or research undertaken by the Council identified any concerns
- is the issue an identified priority for the Council or partners

**Ability to change** - priority should be given to issues that the Committee can realistically influence. Think about what difference Scrutiny could make and what would happen if you did not look at this issue.

**Performance:** priority should be given to areas in which the Council and Partners are not performing well. You should consider, the scale of the underperformance, whether it is a one off or whether there is an ongoing issue. Has the service been flagged up in an external inspection report for poor performance?

**Extent:** priority should be given to issues that are relevant to all or a large part of the District

**Replication:** work programme must take account of what else is happening to avoid duplication or wasted effort

Work programmes should be determined at the start of each municipal year and reviewed and revised regularly. Any reviews not started or completed by the year end can be referred for consideration as part of the following year's work programme. The best advice is to start small, learn what works well and what does not and then be more ambitious. It is far easier to add items to the workload than to remove them.

Different items may require different approaches. For example, the Scrutiny Committees can examine the Forward Plan, but may only choose to examine one or two items in any depth. Similarly, if the Scrutiny Committee is asked their views by the Cabinet on key policies and plans, such consultation does not have to involve in-depth investigation.

Similarly with reviews, a more selective approach should be taken, examining more problematic areas in greater depth and others with a lighter touch may prove to be more beneficial.

Members will also need to think about how to manage the workload, whether issues are considered by the whole committee, whether a task and finish group is set up or whether 'paired members' or individual 'lead' members are used.

## UNDERTAKING A REVIEW

Scrutiny reviews need to be carefully planned and managed through their various stages. It is suggested that the following approach be adopted for all scrutiny reviews.

Stage 1	<u>Agree the issue</u>
Stage 2	<u>Determine the nature of member involvement</u>  The Scrutiny Committee will agree how the issue is to be investigated and will agree the membership of any working group.
Stage 3	<u>Scoping exercise</u>  At the first meeting, the committee/work group should identify the overarching question for the review (what are they trying to achieve), the information required and the organisations that need to be involved. The timetable of meetings of estimated completion date should also be agreed. Agree the work to be done and who by.
Stage 4	<u>Engage Public and Partners</u>
Stage 5	<u>Gather the evidence</u>  Oral and written evidence
Stage 6	<u>Formulating recommendations and reporting</u>  The data and evidence gathered will need to be reviewed in order to form conclusions and recommendations. The final report will then be presented to the full Committee and Cabinet and/or Council.
Stage 7	<u>Follow-up</u>  Members will need to consider how the review will be followed up or evaluated. It may be helpful to have an action plan or some performance measures to form the basis of any monitoring.

## **Stage 1: Agree the Issue**

The first step is for scrutiny members to be sure that the subject to be reviewed is significant. Undertaking in-depth reviews is resource-intensive – of member and officer resources. Investing such a high level of resources should only be undertaken for **high priority issues**.

The following are criteria which, alongside the PAPER issues from page 9, could be used to 'check' a topic against, to ensure that it would make a worthwhile review:

- Issue identified by members as key issue (through members' surgeries and other constituency activities);
- Performance issues within a service (e.g. significant under or overachievement of targets);
- Service considered to be important by the community (through market research, citizens' panels and so on);
- High level of user/general public dissatisfaction with service;
- Public interest issue highlighted in local media;
- High level of budgetary commitment to policy/service area;
- Persistent financial issues e.g. significant under or overspends.
- Council corporate priority area;
- Central government priority area;
- Issue raised in Inspection Reports
- Issue referred by the Cabinet or the Audit & Governance Committee
- New government guidance or legislation.

## **Stage 2: Determine the nature of member involvement**

The committee will need to decide how members will drive the review. There are three possible approaches to member involvement:

- The whole committee investigates the issue;
- A task and finish working group is established to drive the investigation;
- Individual or paired members drive the review.

For the majority of reviews the first two are likely to predominate, although individual or paired members may be used to review particular aspects of the subject area. Whichever approach is adopted, all activities should be conducted in the same spirit with the same willingness to experiment, challenge and explore different ways of doing things. Members are encouraged to take an active role in reviews, eg undertaking their own research on the internet, through visits, etc.

Vital to the whole review activity is that members take full control of which policy problems and solutions are explored and how that exploration takes place. Members need to take responsibility for, and ownership of, the outputs and outcomes of reviews.

## Stage 3: Scoping Exercise

Any resource-intensive review requires careful project planning and the better the planning *beforehand* the more successful the review will be in the longer term. There are 4 key issues to consider when scoping the review:

- What are the core questions the review is seeking to answer? (no more than 3)
- What is the purpose of the Review? (in one sentence)
- What will not be included?
- What is the timescale?

