



Please ask for: Matt Berry
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5 March 2025

Dear Councillor,

Cabinet

6:00pm on Thursday 13 March 2025

Meeting to be held in the Esperance Room, Civic Centre, Cannock

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

Yours sincerely,

T. Clegg
Chief Executive

To:

Councillors:

Johnson, T.B.	Leader of the Council
Preece, J.P.T.L.	Deputy Leader of the Council and Parks, Culture, and Heritage Portfolio Leader
Williams, D.W.G.	Community Wellbeing Portfolio Leader
Wilson, L.J.	Environment and Climate Change Portfolio Leader
Thornley, S.J.	Housing and Corporate Assets Portfolio Leader
Freeman, M.A.	Regeneration and High Streets Portfolio Leader
Prestwood, J.	Resources and Transformation Portfolio Leader

Agenda

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 and any possible contraventions under Section 106 of the Local Government Finance Act 1992.

3. Minutes

To approve the Minutes of the meeting held on 30 January 2025 (enclosed).

4. Updates from Portfolio Leaders

To receive oral updates (if any), from the Leader of the Council, the Deputy Leader, and Portfolio Leaders.

5. Forward Plan

Forward Plan of Decisions for March to April 2025 (Item 5.1 - 5.2).

6. Value for Money Progress Report - Quarter 3 2024/25

Report of the Head of Transformation & Assurance (Item 6.1 - 6.28).

7. Quarter 3 Performance Report 2024/25

Report of the Head of Transformation & Assurance (Item 7.1 - 7.33).

8. Proposed Charging Schedule for Monitoring of Section 106 Agreements

Report of the Head of Economic Development and Planning (Item 8.1 - 8.12).

9. Permission to Spend - Community Safety Funding 2025/26

Report of the Head of Wellbeing (Item 9.1 - 9.3).

10. Air Quality Annual Status Report

Report of the Head of Regulatory Services (Item 10.1 - 10.61).

11. Revenues and Benefits Collection Report - Q3 2024/25

Report of the Deputy Chief Executive-Resources (Item 11.1 - 11.9).

Appendices 1, 2, and 3 (Item 11.6 - 11.9) to this report are confidential due to the inclusion of:

- Information relating to any individual.
- Information which is likely to reveal the identity of an individual.
- Information relating to the financial or business affairs of any particular person (including the Council).

Cannock Chase Council
Minutes of the Meeting of the
Cabinet

Held on Thursday 30 January 2025 at 6:00 p.m.
In the Council Chamber, Civic Centre, Cannock

Part 1

Present:

Councillors:

Johnson, T.	Leader of the Council
Preece, J.	Deputy Leader of the Council and Parks, Culture, & Heritage Portfolio Leader
Williams, D.	Community Wellbeing Portfolio Leader
Wilson, L.	Environment and Climate Change Portfolio Leader
Thornley, S.J.	Housing and Corporate Assets Portfolio Leader
Freeman, M.	Regeneration & High Streets Portfolio Leader
Prestwood, J.	Resources and Transformation Portfolio Leader

80. Apologies

None received.

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

Member	Interest	Type
Preece, J.	Agenda Item 11 - Cessation of Tenants' Content Insurance Scheme: <i>Member is a Council tenant.</i>	Personal

82. Minutes

Resolved:

That the Minutes of the meeting held on 28 November 2024 be approved.

83. Updates from Portfolio Leaders

(i) Community Wellbeing

The Portfolio Leader updated in respect of the following:

- **Vehicle Crime**

"I want to update the Cabinet on urgent action being taken to address vehicle crime in our district, particularly in Rugeley and Brereton. Community Safety is part of my portfolio and something that I take extremely seriously.

Last week, I met with Chief Inspector Matt Walker to discuss Operation Vala, the police's targeted response to vehicle thefts. The operation is showing positive results - in the past week alone, we've seen multiple arrests, including a significant operation in Etching Hill where a suspect was arrested following an attempted Land Rover theft. Police have maintained an increased visible presence in targeted areas and deployed specialist teams. They're taking an intelligence-led approach, with community information proving crucial to these recent successes. So, I must stress that if you see crime, please report it.

As Portfolio Holder for Community Safety, I've established regular meetings with police leadership, our Community Safety team, and the Police, Fire & Crime Commissioner, whom I am meeting next week, to maintain pressure and monitor progress. Our officers continue to work closely with police colleagues to share intelligence and coordinate responses.

I remain assured of the robust action being taken, but I'll continue to push for sustained focus until we see a significant reduction in these crimes. I will not stand for this crime in Cannock Chase, and I am assured that Chief Inspector Matt Walker will not either."

(ii) **Housing and Corporate Assets**

The Portfolio Leader updated in respect of the following:

- **Aelfgar Development**

"A ground-breaking ceremony for the Aelfgar scheme took place yesterday. Heavy machinery was due on site soon and building work could then start.

(iii) **Parks, Culture, and Heritage**

The Portfolio Leader updated in respect of the following:

- **Parks Projects**

"Refurbishment of Flaxley Road play area was now complete and an official opening event for Laburnum Avenue play area would be taking place next month. As referenced on the Forward Plan, the Heath Hayes Park masterplan was due to be considered by Cabinet in mid-March. A meeting was scheduled with officers next Friday to discuss this further."

(iv) **Regeneration and High Streets**

The Portfolio Leader updated in respect of the following:

- **Opening of New Care Home**

"Along with the Leader and the Head of Economic Development & Planning, I attended the opening of Coronation Court on Avon Road in Cannock. It was an excellent facility which will provide a much-needed home and specialist care for people with severe head injuries, dementia and other conditions. It will also provide much-needed employment with circa 100 people hired to work there."

- **Escape Room / Puzzle Room**

"An Escape Room/Puzzle Room in Cannock was being relocated into the former Argos shop in the indoor shopping centre. It will provide entertainment and activities such as mini golf etc. and officially opening on 14 February. The owners were working with the new card shop on promotional materials and Hannahs cafe to provide catering. The new facility would not be serving alcohol."

- **Cannock Town Centre Partnership (CTCP)**

“I will be attending an extraordinary meeting of the CTCP on Monday 3 February.”

- **NatWest Bank - Cannock Town Centre**

“It had been announced that the NatWest bank branch located in Cannock town centre would be closing in May. I and the Leader of South Staffordshire Council had met with residents who were extremely concerned by this closure as the nearest other branch would be in Stone. Advice was being given to residents on alternative options available, and in respect of the branch staff, it looked like some would lose their jobs whilst others would be redeployed elsewhere.”

84. Forward Plan

Resolved:

That the Forward Plan of Decisions for the period January to March 2025 (Item 5.1 - 5.2) be noted.

85. General Fund Revenue Budget and Capital Programme 2024-2028

Consideration was given to the report of the Deputy Chief Executive-Resources & S151 Officer (Item 6.1 - 6.156).

The Leader advised the following in respect of the Equalities Impact Assessments completed for the Museum of Cannock Chase and Prince of Wales Theatre:

“In addition to the analysis of the consultation survey responses, officers have now completed their analysis of the Equalities monitoring information and have used this to inform the Equalities Impact Assessments for the Theatre and Museum.

This will be added to Appendix 10 of the report when it goes before Council on 12 February.

In summary, the two equality impact assessments do not consider the proposals to close the two sites as having any major impact on any groups with protected characteristics. The findings of the assessments will be used to inform planning for the future provision of culture and heritage services across the district, particularly around continuing to engage young people, older people and those with disabilities while looking to increase opportunities to engage people sharing other protected characteristics.”

In response to a query regarding Council Tax income for this Council, the Deputy Chief Executive-Resources clarified that for each 1% of Council Tax raised, this Council received £80,000.

The Leader then drew Cabinet’s attention to recommendations made at the Responsible Council Scrutiny Committee held on 27 January in respect of the proposed budget:

“That:

(A) The report goes forward to Cabinet with the critiques that have been raised by the Committee for Cabinet’s consideration.

(B) The bad debts provision be reviewed and increased to a higher amount.”

In respect of a comment raised at the Scrutiny Committee regarding meetings held in 2023 about the Museum of Cannock Chase, the Parks, Culture and Heritage Portfolio Leader advised that a meeting had also been held with the Coalfields Regeneration Trust, but their focus was more on business development rather than heritage support.

In respect of the recommendation regarding increasing the bad debts provision, the Deputy Chief Executive-Resources advised he had spoken separately with the Member who had raised this proposal, and the Member was satisfied with the reasons given as to why the forecast provision should remain unchanged.

Resolved:

That the following be recommended to the full Council meeting to be held on 12 February 2025:

- (A) The Budget Requirement for the General Fund Revenue Budget for 2025-26 be set at £15.809 million.
- (B) The indicative General Fund Revenue Budgets be set at £15.708 million for 2026-27 and £16.286 million for 2027-28.
- (C) The General Fund working balance be set at a minimum of £1.0 million.
- (D) The detailed capital programme as set out in report appendices 2 and 3 be approved along with the Community Infrastructure Levy allocations in report appendix 4.
- (E) The Council Tax for 2025-26 be increased by 2.99% to £251.30.
- (F) The Council's Tax Base be set at 29,999.07 (as determined by the Deputy Chief Executive-Resources).
- (G) Note that the inflation parameter for fees and charges for 2025-26 was generally set at 3%.
- (H) The increase in stray dog budget be approved (£16.5k per annum).
- (I) The detailed portfolio budgets as set out in report appendix 1 be approved, which reflects the closure of the Prince of Wales Theatre and the Museum of Cannock Chase from the end of April 2025.

That:

- (J) The comments / critiques of the Responsible Council Scrutiny Committee held on 27 January 2025 in respect of the budget proposals be noted but not accepted.
- (K) The bad debts provision not be increased.

Reasons for Decisions

As part of the Council's budget setting process, it was required to determine its budget requirement and seek approval from full Council for it. The above recommendations allowed the Council to set the budget needed to carry out its functions.

86. Rent Setting 2025/26

Consideration was given to the report of the Head of Housing and Corporate Assets (Item 7.1 - 7.8).

Resolved:

That the Housing Rent Setting Policy as set out in report appendix 1 be agreed and implemented with effect from 7 April 2025.

Reasons for Decision

The Rent Standard formed part of the regulatory framework for social housing and from April 2020 the Council's rent setting had been subject to this framework.

87. Housing Revenue Account Budgets 2024/25 to 2027/28

Consideration was given to the joint report of the Deputy Chief Executive-Resources & S151 Officer and the Head of Housing & Corporate Assets (Item 8.1 - 8.8).

Resolved:

That:

- (A) The revised position with regard to estimated income and expenditure for the 2024-25 Housing Revenue Account and budgets for the period 2025-26 to 2027-28, as summarised in report appendix 1, be noted.
- (B) Council, at its meeting to be held on 12 February 2025, be recommended to:
 - (i) Determine a minimum level of working balances of £3.048 million for 31 March 2026 and indicative working balances of £3.349 million and £3.673 million for 31 March 2027 and 2028, respectively.
 - (ii) Approve the Housing Revenue Account Budgets for 2025-26, 2026-27 and 2027-28 (and note the forecast outturn for 2024-25), as summarised in report appendix 1.

Reason for Decisions

Cabinet was required to propose a budget in relation to the Housing Revenue Account for submission to Council on 12 February 2025.

88. Housing Revenue Account Capital Programmes 2024/25 to 2027/28

Consideration was given to the joint report of the Deputy Chief Executive-Resources & S151 Officer and the Head of Housing & Corporate Assets (Item 9.1 - 9.5).

Resolved:

That:

- (A) The estimated availability of Housing Revenue Account capital resources for the period 2024-25 to 2027-28, as set out in report appendix 1, be noted.
- (B) Council, at its meeting to be held on 12 February 2025, be recommended to approve the Housing Revenue Account Capital Programme for the period 2024-25 to 2027-28, as set out in report appendix 2.

Reason for Decisions

Cabinet was required to propose a budget in relation to the Housing Revenue Account for submission to Council on 12 February 2025.

89. Housing Board - Establishment and Appointments

Consideration was given to the report of the Head of Housing and Corporate Assets (Item 10.1 - 10.26).

Resolved:

That the following be approved:

- (A) The establishment of the Housing Board, and the aim and purpose of introducing such a committee be noted.

- (B) The objectives of the Housing Board, by way of terms of reference, code of conduct and a proposed forward agenda plan.
- (C) The individual appointments to the Housing Board.

Reasons for Decisions

The introduction of a Housing Board would strengthen and improve upon the current governance arrangements of Housing Services to ensure effective oversight of social housing activities.

The appointments to the Board required ratification by Cabinet to show complete transparency in the appointment process and provide a formal approval of the Board and its membership.

90. Cessation of Tenants' Contents Insurance Scheme

Consideration was given to the report of the Head of Housing and Corporate Assets (Item 11.1 - 11.6).

Resolved:

That:

- (A) The Council ceases to directly offer Tenants' Contents Insurance with immediate effect and terminates existing contracts on 31 March 2025, notifying all existing customers of this in the intervening period.
- (B) Tenants be communicated to following any decision and be advised to find an alternative insurance provider, but it be noted that officers would not be able to signpost to a particular provider or give any opinion.

Reasons for Decisions

Recognising the declining number of tenants taking up the scheme, an inability to demonstrate true value for money for tenants, the hugely increased administrative burden and the risks associated with Council staff 'selling' insurance. It was proposed to terminate the scheme, from the beginning of April 2025. In the wider insurance marketplace, tenants could opt for an infinite number of insurance options, cover levels, excess levels and specific inclusions and exclusions.

An arms-length approach to deliver tenant contents scheme had been tried from 2021 and the number of tenants using the scheme had still declined. There would still be a cost burden to the Housing Revenue Account in procuring an arms-length offering.

The meeting closed at 7:10 p.m.

Leader

Forward Plan of Decisions to be taken by the Cabinet: March to April 2025

For Cannock Chase Council, a key decision is as an Executive decision that is likely to:

- Result in the Council incurring expenditure or making savings at or above a threshold of 0.5% of the gross turnover of the Council.
- Affect communities living or working in two or more Council Wards.

Representations in respect of any of matters detailed below should be sent in writing to the contact officer indicated alongside each item via email to membersservices@cannockchasedc.gov.uk

Copies of non-confidential items will be published on the Council's website 5 clear working days prior to the relevant meeting date.

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representations Received
March 2025						
Value for Money Progress Report - Quarter 3 2024/25	Head of Transformation & Assurance / Resources and Transformation Portfolio Leader	13/03/25	No	No		N/A
Quarter 3 Performance Report 2024/25	Head of Transformation & Assurance / Resources and Transformation Portfolio Leader	13/03/25	No	No		N/A
Proposed Charging Schedule for Monitoring of S106 Agreements	Head of Economic Development and Planning / Regeneration and High Streets Portfolio Leader	13/03/25	No	No		N/A
Permission to Spend - Community Safety Funding 2025/26	Head of Wellbeing / Community Wellbeing Portfolio Leader	13/03/25	Yes	No		N/A
Air Quality Status Annual Report	Head of Regulatory Services / Environment and Climate Change Portfolio Leader	13/03/25	No	No		N/A
Revenues and Benefits Collection Report - Q3 2024/25	Deputy Chief Executive-Resources / Resources and Transformation Portfolio Leader	13/03/25	No	Yes (Appendices only)	Information relating to any individual. Information likely to reveal the identity of an individual. Information relating to the financial or business affairs of any particular person (including the Council).	

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representations Received
April 2025						
Play Areas and Parks Improvements, Buildings and Rationalisation	Head of Operations / Parks, Culture, and Heritage Portfolio Leader	23/04/25	Yes	No		N/A
Tree Management	Head of Operations / Parks, Culture, and Heritage Portfolio Leader	23/04/25	No	No		N/A
Permission to Spend - Grounds Maintenance Vehicles / Equipment	Head of Operations / Parks, Culture, and Heritage Portfolio Leader	23/04/25	No	No		N/A
Climate Change Strategy	Head of Regulatory Services / Environment and Climate Change Portfolio Leader	23/04/25	No	No		N/A

VFM Progress Report - Quarter 3 2024/25

Committee: Cabinet / Audit & Governance Committee

Date of Meeting: 13 March 2025 / 25 March 2025

Report of: Head of Transformation and Assurance

Portfolio: Resources and Transformation

1 Purpose of Report

- 1.1 To advise Members on the progress in the delivery of the VFM Improvement Plan at the end of Quarter 3 2024-25.

2 Recommendations

- 2.1 To note the progress at the end of Quarter 3 2024/25 in the delivery of the VFM Improvement Plan set out at Appendix 1.

Reasons for Recommendations

- 2.2 The information allows Cabinet to ensure that all appropriate steps are being taken to address the findings of the External Auditors and improve the Council's governance arrangements.

3 Key Issues

- 3.1 The Council's External Auditor's Annual Report (AAR) for 2021/22 and 2022/23, highlighted several significant issues relating to the Council's financial, governance and asset arrangements and made recommendations for addressing these.
- 3.2 An improvement plan to address the issues was drawn up and approved by the Audit & Governance Committee (7 February 2024) and subsequently by Council (21 February 2024). The improvement plan was subsequently updated with two additional actions arising from the Annual Governance Review for 2023-24.
- 3.3 This report sets out the progress made up to the end of Quarter 3 2024/25. Of the 37 actions due to be completed, 75% have been completed or are on target.

4 Relationship to Corporate Priorities





- 4.1 Good governance and financial management specifically links to the Council's priority to be "a modern, forward thinking and responsible Council". It also underpins the delivery of the Council's other corporate priorities and operational services.

5 Report Detail

- 5.1 As part of the work of the External Auditors, they are required to undertake a review of the Council's arrangements for Value for Money and their finding are set out in the Annual Audit Report for 2021/22 and 2022/23.

- 5.2 The AAR for 2021/22 and 2022/23 identified several areas of concern relating to the Council's financial, governance and asset arrangements and made recommendations for addressing these. Three statutory recommendations have been made and these are being progressed as a priority.
- 5.3 The External Auditors acknowledged that there has been a lack of capacity in key service areas to address these issues. The Council has sought to address this by agreeing additional funds as part of the budget process for the Finance and Transformation Teams. Additional resources have also been approved to address the HRA issues.
- 5.4 A VFM improvement plan has been produced to address the issues raised in the AAR. The timescales for implementation were revised in discussions with the Council's new External Auditors and approved by Cabinet in November 2024. A commentary on progress for each of the actions up to the end of Quarter 3 2024/25 is set out in Appendix 1. Overall progress is summarised in the table below:

Table 1: Summary of Progress - VFM Improvement Plan

Quarter					No longer applicable	Total Actions
	Action completed	Work on target	Work < 3 months behind schedule	Work > 3 months behind schedule		
Q4 2023/24	16					16
Q1 2024/25	3		3			6
Q2 2024/25	1	2				3
Q3 2024/25	3	3	5	1		12
TOTAL	23 (62%)	5 (13%)	8 (22%)	1 (3%)		37

- 5.5 At the end of quarter 3, of the 37 actions due for delivery:
- 28 (75%) have been completed or are in progress; and
 - 9 (25%) of actions are behind schedule or are no longer applicable.
- 5.6 Steady progress continues to be made in completing the actions set out in the improvement plan. Capacity in the Finance Team continues to be an issue, with the recruitment to the two senior posts unsuccessful. However, recruitment is underway for two other posts and shortlisting is in progress.
- 5.7 Housing have continued to make progress with their actions. Work is continuing on the development of the Housing Improvement Plan, and this is due to be reported to Cabinet in March 2025 for approval. Work on the stock condition survey is in progress, but started later than was planned. It is estimated that this will be now be completed by the end of September 2025.

5.8 Progress in delivering the actions set out in the improvement plan are being overseen by:

- The Leadership Team; and
- Audit & Governance Committee.

The Audit & Governance Committee will escalate any concerns to Cabinet and the Cabinet will also receive periodic updates.

All actions relating to the Housing Revenue Account (HRA) assets, will also be overseen by a Housing Board which is to be set up in 2024/25.

6 Implications

6.1 Financial

There are no direct financial implications arising from the report.

6.2 Legal

None.

6.3 Human Resources

None.

6.4 Risk Management

Failure to deliver the improvement plan and address the External Auditor's recommendations has been included in the Council's Strategic Risk Register.

6.5 Equalities and Diversity

None.

6.6 Health

None.

6.7 Climate Change

None

7 Appendices

Appendix 1: VFM Improvement Plan - Summary of Progress

8 Previous Consideration

None

9 Background Papers

Report to Audit & Governance Committee 7 February 2024.

Contact Officer: Judith Aupers

Telephone Number: 01543 464 411





Ward Interest: All Wards

Report Track: Cabinet: 13/3/25 and
Audit & Governance Committee: 25/3/25

Key Decision: No

VFM Improvement Plan - Progress Report

Summary of Progress at 31 December 2024

Quarter					No longer applicable	Total Number of Projects
	Action completed	Work on target	Work < 3 months behind schedule	Work > 3 months behind schedule		
Q4 2023/24	16					16
Q1 2024/25	3		3			6
Q2 2024/25	1	2				3
Q3 2024/25	3	3	5	1		12
Q4 2024/25						13
Q1 2025/26						12
Q2 2025/26						11
Q3 2025/26						7
Q4 2025/26						4
TOTAL	23	5	8	1		37 at end of Q3

Commentary on Progress

Steady progress continues to be made. 2 key strategies/policies have been approved in quarter 3 (transformation and digital) with work is progressing on the review of hybrid working.

Capacity in the Finance Team continues to be an issue. The recruitment to the 2 senior posts has been unsuccessful but recruitment has commenced for 2 other posts and shortlisting is in progress.

There was a delay in the commencement of the contractors to undertake the stock condition survey, but work has commenced. It is estimated that 60% of the survey will be completed by the end of 2024/25 and the remainder will be completed by the end of September 2025.

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
QUARTER 4 2023/24						
1.	Financial Sustainability (Statutory Recommendation 1)	<p>Medium Term Financial Strategy for 2024/25 to 2026/27 drafted and approved by Cabinet. Due for approval at Council 21 February 2024.</p> <p>Modelling, assumptions and risk assessment included as part of the budget report. MTFS includes assessment of likely future government funding.</p>	Deputy Chief Executive (Resources) & S151 Officer		Completed	★
3.	Financial Sustainability (Statutory Recommendation 1)	Bring treasury strategy and its reporting to members up to date.	Deputy Chief Executive (Resources) & S151 Officer		Completed	★
4.	Financial Sustainability (Statutory Recommendation 1)	<p>Produce draft financial statements in line with statutory requirements and working with external auditors to deliver audits effectively.</p> <p>(Decision to be made on outstanding audits as there is a consultation taking place as to how to clear the backlog of audits nationally at present).</p>	Deputy Chief Executive (Resources) & S151 Officer	This is to be discussed with Azets as to approach	<p>Agreed with GT/Azets not to audit the 21/22 and 22/23 accounts. This is in line with the national statutory dispensation which has been approved by Parliament</p> <p>The Accounts for both years have been completed and reported to the Audit & Governance Committee (20 November 2024).</p>	★



Item No. 6.7




Appendix 1



No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
5 (a)	Financial Sustainability (Statutory Recommendation 1)	Draft accounts published up to 2023/24.	Deputy Chief Executive (Resources) & S151 Officer	Quarter 4 - 2023/24	The draft accounts for 2021-22 and 2022-24 have been published.	★
6.	HRA (Statutory Recommendations 2 & 3)	Appointment of additional senior resource (HRA Recovery Lead) to support the delivery of the HRA action plan and implement recovery actions (starting 26/2/24).	Deputy Chief Executive (Place)		Completed	★
7.	HRA (Statutory Recommendations 2 & 3)	Liaise with other HRA providers to determine best practice to aid our work and use this information to undertake appropriate benchmarking.	Head of Housing and Corporate Assets	Quarter 4 2023/24	Completed. Members of HouseMark and annual Benchmarking exercise undertaken. Visit to Wolverhampton Homes and discussions with Housing Plus & WHG across subject areas.	★
8.	HRA 30 Year Business Plan (Statutory Recommendation 2)	Provision to be included in the capital programme for 2023/24 and 2024/25 to fund the stock condition survey.	Deputy Chief Executive (Resources) & S151 Officer Head of Housing and Corporate Assets	Completed	Approval as part of budget in February 2024.	★



No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
9.	HRA 30 Year Business Plan (Statutory Recommendation 2)	<ul style="list-style-type: none"> • Review of Housing Register to ensure it is maintained up-to-date • Larger scale review completed in October 2023; and • Ongoing monthly review of application forms on the anniversary of the application form date. 	Head of Housing and Corporate Assets Tenancy Services Manager		Completed On-going monthly review letters sent out and applicants removed from the list that do not re-register	★
10.	Corporate Savings & Transformation Programme (Key Recommendation 1)	Align the MTFS to the corporate priorities in the Council's Business Plan including the costed climate change actions	Deputy Chief Executive (Resources) & S151 Officer and Head of Transformation & Assurance		Completed as part of budget setting 2024/25	★
11.	Risk Management (Key Recommendation 2)	Review of risk management policy and framework - includes review of format of the SRR	Head of Transformation & Assurance and Chief Internal Auditor & Risk Manager	Quarter 4 - 2023/24	Approved by Leadership Team. To be approved by Cabinet on 28 November 2024.	★
12.	Risk Management (Key Recommendation 2)	Review of guidelines on risk implications for committee reports	Head of Transformation & Assurance and Chief Internal Auditor & Risk Manager	Quarter 4 - 2023/24	Approved by Leadership Team.	★






No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
13.	Risk Management (Key Recommendation 2)	Review of risks in annual budget report to be consistent with corporate process	Deputy Chief Executive (Resources) & S151 Officer		Completed	★
14.	IT (Key Recommendation 3)	Implement outstanding recommendation from Cyber and Network Security Audit - staff to complete cyber training	Chief Technology Officer and Information Manager	Quarter 4 - 2023/24	Staff have completed cyber training	★
15.	IT (Key Recommendation 3)	Finalise the change management strategy	Chief Technology Officer	Quarter 4 - 2023/24	Change Management Strategy has been approved by Leadership Team	★
16.	IT (Key Recommendation 3)	Finalise Information Governance Framework	Head of Law & Governance	Quarter 4 - 2023/24	Completed - approved by Cabinet	★
18.	Other Related Actions	Review of Audit Reporting to Leadership Team and escalation protocols	Head of Transformation & Assurance and Chief Internal Auditor & Risk Manager	Quarter 4 2023/24	Completed - quarterly progress reports to be discussed at Leadership Team	★
	QUARTER 1 2024/25					
19.	Financial Sustainability (Statutory Recommendation 1)	Restructure of the Finance Team and creation of additional capacity	Deputy Chief Executive (Resources) & S151 Officer	Quarter 1 - 2024/25	Restructure agreed.	★





No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
22.	HRA 30 Year Business Plan (Statutory Recommendation 2)	A review of the stock condition survey work undertaken to date will be used to help inform investment and the programme of works.	Head of Housing and Corporate Assets Housing Property Services Manager	Quarter 1 - 2024/25	<ul style="list-style-type: none"> Rapleys initial survey report has been shared with Savills who have presented initial basis of HRA business plan May 2024. Stock Condition survey work by Rapleys commenced but started later than planned and is now due to be completed in quarter 2 25/26. As appropriate volume of data is received, this can be used to review and update the HRA investment plan and works programme. 	
23.	HRA 30 Year Business Plan (Statutory Recommendation 2)	Procurement of contractor to deliver the stock condition survey. Award notice planned for February 2024 with contractor to start March.	Head of Housing and Corporate Assets Housing Property Services Manager	Quarter 1 - 2024/25	Final Version of contract agreed August 2024 and signed by Rapleys	


No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
23 (a)	HRA 30 Year Business Plan (Statutory Recommendation 2)	Delivery of the stock condition survey	Head of Housing and Corporate Assets Housing Property Services Manager	<ul style="list-style-type: none"> • 10% by end Q2 • 50% by end of Q3 • 100% by end of Q4 	<p>Rapley commenced survey work with batch 1 & 2 surveys totalling 878 homes.</p> <p>Delayed start of October 24 when contracts were finally signed, mean that Rapleys will achieve 60% by end of Q4, with survey completion by Q2 25/26.</p>	
24.	HRA 30 Year Business Plan (Statutory Recommendation 2)	<p>Review and update of the Housing Allocations Policy.</p> <ul style="list-style-type: none"> • Consultation complete, Policy going to Cabinet in March 2024 with implementation in April 2024. 	Head of Housing and Corporate Assets Tenancy Services Manager	Quarter 1 - 2024/25	<p>Completed.</p> <p>Approved at Cabinet 28 March 2024.</p> <p>Implementation Phase commenced.</p>	
25.	HRA Compliance (Statutory Recommendation 3)	Regular inspections of properties and blocks will continue to be undertaken and will be reported to Housing Board and Cabinet. This includes gas safety, electrical safety, asbestos, water hygiene and fire safety.	Head of Housing and Corporate Assets Housing Property Services Manager	Quarter 1 - 2024/25	<p>Regular Inspections of properties and Blocks in HRA continue to be undertaken and recorded. KPIs included in quarterly corporate performance reports to Cabinet and Scrutiny Committee.</p> <p>Will be reported to Housing Board when this has been set up; first full meeting in Q1 25/26.</p>	

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
					Work continues to obtain Compliance Documentation from Shop Leaseholders - 17 occupied units in 4 blocks. Recruitment process underway for additional compliance (Building Safety) staff resources.	
QUARTER 2 2024/25						
32.	Financial Sustainability (Statutory Recommendation 1)	Commence recruitment to new Finance team structure	Deputy Chief Executive (Resources) & S151 Officer and Deputy S151 Officer	Quarter 2 - 2024/25	Recruitment for 2 senior posts was unsuccessful. Recruitment in progress for two other vacant posts; currently shortlisting.	
38.	HRA (Statutory Recommendations 2 & 3)	A review is to be undertaken of existing systems and processes in the HRA and General Fund to align them to ensure that we have a standardised approach to building safety inspections.	Head of Housing and Corporate Assets Housing Property Services Manager Corporate Assets Manager	Quarter 2 - 2024/25	The Savills review contained a review of HRA compliance systems and the actions arising from this are to be included in wider HRA Improvement Plan. The following policies were approved by Leadership Team in Q3: Building Safety, Gas Safety, Fire Risk, Electrical, Water Hygiene, Lifting, and Asbestos Policy.	

