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24 June 2024

Dear Councillor,

**Health, Wellbeing, & The Community Scrutiny Committee**

**6:00pm, Tuesday 2 July 2024**

**Council Chamber, Civic Centre, Cannock**

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

Yours sincerely,



**T. Clegg**  
**Chief Executive**

To: Councillors:

Dunnett, M. (Chair)  
Freeman, M. (Vice-Chair)

Bancroft, J.	Fisher, P.
Boulton, C.	Jones, V.
Cartwright, S.	Page, H.
Craddock, R.	Samuels, G.
Elson, J.	

Staffordshire County Council Appointee for the purposes of the Committee's Statutory Functions under the National Health Service Act 2006:

- County Councillor P. Hewitt

Independent Co-opted Representative:

- Healthwatch Staffordshire

# Agenda

## 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 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 approve the Minutes of the meeting held on 18 March 2024 (enclosed).

### 4. Introduction to the Role of the Health, Wellbeing, & The Community Scrutiny Committee

A presentation will be given by Officers.

### 5. End of Year Performance 2023/24

To receive the end of year 2023/24 performance information for the Health & Wellbeing and The Community Priority Delivery Plans (Item 5.1 - 5.19).

*The documents included are as considered by Cabinet on 12 June 2024.*

### 6. Health, Wellbeing, & The Community Scrutiny Committee Work Programme 2024/25

Report of the Head of Housing and Corporate Assets, Head of Operations, Head of Regulatory Services and Head of Wellbeing (Item No. 6.1 - 6.19).

### 7. Statutory Health Scrutiny Items

#### (i) Staffordshire County Council's Health and Care and Overview Scrutiny Committee

Please refer to Staffordshire County Council's [website](#) for details of all recently held meetings of the Health and Care Overview & Scrutiny Committee. Alternatively, the Chair may provide verbal updates on any recent meetings attended.

**Cannock Chase Council**  
**Minutes of the Meeting of the**  
**Health, Wellbeing and The Community Scrutiny Committee**

**Held on Monday 18 March 2024 at 6:00 p.m.**

**In the Council Chamber, Civic Centre, Cannock**

**Part 1**

**Present:** Councillors:

Williams, D.W.G. (Chair)

Kenny, B. (Vice-Chair)

Arduino, L.

Aston, J.

Bancroft, J. (Substitute)

Bishop, L.

Boyer, M.

Foley, D.

Johnson, P.

Owen, P.

Stanton, P.

Also present: County Councillor P. Hewitt, Staffordshire County Council.

**23. Apologies**

Apologies for absence were received from Councillors M. Buttery, V. Jones, and P. Kruskonjic.

Notification had been received that Councillor J. Bancroft would substitute for Councillor P. Kruskonjic.

**24. 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.

**25. Minutes**

**Resolved:**

That the Minutes of the meeting held on 5 December 2023 be approved, subject to it being noted that the update provided by the Chair at Minute 22 (Statutory Health Scrutiny Items) was more extensive than what was reported.

**26. Statutory Health Scrutiny Items**

**Update – Staffordshire County Council’s Health and Care Overview and Scrutiny Committee**

The Chair reported that he had attended a meeting today where a discussion was held regarding the Staffordshire’s Joint All-Age Carers Strategy. He also advised that a report had been received from the Adult Social Care Enhanced Assurance Working Group which

focussed upon how improvements could be made. He then also touched upon the Work Programme. He suggested that Members may wish to visit the County's website and view either the documents mentioned or view the meeting that was held.

Staffordshire County Councillor P. Hewitt then discussed with Members the reasons for the joint up working with the County Council and the Council around health scrutiny. He suggested that this approach worked well. He commented that this followed the recommendations that were made through the 'Francis Inquiry' report into Mid Staffs NHS Foundation Trust.

## **27. PDP 2023/24 - Quarter 3 Performance Update - Health, Wellbeing and The Community**

Consideration was given to the latest performance information for the Health Wellbeing and The Community Priority Delivery Plan 2023/24 (Item 5.1 - 5.15).

### ***Priority 2 - Health and Wellbeing***

A Member referred to item 5.4 and reported that local people did not appear to be happy with the new cycle lanes. She advised that she had visited the 'Great Imagining' event recently held and suggested that cyclists were not impressed. It also appeared that there could be some issues if lanes were not kept free of dirt, dust etc. She expressed some concern with the resources and finances put into the scheme.

The Head of Operations reported that the County Council maintained the highways lanes. He advised that the project was part of the walking/cycling infrastructure plan and suggested that any comments should be reported back to the County. He advised that cleaning of the lanes would need to be considered.

Staffordshire County Councillor P. Hewitt would be happy to meet with the Councillor separately and feed any comments back to the County.

A Member referred to the cycle lanes and the current discussion and was positive about these. She suggested that people needed to be mindful of 'active' travel and this needed to be viewed differently. She suggested that this could give people the independence that they previously did not have.

In response to a question from the Member, the Head of Operations reported that work with schools was ongoing. He advised that as part of the Commonwealth Games legacy it was agreed to incorporate cycle training areas into a number of our parks according to funding. He reported that the first of these works had commenced at the Stadium site, on Pye Green Road. The areas were designed to allow young people have fun and get used to riding on roads. It was also designed to allow schools to train their pupils on cycling proficiency in a safe environment. He hoped that in the future, smaller versions could be incorporated into many more of the Councils parks.

A Member referred to item 5.5 and asked when the draft of the Health and Wellbeing Strategy would be available.

The Head of Wellbeing reported that she was working with the ICB on the Health Equalities Strategy. It was important that the framework was aligned with this, and she suggested that some funding would also be made available. She reported that there was lots of activity taking place to reduce health inequalities and a report had been submitted to Cabinet. She

advised that the ICS Strategy would need to be finalised by June, and she hoped that the draft Health and Wellbeing Strategy would be available early summer.

### ***Priority 3 - The Community***

A Member referred to item 5.9 and asked about the links with 'Friends of' Groups.

The Head of Operation responded and advised that relationships with the Friends of Parks Groups and Brereton Millions was good, and meetings were taking place on regular basis.

A Member referred to item 5.9 and asked about engaging with young people at risk of engaging in ASB.

The Head of Wellbeing explained that the programme still needed to be developed and discussions were still needed. She reported that Safer Street funding had been allocated which would help with tackling ASB, neighbourhood crime etc.

A Member referred to item 5.10 and the work being undertaken in the community with tree and planting schemes. She referred to some planting that had taken place in Bradbury Lane, Hednesford and concern had been expressed by some residents that the area looked a little neglected and asked if there was anything planned to maintain it.

The Head of Operations responded and reported that the trees that had been planted were starting to establish, and he reported that this was the first 'urban' forest. He suggested that some trees may die (as part of the natural process) but over time the area would thrive, and this was also a natural habitat for small creatures. He advised that whilst the area may not look pristine, it was being managed. He indicated that he would try and see if an information board could be placed in the area, so residents had some information about what was being planned/taking place.