Careful project management involves drawing up a project plan for the review. Time spent planning is time well spent, and if a review scope is robust it makes it less likely that there will be pressure to modify if once work is under way.

Such a plan should cover:

- A fixed period for the activity
- The creation by members of a 'terms of reference' for the review
- Calling of independent and expert witnesses
- Hearing of evidence from stakeholders, communities and citizens, led by members
- Member visits, information and data collection: qualitative and quantitative
- A series of events at which members sift, discuss and assess evidence gathered
- Checking of member responses to evidence and data with stakeholders, communities, citizens and experts
- Final report to Council and/or Cabinet Decision by Council and/or Cabinet reported to the committee
- Review and up-date of the implementation or development of the policy – with targets and criteria for assessment

## Stage 4: Engage Public and Partners

If Scrutiny Committees are going to realise their potential in terms of contributing to the community leadership work of their authorities, then they have to engage the public and partners. Developing such an outward focus is challenging for overview and scrutiny. Before starting the review, Members should consider *whether* and *how* to best engage the public and / or partners.

Consideration could be given to the following:

- Can the public/partners/ be involved as participants in the review?;
- Can the public/partners serve as co-opted members?;
- Can the public/partners be invited as observers/spectators?;
- Can the public/partners be invited as witnesses to give evidence?

## Stage 5: Gather the evidence – written and oral evidence

Careful consideration will need to be given to the timescale for gathering, analysing and presenting evidence. A balance will also need to be struck between written and oral evidence.

### Written and Secondary Evidence

This stage of the review involves the following:

- Calling for written evidence from a range of internal and external individuals and organisations. This very much follows the parliamentary select committee approach. It is likely to be ineffective in and of itself, unless the subject under study is one of considerable public interest;
- Reviewing existing internal council plans, policies, strategies, and reports which are relevant to the subject area;
- Reviewing relevant Government guidance, legislation and documentation;
- Reviewing relevant guidance, good practice guides from national and regional bodies (such as LGA, Centre for Public Scrutiny);
- Reviewing good and innovative reports and plans from other authorities.

It is likely that a significant amount of evidence will have been gathered to contribute to the scoping of the report (see above). Members will then need to return to the same documents to review them in light of the focus that has been agreed for the review.

### Oral Evidence

If the authority has gathered written evidence from a range of organisations, then it can use this evidence as a guide for inviting a selected number of organisations to provide oral evidence to the committee or panel.

Generally, internal witnesses would include:

- Relevant cabinet member(s);
- Relevant senior officers;

External witnesses can be drawn from a wide range of individuals and organisations. Scrutiny has the power to invite anyone, but not many people can be compelled to attend, so care and delicacy is usually required when approaching people – particularly those who are likely to be unfamiliar with local government and the scrutiny process.

Potential invitees might include:

- Members and officers from other local authorities;
- Senior officers from external local public agencies e.g., health authorities, Learning and Skills Councils and so on;
- Senior officers from external regional public agencies e.g., Government Officers, Local Enterprise Partnerships ;
- Representatives from local voluntary sector organisations, regional organisations and national organisations;
- Representatives from professional associations;
- Representatives from trade unions;
- Representatives from the private sector (chamber of commerce and so on);
- Representatives of user groups (local, regional, national);
- Community representatives;
- Recognised experts in the subject area (academics, public or private sector managers).

A successful witness package needs to consider:

- Who are the key stakeholders whose views should be represented?
- How do we ensure a good balance between different views?
- Who will make good witnesses (in a public setting)?
- Who is likely to be intimidated by a formal setting?
- Would a more informal/localised setting be more beneficial?

When inviting witnesses to a meeting, there are a number of issues which should be considered:

Determining the right location

Many oral hearings are best undertaken in committee rooms which can be properly equipped for such work. However, some meetings which intend to gather oral evidence are better undertaken outside of the civic suite, for example in schools, community centres, leisure venues and so on. Such meetings can have very specific advantages:

- They can increase partner and public turnout and engagement in the process;
- More local, less formal, surroundings can put witnesses more at their ease.

Getting the right layout

For a formal oral hearing, the parliamentary select committee's horseshoe table layout is particularly effective. This is likely to be most appropriate where a witness – a council officer or cabinet member – is being held to account.

Briefing witnesses beforehand

It is important that internal and external witnesses are given a clear briefing of what to expect beforehand.