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
					<p>Procedures will be updated based on the Policies and ICT requirements are being developed.</p> <p>Compliance checks are being collated for General Fund Council Premises and Leased Properties.</p> <p>Legionella Testing - for General Fund a new contractor is being procured.</p>	
51.	Other Related Actions (from AGS 2023-24)	Review of project management arrangements and project planning for the delivery of the town centre schemes.	Head of Economic Development & Planning	Quarter 2 - 2024/25	<p>Additional interim consultancy resource has been appointed to support the programme/ project management of the town centre regeneration project.</p> <p>Board meetings, steering groups and weekly project team meetings have been re-established; with regular review of project plans and programmes.</p>	
	QUARTER 3 2024/25					
2.	Financial Sustainability (Statutory Recommendation 1)	Capital Strategy to be updated in accordance with the revised Prudential Code.	Deputy Chief Executive (Resources) & S151 Officer	Quarter 3 - 2024/25	This is currently being worked on and will be submitted to Council for approval in February 2025.	

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
20.	Financial Sustainability (Statutory Recommendation 1)	Regular performance monitoring to be re-established with budget managers and Leadership Team.	Deputy Chief Executive (Resources) & S151 Officer	Quarter 3 - 2024/25	Period 6 monitoring for 2024-25 has been completed and has been reported in the budget setting report for 2025/26.	
21.	Financial Sustainability (Statutory Recommendation 1)	Reporting on the delivery of savings to be established and discussed at Strategic Leadership Team meetings. Where appropriate, project plans will be developed to support the delivery of significant/complex savings.	Deputy Chief Executive (Resources) & S151 Officer	Quarter 3 - 2024/25	The savings will be reported on as part of budget monitoring from 2025/26.	
27.	IT (Key Recommendation 3)	Update IT security policy and adopt a cyber security policy	Head of Transformation & Assurance and Chief Technology Officer	Quarter 3 - 2024/25	The policy has been updated and is back with the Head of Service for review. There has been some slippage and the draft will be now be submitted to Leadership Team for approval in Q4.	
28.	IT (Key Recommendation 3)	Provide refresher training to ensure compliance with process for 3 rd party data transfers and completion of privacy impact assessments	Chief Technology Officer and Information Manager	Quarter 3 - 2024/25	The Data Transfer Policy has been reviewed. The refresher training has been delivered.	
29.	IT (Key Recommendation 3)	Complete the IT strategy	Deputy Chief Executive (Resources) & S151 Officer	Quarter 3 - 2024/25	Completed. Approved by Cabinet 28 November 2024	

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
31.	HR related issues (Improvement Recommendations 1 and 2)	Complete review of hybrid working. This will inform the development of the workforce strategy and the review of the Code of Conduct as well as support the development of an asset strategy.	Head of Transformation & Assurance and HR Manager	Quarter 3 - 2024/25	A report has been drafted and is with the Head of Transformation & Assurance for review. Will now be considered by Leadership Team in Q4	
33.	Financial Sustainability (Statutory Recommendation 1)	Lesson learnt exercise to be undertaken of implementation of the finance system	Deputy Chief Executive (Resources) & S151 Officer	Quarter 3 - 2024/25	Work on this has been deferred due to the ongoing capacity issues in the Finance Team and the need to prepare the budget. It has now been rescheduled for Q1.	
34.	Financial Sustainability (Statutory Recommendation 1)	Training of managers in budget management and use of the new finance system.	Deputy Chief Executive (Resources) & S151 Officer	Quarter 3 - 2024/25	The first session has been delivered to Leadership Team. The sessions with managers will be delivered during Q1 25/26.	
46.	Performance Management (Key Recommendation 5)	Establish corporate project resources to support transformation work (funding allocated in 2024/25 budget)	Deputy Chief Executive (Resources) & S151 Officer and Head of Transformation & Assurance	Quarter 3 - 2024/25	The team structure was approved as part of the report to Cabinet on the Transformation Strategy (5 December 2024).	

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
55.	Corporate Savings & Transformation Programme (Key Recommendation 1)	<p>Process to be established for developing savings options - this will comprise a service reduction programme and a service transformation/ efficiency programme.</p> <p>Initial steps for both:</p> <ul style="list-style-type: none"> • a discussion with the Cabinet after the May elections to review priorities and key projects; • engagement with Heads of Service and Service Managers to review current service levels for statutory and discretionary services (to include high level benchmarking) - this will be a pre-cursor to bringing the services together and establish the baseline for service transformation (this will build on the initial work done on SLAs). • Range of options for service reduction and efficiency savings/ transformation <p>Service Reduction:</p> <ul style="list-style-type: none"> • Savings options to be assessed for impact and deliverability and discussed with Cabinet. • Range of options to be refined and consultation exercise to be undertaken with public and partners where relevant; 	Deputy Chief Executive (Resources) & S151 Officer and Head of Transformation & Assurance	Quarter 3 - 2024/25	<p>A transformation strategy and plan has been developed. This was approved by Cabinet on 28 November 2024.</p> <p>A workshop has been held with managers setting out the transformation process and the preparatory work stages are underway.</p> <p>A review of key priority projects has been undertaken and this was approved by Cabinet on 24 October 2024.</p>	

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
		<ul style="list-style-type: none"> • Outcome of consultation to be used to inform savings options to be progressed as part of development of budget. <p>Transformation:</p> <ul style="list-style-type: none"> • Transformation options to be assessed and added to transformation programme for prioritisation. Will need to consider any investment required to deliver savings/service improvements; resourcing to deliver the changes, etc • Project Manager and Project support officer to be recruited to support delivery of transformation programme, funding allocated in budget 2024/25 to fund posts; • Training of managers and key officers in transformation techniques. 				
82.	Corporate Savings & Transformation Programme (Key Recommendation 1)	Review current corporate plan and priorities to determine if an update is required and if so, engage with stakeholders as appropriate	Deputy Chief Executive (Resources) & S151 Officer and Head of Transformation & Assurance		Interim review of corporate plan completed. Priorities remain unchanged but underpinning projects have been revised. Report to Cabinet 24 October 2024.	★

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
	QUARTER 4 2024/25					
5 (b)	Financial Sustainability (Statutory Recommendation 1)	Draft accounts published up to 2023/24	Deputy Chief Executive (Resources) & S151 Officer	Quarter 4 - 2024/25		
17.	Procurement and Contract Management (Key Recommendation 7)	Update the contracts register and ensure it is compliant with transparency requirements	Head of Transformation & Assurance and Leadership Team	Quarter 4 - 2024/25		
26.	Risk Management (Key Recommendation 2)	Training for Leadership Team, managers, team leaders/principal officers on risk management	Head of Transformation & Assurance and Chief Internal Auditor & Risk Manager	Quarter 4 - 2024/25		
30.	HR related issues (Improvement Recommendations 1 and 2)	Establish our culture, values and type of organisation we want to be. This work will inform the following actions	Deputy Chief Executive (Resources) & S151 Officer and Head of Transformation & Assurance	Quarter 4 - 2024/25		

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
37.	HRA (Statutory Recommendations 2 & 3)	<p>Set up the new Housing Board to enhance governance and oversight of delivery of the improvement plan. The Board will comprise:</p> <ul style="list-style-type: none"> • The Deputy Chief Executive - Place; • Head of Housing & Corporate Assets; • Cabinet Member for Housing; • Shadow Cabinet Member for Housing; • Tenant representatives from across the District; and • independent person with housing expertise 	<p>Deputy Chief Executive (Place) Head of Housing and Corporate Assets</p>	Quarter 4 - 2024/25		
40.	HRA Compliance (Statutory Recommendation 3)	<p>A review of compliance against the housing consumer standards (July 2023), has been undertaken and an action plan is to be developed from this which will improve tenant engagement. A residents engagement officer post has been established.</p>	<p>Head of Housing and Corporate Assets Strategic Housing Manager</p>	Quarter 4 - 2024/25		

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
43.	IT (Key Recommendation 3)	Develop assurance reporting for IT eg report on outcome of annual health check / penetration testing to Leadership Team and Audit Committee	Head of Transformation & Assurance and Chief Technology Officer	Quarter 4 - 2024/25		
44.	IT (Key Recommendation 3)	Review of what we include in procurements re ICT controls and information governance	Head of Transformation & Assurance, Chief Technology Officer, Head of Law & Governance and Information Manager	Quarter 4 - 2024/25		
47.	Performance Management (Key Recommendation 5)	Review of all projects, the current governance arrangements and establish project reporting to Leadership Team	Deputy Chief Executive (Resources) and Deputy Chief Executive (Place)	Quarter 4 - 2024/25		
48.	Procurement and Contract Management (Key Recommendation 7)	Review and update the Procurement Regulations	Deputy Chief Executive (Resources), Head of Transformation & Assurance and Head of Law & Governance	Quarter 4 - 2024/25		

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
49.	Procurement and Contract Management (Key Recommendation 7)	The key elements of the procurement strategy will be built into the procurement regulations rather than as a stand-alone document.	Head of Transformation & Assurance	Quarter 4 - 2024/25		
70.	HRA 30 Year Business Plan (Statutory Recommendation 2)	Undertake a full stock condition survey. <ul style="list-style-type: none"> • An approach to delivering the full stock condition survey has now been developed with the contractor on a phased basis. • Performance and programme delivery to be monitored on monthly and quarterly basis and reported to Housing Board. 	Head of Housing and Corporate Assets Housing Property Services Manager	Quarter 4 - 2024/25		
72.	HRA 30 Year Business Plan (Statutory Recommendation 2)	Development of a place-based housing strategy, working in conjunction with key partners. This will be part of a longer-term project to understand the needs of the area and our tenants. It will also link in with the Local Plan process. <ul style="list-style-type: none"> • Housing Needs Assessment completed. • SHLAA and Brownfields register completed. • Draft Local Plan has well informed evidence base (proposed submission Summer 2024). 	Deputy Chief Executive (Place) Head of Wellbeing Head of Housing and Corporate Assets Head of Economic Development & Planning	Quarter 4 - 2024/25		

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
	QUARTER 1 2025/26					
35.	Financial Sustainability (Statutory Recommendation 1)	Review of Financial Regulations	Deputy Chief Executive (Resources) & S151 Officer	Quarter 1 - 2025/26		
41.	Risk Management (Key Recommendation 2)	Develop risk registers for each Directorate, the HRA and ICT	Deputy Chief Executive (Resources), Deputy Chief Executive (Place), Head of Housing & Corporate Assets and Head of Transformation & Assurance	Quarter 1 - 2025/26		
42.	Risk Management (Key Recommendation 2)	Establish escalation process between other risk registers and the SRR eg services, projects	Head of Transformation & Assurance and Chief Internal Auditor & Risk Manager	Quarter 1 - 2025/26		
50.	Procurement and Contract Management (Key Recommendation 7)	Provide training for managers on procurement and contract management	Head of Transformation & Assurance	Quarter 1 - 2025/26		
57.	Fraud (Key Recommendation 4)	Review Anti-Fraud & Bribery Policy	Chief Internal Auditor & Risk Manager	Quarter 1 - 2025/26		

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
58.	Fraud (Key Recommendation 4)	Review of Confidential Reporting Policy	Chief Internal Auditor & Risk Manager	Quarter 1 - 2025/26		
59.	Fraud (Key Recommendation 4)	Assess compliance against Cipfa 2014 Code for Fraud and develop an action plan as necessary.	Chief Internal Auditor & Risk Manager	Quarter 1 - 2025/26		
74.	Performance Management (Key Recommendation 5)	Develop and adopt a performance management framework to establish golden thread from Corporate Plan to service plans through to employee reviews. Framework to include protocols for ensuring data quality.	Head of Transformation & Assurance	Quarter 1 - 2025/26		
75.	Performance Management (Key Recommendation 5)	Review our performance report style - delivery plans and KPIs. To consider the development of performance outcome measures	Head of Transformation & Assurance	Quarter 1 - 2025/26		
76.	Performance Management (Key Recommendation 5)	Performance reporting for waste and leisure: <ul style="list-style-type: none"> • review of KPIs for monitoring and reporting on performance; • establish internal validation process of contract performance; and • review information reported to Cabinet / Scrutiny 	Head of Transformation & Assurance, Head of Operations and Head of Wellbeing	Quarter 1 - 2025/26		

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
77.	Other Related Actions	Review of Code of Governance	Head of Transformation & Assurance	Quarter 1 - 2025/26		
79.	Fraud (Key Recommendation 4)	Review the information we report on fraud work (including data matching) to the Audit Committee.	Chief Internal Auditor & Risk Manager	Quarter 1 - 2025/26		
	QUARTER 2 2025/26					
36.	Financial Sustainability (Statutory Recommendation 1)	Training for managers on Financial Regulations	Deputy Chief Executive (Resources) & S151 Officer	Quarter 2 - 2025/26		
39.	HRA 30 Year Business Plan (Statutory Recommendation 2)	Comprehensive external HRA review to be undertaken including Health & Safety (Compliance) and HRA Business Plan & Capital Investment.	Head of Housing and Corporate Assets	Quarter 2 - 2025/26		
45.	Performance Management (Key Recommendation 5)	Establish a Corporate Project Management Methodology. Provide templates, guidelines, and training for key officers (LT, Service Managers and key Principal Officers/Team Leaders).	Deputy Chief Executive (Resources) & S151 Officer and Head of Transformation & Assurance	Quarter 2 - 2025/26		

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
53.	HRA 30 Year Business Plan (Statutory Recommendation 2)	Review of HRA reserves to fund planned maintenance, compliance and works arising from the stock condition survey	Deputy Chief Executive (Resources) & S151 Officer	Quarter 2 - 2025/26		
56.	Corporate Savings & Transformation Programme (Key Recommendation 1)	Consultation and engagement to be embedded into the planning for the delivery of key projects where appropriate to ensure schemes meet community needs eg regeneration projects, redevelopment of play areas	Deputy Chief Executive (Resources) & S151 Officer and Head of Transformation & Assurance	Quarter 2 - 2025/26		
64.	HR related issues (Improvement Recommendations 1 and 2)	Develop a hybrid working policy and review other related policies and processes.	Head of Transformation & Assurance and HR Manager	Quarter 2 - 2025/26		
68.	Financial Sustainability (Statutory Recommendation 1)	Implementation of remaining module of the finance system, ongoing development and maximising use of system functionality	Deputy Chief Executive (Resources) & S151 Officer	Quarter 2 - 2025/26		
69.	Financial Sustainability (Statutory Recommendation 1)	Performance reporting for Cabinet and Scrutiny to be developed. This will be done alongside the review and development of performance and risk reporting.	Deputy Chief Executive (Resources) & S151 Officer	Quarter 2 - 2025/26		

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
71.	HRA 30 Year Business Plan (Statutory Recommendation 2)	As stock condition data increases a rolling programme of improvements will be developed and reported on to the Housing Board.	Head of Housing and Corporate Assets Housing Property Services Manager	Quarter 2 - 2025/26		
73.	Fraud (Key Recommendation 4)	Assess fraud risks and include in risk registers as appropriate	Chief Internal Auditor & Risk Manager and Leadership Team	Quarter 2 - 2025/26		
78.	HRA 30 Year Business Plan (Statutory Recommendation 2)	Revision of the 30-year business plan, informed by results of the stock condition survey and housing needs assessment: <ul style="list-style-type: none"> • Business plan to be updated on a rolling basis as stock condition data increases. • Business plan review to be undertaken on a quarterly basis. • HRA recovery lead to develop and roll out training for housing staff on business plan and assumptions. • Develop HRA asset management strategy 	Head of Housing and Corporate Assets HRA recovery lead Deputy Chief Executive (Resources) & S151 Officer Deputy Chief Executive (Place)	Quarter 2 - 2025/26		

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
	QUARTER 3 2025/26					
52.	Financial Sustainability (Statutory Recommendation 1)	Follow-on zero-based budgeting session with managers to continue work started as part of the 2024/25 budget setting process	Deputy Chief Executive (Resources) & S151 Officer	Quarter 3 - 2025/26 for 2026/27 budget setting		
54.	HRA Compliance (Statutory Recommendation 3)	A full review will be undertaken of all records and information held to data cleanse and identify gaps/weaknesses in the data held. All records will be held electronically so that there is one version of the data record. An on-going reconciliation will be undertaken of the HRA asset register to the health and safety checks completed, compliance data and other inspections. Options for a new single asset register compliance system will be explored.	Head of Housing and Corporate Assets All Housing Service Managers	Quarter 3 - 2025/26		
60.	HRA and Corporate Asset Management (Key Recommendation 6)	A Corporate asset management strategy is in place and an action plan will be developed.	Head of Housing and Corporate Assets Corporate Assets Manager	Quarter 3 - 2025/26		
62.	Procurement and Contract Management (Key Recommendation 7)	Work with managers and the County's Procurement Team to develop a procurement pipeline	Head of Transformation & Assurance and Leadership Team	Quarter 3 - 2025/26		

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
63.	Procurement and Contract Management (Key Recommendation 7)	Process to be established for publication of key data on the Council's website to meet transparency requirements re spend data, contracts register	Deputy Chief Executive (Resources) & S151 Officer and Head of Transformation & Assurance	Quarter 3 - 2025/26		
65.	HR related issues (Improvement Recommendations 1 and 2)	Review and update the Employee Code of Conduct	Head of Transformation & Assurance and Head of Law & Governance	Quarter 3 - 2025/26		
67.	Other Related Actions (from AGS 2023-24)	Review of Scheme of Delegations as part of shared services transformation.	Monitoring Officer and Leadership Team	Quarter 3 - 2025/26		
	QUARTER 4 2025/26					
61.	HRA and Corporate Asset Management (Key Recommendation 6)	A full review will be undertaken of all records and information held to data cleanse and identify gaps/weaknesses in the data held. All records will be held electronically so that there is one version of the data record. An on-going reconciliation will be undertaken of the corporate asset register to the health and safety checks completed, compliance data and other inspections.	Head of Housing and Corporate Assets Corporate Assets Manager	Quarter 4 - 2025/26		

No	Theme	Action	Lead Officer	Revised Timescale	Progress Update	Progress Rating
66.	Other Related Actions	Establish an inventory of key policies and a programme of periodic reviews	Leadership Team	Quarter 4 - 2025/26		
80.	HR related issues (Improvement Recommendations 1 and 2)	Development of a workforce strategy that links to long term transformation / shared services	Head of Transformation & Assurance and HR Manager	Quarter 4 - 2025/26		
81.	Other Related Actions	Development of Assurance Model	Head of Transformation & Assurance and Chief Internal Auditor & Risk Manager	Quarter 4 - 2025/26		

Quarter 3 Performance Report 2024/25

Committee:	Cabinet
Date of Meeting:	13 March 2025
Report of:	Head of Transformation and Assurance
Portfolio:	Resources and Transformation

1 Purpose of Report

- 1.1 To advise Members on the progress of the Priority Delivery Plans and Council's performance at the end of quarter 3 of 2024-25.

2 Recommendations

- 2.1 To note the progress at the end of the third quarter relating to the delivery of the Council's priorities as detailed at Appendices 1a-1d and the performance information set out at Appendix 2.

Reasons for Recommendations

- 2.2 The performance information allows Cabinet to monitor progress in delivery of the Council's corporate priorities and operational services.

3 Key Issues

- 3.1 The original Priority Delivery Plans (PDPs) for 2024/25, based on the Corporate Plan 2022-26, have been superseded. The revised delivery plans are designed to focus on key strategic and operational priorities.
- 3.2 Overall, 75% of the projects have been delivered or are on schedule to be completed. Progress in delivering the PDPs is summarised in 5.3 of the report and set out in detail in Appendices 1a to 1d.
- 3.3 With regard to the operational performance of the key services of the Council, 72% of targets have been met or exceeded. Further details can be found at 5.6 and in Appendix 2.

4 Relationship to Corporate Priorities

- 4.1 The Priority Delivery Plans set out key strategic and operational projects which support the delivery of the Council's priorities.

5 Report Detail

Background





- 5.1 The Priority Delivery Plans (PDPs) set out in Appendices 1a to 1d to this report are the revised set of plans setting out how the Council will achieve progress against its strategic objectives; these plans establish the actions and timetable for delivery that are the basis of the Council's performance reporting framework.

5.2 In addition to the PDPs, performance is also reported against the delivery of key operational services; Key Performance Indicators (KPIs) for these services are set out in Appendix 2.

Priority Delivery Plans (PDPs)

5.3 A commentary on performance and a rating for each of the projects/actions set out in the PDPs is given in Appendices 1a-1d. A summary of progress, by rating, is given in the table below.

Table 1: Summary of progress in delivery of key projects/actions as at end of Quarter 3

Performance Rating	Action completed	Work on Target	Work < 3 months behind schedule	Work > 3 months behind schedule	N/A	Actions due by end of Quarter 3	Action not yet due	Total Number of Actions
Corporate Plan Priority							N/A	
Economic Prosperity	6		5			11	2	13
Health and Wellbeing	5					5	2	7
Community	2	3			1	6	7	13
Responsible Council	10	4	4			18	8	26
Total	23 (58%)	7 (17%)	9 (23%)	0	1 (2%)	40	19	59





5.4 At the end of quarter 3, of the 40 actions planned for delivery in this period:

- 30 (75%) have been completed or are on target to be completed; and;
- 10 (25%) are behind schedule or no longer applicable.

Key Performance Indicators (KPIs)

5.5 In addition to the Delivery Plans, performance is also reported against the delivery of key operational services. Key Performance Indicators (KPIs) for these services are set out in Appendix 2 and are summarised in Table 2:

Table 2 - Summary of key performance indicators for Quarter 3

Corporate Plan Priority					N/A	Total Number of KPIs
	Performance exceeds target	Performance on target	Performance < 5% below target	Performance > 5% below target	Not Applicable / Annual	
Economy Prosperity	3	1	1	1	1	7
Health & Wellbeing	0	0	0	0	1	1
Community	4	0	3	2	6	15
Community (Housing)	3	12	1	1	7	24
Responsible Council	3	2	2	0	6	13
Total	13 (33%)	15 (39%)	7 (18%)	4 (10%)	21	60

- 5.6 Of the 39 indicators due to be reported on in quarter 3:
- 28 (72%) show performance on or above target; and
 - 11 (28%) show performance below target.

The reasons for underperformance and the corrective action to be taken is set out in Appendix 2.

6 Implications

6.1 Financial

There are no direct financial implications arising from the report. The financial management of the PDPs is standard in accordance with Financial Regulations and any measure to address a performance shortfall as reflected in a PDP report will require compensatory savings to be identified in the current year and be referred to the budget process for additional resources in future years.

6.2 Legal

None

6.3 Human Resources

None

6.4 Risk Management

The Council's Strategic Risk Register sets out the risks the Council faces in delivering its priorities.

6.5 Equalities and Diversity

Equality and diversity matters are addressed in individual services areas and by undertaking equality impact assessments for projects and programmes of work where this is necessary and appropriate.

6.6 Health

None

6.7 Climate Change

None

7 Appendices

Appendix 1a: Economic Prosperity PDP

Appendix 1b: Health and Wellbeing PDP

Appendix 1c: The Community PDP

Appendix 1d: Responsible Council PDP

Appendix 2: Key Performance Indicators

8 Previous Consideration

None

9 Background Papers

Corporate Plan 2022-26 - Council 27 April 2022

4-Year Delivery Plans 2022-26 - Cabinet 15 September 2022

Contact Officer: Judith Aupers

Telephone Number: 01543 464 411

Ward Interest: All Wards





Report Track: Cabinet: 13/03/25

Key Decision: No

Priority Delivery Plan for 2024-25

Priority 1 - Economic Prosperity

Summary of Progress as at end of Quarter 3

Quarter					Total Number of Projects
	Action completed	Work on target	Work < 3 months behind schedule	Work > 3 months behind schedule	
1&2	2		2		4
3	4		3		7
4					2
TOTAL	6 (55%)		5 (45%)		11 to Q3

Summary of Successes as at Quarter 3

- Cannock town centre regeneration - Phase 1 demolition contractors set up on site during Q3 ahead of starting physical works January 2025.
- Local Plan submitted for examination.

Summary of Slippage as at Quarter 3

- Land assembly within the town centre regeneration scheme was paused pending clarification of the funding position which was received in January 2025. Land assembly will now complete during Q4.



Priority 1 - Economic Prosperity

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Delivery of major economic growth regeneration projects	Cannock Town Centre Regeneration - Phase One (Levelling up Fund)						
	<ul style="list-style-type: none"> Acquire commercial interests to facilitate the development of the Northern Gateway 		X			Surrender of lease linked to Units 1 to 3 Cannock Shopping Centre was completed in July 2024.	★
	<ul style="list-style-type: none"> Secure planning consents for demolition for phase 1 and Northern Gateway (reserve matters) 			X		Planning application reported to Committee 15 January 2025 and permission was granted.	★
	<ul style="list-style-type: none"> Commence demolition works to facilitate phase one of Town Centre regeneration scheme 			X		Contractors Connell Brothers started on site week commencing 6 January 2025 with removal of the glass canopy in Cannock Shopping Centre	★
	<ul style="list-style-type: none"> Commence highway works as part of the Northern Gateway scheme 				X		
	Cannock Town Centre Regeneration - Phase Two (Levelling up Fund)						
	<ul style="list-style-type: none"> Decision on whether to proceed with phase two of scheme, subject to approval of the Project Adjustment Request from MHCLG 			X		Clarification from MHCLG was received 17 January 2025.	★
	<ul style="list-style-type: none"> Linked to above, conclude negotiations to acquire commercial interests to create regeneration opportunity for the town centre 			X		This will conclude in Q4 following clarification from MHCLG regarding the funding.	▲

Item No. 7.7
Appendix 1A

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
	UK Shared Prosperity Fund						
	<ul style="list-style-type: none"> Implement and deliver the UKSPF projects in year 3 of the Council's approved Investment Plan, working towards full allocation of spend by 31 March 2025 and delivery of outputs - CCDC and SBC 				X		
Local Plan	<ul style="list-style-type: none"> Submit Local Plan to Examination Complete Local Plan Evidence Base <ul style="list-style-type: none"> Air Quality Viability Update Heritage Impacts Assessments 			X		Local Plan submitted to PINS 29 th November 2024. Air Quality update complete. Viability update complete. Heritage Impact Assessments being finalised.	★
	<ul style="list-style-type: none"> Revised Local Development Scheme 		X			Approved at Cabinet 26 September and Full Council 9th October	★
Planning Obligations - Review of Policy and Allocations	<ul style="list-style-type: none"> Charging schedules for Section 106 and Biodiversity Net Gain (BNG) monitoring fees <ul style="list-style-type: none"> Cabinet approval 		X			BNG monitoring fees approved at Cabinet. Draft S106 charging schedule produced; currently finalising report with input from Finance.	▲
	<ul style="list-style-type: none"> Implementation 			X		Implementation put back to April 2025	▲





Item No. 7.8
Appendix 1A

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
	<ul style="list-style-type: none"> • Planning obligations Working Group <ul style="list-style-type: none"> ○ Establish group and terms of reference ○ Agree governance and schedule of meetings 		X			Report to return to Leadership Team; awaiting comments from Finance. Governance and meeting schedule to follow once report signed off.	
	<ul style="list-style-type: none"> • Business case for Exacom system 			X		Internal meeting to be arranged from February 2025 to discuss Outline Business Case (OBC) and next steps. OBC will need to be presented to Technology Board for consideration/approval	

Priority Delivery Plan for 2024-25

Priority 2 - Health & Wellbeing

Summary of Progress as at end of Quarter 3

Quarter					Total Number of Projects
	Action completed	Work on target	Work < 3 months behind schedule	Work > 3 months behind schedule	
1&2	3				3
3	2				2
4					2
TOTAL	5 (100%)				5 to Q3

Summary of Successes as at Quarter 3
<p>All of the actions due up to the end of Quarter 3 have been completed. The review of the leisure, culture and heritage offer has been completed and proposals to close the theatre and museum have been included in the General Fund Revenue Budget and Capital Programme 2025-28 report which is to be considered by Council on 12 February 2025. The Council is however working with interested parties to explore whether it is feasible for them to take on the running of these facilities. A consultation exercise has been undertaken as part of this process to inform the future culture and heritage service offer; the results of this are included in the budget report.</p>

Summary of Slippage as at Quarter 3
None - all actions completed





Priority 2 - Health & Wellbeing

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Review of the Leisure, Culture and Heritage Contract	Commission strategic support to review the leisure, culture and heritage offer in Cannock Chase		X			Strategic support in place and review of current service completed.	★
	Commission technical support to carry out stock condition surveys of CCDC leisure, culture and heritage buildings		X			The stock condition surveys have been completed.	★
	Preparation of report setting out options			X		A report setting out the findings and conclusions of the review was presented to Cabinet on 28 November 2024. A final decision on the proposals will be taken at Council on 12 February 2025.	★
	Decision on Cannock Chase leisure, culture and heritage provision and scope of future commissioned service				X		
Design and Deliver Cannock Chase District's approach to Health	Complete delivery of health inequalities funded projects		X			All funded projects successfully completed.	★
	Evaluation of health inequalities funded projects to inform future activity			X		Evaluation of health inequalities funded projects completed	★
	Extend the scope of the Cannock Community Safety Partnership to ensure health and wellbeing are fully integrated.				X		

Priority Delivery Plan for 2024-25

Priority 3 - The Community

Summary of Progress as at end of Quarter 3

Quarter					N/A	Total Number of Projects
	Action completed	Work on target	Work < 3 months behind schedule	Work > 3 months behind schedule	Not Applicable	
1&2	1					1
3	1	3			1	5
4						7
TOTAL	2 (33%)	3 (50%)			1 (17%)	6 to Q3

Summary of Successes as at Quarter 3

The waste collection service has been reviewed in line with the results of the recently published (Summer 2024) final version of the Resources and Waste Strategy 2018. With the exception of the new national statutory requirement for weekly food waste collections, the changes required to the current collection service / materials are relatively minor and will be completed as part of the normal contracting process / negotiations, and as such are considered as little more than 'business as usual'. Councils across England are still awaiting details of the new burdens' 'revenue' funding for the introduction of the new food waste service but it has been made clear that all Councils are expected to begin collections from April 2026 regardless of the funding.