In response to a Member question, the Head of Operations discussed the various ways in which this sort of scheme could be communicated to the wider community.

A Member referred to item 5.11 and asked about the developing of a Sustainability strategy.

The Head of Operations reported that work on the Strategy had been held up due to limited officer capacity. The Strategy was being considered as part of shared services and time was being shared with Stafford Borough Council. He reported that two big considerations will impact upon the strategy, transport and /space & water heating. He assured members that officers continued to work in the background towards the Council becoming carbon neutral.

In response to a further question from a Member, the Head of Operations reported that an officer employed by Stafford was paid to work with the Council one day per week and was working on a carbon footprint report at Stafford the remainder of the week.

A Member asked about the costs associated with building a team to work on varying projects around carbon neutrality/sustainability.

The Head of Operations explained that there would be costs incurred if the work undertaken could not be produced utilising existing staff and confirmed that there was still a senior officer group working on the Councils climate change / low carbon agenda, under the newly appointed Head of Regulatory Services.

### ***KPIs for Priority 3 - The Community***

In response to a Member question regarding the take up of the brown bin collection scheme, the Head of Operations responded and reported that the take up was going well and the Council was currently on track.

A Member referred to the waste collection indicator and asked about the lower-than-expected garden waste tonnage.

The Head of Operations explained that this had been poor throughout the autumn which was normally expected. Regarding the overall recycling rate, nationally tonnages of dry mixed recycling were falling, following government guidance, packaging was now being made lightweight, which had an impacted upon the overall tonnages collected. However, residual general (green) bin waste tonnages remained high, which Staffordshire Councils' were looking to tackle as part of their new Waste Strategy, as part of waste reduction requirements.

Members noted the Quarter 1 performance update.

### **28. Recommendations from the Lettable Standards (Empty Properties) and Housing Affordability Working Group**

Consideration was given to the Report of the Head of Housing and Corporate Assets together with the Chair of the Committee (Item 6.1 - 6.15 - to include the notes of all Working Group meetings).

The Chair thanked Members that had been part of the group and then presented the recommendations of the Lettable Standard (Empty Properties) and Housing Affordability Working Group.

The Housing Maintenance Manager clarified with Members the slight difference with the Decent Homes Standard and the Letting Standard.

#### **Resolved:**

Members noted the report and the following recommendations of the Lettable Standards (Empty Properties) and Housing Affordability Working Group, and agreed that these be submitted to Cabinet for consideration:

- (a) That Cabinet approve the 'revised offer' of the letting standard as outlined within the report.
- (b) That the revised offer made is to allocate a decoration pack to properties where no additional decorative works are required to be carried out by Housing Maintenance.

The meeting closed at 7:00pm.





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**Chair**

## Priority Delivery Plan for 2023-24

## PRIORITY 2 - HEALTH &amp; WELLBEING “To encourage and support residents to lead healthy and independent lives”

## Summary of Progress as at end of Quarter 4

				N/A	Total Number of Projects
Action completed	Work on target	Work < 3 months behind schedule	Work > 3 months behind schedule	Action not yet due	
11	1	1	2		15

## Summary of Successes as at Quarter 4

Council officers have been working with IHL, Friends Groups, British Cycling and other partners on the improvements of our play areas and parks, including the creation of the Council's first learn to ride area at the Stadium site in Chadsmoor. It is also constructing a wheeled sports plaza adjacent to the learn to ride area.


Both facilities are intended to increase access to wheeled sports and encourage longer-term active travel by residents and their families. These are part of the Council's Commonwealth Games legacy and its links with Forestry England. Wheeled sports facility provision is being considered as part of the master planning for Cannock and Heath Hayes parks, and other play areas / parks, with the same long-term objective.

## Summary of Slippage as at Quarter 4

The Integrated Care Board (ICB) is developing a health inequalities strategy to cover Staffordshire and Stoke-on-Trent. Council officers are working with the ICB on the development of this strategy.



Cannock Chase Health and Wellbeing Strategy needs to align with this overarching strategy, so the District is in strong position to deliver in line with ICB priorities and attract any investment that is available to deliver the wider ICB strategy. The Cannock Health and Wellbeing Strategy will be completed when the Stoke and Staffordshire Strategy is complete.




Although the strategy hasn't been completed, work to tackle health inequalities is proceeding at pace, enhanced by funding from Staffordshire County Council to deliver specific projects.




Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
<b>Provide opportunities for residents to lead healthy and active lifestyles and recognise the importance of mental health and wellbeing</b>							
<p>Work with Inspiring Health Lifestyles (IHL) leisure trust and other stakeholders to deliver campaigns / programmes to promote the benefits of being active and living healthily</p>	<ul style="list-style-type: none"> <li>Work with IHL, partners, stakeholders and schools on increasing participation in sports and wellbeing activities and bid for funding where appropriate</li> </ul>	X	X	X	X	<p>Officers have been working with IHL and other partners on the master plan / redevelopment of Cannock Park. It will include improvements to the play areas, a new toddler play area, outdoor activities, safer routes to schools and cycling routes in and around the park.</p> <p>The brand-new wheel sports plaza and learn to ride area at Cannock Stadium, for all wheeled based sports activities, will also be available to programmed activities, via IHL should the need be identified by them.</p> <p>IHL hosted and supported the Great Imagining Cannock Chase event at Chase Leisure Centre in March in which 900 school children and 600 people attended over the 2 days.</p> <p>IHL have seed funded a new weekly Mini Kickers (football) session at Rugeley Leisure Centre which is being monitored so it can be self-sustaining from Q1 next year.</p> <p>Working with Manor Hall SEN, Chase High School 6<sup>th</sup> Form and Hednesford Valley SEN to deliver a variety of multi sports sessions such as spin, badminton and circuits.</p>	



Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
Promote the use of the Cannock Chase Can online app to support people in leading healthy lifestyles	<ul style="list-style-type: none"> <li>Develop evaluation tool - Cannock Chase Can portal</li> </ul>		X	X	X	Wellness Wheel evaluation functionality has been completed and is being prepared for community testing.	★
	<ul style="list-style-type: none"> <li>Develop new app features and functionality</li> </ul>	X	X	X	X	Through receipt of funding to reduce health inequalities, new features are being developed to include an alcohol tracker.	
	<ul style="list-style-type: none"> <li>Deliver activities within the community - bespoke projects</li> </ul>	X	X	X	X	Ongoing projects taking place and new projects being developed with the additional health funding.	
	<ul style="list-style-type: none"> <li>Organise Cannock Chase Can showcase event</li> </ul>		X	X	X	Completed August 2023.	
	<ul style="list-style-type: none"> <li>Establish a Cannock Chase Can zone at Hednesford's annual festival</li> </ul>		X	X	X	Completed August 2023 and will continue to support.	
	<ul style="list-style-type: none"> <li>Embed Cannock Chase Can into the infrastructure of IHL (Wellbeing offer)</li> </ul>		X	X	X	This activity is ongoing.	
	<ul style="list-style-type: none"> <li>Create a Cannock Chase Can Wellbeing Hub using existing leisure and cultural venues</li> </ul>		X	X	X	This activity is ongoing.	

