



Cannock Chase Council

Annual Council Meeting

Wednesday 22 May 2024 at 6:00pm

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

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

Prior to the commencement of the formal business of the meeting the following will take place:

- Outgoing Chair's Remarks
- Youth Endeavour Award

Part 1

1. Apologies

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

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

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

3. Election of a Chair of the Council

To elect a Chair of the Council for the municipal year 2024-25.

4. Election of a Vice-Chair of the Council

To elect a Vice-Chair of the Council for the municipal year 2024-25.

5. Minutes

To confirm the Minutes of the meeting held on 17 April 2024, minute numbers 74 – 86; page numbers 59 – 72.

6. The Chair's Announcements and Correspondence

To receive any announcements and correspondence from the Chair of the Council.

7. Office of the Leader of the Council and Form and Composition of the Cabinet

To elect a Leader of the Council in accordance with the requirements set out in the Constitution, and to receive notification from the Leader of the Council of the number and identity of Cabinet members and their portfolios (Item 7.1 - **to follow**).

8. The Leader's Announcements and Correspondence

To receive any announcements and correspondence from the Leader of the Council.

9. Leader of the Opposition and Form and Composition of the Shadow Cabinet

To receive confirmation of acceptance of office from the Leader of the Opposition, and to receive notification from the Leader of the Opposition of the number and identity of Shadow Cabinet members and their shadow portfolios (Item 9.1 – **to follow**).

10. Allocation of Seats to Committees and Other Bodies

Report of the Chief Executive (Item 10.1 - 10.4).

11. Appointment of Members, Chairs and Vice-Chairs to the Council's Committees, Sub-Committees and Other Bodies for 2024-25.

Council is requested to consider:

- (i) The appointment of Councillors to Committees etc. as proposed by each of the Group Leaders.
- (ii) The appointment of Chairs and Vice-Chairs to Committees, Sub-Committees and Other Bodies*.

*Provided that advance notification of any Political Groups' proposed membership, Chairs and Vice-Chairs to Committees etc. has been circulated by the Proper Officer to all Members at least 24 hours before the start of the Annual Meeting (**this will be in the form of a schedule circulated to all Members via email**).

12. Council Appointed Representatives on Outside Bodies 2023-24

Report of the Chief Executive (Item 12.1 - 12.3).

In accordance with the Council Procedure Rules, Appendix 1 to this report (the completed schedule of proposed appointees) will be circulated to all Members at least 24 before the start of the Annual Meeting.

13. Recommendation Referred from Cabinet

Council is requested to consider a recommendation from the Cabinet meeting held on 25 April 2024 in respect of the following matter:

(i) Network Infrastructure Replacement (Cabinet 25/04/24, Draft Minute Number 119)

"That Council be recommended to move £243,410 into the revenue budget to be funded from reserves for the purchase of new network infrastructure equipment."

The accompanying report for the above recommendation can be viewed on the [25 April 2024 Cabinet](#) meeting page on the Council's website.

Tim Clegg.

**T. Clegg
Chief Executive**

14 May 2023

Guidance on Declaring Interests at Meetings

Declaring Interests at Full Council

The Code of Conduct requires that where you have an interest in any business of the Council, and where you are aware or ought reasonably to be aware of the existence of the interest, and you attend a meeting of the Council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

The following interests must be disclosed where they may be affected by any matter arising at the meeting:

- (a) A **Disclosable Pecuniary Interest** is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) in respect of employment, office, trade, profession or vocation carried out for profit or gain; sponsorship; contracts; land; licences; corporate tenancies; or securities, as defined with the Localism Act, 2011.
- (b) A **Registerable Interest** includes any unpaid directorships or any body of which you are a member, or are in a position of general control, and (i) to which you are appointed by the Council, or (ii) which exercises functions of a public nature, or (iii) which is directed to charitable purposes, or (iv) one of whose principal purposes includes the influence of public opinion or policy.
- (c) A **Non-Registerable Interest** is any other matter affecting your financial interest or well-being, or a financial interest or well-being of a relative or close associate.

Where the matter **directly relates** to the interest, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Where the matter **affects** the interest, but does not **directly relate** to it, you can remain in the meeting and take part **unless** the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision, and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

Please make the nature of the interest clear to the meeting

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

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

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

Cannock Chase Council

Minutes of the Meeting of the Council

Held in the Council Chamber, Civic Centre, Cannock

On Wednesday 17 April 2024 at 6:00 p.m.

Part 1

Present: Councillors:

Pearson, A.R. (Chair)

Foley, D. (Vice-Chair)

Arduino, L.	Jones, P.G.C.
Aston, J.	Jones, V.
Bishop, L.	Kenny, B.
Boulton, C.	Kruskonjic, P.
Boyer, M.	Lyons, N.
Buttery, M.S.	Lyons, O.
Cartwright, S.M.	Mawle, D.
Dunnett, M.J.	Muckley, A.M.
Elson, J.S.	Newbury, J.A.A.
Fisher, P.A.	Owen, P.
Fitzgerald, A.A.	Preece, J.P.T.L.
Frew, C.L.	Prestwood, F.
Haden, P.K.	Prestwood, J.
Hoare, M.W.A.	Stanton, P.
Hill, J.	Sutherland, M.
Johnson, J.P.	Theodorou, P.C.
Johnson, P.	Thornley, S.J.
Johnson, T.B. (Leader)	Williams, D.W.G.
Jones, P.T.	Wilson, L.J.

74. Apologies

None received.

