Please ask for: J. Hunt
Email: joannahunt@cannockchasedc.gov.uk

25 November 2026

Dear Councillor,

Health, Wellbeing, & The Community Scrutiny Committee

6:00pm, Monday 7 December 2026

Council Chamber, Civic Centre, Cannock

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

Yours sincerely,



T. Clegg
Chief Executive

To: Councillors:

Boulton, C. (Chair)
Jones, V. (Vice-Chair)

Branson, R.	Freeman, M.
Elson, J.	Hunt, A.
Fisher, P.	Millington, G.
Fitzgerald, A.	Sheppard, M.
Vacancy	

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

- County Councillor R. Mandry

Independent Co-opted Representative:

- Healthwatch Staffordshire

Agenda

Part 1

1. Apologies

2. Declarations of Interests of Members

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

(ii) To receive any Party Whip declarations.

3. Minutes

To approve the Minutes of the meeting held on 21 September 2026 (enclosed).

4. Statutory Health Scrutiny Items

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

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

5. Presentation

To receive a presentation from the Housing Assistance, Health and Leisure Services Manager regarding Disabled Facilities Grants.

6. Local Authority Housing Fund 4

Reports of the Head of Wellbeing (Item 6.1 – 6.30).

The following documents are included for discussion:

- Permission to Spend – Local Authority Housing Fund 4 (Report to 20 August and 15 September 2026 Cabinet) *(Item 6.1 – 6.6).*
- Permission to Spend – Local Authority Housing Fund 4 Supplementary (Report to 15 September 2026 Cabinet) *(Item 6.7 – 6.27).*
- Local Authority Housing Fund 4 (Report to 3 December 2026 Cabinet) *(Item 6.28 – 6.30).*

7. Air Quality Annual Status Report for Cannock Chase District

Report of the Head of Regulatory Services (Item 7.1 – 7.6 plus appendix 1 & 2)

8. Quarter 2 2026/27 Performance Update – Health & Wellbeing and The Community PDPs

To receive for information the Quarter 2 2026/27 Performance Update for the Health & Wellbeing and The Community Priority Delivery Plans (Item 8.1 – 8.14).

The documents included are as considered by Cabinet on 3 December 2026.

9. Housing Services – Quarter 2 2026/27 Performance Report

To receive for information the Quarter 2 2026/27 Housing Services Performance Update (Item 9.1 – 9.24).

The documents included are as considered by Cabinet on 3 December 2026.

10. Health, Wellbeing, & The Community Scrutiny Committee Work Programme 2026-27

Items for the next meeting scheduled for 8 March 2027 are:

- Quarter 3 Performance Information
- Review of the Food Waste Service
- Presentation – Biffa Annual Report

Cannock Chase Council

Minutes of the Meeting of the

Health, Wellbeing and The Community Scrutiny Committee

Held on Tuesday 21 September 2026 at 6:00 p.m.

Council Chamber, Civic Centre, Cannock

Part 1

Present: Councillors:

Boulton, C. (Chair)
Jones, V. (Vice-Chair)

Cecil, M.	Freeman, M.
Elson, J.	Haden, P.
Fisher, P.	Hunt, A.
Fitzgerald, A.	Sheppard, M.

9. Apologies

Apologies for absence were received from Councillor S. Deakin and Staffordshire County Councillor R. Mandry.

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

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

11. Minutes

Matters arising from the meeting held on 23 June 2026:

- **Item 8 – Housing Allocations Policy**

  A Member referred to the previous meeting where the housing allocations policy and medical need was discussed. She advised Members that she had met with the Interim Head of Housing and Corporate Assets and her team and the outcome of the discussion was very positive. She advised that the outcome of this would be reported back at the spring meeting.

- **Item 7 – Review of the Leisure, Culture and Heritage Contract**

  In response to a Member question regarding the soft play area at Chase Leisure Centre, the Head of Wellbeing advised that it would be complete the first week in October.

  A Member also asked if the café had now been opened at the Chase Leisure Centre as many residents had been asking.

  The Housing Assistance, Health and Leisure Services Manager responded and advised that the café was open and would be accessible to all members of the public regardless of whether they had a membership.

- **Item 7 – Implement Joint Tree Management System**

  A Member asked about the vacancies and whether anyone had been recruited. She also asked if the system would now be implemented in view of the Government's announcement to put Local Government Reorganisation on hold.

  The Streetscene Manager responded and advised that the Council had been through the recruitment process for both Councils with some candidates shortlisted and a few appointments to be made. He would however seek further clarification on this.

  He referred to the joint tree management system and following Leadership Team discussions this having been procured for both Councils. It was hoped that this would be implemented soon. He discussed and advised that some tree management work was currently being outsourced to external consultants.

Resolved:

That the Minutes of the meeting held on 23 June 2026 be approved.

12. Statutory Health Scrutiny Items

Update - Staffordshire County Council's Health and Care Overview and Scrutiny Committee

The Chair reported that the last meeting was postponed and the next one was scheduled for 2 November.

13. Presentation – Crime Data

A presentation was given by the Community Safety & Partnerships Manager and the Chief Inspector for Cannock / South Staffordshire around crime data with a focus on issues within the Cannock Chase.

The first slide shown covered partnership working and the various meetings that took place across the month between the Community Safety team and Police. The Community Safety & Partnerships Manager noted that the operational structures were as follows:

- Daily discussions to ensure emerging issues were identified quickly and action was coordinated.
- Weekly Community Safety Hub meetings to bring together a wide variety of partners to review current challenges and opportunities.
- Fortnightly priority meetings to ensure resources were focused on the issues causing the greatest harm.
- Dedicated fortnightly ASB problem-solving meetings to allow persistent issues to be addressed collaboratively.

The Chief Inspector added that reactive meetings were also held whenever significant incidents or emerging concerns required a coordinated response.

She highlighted issues over the summer with fires taking place and the importance of involving the right people in meetings being held. She also touched on the work with the Chase Community Partnership which helped guide longer term strategic priorities.

A further slide was shown that covered ASB.

The Chief Inspector discussed that in the rolling 12-month period 1,319 incidents had been reported. This was an increase of 6% but needed to be contextualised against a Force increase of 16%.

ASB was discussed at every morning meeting involving the Community Safety Team and problem-solving officers, in which they would review pattern/trends and repeat incidents. There was also a comms piece to encourage reporting which had been live since January.

At this point Members asked questions around ASB and whether this was higher during school holidays. It was also reported that there were issues with ASB and vandalism at football matches and a question was asked what policing would be allocated for this.

The Chief Inspector responded and advised that ASB was higher during school holidays and that the tactical unit would determine who would deal with the policing at football matches, assessing many factors including risk, although it was dependent on which clubs were playing as to whether Police were needed. In terms of the cost, she advised that it was rare for a club to fund Policing although it was possible.

She responded to a Member question concerning vandalism etc and the need for more Police and provided further detail advising that more students would be recruited through the College of Policing, and the National Police Chiefs Council were guaranteeing more Police Officers.

The Chief Inspector continued to discuss Targeted Area Policing (TAP) zones. These were managed by the Local Policing Team problem solving officer and again were discussed daily. These could be changed to respond to trends in offending or ASB incidents. This was a good example of why members were needed to encourage members of the public to report issues to the police and could then use the data to direct resources to the greatest risk/trend/demand.

The Community Safety & Partnerships Manager discussed the Public Spaces Protection Order (PSPO) which had now been operating for around 18 months and included a wide range of prohibited activities aimed at preventing or reducing ASB in the locality i.e. street drinking, loitering with intent to cause ASB etc. It was reported to be very effective, and it was noted that the emphasis would always be on engagement and education, before enforcement. The order would last 3 years and could be extended or varied at any point.

He then touched on a range of diversionary activities for young people which were in place across the district and a good news story regarding multi-agency work at Linkway retail park which was successful in reducing ASB.

A Member asked questions around issues with the use of e-bikes, contact being made with residents when they have made reports regarding varying issues and how the Police 101 non-emergency contact number was working as she had waited for 15 minutes, and her call was still not answered.

The Chief Inspector first picked up on the use of e-bikes and reported that dedicated resources had been put in to tackle the issues associated with these and the numbers were reducing. She advised that where a report had been made by a member of the public who was a victim of crime, they would receive updates on their case, or they could request an update online (Request an update | Staffordshire Police). She referred to the Police 101 contact number and advised that this was always in demand, and the incident room were always working on ways to improve this. She reported that an extension of the team was being considered, and it was hoped that this would address some of the issues.

The Community Safety & Partnerships Manager would circulate the details of the online link to report crime, which could be accessed via - Report a crime | Staffordshire Police

In response to a Member question concerning a possible link between ASB and the recent fires across the district, the Chief Inspector advised that some were linked, but not all of them and some suspects had already been arrested.

A Member asked if the Police were working with the British Transport Police to tackle crime.

The Chief Inspector advised that the Police worked closely with the British Transport Police and intelligence was shared. She touched on and discussed County Lines with Members.

A further slide was then shown around the steps being taken to tackle violence against woman/girls (VAWG). The Community Safety & Partnerships Manager stated that the Police and Council co-chair the local MARAC - ensuring that high-risk domestic abuse cases were managed effectively, with partners sharing information and agreeing coordinated safety plans to reduce harm and prevent escalation.

He also noted the ongoing work around attitudinal changes, with the Council having delivered two White Ribbon awareness days at Cannock College - engaging young people in conversations about respect, healthy relationships, and the role everyone can play in ending violence against women and girls.

He also noted that the Council and Police were developing a VAWG agenda within the Schools Alliance meeting with a dual purpose of understanding what young females were experiencing, whilst also assisting with embedding attitudinal change.

He also advised on the work being done to create safer environments, noting that the Council had funded target-hardening measures such as smart doorbells for victims of domestic abuse which helped individuals feel safer in their homes and providing additional reassurance and evidence-gathering capability where needed. There had also been improvements to lighting and surveillance, wrist alarms for female runners, procurement of taxi marshals, drink spiking kits and associated door staff training.

The Chief Inspector in response to a Member question discussed the Schools Alliance and reported that their relationship was very good. Issues and challenges arising from the presence of social media were picked up on through schools as these placed pressures on children in different ways. She advised that the network also offered support for men/boys as they could also be victims of violence.

A Member then reported that positive and encouraging feedback had been received from Members about personal alarms and suggested this should be encouraged and moved forward. This was noted.

A Member discussed the issues around ASB and was keen to know if there was an increase. He asked what the percentage of incidents were that related to people outside of the area and the numbers coming into the area. He also questioned that if the increase was out of the area, should more collaboration take place with key partners.

The Chief Inspector responded to this and advised that any report would need to be made from where it had taken place. She also advised Members that the Police worked in collaboration with both West Mercia and West Midlands Police. She would try and obtain the national/West Midlands statistics for the Member.

A slide was shown which provided information around Organised Crime Groups (OCGs) and County Lines (CL). The Chief Inspector explained the definition of an OCG and CL.

The Community Safety & Partnerships Manager reported that Police monitored intelligence daily but also that County Lines was not solely a criminal issue, but also a Safeguarding one. As such, Police and Council worked actively with local care homes and support providers to identify vulnerability and signs of exploitation. Organised Crime Groups were involved in a range of criminal activity that could impact communities directly and indirectly. The response was a collective one and Members could play an important role by understanding local concerns and highlighting emerging issues from their communities to the Community Safety Team or the Knowledge Hub.

A further slide was shown to Members concerning knife crime. The Community Safety & Partnerships Manager advised that whilst enforcement was important, prevention remained the long-term objective. He spoke about bespoke Knife Crime educational sessions in schools and more generalised 'Loudmouth' educational and training programmes, and how early intervention allowed issues to be addressed before they escalated into serious violence. He again reiterated that Intelligence and information sharing remained essential in identifying risks and vulnerable individuals.

(Councillor Hunt left the room at 6.43pm and returned at 6.45pm).

He then provided information around the bleed control kits, of which the Council had funded 10 additional kits in the District. He noted that these could be used for different injuries (compound fractures, RTCs etc.) and not just knife related crime. Members of the community had also received training on how to use these.

A slide was shown that provided details around the use of CCTV. The Community Safety & Partnerships Manager noted that there were in excess of 150 cameras across the district and that these were monitored 24 hours a day, 365 days a year. He explained that the service played a key role in reducing crime and anti-social behaviour, safeguarding vulnerable people, supporting public safety, and providing evidential material to assist investigations and court proceedings.

Working in close partnership with Staffordshire Police at both an operational and strategic level, the CCTV team monitored a wide range of incidents, from ASB, theft and missing persons through to serious crimes against the person. Pre-planned police operations were also supported by the team. In the last three months alone, CCTV operators had reviewed 252 pieces of evidential footage, with the service regularly receiving praise from police colleagues for its contribution to keeping Cannock Chase a safe place to live, work and visit.

A slide was then shown providing detail around demand and expectations. The Chief Inspector reported that there were new things coming through, events and staff training. If Members had any concerns these could be picked up and fed through, and everyone would work together. The Community Safety & Partnerships Manager noted that emerging risks required flexibility and strong partnership relationships, and that the Council and Police remained committed to prevention, early intervention and evidence-led enforcement. He concluded that no single agency could solve every community safety issue. Community safety was most effective when agencies, members and communities worked together and with this we could make a significant difference to the people and places we served.

(Councillor Haden left the room at 6.53pm and returned at 6.55pm).

Members thanked both the Chief Inspector and the Community Safety & Partnerships Manager for their presentation.

14. Presentation – Leisure Contract

A presentation was given by the Housing Assistance, Health and Leisure Services Manager on the monitoring of the leisure contract.

Two slides were shown that provided details around why strong contract management mattered and the contract framework. The contract was for a period of 10 years, and the Housing Assistance, Health and Leisure Services Manager discussed how this would be reviewed and the challenges faced. She provided detail around the specification that was produced and reported that reference was always made to 'Everyone Active', although the company was called the Sport and Leisure Management Company (SLM).

She provided a slide and detailed how the pre-selection was made including details around the charitable objectives.

At this point a Member asked about the building and insurance given the previous issues with the last provider. The Housing Assistance, Health and Leisure Services Manager advised that they did have insurance, and broadly for incidents such as fire and flooding. 'Everyone Active' covered anything that was classed as contents and the Council covered the building element.

(Councillor Cecil left the room at 7.04pm and returned at 7.06pm).

Further slides were shown that detailed the Council's specification which was broken down into core requirements, 'Everyone Actives' method statements and the contract terms and conditions. She discussed this further and reported that they would have to deliver the services in line with the Council's prescribed standards.

She then provided information around the governance and assurance aspect and reported on the type of meetings that were held, which ranged from weekly and fortnightly informal contact with 'Everyone Active', to more formal meetings held monthly.

Further slides were shown around performance management: escalation and rectification which provided the Council with step-in-rights and a summary of the key areas.

A Member commented on the importance of information sharing given that they could be contacted regularly by the public.

A Member referred to her recent visit to another leisure centre run by 'Everyone Active' and the facilities/services offered. She then commented on how changes to both the Council's leisure centres were well received. She also raised an issue around the GP referral system and the difficulty with trying to speak with someone.

In response to a Member question about padel sport and the risk of another court opening, the Housing Assistance, Health and Leisure Services Manager explained that this was a sport that could be described in comparison to a mix of both tennis/squash. In terms of the risk factor, this sport was very popular and demand. The proposed Padel building was currently in the design phase, and the Council were considering this as a long-term asset and considering ways to future proof the use of the building through design. Concerns would be taken on board.

Members thanked the Housing Assistance, Health and Leisure Services Manager for her presentation.

15. Quarter 1 2026/27 Performance Update – Health & Wellbeing and The Community PDPs

To receive the quarter 1 Performance Update – Health & Wellbeing and The Community Priority Delivery Plans (Item 7.1 – 7.12).

(Councillor Hunt left the room at 7.20pm and returned at 7.23pm).

The Chair asked Members if they had any questions on the performance information. Questions were asked on the following areas:

Item No. 7.11 – Waste and Recycling

A Member was keen to know why the figure was so high for the number of missed bin collections, and if food waste was not factored in, would there be more missed bins.

The Streetscene Manager responded and advised that he would need to clarify with the Member why the figure was high, however he believed the target may have changed.

Members noted the contents of the Quarter 1 2026/27 Performance Update.

16. Housing Services – Quarter 1 2026/27 Performance Report

To receive the quarter 1 2026/27 Housing Services Performance Update (Item 8.1 – 8.23 of the Official Minutes of the Council).