Where possible, witnesses should be given a indication of the areas/themes to be covered at the meeting

At the meeting, the Chairman should explain the role of the working group, its terms of reference and the process to be followed at the meeting. The witness should be given the opportunity to ask questions in order to clarify their role.

Checking evidence with witnesses

It is always good practice to send written records of oral hearings to witnesses to ensure accuracy.

Other Methods

Gathering written and oral evidence are not the only methods available to Scrutiny Committees; other examples are listed in the table below. The skill is to match the review with the appropriate methods.

<b>Scrutiny Processes and Activities:</b>	
Internal Processes	Discussions within meetings
	Officer reports and presentations
	Interviewing officers
	Interviewing executive members
	Desk-based review of internal and external documentation, e.g. relevant strategies, policies and budgets, reviewing webcasts and other online media
	Site visits within the authority
External Processes – general	Interviewing expert witnesses
	Visit to other authorities and other organisations
External Processes – engaging partners	Co-option of representatives of partner organisations
	Joint working party with partner organisations
	Interviewing representatives of partner organisations
	Visits to view work of partners
	Workshops/discussions with partners
External processes – engaging the public and users of the service	Co-option of representatives of user groups
	Interviewing representatives of user groups
	Workshops with representatives of user groups
	Public meetings
	Press releases and media launches

There is no specific funding available to cover any costs associated with organising visits or other expenses. However, it will generally be possible to cover minimal costs from within existing service budgets. Where it is not possible to do this, the Scrutiny Committee would either need to consider alternative ways of gathering the information that they require or they will need to submit a request to establish a budget to the Cabinet in the first instance.

## **Stage 6: Formulating Recommendations and Reporting**

Members will need to review the data and evidence that has been collected to form their conclusions and recommendations and draft their report. Support will be available from officers to assist in drafting reports

Good reports:

- Are evidence-based, outlining the written, oral and other evidence presented to the committee;
- Are brief;
- Are user friendly, written in plain English;
- Use, where relevant, photographs, graphs, charts and other visual aids to engage the readers;
- Include a brief, concise summary;
- Include a small number of SMART (specific, measurable, accurate, realistic and timely) recommendations.

Sending draft reports to those individuals and organisations who provided evidence is also seen as good practice. Participants should also be given the opportunity to comment on any recommendations relating to their area of participation. This process also allows factual errors to be identified, and disagreements with conclusions noted – something which may affect how the final recommendations are drafted.

If a working group has been established, its report and recommendations must be presented to and approved by its “parent” Scrutiny Committee before referring it to Cabinet. Cabinet should then be given the opportunity to comment on reports and it should determine its response to reports and action any agreed recommendations. Legally, Cabinet is obliged to respond to scrutiny within 2 months of recommendations being submitted, and the scrutiny committee may specify what form this response should take.

Any decision of the Cabinet in respect of the report will be referred to the next meeting of the Scrutiny Committee together with its observations.

## **Stage 7: Follow-up**

Follow-up is key to successful reviews. Progress reports on actions taken from the review are valuable six months after the initial review has been completed. On completion of the review, Members should consider what follow-up action will be taken, and this should be taken account of in the way that recommendations are framed.

Sometimes issues may arise which do not merit a formal report but which a Scrutiny Committee or Chairman consider are worth raising with the Cabinet Member or Senior Officer. There is nothing to prevent this being done through informal dialogue but the Committee may wish to seek feedback on how the issue is to be taken forward.

**Appendix 2**

**Proposed Work Programme for 2017-18 for  
The Health, Culture and Environment Scrutiny Committee**

<b>Meeting Date</b>	<b>Item</b>
10 July 2017	<ul style="list-style-type: none"> <li>• End of Year Outturn for Health and Environment PDP's for 2016-17</li> <li>• Annual Report on Work of the Committee for 2016-17</li> <li>• Work Programme for 2017-18</li> </ul>
6 <sup>th</sup> November 2017	<ul style="list-style-type: none"> <li>• Health, Culture and Environment PDP Progress Report April to September 2017</li> </ul>
26 <sup>th</sup> March 2018	<ul style="list-style-type: none"> <li>• Health, Culture and Environment PDP Progress Report October to December 2017</li> </ul>

**Suggestions for Reviews:**

Determine Core Requirements for proposed new Cemetery

Review operational proposals for In-house parks service

To explore how CCDC and its partners can influence and limit the impact of hot food takeaways on local health outcomes.