It was noted that Councillor Bancroft would be arriving at the meeting later.

(NB: Councillor Bancroft did not end up attending the meeting.)

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

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

76. Minutes

Resolved:

That the Minutes of the Council meeting held on 6 March 2024 be approved as a correct record.

77. Chair's Announcements and Correspondence

(i) Captain John Pyke, Staffordshire Regimental Association

“Captain John Pyke of the Staffordshire Regimental Association had sadly passed away recently aged 88, following an illness.

He was President of the Hednesford Branch of the Staffordshire Regimental Association for over 20 years and been extremely supportive to the Council at events where military representation was invited.”

All Members then joined the Chair to observe a minutes’ silence as a mark of respect to Captain Pyke.

(ii) Member Retirements

“As Members were aware, this was the last full Council meeting prior to the May elections and the Council’s Annual Meeting on 22 May.

There were three serving Members who were retiring from their positions this year and I wanted to take this opportunity to acknowledge their service to the Council, as this will be their last meeting.

- Councillor Pam Owen, 1-year recent service, with 5 years’ service in total having previously served between 1992-96.
- Councillor Charlie Frew, 3 years’ service.
- Councillor Martyn Buttery, 10 years’ service.

On behalf of the Council, I want to thank you all for your dedicated service to the authority and the residents of the District, and I send you our very best wishes for the future.”

78. Leader’s Announcements and Correspondence

(i) Thanks to the Members and Officers

“This was the last full Council meeting of this civic year. As always in local government it has been a challenging one. So, I give my thanks to all Members of the Council, for their contributions during the civic year.

My view has always been that any person who decides to put their head above the parapet and stand for election deserves credit for the interest and boldness. Local government is much more about service than politics.

We benefit from the fact that 90% of the work we do is not about politics. This is an odd time to say this as we are in the middle of an election campaign, but it is none the less true.

Thank you to you all. I cannot in any honesty wish everyone in this chamber the best of luck in the elections, but beyond that, I hope we all enjoy a positive future. To those of you who have decided not to stand this time for any reason, I wish you good luck in your future endeavours.

It would be remiss and perhaps even unwise not to thank our team of Council officers for their work and service. Like us as Member, they know the major challenges that local government faces in its work to serve the people of this District.”

(ii) Captain Harold Pyke

“Some sad news, on Wednesday 10 April along with the Chair of the Council, I attended the funeral of Captain Harold John Pyke.

Harold was born in Chadsmoor in 1936. As a young man he joined the Royal Military Police and served in Hong Kong and Malaya. After his service he lived in Hednesford and worked for the Coal Board and later British Gypsum. He retired early to care for his late wife Lillian, who pre-deceased him by some years.

He continued his military connections with the Hednesford Detachment of the Cadet Force, where he became commanding officer. He also joined up with the Hednesford Branch of the Staffordshire Regiment Association, where he became president, a post he held for 23 years right up until his passing.

One of his proudest moments was leading a detachment of the Staffordshire Regiment Association and band through the town of Hednesford in a ceremonial parade in recognition of the Association being awarded the Freedom of the Town.

Being an officer Harold wore a bowler hat instead of a beret. This along with his immaculate and impeccable manners made indeed an officer and a gentleman.

Harold represented the Regimental Association at many civic functions, and thus became known to many of us in this chamber.

The respect in which Harold was held was clearly demonstrated at his funeral, which was attended by the MP for Cannock Chase and senior Councillors from county, district, and town. More importantly, he was given an honour guard by his comrades from the association. They paraded with the standards and the Staffordshire Regiment Association mascot, Sgt. Watchman VI, was also in attendance, as were Harolds family and many of his other friends and neighbours.

It was a fitting tribute to a man who served his country and locality with distinction.”

(iii) Cannock Childrens Centre

“On 20 March along with Councillor Stanton, I visited the Children’s Centre at Cannock Road, Blackfords, which is a venue for parent and family advice sessions (as part of the County Council’s Family Hub initiative, which aims to keep families happy, healthy, and safe).

We were shown around this outstanding facility by the new manager, who told us about the classes and projects that were available. Many of which were taking place during our visit and are free to join or are at concessionary rates.

Just a few of the classes project facilities and activities available included:

- Cooking on a budget.
- Craft activities.
- Breastfeeding classes.
- A sensory space.
- Baby yoga.
- School nurse drop-in.

We took with us on this visit Easter eggs donated by supporters from across the district.

Thank you to those who made the donations and thank you to the team at the Childrens Centre for showing us around. It was an interesting and informative visit.”

79. Questions Received Under Council Procedure Rule 8

(i) The following question was asked in accordance with Council Procedure Rule 8 by Councillor O. Lyons:

“On Wednesday 6th September 2023 this Council committed to the following in respect of defibrillators:

- (A) Ensure that the maintenance records of all existing devices are up to date, with the expiration dates of the electrode pads monitored, batteries checked and a plan in place to ensure that each device is periodically serviced by a professional.
- (B) Undertake a prompt review (within the next quarter) of Council managed locations and larger, main parks which are popular destinations for the public but which do not currently have defibrillators in place (such as Elmore Park in Rugeley and Cannock Stadium) with a view to funding and implementing the lifesaving equipment.
- (C) Ensure that Council employees working within or assigned to work at each of the locations are provided with training on the use of defibrillators; and
- (D) Launch an awareness campaign to encourage local businesses, community groups, places of worship, social clubs, social enterprise organisations and sports clubs who may have their defibrillators to ensure that they are registered on The Circuit.