The play area investment programme has been reviewed and updated by officers. The updated play area improvement programme will be reported to Cabinet during Q4. A small number of play areas have been identified that given their proximity to other parks may be suitable for rationalisation, subject to consultation. A report will be taken to Cabinet during Q4.

Summary of Slippage as at Quarter 3

None

Priority 3 - The Community





Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Place based housing strategy	Prepare documents to commission Cannock Place Based Housing Strategy			X		Draft documents have been prepared in order to commission a housing strategy	★
	Start procurement of the Cannock Place Based Housing Strategy				X		
Waste & Recycling - Kerbside collection contract (2025-2032)	Complete procurement process and award contract		X			Procurement and award of 7+6-year kerbside waste and recycling collection contract completed during September 2024	★
	Complete preparation for mobilisation of new waste and recycling contract				X		
Waste & Recycling - Introduction of mandatory food waste kerbside collections [* denotes action subject to confirmation of government funding settlement]	Design of new service model and discussions with contractor			X		Cabinet briefing has been prepared, to be delivered at the start of Q4 on the proposed new service provision and operation and discussions ongoing with the incumbent contractor	✓
	Consider and action revenue settlement offered by Government			X*		Still awaiting revenue settlement from Government	N/A
	Cabinet approval for new service, start date, and permission to spend				X*		
	Prepare to tender for the procurement of food waste caddies				X*		

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Tree Management	Review current services & establish requirements (including Tree Protection Orders)				X		
Play Area / Parks Improvements	Review and update current play area investment programme			X		Play area investment programme has been reviewed and updated. The updated play area improvement programme will be reported to Cabinet during Q4.	✓
	Create potential rationalisation lists			X		A small number of play areas have been identified that given their proximity to other parks may be suitable for rationalisation, subject to consultation. Report going to Cabinet during Q4.	✓
	Consult on potential rationalisation lists				X		
	Report to Cabinet on recommended rationalisations				X		

Priority Delivery Plan for 2024-25

Priority 4 - Responsible Council

Summary of Progress as at end of Quarter 3

Quarter					Total Number of Projects
	Action completed	Work on target	Work < 3 months behind schedule	Work > 3 months behind schedule	
1&2	8	2			10
3	2	2	4		8
4					8
TOTAL	10 (56%)	4 (22%)	4 (22%)		18 to Q3

Summary of Successes as at Quarter 3

The key successes in Quarter 3 include:

- The completion of the accounts for 2021/22 and 2022/23 which was a substantial piece of work; and
- The approval of the transformation and digital strategies

Summary of Slippage as at Quarter 3

There has been a delay in finalising the climate change strategy to allow Keele University to review and comment on it before it is brought to Cabinet for approval.

There has been some slippage on the scoping of the transformation work, but this is in progress and is due to be completed in quarter 4.

Priority 4 - The Council

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Closure of the Accounts	Closure of the accounts 23/24				X		
	Catch up on closure of previous years accounts			X		The accounts for 2021/22 and 2022/23 have been completed	★
Transformation Strategy & Plan	Approval of the Transformation Strategy and Plan		X			The strategy has been approved by Cabinet (28 November 2024)	★
	Brief Senior Management Team on the strategy		X			Completed	★
	Complete scoping work to support development of the Transformation work programme			X		Work has commenced and is due to be completed in quarter 4	▲
	Develop the Transformation work programme				X		
Digital Strategy (inc replacement of IT Systems)	Finalise the digital technology strategy		X			The strategy has been approved by Cabinet (28 November 2024)	★
	Procurement of switches for Infrastructure Upgrade	X				Procurement completed.	★
	Plan for installation of new switches		X			Planning and preparation work is nearly complete. The switches have been configured and the risk assessments for installation completed. Installation due to commence in quarter 4	✓
	Installation of new switches				X		





Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
	Identify IT systems in need of replacing over next 3 years		X			Completed - systems have been identified	★
	Assessment and prioritisation of systems to be replaced		X			The list of systems to be replaced has been reviewed and priorities agreed for the next 3 years.	★
	Technology Board to approve systems to be replaced			X		To be discussed and agreed with Leadership Team 21 January 2025	✓
	Project plans will be developed for each system once prioritisation has been agreed and the PDP will be updated accordingly						
Climate Change Strategy	Revised Climate Change Strategy developed and in place			X		There has been a delay to allow Keele University to review and comment on the strategy to ensure a robust approach from the Council. There is an expectation that revisions will be made and the strategy will be then brought to Cabinet.	▲
	Recruitment of staff to support delivery of strategy and monitor operational delivery			X		Recruitment will take place once the strategy is in place.	▲
	New Governance Structure in place to track operational delivery			X		To be completed once the strategy is in place.	▲







Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Land Charges	Full review of Land Charges Service to include a review of current processes and IT systems		X			Land Charges service review complete. Review of IT systems carried out and recommendations made for replacement system.	★
	Transformation of Land Charges scoped and timeline in place to drive this forward			X		Project plan for transformation and new IT system requirements in place.	★
	Procure replacement IT System				X		
	Working towards transformed service				X		
Strategic asset management including the review of key assets	Building Condition Surveys						
	Appoint Interim Building Surveyor		X			Completed	★
	Undertake Building Condition Surveys, including HRA Shops				X		
	Corporate Assets ICT System						
	Research Systems available and draft specification		X			Alternative systems are being explored - 2 systems demos have been completed	✓
	Draft specification for new system				X		
	Insurance Reinstatement Valuations						
	Secure Budget			X		Agreed, subject to business case	✓
Commission Service Provider to complete Valuations					X		

CCDC Summary of Key Performance Indicators (KPIs) for 2024/25 - as at end of Quarter 3

Symbol	Description	Economic Prosperity	Health & Wellbeing	Community	Community (Housing)	Responsible Council	Total
★	Performance exceeds target	3	0	4	3	3	13
✓	Performance on target	1	0	0	12	2	15
▲	Performance < 5% below target	1	0	3	1	2	7
✘	Performance > 5% below target	1	0	2	1	0	4
N/A	Reported Annually / Not Applicable	1	1	6	7	6	21
	TOTAL	7	1	15	24	13	60

KPIs for Priority 1 - Economic Prosperity

Symbol	Description	Qtr 2	Qtr 3	Qtr 4	End of Year
	Performance exceeds target	5	3		
	Performance on target		1		
	Performance < 5% below target		1		
	Performance > 5% below target	2	1		
N/A	Reported Annually / Not Applicable		1		
	TOTAL	7	7		





Indicator	Year End 23/24	Target 24/25	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 24/25	Rating Symbol	Comments
Planning									
Major Planning Applications determined within time	100%	60%	None determined	100%	100%				
Non-major Planning Applications determined within time	94.8%	70%	95%	97.7%	98.3%				
Major Planning Applications overturned at appeals as percentage of no. applications determined	N/a	< 10%	0%	0%	0%			N/A	None determined in q3.
Non-major Planning Applications overturned at appeals as percentage of no. applications determined	N/a	< 10%	0%	0%	0%				3 determined in q3.
Building Control									
Applications registered and acknowledged within 3 days of valid receipt	98%	95%	93%	89%	93%				
Full plans applications with initial full assessment within 15 days of valid receipt	90%	80%	64%	88%	71%				The performance is due to staff shortages. Statutory deadlines were achieved.
Customers satisfied or very satisfied with the service	85%	90%	100%	80%	100%				






KPIs for Priority 2 - Health and Wellbeing




Symbol	Description	Qtr 2	Qtr 3	Qtr 4	End of Year
	Performance exceeds target				
	Performance on target				
	Performance < 5% below target				
	Performance > 5% below target				
N/A	Reported Annually / Not Applicable				1
	TOTAL	0	0	0	1

Indicator	Year End 23/24	Target 24/25	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 24/25	Rating Symbol	Comments
Leisure									
Annual report from Inspiring Healthy Lifestyles setting out the performance of all facilities, including comparison to previous years as well as narrative on the wider wellbeing work and events they facilitate.		N/A						N/A	Annual report to be produced

KPIs for Priority 3 - The Community





Symbol	Description	Qtr 2	Qtr 3	Qtr 4	End of Year
	Performance exceeds target	3	4		
	Performance on target	2	0		
	Performance < 5% below target	3	3		
	Performance > 5% below target	2	2		
N/A	Reported Annually / Not Applicable	5	6		
	TOTAL	15	15		

Indicator	Year End 23/24	Target 24/25	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 24/25	Rating Symbol	Comments
Operations - Waste & Recycling									
% collections completed first time	NEW	99.90%	99.98%	99.97%	99.97%				
Number of missed bin collections (including assisted) / 100,000	NEW	<40 per 100,000	19 per 100,000	23 per 100,000	25 per 100,000				897,000 collections/qtr.
% Household waste sent for re-use, recycling and composting	40.45%	45%	43.22%	36.77%	34.49%				Reduction in the main is due to expected decrease in garden waste collections, seen elsewhere initially when the service has become chargeable.
Amount of residual waste collected per household (Kgs)	482.58 kg	<480 kg or 120 kgs / qtr. (equivalent)	115.79 kg	129.23 kg	121.18 kg				Q3 figure is just below (1.18kg) the quarter target but shows a reduction of 8.05kg on Q2.
Environmental Health									
% of food businesses inspected	100%	100%	30%	59%	88%				
% of food businesses inspected which are broadly compliant (rating of 3 or better)	97.5%	N/A	97%	97%	98%			N/A	This is a measure, not target

Indicator	Year End 23/24	Target 24/25	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 24/25	Rating Symbol	Comments
% of service requests responded to within target (all service areas)	NEW	95%	88%	90%	94%				very low number of responses out of target
% Environmental Protection Act permitted processes inspected in line with risk rating	NEW	100%						N/A Annual Target	
% Taxi / PHV fleet inspected	NEW	90%	25%	41%	57%				Shortfall to be recovered in Q4
% Taxi / PHV fleet compliant	NEW	90%	97%	93.5%	94%			N/A	Measure not a target (as for food hygiene compliance)
Housing Assistance									
No of DFGs completed		80	26	14	19				Quarterly Targets: 20, 20, 20, 20 And annual report with wider data. Performance is just 1 below target for the quarter and year to date
Strategic Housing & Homelessness									
% households had a positive outcome and secured accommodation for 6 + months		41%						N/A	Annual Target

Indicator	Year End 23/24	Target 24/25	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 24/25	Rating Symbol	Comments
Community Safety & Partnerships									
Number of residents/cases dealt with by the CAB	New	N/A	814	792	782			N/A	Measure / contextual information only
Total value of financial outcomes achieved as a result of the CAB contract	New	Measure only	£1,342,740	£941,705	£1,047,952			N/A	
Community Safety Partnership Hub referrals and case closures within 3 months	New	90% closed within 3 months	27 referrals 96% closed	26 referrals 92% closed	31 referrals 100% closed			★	

KPIs for Priority 3 - The Community (Housing)


Symbol	Description	Qtr 2	Qtr 3	Qtr 4	End of Year
	Performance exceeds target	1	3		
	Performance on target	11	12		
	Performance < 5% below target	2	1		
	Performance > 5% below target	3	1		
N/A	Reported Annually / Not Applicable	7	7		
	TOTAL	24	24		

Indicator	Year End 23/24	Target 24/25	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 24/25	Rating Symbol	Comments
Housing Repairs									
% emergency repairs completed in time	100%	100%	100%	100%	100%			✓	
% of non-emergency repairs completed in time	82%	65%	68.40%	69.96%	73.07%			★	Q1 and Q2 figures revised.
Building Safety/Decency									
% of properties with a valid annual landlord Gas Safety Record	100%	100%	100%	100%	100%			✓	
% of properties with a valid Electrical Certificate (within 5 years)	100%	100%	100%	100%	100%			✓	
% of passenger lifts that have a valid 6 monthly thorough examination record	100%	100%	100%	100%	100%			✓	
% of buildings that have a current Legionella risk assessment	100%	100%	100%	100%	100%			✓	
% of buildings that have a current Fire risk assessment	100%	100%	100%	100%	100%			✓	
Proportion of homes for which all required asbestos management surveys or re-inspections have been carried out.	100%	100%	100%	100%	100%			✓	
Proportion of homes that do not meet the Decent Homes Standard at year end.	0.28%	0%						N/A	Annual Figure will be reported


Indicator	Year End 23/24	Target 24/25	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 24/25	Rating Symbol	Comments
Tenancy Management									
Housing Applications Processed within 28 days	57%	95%	84%	43%	95%			✓	
% of Mutual Exchange applications determined (approved or refused) within 42 days	65%	100%	89%	-	100%			✓	
% of dwellings that are vacant and available for let (at period end)	0.58%	N/A	0.99%	0.60%	0.64%			N/A	Measure only
Average re-let time for Voids	42.50	50	62.24	63.39	53.06			▲	Improvement in Q3, but still above target. Improvement work still ongoing.
No. of tenants benefiting from disabled facilities work (major and minor)	170	100	58	80	51			★	189 cumulative for Q3 compared to annual target of 100
No of tenants awaiting disabled facilities work (registered and work approved (major and minor))	90	62	71	62	83			✗	Improvement expected in Q4 to get closer to target number awaiting work at year end.
Rent collected as proportion of rent due	100.20%	100%	99.31%	99.96%	99.76%			✓	
% of Former Tenant Arrears (FTA) collected as a proportion of total FTA	5.78%	6%	1.71%	4.10%	6.86%			★	Target is 1.5% per quarter.

Indicator	Year End 23/24	Target 24/25	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 24/25	Rating Symbol	Comments
Number of ASB cases opened per 1,000 homes by or on behalf of the registered provider during the reporting year	9.94	N/A	0.99	5.17	2.99			N/A	Measure only
Number of ASB cases which involve hate incidents.	0.79	N/A	0.00	0.60	0.60			N/A	Measure only
Housing Complaints									
Stage one complaints received per 1,000 homes during the reporting year.	7.15	N/A	2.59	2.19	1.99			N/A	Measure only
Proportion of Stage one complaints responded to within 10 days	83.33%	95%	92.31%	90.91%	100%			✓	
Stage two complaints received per 1,000 homes during the reporting year.	1.39	N/A	0.80	0.20	0.20			N/A	Measure only
Proportion of Stage two complaints responded to within 20 days	100%	100%	100%	100%	100%			✓	
No. of escalations to the Ombudsman (LGO or Housing Ombudsman)	1	N/A	1	1	1			N/A	Measure only. Two of these have subsequently been determined as not to be investigated by the Ombudsman, due to lack of evidence of fault.

KPIs for Priority 4 - Responsible Council

Symbol	Description	Qtr 2	Qtr 3	Qtr 4	End of Year
	Performance exceeds target	5	3		
	Performance on target	2	2		
	Performance < 5% below target		2		
	Performance > 5% below target				
N/A	Reported Annually / Not Applicable	6	6		
	TOTAL	13	13		

Indicator	Year End 23/24	Target 24/25	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 24/25	Rating Symbol	Comments
Local Taxation and Benefits									
Days taken to process new HB/CT Claims	27.0	20 days	25.1	18.5	13.2			★	
Days taken to process new HB/CT change of circumstances	6.2	9 days	7.3	3.0	2.9			★	
% of Council Tax collected annually	96.8%	98% by year end	28.0%	54.6	81.6%			✓	
% National non-domestic rates (NNDR) collected	97.3%	98% by year end	26.7%	54.9	80.1%			✓	
Transformation & Assurance									
% of calls answered	88.8%	94%	94%	95.9%	93.6%			▲	Performance has been impacted slightly due to the volume of calls related to the renewal of garden waste permits
Average call wait time	1.55 min	2 min	1.15 min	00.49	01.00			★	Despite the above, the average wait time is well within target
Number of calls answered	New	N/A	20,971	20,716	20,233			N/A	This is not a measure but gives context to the performance in call handling

Indicator	Year End 23/24	Target 24/25	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 24/25	Rating Symbol	Comments
Law & Governance									
FOI requests within time i.e. 20 working days	88.8%	85%	85%	87%	84.1%				Long term sickness affected performance but should not be a factor in future periods.
Corporate Assets									
% of buildings with a valid annual landlord Gas Safety Record	New	100%						N/A	Not previously reported on - Annual Target
% of buildings with a valid Electrical Certificate (within 5 years)	New	100%						N/A	Not previously reported on - Annual Target
% of passenger lifts that have a valid 6 monthly thorough examination record	New	100%						N/A	Not previously reported on - Annual Target
% of buildings that have a current Legionella risk assessment	New	100%						N/A	Not previously reported on - Annual Target
% of buildings that have a current Fire risk assessment	New	100%						N/A	Not previously reported on - Annual Target

Proposed Charging Schedule for Monitoring of Section 106 Agreements

Committee:	Cabinet
Date of Meeting:	13 March 2025
Report of:	Head of Economic Development and Planning
Portfolio:	Regeneration and High Streets

1 Purpose of Report

- 1.1 To obtain authority to introduce new administration fees to be charged by the Planning Service to cover the costs of staff time in the monitoring of Section 106 Agreements (S106).

2 Recommendations

That:

- 2.1 Cabinet approves the implementation of a charging regime equating to:
- a 5% fee charged for each planning obligation capped at £20,000.
 - a £900 fee charged per non-financial obligation, subject to an officer assessment.
 - £500 fee charged for each additional and/or amended obligation in a Deed of Variation subject to an officer assessment.
- 2.2 Cabinet provides delegated authority to the Head of Economic Development and the Development and Policy Manager to waive or reduce the administrative fees in exceptional circumstances.
- 2.3 Cabinet agrees a late Section 106 surcharge equal to 2.5% or £500, whichever is the greater amount, charged against all S106 invoices that are not paid by the due date.
- 2.4 Cabinet authorises the introduction of the S106 monitoring fee from 1st April 2025.

Reasons for Recommendations

- 2.5 Monitoring of Section 106 Agreements is carried out routinely by Officers that can be a time-consuming exercise depending on the detail and complexity of each agreement. Some of these agreements require monitoring and reporting over several years. The Council produces an annual Infrastructure Funding Statement which is a statutory requirement of Local Planning Authorities to provide an up-to-date report detailing the circumstances around each agreement.
- 2.6 The introduction of a charging schedule for the monitoring of S106 Agreements sites will enable the Council to recoup some of the cost of council officers' time in monitoring S106 Agreements. The fees must be proportionate, reasonable and reflect the estimated cost of monitoring and reporting of S106 Agreements.

- 2.7 An analysis of officer time has been carried out to determine the scale of S106 monitoring activities that shows this varies between 10% and 15% of the working week. This has been multiplied out by an hourly rate at full cost recovery that equates to between £6,268 and £9,403. The proposed charging regime is seen as reasonable and proportionate as well as the simplest and most transparent charging option of those that were considered.
- 2.8 A late payment surcharge is also recommended as a deterrent to late payers and also cover the additional administration of pursuing late payments.

3 Key Issues

- 3.1 Regulation 122 (2A) of the Community Infrastructure Levy (CIL) Regulations 2010 (as amended) permits local authorities to charge a fee for monitoring and reporting on planning obligations, and it is therefore considered appropriate for the council to levy a charge on legal agreements.
- 3.2 The proposed charge would comprise a monitoring fee to cover the costs of the administration, monitoring and reporting of S106 Agreements, In the absence of formal guidance or advice Local Authorities would need to provide justification for a preferred approach to charging which must be “proportionate, reasonable and reflect the actual cost of monitoring”.
- 3.3 A number of charging schedules applied by other Local Authorities have been considered and a comparison carried out to identify a recommended approach for Cannock Chase Council.

4 Relationship to Corporate Priorities

- 4.1 Securing a S106 monitoring fee schedule will achieve the following Council's Corporate Priorities as set out in the Corporate Plan:
- i) **Priority 1 - Economic Prosperity** - attract investment to develop the district's economy, rejuvenate our town centres
 - ii) **Priority 2 - Health and Wellbeing** - provide opportunities for residents to lead healthy and active lifestyles and recognise the importance of mental health and wellbeing.
 - iii) **Priority 3 - The Community** - ensure our communities are well designed, accessible, and inclusive environments.
 - iv) **Priority 4 - Responsible Council** - adoption of the charging schedule ensures that the council is recovering the costs of monitoring legal agreements.

5 Report Detail

- 5.1 Planning obligations are legal agreements entered into to mitigate the impacts of a proposed development. Planning obligations are normally secured through a legal agreement under Section 106 of the Town & Country Planning Act 1990 (as amended) and are a mechanism through which development proposals can be made acceptable in planning terms. The planning obligation is between the landowner (or someone who has legal control over the land) and the Local Planning Authority.

- 5.2 Section 106 Agreements provide the infrastructure required to mitigate negative impacts of development. Planning obligations secured through a S106 Agreement can be used to address issues such as the provision of affordable housing, highway improvements, play provision or payments towards the provision of sport, leisure or open space facilities etc.
- 5.3 Each Section 106 Agreement contains 'obligations' which are the requirements agreed upon between the council and the developer. These can be financial, requiring the developer to pay a fee towards the delivery of infrastructure or non-financial, requiring the developer to provide physical mitigation. Each obligation has its own 'trigger' point, specifying when the obligation is due to the council. This could be prior to development commencing, or later in the development process, such as when the development has reached certain occupancy levels. Some obligations have multiple 'trigger' points.
- 5.4 Section 106 Agreements can vary in complexity depending on the development. It is expected that larger developments may have more complex S106 agreements than those of smaller developments, often containing several obligations with several 'trigger' points, requiring monitoring over several months or years. The Planning Service carries out these monitoring activities manually without the benefit of specialist software that would automate and coordinate monitoring. The purchase of a bespoke System; similar to the Exacom system used by Stafford Borough Council; will be investigated once Council has considered the adoption of the above charging regime; an additional report will be submitted including the business case for possible purchase if so determined.
- 5.5 The length of time for monitoring of an agreement is not limited to the scale of development. Although a S106 Agreement is registered as a land charge on the land, it is also tied to a planning application. As a planning application has a minimum of three years to be implemented, a S106 may need to be monitored for commencement for the full three years, and so a small development with a S106 Agreement containing one obligation could therefore require monitoring for at least 3 years. Furthermore, some obligations are in perpetuity and will require monitoring for the foreseeable future. These obligations often relate to restrictions, such as limiting who can use the development or what it can be used for. S106 monitoring fees cannot be sought retrospectively.
- 5.6 The monitoring and reporting of S106 Agreements is undertaken by the Council's Planning Obligations (CIL/S106) Officer with some administrative support. An analysis of activities tied to S106 monitoring has been carried out that includes liaison within the Council and externally; processing of invoices and payments; production of monitoring reports; record management of money received/spent/compliance and non-compliance; site visits to monitor commencement and completions and achievement of triggers points; as well as responding to S106 Agreement queries amongst other activities.
- 5.7 There is no central government suggested or recommended S106 monitoring fee regime and therefore a review was conducted of several other authorities' S106 monitoring regimes, as shown in **APPENDIX 1**. These monitoring fees apply four different methods of calculation: a fixed percentage, a fixed monetary value based on development scale, a fixed monetary value based on obligation triggers, and the use of a formula.

- 5.8 The responsibilities outlined in 5.6 average between 10% to 15% of the Planning Obligation Officers time not including administrative support. The application of an hourly rate at full-cost recovery translates to £6,268 to £9,403. The analysis of potential income shows £38,703 monitoring fees over the past 5 years or £7,614 per annum. This falls within the range identified.
- 5.9 The Council has the power to set fee charges under Section 93 of the Local Government Act 2003 for discretionary services and regulation 122 (2A) of the Community Infrastructure Levy (CIL) Regulations 2010 (as amended) permits local authorities to charge a fee for monitoring and reporting on planning obligations and it is in this context it is considered appropriate to recover the cost of administration and monitoring section 106 obligations.
- 5.10 The Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019 states that fees for monitoring planning obligations can be sought if:
- the sum to be paid fairly and reasonably relates in scale and kind to the development; and
 - the sum to be paid to the authority does not exceed the authority's estimate of its cost of monitoring the development over the lifetime of the planning obligations which relate to that development.
- 5.11 National Planning Practice Guidance states that the option used must be proportionate and reasonable and reflect the actual cost of monitoring. Local Planning Authorities may consider having a cap on the monitoring fee to ensure that any fees are not excessive, and a £20,000 cap is proposed. There is currently no set method for calculating the fee outlined in national legislation or guidance.
- 5.12 Officers at Stafford Borough Council have reviewed existing monitoring fees and charging schedules that are applied by other Local Planning Authorities to determine an appropriate monitoring fee to be introduced by Stafford Borough Council. The analysis has been reproduced in Appendix 1 but includes a breakdown of potential CCDC income against the various charging schedules. Local Planning Authorities that apply a S106 monitoring fee have been identified and charging schedules analysed. These can be categorised into 4 separate options; fixed percentage; fixed percentage based on scale of development; a fixed monetary value charged per obligation trigger; or the application of a formula. This analysis has been shared with the Planning Policy team at Cannock Chase Council and is used in the same way to identify a preferred charging regime.
- 5.13 To establish which option is the most appropriate, data has been drawn from the last 5 financial years of the council's S106 position to establish an estimate of the financial value of introducing a monitoring fee from each option. Appendix 1 provides a comprehensive overview of the review carried out by colleagues at Stafford Borough Council.
- 5.14 Any monitoring fee introduced should be paid upon the signing of the S106 Agreement and included as a clause within the agreement.

- 5.15 There may be a decrease in S106 Agreements secured going forward. This is because developers are now able to use a S111 rather than a UU for small scale development for the collection of Cannock Chase SAC funds. It is anticipated that S111's will replace UU's, and as they do not constitute a legal agreement, are not applicable to a S106 monitoring fee.
- 5.16 Alongside the monitoring fee, consideration should also be given to introducing a late payment surcharge. There have been a number of developer's that have recently failed to pay S106 obligation invoices before the required due date. It would therefore be prudent to set a late payment surcharge in the hope of preventing late payments in the future.