**Health, Culture and Environment Priority Delivery Plan 2017-18**

	<b>Target 2017-18</b>
<b>Increase concessionary membership scheme to areas of inactivity/deprived wards etc</b>	Increase 2016-17 outturn by 1%

<b>Strategic Objective</b>		
<b>Increasing access to physically active and healthy lifestyles</b>		
<b>Action &amp; Progress Update</b>	<b>Outcomes</b>	<b>Timescale</b>
<p><b>To develop and provide a new community multi sport and recreation hub facility at the former stadium site</b></p> <p>Contractor – Start on Site</p> <p>Construction of Phase 1 elements including adventure play area, footpaths/cycle ways, lighting, car parking, BMX Pump track, Green Gym Equipment and Community Allotments and building.</p>	To provide new and improved sport and recreation facilities in the local community	<p>Quarter 1- 2017-18</p> <p>Quarter 2 – Quarter 4 - 2017-18</p>
<p><b>Achieve a green flag for Hednesford Park</b></p> <p>Submit Application and undergo inspection</p> <p>Decision received</p>		<p>Quarter 1 – 2017-18</p> <p>Quarter 2 – 2017-18</p>
<p><b>“Inspiring Health Lifestyles” Capital Investment proposal to deliver £50,000 additional revenue by 2019/20 at Chase Leisure Centre</b></p> <p>Develop Outline proposals for capital investment options</p> <p>Review Options</p> <p>Implement Option</p>	FRP option	<p>Quarter 2 – 2017-18</p> <p>Quarter 3 – 2017 -18</p> <p>Quarter 4 - 2017 -18</p>

<b>Strategic Objective</b>		
<b>Working with our partners to reduce health inequalities in the District</b>		
<b>Action + Progress Update</b>	<b>Outcomes</b>	<b>Timescale</b>
<p><b>To promote concessionary membership scheme to areas of inactivity/deprived wards etc</b></p> <p>An apprentice will be appointed to help with social marketing and engagement with Chase Fit / Well Active / Grow Up Great and concessionary memberships.</p>	Making services more accessible to those on low incomes and those aged over 65	
Childrens Art expo working with schools from the most deprived communities to highlight the importance of healthy lifestyles		Quarter 4
Disability enterprise support – Inspiring Catherine Care and Hednesford Valley social enterprise arms to develop saleable craft products as part of the their skills development for clients / students learning to fund raise for healthy lifestyle activities.		Quarter 1
“Our Parks” (Sportivate) – Due to start in April and run through-out the year. These sessions will be run at Hednesford Park and will offer outdoor fitness sessions with qualified instructors. Aim to engage with people who might experience barriers in accessing traditional leisure centre provision		Start in Q1, ongoing through year
“Start Peddling” – Cycle sessions will be provided in Hednesford Park, including inclusive cycling.		Due to start June/July 2017
Festival of Sport and Culture (Link to healthy lifestyle message) to be run at Rugeley Leisure Centre – aimed at local primary schools.		June 2017
Tesco Gardening Project		Due to open in June/July 2017

	Target 2017-18
<b>Cleaner and safer environments: Striving for cleaner, greener and attractive public environments across the District</b>	
Percentage of household waste recycled	50%
Residual household waste collected	<20,000
Number of fly tipping incidents	No target - this is a measure only

<b>Strategic Objective</b>		
<b>Striving for cleaner, greener and attractive public environments across the District</b>		
Action & Progress Update	Outcomes	Timescale
<b>Explore delivery options for a new cemetery site</b>  Determine Core requirements for new cemetery before exploring delivery options  Explore Delivery Options and Review		Quarter 2 2017-18  Quarter 3 and Quarter 4 – 2017-18
<b>Declare Air Quality Management Area (AQMA) no. 3 Five Ways Island, Heath Hayes.</b>	AQMA declared and operational.  Action Plan produced	by 1 <sup>st</sup> May 2017  by 1 <sup>st</sup> May 2018

<b>Strategic Objective</b>		
<b>Making the best use of limited resources</b>		
<b>Action &amp; Progress Update</b>	<b>Outcomes</b>	<b>Timescale</b>
<p><b>To relocate the CAB in to the Council offices so that their direct costs can be reduced to deliver savings.</b></p> <p>Determine possible Options and costs/ savings for re-location</p> <p>Implement any accommodation requirements</p>	<p><b>FRP option</b></p>	<p>Quarter 2 - 2017-18</p> <p>Quarter 3 – Quarter 4 2017-18</p>
<p><b>Review the staffed parks service</b></p> <p>Review and determine operational requirements</p> <p>Commence Implementation process</p>	<p><b>FRP option</b></p>	<p>Quarter 2 2017-18</p> <p>Quarter 3 and Quarter 4 2017-18</p>