In accordance with point (B), it was agreed that a review would be undertaken within the next quarter. I would be grateful if the relevant Cabinet Member could provide an update in respect of that review which has presumably now completed and provide a progress update in respect of the implementation of the lifesaving equipment.

In addition to this, please could an update also be provided in respect of the awareness campaign at point (D).”

The Community Wellbeing Portfolio Leader, Councillor Elson, provided the following response to the question:

“I would like to thank Cllr Lyons for requesting an update on the Council motion from last September and I am pleased to advise the following:

Officers have created a register of all Council AEDs and have also included those owned and managed by its leisure services provider, IHL, whether they be restricted or public access.

It has also added the AEDs in its parks, again whether restricted or public access and whether directly managed by the Council or not.

In total there are 13 AEDs on the register so far.

Both Cannock Chase and Stafford Borough Councils are working with a charity based in Stone that has recently won the Kings Award for its work in providing, funding, maintenance, and management of public access AEDs across the country, on the best way to manage and grow the number of AEDs at Council owned sites across the district.

The charity has already provided at least one public access AED within Cannock Chase, on the outside of Cannock Leisure Centre which serves Cannock Park. That AED was last used in October 2022.

The Council has registered with the British Heart Foundations 'The Circuit' and is in the process of establishing individual 'Guardians' for each of its AEDs, as part of the registration process.

AED's do not all have to be fully accessible to the public to be registered on 'The Circuit', restricted access AEDs, such as those within offices, can also be registered with the British Heart Foundation on 'The Circuit'.

AEDs are so simple to use that no training is required, however, AED awareness is included within each of the first aid courses that the Council runs for its registered first aiders.

Being registered on 'The Circuit' means that AEDs are visible to West Midlands Ambulance Service and are available to use by members of the public when they call 999 for someone with a suspected heart attack.

Going forward the Council is looking at the installation of publicly accessible AEDs in each of its main parks, how it works with partners, such as registered charities and its Friends Groups, and the best options for funding the ongoing maintenance and management of existing and new AEDs."

(ii) The following question was asked in accordance with Council Procedure Rule 8 by Councillor Fitzgerald:

"The Council are planting new trees for example in my area off Badgers Way. I am also aware of other tree planting schemes taking place on Council owned land across Cannock Chase. I welcome this for all sorts of good reasons, it helps with clean air, reduces greenhouse gases and provides habitat for wildlife.

As an active councillor, I get regular complaints about trees not being maintained and becoming large, intrusive and possibly dangerous. Can the relevant Cabinet member confirm there is an active maintenance plan for both these new trees, in addition to a full maintenance plan for the existing trees already in place (which fall within the Council's remit) alongside the Silver Cultural Plan."

The Environment & Climate Change Portfolio Leader, Councillor Muckley, provided the following response to the question:

"Can I thank my colleague for her support as I know that she has been a longtime advocate of planting trees in the District. As well as the benefits she has already outlined our urban forest plays a key role in the control of pollution, flooding, higher temperatures in our built-up areas as well as making Cannock Chase District stay green for all of our residents here now and into the future. The Council have been planting trees with the support of many of our voluntary groups such as the Forest of Mercia for over 25 years. In the last 4 years alone, we have planted over 7,000 trees across the District, and I would like to acknowledge this terrific achievement by our Parks and Open Spaces Team.

The Parks and Open Spaces Team manage all of the District Council's trees. Young trees are managed by our teams who are working across the District who carry our young tree maintenance such as tree stake removal or weeding around the tree's base to get them established. Once they are older, they are managed by a specialist 2-person team at the Council who are qualified to climb the trees and carry out any necessary pruning. The silviculture programme that my colleague refers is the thinning out of young trees in wooded areas as not all the trees that we plant can be allowed to reach maturity, so this is about selecting the trees that we want to allow to

grow on. This is particularly important in those later housing developments where the Chase has been brought into the developed areas in the form of tree lined walkways and shelterbelts. The Council does not have sufficient resources to carry all of the tree maintenance it would like so it has to prioritise the trees it works on based on risk. Our annual surveying highlights trees in the most frequented/populated areas and our programme is then targeted on those trees deemed to be high risk.

I understand that elected members get requests for tree work for a variety of reasons and so the Council's adopted Urban Forestry Strategy has various policies which determines that the Council will not inspect/prune for some of these reasons. I do not agree with my colleague that any tree can become intrusive but do agree that trees can get large but that is the objective of planting the trees-research has shown that maximum environmental benefits from trees are derived when their canopies are large. Pruning trees because they are large is not sustainable as it requires an ongoing pruning requirement. Our Policy of "Right tree - Right Place" will hopefully overcome many of these issues and judicious pruning or felling can alleviate some of these issues when absolutely necessary e.g. a tree is touching a building.

Hopefully, this answers the points raised by my colleague and I am happy to continue this debate at a future meeting if this is not the case."

80. Recommendations Referred from Cabinet

Consideration was given to the following recommendation to Council, made by the Cabinet at its meeting held on 28 March 2024, in respect of:

(i) Housing Benefit - Modified Scheme in Respect of War Disablement and Bereavement Pensions (Cabinet 28/03/24, Minute Number 111)

"That Council, at its meeting to be held on 17 April 2024, resolves to adopt the 'Modified Housing Benefit Scheme Disregards for War Disablement and Bereavement Pensions' policy statement as set out in appendix 1 of the 28 March 2024 Cabinet report.