The Chair asked Members if they had any questions on the performance information. Questions were asked on the following areas:

Item 8.17 – Appendix 2 - % of non-emergency repairs completed in timescales

A Member referred to the indicator and queried the quarter 1 figure and asked for further information.

The Head of Wellbeing advised that she would forward this to the appropriate person for a response.

Item 8.18 – Appendix 2 – Damp and Mould

A Member referred to the indicators for damp and mould. He asked about the outcomes and how issues were prioritised, and how this was considered. He also asked how the Council would meet legal targets and what progress was being made to meet the 90% target for 2026/27.

The Head of Wellbeing advised that she would forward this to the appropriate person for a response.

Members noted the contents of the Housing Services Quarter 1 2026/27 Performance Report.

17. Health, Wellbeing and The Community Scrutiny Committee Work Programme 2026-27

The Senior Committee Officer advised that the next meeting was scheduled for 7 December and Members would receive a presentation on Disabled Facilities Grants and the Quarter 2 Performance Update.

The meeting closed at 7.30pm

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Chair

Permission to Spend - Local Authority Housing Fund 4

Committee: Cabinet

Date of Meeting: 15 September 2026

Report of: Head of Wellbeing

Portfolio: Community Safety and Wellbeing

1 Purpose of Report

1.1 To request permission to spend the Local Authority Housing Fund 4 (LAHF 4) capital allocation that has been awarded to Cannock Chase District Council from central government at a value of £325,200.

1.2 To request additional funding of £379,800 for the purchase of temporary accommodation.

2 Recommendations

2.1 To note the content of this report.

2.2 To give permission to spend the LAHF 4 grant. This is to contribute to the purchase of two units of temporary accommodation and one unit of resettlement housing. Additional top-up funds are requested for the purchase (and any associated refurbishment costs) of these three properties in pursuance of the LAHF 4 funding.

2.3 That Council incorporate the total funding amount of £705,000 into the capital programme for 2026/27.

Reasons for Recommendations

2.4 Increase in demand for temporary accommodation has resulted in use of bed and breakfast accommodation which is costly to the local authority and not a sustainable option for temporary accommodation.

2.5 Cannock Chase District Council does not have sufficient supply of temporary accommodation to meet demand resulting in use of bed and breakfast accommodation. Housing Options have been successful in obtaining LAHF 4 funding for three additional units of temporary accommodation which will help to alleviate pressures on bed and breakfast use.

2.6 If we do not take steps to expand our stock of temporary accommodation, we risk not being able to fulfil our statutory duties to provide suitable temporary accommodation to eligible homeless households.

3 Key Issues

3.1 The Council has a statutory duty to provide suitable temporary accommodation to eligible households. The support needs of households accessing the housing options service mean it is increasingly challenging to both source and sustain temporary accommodation – with households staying in placements for longer and requiring higher levels of support. The Council relies on private nightly let and bed and breakfast accommodation which is costly to the local authority and in some instances may not be sustainable for vulnerable households.

3.2 An independent review of temporary accommodation outlined that council-owned temporary accommodation was the most cost-efficient model. The Council have been successful in obtaining grant funding to part fund the purchase of additional units through the LAHF 4 programme.

3.3 Owning temporary accommodation will require property management, including repairs, maintenance and compliance, alongside rent collection, neighbourhood management and floating support for residents. A temporary accommodation policy is being drafted and a paper on the management of temporary accommodation, including rents and service charges, will be bought to Cabinet for a decision once we have further details of the properties we are looking to purchase.

4 Relationship to Corporate Priorities

4.1 Cannock Chase District Council has a statutory duty to provide services to those experiencing homelessness which contributes to Corporate Priority 2 Health and Wellbeing *'To encourage and support residents to lead healthy and independent lives*.'

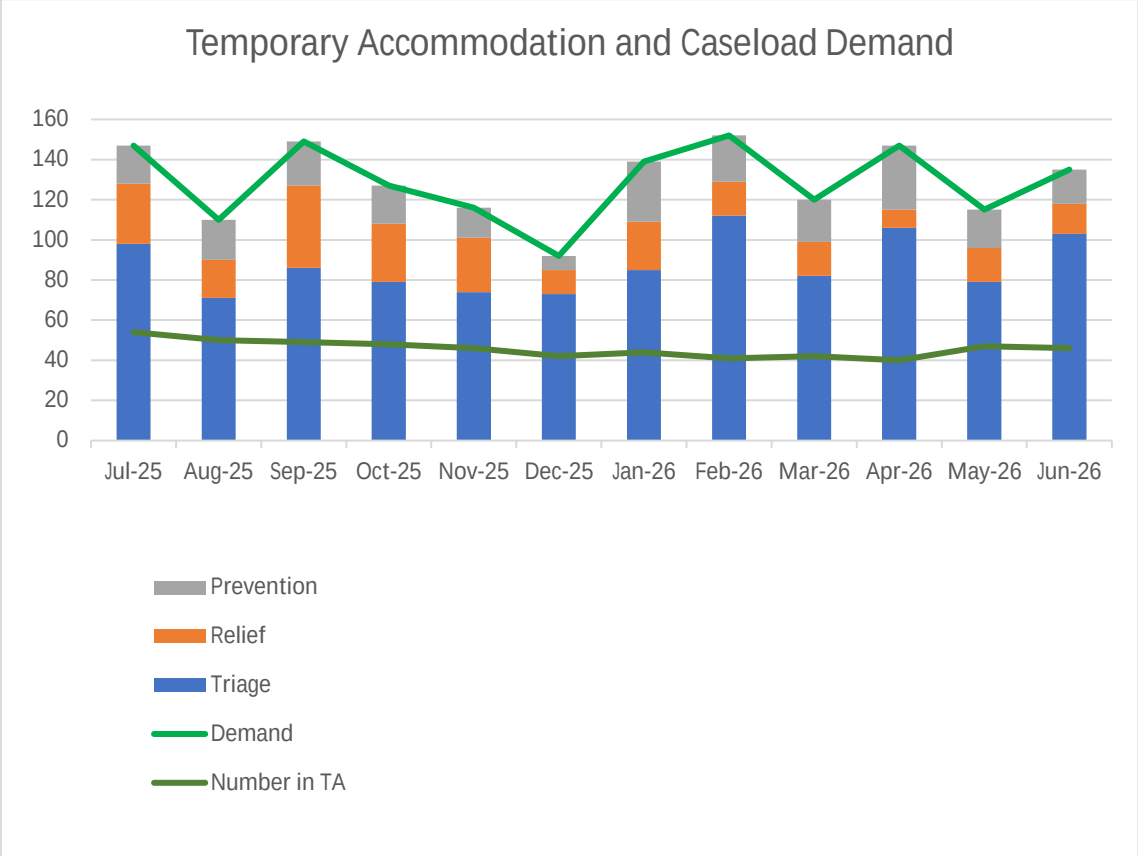
5 Report Detail

Background

5.1 The Council have a statutory duty to provide temporary accommodation to eligible households who are homeless. Whilst the number of homeless duties accepted remains relatively stable, the support needs of those accessing the service have increased, with 50% of households presenting with at least one support need. This has resulted in both an increase in demand for temporary accommodation, and longer placements.

5.2 Cannock Chase District Council currently has a service level agreement for one unit of temporary accommodation from council housing stock. Outside of this unit, the Council uses private nightly let accommodation and bed and breakfast which is getting more difficult to source due to competing demands and low tolerance levels for households with support needs. Commercial hotel chains often have quota limits on the number of local authority placements they will accept at any given time, and we are reliant on local relationships to continue such placements.

5.3 The focus for Housing Options is always to prevent households from needing temporary accommodation. However, wider pressures on public services means households are presenting at crisis point, in need of temporary accommodation.



5.4 Since January 2026, we have had on average 41 households placed in temporary accommodation at the end of each month which demonstrates a requirement for additional temporary accommodation units.

5.5 Whilst the majority of our demand is from single homeless applicants, we have seen families accessing the service who are finding it more difficult to access long-term housing. Local authorities can only use bed and breakfast accommodation to house families for a maximum of six weeks. The new Local Authority Outcome Framework places additional oversight and governance on households in temporary accommodation, particularly families being placed for more than six weeks. Chief Executives will receive notification of every family placed in bed and breakfast for more than six weeks. Local authorities with more than five households exceeding six weeks in Bed and Breakfast will be mandated to develop a Bed and Breakfast Elimination Plan.

5.6 A previous review of temporary accommodation outlined that the most cost-efficient model to expand temporary accommodation would be for the Council to own and manage their own stock. Since this review, the Council has been successful in obtaining grant funding to purchase three units of accommodation through the LAHF 4 programme.

5.7 Whilst this has been a positive step forward to start the supply of council owned temporary accommodation, there is an ambition to increase the number of properties owned to meet demand from Housing Options.

Local Authority Housing Fund – Permission to Spend

5.8 In December 2025, Cannock Chase District Council submitted a bid for the Local Authority Housing Fund Round 4 (LAHF 4) for fixed capital and revenue funding to provide temporary accommodation alongside a minimum of one unit of housing for families under the Afghan Resettlement Programme (ARP). ARP offers a safe and legal route to relocation for individuals who supported UK efforts or are vulnerable, granting them indefinite leave to remain with full access to public funds. Families will be settled into the accommodation and, should they come to move on, the property will revert to temporary accommodation for our homeless duties.

5.9 Cannock Chase District Council has received a capital allocation of £325,200 to deliver two units of temporary accommodation and one unit for resettlement housing in 2026-2027. The grant comprises of £87,400 per property (based on 40% of median property price in Cannock Chase) and £21,000 per property to account for other costs, for example refurbishment and conveyancing costs.

5.10 We are requesting permission to spend the above funding and additional funds for the purchase (and any associated refurbishment costs) of three properties in pursuance of the LAHF 4 funding. Recent market research has indicated that the average cost of two- and three-bedroom properties, including estimated renovation costs, in Cannock Chase is £235,000.

5.11 We are requesting capital funding of an additional £126,600 per property to cover the purchase, refurbishment and other costs associated with the purchasing of each property. Any unspent allocation will be returned to the general fund.

5.12 A temporary accommodation policy is being drafted and a paper on the management of temporary accommodation, including rents and service charges, will be bought to Cabinet for a decision once we have further details of the properties we are looking to purchase.

6 Implications

6.1 Financial

The Council has received a capital grant of £325,200 from the Local Authority Housing Fund for the purchase of three homes to support temporary accommodation. As set out in paragraph 5.10 in order to purchase the properties the Council will be required to provide additional funding from its own resources. The report to Council in February 2026 stated unallocated capital resources were £1.210 million. It is proposed that the additional cost of £379,800 is funded from the unallocated capital resources

6.2 Legal

The Council has a statutory duty to provide temporary accommodation to homeless persons under Part 7 Housing Act 1996. Its legal powers to do so are found under s.9 Housing Act 1985 which permits the Council to provide housing accommodation and s. 120 (1) Local Government Act 1972 which confers powers to purchase land for the Council to undertake its statutory duties. There is also a general power of competence under s.1 of the Localism Act 2011 which means the Council can generally do what an individual can do, acting reasonably.

In accepting the funding under LAHF 4, the Council must adhere to the terms of a Memorandum of Understanding between the Council and the Ministry for Housing, Local Government and Communities ('MHLGC'). These have been considered by legal officers and are not duly onerous and as would be expected to see as standard from MHLGC.

The properties will be purchased under the Financial Procedure Rules in respect of levels of valuations (but not the procurement regime as the purchase of land and buildings are exempt) but any associated works will be procured in accordance the Contract Procedure Rules as any such works are subject to the procurement regime.

Legal Officers will ensure a robust and thorough conveyancing process is followed.

6.3 Human Resources

None

6.4 Risk Management

If we do not take steps to expand our stock of temporary accommodation, we risk not being able to fulfil our statutory function under homeless legislation to provide suitable accommodation to eligible households. The alternative is costly bed and breakfast placements which are increasingly difficult to source and may not be sustainable for vulnerable households, including families.

All properties will be registered under the Council's insurance provision. All properties will need to be maintained, ensuring compliance with relevant regulations for social housing. Existing property management arrangements and specialist knowledge within asset management will support the above.

6.5 Equalities and Diversity

Anyone can become homeless and the service has a duty to provide temporary accommodation for anyone who is eligible. Understanding the demographics of those who come through the service enables us to tailor provision to those characteristics. There is need for more accessible temporary accommodation for those with disabilities, older households and those with very young children, this will be one considering factor in choosing suitable properties. Although units of all sizes are required there is a specific need for larger family accommodation. Accommodation needs to be self-contained, in particular for those fleeing domestic abuse and for those with mental health challenges. Properties should be located near to public transport to enable residents to access employment and services.

6.6 Health

Health and housing are intrinsically linked, and the provision of suitable temporary accommodation has a direct impact on a household's overall health and wellbeing, both in terms of households facing homelessness and those who are rough sleeping. Suitable temporary accommodation that is local to existing support networks, including health and social care providers, alongside family and friends, will have a positive impact on the overall health and wellbeing of the household.

6.7 Climate Change

Properties are being refurbished to a standard that promotes energy efficiency, in line with budgetary requirements.

7 Appendices

None

8 Previous Consideration

None

9 Background Papers

None.

Contact Officer:	Hayley Smith
Telephone Number:	07800 729345
Report Track:	Cabinet: 20/08/26, 15/09/26
Key Decision:	No

Permission to Spend Local Authority Housing Fund 4; Supplementary Report

Committee: Cabinet

Date of Meeting: 15 September 2026

Report of: Head of Wellbeing

Portfolio: Community Safety and Wellbeing

1 Purpose of Report

1.1 To provide additional detail for the revenue costs associated with purchasing temporary accommodation units, in pursuance of the Local Authority Housing Fund 4 (LAHF 4).

1.2 To set out for approval the Temporary Accommodation Policy.

2 Recommendations

2.1 To note the content of this report.

2.2 To approve the Temporary Accommodation Policy.

Reasons for Recommendations

2.3 Increase in demand for temporary accommodation has resulted in use of bed and breakfast which is costly to the local authority and not a sustainable option. Families should only be placed in bed and breakfast as a last resort and for a maximum of 6 weeks. Bed and breakfast accommodation is detrimental to childrens' development, health and wellbeing.

2.4 LAHF 4 funding enables the Council to use government grant to purchase two units of temporary accommodation. Council owned temporary accommodation is the most cost-effective model for temporary accommodation, costing less than existing provision such as bed and breakfast or nightly private lets.

2.5 If we do not take steps to expand our stock of temporary accommodation, we risk not being able to fulfil our statutory duties to eligible homeless households.

3 Key Issues

3.1 The Council has a statutory duty to provide suitable temporary accommodation to eligible households. An independent review of temporary accommodation outlined that council-owned temporary accommodation was the most cost-efficient model. Council owned temporary accommodation enables us to purchase and maintain good quality properties that meets that needs of local people.

3.2 The Council will recover both rents and administration charges for the properties and receive full subsidy recovery on any Housing Benefit payable, costing less than existing options such as bed and breakfast.

4 Relationship to Corporate Priorities

4.1 Cannock Chase District Council has a statutory duty to provide services to those experiencing homelessness which contributes to Corporate Priority 2 Health and Wellbeing *'To encourage and support residents to lead healthy and independent lives*.'

5 Report Detail

5.1 Cannock Chase District Council has an increase in demand on temporary accommodation for vulnerable households. There is limited supply of suitable temporary accommodation within the District and reliance on bed and breakfast for urgent placements. It is unlawful for the Council to place families in bed and breakfast exceeding six weeks and alternative provision is required to enable the Council to fulfil its statutory homeless duties.

5.2 A review of temporary accommodation concluded that council-owned properties is the most cost-effective model for temporary accommodation. It recommended that the Council purchase and maintain suitable properties to meet the need of local people. The Council will recover both rents and maintenance/ service charges for the properties and receive full subsidy recovery on any Housing Benefit payable.

5.3 In respect of Housing Benefit subsidy, as with the bed and breakfast, the Council will ensure that all applicants complete a form to recover as much cost as possible. Whilst Housing Benefit is recovered on bed and breakfast due to the amounts payable these do not attract full subsidy income to the Council as part of the DWP housing benefit payment income. By setting the rents at the Local Housing Allowance this means that the Council owned properties will be reimbursed at full subsidy.