6 Implications

6.1 Financial

The proposed new administration fees as detailed in paragraph 2.0 have been estimated to help recover the staff time spent by the Planning Service in the monitoring of Section 106 Agreements (S106). The level of Charges should be reviewed annually as part of the of the Councils Fees and Charges review and adjusted to ensure that the Council recovers the level of costs incurred where possible.

The administering of the proposed implementation of a charging regime will need to be contained within existing staff resources.

As referred to in paragraph 5.4 a further report will submitted in respect of the potential purchasing of an automated monitoring System should that be determined.

6.2 Legal

Regulation 122 (2A) of the Community Infrastructure Levy (CIL) Regulations 2010 (as amended) permits local authorities to charge a fee for monitoring and reporting on planning obligations, and it is therefore considered appropriate for the council to levy a charge on monitoring and reporting on S106 Agreements so that it is nearer cost neutral to the council.

The proposed monitoring fee schedule simply provides a standardised way to derive that fee in a way that accounts for true costs over the duration of the S106 Agreement.

6.3 Human Resources

The monitoring activities identified are carried out by the Planning Policy team that is resourced to undertake these tasks. There will be minimal impact on staff resources.

6.4 Risk Management

None

6.5 Equalities and Diversity

None

6.6 Health

None

6.7 Climate Change

None

7 Appendices

Appendix 1: S106 Monitoring Fee Review

Appendix 2: Cannock Chase District Council Section 106 Data

8 Previous Consideration

None

9 Background Papers

None

Contact Officer: Sushil Birdi

Telephone Number: 01543 464 326

Ward Interest: All

Report Track: Cabinet: 13/03/25

Key Decision: No

S106 Monitoring Fee Review

1. A total of 11 Local Planning Authorities that implement a S106 Monitoring fee have been identified and selected, as well as Staffordshire County Council and East Staffordshire Borough Council, to review CCD's potential fees and provide the basis for adopting a preferred S106 Monitoring Fee.
2. Each monitoring fee would fall into one of four options of calculation: a fixed percentage, a fixed monetary value based on development scale, a fixed monetary value based on obligation triggers, and the use of a formula.
3. To assess each of the LPA monitoring fees options identified, Cannock Chase's S106 data from the last five financial years (2019-2023) will be applied to each option. This will provide an approximate potential fee for each of the options. It should be noted that the analysis is based on the information available at the time and further cross checking may reveal a small number of agreements that have not been included. However, for the purpose of this report, they should not affect the recommendation.

Option 1: Fixed Percentage

4. Option 1 is based on a fixed percentage. This could be a fixed percentage on the total value of the funds secured by a S106 Agreement or could be a fixed percentage per individual obligation.
5. The LPA's employing this option apply a fixed 5% to all financial sums secured by an agreement, with some applying a fee for non-financial obligations. In addition, a £900 fee for non-financial obligations would be added and a £500 fee for Deed of Variations.
6. A 5% fee per individual obligation for financial obligations, the council would have received approximately £38,072 in S106 monitoring fees over the last 5 years. This would translate to £7,614 per annum. No application received during this time period was of a scale that would require the application of the £20,000 cap. No single application exceeded £8,000 in monitoring fees in the analysis.
7. The fixed percentage option is straight forward, provides a set fee for all agreements that can be easily calculated, and follows an accepted principle such as is used for CIL. However, as the amount is fixed at 5% it will not fully reflect the actual time involved in monitoring and reporting activities and could result in under recovery.

Option 2: Fixed monetary amount

8. Option 2 is a fixed monetary value based on the scale of the development.
9. The LPAs reviewed that use this option all apply a fixed percentage of 5% for all financial sums secured by an agreement, with some applying a fee for non-financial obligations.
10. This option is relatively straight forward in order to calculate fees. It would also be transparent for developers, who would be able to easily calculate the potential monitoring fee prior to submitting a planning application. Furthermore, the fee would be proportional to the development scale, working on the assumption that larger developments require more complex agreements. However, this option may not be seen as fair and reasonable and could exceed the authority's estimate of its cost of

monitoring the development over the lifetime of the planning obligations relating to that development.

13. When applied to the previous five financial years, this would provide between £29,400 and £34,081 on an annual basis to cover the costs of the administration, monitoring and reporting of agreements. This far exceeds the anticipated level of officer input and is not therefore seen as justifiable.

Option 3: Fixed monetary amount per obligation trigger

14. Option 3 is a fixed monetary value per individual obligation trigger secured by a S106 Agreement. Table 5 outlines the fees applied by LPA's using a formula.
15. Table 5 outlines the amount of monitoring fee that the selected LPAs could achieve through this option. The amounts raised fall into a range between £37,800 to £56,070 where the lower amount depicts a £300 charge per trigger and the other would represent a £445 fee per trigger.
16. Applying this option to the previous five financial years, would provide CCDC with an income of either £6,750 or £10,057 annually towards the costs of the administration, monitoring and reporting of agreements.
17. This option is more relatively straightforward but not transparent as costs will only become clear at a later time. It also requires more case officer involvement to calculate the fee. This option generates a more substantial fee using the £445 per trigger fee however it would be more burdensome and is not a preferred option. In addition, it is likely that the higher fee level would exceed the level of officer input.

Option 4: Formula

18. The formula option comprises a fee based on variables relating to administrative and monitoring processes.
19. This option itemises the level and extent of officer involvement in the process and is therefore a more accurate means of recovering actual costs. However, the number of variables make this cumbersome and lacks transparency. It also requires a greater level of officer involvement to calculate fees which would not be known until much later in the process and cannot be anticipated.
20. This option has some parallels with the Biodiversity Net Gain charging scheme which accounts for the scale of development but also the technical difficulty of habitat creation in accordance with the biodiversity metric. This option is not recommended due to the reasons stated.

Local Planning Authority	Fee details	Anticipated CCDC monitoring fee income per annum based on these options
Gosport Borough Council	<ul style="list-style-type: none"> • 5% of financial obligations secured capped at £10,000 per application • No charge for non-financial obligations or DoVs <p><i>Fixed percentage option</i></p>	£3,781
East Hampshire District Council	<ul style="list-style-type: none"> • 5% of financial obligations secured capped at £17,000 per application • £864 for non-financial • £350 per DoV • Late payment surcharge equal to two and a half per cent of the amount owed or £500, whichever is the greater amount. <p><i>Fixed percentage option</i></p>	£6,995
Havant Borough Council	<ul style="list-style-type: none"> • 5% of financial obligations secured (no cap) • £914 for non-financial • No charge for DoVs <p><i>Fixed percentage option</i></p>	£7,802
South Holland District Council	<ul style="list-style-type: none"> • >10 dwellings £1,750 • 10-199 dwellings £2,915 • >200 dwellings £3,800 • DoV's £424 <p><i>Fixed monetary amount based on development scale</i></p>	£34,081
Wealden District Council	<ul style="list-style-type: none"> • Registration fee of £500 for all agreements (including DoVs) • >10 dwellings £250 • 51-100 dwellings £2,500 • 101-250 dwellings £7,500 • <251 dwellings £10,000 • Commercial floorspace on a case-by-case basis <p><i>Fixed monetary amount based on development scale</i></p>	£18,850

Local Planning Authority	Fee details	Anticipated CCDC monitoring fee income per annum based on these options
Solihull Metropolitan Borough Council	<ul style="list-style-type: none"> • >5 dwellings / >1,000sqm commercial floorspace/ DoV £500 • >10 dwellings / >5,000sqm commercial floorspace £1,000 • >50 dwellings / >10,000sqm commercial floorspace £3,000 • >100 dwellings / <10,000sqm commercial floorspace £5,000 • <100 dwellings £10,000 <p>Fixed monetary amount based on development scale</p>	£29,400
East Suffolk Council	<ul style="list-style-type: none"> • £445 per obligation trigger (based upon the occurrence of triggers for compliance of a planning obligation rather than each obligation individually.) <p>Fixed monetary amount per obligation trigger</p>	£10,057
Adur District Council & Worthing Borough Council	<ul style="list-style-type: none"> • £300 per obligation trigger <p>Fixed monetary amount per obligation trigger</p>	£6,780
Staffordshire County Council	<p>3 hours x £210 (charging rate per hour) x number of schedules (or significant parts of schedules) Fee is never less than £630 i.e. 3 hours x £210 x 1 schedule</p> <p>Formula</p>	N/A
Charnwood	<p>Based on size of development</p> <p>>10 =£292 per obligation + £234 11-50 = £350 per obligation + £281 51-150 = £409 per obligation + £328 151+ = £523 per obligation + £422 350+ = Bespoke</p> <p>Formula</p>	N/A
East Staffordshire Borough Council	<p>A x B x C x D</p> <ul style="list-style-type: none"> • A= number of obligations • B= hourly rate of the officer's salary • C=number of officer hours spent on each obligation, including time spent during site visits • D=number of years expected to be required to monitor the site <p>Formula</p>	N/A

Cannock Chase District Council Section 106 Data

1. A total of 107 agreements have been secured by CCDC in the last five years. This number includes Section 106 Agreements, Unilateral Undertakings, and Deeds of Variation, all of which are considered as legal agreements securing developer contributions under the under Section 106 of the Town and Country Planning Act 1990. Of the 107 agreements:
 - 33 are Section 106 Agreements
 - 70 are Unilateral Undertakings
 - 4 are Deeds of Variation
2. A Unilateral Undertaking (UU) is a Section 106 Agreement which is given by the applicant to the Council and not signed by the Council. UU's were previously predominantly used for the collection of Cannock Chase SAC funds (this is now typically collected via S111 Agreements, which do not constitute S106 Agreements). S111 Agreements are now used to collect SAC payments and as these are outside of Section 106 of the Town and Country Planning Act 1990, they are not eligible for a S106 monitoring charge. It is expected that S111 Agreements will replace UU's on more occasions resulting in a reduction in potential monitoring fee income.
3. A Deed of Variation (DoV) makes legal amendments to the original agreement, whether this be a S106 Agreement or a Unilateral Undertaking. Changes can be minor, such as minor re-phrasing of an obligation, or changes can be extensive, including the removal and addition of obligations. Due to the nature of DoVs, these should be dealt with separately to S106/UU Agreements.
4. Of the 103 agreements secured (excluding the 4 DoVs), Table 1 outlines the number of financial and non-financial obligations, how much has been secured, and how many trigger points have required monitoring in the last five financial years.

Table 1 - A breakdown of the obligations and triggers secured through S106 Agreements excluding DoVs by CCDC in the last five financial years

Number of Obligations secured	103
~Of which were financial	84
~Of which were non-financial	23
Number of Triggers	113
Total financial funding secured	£339,431.45

5. It should be noted that Section 106 Agreements typically have a General Obligations under the first schedule of an agreement. This includes the requirement for the developer to provide notices to the Council. Due to the generic nature of these obligations, they have not been included in Table 1 or to be applicable for a monitoring fee.

6. It should also be noted that some Section 106 Agreements secured contain obligations for both CCDC and Staffordshire County Council (SCC). SCC obligations are typically for education and transport, and the monitoring of these obligations by CCDC is minimal recording only when an obligation has been met. As County monitor their own obligations, any SCC obligations have not been included in Table 1.
7. Of the 103 agreements secured (excluding the 4 DoVs), 84 of these agreements secure financial contributions. the types of applications they have been secured for are:
 - 76 are residential planning applications
 - 4 are for employment planning applications
 - 4 are for other uses, which includes home extensions and restrictions to the use of the land
8. Table 1 sets out the scale of development for the 84 agreements, excluding DoVs, that provide either dwellings or employment floorspace.

Table1 - Scale of development for S106 Agreements tied to planning applications secured by CCDC in the last five financial years excluding DoVs

Scale of Development	Number of applications applicable to development scale
Less than 5 dwellings OR less than 1,000sqm of employment floorspace	51
6-10 dwellings OR 1,001-5,000sqm of employment floorspace	14
11-50 dwellings OR 5,001-10,000sqm of employment floorspace	5
51-100 dwellings OR Over 10,000sqm of employment floorspace	12
100+ dwellings	2

Permission to Spend - Community Safety Funding 2025/26

Committee:	Cabinet
Date of Meeting:	13 March 2025
Report of:	Head of Wellbeing
Portfolio:	Community Wellbeing

1 Purpose of Report

- 1.1 To seek approval to spend the allocated Community Safety Funding, for the purposes of improving community safety and reducing crime and disorder in the district.

2 Recommendations

- 2.1 Cabinet is asked to accept, and approve, the spend of £69,024 Community Safety Funding allocated to the Council by the Staffordshire Commissioner for Police, Fire & Rescue and Crime, hereafter referred to as the Staffordshire Commissioner.
- 2.2 That authority to enter into any necessary agreements to enable the Council to spend the funding be delegated to the Head of Wellbeing, in consultation with the Chase Community Partnership.

Reasons for Recommendations

- 2.3 The £69,024 funding allocated to the Council from the Staffordshire Commissioner will be spent on implementing several community safety initiatives across the district and will assist the Community Safety Partnership in its statutory duty to reduce crime and disorder, substance misuse and re-offending.
- 2.4 Some flexibility will be required over the period of the funding in order to be able to respond to different pressures and emerging themes and trends as they arise. For this reason, it is requested that Cabinet delegates authority for the detail of the spend to be approved by the Head of Service in consultation with the Chase Community Partnership.

3 Key Issues

- 3.1 All Community Safety Partnerships across Staffordshire receive funding from the Staffordshire Commissioner annually to support their work tackling crime, disorder and anti-social behaviour.

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities as follows:

Health and Wellbeing - by helping to ensure the most vulnerable people in our district are safeguarded.

The Community - by assisting in ensuring our neighbourhoods are safe.

5 Report Detail

- 5.1 The Staffordshire Commissioner allocates annual funding to all Community Safety Partnerships across Staffordshire to assist with the development and commissioning of projects to address local community safety issues.
- 5.2 The purpose of the funding is to give Community Safety Partnerships control and flexibility when allocating funding in their local area.
- 5.3 The amount of Community Safety Funding received for 2025/26 is £69,024.
- 5.4 The allocation of this funding is agreed at the Chase Community Partnership, before the proposals are ratified by the Staffordshire Commissioner's Office.
- 5.5 Funding will be aligned to the local community safety priorities identified within the Community Safety Strategic Assessment, and those identified by the Chase Community Partnership. These are:
 - a) Anti-Social Behaviour;
 - b) Domestic Abuse;
 - c) Community Cohesion & Tackling Extremism;
 - d) Drugs, Organised Crime Groups & County Lines;
 - e) Vulnerability, including Mental Health and Substance Misuse;
 - f) Theft, including Shoplifting and Vehicle Crime;
 - g) Violence Against the Person, including Stalking and Harassment and Violence Against Women & Girls.
- 5.6 Funding is for a one-year period, from 1st April 2025 - 31st March 2026.
- 5.7 An evaluation of spend will be submitted to the Chase Community Partnership and the Staffordshire Commissioner in April 2026.

6 Implications

6.1 Financial

Expected income, no implications.

6.2 Legal

Upon receipt of instructions to Legal Services, consideration will need to be given to the capacity within the team for the drafting and provision of advice regarding legal agreements, and whether the work will need to be outsourced or carried out in-house.

Whilst it is likely that the majority of contracts required for the delivery of funded projects shall be grant agreements, which are not subject to the Council's Procurement Regulations, Public Contracts Regulations 2015 or to the Procurement Act 2023, any contract for goods, services and/or works required for the delivery of a project shall be procured in accordance with the Procurement Regulations and the requisite procurement legislation.

6.3 Human Resources

None.

6.4 Risk Management

None.

6.5 Equalities and Diversity

None.

6.6 Health

The impact of ASB and criminality on individuals and communities is well documented, and is known to impact upon both physical and mental health. By seeking to address these issues via appropriate allocation of grant funding, it is hoped that these negative effects shall be minimised.

6.7 Climate Change

None.

7 Appendices

None.

8 Previous Consideration

None.

9 Background Papers

None.

Contact Officer: Oliver Greatbatch

Telephone Number: 01543 464 477

Ward Interest: All

Report Track: Cabinet: 13/03/25

Key Decision: Yes

Air Quality Annual Status Report

Committee:	Cabinet
Date of Meeting:	13 March 2025
Report of:	Head of Regulatory Services
Portfolio:	Environment & Climate Change

1 Purpose of Report

- 1.1 To present the 2024 Annual Status Report, which was approved by the Department of Environment, Food and Rural Affairs on 4 September 2024.

2 Recommendations

- 2.1 That Cabinet notes the Annual Status Report (see Appendix 1), and the recommendations contained therein.
- 2.2 That Cabinet instructs the Deputy Chief Executive (Place) to take the actions necessary to progress towards Air Quality Action Planning and the revocation of Air Quality Management Area (AQMA) 2.

Reasons for Recommendations

- 2.3 The Council has a duty to monitor and, where necessary, improve local air quality under Part 4 of the Environment Act 1995. Air quality objectives have been set for a range of substances. Government technical guidance gives particular focus on 'pollutants of primary interest,' including nitrogen dioxide (NO₂) and particulate matter (PM₁₀).
- 2.4 The Council is required to submit an Annual Status Report (ASR) to the Department for Environment, Food and Rural Affairs (DEFRA). The 2024 ASR includes:
 1. The results of air quality monitoring in 2023.
 2. A review of monitoring data and the implications for local air quality management.
 3. An update on progress made by Cannock Chase Council (and Staffordshire County Council (SCC)) on air quality initiatives (generally those which reduce polluting emissions or promote environmental awareness).
 4. An outline of future initiatives (where relevant to air quality).

3 Key Issues

- 3.1 The ASR presents air quality monitoring data from 2023, an interpretation of that data, and a summary of the actions and initiatives undertaken by the Council to improve air quality.
- 3.2 The Council must act in accordance with statutory guidance (Local Air Quality Management Policy Guidance, [PG22](#)).

4 Relationship to Corporate Priorities

- 4.1 The ASR contributes to Council priorities of 'Health & Wellbeing', and 'The Community', by:
- Ensuring air quality is monitored/reviewed and that appropriate action is taken to reduce the detrimental effects from air pollution on the health and wellbeing of residents.
 - Helping to inform the development of an Environmental Strategy and action plan to reduce the Council's contribution to climate change.

5 Report Detail

Air Quality Monitoring

- 5.1 On 1 January 2023, the Council had three Air Quality Management Areas (AQMAs), where exceedance of the objective of 40µg/m³ concentration of NO₂ (as an average over a year) were identified:
- AQMA 1, Watling Street, Cannock (Declared 2006)
 - AQMA 2, Watling Street, Norton Canes (Declared 2014)
 - AQMA 3, Fiveways, Heath Hayes (Declared 2017)
- 5.2 On 1 May 2023, AQMA 1 and AQMA 3 were revoked.
- 5.3 Air quality monitoring currently consists of:
- 21 diffusion tubes, which monitor NO₂ and provide a monthly average.
 - An automated monitoring station¹ at Five Ways, which monitors NO₂ (a sample of air is analysed once per hour) and, since late 2024, PM_{2.5}

Nitrogen Dioxide (NO₂)

- 5.4 Nitrogen dioxide and nitrogen monoxide (collectively known as NO_x) are products of combustion from the use of petrol, diesel, or natural gas.
- 5.5 There is evidence that high levels of nitrogen dioxide can inflame the airways in our lungs and, over a long period of time, affect how well our lungs work. Those with respiratory ailments (such as asthma) are particularly vulnerable.
- 5.6 Previous air quality monitoring identified three areas that failed to meet the annual NO₂ objective of 40µg/m³; these were declared as AQMAs:
- AQMA 1, Watling Street, Cannock (Declared 2006)
 - AQMA 2, Watling Street, Norton Canes (Declared 2014)
 - AQMA 3, Fiveways, Norton Canes (Declared 2017)

¹ Please note that the monitoring station is operated and maintained by the Environment Agency and is independent of Cannock Chase Council.

- 5.7 Air quality in the District has improved over recent years to the extent that, on 1 May 2023, AQMA 1 and AQMA 3 were revoked. Air quality has also improved in AQMA 2, but further monitoring has been necessary to justify revocation.
- 5.8 Monitoring data now indicates continued compliance with the air quality objective at AQMA 2, which can therefore be considered for revocation.

Particulate Matter

- 5.9 Particulate matter is generated from natural sources and from human activity - particularly smoke from combustion - and falls into two categories:
- PM₁₀, for which there is an air quality objective of 40µg/m³ (annual) or 50µg/m³ (24 hour mean, not to be exceeded more than 35 times/year).
 - PM_{2.5}, which authorities should work toward reducing.
- 5.10 There is clear evidence that PM_{2.5} has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.
- 5.11 PM_{2.5} is likely to be the focus of future government efforts to improve air quality across England. The Environmental Targets (Fine Particulate Matter) (England) Regulations 2023 established the following targets for PM_{2.5}
- 10µg/m³ annual mean (to be achieved by 2040).
 - A 35% reduction in population exposure by 2040 (2016-2018 baseline).
- 5.12 The Council does not currently monitor particulate matter concentrations. Instead, modelled background concentrations have been reviewed, which suggest two areas where annual concentrations of PM_{2.5} are above 10µg/m³.

Note: µg is the symbol for microgram, equivalent to one millionth of one gram (a single human hair weighs approximately 500 micrograms).

PM₁₀ and PM_{2.5} indicate Particulate Matter with a diameter of 10µm and 2.5 µm respectively. The symbol µm denotes a micron, which is one thousandth of one millimetre (0.001mm) - an average human hair has a diameter of 100 microns).

Air Quality Initiatives in 2023

- 5.13 Measures undertaken by the Council to improve air quality in 2023 included:
- Adoption of a new Taxi Licensing Policy, to phase out vehicles using only petrol or diesel engines and encourage uptake of electric and hybrid vehicles.
 - The continued support of the SCC Air Aware programme.
 - Continued business support from SCC through the Staffordshire Business Environment Network.
 - Cannock Chase Council working in partnership with Staffordshire County Council to increase environmental awareness, including participation in the 'Carbon Bubble Tour'.

- Approval of a new smoke control order (which came into effect on 1 September 2024). The new smoke control order replaces 15 previous smoke control orders and brings moored vessels (canal narrowboats) within the scope of smoke control.

Proposed Air Quality Initiatives for 2024

- 5.14 Should Cabinet agree recommendation 2.2 above, a proposal to revoke AQMA 2 will be submitted to members in due course.
- 5.15 Officers will continue to monitor air quality across the District, including data on particulate matter (subject to availability). Officers will also develop/support initiatives to raise awareness of/improve air quality as opportunities arise.

6 Implications

6.1 Financial

None.

6.2 Legal

Part 4 of the Environment Act 1995 sets out statutory provisions on air quality.

Section 82 provides that local authorities shall review the air quality within their area.

Section 83 requires local authorities to designate an AQMA where air quality objectives are not, or are unlikely to be, achieved.

Section 83A requires local authorities to develop an Air Quality Action Plan (AQAP) for each AQMA, to identify and implement measures to achieve air quality objectives within the AQMA.

Where a local authority does not have an AQMA, it is required to produce an Air Quality Strategy.

6.3 Human Resources

None

6.4 Risk Management

None

6.5 Equalities and Diversity

None

6.6 Health

The continued reduction in the District's harmful polluting emissions will have significant long- and short-term benefits to the health of the local population, particularly those residents whose homes are located in former AQMAs.

6.7 Climate Change

Local air quality management strongly aligns with 'net zero'. For instance, efforts to reduce vehicle emissions (aimed at particulate matter and NOx) will also result in reduced carbon emissions. Cannock Chase Council's 'Costed Net Zero Action Plan' identifies a range of measures that the Council can take to reduce carbon emissions. One of the 'action areas' is transport emissions, and implementation of these may also result in improved air quality.

7 Appendices

Appendix 1: Annual Air Quality Status Review 2023 (ASR).

8 Previous Consideration

None

9 Background Papers

None

Contact Officer: David Prosser-Davies

Telephone Number: 01543 464 202

Ward Interest: All

Report Track: Cabinet: 13/03/25

Key Decision: No



2024 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the Environment Act 1995
Local Air Quality Management, as amended by the
Environment Act 2021

June 2024

Information	Cannock Chase Council Details
Local Authority Officer	Hallan Sambrooke
Department	Environmental Health
Address	Civic Centre, Beecroft Road, Cannock, Staffordshire WS11 1BG
Telephone	01543 462621
E-mail	environmentalhealth@cannockchasedc.gov.uk
Report Reference Number	M/22029
Date	27 June 2024

Executive Summary: Air Quality in Our Area

Air Quality in Cannock Chase

Breathing in polluted air affects our health and costs the NHS and our society billions of pounds each year. Air pollution is recognised as a contributing factor in the onset of heart disease and cancer and can cause a range of health impacts, including effects on lung function, exacerbation of asthma, increases in hospital admissions and mortality. In the UK, it is estimated that the reduction in healthy life expectancy caused by air pollution is equivalent to 29,000 to 43,000 deaths a year¹.

Air pollution particularly affects the most vulnerable in society, children, the elderly, and those with existing heart and lung conditions. Additionally, people living in less affluent areas are most exposed to dangerous levels of air pollution².

Table ES 1 provides a brief explanation of the key pollutants relevant to Local Air Quality Management and the kind of activities they might arise from.

Table ES 1 - Description of Key Pollutants

Pollutant	Description
Nitrogen Dioxide (NO ₂)	Nitrogen dioxide is a gas which is generally emitted from high-temperature combustion processes such as road transport or energy generation.
Sulphur Dioxide (SO ₂)	Sulphur dioxide (SO ₂) is a corrosive gas which is predominantly produced from the combustion of coal or crude oil.
Particulate Matter (PM ₁₀ and PM _{2.5})	<p>Particulate matter is everything in the air that is not a gas.</p> <p>Particles can come from natural sources such as pollen, as well as human made sources such as smoke from fires, emissions from industry and dust from tyres and brakes.</p> <p>PM₁₀ refers to particles under 10 micrometres. Fine particulate matter or PM_{2.5} are particles under 2.5 micrometres.</p>

¹ UK Health Security Agency. Chemical Hazards and Poisons Report, Issue 28, 2022.

² Defra. Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

As 2023 began, Cannock Chase Council had three air quality management areas (AQMAs), all of which were declared due to concentrations of NO₂ exceeding the annual air quality objective of 40 µg/m³ at a relevant receptor:

- AQMA 1, Watling Street, Cannock (Declared 2006)
- AQMA 2, Watling Street, Norton Canes (Declared 2014)
- AQMA 3, Fiveways, Norton Canes (Declared 2017)

AQMA 1 and AQMA 3 were revoked on 1st May 2023.

Consideration will be given to revoking AQMA 2 in 2024.

Monitoring data on air quality associated with fine particulate matter (PM_{2.5}) is not available, although modelling suggests that two areas exceeded the 2040 10 µg/m³ annual mean target in 2023.

The existing air quality monitoring programme for NO₂ was expanded with an additional five locations in February 2023; the upgrade of an existing automated NO₂ monitoring station at Heath Hayes, to include PM_{2.5} monitoring, is expected in 2024.

Cannock Chase Council will continue with its efforts to improve local air quality by working with partner organisations on air quality awareness campaigns and transport management strategies.

Cannock Chase will encourage residents to reduce pollution by:

- Enforcing the new smoke control order, which will bring moored vessels into the scope of smoke control legislation and simplify the existing arrangements.
- Continuing to work with stakeholders, including Staffordshire County Council, to promote sustainable transport and reduce pollution.

Actions to Improve Air Quality

Whilst air quality has improved significantly in recent decades, there are some areas where local action is needed to protect people and the environment from the effects of air pollution.

The Environmental Improvement Plan³ sets out actions that will drive continued improvements to air quality and to meet the new national interim and long-term targets for fine particulate matter (PM_{2.5}), the pollutant of most harm to human health. The Air Quality Strategy⁴ provides more information on local authorities' responsibilities to work towards these new targets and reduce fine particulate matter in their areas.

The Road to Zero⁵ details the Government's approach to reduce exhaust emissions from road transport through a number of mechanisms, in balance with the needs of the local community. This is extremely important given that cars are the most popular mode of personal travel and the majority of Air Quality Management Areas (AQMAs) are designated due to elevated concentrations heavily influenced by transport emissions.

Conclusions and Priorities

Air quality monitoring data for 2023 suggests that the annual air quality objective for NO₂ of 40 µg/m³ is being met at all monitoring locations and that trends are stable. The revocation of AQMA 2 will be considered in 2024.

If AQMA 2 is revoked, it will be necessary to produce an air quality strategy, which sets out how Cannock Chase Council will continue to work with stakeholders to improve air quality across the District. If AQMA is not revoked, it will be necessary to produce an air quality management area action plan for AQMA 2.