Resolved:

That the 'Modified Housing Benefit Scheme Disregards for War Disablement and Bereavement Pensions' policy statement as set out in appendix 1 of the 28 March 2024 Cabinet report be adopted.

81. Motions Received Under Council Procedure Rule 6

(i) Consideration was given to the following Motion submitted in accordance with Council Procedure Rule 6 by Councillor Frew:

'Boys need Bins' Motion (Prostate Cancer UK)

"This Council notes:

- Prostate cancer is the most common cancer in men. 1 in 8 men will be diagnosed, rising to 1 in 4 for Black men. As many as 69% of those treated with surgery may experience urinary incontinence as a result.
- 1 in 25 men aged over 40 will experience some form of urinary leakage every year.
- 1 in 20 men aged 60 or over will experience bowel incontinence in the UK.
- Men who need to dispose of their sanitary waste (including incontinence pads, pouches, stoma, catheter, colostomy, ileostomy waste by-products) often have no direct access to a sanitary bin in male toilets.

This Council believes:

- That men should be able to safely and hygienically dispose of incontinence products easily and with dignity wherever they go.
- That men who need to dispose of their sanitary waste should have direct access to a sanitary bin in male toilets.

This Council resolves:

- That the relevant Executive Member should consider as soon as reasonably practicable the provision of at least one sanitary bin in all District Council male toilets - both public and in council buildings.
- To encourage other providers of public and workplace toilets in our area to make male sanitary bins available in their facilities.
- To support Prostate Cancer UK's 'Boys need Bins' campaign.
- To invite our local MP to join us and work collaboratively in raising awareness of the Prostate Cancer UK's 'Boys need Bins' campaign and highlight the need to ensure that 'suitable means for the disposal of sanitary dressings' is provided in all toilets."

"Please note this motion is not my own work, the majority of the motion has been taken from:

[Prostate Cancer UK Incontinence Campaign](#)
[Hampshire County Council Motion](#)"

This Motion was previously referred from the Council meeting held on 6 March 2024 to Cabinet for consideration as it was considered to include financial implications.

The Motion was duly considered at the Cabinet meeting held on 28 March 2024.

Councillor Frew, as the original mover of the Motion presented the Motion to Council again.

Councillor Thornley, Housing Portfolio Leader, presented the following response to the Motion on behalf of the Cabinet (as the relevant Cabinet member):

"The size of the cubicles in the men's toilets in the civic centre were assessed, and it was determined they would be too small to include the types of waste bins required. Consideration was also given to placing the bins in the communal wash basin area, but it was considered people would lose their dignity and private by having to dispose of their waste outside of the cubicles.

As such, Cabinet considered that the best course of action would be to rebrand the disabled toilets in the civic centre as 'accessible toilets' as they already included medical/sanitary waste bins. This would address the issues of space and privacy and support a broader range of individuals.

The only cost to the Council therefore would be circa £20 to replace the signage on those toilets."

The original Motion was then discussed under the normal rules of debate.

Councillor Frew requested that the Cabinet's proposal be expanded to include other such toilets in Council managed buildings (such as the Hawks Green Depot). In response, the Leader of the Council confirmed that this was the Council's intention going forward.

Resolved:

That

- (A) The disabled toilets located within the Civic Centre be rebranded as 'accessible toilets' and the Council works to expanding this provision to other toilet facilities in Council managed buildings.
- (B) Other providers of public and workplace toilets in our area be encouraged to make male sanitary bins available in their facilities.
- (C) Prostate Cancer UK's 'Boys need Bins' campaign be supported.
- (D) The local MP be invited work collaboratively with the Council in raising awareness of the Prostate Cancer UK's 'Boys need Bins' campaign and highlight the need to ensure that 'suitable means for the disposal of sanitary dressings' is provided in all toilets.

- (ii) Consideration was given to following Motion submitted in accordance with Council Procedure Rule 6 by Councillor Fitzgerald, which was duly seconded.

Ethel Powell (also known as 'Cannock's Florence Nightingale')

"From 1977 Ethel Powell campaigned tirelessly to help raise £1.5million for medical care in Cannock Chase and was awarded an MBE 33 years later upon her retirement aged 90 years old. She also received Freedom of the District and was only the third person to receive this award. Ethel and her team, including her husband John, worked tirelessly dedicating time and effort into raising money for the benefit of local patients. She devoted herself to getting the best equipment and services for Cannock Chase Hospital.

Ethel Powell's vision and commitment to enhancing healthcare accessibility led to the establishment of our hospital in Cannock. Her advocacy for better healthcare facilities reflected her deep concern for the well-being of the local community. Through her leadership and determination, she laid the foundation for a local healthcare system that prioritises the needs of our local residents.

Additionally, Ethel Powell's initiative in founding the League of Friends demonstrated her passion for supporting those in need. The organisation played a vital role in providing assistance and resources to individuals requiring medical care and has grown into an organisation that provides catering and ward support to patients and their families and staff in our local hospital but also in both the County Hospital and St George's Hospital in Stafford. The League is now also a leading Supported Housing provider in Stafford. By creating a supportive network within the community, Ethel Powell ensured that individuals facing health challenges received the necessary support and care.

Notably, Ethel Powell's dedication to accessibility and inclusivity extended to the physical infrastructure of healthcare facilities. The installation of a lift at the old Ivy House Cottage Hospital exemplifies her commitment to ensuring that all individuals, including those in wheelchairs or with injuries, could access and enjoy the hospital's amenities. Her efforts to enhance accessibility promoted equality and dignity for all members of the community.