5.4 The properties should be administered at close to nil net cost to the Council as per the table of indicative costings below:

Three-Bedroom Council Owned Property	
Capital Funding Per Property (CCDC cost not covered by grant)	£126,600
Annual Interest	NA
Council Tax (cost inc void %)	£185.00
Utilities (for void)	£2,000.00
Maintenance inc cleaning	£4,600.00
Annual Property Cost	£6,785.00
Weekly Property Cost (Annual Property cost divided by 52 weeks)	£130.48
Weekly Rent (LHA for 3 bedroom property)	£170.30
Property Administration Charge that we recover (annual)	£1,040.00
Administration Charge	£20.00
Occupancy Rate	90%
Net income per week rent and service charge – 90% Occupancy (at 52 weeks)	£171.27

Three-Bedroom Council Owned Property	
Annual Recovered Costs -Annual Rent and Administration Charge (90% occupancy for 52 weeks)	£8,906.04
Net Cost Per Week (£130.48 - £171.27)	-£40.79
Bed and Breakfast Cost Per Week (average based on payments April 2026)	£471.80

5.5 Costs are indicative as the properties have not yet been purchased. The above demonstrates that the costs of managing our own temporary accommodation are an income of £40.49 per week, compared to a cost of £471.80 per week for an alternative bed and breakfast placements. For example, an eight week placement for a family in bed and breakfast would cost £3,774.40 compared to nil net cost in council-owned accommodation. Families in bed and breakfast are often reliant on crisis funds due to the higher costs of living associated which would have wider impact on the public purse.

5.6 Properties that are purchased will be subject to relevant surveys and due diligence. Properties that require high levels of ongoing maintenance would not be suitable for temporary accommodation.

5.7 If we do not purchase temporary accommodation, we risk not being able to fulfil our statutory function to provide emergency accommodation for homeless households. Alternative accommodation, such as bed and breakfast is not always suitable particularly for vulnerable households. It is unlawful for the Council to place homeless families in bed and breakfast exceeding six weeks and there are limited alternative options within Cannock District.

Management of Temporary Accommodation

5.8 The Temporary Accommodation Policy (Appendix 1) outlines how temporary accommodation will be managed, including placement types, service charges and administration costs.

5.9 The Housing Act 1996 places a statutory duty on Local Authorities to provide temporary accommodation for eligible households. The Council has the right under the same Act to make a reasonable charge for the accommodation.

5.10 Households placed in temporary accommodation are responsible for the payment of rent and service/administration charges. Rent and other eligible costs may be met through Housing Benefit.

5.11 Administration charges contribute to the costs associated with procuring, arranging, monitoring and administrating temporary accommodation placements. For self-contained accommodation, this will include the cost of furnishings, repairs resulting from fair wear and tear and end-of-placement cleaning costs.

5.12 For self-contained accommodation, there may also be a service charge that covers costs such as communal heating, lighting and grounds maintenance which will vary depending on the property type. Houses are less likely to require a service charge.

5.13 Administration and service charges are often ineligible for Housing Benefit. Households must be able to afford the costs associated with temporary accommodation for the offer to be considered suitable in accordance with homeless legislation.

5.14 The administration charge of £20.00 per week is considered affordable for the majority of household circumstances. Where households have insufficient funds to move into temporary accommodation, the Council will consider alternative options, provide advice on maximising income and financial resilience and consider assisting the household financially to access the accommodation where it is reasonable and proportionate to do so.

6 Implications

6.1 Financial

The report sets out in paragraph 5.3 indicative costs and rental income for the council owned properties (subject to final properties purchased). These have been based on similar schemes undertaken. This demonstrates that the cost of the council owned property would be significantly lower than the cost to the authority of placing in bed and breakfast. The average cost of the bed and breakfast is based on actual rates paid in April 2026, however the cost of rooms is dependent on demand and can be higher than the quoted figures.

6.2 Legal

The Council has a statutory duty to provide temporary accommodation to homeless persons under Part 7 Housing Act 1996. Its legal powers to do so are found under s.9 Housing Act 1985 which permits the Council to provide housing accommodation and s. 120 (1) Local Government Act 1972 which confers powers to purchase land for the Council to undertake its statutory duties. There is also a general power of competence under s.1 of the Localism Act 2011 which means the Council can generally do what an individual can do, acting reasonably.

Furthermore, s. 206 (2) of the Housing Act permits a Local Authority to make a reasonable charge to homeless households as a contribution towards temporary or interim accommodation costs. An administration fee or a service charge cost is permissible and is separate from housing benefit considerations. It is widely charged by many Local Authorities and will be proportionate, transparent and consistent.

In accepting the funding under LAHF 4, the Council must adhere to the terms of a Memorandum of Understanding between the Council and the Ministry for Housing, Local Government and Communities (‘MHLGC’). These have been considered by legal officers and are not duly onerous and as would be expected to see as standard from MHLGC.

The properties will be purchased under the Financial Procedure Rules in respect of levels of valuations (but not the procurement regime as the purchase of land and buildings are exempt) but any associated works will be procured in accordance the Contract Procedure Rules as any such works are subject to the procurement regime.

Legal Officers will ensure a robust and thorough conveyancing process is followed.

6.3 Human Resources

None.

6.4 Risk Management

If we do not take steps to expand our stock of temporary accommodation, we risk not being able to fulfil our statutory function under homeless legislation to provide suitable accommodation to eligible households. The alternative is costly bed and breakfast placements which are increasingly difficult to source and may not be sustainable for vulnerable households, including families.

All properties will be registered under the Council's insurance provision. All properties will need to be maintained, ensuring compliance with relevant regulations for social housing. Existing property management arrangements and specialist knowledge within asset management will support the above.

6.5 Equalities and Diversity

Anyone can become homeless and the service has a duty to provide temporary accommodation for anyone who is eligible. Understanding the demographics of those who come through the service enables us to tailor provision to those characteristics.

There is need for more accessible temporary accommodation for those with disabilities, older households and those with very young children, this will be one considering factor in choosing suitable properties.

Although units of all sizes are required there is a specific need for larger family accommodation. Accommodation needs to be self contained, in particular for those fleeing domestic abuse and for those with mental health challenges. Properties should be located near to public transport to enable residents to access employment and services.

6.6 Health

Health and housing are intrinsically linked and the provision of suitable temporary accommodation has a direct impact on a household's overall health and wellbeing, both in terms of households facing homelessness and those who are rough sleeping.

Suitable temporary accommodation that is local to existing support networks, including health and social care providers, alongside family and friends, will have a positive impact on the overall health and wellbeing of the household.

6.7 Climate Change

Properties are being refurbished to a standard that promotes energy efficiency, in line with budgetary requirements.

7 Appendices

Appendix 1: Temporary Accommodation Policy

8 Previous Consideration

None.

9 Background Papers

None.

Contact Officer:	Hayley Smith
Telephone Number:	07800 729345
Ward Interest:	NA
Report Track:	Cabinet 15/09/26
Key Decision:	No

Item No. 6.13

Appendix 1

Cannock Chase District Council

Temporary Accommodation Policy and Procedure

Directorate	Health and Housing
Service Area	Housing Options
Policy Owner / Responsible Officer	Strategic Housing and Homelessness Service Manager / Senior Housing Options Officer
Dated:	
Review Date:	
Approved By:	

1. Definitions

For the purposes of this policy, the following definitions apply:

Temporary Accommodation (TA): Accommodation secured by the Council to meet its duties under Part VII of the Housing Act 1996 on an interim or temporary basis until settled housing is secured.

Interim Accommodation (Section 188): Accommodation provided where the Council has reason to believe an applicant may be homeless, eligible and in priority need, pending further inquiries.

Main Housing Duty (Section 193): The duty of the Council to secure suitable accommodation for applicants who are homeless, eligible, in priority need and who are not intentionally homeless.

Bed and Breakfast (B&B): Accommodation which is not self-contained and where cooking facilities are not for the exclusive use of the household.

Self-Contained Accommodation: Accommodation where the household has exclusive use of the kitchen and bathroom facilities.

Nightly Paid Accommodation: Accommodation secured on a nightly basis from private providers, used where limited alternatives are available.

Applicant: A person applying to the Council for housing assistance under Part VII of the Housing Act 1996.

Household: The applicant and those expected to reside with them.

Dependent Children: Persons under 18, or up to 19 if in full time education who form part of the household.

Vulnerable: A person at increased risk due to age, disability, health or other factors in line with statutory guidance.

Suitable/Suitability: Accommodation suitable for the household's needs in accordance with Section 210 Housing Act 1996 and related legislation.

Out-of-Area Placement: Temporary accommodation provided outside of the Stafford Borough perimeter.

Exceptional Circumstances: Circumstances where normal policy provision may be changed due to urgency, risk or lack of supply.

Senior Officer: Senior Housing Options Officer or Strategic Housing and Homelessness Service Manager authorised to approve decisions under this policy.

Accommodation Charges: Charges for temporary accommodation, including rent and applicable service charges.

Service Charges: Charges for services provided within the accommodation such as utility and management charges.

Affordability: Assessment of whether costs are reasonable based on income, expenditure and ability to meet other essential living costs.

Local Housing Allowance (LHA): The applicable Housing Benefit rate based on the local market rents.

Licence Agreement: The agreement provided by the Council that permits a household to occupy temporary accommodation.

Reasonable Notice: Notice that is proportionate, considering the household circumstances and legal duty owed.

2. Introduction

Cannock Chase District Council ('the Council') is committed to keeping households in their homes and preventing homelessness wherever possible. Where this cannot be achieved, the Council will meet its statutory duties to secure suitable interim and temporary accommodation for homeless households in accordance with Part VII of the Housing Act 1996 (as amended).

The Council recognises that temporary accommodation (TA) can have a significant impact on households, particularly families with children and vulnerable individuals. It also recognises that there is a significant financial cost to the Council and therefore this document sets out how the Council will ensure that temporary accommodation is used lawfully, consistently and proportionately and only for as long as is necessary.

3. Purpose

The purpose of this Policy is to:

- Set out the Council's policy position on the use of temporary accommodation;
- Describe the procedures for allocating, managing and reviewing temporary accommodation placements, costs, appropriate service charges; and
- Ensure decisions are consistent, transparent and legally compliant.

4. Scope

This Policy applies to all households housed temporarily by the Council under Part VII of the Housing Act 1996 (as amended), including accommodation provided under sections 188, 190 and 193. It also applies to households who might be provided accommodation on a discretionary basis, such as;

- Households provided accommodation pending the outcome of a review under section 202;
- Households that are not owed a statutory duty, but Council considers it appropriate to accommodate to prevent rough sleeping or safeguard vulnerable individuals.
- Accommodation provided using the Council's general discretionary powers, including the General Power of Competence under the Localism Act 2011.

5. Legislative Framework

This Policy has regard to:

• Housing Act 1996 (as amended)

• Homelessness Act 2002

• Homelessness Reduction Act 2017

• Homelessness (Suitability of Accommodation) (England) Order 2012

• Homelessness Code of Guidance for Local Authorities (MHCLG)

• Equality Act 2010

• Children Act 2004 (section 11)

6. Policy Principles

The following principles underpin the Council's approach to the use and management of temporary accommodation. The Council will:

• Use temporary accommodation only where homelessness cannot be prevented or relieved immediately; for example, via negotiations with landlords or excluders which will be attempted in all cases, where it is appropriate to do so;

• Minimise the use of Bed and Breakfast (B&B) accommodation;

• Avoid the use of B&B for families and pregnant applicants except where no other options are available;

• Aim to provide temporary accommodation within Cannock Chase District, where it is safe and possible to do so;

• Act proportionately and reasonably in all decisions;

• Have due regard to safeguarding, welfare and Equality Act duties.

7. Types of Temporary Accommodation

The Council currently uses several types of temporary accommodation as outlined below:

• Self-contained nightly rate accommodation.

• Bed and Breakfast accommodation.

• Council-owned temporary accommodation.

The self-contained and council-owned properties will be prioritised for families with dependent children, pregnant applicants or applicants who have medical and support needs.

All temporary accommodation units are subject to periodic inspection by the Council to ensure compliance with health and safety standards.

8. Use of Bed and Breakfast Accommodation

Bed and Breakfast accommodation will be used only as a last resort and the Council aims to minimise its use where possible.

B&B accommodation may be used where:

• There is reason to believe the household may be homeless, eligible and in priority need and;

• No suitable alternative accommodation is available at the time.

• The placement is for the shortest possible period.

Households with dependent children or pregnant applicants will not normally be accommodated in B&B accommodation for longer than six weeks, except in exceptional circumstances. Any decision to exceed the six-week limit must be authorised by a Senior Officer.

Use of B&B outside of hours is permitted for overnight emergency use as there is often no alternative. Those placed out of hours will be required to attend the office/contact the team the next working day for a more detailed assessment to consider any further duties out and to explore alternative accommodation options.

9. Suitability of Temporary Accommodation

All temporary accommodation must be suitable in accordance with section 210 of the Housing Act 1996 and the Homelessness (Suitability of Accommodation) (England) Order 2012.

Officers will consider the following when determining suitability:

• Location

• Impact on employment, education and caring responsibilities.

• Affordability

• Medical conditions, disabilities and support needs

• Risk of violence including harassment and domestic abuse.

• Access to transport, school, healthcare and other services.

• The physical condition and safety of the property.

Suitability will be considered at the point of placement, kept under regular review and recorded on internal management systems.

Where the applicant is accommodated under S188 (interim accommodation) there is no statutory right to request a suitability review under S202 Housing Act 1996; however, the Council will nevertheless consider representations made regarding suitability concerns.

For households placed under S193 (Main Housing Duty), a higher threshold of suitability applies and applicants will be informed of their right to request a review of the accommodation's suitability under S202 of the Housing Act 1996.

10. Out of Area Placements

The Council will seek to accommodate households within the District where it is possible to do so. Placements outside of the District will only be considered where no suitable accommodation is available locally, or where there are significant risks to the household if placed locally.

Before making an out of area placement, the following will be considered.

i. The suitability of the accommodation in accordance with Section 210 of Housing Act 1996;

ii. The distance from the household's normal place of residence;

iii. The impact on employment, education, caring responsibilities and access to any support networks; and

iv. Any medical, disability or safeguarding considerations, including risks of violence or domestic abuse.

Any decision to place a household out of area will be authorised by a Senior Officer.

Where a household is placed outside of the Borough, the Council will comply with the requirements of S208 of the Housing Act 1996 to notify the receiving Local Authority of the placement as soon as possible. All out of area placements will be kept under review with the aim to move households back into the Borough at the earliest reasonable opportunity, where it is safe and possible to do so.

11. Placement Procedure

Before placing a household in temporary accommodation, Officers will:

- Determine under what duty the applicant is owed temporary accommodation.

- Identify and secure suitable accommodation for the household.

- Keep the suitability of this accommodation under review.

- Complete a detailed assessment of the applicant's circumstances and develop a move on plan to exit them out of TA at the earliest opportunity.

12. Support for Households

All households placed in temporary accommodation will receive appropriate support, including a support needs assessment as part of their Personal Housing Plan, regular contact from their allocated Officer and assistance with finding settled accommodation.

Support will include advice on housing options, budgeting and benefits; referrals to specialist support services and liaison with partner agencies.

Whilst the Council recognises that living costs can be higher whilst living in temporary accommodation, it has a duty to provide emergency accommodation only. This does not include utilities, food, clothing or household items such as cutlery or linen. Housing Options will support households by signposting and referring to local services, where available.

13. Accommodation Charges and Affordability

Rental Charges

Households placed in temporary accommodation are responsible for the payment of the charges unless they are met by the provision of Housing Benefit (HB). Where a household is eligible for Housing Benefit, it is the responsibility of the named applicant to make a claim as soon as possible after the placement. Housing Options can assist applicants in making a claim. If eligible, Housing Benefit will cover the accommodation cost element up to the threshold of the government subsidy and will usually be paid directly to the Council, with the consent of the applicant.

Applicants remain responsible for maintaining the claim and providing the relevant proof to establish their eligibility for the benefit. Where the applicant has not provided documents to support their claim, or incorrect information has been provided or withheld, the Council reserves the right to charge the household for the accommodation costs directly.

Applicants who are not entitled to any Housing Benefit due to their income, employment status or financial circumstances will be required to make a contribution to the rental charge following an affordability assessment. It is expected that this will be up to the level that would have been covered had they been entitled to Housing Benefit. This is intended to ensure that temporary accommodation remains affordable and accessible for working households, whilst enabling the Council to recover a reasonable contribution towards accommodation costs.

Service/Administration Charges

The Housing Act 1996 places a statutory duty on Local Authorities to provide temporary accommodation for eligible households. The Council has the right under the same Act to make a reasonable charge for the accommodation.