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
Encourage residents to walk or cycle to and from work and school	<ul style="list-style-type: none"> <li>Adopt and work towards the objectives within the Council's green travel strategy</li> </ul>		X	X	X	<p>The Council has yet to finalise its green travel strategy, but officers continue to look at opportunities to increase the availability of walking and cycling routes throughout the district, with developers and partners such as Staffordshire County Council.</p> <p>Work on Cannock Stadium's new 237m long full off road learn to ride area has been completed and is due to be opened in the early summer, along with the wheeled sports plaza.</p> <p>It is intended that this facility will be used by children of all ages to practice riding on roads without the dangers that come with it.</p> <p>It is also intended that the facility will be used by schools, parents and family members to teach more formal road safety and cycling proficiency.</p> <p>The inclusion of wheeled sports facilities, cycling routes and learn to ride areas is seen as key in encouraging residents, especially younger ones, towards more active / sustainable forms of travel, that will stay with them in the long term.</p>	
	<ul style="list-style-type: none"> <li>Work with partners to create attractive and safe walking and cycling routes</li> </ul>	X	X	X	X	Currently working with IHL, Friends of Cannock Park, Friends of Cannock Stadium, and other partners on developing additional cycling opportunities.	

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
	<ul style="list-style-type: none"> <li>Work with schools to promote walking and cycling to school</li> </ul>		X	X		<p>Worked with British Cycling to deliver sessions to young people aged 8-16 on mountain biking skills on Cannock Chase. This reached over 75 children.</p> <p>Get Set to Cycle is a £68K project aimed to be funded through the Heart of England Inclusive Communities Grant which would fund children's disability bikes and ensure the sensory room at Chase Leisure Centre can provide a cycling experience to both carers and people with multi complex needs.</p>	
	<ul style="list-style-type: none"> <li>Opportunities to be identified as part of the planning application process</li> </ul>			X		<p>Staffordshire County Council is continuing to develop the LCWIP plans for the district with the installation of further cycling lanes and improved walking routes along the A34 corridor and around Cannock town centre.</p>	
Deliver lasting legacy projects from the Commonwealth Games' mountain biking event (i.e. Perry's Trail and Pedal and Play trail)	<ul style="list-style-type: none"> <li>Encourage and incorporate cycle and wheeled sports play and areas into play areas / parks where possible</li> </ul>	X	X	X	X	<p>The construction of the Learn to Ride area at Cannock Stadium has been completed. The Council is currently constructing the wheeled sports plaza adjacent to the above. Both facilities are planned to be opened in the early summer. Both are being provided to hone wheeled sports skills and encourage greener travel, as per the above.</p>	

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
						Further cycle routes and learn to ride areas are being considered as part of the 4-year parks / play area improvement plan and included within the master-planning of improvements at Cannock and Heath Hayes parks.	
<b>Embed health and wellbeing into all of our policies and everything that we do</b>							
Develop a Health and Wellbeing Strategy (HWB)	<ul style="list-style-type: none"> <li>Present strategy to Cabinet for adoption</li> </ul>	X	X			The Integrated Care Board (ICB) is developing a health inequalities strategy to cover Staffordshire and Stoke-on-Trent. Council officers are working with the ICB on the development of this strategy. Cannock Chase Health and Wellbeing Strategy needs to align with this overarching strategy, so the District is in strong position to deliver in line with ICB priorities and attract any investment that is available to deliver the wider ICB strategy.	
	<ul style="list-style-type: none"> <li>Integrate strategy actions / milestones into mainstream service delivery</li> </ul>			X	X	As soon as the ICB strategy is finalised (anticipated June 2024), work will restart on the local strategy.	
<b>Work with partners to address health inequalities across the District</b>							
Work with Staffordshire County Council to deliver the Better Health Staffordshire (BHS) Pilot Project	<ul style="list-style-type: none"> <li>Provide constructive input, advice and assistance with the project to SCC and other partners</li> </ul>	X	X	X	X	IHL has attended all meetings and has updated partners on activity.	





Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
	<ul style="list-style-type: none"> <li>Ensure opportunities for the Cannock Chase Can initiative and app to contribute to BHS continue to be aired and maximised</li> </ul>	X	X	X	X	As above, and a delivery plan has been confirmed in association with securing £215,000 in health funding to further develop projects for Cannock Chase Can.	★
<b>Support residents that need our help</b>							
Work with partners to encourage the take up of benefits by residents with low incomes	<ul style="list-style-type: none"> <li>Ensure Service Level and Grant Agreements include support for residents on low incomes</li> </ul>	X				The Citizens Advice Bureau provides a range of support for residents on low incomes and for those in financial difficulty, including benefit take up. Support Staffordshire's work for the year has included ensuring support is provided to residents as a result of the cost of living crisis.	★
Work with Support Staffordshire and Staffordshire County Council to support residents who need our help	<ul style="list-style-type: none"> <li>Engage in partnership working to ensure Cannock Chase residents benefit from support available from county wide organisations and schemes</li> </ul>	X				Distribution of slow cookers to residents who need them took place during Q1. Significant work has taken place throughout the year with Staffordshire County Council which has been captured throughout these delivery plans, including work on reducing health inequalities, delivering on Better Health Staffordshire and working as the Community Safety Partnership to support vulnerable residents.	★

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
Work on fuel poverty with partners, such as Staffordshire Warmer Homes	<ul style="list-style-type: none"> <li>Project Team to identify and assist households suffering fuel poverty, through awareness campaigns and promotion activity</li> </ul>	X	X	X	X	<p>Awareness campaigns and promotion of support and advice available delivered.</p> <p>We have supported 24 Households to secure Energy Efficiency Obligation funding through flexible eligibility, with the most common eligibility route being that of poor health.</p> <p>Working with Beat the Cold we have supported 412 households, the majority with both low income and poor health. The direct financial savings for this cohort are £54,686.</p> <p>Working with the County Council and Staffs Community Foundation 126 Fuel voucher applications were processed with an estimated value of and additional £56,700</p>	★
Work with partners to safeguard the most vulnerable people within our district	<ul style="list-style-type: none"> <li>Deliver partnership campaigns to raise awareness of key issues and support pathways for key issues affecting the district</li> </ul>	X	X	X	X	<p>Campaigns are now delivered centrally by the Office of the Police, Fire and Crime Commissioner - therefore no longer in-house. We do, however, continue to assist in determining their content and facilitating dissemination.</p>	No longer delivered
Provide funding to voluntary organisations to provide free independent, impartial, and confidential advice to our residents	<ul style="list-style-type: none"> <li>Grant Agreement in place</li> </ul>	X				Funding provided to Citizens Advice.	★

## Priority Delivery Plan for 2023-24

## PRIORITY 3 - THE COMMUNITY “To ensure Cannock Chase is a place that residents are proud to call home”

## Summary of Progress as at end of Quarter 4



				N/A	Total Number of Projects
Action completed	Work on target	Work < 3 months behind schedule	Work > 3 months behind schedule	Action not yet due	
9	6		3		18

## Summary of Successes as at Quarter 4

Park and play area improvement works have been ongoing throughout the year as scheduled in the programme. Work is continuing well, as anticipated on the 4-year capital parks / play area improvement plan. Officers are continuing to hold quarterly meetings with the Council’s main ‘Friends of’ groups. Friends Groups have been involved with the creation and publication of an excellent information booklet about the variety of volunteer groups and the support that is available across the district. Two hundred and eleven (211) trees have been planted by our parks and open spaces team and as part of parks / play area improvement programmes, during the 2023/24 planting season.