In recognition of Ethel Powell's outstanding contributions to healthcare and community support, I feel it is essential to honour her legacy within Cannock Town Centre. By further acknowledging her achievements and the lasting impact of her work, the community can uphold her values and inspire future generations to help prioritise the well-being of others.

I have worked with Cannock and District Soroptimists to bring forth this motion. Soroptimist International are a global women's volunteer movement and the local Group are keen to work with the Council to place and locate a Plaque in Cannock Town Centre to honour the work of Ethel Powell. It would be a commendable and fitting tribute to a dedicated community advocate.

In honouring Ethel Powell with a Plaque in the Town Centre, this Council and the Soroptimists will be celebrating a true community hero whose legacy will forever be ingrained in the fabric of Cannock Chase. May the plaque serve as a symbol of gratitude, inspiration, and remembrance for Ethel Powell's enduring contributions to the town and its residents.

English Heritage have called for more women to be recognised and celebrated for the great things they have done for their communities, and Ethel is one of these women who should have a Plaque for all to see.

The Plaque honouring Ethel Powell will not only celebrate her remarkable work but also serve as a reminder of the values she embodied – compassion, dedication, and a commitment to serving others. As a role model for future generations, Ethel Powell's legacy will continue to inspire individuals to make a positive impact in their communities and advocate for the well-being of all."

Resolved:

That the Council work with Cannock and District Soroptimists to place and locate a plaque in Cannock town centre to honour the work of Ethel Powell.

(Councillor Muckley requested that as per the motion agreed by Council on 9 September 2020, the above motion and following two motions include a statement at the end of each that the motions that 'the motion was original and comprised of their own work (i.e., the work of the Members who had submitted the motions')

- (iii) Consideration was given to the following Motion submitted in accordance with Council Procedure Rule 6 by Councillor O. Lyons, which was duly seconded.

Bleed Kits

"When severe blood loss occurs, such as following a stab or crush injury, a fatality can occur within as little 5 minutes. As a result, traumatic bleeding tragically takes many lives each year, some of which may have been prevented if a specialist bleed control kit had been accessible whilst awaiting the ambulance service.

Bleed kits are more advanced than general first aid kits. Specialist bleed control kits include tourniquets and pressure bandages to stem catastrophic bleeding, coagulation dressings and equipment to help reduce infection.

Locally, the West Midlands Ambulance Service have highlighted the need for bleed kits and our local First Responders have launched an initiative to increase the number of available bleed kits across Cannock Chase.

To help meet this need and to ensure that our local communities are as prepared as possible in the event of such an incident, I propose that this Council:

- (1) Undertake an imminent review of Council managed locations, such as the main parks across the District which are popular destinations for the public, to determine the most suitable and accessible sites in which to locate bleed kits;
- (2) Once suitable sites have been identified, introduce bleed kits; and
- (3) Ensure the bleed kits are checked as required and ongoing maintenance arranged."

Resolved:

That in accordance with Council Procedure Rule 6(5), the Motion be referred to the next practicable Cabinet meeting for consideration and report, as it was considered the Motion would have a financial impact on the Council as per Council Procedure Rule 6(4).

(Councillor O. Lyons left the meeting at the end of this item.)

- (iv) Consideration was given to the following Motion submitted in accordance with Council Procedure Rule 6 by Councillor Williams, which was duly seconded.

Supporting Our Armed Forces Community

The council notes that:

- The obligations it owes to the Armed Forces community within Cannock Chase as enshrined in the Armed Forces Covenant; that the Armed Forces community should not face disadvantage in the provision of services and that special consideration is appropriate in some cases, especially for those who have given the most.
- Our nation celebrates our Armed Forces and shows our support for the men and women who make up the Armed Forces Community (serving personnel, service families, veterans, and cadets) by holding an Armed Forces Day on the last Saturday each June. Celebrations begin on the Monday of that week with the unique role of the Reserve Forces who are celebrated on Reserves Day which is usually in the middle of Armed Forces Week.
- Cannock Chase has rich military history and served as a training ground for soldiers during the World Wars. The First World War saw the establishment of the Brocton and Rugeley camps, while the Second World War marked the opening of RAF Hednesford. Today, the Army Cadets continue this legacy at their training centre on the old Rugeley camp site.
- Four percent of constituents living within Cannock Chase are veterans with thirty-four percent of those constituents registered disabled.

This Council firmly believes that:

- We pay homage to the generations of service personnel who have come before us. Their sacrifices, made in the pursuit of our freedom and security, have shaped the world we live in today. These brave individuals, from various backgrounds and walks of life, stepped forward when their nation called upon them. They served with honour and distinction, often in the face of great adversity. As we remember their sacrifices, we reaffirm our commitment to supporting our current service personnel, forces families and veterans, ensuring they receive the recognition and support they deserve. Their service is a continuation of this proud tradition, and we owe it to them, and to those who came before, to honour this commitment.
- The Armed Forces community contributes significantly to our society, not only in terms of security but also in terms of skills, values, and diversity. Supporting them is a way of acknowledging and valuing this contribution.
- Veterans are an asset to society and deserve the best possible care and support in recognition of the service they have given and the sacrifices they have made; considers that those veterans and their families who have experienced pain and loss because of their or a loved ones' service in the Armed Forces are rightly compensated.