Therefore, in addition to rental charges and for those placed in nightly paid/B&B type accommodation, the Council will charge households an administrative fee of £20.00 per

week. This charge contributes towards the costs associated with procuring, arranging, monitoring and administering this type of temporary accommodation placements.

For those placed in leased self-contained accommodation households will be responsible for their own utility bills such as gas, electric and water payments. Such payments are separate to the temporary accommodation rent account and should be paid directly to the utility supplier.

Self-contained accommodation will also include a service charge that covers costs such as communal heating, lighting and grounds maintenance which will vary depending on which property they are placed in. In addition, an administration charge of £20.00 per week will be levied to cover the provision and replacement of furnishings, repairs resulting from fair wear and tear, and end-of-placement cleaning costs.

All households will be made aware of these charges at the beginning of a temporary accommodation placement. Charges will be invoiced weekly in arrears and households will be informed in advance of:

• The amount payable

• How and when payments must be made and;

• The consequences of non-payment.

Affordability

Affordability forms part of the overall assessment of suitability. Before confirming a placement, the Council will consider the households financial circumstances including their income, essential expenditure and access to funds at the time to assess affordability.

Where households haven’t got sufficient funds in advance of moving into TA, The Council will;

• Consider whether alternative options are available.

• Provide advice on maximising income or accessing emergency funds e.g. via an advanced payment via Universal Credit.

• Consider assisting the household financially to access the accommodation e.g. via providing a train ticket or alternative transport.

The Council will act proportionately and reasonably in all decisions relating to accommodation charges and will try to prevent the accrual of unmanageable arrears as we recognise this could become a barrier to moving the household on. This may include referrals to specialist debt/budgeting advice where issues of affordability are raised.

14. Storage of Belongings

Under Section 211 of the Housing Act 1996, the Council may have a duty to take reasonable steps to protect the personal property of an applicant where there is a risk of loss or damage and the applicant is unable to make suitable alternative arrangements.

Reasonable steps may include transporting belongings to a suitable location and arranging temporary storage. Personal property will generally include essential clothing, personal effects, important documents, children's equipment and other items that a reasonable person would expect to retain access to during a period of temporary accommodation.

The Council will undertake an affordability assessment to determine whether a household can reasonably be expected to arrange and fund storage independently. Where the Council arranges storage on behalf of a household, the household will normally be responsible for the storage costs. The Council may, in exceptional circumstances and following an affordability assessment, provide temporary financial assistance with these costs where it is satisfied that the household is unable to meet them.

Due to the size and nature of most temporary accommodation placements, it is not usually possible for households to bring furniture with them.

The Council will seek to ensure that temporary accommodation meets any essential health-related requirements, including facilities necessary for the safe storage of medication where appropriate.

Where the Council incurs costs in transporting, storing or disposing of property, it reserves the right to recover reasonable costs from the household.

Once a household has secured alternative accommodation, it will be expected to collect any stored belongings within a reasonable period or assume responsibility for any ongoing storage costs.

Where the Council is unable to contact the owner of stored belongings, the items will be retained for 28 days. Reasonable attempts will be made to contact the owner using the last known contact details. If no contact is received and no arrangements are made within that period, the Council reserves the right to dispose of the property. Any costs incurred in doing so may be recharged to the household.

15. Households with Pets

Pets are not normally considered members of the household for the purposes of homelessness assessments or the provision of temporary accommodation. As a result, the Council is generally under no legal duty to secure accommodation for pets.

Households with pets will be encouraged, as part of their assessment, to make alternative care arrangements where possible. The Council will provide advice and signposting to local pet welfare, fostering or boarding services where available.

Where a household has an assistance animal, such as a guide dog, the Council will take this into account when securing temporary accommodation. A support animal is specifically trained to perform practical tasks that directly help a person with a long-term or substantial disability. Applicants may be asked to provide appropriate evidence that the animal is required because of a disability. The Council will seek, wherever reasonably practicable, to secure accommodation that allows the assistance animal to remain with the household.

16. Conduct and Management

All households living in temporary accommodation are required to comply with the terms of their licence agreement and to conduct themselves in a manner that does not adversely affect the property, local community, the Council's officers and reputation.

Households living in temporary accommodation are expected to:

- Occupy the accommodation as their main and principal home.
- Pay all accommodation and services charges when due.
- Maintain the accommodation in a reasonable condition.
- Respect neighbours, accommodation proprietors and Council staff.

Breaches of licence conditions include but are not limited to:

- Anti-social behaviour, such as noise nuisance and threatening or abusive behaviour to staff or accommodation proprietors.
- Smoking or using alcohol or drugs on site.
- Non or late payment of rent/service charges.
- Causing intentional damage to the property or neglect resulting in damage to the property.
- Not staying at the property as their main and principal home.
- Having unpermitted overnight guests at the property.
- Having an unpermitted pet stay at the accommodation.

The Council will take a proportionate and staged approach to managing breaches wherever possible which may include:

- Early engagement to identify underlying issues, including routine contact and home visits.
- Consideration of vulnerability, safeguarding and support needs.
- Referrals to appropriate support services or developing a multi-agency approach.
- Agreement of repayment plans where arrears have accrued.

Where appropriate, the following escalations may apply:

1. Verbal warning
2. Written warning
3. Final written warning.

The Council also reserves the right to escalate outside of this staged approach, immediately where there is a serious risk to safety, there is significant damage to the property or criminal behaviour occurring at the property. All actions will be recorded on internal management systems and be agreed by a Senior Officer.

Applicants who have lost temporary accommodatio

17. Damage, Repair and Recharges

Households placed in temporary accommodation are expected to take reasonable care of the accommodation, its fixtures, fittings, furniture and equipment throughout their stay.

The Council recognises that some deterioration will occur through normal use of a property and will not seek to recover costs associated with fair wear and tear. However, households may be recharged for any costs incurred by the Council because of damage, neglect, misuse or unauthorised alterations to the accommodation or its contents.

Examples of situations where a recharge may be applied include, but are not limited to:

- Deliberate or accidental damage to the property, furnishings, fixtures or fittings.
- Damage caused by household members, visitors or pets.
- Missing, damaged or destroyed furniture, bedding, appliances, keys or other items provided by the Council.
- Costs associated with clearing excessive rubbish, abandoned belongings or personal possessions left behind after the placement ends.
- Additional cleaning costs where the accommodation is left in an unacceptable condition requiring specialist or deep cleaning.
- Costs arising from smoking within accommodation where smoking is prohibited.
- Repairs resulting from neglect, misuse or failure to report maintenance issues in a timely manner.
- Lock changes resulting from lost, damaged or unreturned keys.
- Pest treatment where an infestation is considered to have resulted from the actions or omissions of the household.

Where damage or other rechargeable costs are identified, the Council will investigate the circumstances and provide the household with details of the costs incurred.

Any recharge will reflect the reasonable cost incurred by the Council and evidence may be provided upon request. The Council reserves the right to recover outstanding recharges through invoicing, payment arrangements or any other lawful means available to it.

18. Ending Temporary Accommodation

The Council may end temporary accommodation where it is lawful and reasonable to do so, including where the homelessness duty ends, a suitable offer of accommodation is refused, or there are serious or continual breaches of licence conditions in line with the above.

Considerations Before Ending Accommodation

Before ending a temporary placement the Council will consider:

- The legal duty currently owed to the household.
- The severity and frequency of any breaches.
- Whether the behaviour is linked to support, medical or vulnerability issues and if so try to put in place relevant support.
- The impact on children and vulnerable adults.
- Whether reasonable steps have been taken to resolve the issue.
- The risk of rough sleeping or harm.
- The Council's Equality Act and Safeguarding Duties.

The Council's decision to end accommodation will be clearly justified, recorded and approved by a Senior Officer.

Notice Periods and Legal Position

The amount of notice provided to households will vary depending on the legal duty owed and the type of occupation. Such as:

- **Section 188 (Interim Duty)**: Accommodation may be ended by giving reasonable notice, considering the circumstances of the household and urgency of the situation.
- **Section 193 (Main Housing Duty):** Applicants will have additional protection from eviction and the Council will be required to provide appropriate written notice (28 days) and seek possession through the courts if required.
- **Discretionary Placements:** Will generally be ended on reasonable notice unless urgent.

In cases involving serious risk (e.g. violence, damage or safeguarding concerns) shorter or immediate notice may be provided.

Consequences of Ending Accommodation

Where temporary accommodation is ended due to breach of licence conditions or non-compliance, the Council will consider the wider implications for the households case and may include:

- A decision that no further interim accommodation will be provided under Section 188.

- The discharge of the relief or main housing duty where a suitable offer has been accepted or refused.

- The discharge of the main housing duty where the behaviour of the applicant renders them intentionally homeless from temporary accommodation provided to them under that duty.

Any decision to end additional duties to the applicant will be assessed on the individual merits of the case to ensure the decision is legally robust, proportionate and clearly recorded with reasons. The Council will also ensure; that relevant agencies are notified where appropriate (such as Police, Children's Services, Adult Social Care), safeguarding issues are promptly addressed and the household is advised clearly of their rights and any available support.

18. Equality and Safeguarding

The Council will have due regard to its duties under the Equality Act 2010, explicitly the Public Sector Equality Duty and to safeguarding responsibilities under the Children Act 2004 and relevant adult safeguarding legislation.

In applying this policy, the Council will seek to ensure that decisions relating to the placement, management and ending of temporary accommodation are fair, proportionate, reasonable, lawful and do not unlawfully disadvantage individuals with protected characteristics.

Where a household includes a person with a disability or other protected characteristic the Council will consider reasonable adjustments in relation to:

- The suitability and type of accommodation provided.

- The management of the placement, including communication and engagement.

- The application of enforcement processes.

Reasonable adjustments will be proportionate and based on the individual circumstances and always be recorded on internal management systems.

An Equalities Impact Assessment will be undertaken where required including when:

- This policy is introduced or materially amended, to make sure the policy does not disadvantage certain groups.

- Where significant enforcement action is being considered and equality impacts are identified, to check if anything can reasonable be done to reduce harm, such as referrals to other agencies.

The assessment will inform the Council's decision making and identify any mitigations but does not prevent the Council from taking lawful enforcement action where it is appropriate.

Safeguarding

The Council recognises that households in temporary accommodation may include children or vulnerable adults and will consider safeguarding at the point of placement and throughout the stay. The Council will also act in accordance with its local safeguarding policy and make referrals to relevant agencies where concerns arise.

Safeguarding considerations will form part of decisions relating to suitability, conduct and the ending of accommodation.

19. Complaints and Reviews

Applicants who are dissatisfied with any aspect of the temporary accommodation service may make a complaint through the Council's Corporate Complaints Procedure.

This does not affect any statutory rights of review available under Part VII Housing Act 1996.

20. Monitoring and Review

The use of temporary accommodation will be closely monitored to ensure placements remain suitable, affordable and are used for the shortest period possible.

This will include:

- Weekly team meetings chaired by Senior Officers to review all households placed in temporary accommodation and ensure that each household has an active move on plan. These meetings will also monitor families staying in hotel or bed and breakfast accommodation to ensure that placements do not exceed six weeks, except where unavoidable.

- Monthly meetings between Senior Officers and the Strategic Housing and Homelessness Service Manager to review complex and high risk cases, identify barriers to move on and consider appropriate solutions.

- Quarterly monitoring of H-CLIC returns and performance data to assess trends, benchmark performance against previous quarters and compare outcomes with statistical nearest neighbours and other Staffordshire authorities.

In addition, the following key performance indicators will be regularly reviewed to assess the effectiveness of the Council's temporary accommodation service:

- The number of households in temporary accommodation.

- The number of households placed in hotel or bed and breakfast accommodation.

- The number of families placed in hotel or bed and breakfast accommodation for longer than six weeks.

- The number of out of area placements.

- Average length of stay in temporary accommodation.

- Average length of stay in B&B/hotel accommodation.

- Income recovered through temporary accommodation charges.
- Temporary accommodation rent arrears.
- Number of households successfully moved into settle accommodation.
- The number of void properties within the temporary accommodation portfolio.
- Occupancy levels and the standard of temporary accommodation units.
- Complaints, suitability reviews and MP enquiries relating to temporary accommodation.
- Expenditure against budget and overall spending on temporary accommodation.

This Temporary Accommodation Policy will be reviewed annually by the Strategic Housing and Homelessness Service Manager.

Minor amendments to the policy may be approved by the Head of Service in consultation with the relevant Cabinet Member. Any substantial changes to policy direction or service delivery will be subject to Cabinet approval.

Item No. 6.27

Appendix A

Temporary Accommodation Suitability Assessment

This assessment must be completed prior to or as soon as reasonably practicable following placement.

Household Name:

Case Reference:

Address of Accommodation:

Type of Accommodation:

Date of Placement:

Key Checks:

• Household size and composition considered

• Location and distance considered

• Employment, education and caring responsibilities considered

• Medical, disability and support needs considered

• Property safety and condition confirmed

• Equality Act considerations applied

Property considered suitable? Y/N

Any mitigations?

Officer Name:

Signature:

Date:

Local Authority Housing Fund 4

Committee: Cabinet

Date of Meeting: 3 December 2026

Report of: Head of Wellbeing

Portfolio: Community Safety and Wellbeing

1 Purpose of Report

1.1 To determine what course of action to take with the Local Authority Housing Fund 4 (LAHF 4).

2 Recommendations

2.1 For Cabinet to decide whether to defer spend of the grant funding to 2028/29, or, to withdraw from the Local Authority Housing Fund and return the funding to the Ministry of Housing, Communities and Local Government (MHCLG).

Reasons for Recommendations

2.2 There is now not enough time to spend the LAHF 4 grant by the current deadline. MHCLG has given Cannock Chase District Council two options in relation to the grant. A decision is needed so that MHCLG can use the funds elsewhere to deliver the programme aims.

3 Key Issues

3.1 Permission to spend the LAHF 4 grant was considered at Cabinet on 20 August 2026 and again at 15 September 2026, both reports were deferred for more information to be provided.

3.2 It is now too late to spend the grant funding to the deadline of 31 March 2027, therefore MHCLG have requested a response from Cannock Chase District Council on what they intend to do with the grant funding. Although it is not possible to spend the grant to the original deadline, it would be possible to spend it, subject to permissions in 2028/29.

4 Relationship to Corporate Priorities

4.1 Cannock Chase District Council has a statutory duty to provide services to those experiencing homelessness, which contributes to Corporate Priority 2, Health and Wellbeing, *"To encourage and support residents to lead healthy and independent lives".*

5 Report Detail

5.1 The Council have a statutory duty to provide temporary accommodation for eligible households who are homeless. At present the principal way of doing this is through private nightly lets and bed and breakfast accommodation. There is a service level agreement for one unit of temporary accommodation from council housing stock.

5.2 Local authorities can only use bed and breakfast accommodation to house families for a maximum of six weeks. The new Local Authority Outcome Framework places additional oversight on households in temporary accommodation. Local authorities with more than five households exceeding six weeks in Bed and Breakfast will be mandated to develop an elimination plan, with increased oversight from central government.

5.3 A review of temporary accommodation concluded that the most cost-efficient model to expand provision would be for the Council to own and manage their own stock. This would have the additional benefit of reducing dependence on Bed and Breakfast and nightly let accommodation.

5.4 The Council was successful in obtaining £325,000 of grant funding to purchase 3 units of accommodation through LAHF 4 which would be matched by £379,800 of funding from the Councils general fund. 2 of the units would be for temporary accommodation, the third unit would be for resettlement housing for a family under the Afghan Resettlement Programme. When the resettlement property was vacated, it would revert to temporary accommodation for homelessness purposes. Any unspent match funding was intended to be returned to the general fund.

5.5 A report requesting permission to spend the funding went to Cabinet in August 2026. The decision was deferred until further information on the rents and service charges was received.

5.6 A further report requesting permission to spend the funding went to Cabinet in September 2026 responding to the further information requested on rents and service charges. The decision was again deferred *"until further information was provided to Cabinet from the Home Office of the validity of their verification process of immigrants as Cabinet's priority has to be the protection and safety of the residents of Cannock Chase, and Cabinet also needed to have sight of the full detail of the works required on the Void properties"*. The Home Office have since responded that *"Eligibility is determined in accordance with the criteria for the relevant underlying Afghan resettlement or relocation route. As part of the subsequent process, the Home Office undertakes suitability, security and immigration processing before individuals relocate to the UK. Individuals are also required to provide biometrics as part of the visa process."*

5.7 It is now no longer possible to spend the grant funding by 31 March 2027. It would need Council approval to go in the Capital Programme (20 January 2027) then 3 suitable properties would have to be identified, purchased and all conveyancing completed by 31 March 2027. MHCLG therefore gave the Council two options, to either defer spend of the grant funding to 2028/29 or to withdraw from the Local Authority Housing Fund and return the funding to MHCLG. They need a decision on this as soon as possible to enable them to use the funds elsewhere to deliver the aims of the programme.