Local Engagement and How to get Involved

Cannock Chase Council welcomes comments and suggestions on how to improve air quality. Enquiries can be directed as follows:

Write to:	Environmental Protection, Cannock Chase Council, Beecroft Road, Cannock, Staffordshire
------------------	---

³ Defra. Environmental Improvement Plan 2023, January 2023

⁴ Defra. Air Quality Strategy – Framework for Local Authority Delivery, August 2023

⁵ DfT. The Road to Zero: Next steps towards cleaner road transport and delivering our Industrial Strategy, July 2018

	ST18 0YS
Email:	environmentalhealth@cannockchasedc.gov.uk
Telephone:	01543 462621
Website:	https://www.cannockchasedc.gov.uk/residents/environmental-health/environmental-protection/air-quality-management

Local authorities across Staffordshire regularly meet to discuss air quality issues and initiatives as part of the Air Quality Forum.

Local Responsibilities and Commitment

This ASR was prepared by the Environmental Health Service of Cannock Chase Council.

This ASR has been approved by: Gabrielle Whitehouse, Head of Regulatory Services

Endorsement from the Director of Health & Care, Staffordshire County Council

Staffordshire County Council (SCC) is committed to working with partners to ensure that Staffordshire is a place where improved health and wellbeing is experienced by all. Poor air quality has a negative impact on public health, with potentially serious consequences for individuals, families, and communities. Identifying problem areas and ensuring that actions are taken to improve air quality forms an important element in protecting the health and wellbeing of Staffordshire residents. Improving air quality is often a complex issue, presenting a multi-agency challenge – so it is essential that all agencies work together effectively to deliver improvements where they are needed.

As Director of Health and Care across Staffordshire, I endorse this Annual Status Report which sets out the position in all the local authorities across Staffordshire and Stoke-on-Trent (SOT), focusing on human made pollution with particulate matter.

The Air Aware project (phase 2) ran until March 2023 with Defra funding and continues, with joint funding from SCC Public Health and Connectivity Teams, to March 2025. The project delivers behaviour change to increase active travel, decrease car use, and raise awareness of air quality issues through five elements. These are business and school engagement, communications and campaigns, electric vehicles, and air quality monitoring in targeted locations. Campaigns include anti-idling, walking and cycle activities and Clean Air Day. These have been countywide, engaging a large number of businesses and

schools. The programme focuses on reducing levels of NO₂ and PM, which are monitored at key locations.

A number of the Staffordshire authorities are currently involved in implementing measures to reduce levels of NO₂ within their areas, which are detailed elsewhere in their ASR. Since the update of the Environment Act 2021, there is now a statutory duty imposed on local authorities in England to reduce PM_{2.5}, a number of the measures are complementary with those being undertaken to improve air quality. A mapping exercise completed by the Staffordshire Air Quality Forum members details the measures currently in place which are considered to have an impact in reducing PM_{2.5} within the County.

Post Covid the Staffordshire and SOT Air Quality Forum has resumed meeting on a quarterly basis. This forum involves all the districts and boroughs and both SCC and SOT and is chaired on a rotating basis.

In addition, Levelling Up Fund 2 Schemes will improve a number of major roads around the County, reduce journey times, put greener, cleaner buses on main roads, improve walking and cycling routes and reduce the impact of housing and commercial developments. They will benefit East Staffordshire, Cannock Chase, and Stafford Borough. Total package cost circa £20m.

Finally, it's worth mentioning both Climate Change and The Local Transport Plan 4 (LTP4). SCC have signed up to the Climate Emergency and since signing up have reduced its Carbon footprint by 50%. We are now also now working towards LTP4, with our local authority partners. LTP4 will come into effect in 2025 and will have a positive effect on air quality over the coming years

Dr Richard Harling



Director of Health and Care

Staffordshire County Council

June 2024

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1 Local Air Quality Management

This report provides an overview of air quality in the District of Cannock Chase during 2023. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995), as amended by the Environment Act (2021), and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in order to achieve and maintain the objectives and the dates by which each measure will be carried out. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by Cannock Chase Council to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England are presented in Table E.1.

2 Actions to Improve Air Quality

2.1 Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority should prepare an Air Quality Action Plan (AQAP) within 18 months. The AQAP should specify how air quality targets will be achieved and maintained and provide dates by which measures will be carried out.

A summary of AQMAs declared by Cannock Chase Council can be found in Table 2.1. The table presents a description of the AQMAs that were designated within the District of Cannock Chase. Appendix D: Maps of Monitoring Locations and AQMAs provides maps of the AQMAs and air quality monitoring locations in relation to the AQMAs. The relevant air quality objective for NO₂ is 40 µg/m³ (annual mean).

The Council will consider revocation of AQMA 2 during 2024

Table 2.1 – Declared Air Quality Management Areas

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	One Line Description	Is air quality in the AQMA influenced by roads controlled by Highways England?	Level of Exceedance: Declaration	Level of Exceedance: Current Year	Number of Years Compliant with Air Quality Objective	Name and Date of AQAP Publication	Web Link to AQAP
AQMA 2	Declared 1/9/2014	NO ₂ annual mean	A5 Watling Street, Churchbridge to Norton Canes	YES	36.2	27.4	4	AQMA declared after publication of latest AQAP	https://uk-air.defra.gov.uk/aqma/details?aqma_ref=1575

- Cannock Chase Council confirms the information on UK-Air regarding their AQMAs is up to date.
- Cannock Chase Council confirms that all current AQAPs have been submitted to Defra.

2.2 Progress and Impact of Measures to address Air Quality in Cannock Chase

Defra's appraisal of last year's ASR is presented in Table 2.2.

Table 2.2 – 2022 ASR Appraisal.

DEFRA Comment	Cannock Chase Council Response
Continue with Reference to the Public Health Outcomes Framework, following the positive work made in this submission.	Noted.
Continue analysis of trends in the air quality data in comparison to the Air Quality Objectives.	Noted.
Continue maintaining high standards of QA/QC procedures with sufficient supporting evidence provided, with robust analysis shown in this submission	Noted.
It is unclear from this submission what diffusion type was used for analysis, between 20% TEA/Water or 50% TEA/Acetone.	Staffordshire County Council Highways Laboratory prepare their diffusion tubes with 20% TEA/Water

Progress on measures identified for completion in the 2023 ASR is outlined in Table 2.3.

Table 2.3 – Progress on 2023 Air Quality Priorities

Priority	Measure	2023 ASR Comments	2024 ASR Comments
1	Revoke AQMAs 1 and 3	AQMAs 1 and 3 were revoked on 1 st May 2023.	AQMAs 1 and 3 were revoked on 1 st May 2023.
2	Ongoing air quality monitoring and data review	Data collected in 2023 will be analysed as part of the 2024 ASR.	This report demonstrates Cannock Chase Council's ongoing commitment to review air quality within the District.
3	Review current air quality monitoring arrangements	Additional diffusion tube locations (NO ₂) established in January 2023. AURN PM _{2.5} monitoring station establishment anticipated in 2023.	The proposed PM _{2.5} monitoring station at Watling Street has been cancelled; the existing AURN monitoring station (HHMS) should be upgraded in 2024 instead.
4	Review Cannock Chase Council Smoke Control Orders	Cannock Chase Council currently has 15 smoke control orders which, in aggregate, cover the whole District; the current arrangements (including Cannock Council's Enforcement Policy) are to be reviewed following changes to the Clean Air Act 1993.	The Cannock Chase Council Smoke Control Order was made on 26 th January 2024; this consolidates previous Orders and brings moored vessels within scope, and comes into force on 1 st September 2024.
5	Revision to Taxi Licensing Policy to encourage transition to low emissions vehicles	The Hackney Carriage/Private Hire Driver, Vehicle & Operator Licensing Policy is due to be adopted in July 2023.	The Hackney Carriage/Private Hire Driver, Vehicle & Operator Licensing Policy was adopted in November 2023; policy changes took effect on 1 st April 2024. Key changes are: From 1 April 2024, the Council will stop licensing vehicles which are of Euro 4 emissions standard and are powered solely by petrol, diesel or liquified petroleum gas (LPG). From 1 April 2026, the Council will no longer issue new licences for vehicles which are powered solely by petrol, diesel or LPG. From 31 March 2030, the Council will stop licensing vehicles which are powered solely by petrol, diesel or LPG.
6	Adoption of a Green Travel Strategy	Cannock Chase Council is developing a Green Travel Strategy with the following key aims: <ul style="list-style-type: none"> To Increase the uptake of active and green transportation whilst reducing the number of car journeys across the District. To drive the uptake of ULEV vehicle use, whilst reducing the number of petrol and diesel vehicle journeys. To work with partners to support the future increase in number of publicly available vehicle charging/ fuelling points. To understand current reasons and choices of modes of transport within the District to understand how we can influence the uptake of future sustainable modes of transport and improve air quality. To help develop complementary planning policies and strategic projects. <p>To set an example, by developing an ULEV local authority fleet, adopting a staff travel plan, running green events and engaging with businesses through economic development programmes.</p>	Work is continuing on development of a Green Travel Strategy.
7	Adoption of an Ultra-Low Emission Vehicle Charging Delivery Strategy	Cannock Chase Council is developing an Ultra-low Emission Vehicle Strategy with the following key aims: <ul style="list-style-type: none"> To work towards Cannock Chase Council's vehicle fleet producing zero emissions by 2030 or as early as practicable after that date. To provide adequate, safe and secure charging/fuelling locations across the District. <p>To provide suitable dedicated charging locations within the District for our taxi operators.</p>	Subject to approval, it is anticipated that this will start to be rolled out in 2024/25.
8	Develop planning policies that require developer contributions towards sustainable transport	The Cannock Chase Council Local Plan 2018-2039 is in development; it is anticipated that this will be adopted in 2024. The current draft includes policies on sustainable transport.	The Cannock Chase Council Local Plan 2018-2039 is in development; it is anticipated that this will be adopted in 2024. The current draft includes policies on sustainable transport.
9	Produce a Developer's Guide to Air Quality	A draft Air Quality Developer's Guide has been prepared. However, the guide requires a review to ensure alignment with the policies under the 2018-2039 Local Plan. The Developer Guide should be published following adoption of the 2018-2039 Local Plan (anticipated in 2024).	A draft Air Quality Developer's Guide has been prepared. However, the guide requires a review to ensure alignment with the policies under the 2018-2039 Local Plan. The Developer Guide should be published following adoption of the 2018-2039 Local Plan (anticipated in 2024).

Priority	Measure	2023 ASR Comments	2024 ASR Comments
10	Partnership working with Staffordshire County Council	Staffordshire County Council have significant influence on schools and run educational and business awareness campaigns, including 'Air Aware' and the 'Staffordshire Business and Environment Network'. Staffordshire County Council have been successful in obtaining 'Levelling Up' funding to deliver local highways infrastructure improvements on the A34 at Cannock town centre and to provide a low/zero emission bus service between Stafford and Cannock. Subject to final approval, the project is scheduled for completion in 2024.	Staff in Environmental Health joined Staffordshire County Council to promote sustainability at public events in Hednesford and Stafford; Cannock Council continues to promote sustainability issues with local schools. Levelling Up Funded infrastructure improvements in Cannock Town Centre, including electric vehicle charging facilities, will progress in 2024 following approval of the first phase of development.
11	Develop an air quality management action plan for AQMA 2	Monitoring data suggests that air quality continues to meet the NO ₂ objective; monitoring will continue with a view to revocation in 2024. Development of an AQAP for AQMA 2 is an inefficient use of limited Council resources.	AQMA 2 will be considered for revocation in 2024. An AQAP is no longer necessary.

Cannock Chase Council air quality priorities for 2024 are presented in Table 2.4.

Table 2.4 – Air Quality Priorities for 2024

Priority	Measure	Comment
1	Proposed revocation of AQMA 2	The air quality objectives at AQMA 2 have been achieved for four consecutive years. It is appropriate to consider revoking AQMA 2 in 2024.
2	Ongoing air quality monitoring and data review	Data collected in 2024 will be analysed as part of the 2025 ASR.
3	Review current air quality monitoring arrangements	AURN PM _{2.5} monitoring station upgrade anticipated in 2024. It may be appropriate to review the diffusion tube monitoring programme.
4	Develop a local air quality strategy or air quality management action plan.	It will be necessary to develop an air quality strategy or an air quality management area action plan.
5	Partnership working with Staffordshire County Council	Staffordshire County Council have significant influence on schools and run educational and business awareness campaigns, including 'Air Aware' and the 'Staffordshire Business and Environment Network'. Staffordshire County Council have been successful in obtaining 'Levelling Up' funding to deliver local highways infrastructure improvements on the A34 at Cannock town centre and to provide a low/zero emission bus service between Stafford and Cannock.
6	Adoption of a Green Travel Strategy	Cannock Chase Council is developing a Green Travel Strategy with the following key aims: <ul style="list-style-type: none"> To increase the uptake of active and green transportation whilst reducing the number of car journeys across the District. To drive the uptake of ULEV vehicle use, whilst reducing the number of petrol and diesel vehicle journeys. To work with partners to support the future increase in number of publicly available vehicle charging/ fuelling points. To understand current reasons and choices of modes of transport within the District to understand how we can influence the uptake of future sustainable modes of transport and improve air quality. To help develop complementary planning policies and strategic projects. To set an example, by developing an ULEV local authority fleet, adopting a staff travel plan, running green events and engaging with businesses through economic development programmes.
7	Adoption of an Ultra-Low Emission Vehicle Charging Delivery Strategy	Cannock Chase Council is developing an Ultra-low Emission Vehicle Strategy with the following key aims: <ul style="list-style-type: none"> To work towards Cannock Chase Council's vehicle fleet producing zero emissions by 2030 or as early as practicable after that date. To provide adequate, safe and secure charging/fuelling locations across the District. To provide suitable dedicated charging locations within the District for our taxi operators.
8	Develop planning policies that require developer contributions towards sustainable transport	The Cannock Chase Council Local Plan 2018-2039 is in development; it is anticipated that this will be adopted in 2024. The current draft includes policies on sustainable transport.
9	Produce a Developer's Guide to Air Quality	A draft Air Quality Developer's Guide has been prepared. However, the guide requires a review to ensure alignment with the policies under the 2018-2039 Local Plan. The Developer Guide should be published following adoption of the 2018-2039 Local Plan (anticipated in 2024).

The principal challenges and barriers to implementation that Cannock Chase Council anticipates facing are:

- Staff resource (time).
- Funding to deliver sustainable transport infrastructure.
- In 2023, Cannock Chase Council and Stafford Borough Council entered into a shared services model which, in the short to mid-term may present both challenges and opportunities to both councils.

Cannock Chase Council and partner organisations have taken forward direct measures during the reporting year of 2023 in pursuit of improving local air quality. Details of all measures completed or in progress are set out in Table 2.5. Eight measures are included within Table 2.5, with the type of measure and the progress Cannock Chase Council have made during the reporting year of 2023. Where there have been, or continue to be, barriers restricting the implementation of the measure, these are also presented within Table 2.5.

Table 2.5 – Progress on Measures to Improve Air Quality

Measure No.	Measure	Category	Classification	Year Measure Introduced	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
1	Air Aware - School Travel Plans	Promoting Travel Alternatives	School Travel Plans	2018	2024	Staffordshire County Council	DEFRA/ Staffordshire County Council	YES	Partially Funded	£100k - £500k	Implementation	Unknown	Number of schools participating	5 schools participated in the scheme, 2 of which are still engaged. SCC gave assembly presentations to 4 schools in 2023.	Air Aware has been incorporated into mainstream school engagement through SCC. https://www.staffordshire.gov.uk/Transport/Sustainable-Travel/Air-Quality/Schools.aspx
2	Air Aware - School anti-Idling Campaigns	Public Information	Via other mechanisms	2019	2024	Staffordshire County Council	DEFRA/ Staffordshire County Council	YES	Partially Funded	< £10k	Implementation	Unknown	Number of schools participating	4 schools participated in the campaign.	Awareness campaign for those who drive to school. Participants sign a pledge and receive reminder emails.
3	Public awareness campaigns	Public Information	Via other mechanisms	2018	2040	Staffordshire County Council	DEFRA/ Staffordshire County Council	YES	Funded	£50k - £100k	Implementation	Unknown	N/A	SCC and CCDC participated in the 'Carbon Bubble Tour' in Cannock and Stafford in 2023.	
4	Staffordshire Business Environment Network	Promoting Travel Alternatives	Workplace Travel Planning	2012	2040	Staffordshire County Council	Staffordshire County Council	NO	Not Funded	< £10k	Implementation	Unknown	Number of businesses participating	60 businesses engaged within Cannock in 2023.	
5	Home working	Promoting Travel Alternatives	Encourage / Facilitate homeworking	2013	2040	Cannock Chase Council	N/A	NO	Not Funded	< £10k	Implementation	Unknown	N/A	Home working policy implemented in 2013.	
6	Cycle 2 Work Scheme	Promoting Travel Alternatives	Promotion of cycling	2015	2040	Cannock Chase Council	Cyclescheme	NO	Not Funded	< £10k	Implementation	Unknown	Number of staff taking up measure	No staff uptake in 2023.	
7	Active Travel Fund	Promoting Travel Alternatives	Intensive active travel campaign & infrastructure	2021	2024	Staffordshire County Council	Department of Transport	NO	Funded	£1 million - £10 million	Implementation	Unknown	Length of cycle path installed/ upgraded	850m (2022-23)	
8	Taxi Licensing Policy	Promoting Low Emission Transport	Taxi Licensing conditions	2023	2030	Cannock Chase Council	N/A	NO	Funded	< £10k	Implementation	Unknown	Proportion of licensed vehicles as hybrid or electric	2023 (baseline): Diesel – 74.6% Petrol – 8.6% Hybrid – 16.4% LPG – 0.4%	2023 baseline

Note:

The wider measures that Staffordshire County Council take to reduce pollution emissions are provided in their Climate Change Annual Reports (see Table 2.6).

Cannock Chase Council worked to implement these measures in partnership with the following stakeholders during 2023:

- Staffordshire County Council.
- Energy Saving Trust.
- Staffordshire Air Quality Forum (liaison group representing local authority officers across Staffordshire).

Policies which are relevant to air quality are presented in Table 2.6.

Table 2.6 – Plans and Strategies Aligned to Air Quality

Plan or Strategy	Authority	Summary	Web Link
Costed Net Zero Action Plan	Cannock Chase Council	This policy identifies and assesses measures to achieve net zero carbon emissions by 2030.	https://www.cannockchasedc.gov.uk/sites/default/files/costed_net_zero_action_plan.pdf (2.3 Mb).
Cannock Chase Local Plan 2018-2039	Cannock Chase Council	The proposed Local Plan sets planning policy. Strategic objective 5 is focused on the provision of sustainable transport and communications infrastructure.	https://www.cannockchasedc.gov.uk/sites/default/files/06-local_plan_2018_to_2039_reg_19_consultation_rpt_cabinet_250822.pdf (10.3 Mb).
		Planning policies require the potential impact of nitrogen emissions from development on the Cannock Chase Special Area of Conservation to be assessed.	https://www.cannockchasedc.gov.uk/residents/planning-building/planning-policy/cannock-chase-special-area-conservation-sac
Hackney Carriage/Private Hire Driver, Vehicle & Operator Licensing Policy	Cannock Chase Council	Annex F details the migration toward hybrid, electric and hydrogen vehicles in the licensed private hire/taxi fleet.	https://www.cannockchasedc.gov.uk/sites/default/files/document-library/Revised%20Taxi%20Policy%202023%20Final_0.pdf (0.5 Mb)
Climate Change Action Plan 2021-2025	Staffordshire County Council	This plan includes measures to reduce transport emissions. Progress is reported on annually.	https://www.staffordshire.gov.uk/environment/Climate-change/Climate-change.aspx
Public Electric Vehicle Charging Infrastructure Strategy 2023	Staffordshire County Council	This strategy seeks to coordinate the development of electric vehicle charge points across the county.	https://www.staffordshire.gov.uk/Transport/Sustainable-travel/Electric-vehicles/02-SCC-Public-EV-Charging-Strategy-V3-3.pdf%20 (17 Mb)
Cannock Chase Integrated Transport Strategy 2013-2028	Staffordshire County Council	This strategy prioritises expenditure on transport improvements across Cannock.	https://www.staffordshire.gov.uk/Transport/transportplanning/documents/Documents/Cannock-Transport.pdf (2.7 Mb)
Local Transport Plan 2011	Staffordshire County Council	The Local Transport Plan is supported by a series of complementary policies: <ul style="list-style-type: none"> • Bus Service Improvement Plan 2021 • Local Cycling and Walking Infrastructure Plan 2021 • Freight Strategy Plan 2019 • Highways Infrastructure Asset Management Plan 2022 • Rail Strategy 2016 	https://www.staffordshire.gov.uk/Transport/transportplanning/localtransportplan/home.aspx

2.3 PM_{2.5} – Local Authority Approach to Reducing Emissions and/or Concentrations

As detailed in Policy Guidance LAQM.PG22 (Chapter 8) and the Air Quality Strategy⁶, local authorities are expected to work towards reducing emissions and/or concentrations of fine particulate matter (PM_{2.5} - particulate matter smaller than 2.5 micrometres). There is clear evidence that PM_{2.5} has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

The Environmental Targets (Fine Particulate Matter) (England) Regulations 2023 establish the following targets for PM_{2.5}:

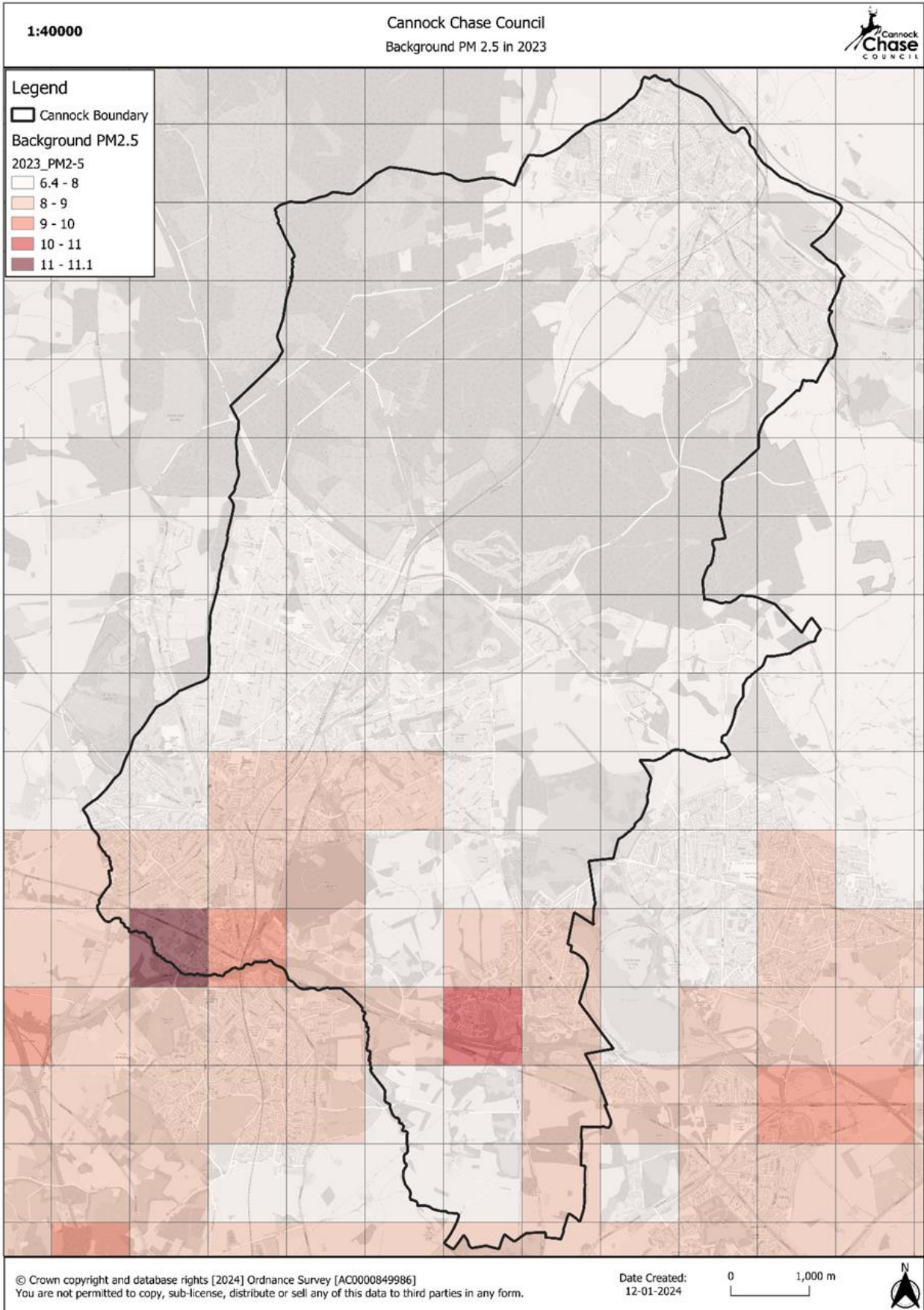
- 10 µg/m³ annual mean (to be achieved by 2040).
- A 35% reduction in population exposure by 2040 (2016-2018 baseline).

2.3.1 Background PM_{2.5} in Cannock Chase

DEFRA modelled background concentrations of PM_{2.5}, based on 2018 data (with a resolution of 1 km²), are presented as Figure 2.1. Background concentrations of PM_{2.5} peak in Bridgtown (11.1 µg/m³) and Norton Canes (10.1 µg/m³), but otherwise decrease from the south to the north.

⁶ Defra. Air Quality Strategy – Framework for Local Authority Delivery, August 2023

Figure 2.1 - Modelled Background PM_{2.5} in Cannock



Elevated background PM_{2.5} concentrations coincide with two major highways:

- The A5/Watling Street.
- The M6 Toll.

Watling Street runs northwest to southeast through the south of the District and is split into two parts. The western part cuts through Bridgtown, a mixed commercial and residential area. The eastern part passes through a largely agricultural area, lined with sporadic residential and commercial properties.

The M6 Toll runs west to east through the south of the District, along the southern extent of Norton Canes, before meeting the District boundary at Brownhills West.

At the time of writing, it is understood that the Automatic and Urban Rural Network (AURN) NO₂ monitoring station on the A5190 will be upgraded to incorporate monitoring for PM_{2.5}.

Cannock Chase Council will review the published data and consider the implications for local air quality management when it becomes available.

2.3.2 Public Health Outcomes Framework

The contribution of particulate air pollution to mortality across Cannock Chase District (according to the Office for Health Improvement and Disparities 'Public Health Outcomes Framework') is presented as Figure 2.2 (please note that whilst the latest data has been used, it covers the period 2018-2022).

This data suggests that mortality associated with particulate air pollution is below the average for England. However, the following caveats should be considered:

- Cannock Chase District contains many former coalfields; the last colliery in the area closed in 1990.
Coal miners are at a higher risk of developing respiratory ailments, such as silicosis, coal workers pneumoconiosis and COPD, from occupational exposure to particulates.
Figures for the proportion and age of the local population who worked in the mining industry are not available.
- The figures for England take in a wide range of local authorities. Standards of air quality will be highly variable for reasons of natural and economic geography; mortality rates are also related to other socioeconomic factors.