- Providing support to the Armed Forces Community is a matter of fairness and respect. They have served our country and protected our freedoms, and it is only right that we, as a society, ensure they are supported in return.
- Supporting the Armed Forces Community can also have broader societal benefits. For example, it can help promote social cohesion, community spirit, and a sense of shared responsibility.
- Finally, supporting the armed forces community sends a strong message about the kind of society we want to be - one that values service, sacrifice, and mutual support. It sets a positive example for future generations about the importance of contributing to society and supporting those who do.

The council welcomes that:

- Cannock Chase District Council, along with all other local authorities in Great Britain, has proudly signed the Armed Forces Covenant.
- Cannock Chase District Council has recognised its support for the Armed Forces and has received the Ministry of Defence's (MOD) Employee Recognition Scheme (ERS) Silver Award in 2021.
- The Cabinet has recently agreed to refer policy proposals regarding Veterans benefits to full Council.
- Following pressure from lived experience groups campaign groups, the government finally scrapped visa fees for Commonwealth Veterans.

The Council expresses concern that:

- Our council has fallen behind in our advocacy for the Armed Forces Community with other local councils who have recently been awarded Ministry of Defence's ERS Gold Award status. ERS Gold Status is the highest award from the MOD and demonstrates an organisation's increased commitment to the Armed Forces Community and excellent advocacy.
- Our service personnel, with their unwavering commitment and professionalism, have become the backbone of our public sector resilience. They are routinely called upon to maintain essential services amidst industrial action, often stepping into roles far removed from their military duties. This is a testament to their adaptability and dedication, but it also underscores the sacrifices they make on a daily basis. However, without a right to strike, it is the moral duty of their leaders to uphold the Armed Forces Covenant and the responsibility of elected bodies is to uphold their part of this obligation and insist that our service personnel and their families receive the support they deserve.
- A decade of pay cuts in real terms, coupled with the escalating cost-of-living crisis and delays in the Armed Forces pay award, are directly affecting our Service Personnel and their families. Amidst these challenges, it is charities and regimental associations that continue to step in, providing essential cost of living grants and vouchers to our veterans and their families. This situation underscores the urgent need for systemic change to better support those who have served our nation.
- In the aftermath of the humanitarian crisis in Afghanistan, the UK has become a sanctuary for many Afghan refugees. However, a significant number of these individuals are grappling with homelessness as they await confirmation of their status. Furthermore, there are still eligible Afghan refugees, including those who have supported the UK and NATO allies in Afghanistan, who remain stranded in

their homeland. This situation underscores the urgent need for comprehensive solutions to address these challenges.

- While the government has commendably waived visa fees for Commonwealth Veterans, it has regrettably declined to extend this exemption to their spouses and children. This, coupled with the recent surge in visa fees, has resulted in families bearing the brunt of thousands of pounds in immigration costs amidst an ongoing cost-of-living crisis.

In light of the above, this council resolves

- To continue the role of Armed Forces Champion as there is a clear need for this role which acts as a bridge between the Council and our Armed Forces Community on issues which this Council has responsibility for and to act as an advocate for the Armed Forces Community to residents, community groups, local business, and partner organisations. This role will continue indefinitely with the role being appointed biennial at the Annual General Meeting. The Armed Forces Champion to have the support of a personal assistant to arrange affairs with external stakeholders. The Armed Forces Champion will report to the Cabinet on a biannual basis.
- To set up a short-term working group chaired by the Armed Forces Champion consisting of internal and external stakeholders to improve how the Council advocates and supports the Armed Forces Community. This working group will include the Leader of the Council and Leader of the Opposition, relevant senior officers, local veteran groups and charities, West Midlands Reserve Forces and Cadet Association, local Armed Forces Units and Cadet Units. However, the terms of reference will be developed by the working group when formed.
- For the outcome of the short-term working group to be considered by Cabinet and relevant local policies are amended to reflect such a position.
- To commit to obtaining ERS Gold Status within three years. The Council will develop a strategy to achieving this goal and operationalise this plan.
- To continue to support Armed Forces Week by supporting local Armed Forces Week events and to fly the Armed Forces flag during this time. In addition, the Council will consider extending an invitation to our community and Armed Forces Stakeholders to participate in a memorial service and celebration of our Armed Forces Community during this week so that we can continue to celebrate our Armed Forces Community in a positive way.
- Request the Chief Executive and Leader of the Council to write to Government, urging it to extend additional fundamental financial support to service personnel. This can be achieved by implementing a cap on food and accommodation charges for the forthcoming 12 months. Additionally, they should advocate for an immediate review of the current Armed Forces accommodation charges, food charges, and allowances.
- Request the Chief Executive and Leader of the Council to write to Government articulating concerns about the existing aid provided to Afghan refugees. The letter should appeal for suitable funding to facilitate housing for these refugees. It should also press the Government to expedite plans to ensure the safe arrival of Afghan refugees who have served, including those currently stranded in Iran and Pakistan, to the UK.
- Request the Chief Executive and the Leader of the Council to write to both the Minister of State for Immigration and the Minister of State for Veteran Affairs. The letter should express this council's endorsement for granting the right to remain

to all spouses and children of Commonwealth veterans concurrently with the serving Commonwealth veterans, and importantly, without any associated fees.”

“With reference to the following hyperlinks:

- [Defence Employer Recognition Scheme](#)
- [2021 census: How many veterans are in my constituency? \(parliament.uk\)](#)
- [Armed Forces Day](#)
- [Commonwealth Visa Fees \(britishlegion.org.uk\)](#)
- [Credit their Service \(britishlegion.org.uk\)](#)
- [The Armed Forces Covenant \(britishlegion.org.uk\)](#)
- [Afghan Refugees”](#)

(Councillor O. Lyons returned to the meeting during the presentation of this item.)