6 Implications

6.1 Financial

The financial implications are set out in the report at present the council has been allocated grant funding of £325,000, the Councils additional contribution has not been approved as the report was deferred. The report sets out the two options available to the Council if spend is deferred to 2028/29 a further report would be required if Council funding is required.

6.2 Legal

If the funding is returned in full to MHCLG and the Council withdraws from the Local Authority Housing Fund, there will be no consequences to the Council. However, the Council will continue to rely on bed and breakfast and nightly let accommodation.

6.3 Human Resources

None.

6.4 Risk Management

In not expanding the Council's supply of temporary accommodation there is a risk of not being able to fulfil the statutory function under homeless legislation to provide suitable accommodation to eligible households. The alternative is costly bed and breakfast placements which are increasingly difficult to source and may not be sustainable for vulnerable households, in particular families.

6.5 Equalities and Diversity

Anyone can become homeless and the service has a duty to provide temporary accommodation to anyone who is eligible. The Council also has a duty to house families under the Afghan Resettlement Programme, regardless of whether the grant is accepted or not.

6.6 Health

Health and housing are inextricably linked. The provision of suitable temporary accommodation has a direct impact on a household's overall health and wellbeing. Suitable temporary accommodation that is local to existing support networks, including health and social care providers, alongside family and friends, will have a positive impact on the overall health and wellbeing of a household.

6.7 Climate Change

Nil.

7 Appendices

Nil

8 Previous Consideration

Permission to Spend – Local Authority Housing Fund 4, 20 August 2026 and,

Permission to Spend Local Authority Housing Fund 4, Supplementary Report 15 September 2026.

9 Background Papers

None.

Contact Officer:	Anna Nevin
Telephone Number:	01785 619 176
Ward Interest:	All
Report Track:	Cabinet: 03/12/26
Key Decision:	No

Air Quality Annual Status report for Cannock Chase District

Committee: Health, Wellbeing and The Community Scrutiny Committee

Date of Meeting: 7 December 2026

Report of: Gabrielle Whitehouse

Portfolio: Regulatory Services and Sustainability

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1 Purpose of Report

1.1 To present the 2026 Air Quality Annual Status Report (ASR), that was submitted and approved by the Department of Environment, Food and Rural Affairs.

2 Recommendations

2.1 That the committee notes the attached ASR and the written response by DEFRA to the submission.

Reasons for Recommendations

Members are advised to read the ASR to maintain an awareness of local air quality. The report will be published on the CCDC website.

3 Key Issues

3.1 The 2026 ASR:

- Presents air quality monitoring data that was collected by the Council in 2025. The data collected shows declining levels of NO_2 in the district.
- The report confirms that the last remaining Air Quality Management Area has been revoked because of improved air quality, and a further Air Quality Strategy will need to be considered in the future.
- The submitted report has been reviewed by DEFRA and response provided, largely supportive of the steps taken to date, and providing minor commentary for review by the team.

4 Relationship to Corporate Priorities

Health and Wellbeing

4.1 A high standard of air quality is fundamental to support a healthy environment for the local community.

5 Report Detail

Background

5.1 The Environment Act 1995 places duties on local authorities to manage local air quality. In summary, the Council has a duty to:

- Monitor and review air quality against national standards
- Declare *'Air Quality Management Area' (AQMA)* where measurements routinely exceed the national standards and follow up with an action plan to reduce the relevant pollutants
- Develop an Air Quality Strategy (AQS) if there are no AQMAs in the District.
- Provide an annual report to government with the results and associated actions.

5.2 In practical terms, CCDC undertakes monthly sampling of Nitrogen Dioxide and Nitrogen Monoxide – commonly known as "NO_x" through a network of 21 sites around the district, chosen to reflect both background data collection and locations near to roads that are more likely to lead to higher measurements.

5.3 Additional data is also obtained through a roadside monitoring station at Five Ways that is controlled by DEFRA that measures both NO_x and particulate matter.

Air Quality in Cannock Chase

5.4 Cannock Chase District has had three AQMAs because of historic high levels of NOx, all for areas alongside Watling Road associated with emissions from transport. Ongoing monitoring over the years indicated that the level of NOx has declined, and the last remaining AQMA was revoked in February this year.

5.5 There is no single reason published for the overall decline in recorded NOx levels, but improvements in motor engine design and emissions restrictions alongside increased use of electric vehicles would be logical contributory factors given the location of the historic AQMAs adjacent to a busy road.

5.6 The overall air quality when looking at NOx results is positive, with declining levels overall and well below the nationally prescribed standards.

5.7 Local authorities do not directly monitor Sulphur Dioxide (SO_2) – a pollutant which is referenced in the ASR, and instead this is monitored nationally though the "Automatic Urban and Rural Network (AURN)". Nationally published statistics show SO_2 levels in Cannock Chase District to be significantly below nationally prescribed values.

5.8 CCDC reports on very small particulate matter called $PM_{2.5}$ using data supplied from a single continuous monitoring station operated for DEFRA as part of the national AURN network. There is no other monitoring stations and overall modelling data for particulate matter is provided to us from national sources. The current data shows the levels of $PM_{2.5}$ is below the nationally prescribed standard.

5.9 Full detail of the results are included in the ASR attached as Appendix 1.

Future direction

5.10 NOx monitoring will continue through the established monitoring programme.

5.11 As there is no active Air Quality Management Areas then an Air Quality Strategy should now be developed working internal and external partners. This is due to be developed in 2027 and presented to the relevant committee for support in due course.

5.12 Nationally, there is an increasing focus on particulate matter and the impact on health that very small particulates (called $PM_{2.5}$) have on health. Whilst the 2025 data shows $PM_{2.5}$ levels to be below national targets, we will review any national requirement for increased monitoring or action in this area.

6 Implications

Financial

6.1 None.

Legal

6.2 Air quality falls under Part IV of the Environment Act 1995 (Sections 80 to 91). In particular, Section 82 places a duty on local authorities to review air quality within their area ‘from time to time’.

6.3 The 2025 Annual Status Report demonstrates Council compliance with this duty.

Human Resources

6.4 None.

Risk Management

6.5 None.

Equalities and Diversity

6.6 None.

Health

6.7 National monitoring requirements are in place to support national and local decision making to protect health from air quality risks to health. Reporting on our actions is important for transparency and to aid future work in this area.

Climate Change

6.8 None.

7 Appendices

Appendix 1: 2025 Air Quality Annual Status Report

Appendix 2: DEFRA feedback on the 2025 ASR.

8 Previous Consideration

8.1 None.

9 Background Papers

Environment Act 1995

https://www.legislation.gov.uk/ukpga/1995/25/contents

Sulphur dioxide compliance and assessment 2025

Sulphur dioxide (SO2) compliance assessment 2025 - GOV.UK

Particulate matter compliance assessment 2025

Particulate matter as PM2.5 compliance assessment 2025 - GOV.UK

Contact Officer: Chris Butcher

Telephone: 01785 619376

Ward Interest:

Report Track:

Key Decision: No.

Appendix 1

Cannock Chase Council 2026 Air Quality Annual Status Report (June 2026)

Appendix 2

Annual Status Report Appraisal Report (July 2026)



2026 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

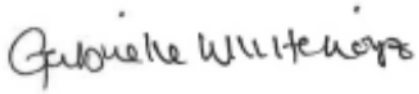
June 2026

Information	Cannock Chase Council Details
Local Authority Officer	Wayne Baillie
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/023339
Date	June 2026

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

Cannock Chase Council welcomes comments on this ASR, which should be directed to the local authority officer.

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

Poor air quality continues to be a significant public health concern, contributing to a range of health conditions and reduced life expectancy. Local authorities have an important role in identifying areas of exceedance and implementing measures to improve air quality and protect communities.

I welcome this 2026 Annual Status Report from Cannock Chase District Council, which demonstrates the Council's ongoing commitment to improving air quality across the borough. The report outlines the progress made in monitoring air pollution and delivering targeted interventions to reduce emissions of nitrogen dioxide (NO_2) and fine particulate matter (PM2.5).

The Council continues to work effectively in partnership with Staffordshire County Council and other stakeholders to deliver a coordinated approach. This includes contributions to countywide initiatives such as the Air Aware programme, promotion of sustainable and active travel, support for electric vehicle infrastructure, and wider transport and climate change strategies.

The requirements of the Environment Act 2021, particularly in relation to PM2.5, further reinforce the importance of sustained local action. Measures to reduce emissions will not only improve air quality but also deliver wider health and environmental benefits.

I endorse this report and support the continued collaborative approach to improving air quality and protecting the health of residents in Cannock Chase.

Dr Richard Harling MBE, FFPH, MBBS, MSc



Director of Health and Care
Staffordshire County Council
[June 2026]

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.

Air pollution particularly affects the most vulnerable in society, children, the elderly, and those with existing heart and lung conditions. Low-income communities are also disproportionately impacted by poor air quality, exacerbating health and social inequalities.

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 $PM_{2.5}$)	Particulate matter is everything in the air that is not a gas. 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. PM_{10} refers to particles under 10 micrometres. Fine particulate matter or $PM_{2.5}$ are particles under 2.5 micrometres.

Cannock Chase Council had one air quality management area (AQMA 2, Watling Street, Norton Canes), which was declared due to concentrations of NO_2 exceeding the annual air quality objective of 40 µg/m^3 at a relevant receptor. Air quality in AQMA 2 has continually met the objective since 2020, and the revocation of AQMA2 was completed in 2026.

The upgrade of the automatic NO_2 monitoring station (to include $PM_{2.5}$) at Heath Hayes was completed in November 2024. The highest modelled background concentration of $PM_{2.5}$ is in Bridgtown (9.8 µg/m^3).

Cannock Chase Council will continue to work with partner organisations on air quality awareness campaigns and transport management strategies. Cannock Chase Council will also enforce its smoke control order where appropriate.

Conclusions and Priorities

Air quality monitoring data for 2025 suggests that the annual air quality objective for NO_2 of 40 µg/m^3 is being met at all monitoring locations and that trends are stable. The revocation of AQMA 2 began in 2025 and was completed in February 2026.

Due to AQMA 2 being 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. An air quality strategy will be developed in due course.

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 WS11 1BG
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.

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1 Local Air Quality Management

This report provides an overview of air quality in the District of Cannock Chase during 2025. 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 (Appendix E: Summary of Air Quality Objectives in England).

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.

Cannock Chase District Council currently does not have any declared AQMAs. The last remaining AQMA 2 was revoked February 2026 but was still in place during 2025 and for the purpose of this report it will still be referenced. A local Air Quality Strategy is due for development to prevent and reduce polluting activities. However, as the data within this report covers the period of 2025 data information regarding AQMAs Maps can be found in Appendix D.

Table 2.1 – Declared Air Quality Management Areas

Cannock Chase currently have no AQMAs within the district. The previous AQMA 2 was revoked early 2026

☒ **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 concluded the report is well structured, detailed, and provides the information specified in the Guidance. The following comments are designed to help inform future reports which are laid out in Table 2.2.

Table 2.2 – 2025 ASR Appraisal.

Comment	Initial Defra Comment	Cannock Chase Council Response
1	CCDC have considered the comments made during the previous appraisal. This is commended and CCDC are encouraged to continue this approach for future ASRs.	Noted
2	CCDC have continued to provide clear evidence of several key actions to improve air quality which have been completed during the current reporting year. In addition, CCDC have clearly listed their priorities for the coming year. This is commended and indicative of good practice.	Noted.
3	During 2024, the NO2 annul mean objective was not exceeded at any monitoring location both within and outside of the AQMA boundary. The active AQMA 2 (Watling Street, has now been compliant for 5 consecutive years of monitoring and will be considered for revocation in 2025. If AQMA 2 is revoked, it will be necessary to produce an Air Quality Strategy (AQS), which sets out how Cannock Chase Council will continue to work with stakeholders to improve air quality across the district. If AQMA2 is not revoked, it will be necessary to produce an Air Quality Action Plan (AQAP) for AQMA	AQMA2 was revoked in 2026 and an AQS is due to be developed
4	Trends in monitoring data are discussed in detail and are specific to key areas of concern within the district, i.e., AQMAs and former AQMAs. It is also clear that CCDC uses this data to review and update their monitoring network, with expansions made to increase their coverage. This is encouraging to see.	Noted.
5	The Cannock Chase District Council Smoke Control Order 2024, which covers the entire district and includes moored vessels within its scope, came into force on 1st September 2024. This initiative should continue being monitored	Noted.
6	QA/QC procedures are appropriate, with sufficient evidence provided. CCDC is encouraged to maintain this level of detail.	Noted.
7	CCDC have not provided many recommendations to help engage the public and promote good air quality, it is recommended that they recommend sustainable travel alternatives and provide links to websites where they can learn more such that they can easily get involved.	Noted

Progress on measures identified for completion in the 2025 ASR is outlined in Table 2.3

Table 2.3 – Progress on 2025 Air Quality Priorities

Priority	Measure	2025 ASR Comments	2026 ASR Comments
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.	AQMA 2 was revoked in Feb 2026.
2	Ongoing air quality monitoring and data review	Data collected in 2024 will be analysed as part of the 2025 ASR.	Data collected in 2025 has been reviewed as part of this report.
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.	The A5190 AURN was upgraded to include $PM_{2.5}$ monitoring in November 2024. The diffusion tube monitoring was reviewed and as a result tubes have been reduced across the district for 2026.
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.	Preparation of an appropriate strategy will follow consultation on revoking AQMA 2.
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.	Work continues with Staffordshire County Council to deliver on these measures, although support for 'Air Aware' was reduced in 2024 with some independent uptake by schools in 2025.
6	Adoption of a Green Travel Strategy	Cannock Chase Council is developing a Green Travel Strategy with the following key aims: • 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.	Cannock Chase Council and Stafford Borough Council have adopted a joint Climate Change Strategy and a joint Climate Change Action Plan; the Green Travel Strategy will be adopted in 2025. Waste and commercial services and Street scene are working to introduced three EV into their fleets across 2026/27.
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: • 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.	Cannock Chase Council and Stafford Borough Council have adopted a joint Climate Change Strategy and a joint Climate Change Action Plan. The Council will continue to work toward adopting more sustainable options
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 is currently being examined by the Planning Inspectorate. It is anticipated that it will be adopted in 2026/27.
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 Air Quality Developer's Guide will be reviewed following adoption of the Local Plan.

Cannock Chase Council's air quality priorities for 2025 are presented in Table 2.4.

Table 2.4 – Air Quality Priorities for 2026

Priority	Measure	Comment
1	Ongoing air quality monitoring and data review	Air quality data collected in 2025 will be reviewed in the 2026 ASR.
2	Review current air quality monitoring arrangements	The diffusion tube monitoring plan was reviewed in December 2025 and as a result the scope of the monitored area was reduced down to 10 sites across the district from January 2026 – This is due to all sites meeting air quality objectives.
3	Develop a local air quality strategy	Due to revocation of AQMA2 an air quality strategy plan will be developed in due course.
4	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.
5	Adoption of a Green Travel Strategy	Cannock Chase Council is developing a Green Travel Strategy with the following key aims: • 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. Waste and commercial services including street scene are looking to introduce three EV to their fleets in 2026/27
6	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: • To work towards Cannock Chase Council's vehicle fleet producing zero emissions by 2030 or as early as practicable after that date. This includes the uptake of 2 new EV in the waste and commercial sector and all roadside collection vehicles are to be fitted with Euro 6 exhaust systems. • 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.
7	Develop planning policies that require developer contributions towards sustainable transport	The Cannock Chase Council Local Plan 2018-2040 is in development; it is anticipated that this will be adopted in 2026. • The current draft includes policies on sustainable transport.
8	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 2025/26).

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 agreement, which is being implemented.
- In 2024, the Government announced plans to restructure local government, which will result in the abolition of Cannock Chase Council. Responsibility for local air quality management will pass to the successor council.