Figure 2.2 - Fraction of Mortality Attributable to Particulate Air Pollution

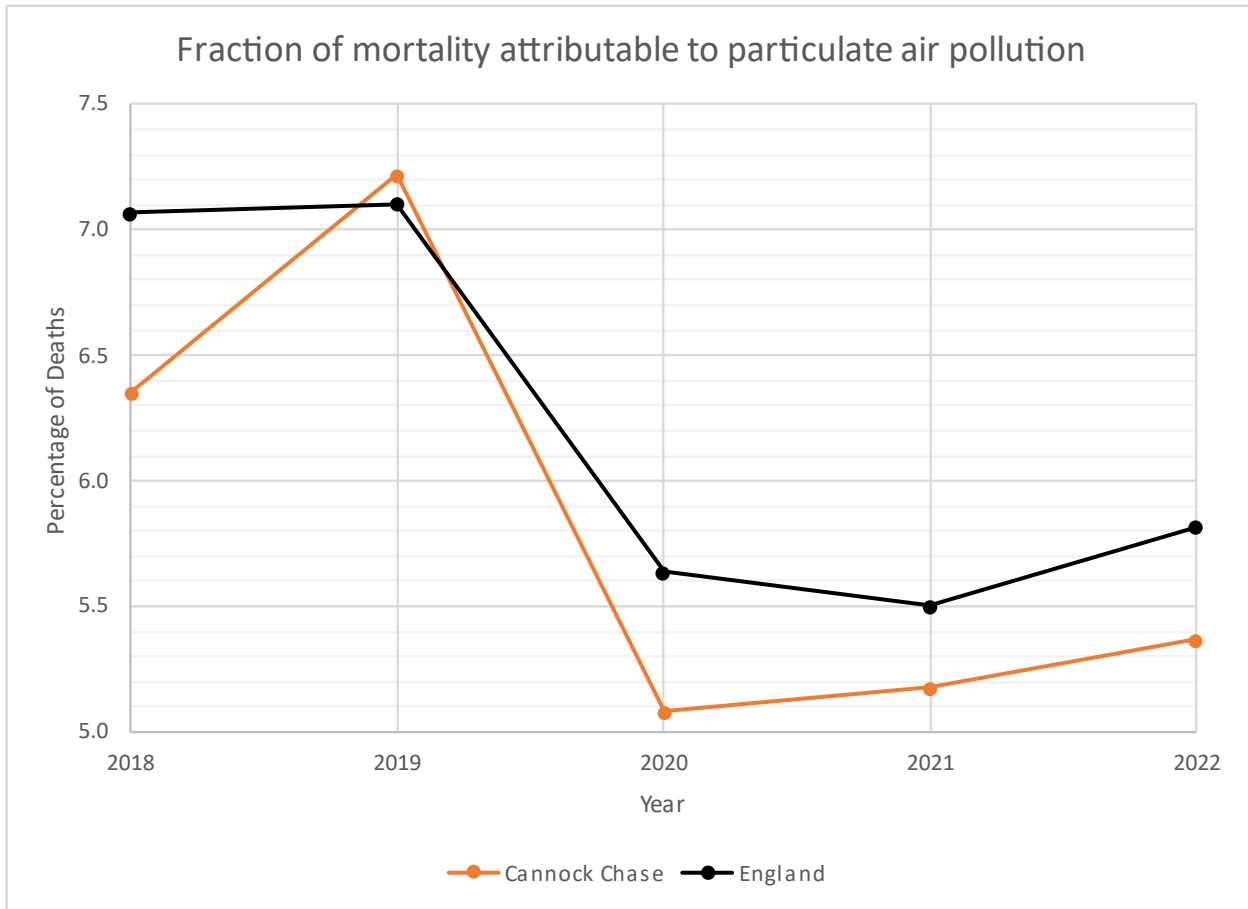


Table 2.7 – Fraction of Mortality Attributable to Particulate Air Pollution

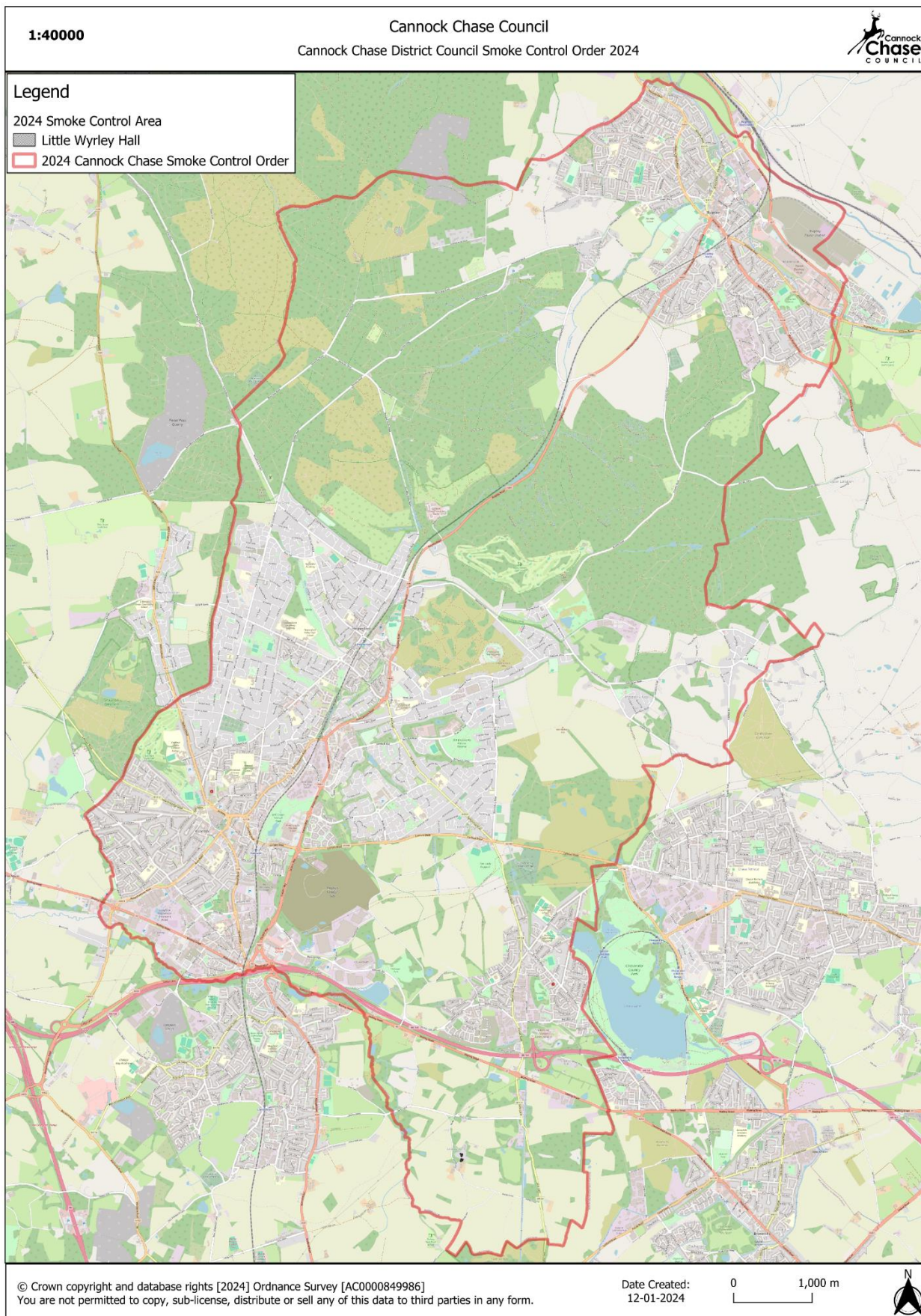
Year	Area	Result (%)	Area	Result (%)
2018	England	7.1	Cannock Chase District	6.4
2019	England	7.1	Cannock Chase District	7.2
2020	England	5.6	Cannock Chase District	5.1
2021	England	5.5	Cannock Chase District	5.2
2022	England	2.8	Cannock Chase District	5.4

2.3.3 Smoke Control

Cannock Chase Council declared 15 smoke control orders between 1988 and 1998 which, in aggregate, cover the entire District. The existing smoke control orders will be revoked by the Cannock Chase District Council Smoke Control Order 2024, which comes into force on 1st September 2024 (Figure 2.3). Moored vessels, including narrowboats on the Trent and Mersey Canal and the Cannock Extension Canal, fall within the scope of the new smoke control order.

Smoke control is enforced by Environmental Health.

Figure 2.3 - Cannock Chase District Council Smoke Control Order 2024



3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance

This section sets out the monitoring undertaken in 2023 by Cannock Chase Council and how it compares with the relevant air quality objectives. In addition, monitoring results are presented for a five-year period between 2019 and 2023 to allow trends to be identified and discussed.

3.1 Summary of Monitoring Undertaken

3.1.1 Automatic Monitoring Sites

Automatic (continuous) monitoring for NO₂ was undertaken at the Cannock A5190 Roadside monitoring site in 2023. Table A.1 in Appendix A provides further details.

Maps showing the location of monitoring site are provided in Appendix D (please note that the monitoring station is co-located with diffusion tubes HHMS 1-3).

Details on how the monitor is calibrated and how the data has been adjusted are included in Appendix C.

3.1.2 Non-Automatic Monitoring Sites

Cannock Chase Council undertook non-automatic (i.e. passive) monitoring of NO₂ at 21 sites during 2023. Table A.2 in Appendix A presents the details of the non-automatic sites.

Maps showing the location of the monitoring sites are provided in Appendix D.

Further details on Quality Assurance/Quality Control (QA/QC) for the diffusion tubes, including bias adjustments and any other adjustments applied (e.g. annualisation and/or distance correction), are included in Appendix C.

3.2 Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for bias, annualisation (where the annual mean data capture is below 75% and greater than 25%), and distance correction. Further details on adjustments are provided in Appendix C.

3.2.1 Nitrogen Dioxide (NO₂)

Table A.4 and Table A.5 in Appendix A compare the ratified and adjusted monitored NO₂ annual mean concentrations for the past five years with the air quality objective of 40 µg/m³. Note that the concentration data presented represents the concentration at the location of the monitoring site, following the application of bias adjustment and annualisation, as required (i.e. the values are exclusive of any consideration to fall-off with distance adjustment).

For diffusion tubes, the full 2023 dataset of monthly mean values is provided in Appendix B. Note that the concentration data presented in Table B.1 includes distance corrected values, only where relevant.

Table A.6 in Appendix A compares the ratified continuous monitored NO₂ hourly mean concentrations for the past five years with the air quality objective of 200 µg/m³, not to be exceeded more than 18 times per year.

The monitoring data is discussed below.

Former AQMA 1

The monitoring results suggest:

- BTL-B (87 Watling Street) exhibits a steady trend between 2019-2023.
- 54 WS and 67 WS fell between 2019-2020, following which trends have remained steady.

All monitoring results comfortably meet the annual objective - the greatest concentration of NO₂ in 2023 was 25.5 µg/m³.

AQMA 2

Air quality monitoring is undertaken within AQMA 2 at three locations:

- 268 WS (south side of Watling Street, 1.9 m from carriageway; the relevant receptor is an additional 0.3 m from the carriageway).
- 268 WSA (north side of Watling Street, 5.2 m from carriageway - no adjacent relevant receptors).
- 268 WSB (north side of Watling Street, 1.2 m from carriageway - no adjacent relevant receptors).

The monitoring results for 268 WS and 268 WSA show a fall between 2018 and 2019, following which results have remained steady. 268 WSB shows an erratic trend, particularly in 2021.

Monitoring data for 268 WS and 268 WSA appears to be closely correlated, whilst also returning significantly lower concentrations of NO₂ than found at 268 WSB.

The data suggests that 268 WS and 268 WSB are not significantly influenced by road traffic emissions; this conclusion is supported by the following:

1. NO₂ concentrations are significantly lower at 268 WS and 268 WSA than at 268 WSB.
2. The erratic trend at 268 WSB during 2020 and 2021 is likely due to disruption in traffic due to Covid-19; there are no significant deviations in the data for 268 WS and 268 WSA, suggesting a less pronounced impact from road traffic.

Four years of monitoring data have returned annual concentrations of NO₂ below 30 µg/m³ at 268 WS and 268 WSA. 268 WS is of particular significance, as it is indicative of the air quality that the relevant receptor is exposed to. The threshold for review of the AQMA for annual NO₂ is 36 µg/m³.

Former AQMA 3

The monitoring results again exhibit a broadly similar trend to those observed in AQMA 1 and AQMA 2.

Monitoring at HHFW indicates NO₂ concentrations have stabilised, with the 2023 data returning a concentration of 36.9 µg/m³; the relevant receptor at this location (a public house) is on the first floor, and previous modelling (presented in the 2022 ASR) had determined likely compliance with the air quality objective. Traffic congestion at this

location is relatively high (as it is close to a roundabout), resulting in elevated concentrations of NO₂ (relative to other monitoring locations in AQMA 3).

NO₂ concentrations at CNKRD are stable, 2023 data returned a concentration of 26.2 µg/m³, which meet the air quality objective.

Monitoring results from HH01 and FW01 (both situated at primary schools) comfortably meet the air quality objective, as do the results from HHMS (which is co-located with an automated monitoring station).

Non-AQMA Locations

Monitoring is undertaken at the A460 to record background NO₂ in the Cannock Chase Special Area of Conservation, for town and country planning purposes; there are no relevant receptors (vis-a-vis local air quality management) at that location, but the data is included for information.

Monitoring at HH01, FW01 and GM01 is undertaken as part of the Air Aware campaign for the associated schools. There are no specific air quality concerns at these locations.

Monitoring results outside of AQMA 1, AQMA 2 and AQMA 3 suggest that air quality comfortably complies with the air quality objective.

Summary

Monitoring data suggests that the typical reduction in annual atmospheric concentrations of NO₂ following Covid-19 are being maintained.

The monitoring data suggests that NO₂ concentrations within the former AQMA 1 and former AQMA 3 are steady.

Five years of monitoring data demonstrate continuous compliance with the annual NO₂ air quality objective at 268 WS. The monitoring data supports the revocation of AQMA 2.

Appendix A: Monitoring Results

Table A.1 – Details of Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Monitoring Technique	Distance to Relevant Exposure (m)	Distance to kerb of nearest road (m) ⁽¹⁾	Inlet Height (m)
HHMS	Cannock A5190 Roadside	Roadside	401392	309954	NO ₂	No	Chemiluminescent	3.6	6.6	1.8

Notes:

(1) N/A if not applicable

(2) Site information can be found here: https://www.airqualityengland.co.uk/site/latest?site_id=CANK.

Table A.2 – Details of Non-Automatic Monitoring Sites

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
MORT-2	Cannock Mortuary	Urban Background	397588	309730	NO ₂	No	NA	NA	No	2.3
BTL-B	87 Watling Street, Bridgtown	Roadside	397952	308567	NO ₂	No	0	4.7	No	2.1
67 WS	67 Watling Street, Bridgtown	Roadside	398051	308512	NO ₂	No	-0.2	7.5	No	2.0
54 WS	54 Watling Street, Bridgtown	Roadside	398250	308428	NO ₂	No	0	4.9	No	2.1
268 WS	268 Watling Street	Roadside	400726	307423	NO ₂	AQMA 2	0.3	1.9	No	2.0
268 WSA	268 Watling Street A	Roadside	400635	307478	NO ₂	AQMA 2	NA	5.2	No	1.5
268 WSB	268 Watling Street B	Roadside	400864	307385	NO ₂	AQMA 2	NA	1.2	No	2.1
HHFW	Five Ways Inn, Heath Hayes	Roadside	401565	309939	NO ₂	No	0	1.5	No	2.3
CNKRD	Cannock Road, Heath Hayes	Roadside	401465	309956	NO ₂	No	11.8	1.5	No	2.1
HHMS1 HHMS2 HHMS3	Cannock A5190 AURN	Roadside	401392	309954	NO ₂	No	6.6	3.6	Yes	2.0
HF	Horsefair, Rugeley	Roadside	404475	317730	NO ₂	No	0	6.4	No	2.4
LICH RD	A5190 Lichfield Road, Cannock	Roadside	398976	309865	NO ₂	No	12.9	1.6	No	2.4
HH01	Heath Hayes Academy, Cannock	Roadside	401630	310593	NO ₂	No	NA	1.6	No	2.7
FW01	Five Ways Primary, Heath Hayes	Roadside	400900	310607	NO ₂	No	NA	2.0	No	2.8
GM01	Gorsemoor Primary, Heath Hayes	Roadside	400723	310186	NO ₂	No	NA	5.1	No	2.0
A460	A460, Rugeley	Roadside	403009	315930	NO ₂	No	NA	1.5	No	2.0
69 CH ST	69 Church Street, Rugeley	Roadside	404081	318200	NO ₂	No	0.3	0.9	No	2.2
3 FORGE RD	3 Forge Road, Rugeley	Roadside	404607	318006	NO ₂	No	0.3	1.1	No	2.2
104 MAIN RD	104 Main Road, Brereton	Roadside	405385	316306	NO ₂	No	0.7	2.8	No	2.2
28 STN RD	28 Station Road, Hednesford	Roadside	400015	312651	NO ₂	No	0.9	1.4	No	2.3
CRC	219 Cannock Road, Chadsmoor	Roadside	399017	311653	NO ₂	No	0.1	2.2	No	2.3

Notes:

(1) 0 m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

(2) N/A if not applicable.

Table A.3 – Details of New Non-Automatic Monitoring Sites

Diffusion Tube ID	Site Name	Comment
MORT-2	Cannock Mortuary	'MORT' became inaccessible in October 2022; this was replaced with 'MORT-2' in January 2023.
69 CH ST	69 Church Street, Rugeley	Additional location established to improve monitoring distribution.
3 FORGE RD	3 Forge Road, Rugeley	Additional location established to improve monitoring distribution.
104 MAIN RD	104 Main Road, Brereton	Additional location established to improve monitoring distribution.
28 STN RD	28 Station Road, Hednesford	Additional location established to improve monitoring distribution.
CRC	219 Cannock Road, Chadsmoor	Additional location established to improve monitoring distribution.

Table A.4 – Annual Mean NO₂ Monitoring Results: Automatic Monitoring (µg/m³)

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2023(%) ⁽²⁾	2019	2020	2021	2022	2023
HHMS	401392	309954	Roadside	98	98	21.5	14.4	15.7	13.8	14.6

Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.

Reported concentrations are those at the location of the monitoring site (annualised, as required), i.e. prior to any fall-off with distance correction.

Notes:

The annual mean concentrations are presented as µg/m³.

Exceedances of the NO₂ annual mean objective of 40 µg/m³ are in **bold**.

All means have been “annualised” as per LAQM.TG22 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Table A.5 – Annual Mean NO₂ Monitoring Results: Non-Automatic Monitoring (µg/m³)

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2023 (%) ⁽²⁾	2019	2020	2021	2022	2023
MORT-2	397588	309730	Urban Background	92.3	92.3					12.0
BTL-B	397952	308567	Roadside	100	100.0	25.6	25.6	27.0	25.9	25.5
67 WS	398051	308512	Roadside	92.3	92.3	33.8	17.9	20.1	18.6	17.6
54 WS	398250	308428	Roadside	100	100.0	31.2	24.7	21.9	26.6	25.5
268 WS	400726	307423	Roadside	100	100.0	37.0	27.6	27.1	28.9	27.4
268 WSA	400635	307478	Roadside	100	100.0	41.5	28.2	29.0	28.2	27.1
268 WSB	400864	307385	Roadside	100	100.0	57.0	31.6	18.4	38.7	39.7
HHFW	401565	309939	Roadside	92.3	92.3	43.9	31.4	32.5	36.6	36.9
CNKRD	401465	309956	Roadside	92.3	92.3	34.2	25.0	25.7	26.7	26.2
HHMS1 HHMS2 HHMS3	401392	309954	Roadside	100	100.0	31.2	16.2	19.3	17.1	16.6
HF	404475	317730	Roadside	82.7	82.7	23.3	24.1	25.8	25.2	22.7
LICH RD	398976	309865	Roadside	100	100.0	19.4	23.4	26.2	24.8	25.1
HH01	401630	310593	Roadside	100	100.0	19.4	14.1	17.6	14.9	14.6
FW01	400900	310607	Roadside	84.9	84.9	13.0	18.3	25.1	19.0	18.4
GM01	400723	310186	Roadside	100	100.0	15.4	12.9	16.1	14.2	13.3
A460	403009	315930	Roadside	100	100.0				16.8	16.3
69 CH ST	404081	318200	Roadside	84.6	84.6					18.1
3 FORGE RD	404607	318006	Roadside	84.6	84.6					18.0
104 MAIN RD	405385	316306	Roadside	76.9	76.9					12.4
28 STN RD	400015	312651	Roadside	75	75.0					21.7
CRC	399017	311653	Roadside	84.6	84.6					23.1

Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.

Diffusion tube data has been bias adjusted.

Reported concentrations are those at the location of the monitoring site (bias adjusted and annualised, as required), i.e. prior to any fall-off with distance correction.

Notes:

The annual mean concentrations are presented as µg/m³.

Exceedances of the NO₂ annual mean objective of 40 µg/m³ are shown in **bold**.

NO₂ annual means exceeding 60 µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per LAQM.TG22 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Figure A.1 – Trends in Annual Mean NO₂ Concentrations for Former AQMA 1