(Councillor Kenny left and returned to the meeting during the presentation of this item.)

Resolved:

That in accordance with Council Procedure Rule 6(5), the Motion be referred to the next practicable Cabinet meeting for consideration and report, as it was considered the Motion would have a financial impact on the Council as per Council Procedure Rule 6(4).

82. Review of Committees’ Sizes

Consideration was given to the report of the Head of Law & Governance (Item 9.1 - 9.4).

Resolved:

That in accordance with the upcoming 12.2% reduction in the overall size of Council membership, the committees’ sizes as set in report paragraph 5.6 also be reduced by a similar proportion commencing from the date of the 2024 Annual Council Meeting.

83. Constitution Amendments

Consideration was given to the report of the Monitoring Officer (Item 10.1 - 10.16).

Resolved:

That the proposed amendments to the Constitution as detailed in report appendix 1 be approved.

84. Annual Treasury Management Report 2022-23

Consideration was given to the report of the Deputy Chief Executive-Resources & S151 Officer (Item 11.1 - 11.13).

Resolved:

That:

- (A) The annual treasury management report for 2022/23 be noted.
- (B) The actual 2022/23 prudential and treasury management indicators as set out in report appendix 1 be approved.

85. Treasury Management Mid-Year Report 2023-24

Consideration was given to the report of the Deputy Chief Executive-Resources & S151 Officer (Item 12.1 - 12.13).

Resolved:

That the report, treasury activity, and prudential indicators for 2023/24 be noted.

86. Comments and Questions on Part 1 and Part 2 Minutes of Cabinet, Committees, Sub-Committees and Panels under Rule 9

None received.

The meeting closed at 7:40 p.m.

Chair

Allocation of Seats to Committees and Other Bodies

Committee:	Annual Council
Date of Meeting:	22 May 2024
Report of:	Chief Executive
Portfolio:	Leader of the Council

1 Purpose of Report

- 1.1 For Council to determine the allocation of seats for each Political Groups duly constituted, on its committees and other bodies, following the District elections held on 2 May 2024 that resulted in the election of 36 ward councillors.

2 Recommendations

- 2.1 That the allocation of seats for each Political Group on the Council's committees and other bodies, as set out in appendix 1, be confirmed.

Reasons for Recommendations

- 2.2 Council is required to confirm the allocation of seats to each Political Group in order that the appointment of members, chairs and vice-chairs to committees and other bodies can be subsequently considered under item 11 of the agenda for today's meeting.

3 Key Issues

- 3.1 Following the District elections held on 2 May 2024 that resulted in the election of 36 ward councillors, it has been necessary to review the allocation of seats to committees, sub-committees, and other bodies as established by Council to ensure the allocations are proportionate to the membership of each Political Group.

4 Relationship to Corporate Priorities

- 4.1 The Council, through its democratic process, supports the Council's corporate priorities.

5 Report Detail

- 5.1 The Local Government and Housing Act 1989 (and associated regulations since) requires the Council to allocate seats to each constituted political group represented on the Council in accordance with the political balance rules.
- 5.2 Council is required to consider the allocation of seats to each political group in relation to the Council's committees and other bodies, to give effect to, and reflect, so far as reasonably practicable, the political balance of the Members of the Council.

- 5.3 The number of seats on each Council committee is fixed at the start of the municipal year and remains fixed for that year. In the event of any changes to party membership or a vacancy occurring during the year, the size of committees would not change; the only change being the allocation of seats to political parties in accordance with the political balance rules.
- 5.4 At the Council meeting held on 17 April 2024, agreement was given to reduce the number of seats on committees and other bodies on a proportionate basis to the reduction in overall councillor numbers following the Local Government Boundary Commission for England's recent electoral review of Cannock Chase district that resulted in the number of councillors being elected to the Council reducing from 41 to 36.
- 5.5 Under agenda item 11 of today's meeting, Council will be asked to consider and confirm the appointment of members, chairs and vice-chairs to its committees and other bodies as proposed by each of the Group Leaders in accordance with a political balance calculation previously provided to them.

6 Implications

6.1 Financial

None.

6.2 Legal

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

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

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

6.3 Human Resources

None.

6.4 Risk Management

None.

6.5 Equalities and Diversity

None.

6.6 Health

None.

6.7 Climate Change

None.

7 Appendices

Appendix 1: Political balance calculation as at 22 May 2024.

8 Previous Consideration

None.

9 Background Papers

None

Contact Officer: Matt Berry, Democratic Services Team Leader

Telephone Number: 01543 464 589

Report Track: Annual Council: 22/05/24

**Political Balance / Allocation of Seats on Committees etc.
For Annual Council Meeting on 22 May 2024**

Committee	Seats	Labour (21)	Conservatives (10)	Green (5)	Total
		Proposed	Proposed	Proposed	
<i>Council</i>	36	21	10	5	36
All Committees:	68	40	19	9	68
Planning Control*	13	8	4	1	13
Licensing & Public Protection*	10	6	3	1	10
Audit & Governance	6	4	1	1	6
Standards	6	4	2	0	6
<i>Scrutiny Committees:</i>					
Economic Prosperity*	11	6	3	2	11
Health, Wellbeing & The Community*	11	6	3	2	11
Responsible Council*	11	6	3	2	11
Actual Seat Allocation		40	19	9	68
<i>Other Bodies:</i>					
Trade Union Consultative Forum**	6	4	1	1	6
Appeals & Complaints Panel**	5	3	1	1	5
Joint Appointments Committee (A)**	3	2	1	0	3
Investigatory & Disciplinary Committee	5	3	1	1	5
Constitution Working Group**	6	4	1	1	6
Total:	25	16	5	4	25

*These committees shall have named substitutes of one councillor from each political group.