Details of nine measures relating to air quality that have been completed or are in progress (for the reporting year of 2025) are set out in 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.	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		
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 with this service in Cannock in 2024.	
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	Cycle scheme	NO	Not Funded	< £10k	Implementation	Unknown	Number of staff taking up measure	No staff uptake in 2025.	
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	Completed	Unknown	Length of cycle path installed/ upgraded	Complete	850 m of cycle paths installed.
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	2025 Diesel – 55 % Petrol – 7.5% Hybrid – 36% Electric – 1.5%	2023 (baseline): Diesel – 74.6% Petrol – 8.6% Hybrid – 16.4% LPG – 0.4%
9	Levelling Up Fund 2	Promoting Travel Alternatives	Promotion of cycling	2024	2024	Staffordshire County Council	Ministry of Housing, Communities & Local Government	NO	Funded	£100k - £500k	Completed	Unknown	Length of cycle path installed	Complete	

Note:

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

Cannock Chase Council worked in partnership with the following stakeholders during 2025:

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

Policies of relevance 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/site-old/costed_net_zero_action_plan.pdf
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/residents/planning-and-building-control/planning-policy/cannock-chase-local-plan
		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.	Hackney Carriage Policy
Climate Change Strategy 2025-2030	Cannock Chase & Stafford Borough Councils	The Climate Change Strategy includes a pledge to support green travel planning, and to move toward a low carbon fuel fleet by 2030.	Not currently available
Climate Change Action Plan 2025-2030	Cannock Chase & Stafford Borough Councils	The Climate Change Action Plan includes measures to decarbonise the taxi fleet, procure electric vehicles, reduce engine idling, and to develop the electric vehicle charging infrastructure throughout the district.	Not currently available
Climate Change Action Plan 2025-2030	Staffordshire County Council	This plan includes measures to reduce transport emissions. Progress is reported on annually.	https://www.staffordshire.gov.uk/environment/sustainability/climate-change-action-plan
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/roads-parking-and-transport/transport-planning/electric-vehicle-infrastructure
Cannock Chase Integrated Transport Strategy 2013-2028	Staffordshire County Council	This strategy prioritises expenditure on transport improvements across Cannock.	Cannock Chase Integrated Transport Strategy
Local Transport Plan 2011	Staffordshire County Council	The Local Transport Plan is supported by a series of complementary policies: • Bus Service Improvement Plan • Local Cycling and Walking Infrastructure Plan • Freight Strategy Plan • Highways Infrastructure Asset Management Plan • Rail Strategy	https://www.staffordshire.gov.uk/roads-parking-and-transport/transport-planning/local-transport-plan-2026

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 Strategy[1], 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 $PM_{2.5}$:

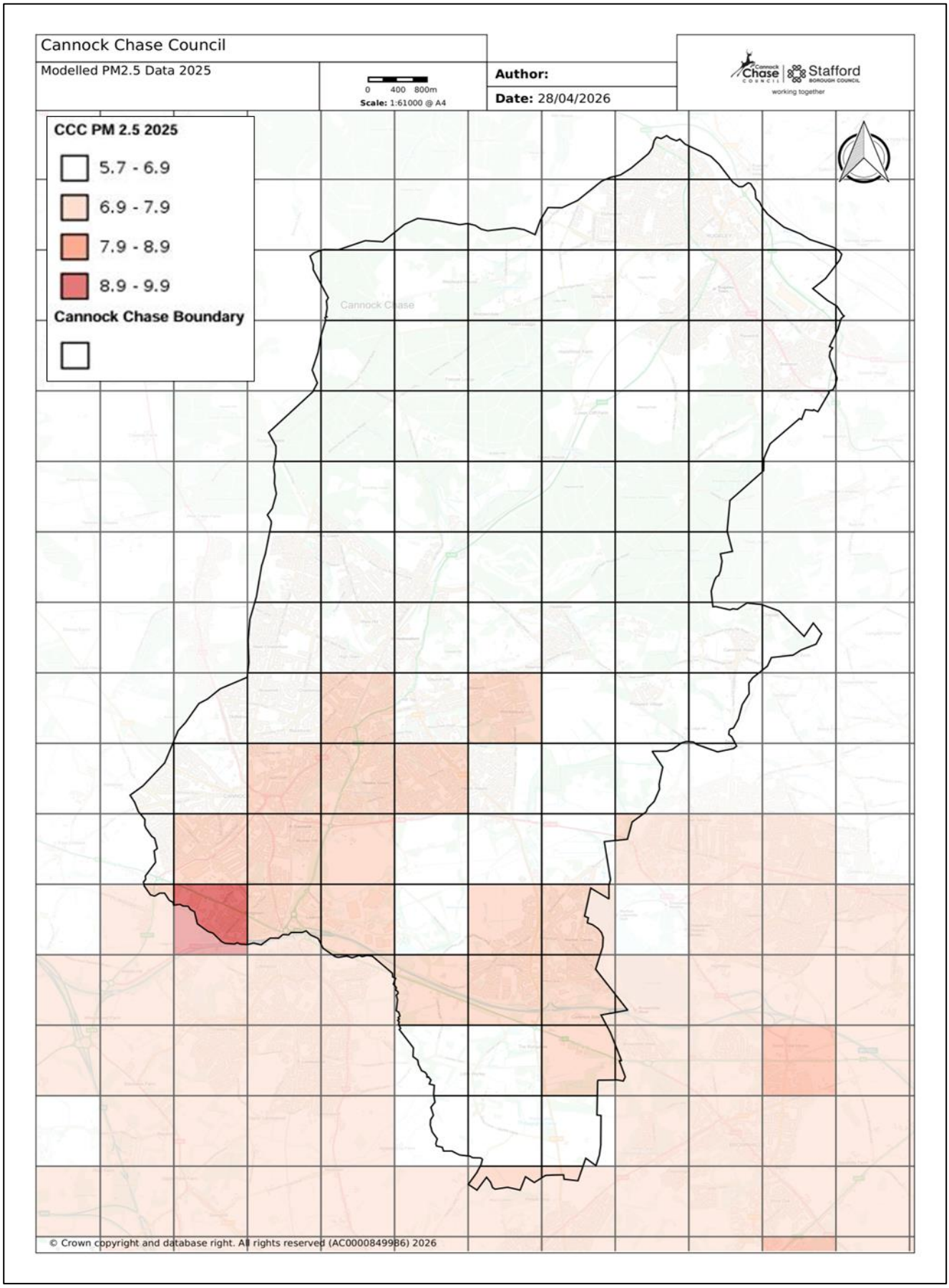
- 10 µg/m^3 annual mean (to be achieved by 2040).
- A 35% reduction in population exposure by 2040 (2016-2018 baseline).

2.3.1 Background $PM_{2.5}$ in Cannock Chase

DEFRA modelled background concentrations of $PM_{2.5}$, based on 2021 data (with a resolution of 1 km^2), are presented as Figure 2.1. Modelled background concentrations of $PM_{2.5}$ peak in Bridgtown (9.8 µg/m^3), and generally decrease from the south to the north.

[1] 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 Bridgetown, 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.

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 and Table 2.7 (the latest data covers the period 2020-2024).

Caution should be exercised when assessing this data, as factors other than particulate pollution (such as depravation) are likely to influence these outcomes. Relevant characteristics of Cannock Chase District to consider include:

- Cannock Chase District lies within a former coalfield; the last colliery 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. Data on the proportion and age of the local population who worked in the mining industry is not available.
- 12.7% of the district's population are income deprived (the 114th most deprived of 316 local authorities in England).

That 'mortality associated with particulate pollution' is lower in Cannock than the average in England is testament to the high air quality of the district, particularly when taking into account the characteristics of the area (which would be expected to influence toward higher mortality rates).

Figure 2.2 - Fraction of Mortality Attributable to Particulate Air Pollution

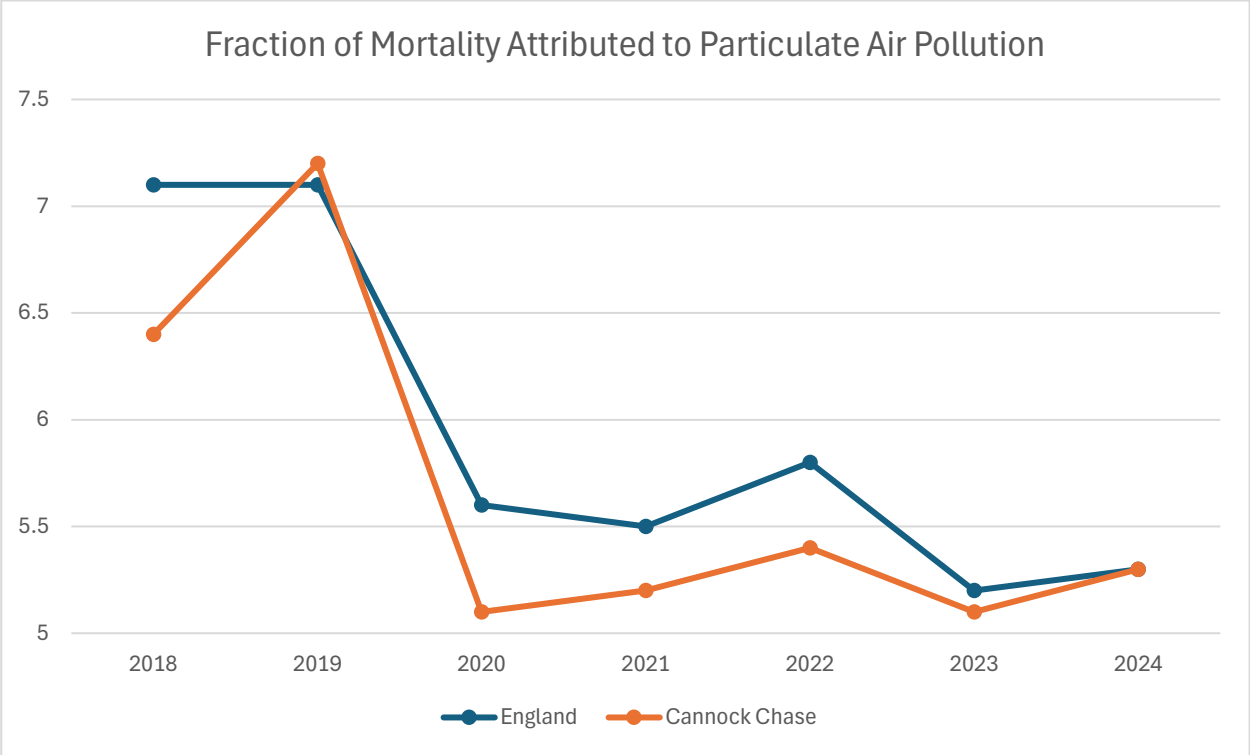


Table 2.7 – Fraction of Mortality Attributable to Particulate Air Pollution

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	5.8	Cannock Chase District	5.4
2023	England	5.2	Cannock Chase District	5.1
2024	England	5.3	Cannock Chase District	5.3

2.3.3 Smoke Control

The Cannock Chase District Council Smoke Control Order 2024, which covers the entire district and includes moored vessels within its scope, came into force on 1st September 2024. Complaints relating to wood burners have decreased since the introduction of the smoke control zones.

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

This section sets out the monitoring undertaken in 2025 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 2021 and 2025 to allow trends to be identified and discussed.

3.1 Summary of Monitoring Undertaken

3.1.1 Automatic Monitoring Sites

Automatic (continuous) monitoring for NO_2 (full year) and $PM_{2.5}$ (from November) was undertaken at the Cannock A5190 Roadside monitoring site in 2025. Table A.1 in Appendix A provides further details. Information can be found on the UK Air website (https://uk-air.Defra.gov.uk/networks/site-info?site_id=CANK&view=View).

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

3.1.2 Non-Automatic Monitoring Sites

Cannock Chase Council undertook non-automatic (i.e. passive) monitoring of NO_2 at 21 sites during 2025. 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 (NO_2)

Table A.3 and Table A.4 in Appendix A compare the ratified and adjusted monitored NO_2 annual mean concentrations for the past five years with the air quality objective of 40 µg/m^3. 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 2025 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.5 in Appendix A compares the ratified continuous monitored NO_2 hourly mean concentrations for the past five years with the air quality objective of 200 µg/m^3, not to be exceeded more than 18 times per year.

The monitoring results are discussed below.

Former AQMA 1

Monitoring is undertaken at three locations:

- BTL-B (mounted on a drainpipe at 87 Watling Street, 4.7 m to the south of a traffic light-controlled junction).
- 67 WS (mounted on a drainpipe at 67 Watling Street, 7.5 m to the south of the carriageway).
- 54 WS (mounted on a drainpipe at 54 Watling Street, 4.9 m to the north of the carriageway).

NO_2 concentrations show a slightly reducing trend across the 2020 - 2025 monitoring period. NO_2 at BTL-B and 54 WS closely correlate, both properties being the same approximate distance from the carriageway; NO_2 at 67 WS is markedly lower, likely due to the greater distance from the carriageway (than BTL-B and 54 WS).

Concentrations of NO_2 continue to comfortably meet the annual objective.

AQMA 2

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

- 268 WS (mounted on a lamp post on the south side of Watling Street, 1.9 m from the carriageway; the relevant receptor is an additional 0.3 m from the carriageway).
- 268 WSA (mounted on a road sign on the north side of Watling Street, 5.2 m from carriageway - there are no relevant receptors nearby).
- 268 WSB (mounted on a road sign on the north side of Watling Street, 1.2 m from carriageway - there are no relevant receptors nearby).

Monitoring demonstrates continuous compliance with the annual objective over the last 5 years.

Former AQMA 3

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

Monitoring at HHFW indicates NO_2 concentrations have declined, with the 2025 data returning a concentration of 32.7 $\mu g/m^3$. Traffic congestion at this location is the likely cause of the relatively elevated NO_2.

NO_2 concentrations at CNKRD have declined, 2025 data returned a concentration of 21.9 $\mu g/m^3$, which meet the air quality objective.

Monitoring results from HH01 (at a primary school) comfortably meet the air quality objective which have declined over the last 5 years, as do the results from HHMS (which is co-located with an automated monitoring station, HHMS).

Non-AQMA Locations

Monitoring is undertaken at the A460 to record background NO_2 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 is undertaken as part of the Air Aware campaign for the associated school. FW01 and GM01 were discontinued in June 2024 and have not been assessed in this report.

The remaining monitoring data indicates compliance with the relevant air quality objective.

Summary

The monitoring data suggests that NO_2 continues to decline across the district and that relevant objectives are being met.

Five years of monitoring data demonstrate continuous compliance with the annual NO_2 air quality objective at 268 WS and continues to support the revocation of AQMA 2. As a result of the decline AQMA2 was revoked in early 2026.

3.2.2 Particulate Matter ($PM_{2.5}$)

The AURN at Heath Hayes (HHMS) was upgraded to include monitoring for $PM_{2.5}$; monitoring commenced on 11 November 2024.

The available data returned an average $PM_{2.5}$ concentration of 8 µg/m^3 across the monitoring period (1st January 2025 – 31st December 2025).

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)	Inlet Height (m)
HHMS	Cannock A5190 Roadside	Roadside	401392	309954	NO_2, $PM_{2.5}$	No	Chemiluminescent; FIDAS	3.6	6.6	1.8

Notes:

$PM_{2.5}$ monitoring commenced 11 November 2024.

Site information can be found here: https://uk-air.Defra.gov.uk/networks/site-info?site_id=CANK&view=View.

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)	Distance to Kerb of Nearest Road (m)	Tube Co-located with a Continuous Analyser	Height (m)
MORT-2	Cannock Mortuary	Urban Background	397588	309730	NO2	No	0.0	50.0	No	2.3
BTL-B	87 Watling Street, Bridgtown	Roadside	397952	308567	NO2	No	0.0	4.7	No	2.1
67 WS	67 Watling Street, Bridgtown	Roadside	398051	308512	NO2	No	-0.2	7.5	No	2.0
54 WS	54 Watling Street, Bridgtown	Roadside	398250	308428	NO2	No	0.0	4.9	No	2.1
268 WS	268 Watling Street	Roadside	400726	307423	NO2	AQMA 2	0.3	1.9	No	2.0
268 WSA	268 Watling Street A	Roadside	400635	307478	NO2	AQMA 2	0.0	5.2	No	1.5
268 WSB	268 Watling Street B	Roadside	400864	307385	NO2	AQMA 2	0.0	1.2	No	2.1
HHFW	Five Ways Inn, Heath Hayes	Roadside	401565	309939	NO2	No	0.0	1.5	No	2.3
CNKRD	Cannock Road, Heath Hayes	Roadside	401465	309956	NO2	No	11.8	1.5	No	2.1
HHMS1, HHMS2, HHMS3	Cannock A5190 AURN	Roadside	401392	309954	NO2	No	3.6	6.6	Yes	2.0
HF	Horsefair, Rugeley	Roadside	404475	317730	NO2	No	0.0	6.4	No	2.4
LICH RD	A5190 Lichfield Road, Cannock	Roadside	398976	309865	NO2	No	12.9	1.6	No	2.4
A460	A460, Rugeley	Roadside	403009	315930	NO2	No	5.0	1.5	No	2.0
69 Ch St	69 Chapel Street, Rugeley	Kerbside	404081	318200	NO2	No	0.3	0.9	No	2.2
3 Forge Rd	3 Forge Road, Rugeley	Roadside	404607	318006	NO2	No	0.3	1.1	No	2.2
104 Main Rd	104 Main Road, Brereton	Roadside	405385	316306	NO2	No	0.7	2.8	No	2.2
28 Stn Rd	28 Station Road, Hednesford	Roadside	400015	312651	NO2	No	0.9	1.4	No	2.3
CRC	219 Cannock Road, Chadsmoor	Roadside	399017	311653	NO2	No	0.1	2.2	No	2.3
HH01	Heath Hayes Academy, Cannock	Roadside	401630	310593	NO2	No	0.0	1.6	No	2.7

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 – Annual Mean NO_2 Monitoring Results: Automatic Monitoring (µg/m^3)

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2024 (%) (2)	2021	2022	2023	2024	2025
HHMS	401392	309954	Roadside	98.5	98.5	13.8	14.6	14.2	14.5	14.5

☒ **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/m^3.