## Summary of Slippage as at Quarter 4






While some individual parks / play area improvement programme timelines may have slipped during the year, the overall 4-year improvement plan remains on track, and in some areas is in front, as additional work phases have been included, such as at Laburnum Avenue.





Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
<b>Ensure our neighbourhoods are safe, clean, and tidy</b>							
Engage with young people at risk of engaging in ASB through targeted diversionary activities across the District	<ul style="list-style-type: none"> <li>Deliver annual programme of diversionary activities across the District</li> </ul>	X	X	X	X	<p>Achieving Goalz and Dreams were commissioned through Locality Deal funding to deliver this initiative. Areas for engagement were based upon known peaks / hotspots, with additional flexibility to respond to emerging themes and trends, as required.</p> <p>Additional activities / providers (to supplement the offering) were also funded through the ASB Prevention Fund.</p> <p>A full district mapping of diversionary activities is currently ongoing.</p>	
<b>Maintain our local parks and green spaces</b>							
Undertake a review of all our play areas	<ul style="list-style-type: none"> <li>Carry out capital play area refurbishments as per the programme</li> </ul>	X	X	X	X	<p>Park and play area improvement works have been ongoing throughout the year as scheduled in the programme.</p> <p>Additional phase 2 &amp; 3 works have been undertaken on the Laburnum Avenue Park, which has extended the project.</p> <p>Work on the bike and play area at the stadium has been completed and is scheduled to be opened during the early summer, along with the wheeled sports area.</p>	



Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
Provide support and opportunities to community groups wishing to take on more responsibility for improving and developing open spaces and play areas	<ul style="list-style-type: none"> <li>Improve links with existing Friends Groups and create a `Friends of Parks Groups` Strategy</li> </ul>	X	X	X	X	<p>Officers are continuing to hold quarterly meetings with the Council's main 'Friends of' groups. Officers and Friends Groups have produced an excellent booklet called 'Something for Everyone' which includes information about each of the friends' groups and their activities and other voluntary support bodies that operate within the district.</p> <p>The Friends of Parks groups are also being included in the development and master planning of park improvements, with the intention of extending this into future years.</p>	★
<b>Encourage residents to live a sustainable lifestyle</b>							
Work with partners and the local community to support appropriate tree and planting schemes	<ul style="list-style-type: none"> <li>Work with internal and external partners, local schools etc to identify suitable sites for community planting schemes</li> </ul>		X	X	X	Planting has been carried out across a number of Council sites in co-operations with Forest of Mercia, friends of groups, local schools, and ward members.	★
	<ul style="list-style-type: none"> <li>Carry out community planting at suitable identified sites</li> </ul>			X	X	In total 211 trees were planted during Q3/4 of 2023 - 24.	★

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
	<ul style="list-style-type: none"> <li>Look to create wild planting areas on parks and open spaces</li> </ul>	X	X	X	X	<p>Wildflower planting areas have been created at Wellington Drive and Pye Green Road Stadium sites.</p> <p>The Council's Parks and Open Spaces Team are considering spaces to leave fallow and areas to take part in No Mow May, later in the year.</p>	★
Undertake campaigns to raise awareness of the ways in which residents can reduce their impact on the environment	<ul style="list-style-type: none"> <li>Carry out annual waste reduction / recycling / climate change campaigns</li> </ul>	X	X	X	X	<p>The Council's waste &amp; recycling and communications team have worked together on garden waste and information campaigns throughout the year.</p> <p>They have also provided an initial light touch around food waste information for residents in conjunction with Food Waste Action Week, in anticipation of the introduction of mandatory weekly food waste collections during 2026.</p> <p>Waste, street cleansing, parks officers, elected members, and a number of community volunteers were involved in the Great British Spring Clean during March, which also included Hednesford Hills. Well over 100 bags of litter were collected across the district by Council organised litter picks, and well over 200 in total, including community organised litter picks.</p>	★

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
	<ul style="list-style-type: none"> <li>Work with schools, other educational establishments and partners, to promote sustainability, environment, and climate change awareness</li> </ul>		X	X		The Great Imaginings Event took place on the 8 <sup>th</sup> and 9 <sup>th</sup> of March, at this event over 1000 school children attended. The event focused on sustainability, environment, and climate change awareness	
Develop a Sustainability Strategy and action plan to reduce the Council's impact on the climate	<ul style="list-style-type: none"> <li>Adopt a Council Sustainability Strategy</li> </ul>			X		A Strategy has not been developed due to lack of capacity. It will be prioritised in 2024/25	
	<ul style="list-style-type: none"> <li>Work towards the objectives of the Council's sustainability strategy</li> </ul>			X	X	See above	
Encouragement of District wide Sustainability	<ul style="list-style-type: none"> <li>Work with local government and external partners on improving the District's sustainability and lowering its carbon emissions</li> </ul>	X	X	X	X	Working with the Energy Savings Trust (EST) and Staffordshire County Council (SCC) to install public EV chargers across Cannock and Stafford attending monthly meetings with SCC and quarterly with the EST.	
<b>Improve the housing offer across the District</b>							
Increase housing choice	<ul style="list-style-type: none"> <li>Deliver sufficient supply of homes to provide for housing choice and ensure all people are able to live in a decent home</li> </ul>	X	X	X	X	Policies on housing choice and a proposed uplift in the delivery of affordable housing have been included in the Regulation 19 Local Plan.	

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
	<ul style="list-style-type: none"> <li>Help meet local need for a wide variety of housing, including:               <ul style="list-style-type: none"> <li>o affordable dwellings; and</li> <li>o aspirational housing</li> </ul> </li> </ul>	X	X	X	X	Affordable Housing as well as aspirational housing policies are set out within Reg19 Local Plan	
Work with other housing providers and landlords to ensure that their properties are safe and healthy	<ul style="list-style-type: none"> <li>Review and update policies and procedures, as legislation is updated, changes and / or is created in relation to health and safety in public and private sector housing</li> </ul>	X	X	X	X	<p>Completion of inspection programme for all known Houses in Multiple Occupation and new Licences issued.</p> <p>Project plans finalised and agency backfill post recruited to allow progress with grant funded damp and mould project</p>	
<b>Ensure our communities are well designed, accessible, and have inclusive environments</b>							
Adopt a new Local Plan for the District	<ul style="list-style-type: none"> <li>Council approval and Submission to Secretary of State for examination autumn / winter 2024.</li> </ul>			X		<p>New LDS approved at Cabinet in December and went to full Council on 24 January. Revised date for submission to examination autumn / winter 2024.</p> <p>Regulation 19 Consultation completed in March.</p>	
	<ul style="list-style-type: none"> <li>Examination in Public</li> </ul>		X			Revised date in new LDS - summer 2025.	