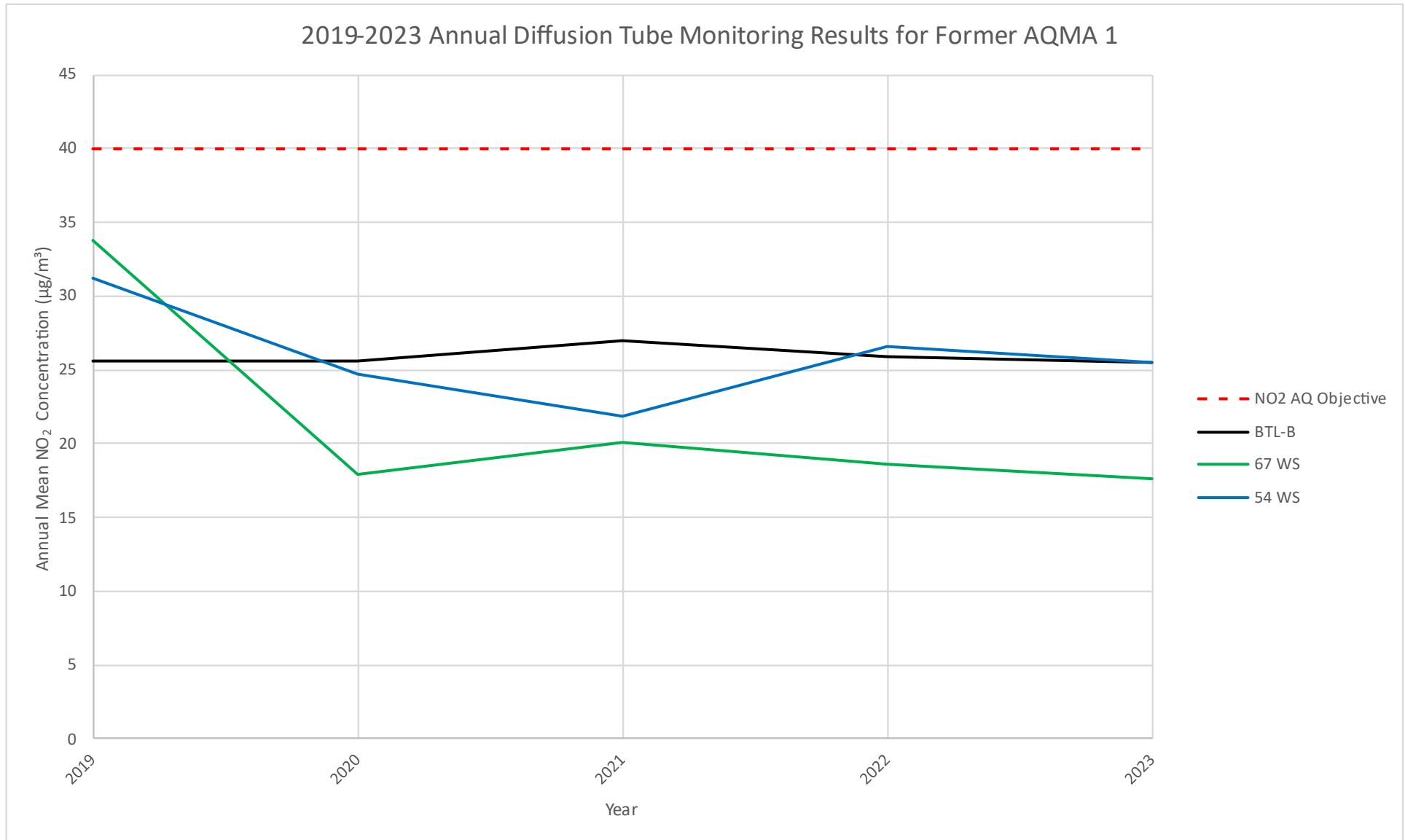


Figure A.2 – Trends in Annual Mean NO₂ Concentrations for AQMA 2

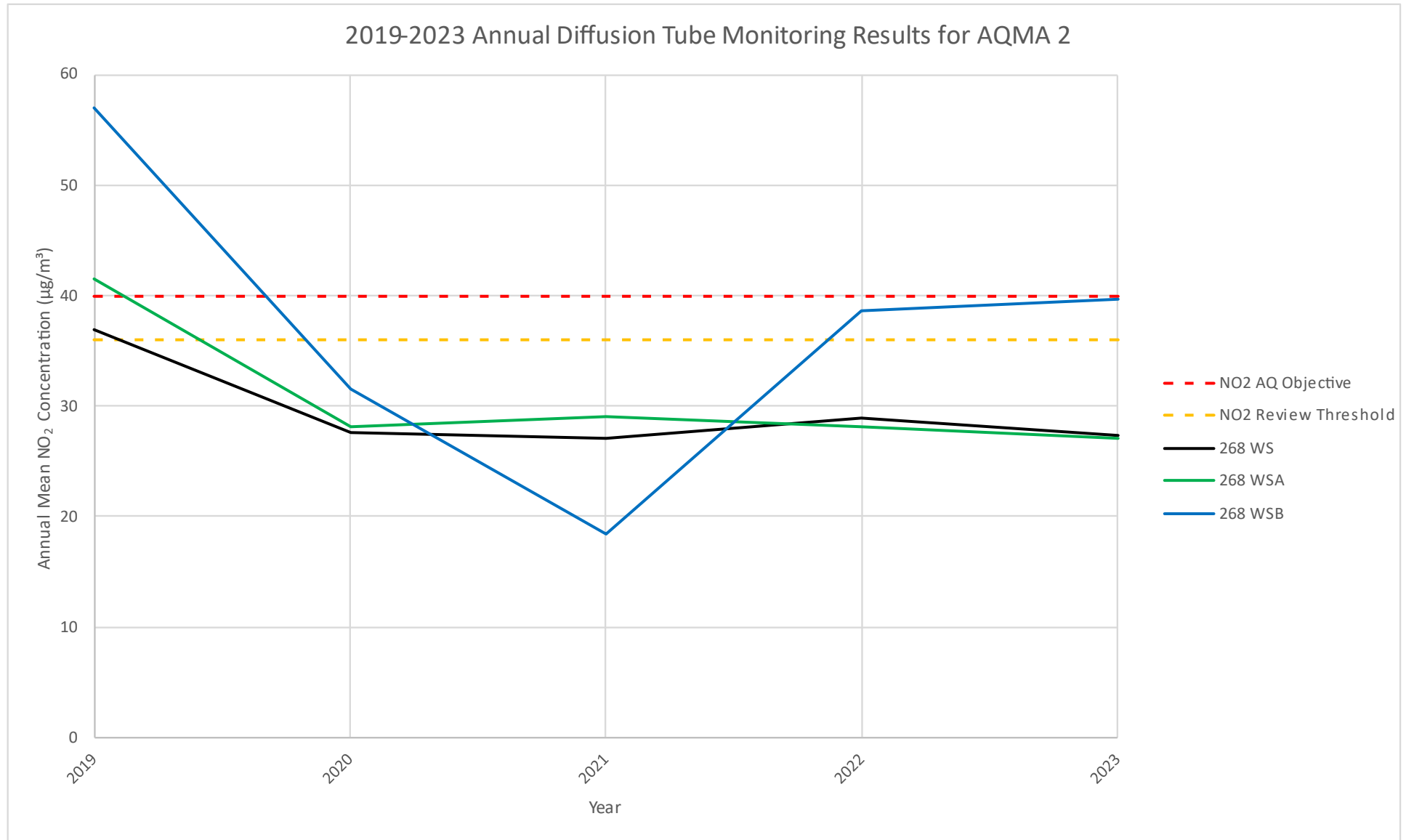


Figure A.3 – Trends in Annual Mean NO₂ Concentrations for Former AQMA 3

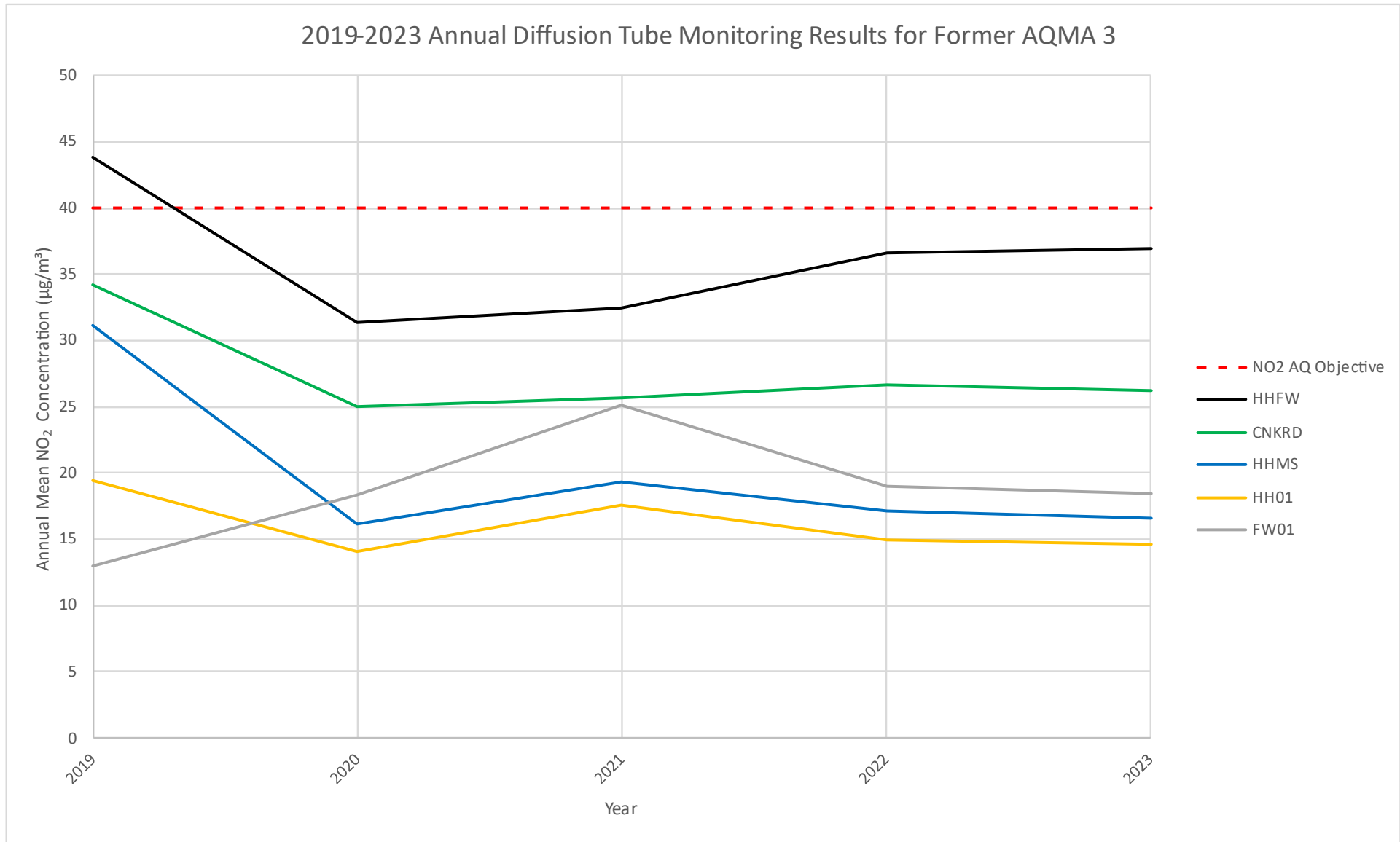


Figure A.4 – Trends in Annual Mean NO₂ Concentrations in Non-AQMA Locations

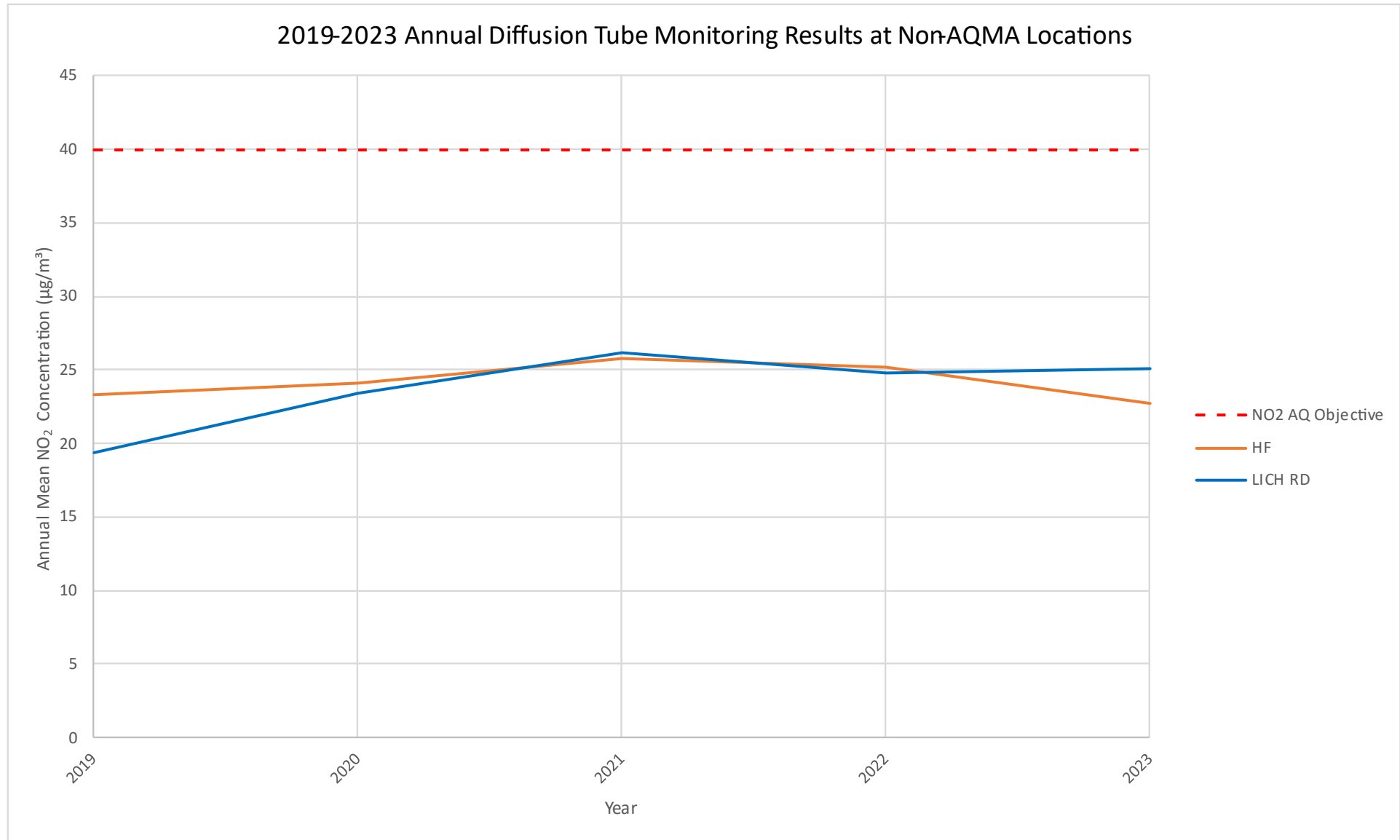


Figure A.5 – Trends in Annual Mean NO₂ Concentrations at School Locations

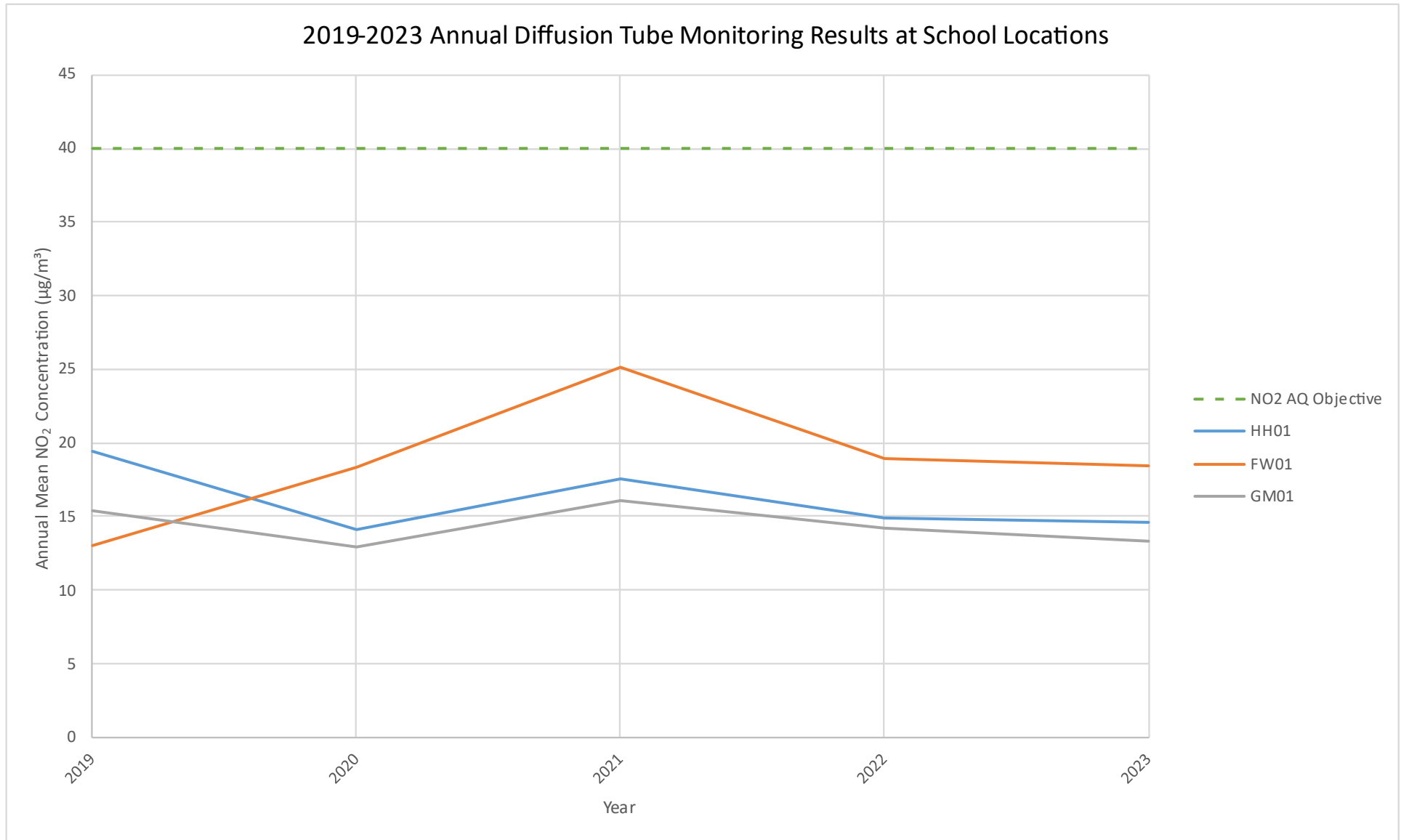


Table A.6 – 1-Hour Mean NO₂ Monitoring Results, Number of 1-Hour Means > 200µg/m³

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2023 (%) ⁽²⁾	2019	2020	2021	2022	2023
HHMS	401392	309954	Roadside	98	98	0	0	0	0	0

Notes:

Results are presented as the number of 1-hour periods where concentrations greater than 200 µg/m³ have been recorded.

Exceedances of the NO₂ 1-hour mean objective (200 µg/m³ not to be exceeded more than 18 times/year) are shown in **bold**.

If the period of valid data is less than 85%, the 99.8th percentile of 1-hour means is provided in brackets.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Appendix B: Full Monthly Diffusion Tube Results for 2023

Table B.1 – NO₂ 2023 Diffusion Tube Results (µg/m³)

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.86)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
MORT-2	397588	309730		20.1	14.4	12.8	9.1	9.6	8.7	11.0	15.4	18.3	19.7	14.8	14.0	12.0		
BTL-B	397952	308567	32.0	35.1	31.5	27.0	27.2	28.5	24.0	28.1	31.6	32.2	32.7	25.3	29.6	25.5		
67 WS	398051	308512		24.6	22.0	20.4	18.2	19.2	13.6	18.5	21.4	22.8	26.1	18.1	20.4	17.6	17.6	
54 WS	398250	308428	32.0	32.4	32.0	31.3	31.7	35.5	20.1	23.3	31.5	31.3	32.0	22.3	29.6	25.5		
268 WS	400726	307423	26.2	36.7	31.4	36.1	35.4	35.3	22.5	32.8	34.8	33.9	36.1	21.8	31.9	27.4		
268 WSA	400635	307478	35.7	37.8	30.8	27.0	27.7	27.3	27.5	31.6	38.4	33.6	34.8	26.1	31.5	27.1		
268 WSB	400864	307385	45.9	49.2	44.1	47.0	52.5	46.5	42.3	49.7	52.7	46.9	45.6	32.2	46.2	39.7		
HHFW	401565	309939	39.0	46.7	42.1	45.4	48.7	45.5	33.1	40.5	46.7		47.1	37.2	42.9	36.9		
CNKRD	401465	309956		35.9	28.7	29.6	30.1	29.2	20.3	24.5	33.0	36.7	37.8	29.1	30.4	26.2		
HHMS1	401392	309954	23.3	25.8	17.4	19.0	16.6	17.2	11.3	15.2	19.3	22.3	26.0	19.9	-	-		Triplicate Site with HHMS1, HHMS2 and HHMS3 - Annual data provided for HHMS3 only
HHMS2	401392	309954	26.0	25.0	19.5	17.7	16.3	17.1	11.3	14.9	16.9	23.6	25.8	19.5	-	-		Triplicate Site with HHMS1, HHMS2 and HHMS3 - Annual data provided for HHMS3 only
HHMS3	401392	309954	20.9	24.9	19.0	17.8	16.1	17.2	11.2	14.7	18.8	23.3	26.4	18.0	19.3	16.6		Triplicate Site with HHMS1, HHMS2 and HHMS3 - Annual data provided for HHMS3 only
HF	404475	317730	32.1			23.0	20.9	22.7	26.2	25.4	29.2	26.2	29.6	28.1	26.3	22.7		
LICH RD	398976	309865	34.4	37.2	31.1	25.5	26.1	26.8	23.5	23.8	35.9	25.7	31.6	29.3	29.2	25.1		
HH01	401630	310593	23.4	22.9	16.2	12.6	12.2	11.8	13.0	12.2	18.9	20.0	23.1	16.8	16.9	14.6		
FW01	400900	310607	31.1	30.1	21.1	18.5	14.4	12.2		11.4		23.3	28.6	23.6	21.4	18.4		
GM01	400723	310186	20.7	20.2	15.4	12.0	9.5	9.0	12.1	11.1	15.5	18.3	22.2	19.8	15.5	13.3		
A460	403009	315930	19.6	22.4	18.6	17.1	18.2	13.7	15.7	14.9	21.5	29.1	22.2	13.9	18.9	16.3		
69 Ch St	404081	318200			23.4	18.9	18.4	19.2	15.3	17.5	26.0	25.2	25.8	20.4	21.0	18.1		
3 Forge Rd	404607	318006			22.5	17.4	16.5	15.7	16.4	17.2	24.9	29.1	28.1	22.0	21.0	18.0		
104 Main Rd	405385	316306			16.2	15.3	13.6	11.5	10.6	13.7	16.3		16.8	15.6	14.4	12.4		
28 Stn Rd	400015	312651			27.5	23.2	21.4	24.8	19.0	20.5	30.5	31.8		27.9	25.2	21.7		
CRC	399017	311653			26.3	23.6	27.3	22.6	21.8	25.8	30.6	30.2	32.8	27.4	26.8	23.1		

- All erroneous data has been removed from the NO₂ diffusion tube dataset presented in Table B.1.
- Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.
- Local bias adjustment factor used.
- National bias adjustment factor used.
- Where applicable, data has been distance corrected for relevant exposure in the final column.
- Cannock Chase Council confirms that all 2023 diffusion tube data has been uploaded to the Diffusion Tube Data Entry System.

Notes:

Exceedances of the NO₂ annual mean objective of 40 µg/m³ are shown in **bold**.

NO₂ annual means exceeding 60 µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

See Appendix C for details on bias adjustment and annualisation.

Table B.2 – 2023 Diffusion Tube Monitoring Data Notes

Month	Data Removed	Comments
January	MORT-2 - 26.6 µg/m ³ 67 WS CNKRD	MORT-2 - Result abnormally high. 67 WS - Tube missing. CNKRD - Dirt on discs, analysis not undertaken.
February	HF	HF - Tube not returned.
March	HF - 28.9 µg/m ³	HF - Tube exposed for 2 months.
April		
May		
June		
July	FW01	FW01 - Tube missing.
August		
September	FW01	FW01 - Tube missing.
October	HHFW - 79.6 µg/m ³ 104 Main Rd	HHFW - Result abnormally high. 104 Main Rd - Tube missing.
November	28 Stn Rd - 49.5 µg/m ³	28 Stn Rd - Result abnormally high.
December		

Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC

New or Changed Sources Identified Within Cannock Chase Council During 2023

Table C.1 provides information on planning applications that were submitted in 2023 with the potential to impact air quality.

Table C.1 – Significant Planning Applications in 2023

Planning Reference	Registration Date	Location	Proposal	Comments
CH/23/0131	13 March 2023	Cannock town centre	Town centre regeneration	An air quality assessment was submitted in support of this application.

Note:

Planning applications can be viewed on the Council's website

<https://planning.agileapplications.co.uk/cannock/search-applications/>

Additional Air Quality Works Undertaken by Cannock Chase Council During 2023

Cannock Chase Council has not completed any additional works within the reporting year of 2023.

QA/QC of Diffusion Tube Monitoring

Staffordshire County Council Highways Laboratory

NO₂ diffusion tube analysis QC results

AIR PT Scheme (LGC)

[The laboratory prepares their diffusion tubes with 20% TEA/Water.]

Results for each round are classified on z-scores for each tube as SATISFACTORY (≤ 2), QUESTIONABLE (between 2 and <3) and UNSATISFACTORY (>3).

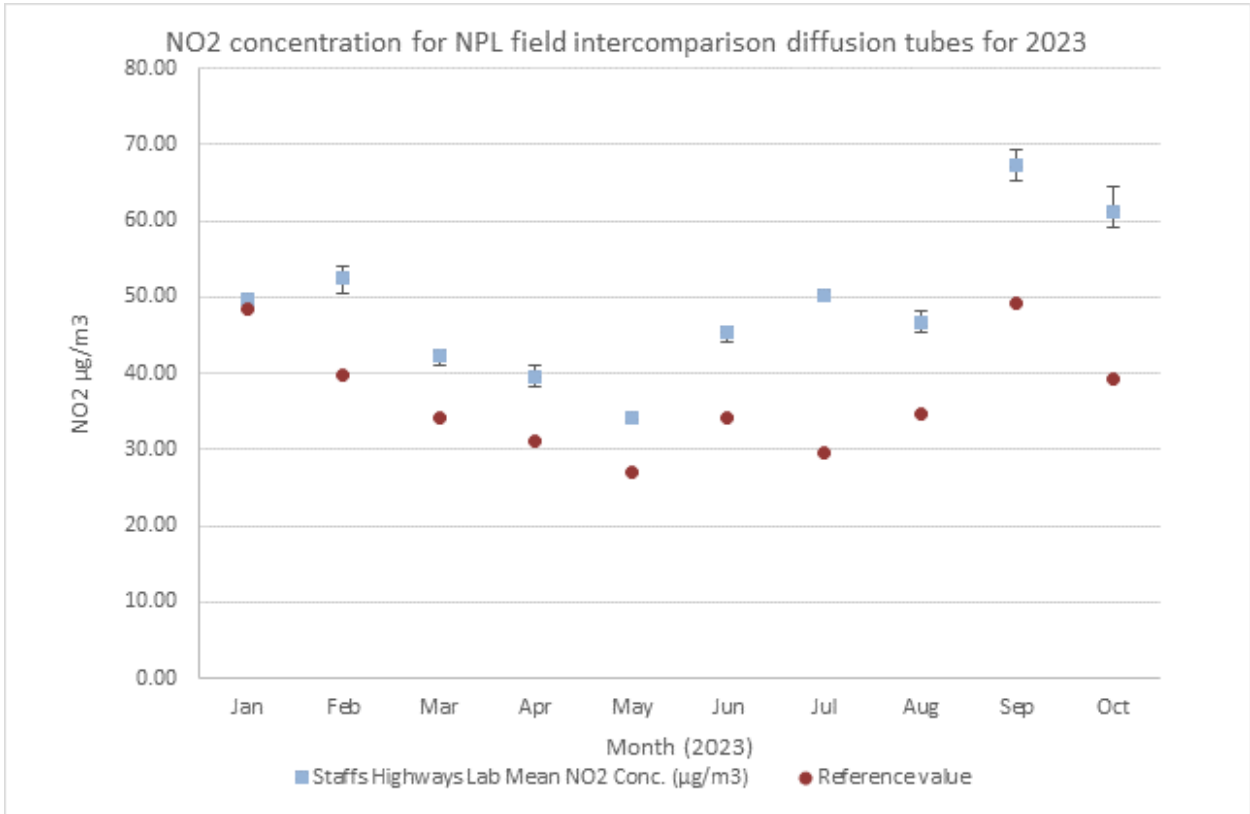
- Round 55 – Feb 2023. 100% satisfactory results.
- Round 56 – July 2023. 100% satisfactory results.
- Round 58 – Aug 2023. 100% satisfactory results.
- Round 59 – Oct 2023. 100% satisfactory results.

PT Round	Technician	z-scores	Performance
55 – Feb 2023	1	0.19, 0.00, -1.16, -1.45	100% SATISFACTORY
	2	-0.19, -1.31, -1.71, -1.73	
56 – July 2023	1	0.21, 0.11, 0.00, 0.30	100% SATISFACTORY
	2	-0.64, -0.16, -1.59, 0.15	
58 – Aug 2023	1	-0.12, -0.12, -0.19, -0.97	100% SATISFACTORY
	2	-0.37, -0.12, -0.86, -1.34	
59 – Oct 2023	1	0.42, 0.25, 0.34, 0.34	100% SATISFACTORY
	2	0.08, -0.59, -0.61, -0.14	

For the more information on the AIR PT Scheme and older results see the Defra website:

<https://laqm.defra.gov.uk/air-quality/air-quality-assessment/qa-qc-framework/>

Field Intercomparison (NPL)



Our performance for all results of 2023 received so far (Jan-Oct 2023) was classified as 'GOOD' (CoV <20). The chart below shows our results (blue squares), compared to the reference value (orange dots) for each month.

Diffusion Tube Annualisation

Annualisation of the 2023 data was not necessary.

Diffusion Tube Bias Adjustment Factors

The diffusion tube data presented within the 2024 ASR has been corrected for bias using an adjustment factor. Bias represents the overall tendency of the diffusion tubes to under or over-read relative to the reference chemiluminescence analyser. LAQM.TG22 provides guidance on the application of a bias adjustment factor to correct diffusion tube monitoring. Triplicate co-location studies can be used to determine a local bias factor based on the comparison of diffusion tube results with data taken from NO_x/NO₂ continuous analysers. Alternatively, the national database of diffusion tube co-location surveys provides bias factors for the relevant laboratory and preparation method.

Cannock Chase Council have applied the national bias adjustment factor of 0.86 to the 2023 monitoring data. A summary of bias adjustment factors used by Cannock Chase Council over the past five years is presented in Table C.2.

Table C.2 – Bias Adjustment Factor

Monitoring Year	Local or National	Version of National Spreadsheet	Adjustment Factor
2023	National	03/24	0.86
2022	National	03/23	0.87
2021	National	03/22	0.86
2020	National	03/21	0.85
2019	National	Not recorded	0.93

Table C.3 – Local Bias Adjustment Calculation

	Local Bias Adjustment
Periods used to calculate bias	12
Bias Factor A	0.75 (0.71 - 0.8)
Bias Factor B	33% (25% - 40%)
Diffusion Tube Mean (µg/m ³)	19.3
Mean CV (Precision)	3.6%
Automatic Mean (µg/m ³)	14.6
Data Capture	98%
Adjusted Tube Mean (µg/m ³)	14 (14 - 15)

Notes:

A local bias adjustment factor of 0.75 is calculated for 2023 but has not been used.

Figure C.1 – 2023 National Diffusion Tube Bias Adjustment Factor for Staffordshire Analytical Services

National Diffusion Tube Bias Adjustment Factor Spreadsheet							Spreadsheet Version Number: 03/24			
Follow the steps below in the correct order to show the results of relevant co-location studies Data only apply to tubes exposed monthly and are not suitable for correcting individual short-term monitoring periods Whenever presenting adjusted data, you should state the adjustment factor used and the version of the spreadsheet This spreadsheet will be updated every few months: the factors may therefore be subject to change. This should not discourage their immediate use.									This spreadsheet will be updated at the end of June 2024 LAQM Helpdesk Website	
The LAQM Helpdesk is operated on behalf of Defra and the Devolved Administrations by Bureau Veritas, in conjunction with contract partners AECOM and the National Physical Laboratory.						Spreadsheet maintained by the National Physical Laboratory. Original compiled by Air Quality Consultants Ltd.				
Step 1:	Step 2:	Step 3:	Step 4:							
Select the Laboratory that Analyses Your Tubes from the Drop-Down List	Select a Preparation Method from the Drop-Down List	Select a Year from the Drop-Down List	Where there is only one study for a chosen combination, you should use the adjustment factor shown with caution. Where there is more than one study, use the overall factor ³ shown in blue at the foot of the final column.							
If a laboratory is not shown, we have no data for this laboratory.	If a preparation method is not shown, we have no data for this method at this laboratory.	If a year is not shown, we have no data ²	If you have your own co-location study then see footnote ⁴ . If uncertain what to do then contact the Local Air Quality Management Helpdesk at LAQMHelpdesk@bureauveritas.com or 0800 0327953							
Analysed By ¹	Method ⁴ <small>To undo your selection, choose (All) from the pop-up list</small>	Year ⁵ <small>To undo your selection, choose (All)</small>	Site Type	Local Authority	Length of Study (months)	Diffusion Tube Mean Conc. (Dm) (µg/m ³)	Automatic Monitor Mean Conc. (Cm) (µg/m ³)	Bias (B)	Tube Precision ⁶	Bias Adjustment Factor (A) (Cm/Dm)
Staffordshire Scientific Services	20% TEA in water	2023	R	Wigan Council	12	26	21	21.2%	G	0.82
Staffordshire Scientific Services	20% TEA in water	2023	UB	Salford City Council	11	22	20	8.2%	G	0.92
Staffordshire Scientific Services	20% TEA in water	2023	UB	Salford City Council	12	13	12	4.7%	G	0.96
Staffordshire Scientific Services	20% TEA in water	2023	R	Salford City Council	12	39	33	15.2%	G	0.87
Staffordshire Scientific Services	20% TEA in water	2023	KS	Manchester City Council	12	48	43	11.7%	G	0.90
Staffordshire Scientific Services	20% TEA in water	2023	UC	Manchester City Council	12	28	27	6.0%	G	0.94
Staffordshire Scientific Services	20% TEA in water	2023	SI	Manchester City Council	12	17	15	12.1%	G	0.89
Staffordshire Scientific Services	20% TEA in water	2023	KS	Marylebone Road intercomparison	11	50	38	31.8%	G	0.76
Staffordshire Scientific Services	20% TEA in water	2023	R	Stoke-on-trent City Council	12	50	37	35.4%	G	0.74
Staffordshire Scientific Services	20% TEA in water	2023	R	Stoke-on-trent City Council	12	53	44	20.8%	G	0.83
Staffordshire Scientific Services	20% TEA in water	2023	UB	Stoke-on-trent City Council	12	21	18	16.6%	G	0.86
Staffordshire Scientific Services	20% TEA in water	2023		Overall Factor³ (11 studies)					Use	0.86

NO₂ Fall-off with Distance from the Road

Diffusion Tube Locations

Monitoring location data (Ordnance Survey grid references and distances to the kerb/receptor) were verified (by measurement in the field) in May 2023.

Wherever possible, monitoring locations are representative of exposure. However, where this is not possible, the NO₂ concentration at the nearest location relevant for exposure has been estimated using the Diffusion Tube Data Processing Tool/NO₂ fall-off with distance calculator available on the LAQM Support website. Where appropriate, non-automatic annual mean NO₂ concentrations corrected for distance are presented in Table B.1.

Table C.4 – NO₂ Fall off With Distance Calculations (concentrations presented in µg/m³)

Site ID	Distance (m): Monitoring Site to Kerb	Distance (m): Receptor to Kerb	Monitored Concentration (Annualised and Bias Adjusted)	Background Concentration	Concentration Predicted at Receptor	Comments
67 WS	7.5	7.3	17.6	15.3	17.6	67 WS

QA/QC of Automatic Monitoring

All management of the Cannock A5190 Roadside monitoring site is undertaken by Bureau Veritas; information on this site is available here:

https://www.airqualityengland.co.uk/site/latest?site_id=CANK

Please note the discrepancy between the website provided location (401394, 309957) and Cannock Chase Council's derived location (401392, 309954), which is possibly due to website location being derived from Google Maps (which uses the Mercator projection); Cannock Chase Council derived the location from its geographical information system (which uses the OSGB36).