Exceedances of the NO_2 annual mean objective of 40 µg/m^3 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.4 – Annual Mean NO_2 Monitoring Results: Non-Automatic Monitoring (µg/m^3)

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 2025 (%) (2)	2021	2022	2023	2024	2025
MORT-2	397588	309730	Urban Background	69.1	69.1			12.0	10.3	12.2
BTL-B	397952	308567	Roadside	92.9	92.9	27.0	25.9	25.5	21.5	22.3
67 WS	398051	308512	Roadside	92.9	92.9	20.1	18.6	17.6	15.0	15.3
54 WS	398250	308428	Roadside	92.9	92.9	21.9	26.6	25.5	20.6	24.5
268 WS	400726	307423	Roadside	78.0	78.0	27.6	28.9	27.4	25.3	24.4
268 WSA	400635	307478	Roadside	92.9	92.9	29.0	28.2	27.1	24.2	22.3
268 WSB	400864	307385	Roadside	92.9	92.9	18.4	38.7	39.7	34.5	31.2
HHFW	401565	309939	Roadside	92.9	92.9	32.5	36.6	36.9	32.5	32.7
CNKRD	401465	309956	Roadside	75.0	75.0	25.7	26.7	26.2	22.4	21.9
HHMS1, HHMS2, HHMS3	401392	309954	Roadside	92.9	92.9	19.3	17.1	16.6	14.1	14.5
HF	404475	317730	Roadside	92.9	92.9	25.8	25.2	22.7	20.8	20.1
LICH RD	398976	309865	Roadside	92.9	92.9	26.2	24.8	25.1	21.5	21.6
A460	403009	315930	Roadside	92.9	92.9		16.8	16.3	13.6	13.5
69 Ch St	404081	318200	Kerbside	85.8	85.8			18.1	16.0	16.4
3 Forge Rd	404607	318006	Roadside	25.0	25.0			18.0	16.8	13.2
104 Main Rd	405385	316306	Roadside	75.0	75.0			12.4	12.8	14.8
28 Stn Rd	400015	312651	Roadside	75.0	75.0			21.7	17.9	20.7
CRC	399017	311653	Roadside	92.9	92.9			23.1	20.9	20.4
HH01	401630	310593	Roadside	75.0	75.0	17.6	14.9	14.6	11.8	11.6

☒ **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/m^3.

Exceedances of the NO_2 annual mean objective of 40 µg/m^3 are shown in **bold**.

NO_2 annual means exceeding 60 µg/m^3, indicating a potential exceedance of the NO_2 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 NO_2 Concentrations for Former AQMA 1