Projects	Actions and Milestones	Qtr 1	Qtr 2	Qtr 3	Qtr4	Progress Update	Symbol
<b>Support and build strong connections within our local communities</b>							
Work with partners to support community events	<ul style="list-style-type: none"> <li>Regular meetings with town and parish councils</li> </ul>		X		X	The Economic Development Team have been in regular contact with the town and parish councils through the Thriving Communities UKSPF project.	★
	<ul style="list-style-type: none"> <li>Identify options for supporting community events</li> </ul>				X	The Council has supported numerous community events over the past year. These have included Staying Well at Chase Leisure Centre, Creative Space Art Workshops and Cannock Chase Knits Together.	★

## KPIs for Priority 2 - Health and Wellbeing

Description	Symbol	Number of KPIs
Performance exceeds target	★	2
Performance on target	✓	
Performance below target	✗	

Indicator	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year	Symbol	Comments
<b>Leisure</b>								
Number of leisure and wellbeing service users	Out-turn (2022/23) 795,897	214,714	197,575	197,740	186,921	796,750	★	Both Leisure Centres Learn to Swim programmes achieved pre Covid levels (prior to the closure of Rugeley Pool in December). At Cannock Chase Leisure Centre over 18 hours of swimming and 2 aqua aerobic sessions were added to the pool programme in response to customer feedback.
Number of individuals engaged through Cannock Chase Can activities and initiatives, including the app	N/A	1,092 app users	1,263 app users	1,387 app users	1,687 app users	N/A	★	In addition to users of the app, there have been 5,829 attendees at community projects during Q4.

### KPIs for Priority 3 - The Community

Description	Symbol	Number of KPIs
Performance exceeds target	★	4
Performance on target	✓	2
Performance below target	✗	1

Indicator	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year	Symbol	Comments
<b>Waste Collection</b>								
% Household waste sent for re-use, recycling and composting	50%	50.30%	41.55%	39.48%	29.27%	40.61%	✗	The annual performance figure for the year is reflective of wider waste sector performance, which is also decreasing regionally and nationally. This may be attributable to the cost-of-living crisis, residents reducing their waste outputs, alongside general packaging weight reduction and ongoing packaging reforms across the industry.
<i>Breakdown:</i>								
<i>Recycling (dry)</i>		20.23%	19.04%	23.62%	23.47%	21.43%		Q4 performance had been predicted to see a significant reduction in garden waste yields, due to the poor weather / growing conditions and the introduction of the first year of the Council's chargeable garden waste subscriptions service.
<i>Composting (garden)</i>		30.07%	22.51%	15.86%	5.80%	19.18%		

Indicator	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year	Symbol	Comments
Missed bin collections (including assisted)	2022-23 out-turn 1669	157	217	152	205	731	★	The 2023-24 figure (731) shows a significant improvement on the previous year (1,669). The introduction of blue bag collections for paper and card seems to have embedded well now into the collection service.
<b>Environmental Health</b>								
% of food businesses inspected which are broadly compliant (rating of 3 or better)	N/A	98%	97%	98%	97%	97.5%	✓	The broadly compliant figure is a snapshot in time showing how well our food businesses comply with food safety laws. A rating of 3 indicates the business is mainly compliant with only minor issues which will not affect the safety of the food sold.
<b>Homelessness</b>								
% of homeless cases resolved through prevention assessed under prevention duty	N/A	71%	55%	47%	45%	56%	N/A	Case dependant. We are seeing more people in a homeless situation this year, mainly driven by private sector affordability issues and section 21 notices.
% of homeless cases assessed under relief duty	N/A	29%	45%	53%	55%	44%	N/A	Case dependant. As above.



Indicator	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year	Symbol	Comments
<b>Housing</b>								
Rent collected as proportion of rent due	100%	98.74%	97.04%	99.31%	100.20%	100.20%	★	Good year for rent collection. Current tenant arrears under £200k for the first time.
Rent arrears - former tenants (FTA)	£500,000	£453,302	£459,514	£452,041	£466,222	£466,222	★	As above, FTAs kept well under target.
Average re-let time for Voids	52	46.10	43.30	33.87	46.73	42.50	★	Target exceeded. Good work by Voids and Allocations teams in driving down the re-let time from previous years' high figures.
% emergency repairs completed in time	100%	100%	100%	100%	100%	100%	✓	Target achieved, 100% of emergency repairs completed within 24 hours.

## Work Programme 2024-25

**Committee:** Health, Wellbeing and The Community Scrutiny Committee

**Date of Meeting:** 2 July 2024

**Report of:** Head of Housing and Corporate Assets  
Head of Operations  
Head of Regulatory Services  
Head of Wellbeing

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### 1 Purpose of Report

- 1.1 To set out the draft work programme for the Health, Wellbeing and The Community Scrutiny Committee for 2024-25.

### 2 Recommendations

- 2.1 That the Committee review the draft work programme for 2024-25 and advise on what they wish to include for the forthcoming year (see Appendix 4).

#### Reasons for Recommendations

- 2.2 The scrutiny committee is responsible for ensuring effective accountability for the delivery against the Council's priorities and strategic objectives as set out in the Council's Corporate Plan 2022-26.

### 3 Key Issues

- 3.1 The Health, Wellbeing and The Community Scrutiny Committee is responsible for scrutinising the elements of the Corporate Plan that relate to the priorities for Health & Wellbeing and The Community. An extract from the Corporate Plan for 2022-2026 setting out details of the priorities and strategic objectives is attached at Appendix 1.

- 3.2 The services or functions of the Council falling within the remit of the Committee are set out at Appendix 2.

- 3.3 The Health, Wellbeing and The Community Scrutiny Committee is encouraged to identify corporate issues and/or ones that 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 Appendices 3A and 3B.

- 3.4 Members are invited to comment on the draft Work Programme attached at Appendix 4. 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 This report supports the Council's Corporate Priorities as follows:
- (i) It provides for effective scrutiny of the Council's priorities for "Health & Wellbeing" and "The Community".