Appendix D: Maps of Monitoring Locations and AQMAs

Figure D.1 – Map of District and Air Quality Monitoring Locations

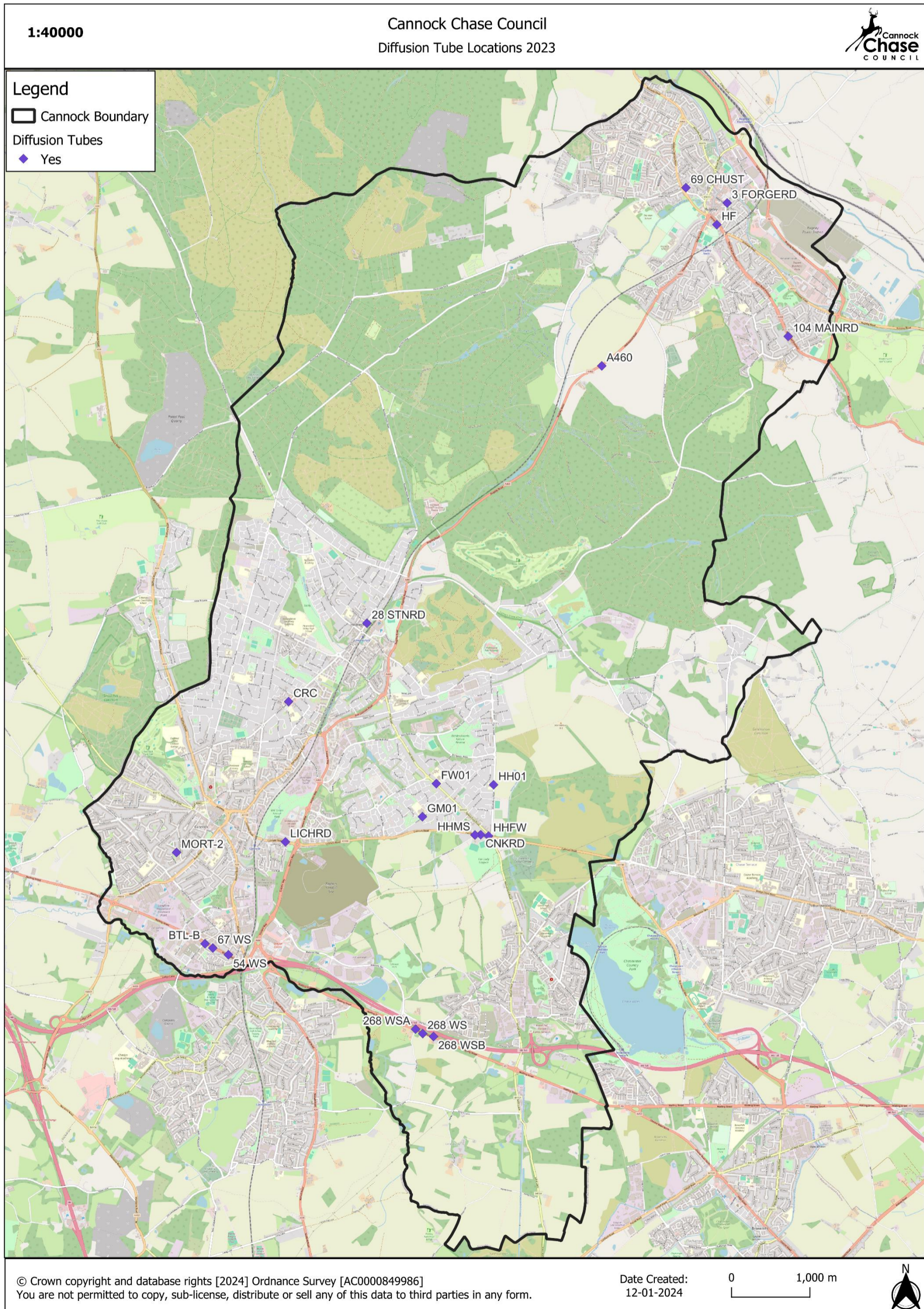


Figure D.2 – Map of District, Air Quality Monitoring Locations and AQMAs

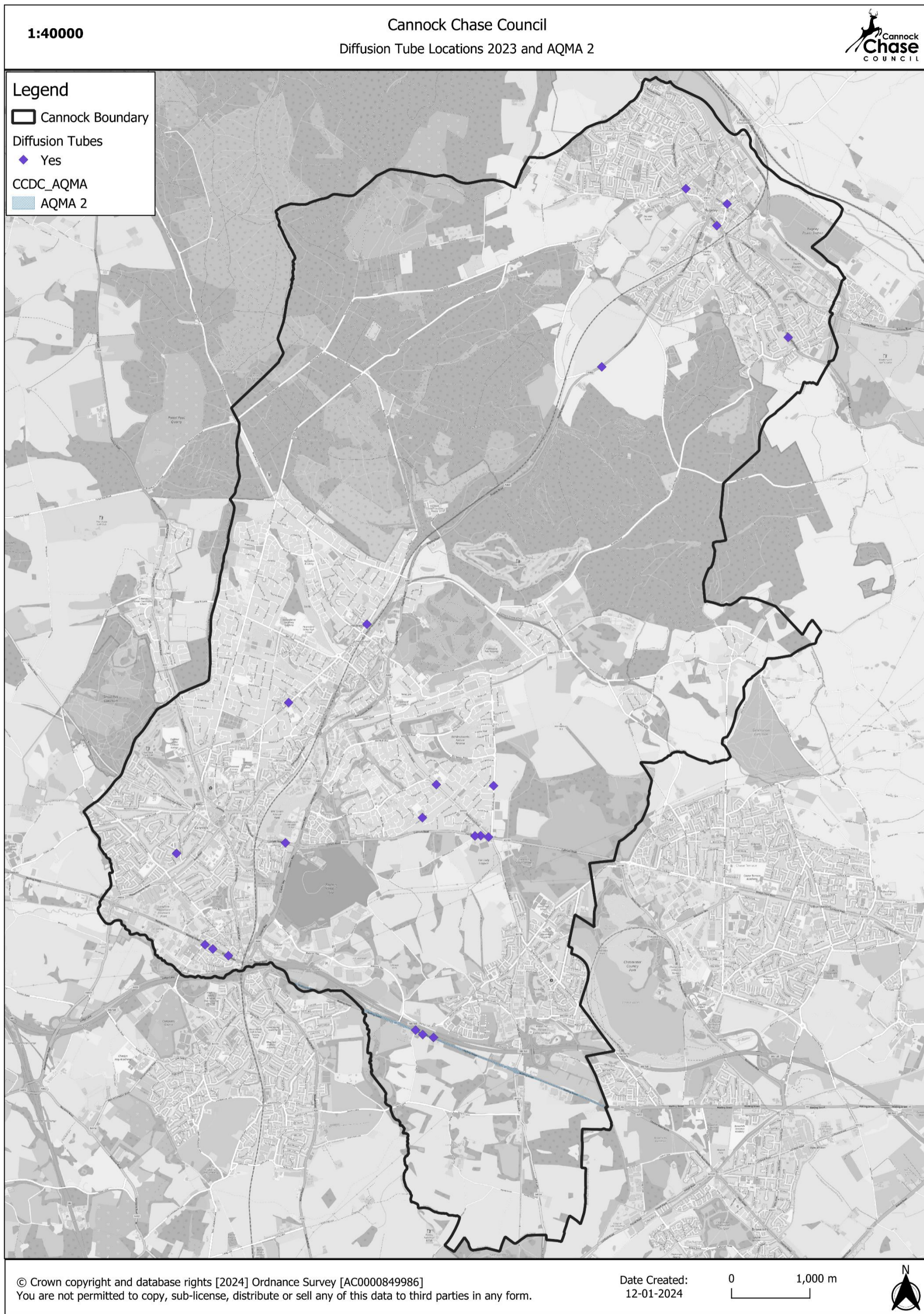


Figure D.3 – Former AQMA 1 Overview

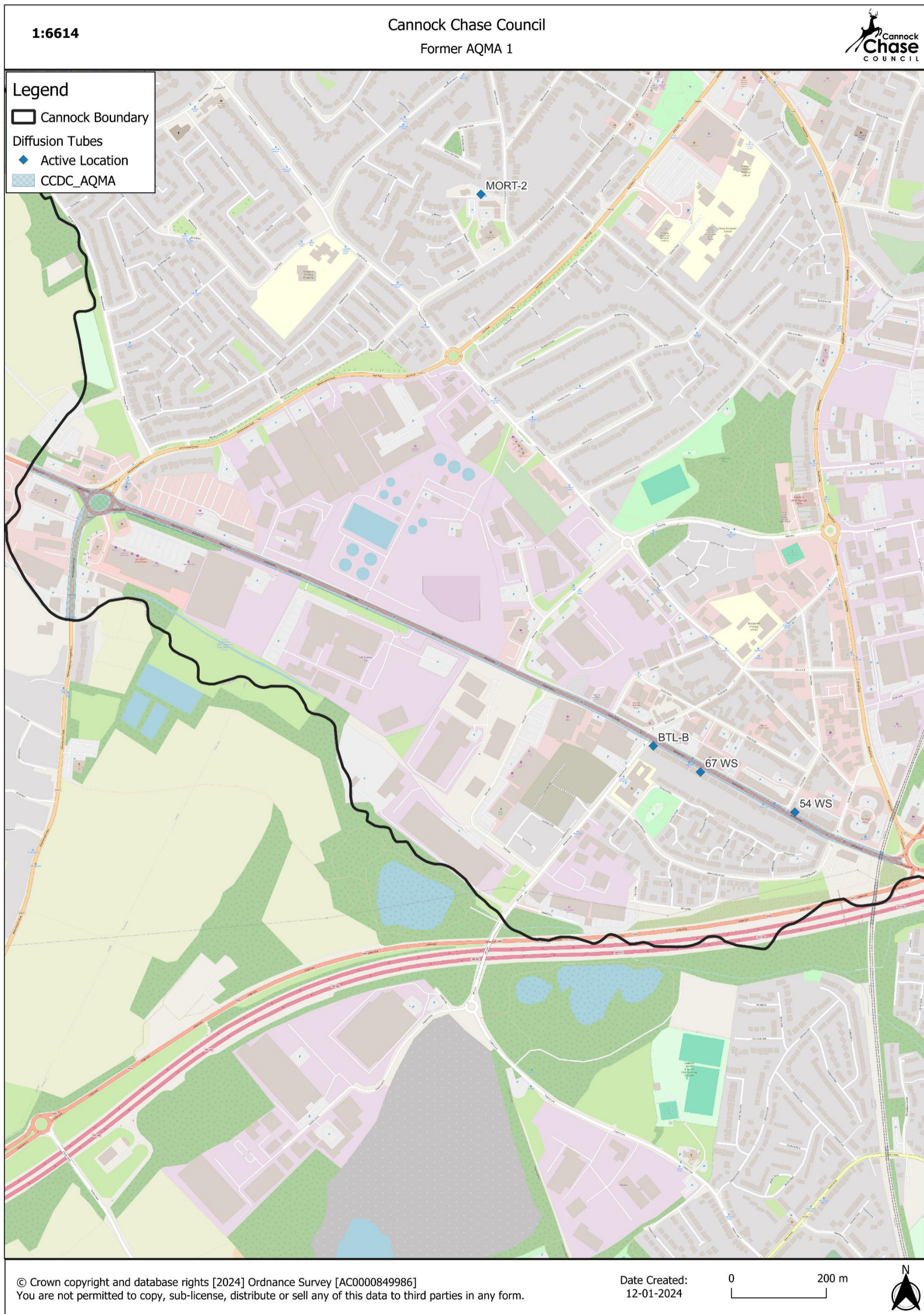


Figure D.4 – AQMA 2 Overview

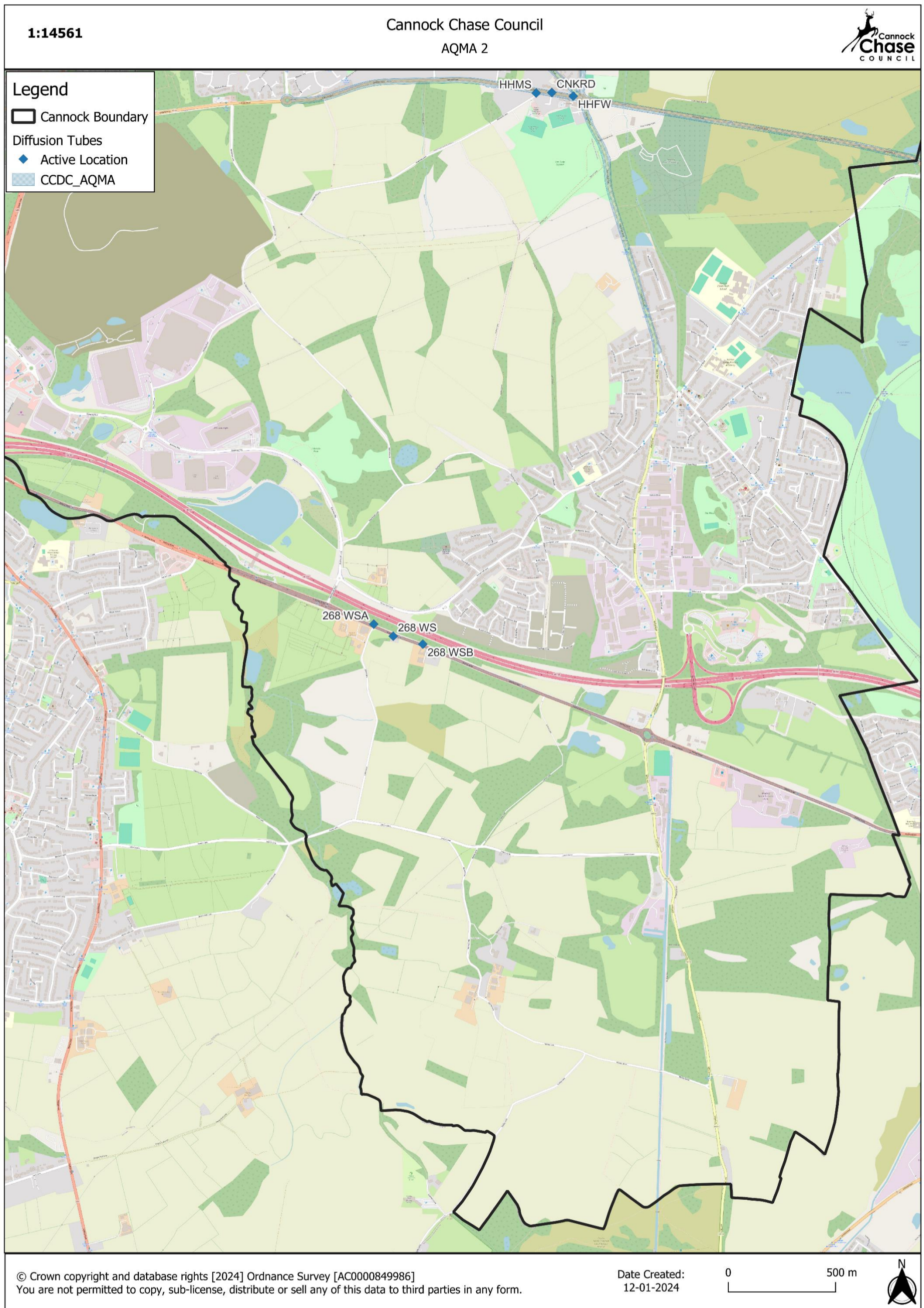
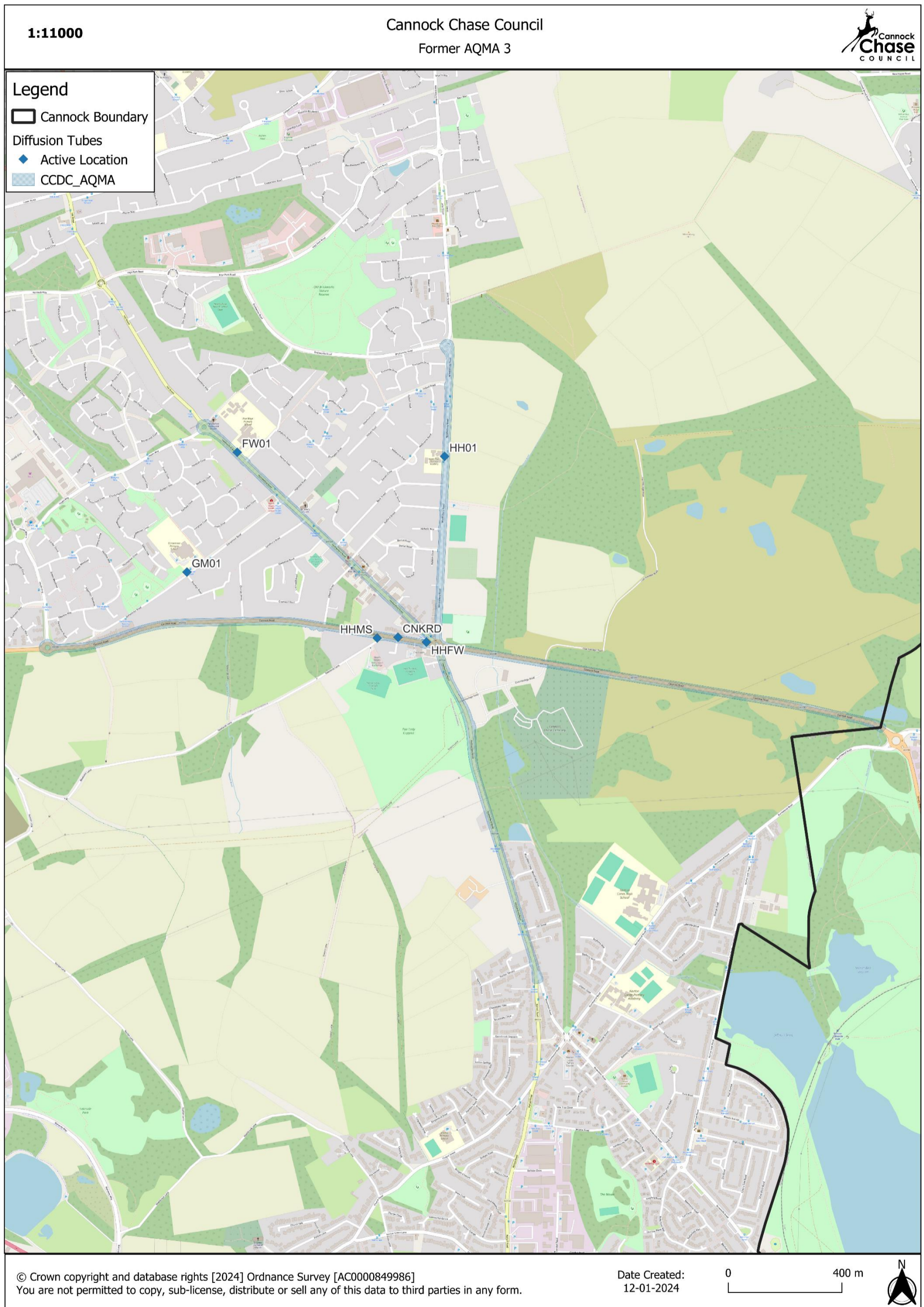


Figure D.5 – AQMA 2 Monitoring Locations



Figure D.6 – Former AQMA 3 Overview



Appendix E: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England⁷

Pollutant	Air Quality Objective: Concentration	Air Quality Objective: Measured as
Nitrogen Dioxide (NO ₂)	200 µg/m ³ not to be exceeded more than 18 times a year	1-hour mean
Nitrogen Dioxide (NO ₂)	40µg/m ³	Annual mean
Particulate Matter (PM ₁₀)	50 µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean
Particulate Matter (PM ₁₀)	40 µg/m ³	Annual mean
Sulphur Dioxide (SO ₂)	350 µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean
Sulphur Dioxide (SO ₂)	125 µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean
Sulphur Dioxide (SO ₂)	266 µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean

⁷ The units are in microgrammes of pollutant per cubic metre of air (µg/m³).

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AURN	Automatic and Urban Rural Network - The AURN is the UK's largest automatic monitoring network and is the main network used for compliance reporting against the Ambient Air Quality Directives. It includes automatic air quality monitoring stations measuring oxides of nitrogen (NO _x), sulphur dioxide (SO ₂), ozone (O ₃), carbon monoxide (CO) and particles (PM ₁₀ , PM _{2.5}). These sites provide high resolution hourly information which is communicated rapidly to the public using a wide range of electronic, media and web platforms.
ASR	Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by National Highways
EU	European Union
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10 µm or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5 µm or less
QA/QC	Quality Assurance and Quality Control
SO ₂	Sulphur Dioxide

References

- Local Air Quality Management Technical Guidance LAQM.TG22. August 2022. Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.
- Local Air Quality Management Policy Guidance LAQM.PG22. August 2022. Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.

Revenues and Benefits Collection Report - Quarter 3

Committee:	Cabinet
Date of Meeting:	13 March 2025
Report of:	Deputy Chief Executive-Resources
Portfolio:	Resources and Transformation

1 Purpose of Report

- 1.1 To inform Cabinet of the performance of the Revenues and Benefits Service as regards:
- The collection of Council Tax during the first three quarters of the financial year.
 - The collection of Business Rates during the first three quarters of the financial year.
 - The recovery of overpaid Housing Benefit during the first three quarters of the financial year.
- 1.2 To seek approval to the write off of the arrears listed in the **CONFIDENTIAL APPENDICES**.

2 Reason(s) for Appendices being 'Not for Publication'

- 2.1 In accordance with the provisions of Schedule 12A of the Local Government Act 1972 (as amended), report appendices 1, 2, and 3 are considered 'not for publication' under the following categories of exemption:
- Exempt Paragraph 1 – Information relating to any individual.
 - Exempt Paragraph 2 – Information which is likely to reveal the identity of an individual.
 - Exempt Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the Council).

3 Recommendations

- 3.1 That the information regarding collections be noted.
- 3.2 That the arrears listed in the **CONFIDENTIAL APPENDICES** be written off.

Reasons for Recommendations

- 3.3 Efficient collection of the Council's revenues is of major importance to the funding of Council services and those provided by our preceptors.
- 3.4 Whilst our collection rates are traditionally good, regrettably not all of the monies owed to the Council can be collected and this report contains a recommendation to write off bad debts which cannot be recovered.

4 Key Issues

- 4.1 Council Tax due for the 2024/2025-year amounts to £66.7M of which some **81.6%** was collected by the end of December. This is similar to last year's performance in the same period (81.6%).
- 4.2 Business Rates due for the current year amounts to £38.6M of which some **80.0%** was collected by the end of December, which is again similar to the previous year (80.1%).

5 Relationship to Corporate Priorities

- 5.1 Not applicable.

6 Report Detail

6.1 Council Tax

- 6.1.1 Council Tax is collected on behalf of the District Council, Parish Councils and our Major Preceptors (Staffordshire County Council and Commissioner for Police, Crime, Fire and Rescue). The effect of the Collection fund arrangements means that Cannock Chase Council retains around 12.4% of the council tax collected.
- 6.1.2 Council Tax due for the current year amounts to £66.7M and we have collected 81.6% within the first three quarters of the year. This compares well to the 81.6% at the corresponding time last year, given that temporary increases in Local Council Tax Reduction were applied in the 2023-24 year.
- 6.1.3 In accordance with the Council's approved policies, all reasonable and lawful attempts are made to recover all amounts due. In the first instance this involves the issue of bills, reminders and final notices, followed by Summonses in the Magistrates Court where the warning notices are not effective. At all stages of this process, debtors are encouraged to engage in voluntary arrangements to repay their arrears, to prevent the need for formal action.

Where necessary and when Liability Orders are granted by Magistrates, the Council uses its powers to make deductions from earnings and benefits of debtors, where it can, and instructs Enforcement Agents where such deductions are not possible or appropriate.

In the most severe cases and for debts exceeding £5,000, the Council will consider personal bankruptcy action against individuals.

- 6.1.4 The recovery powers available to the Council are considerable but not completely infallible. Some of the limitations which lead to debts being written off are described below.
- 6.1.5 Statutory safeguards such as Debt Relief Orders, Individual's Voluntary Arrangements exist to protect debtors suffering hardship, to attempt to the expensive, stressful and sometimes ineffective process of personal bankruptcy. Where a debt is included in such an instrument, or when a debtor is bankrupt, our ordinary recovery powers cannot be used.

6.1.6 For any of our powers to be effective we need to know the whereabouts of a debtor and this is not always the case. Where debtors abscond we will use all reasonable endeavours to trace them and are often successful in doing so. Unfortunately, on occasions this is not so and we must submit a debt for write off.

Our trace procedures include;

- Checking our internal Council systems, and following any information which may help us to trace the debtor.
- Use of credit reference agency data.
- Trace and collect facilities offered by our Enforcement Agencies
- Visits to the last known address by the Council's Property Inspector and use of external tracing agents.

Unfortunately, legislation does not currently permit access to DWP or HMRC records to trace Council Tax debtors or their employers, though a Cabinet Office project is currently reviewing this.

Data protection legislation allows us to receive information as to a debtor's whereabouts but we cannot disclose information to other creditors. Reciprocal arrangements with utility companies and similar are not therefore workable.

6.1.7 2 Council Tax debts with a value of £22,322.91 are listed in the **confidential appendix** to this report.

6.2 Business Rates

6.2.1 Business rates income forms a part of the Council's core funding, with around 29% of receipts being retained by this Council. The remainder is collected on behalf of Central Government and our major preceptors.

6.2.2 Business Rates due for the current year amounts to £38.6M of which some **80.0%** was collected by the end of December. This is similar to last year's performance of (80.1%).

6.2.3 The recovery powers available to us are again contained in the Council's approved policies and are used in full. Those powers and our procedures are similar to the council tax powers described above, with the exception that deduction from individuals' benefits and earnings are not permissible, even if the debtor is an individual.

6.2.4 Where rates are owed by an individual, similar safeguards exist for the debtors and trace facilities are used by the Council for absconding debtors, as described above.

6.2.5 Additionally, in the case of business rates, as has been reported to Cabinet previously, our collection efforts are sometimes frustrated by weaknesses in legislation. Rates are due from the occupiers rather than the owners of property and where the occupier is a company, we can only recover from that company. Some proprietors will strip a company of its assets, or dissolve the company before we have had an opportunity to implement our recovery procedures. A new company is then formed in a similar style, to trade from the same premises.

Central Government has previously undertaken to review the loopholes that exist in rating and company legislation, though no changes have yet been received. Your officers continue to actively monitor these issues.

- 6.2.6 1 Irrecoverable business rates debt of £10,905.41 are listed in the **confidential appendix** to this report.

6.3 Housing Benefit Overpayments

- 6.3.1 The Council manages the Housing Benefit scheme on behalf of the Department for Work and Pensions, who fund the cost of benefits paid to claimants.

6.3.2 Sometimes a claimant will be paid too much Housing Benefit, for example when the Council does not become aware of a change of circumstances until after the claimant has been paid the benefit. This is called an Overpayment of Housing Benefit. The Council is expected to recover these overpayments from the claimant in all but a few limited circumstances. DWP will fund only 40% of benefit which is overpaid as a result of claimant error or fraud.

- 6.3.3 Where an overpayment occurs as a result of a local authority error, DWP will provide 100% funding provided our error rate remains below a threshold of 0.48% of benefit paid, as it has routinely done for many years.

6.3.4 Recovery of overpaid Housing Benefit continues to progress well, with some £265K being collected into the Council's General Fund in the first three quarters of the financial year.

- 6.3.5 1 irrecoverable Benefit Overpayment debt of £19,940.33 is included in the **confidential appendix** to this report.

7 Implications

7.1 Financial

Under the Business Rates Retention Scheme, business rates write offs will no longer be offset against the National Non-Domestic Rating Pool. Write offs will now form part of the costs of collection of business rates.

Council Tax write offs are losses to the Collection Fund and, as such, form part of the cost of collection incurred by this Council. There are no Council Tax write-offs on this report.

The amounts being recommended are well below the value of the bad debt provision, which the Council includes within its accounts in expectation that some amounts owed will not be paid and cannot be recovered.

The cost of collecting the debts has been considered as part of the decision to put them forward for write off. If further information does come forward about the whereabouts of any of the individual debtors the Council will pursue recovery action.

Cabinet is asked to write off the debts as they are considered to be irrecoverable for the reasons given in the appendices. The debts remain legally due to the Council and should the circumstances causing the write off in any particular case, subsequently change, recovery action may be recommenced.

7.2 Legal

Cabinet are asked to write off the debts as they are considered to be irrecoverable for the reasons given in the appendices. The debts remain legally due to the Council and should the circumstances causing the write off in any particular case, subsequently change, recovery action may be recommenced.

7.3 Human Resources

None

7.4 Risk Management

The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register.

7.5 Equalities and Diversity

None

7.6 Health

None

7.7 Climate Change

None

8 Appendices

Confidential Appendix 1: Council Tax write offs over £10,000

Confidential Appendix 2: Business Rate write offs over £10,000

Confidential Appendix 3: Housing Benefit Overpayment write offs over £10,000

9 Background Papers

None

10 Previous Consideration

None

Contact Officer: Rob Wolfe
Telephone Number: 01543 464 397
Report Track: Cabinet: 13/03/25
Key Decision: No