**Although not a Council committee, political balance calculation applies.

(A) This is a new committee with joint representation across Cannock Chase District and Stafford Borough Councils.

Council Representatives on Outside Bodies 2024-25

Committee:	Annual Council
Date of Meeting:	22 May 2024
Report of:	Chief Executive
Portfolio:	Leader of the Council

1 Purpose of Report

- 1.1 To consider the appointment of representatives to outside bodies for 2024-25 as set out in the schedule to be circulated 24 hours prior to the Annual Council Meeting.
- 1.2 To confirm the Chief Executive's authority to make appointments to any other outside bodies throughout the municipal year and amend as necessary, in accordance with the arrangements as set out in paragraph 3 of this report.

2 Recommendations

- 2.1 Council determines the appointment of representatives to outside bodies for 2024-25, as set out in Appendix 1 of the report **(to follow)**.
- 2.2 The Chief Executive, in consultation with the Political Group Leaders, makes appointments to additional outside bodies and amendments to any existing outside bodies, as necessary, throughout the municipal year.
- 2.3 In the event of the Political Group Leaders failing to agree on a nomination(s) to an outside body (as referred to in paragraph 2.2 above) the appointment will be a matter for determination by the Council.
- 2.4 Subject to paragraph 2.2 above, the Chief Executive when appointing representatives to outside bodies, be authorised to determine which of the appointments should be classed as an 'approved duty' for the purposes of claiming travelling and subsistence expenses.

Reasons for Recommendations

- 2.5 The appointment of representatives to serve on outside bodies must be undertaken annually in accordance with the requirements as set out in paragraph 3.1, below, and the terms of office and other conditions detailed in the schedule at Appendix 1 of the report **(to follow)**.
- 2.6 For practical purposes, Council is also requested to delegate authority to the Chief Executive, in consultation with the Group Leaders, to make appointments to any additional outside bodies, and amend existing appointments as necessary, throughout the municipal year, on receipt of any nominations from individual Group Leaders.
- 2.7 Should Council agree to recommendation 2.2, then further delegated authority is sought for the Chief Executive to determine those appointments that are to be

classed as an 'approved duty' for the purposes of the nominated representative claiming travelling and subsistence expenses.

3 Key Issues

- 3.1 Under the order of business for the Annual Council Meeting, as set out in the Council Procedure Rules (Part 4, Section 27 of the Constitution), the Council shall "appoint representatives to outside bodies provided that Group Leaders have submitted their nominations to the Proper Officer at least 48 hours prior to the commencement of the Annual Meeting. The submitted nominations shall be circulated to Members of the Council at least 24 hours prior to the meeting and no amendments shall be permitted once the nominations are received by the Proper Officer."

4 Relationship to Corporate Priorities

- 4.1 The Council, through its democratic process, contributes to the Council's Corporate Priorities and promotes community engagement through the appointment of representatives to outside bodies.

5 Report Detail

- 5.1 In helping to prepare the schedule of proposed appointments, details of the number of meetings of outside bodies called during the preceding 12-month period, together with details of the attendance of those appointed to such bodies has been provided to each of the Political Group Leaders prior to them submitting their nominations. However, it should be noted that this information may not provide an accurate picture of attendance / representation because, for example, the body may have met only infrequently / has failed to meet at all during the period; or has not fed back details of attendance on request.
- 5.2 Determination of appointments to representatives on outside bodies is a matter for Council in the first instance. To not cause undue delay in between full Council meetings, recommendation 2.2 seeks delegation to the Chief Executive, in consultation with the Political Group Leaders, to make additional appointments to new outside bodies or amend appointments to existing outside bodies. Recommendation 2.3 sets out that if agreement cannot be reached in such circumstances, then the matter will be referred to full Council for resolution.
- 5.3 Recommendation 2.4 seeks authority for the Chief Executive to determine which outside bodies should be classed as 'approved duties' under the Members' Allowances Scheme for the purposes of paying travel and subsistence allowances.

6 Implications

6.1 Financial

There are no direct financial implications arising from this report. Any costs which arise from appointments determined as an approved duty, and thereby subject to travel and subsistence claims, will have to be met from existing Members' budgets.

6.2 Legal

Unless otherwise specified by statute, Section 101(1) of the Local Government Act 1972 empowers the Council to arrange for the discharge of any of its functions by an officer of the Council in that:

“subject to any express provision contained in this act or any act passed after this Act, a local authority may arrange for the discharge of any of their functions-

(a) by a committee, a sub-committee or an officer of the authority...”

Council can therefore delegate the appointment of representatives on outside bodies to the Chief Executive.

6.3 Human Resources

None.

6.4 Risk Management

None.

6.5 Equalities and Diversity

None.

6.6 Health

None.

6.7 Climate Change

None.

7 Appendices

Appendix 1: Schedule of proposed Outside Bodies appointments for 2024-25 (to follow).

8 Previous Consideration

None.

9 Background Papers

None.

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Report Track: Annual Council: 22/05/24