## 5 Report Detail

### Background

- 5.1 A new Corporate Plan for 2022-26 was approved by Council on 27 April 2022. The Plan sets out 4 priorities and this Scrutiny Committee is responsible for scrutinising Priorities 2 and 3 - Health & Wellbeing and The Community.
- 5.2 The Supporting Health & Wellbeing Priority has 4 objectives:
- (i) Provide opportunities for residents to lead healthy and active lifestyles and recognise the importance of mental health and wellbeing.
  - (ii) Embed health and wellbeing into all of our policies and everything that we do.
  - (iii) Work with partners to address health inequalities across the District.
  - (iv) Support residents that need our help.
- 5.3 The Community Priority has 6 objectives:
- (i) Ensure our neighbourhoods are clean, safe and tidy.
  - (ii) Maintain our local parks and green spaces.
  - (iii) Encourage residents to live a sustainable lifestyle.
  - (iv) Improve the housing offer across the District.
  - (v) Ensure our communities are well designed, accessible, and inclusive environments.
  - (vi) Support and build strong connections with our local communities.

An extract from the Corporate Plan setting out details of these priorities, the strategic objectives and actions is attached at Appendix 1.

- 5.3 The Health, Wellbeing and The Community Scrutiny Committee also has responsibility for scrutinising the services of the Council as set out in Appendix 2.

### Developing the Work Programme

- 5.4 To support Members in their Scrutiny role and in particular in developing a work programme a Scrutiny Toolkit has been produced; a copy of this has been circulated separately to Members. An extract from the toolkit relating to developing a work programme is attached at Appendix 3A and an extract from the LGA's guidance is attached at Appendix 3B.
- 5.5 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?
- 5.6 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 4 to this report which includes some standing items (e.g., performance progress reports) 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 Officers for the Scrutiny Committee. A template to assist with scoping the review is also attached at Appendix 5.
- 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 e.g.:
- Undertaking research e.g., 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.

## **6 Implications**

### **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 Risk Management**

None.

**6.5 Equalities and 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.

**6.6 Health**

None.

**6.7 Climate Change**

None.

**7 Appendices**

Appendix 1: Extract from the Corporate Plan – Priorities 2 and 3 - Health & Wellbeing and The Community

Appendix 2: Overview of services falling with the Committee's remit

Appendix 3A: Extract from the Council's Scrutiny Toolkit

Appendix 3B: Extract from the LGA Guidance on Scrutiny Work Programming

Appendix 4: Draft Work Programme 2024/25

Appendix 5: Template for Scoping a Scrutiny Review

**8 Previous Consideration**

None.

**9 Background Papers**

None

**Cannock Chase Council - Corporate Plan 2022-26****PRIORITY 2- HEALTH & WELLBEING**

**“To encourage and support residents to lead healthy and independent lives”**

We aim to:

- **Provide opportunities for residents to lead healthy and active lifestyles and recognise the importance of mental health and wellbeing.**
- **Embed health and wellbeing into all of our policies and everything that we do.**
- **Work with partners to address health inequalities across the District.**
- **Support residents that need our help.**

We want to create opportunities for all of our residents to lead healthy and active lifestyles. For some, this may be by using our leisure centre facilities, for others, it may be walking our parks, or on the Chase, or by cycling around the District. We want to reach out to those residents who may find this daunting and help them to try out new activities in their local communities, that will support their physical and mental health and well-being.

We currently provide a range of facilities for people to use, including:

- 2 leisure centres, with swimming pools, (Cannock and Rugeley)
- 7 main/destination parks,
- 43 play areas across the district
- 14 football pitches and 3 artificial turf pitches (ATP's),
- 20 tennis courts and 4 skate parks
- A theatre and museum to support cultural and mental wellbeing.

Over the next 4 years we will:

- Work with Inspiring Health Lifestyles (IHL) leisure trust and other stakeholders to deliver campaigns to promote the benefits of being active and living healthily.
- Work with Staffordshire County Council to deliver the “Better Health Staffordshire” Pilot Project.
- Develop a Health and Wellbeing Strategy.
- Deliver lasting legacy projects from the Commonwealth Game Mountain Bike event, (i.e., Mountain Bike (Perry) Trail and Bike and Play trail).

- Work with partners to encourage the take up of benefits for by residents with low incomes.
- Work with Support Staffordshire and Staffordshire County Council to build on community spirit & volunteering / befriending advocacy.
- Promote the use “Cannock Chase Can” online app to support people in leading healthy lifestyles.
- Encourage residents to walk or cycle to and from work and school.

We will also continue to:

- Work on fuel poverty with partners, such as Staffordshire Warmer Homes.
- Provide accommodation for young people leaving care and support to sustain their tenancies.
- Provide an outreach service for rough sleepers.
- Provide support for veterans.
- Work with partners to safeguard the most vulnerable people within our district.
- Provide funding to voluntary organisations to provide free independent, impartial, and confidential advice to our residents.

### **PRIORITY 3 - THE COMMUNITY**

**“To ensure Cannock Chase is a place that residents are proud to call home”**

We aim to:

- **Ensure our neighbourhoods are safe, clean, and tidy**
- **Maintain our local parks and green spaces.**
- **Encourage residents to live a sustainable lifestyle.**
- **Improve the housing offer across the District.**
- **Ensure our communities are well designed, accessible, and inclusive environments.**
- **Support and build strong connections within our local communities.**

We want our District to be an attractive and safe place to live. We will preserve our open spaces and local parks. We aim to build on the existing and new communities across our District so that residents feel connected and supported. We want to ensure that our residents have a choice in their housing accommodation and that it is safe.

Over the next 4 years we will:

- Work with town/parish Councils and local community groups to tackle litter and undertake litter picks.
- Carry out targeted campaigns to tackle specific types of waste crime and raise awareness of the Council's zero-tolerance to all types of environmental crime.
- Develop a co-ordinated response to anti-social behaviour (ASB) across partner agencies.
- Engage with young people at risk of engaging in ASB through targeted diversionary activities across the district.
- Undertake a review of all our play areas.
- Provide support and opportunities to community groups wishing to take on more responsibility for improving and developing open spaces and play areas.
- Work with partners and the local community to support appropriate tree planting schemes.
- Undertake campaigns to raise awareness of the ways in which residents can reduce their impact on the environment.
- Develop an Environmental Strategy and action plan to reduce our impact on the climate.
- Work with partners to support the delivery of the zero-carbon pilot scheme in Rugeley.
- Increase housing choice.
- Ensure that our housing stock is safe and sustainable.
- Work with other housing providers and landlords to ensure that their properties are safe and healthy.
- Adopt a new Local Plan for the district.
- Support the progression of current and future Neighbourhood Plans within the district.
- Work with partners to support community events.



**Services / Function Falling Within the  
Health, Wellbeing, and The Community Scrutiny Committee's Remit**

Service Area	Sub Area
<b>Housing and Corporate Assets</b>	<b>Housing Property Services</b>
<b>Nirmal Samrai - Head of Housing &amp; Corporate Assets</b>	<ul style="list-style-type: none"> <li>• Planned works</li> <li>• Cyclical works</li> <li>• Gas safety</li> <li>• Electrical upgrades</li> <li>• External works</li> <li>• Right to buys</li> <li>• Property alterations</li> <li>• Disabled facilities works</li> <li>• Housing decarbonisation &amp; clean green initiatives</li> </ul>
	<b>Housing Maintenance</b>
	<ul style="list-style-type: none"> <li>• Emergency and routine repairs</li> <li>• Empty property repairs</li> <li>• Out of hours repairs</li> <li>• In-house stores provision</li> <li>• Vulnerable persons decorating</li> <li>• Fleet management</li> </ul>
	<b>Tenancy Services</b>
	<ul style="list-style-type: none"> <li>• Rent collection</li> <li>• Estate management</li> <li>• Tenancy sustainment</li> <li>• Allocations</li> <li>• Housing reception</li> <li>• Vulnerable persons grass cutting</li> <li>• Social alarms</li> </ul>
	<b>Housing Services</b>
	<ul style="list-style-type: none"> <li>• Performance management</li> <li>• Housing complaints</li> <li>• Service improvements</li> <li>• New build council housing</li> <li>• Estate regeneration</li> <li>• Sheltered housing</li> <li>• Customer insight &amp; engagement</li> <li>• Housing management IT system</li> </ul>

Service Area	Sub Area
<b>Operations</b>	<b>Natural Environment</b>
<b>Joss Presland - Head of Operations</b>	<ul style="list-style-type: none"> <li>• Countryside ranger service</li> <li>• Cattle husbandry</li> <li>• Tree and landscape protection</li> <li>• Planning advice on proposed development/Landscape development</li> <li>• Woodland management</li> <li>• Heathland management</li> <li>• SSSI / local nature reserves</li> <li>• High Level stewardship</li> <li>• Biodiversity</li> <li>• Conservation areas</li> <li>• Nature recovery</li> <li>• Ancient scheduled monument</li> <li>• Volunteer programme (countryside)</li> <li>• Tree preservation orders (TPOs)</li> <li>• Urban forestry strategy</li> <li>• Inspection and maintenance of trees on council land</li> <li>• Cemetery management</li> <li>• Headstone testing</li> <li>• Burial service</li> <li>• Officiating at burials</li> <li>• Closed cemeteries</li> <li>• Memorial trees and benches</li> </ul>
	<b>Streetscene</b> <ul style="list-style-type: none"> <li>• Floral displays</li> <li>• Grass cutting district wide</li> <li>• Highway verge cutting for SCC</li> <li>• Planting schemes</li> <li>• Golf course maintenance</li> <li>• Weed spraying</li> <li>• Shrub bed maintenance - district wide</li> <li>• Hedge cutting - district incl. SCC hedges</li> <li>• Pest and disease control</li> <li>• Leaf collection</li> <li>• Litter collection</li> <li>• Play areas / parks refurbishment</li> <li>• Management of water bodies</li> </ul>

Service Area	Sub Area
	<ul style="list-style-type: none"> <li>• Formal parks</li> <li>• Play areas</li> <li>• Sports pitches and equipment</li> <li>• Football pitches</li> <li>• Pavilion maintenance (internal only)</li> <li>• Skate parks</li> <li>• Tennis courts</li> <li>• Multi use games areas (MUGAs)</li> <li>• Green gym equipment</li> <li>• Community engagement (parks)</li> <li>• Green space development</li> <li>• 'Green Flag' awards</li> <li>• 'Britain in Bloom' award</li> <li>• War memorials maintenance</li> <li>• Ravenhill paddling pool (June - September)</li> <li>• Letting of sites - events</li> <li>• Flood control maintenance</li> <li>• Management and provision of allotments</li> </ul>
	<p data-bbox="699 1066 1161 1099"><b>Waste &amp; Commercial Services</b></p> <ul style="list-style-type: none"> <li>• Waste and recycling</li> <li>• Street cleansing</li> <li>• Litter picking</li> <li>• Mechanical Sweeping</li> <li>• Cleansing of town centres</li> <li>• Graffiti removal</li> <li>• Land drainage and flooding</li> <li>• Street furniture</li> <li>• Removal of fly tipping</li> <li>• Fleet and Vehicle Workshop</li> <li>• Bus shelters</li> <li>• Bus stations</li> <li>• Public Clocks</li> <li>• Off-street Parking</li> <li>• Public class 4 MOT Station</li> <li>• Taxi Testing</li> <li>• Commercial activities</li> </ul>

Service Area	Sub Area
<b>Regulatory Services</b>	
<b>Gabrielle Whitehouse - Head of Regulatory Services</b>	<ul style="list-style-type: none"> <li>• Climate Change / Sustainability - action planning, nature recovery, engagement, adaptation, carbon literacy</li> </ul>
	<b>Environmental Health</b>
	<ul style="list-style-type: none"> <li>• Regulation of standards in private rented properties</li> <li>• Licensing &amp; inspection of houses in multiple occupation (HMOs)</li> <li>• Empty properties</li> <li>• Licensing &amp; inspection of mobile / park homes sites</li> <li>• Affordable Warmth Scheme and enforcement of Minimum Energy Efficiency Standards in private rented sector</li> <li>• Food safety – inspection of food businesses; investigation of complaints about food or food premises; investigation of infectious diseases and food poisoning outbreaks; allergens; food sampling; Primary Authority Partnership</li> <li>• Health &amp; Safety – inspections and projects related to workplace and consumer service health &amp; safety; investigation of workplace accidents and complaints about unsafe working conditions; infection control (tattooists and body / skin piercing etc.); Primary Authority Partnership</li> <li>• Licensing – licensing of taxis, private hire, alcohol sale or supply; gambling premises; street trading; animal activities; scrap metal dealers and collectors; hair and beauty, tattooists etc.</li> <li>• Welfare funerals</li> <li>• Noise pollution – industrial and domestic noise; planning consultations;</li> <li>• Air quality – Air quality monitoring and management; declaration and revocation of air quality management areas (AQMAs); permitting of regulated industrial processes;</li> <li>• Specialist technical advice on climate change and emerging emission reductions technologies</li> <li>• Contaminated land – planning consultations and land remediation</li> <li>• Enviro-crime – lly tipping, unregistered waste carriers (including unlicensed scrap metal collectors) littering, duty of care, dog fouling, stray dogs</li> <li>• Public health nuisances – commercial drainage, dust, light, refuse accumulations, filthy&amp; verminous properties etc.</li> </ul>

Service Area	Sub Area
<b>Wellbeing</b>	<b>Strategic Housing &amp; Homelessness</b>
<b>Anna Nevin - Head of Wellbeing</b>	<ul style="list-style-type: none"> <li>• Housing strategy</li> <li>• Housing options and rough sleeping</li> </ul> <p data-bbox="687 421 1489 477"><b>Community Safety &amp; Partnerships</b></p> <ul style="list-style-type: none"> <li>• Community safety hub, multi-agency risk assessment conference (MARAC), public safety protection orders (PSPOs), safe as houses, target hardening, campaigns &amp; events and community safety delivery plan</li> <li>• CCTV – monitoring 100+ Cameras across the district and providing evidence to police</li> <li>• Partnerships - hate crime and domestic abuse, vulnerable adults and children’s referrals, modern day slavery, community trigger/protection notices, diversionary activities, county lines and PREVENT</li> <li>• Community and Voluntary Sector</li> </ul> <p data-bbox="687 965 1489 1021"><b>Housing Assistance, Health &amp; Leisure</b></p> <ul style="list-style-type: none"> <li>• Disabled Facilities Grants and Housing Assistance Policy in private dwellings</li> <li>• IHL Leisure Provider</li> <li>• Leisure centres</li> <li>• Swimming pools</li> <li>• Golf course management</li> <li>• Prince of Wales Theatre</li> <li>• Museum of Cannock Chase</li> <li>• 5’s 3G Pitch and Pavilion</li> <li>• Commonwealth Games &amp; Legacy</li> <li>• Health Inequalities, Health in All Policies</li> </ul>

## Extract from the Council's Scrutiny Toolkit

### 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.

### 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 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.

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**

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?

## Extract from the LGA Guidance on Scrutiny Work Programming

The role of scrutiny is to achieve positive outcomes for local people by undertaking a thorough, targeted examination of the council's service provision and procedures. However, it is not possible to examine every service in detail, so it is important for the scrutiny committee to prioritise and plan its workload. Some councils do this at the beginning of each year and some do it on an ongoing basis.

### Planned scrutiny

Work programming is the process for determining which topics scrutiny will look at over the coming year, either at committee meetings or

in task and finish groups. This involves evaluating a number of factors to decide which topics are to be investigated and when. The process will typically involve long-listing and then short-listing topics before making a final decision.

### Responsive scrutiny

Whether planned scrutiny takes place at the beginning of the year or on an ongoing basis, the priorities for scrutiny need to be monitored and evaluated on an ongoing basis. This makes sure scrutiny can be flexible and responsive to high-priority issues or policy changes that occur throughout the year.



## The scrutiny topic selection process

Each council has its own method for selecting topics for scrutiny; in some councils there may be a very structured selection process, whilst in others it may be more informal. Whatever level of detail is involved, the general process should include the following activities.

### 1. Identify issues

You can identify potential issues by:

- consulting with all members of scrutiny committees, senior officers, cabinet members and council officers
- looking at corporate priorities, business plans and the Forward Plan of the council (and the council's neighbours)
- considering events and decisions in the council's calendar that could require an input from scrutiny, such as setting budgets
- evaluating previous council performance and identifying any follow-up work required to previous scrutiny work
- carrying out work to engage with local people, for example through surgeries, local media, opinion surveys and online forums.

### 2. Prioritise topics

Identify and prioritise potential scrutiny topics, considering the resources they would require and the level of impact they could achieve.

### 3. Plan scrutiny work

Decide which scrutiny topics to review and include them in the work programme.

### 4. Review and evaluate

Review progress and evaluate outcomes to demonstrate the value added by scrutiny.





## Criteria for selecting scrutiny topics

The following criteria provide a useful guide for prioritising and selecting which topics are suitable for scrutiny to review.

Topics **are** suitable for scrutiny when:

- scrutiny could have an impact and add value
- the topic is of high local importance and reflects the concerns of local people
- the resources are available that would be required to conduct the review, in terms of manpower and budget
- it avoids work duplication elsewhere
- the issue is one that the committee can realistically influence
- the issue is related to an area where the council, or one of its partners, is not performing well
- the issue is relevant to all or large parts of the local area
- the review would be in the council's interests.

Topics **are not** suitable for scrutiny when:

- the issue is already being addressed elsewhere and change is imminent
- the topic would be better addressed elsewhere (and will be referred there)
- scrutiny involvement would have limited or no impact upon outcomes
- the topic may be sub-judice or prejudicial to the council's interest
- the topic is too broad to make a review realistic
- new legislation or guidance relating to the topic is expected within the next year
- the topic area is currently subject to inspection or has recently undergone substantial change.

### Defining scrutiny topics

For every item on the work programme/new referral, it should be clear:

- What is the issue/activity/project under consideration?
- What is scrutiny being asked to do?
- What are the reasons for/expected benefits of involving scrutiny in the matter?
- Is there a specific deadline for the piece of work?



## Exercise 1 – prioritising topics

Consider the issues that are important to the people you represent in your ward. List the five issues you think are the most important, then put them in order of priority; make a note of your reasoning. Do you know all the information you need to handle complaints effectively? Consider these statements to identify any gaps. If you answer 'no' to any of them, take some time to find the answers from your council's website or your work colleagues.

1

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Think about how you would translate these into strategic issues. Here is an example:

### **The issue**

A number of residents have been complaining that the trees in the local area are not being pruned regularly enough, becoming a hazard and presenting a potential danger to the public. Complaints include difficulty in walking on the pavement, damage to tall vehicles, trip hazards from tree roots and gardens being overshadowed by trees.

### **Strategic considerations**

The council needs to consider how it allocates its Environmental Services' resources so that it can be efficient whilst also meeting the needs of local residents. It can look at:

- how services are procured, commissioned and contracted
- which are the most hazardous streets and where the biggest improvements can be made
- prioritising and planning a programme of work for tree pruning.

**Proposed Work Programme for 2024-25 for the  
Health, Wellbeing, and The Community Scrutiny Committee**

<b>Meeting Date</b>	<b>Item</b>
2 July 2024	<ul style="list-style-type: none"> <li>• End of Year Performance Report for 2023-24 for the Health &amp; Wellbeing and The Community PDPs</li> <li>• Determine Review Programme for 2024-25</li> </ul>
17 September 2024	<ul style="list-style-type: none"> <li>• Health &amp; Wellbeing and The Community PDPs – Qtr 1 Progress Report April to June 2024</li> <li>• Waste and Recycling Update - Collection Service (post April 2025) &amp; New Food Waste Collection (post April 2026)</li> <li>• Scrutiny Review (to be determined)</li> </ul>
16 December 2024	<ul style="list-style-type: none"> <li>• Health &amp; Wellbeing and The Community PDPs – Qtr 2 Progress Report July to September 2024</li> <li>• Streetscene &amp; Natural Environment Update</li> <li>• Scrutiny Review (to be determined)</li> </ul>
30 March 2025	<ul style="list-style-type: none"> <li>• Health &amp; Wellbeing and The Community PDPs – Qtr 3 Progress Report October to December 2024</li> <li>• Outcome of Scrutiny Review(s)</li> </ul>

**Suggestions for Reviews:**

- The customer journey, mapping telephone enquiries
- Collection of tenant arrears
- Review of the Anti-Social Behaviour Policy



## Scrutiny Review Template

<b>Review Title</b>
<b>Scope of the Review / Terms of Reference</b>
<b>Reason for Scrutiny</b>
<b>Membership of the Review Group</b>
<b>Key Tasks / Review Plan</b>
<b>Sources of Evidence</b>
<b>Timescale</b>