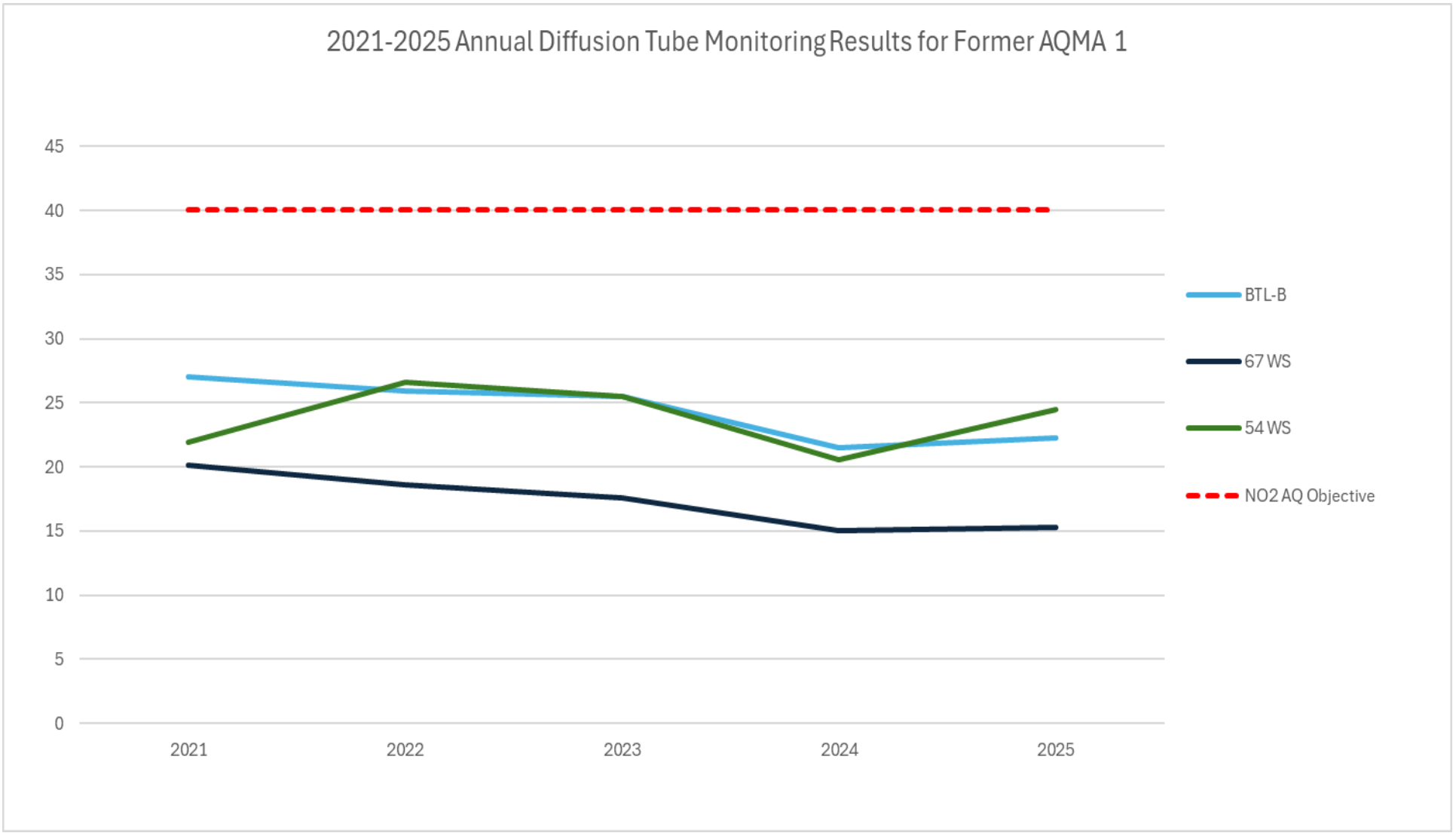


Figure A.2 – Trends in Annual Mean NO_2 Concentrations for AQMA 2

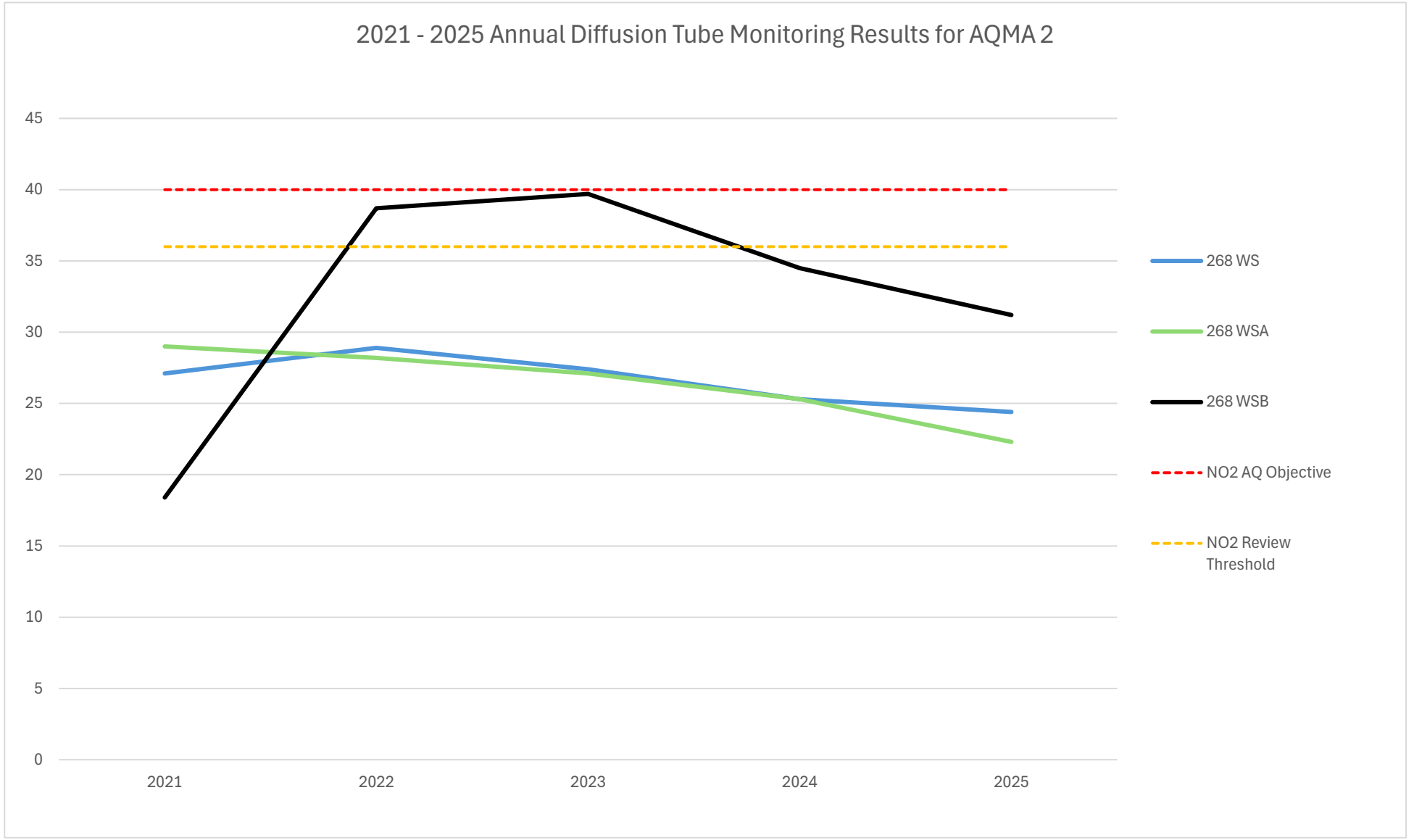


Figure A.3 – Trends in Annual Mean NO2 Concentrations for Former AQMA 3

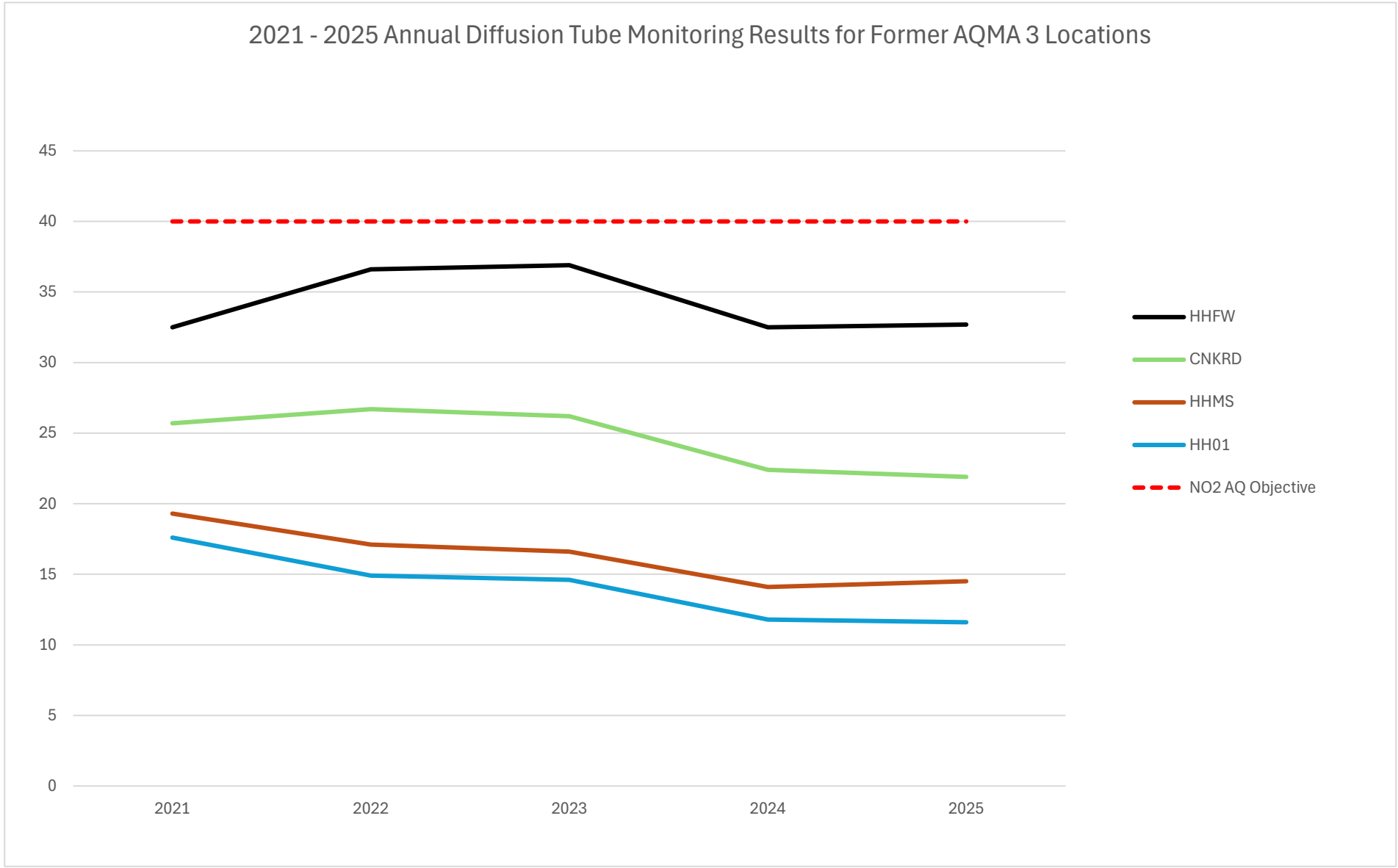


Figure A.4 – Trends in Annual Mean NO_2 Concentrations in Non-AQMA Locations

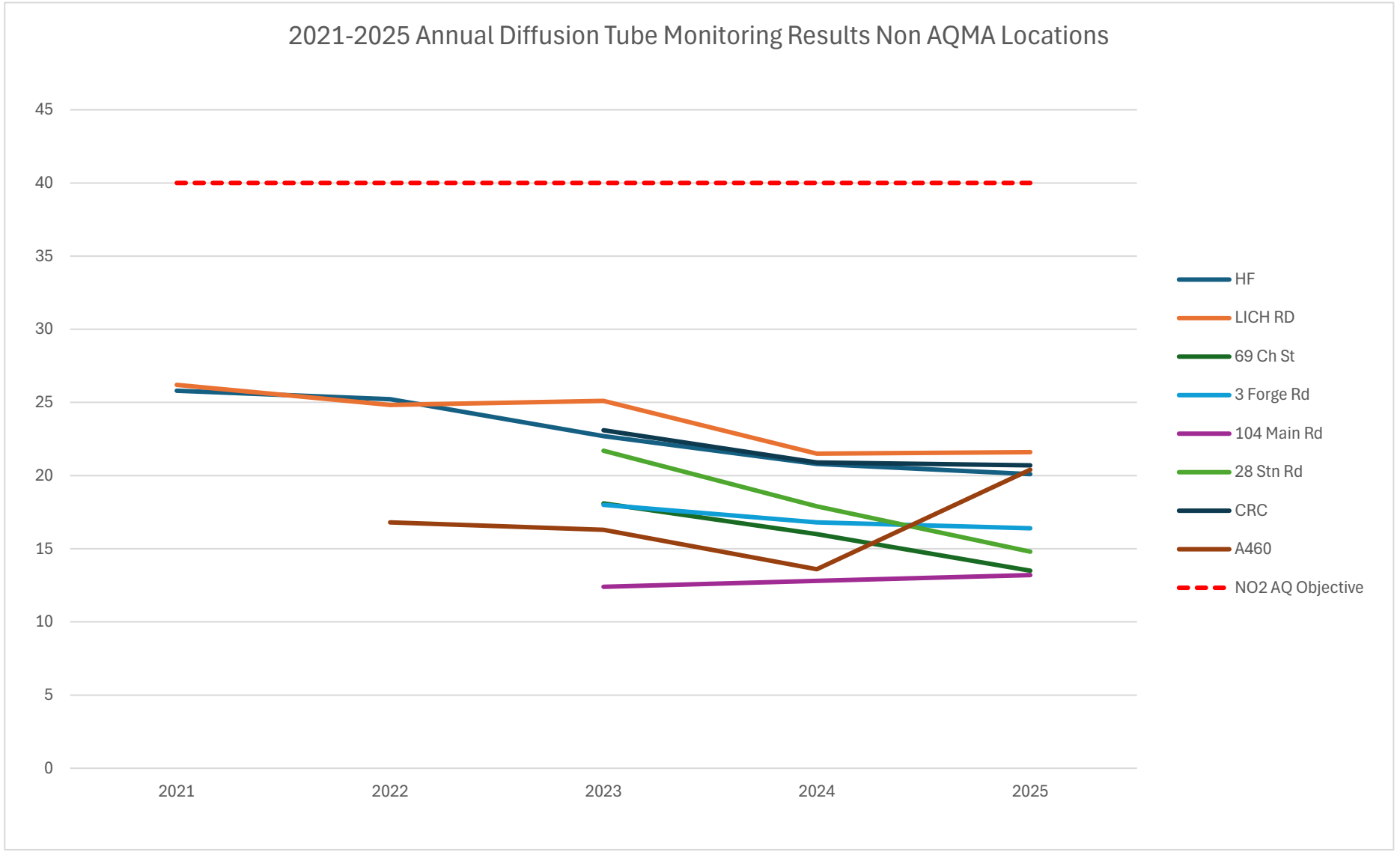


Figure A.5 – Trends in Annual Mean NO_2 Concentrations at School Locations

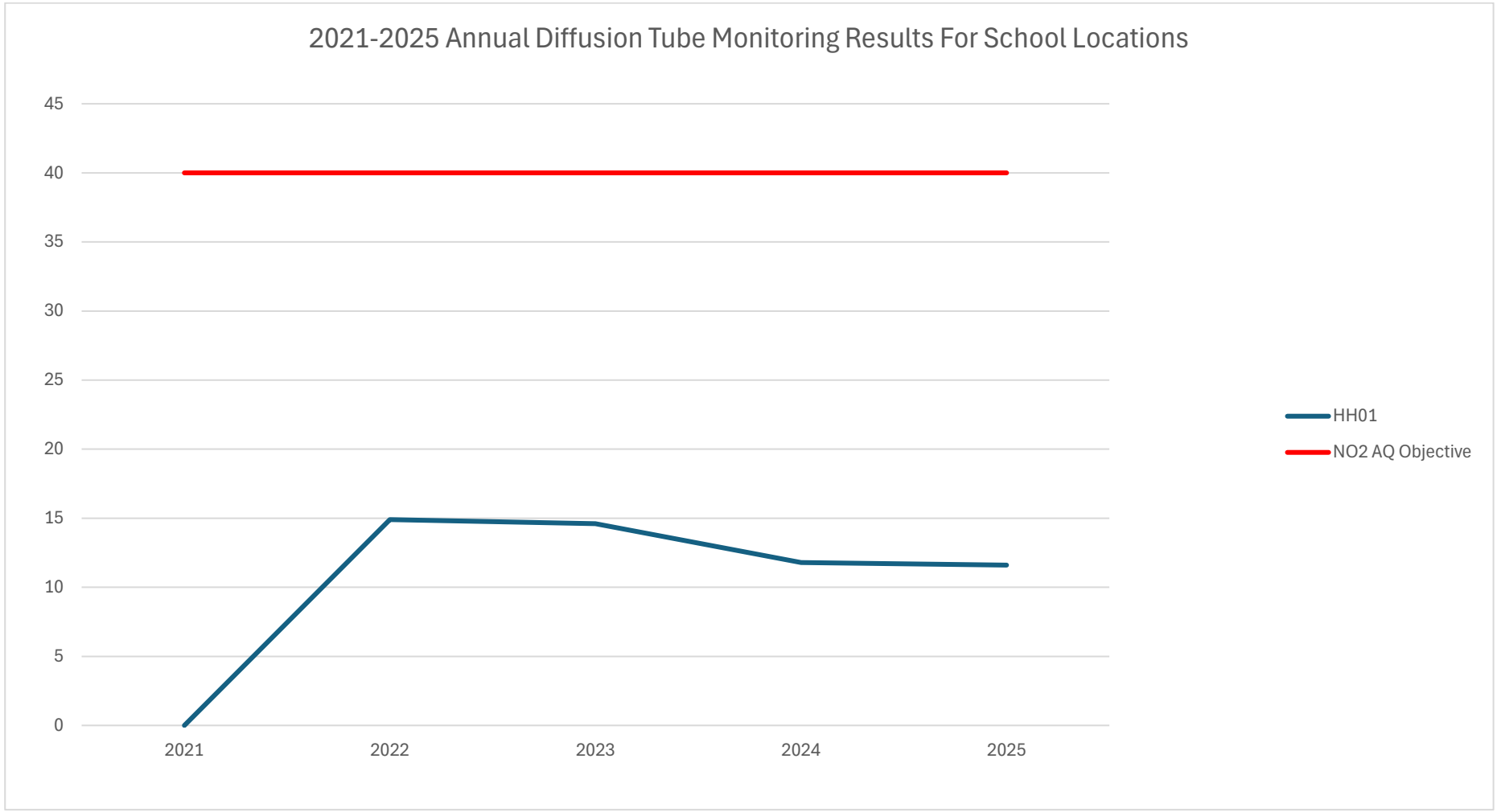


Table A.5 – 1-Hour Mean NO_2 Monitoring Results, Number of 1-Hour Means > 200 µg/m^3

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture for 2025 (%) (2)	2021	2022	2023	2024	2025
HHMS	401392	309954	Roadside	98.5	98.5	0	0	0	0	0

Notes:

Results are presented as the number of 1-hour periods where concentrations greater than 200 µg/m^3 have been recorded.

Exceedances of the NO_2 1-hour mean objective (200 µg/m^3 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%).

Table A.6 – Annual Mean $PM_{2.5}$ Monitoring Results (µg/m^3)

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2024 (%) (2)	2021	2022	2023	2024	2025
HHMS	401392	309954	Roadside	99.7	99.7				5.5	7.7

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

Notes:

The annual mean concentrations are presented as µg/m^3.

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.

(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 2025

Table B.1 – 2024 NO_2 Diffusion Tube Results (µg/m³)

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	NO_2 Mean Concentrations (µg/m³)												Simple Annual Mean (µg/m³)			Comment
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Raw Data	Bias Adjusted (0.79) and Annualised	Distance Corrected to Nearest Exposure	
MORT-2	397588	309730	23.5	19.0	16.1	14.7	8.9			11.9	14.5	13.5	18.1	13.0	15.3	12.2		
BTL-B	397952	308567	36.9	34.8	33.7	29.9	21.5	23.0	21.9	25.7	26.4	24.6	32.4	25.8	28.1	22.3		
67 WS	398051	308512	28.2	24.6	23.5	21.6	14.8	12.9	14.8	13.8	17.2	17.6	21.4	21.4	19.3	15.3	15.3	
54 WS	398250	308428	34.9	37.9	36.2	37.5	27.5	17.3	20.3	27.0	26.8	27.3	49.0	28.6	30.9	24.5		
268 WS	400726	307423	36.2	37.3	39.6	38.8	12.2		29.8	28.3	26.2	28.7	33.1	27.9	30.7	24.4		
268 WSA	400635	307478	33.9	31.0	27.2	30.4	23.6	24.5	27.9	28.4	27.0	27.3	31.9	24.2	28.1	22.3		
268 WSB	400864	307385	**44.3**	**46.0**	**41.7**	**44.0**	35.2	35.8	35.7	39.2	37.5	34.9	**42.3**	34.7	39.3	31.2		
HHFW	401565	309939	**45.9**	**48.5**	**44.5**	**48.5**	**41.8**	34.2	39.9	38.8	37.4	38.5	43.2	33.5	**41.2**	32.7		
CNKRD	401465	309956		33.2	32.5	29.7			19.4	22.6	26.3	26.4	32.0	25.9	27.6	21.9		
HHMS1	401392	309954	27.2	24.1	22.4	20.8	12.5	11.8	12.8	14.5	16.5	17.5	21.7	18.6				Triplicate Site with HHMS1, HHMS2 and HHMS3 - Annual data provided for HHMS3 only
HHMS2	401392	309954	27.6	23.5	21.9	21.7	12.6	12.2	12.4	12.2	16.1	18.2	21.0	19.4				Triplicate Site with HHMS1, HHMS2 and HHMS3 - Annual data provided for HHMS3 only
HHMS3	401392	309954	26.4	24.2	22.4	20.0	12.7	10.8	12.2	15.0	16.8	18.7	22.2	17.1	18.3	14.5		Triplicate Site with HHMS1, HHMS2 and HHMS3 - Annual data provided for HHMS3 only
HF	404475	317730	34.0	28.0	27.7	25.8	21.5	25.5	20.7	23.0	24.3	21.4	28.8	23.6	25.4	20.1		
LICH RD	398976	309865	35.3	33.2	32.0	28.0	17.9	21.8	18.7	24.7	29.3	26.8	31.3	27.8	27.2	21.6		
A460	403009	315930	21.8	18.8	17.9	19.1	16.5	15.1	14.2	15.1	14.9	15.9	19.1	15.3	17.0	13.5		
69 Ch St	404081	318200	30.6	25.5		22.8	15.2	14.7	14.4	18.5	18.9	18.8	24.5	23.9	20.7	16.4		
3 Forge Rd	404607	318006	30.1	25.8		17.4									24.4	13.2		
104 Main Rd	405385	316306	29.0	22.7	21.3	18.6	12.3	15.1	14.7	16.1	18.3				18.7	14.8		
28 Stn Rd	400015	312651	35.9	27.6	25.7	23.1				20.8	20.9	22.9	32.4	25.9	26.1	20.7		
CRC	399017	311653	35.2	29.1	27.5	24.6	21.7	18.0	21.1	22.0	31.9	26.5	27.6	23.2	25.7	20.4		
HH01	401630	310593	25.1	17.9	14.8	12.3	10.5	10.5	11.0	13.1	16.0				14.6	11.6		

☒ **All erroneous data has been removed from the NO_2 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 2025 diffusion tube data has been uploaded to the Diffusion Tube Data Entry System.**

Notes:

Exceedances of the NO_2 annual mean objective of 40 µg/m^3 are shown in **bold**.

NO_2 annual means exceeding 60 µg/m^3, indicating a potential exceedance of the NO_2 1-hour mean objective are shown in **bold and underlined**.

See Appendix C for details on bias adjustment and annualisation.

Table B.2 – 2024 NO_2 Diffusion Tube Monitoring Data Notes

Notes:

No notes to add.

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

New or Changed Sources Identified Within Cannock Chase Council During 2025

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 2025

Planning Reference	Registration Date	Location	Proposal	Comments
CH/24/0248	8th August 2025	Cannock, WS15 WS12 2EW	Construction of 435 dwellings	An Air Quality Assessment was submitted with the application.
CH/25/0283	17th September 2025	Walsall Road Cannock	Mixed use commercial development	An Air Quality Assessment was submitted with the 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 2025

Cannock Chase Council has not completed any additional works within the reporting year of 2025.

QA/QC of Diffusion Tube Monitoring

The following report was provided by Staffordshire Highways Laboratory; a minor update has been made to reflect the latest bias factor.

Staffordshire Highways Laboratory prepare their diffusion tubes with 20% TEA/Water solution.

It should also be noted that, as the Staffordshire Highways Laboratory is local to Cannock, the diffusion tubes are hand delivered to them immediately after collection (usually within 30 minutes of collection of the last tube).

Staffordshire County Council
Staffordshire Highways Laboratory

NO_2 diffusion tube analysis QC results – April 2026 Summary

AIR PT Scheme (LGC)

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

For each round, two sets of tubes are received from LGC, and each analysed by a different member of staff, to aid with QC and training. One set of results is submitted for the AIR PT performance summary on the Defra website. The full results for both sets of tubes are given below.

PT Rounds during 2024

- Round 62 – Feb 2024. 100% satisfactory results.
- Round 63 – June 2024. 100% satisfactory results.
- Round 65 – Sept 2024. 100% satisfactory results.
- Round 66 – Dec 2024. 100% satisfactory results.

PT Rounds during 2025

- Round 68 – Feb 2025. 87.5% satisfactory results, 12.5% questionable results
- Round 69 – June 2025. 100% satisfactory results
- Round 71 – Sept 2025. 100% satisfactory results
- Round 72 – Dec 2025. 100% satisfactory results

PT Rounds during 2026

- Round 74 – March 2026. 100% satisfactory results

The table below shows a summary of our z-score results.

PT Round	Technician	z-scores	Performance
62 – Feb 2024	1	0.84, 0.86, 0.20, -0.10	100% SATISFACTORY
	2	-0.69, 0.22, -0.20, 0.30	
63 – June 2024	1	0.26, 0.13, -0.14, -0.34	100% SATISFACTORY
	2	0.00, 0.13, 0.27, 0.00	
65 – Sept 2024	1	0.33, 0.16, 0.00, -0.04	100% SATISFACTORY
	2	0.33, -0.32, 0.08, 0.37	
66 – Dec 2024	1	0.78, 0.26, -0.06, 0.19	100% SATISFACTORY
	2	0.13, -1.03, -1.04, -0.39	
68 – Feb 2025	1	0.35, 0.89, -0.05, 0.00	87.5% SATISFACTORY, 12.5% QUESTIONABLE
	2	0.70, -2.86, 0.23, 0.28	
69 – June 2025	1	1.22, 1.48, 0.39, 0.32	100% SATISFACTORY
	2	0.97, 1.11, 0.39, 0.13	
71 – Sept 2025	1	0.26, 0.09, 0.00, 0.46	100% SATISFACTORY
	2	0.26, 0.74, 0.64, 0.91	
72 – Dec 2025	1	0.09, 0.57, -0.27, 0.00	100% SATISFACTORY
	2	0.62, 1.14, 0.34, 0.47	
74 – March 2026	1	0.27, 0.27, 0.19, 0.57	100% SATISFACTORY
	2	0.93, 0.38, 1.75, 0.57	

For 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 Field Intercomparison results of 2025 was classified as ‘GOOD’ (CoV <20).

Bias factor

The bias adjustment factor spreadsheet on the Defra website was updated in March 2026. The overall bias factor for Staffordshire Highways Laboratory (see Staffordshire County Council) for 2025 (including the Field Intercomparison result and all the co-location results from participating local authorities, total of 14 studies) was **0.81**.

The tube precision for all co-location studies was ‘Good’.

For the most up to date information on bias factors see the Defra website:

https://laqm.defra.gov.uk/air-quality/air-quality-assessment/national-bias/

Diffusion Tube Annualisation

Table C.2 – Annualisation Summary (concentrations presented in µg/m^3)

Site ID	Annualisation Factor A5190	Annualisation Factor Walsall Woodlands	Average Annualisation Factor	Raw Data Annual Mean	Annualised Annual Mean
3 Forge Road	0.6828	0.6753	0.6791	24.4	16.6

Diffusion Tube Bias Adjustment Factors

The diffusion tube data presented within the 2026 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/NO_2 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 local bias adjustment factor of 0.79 to the 2025 monitoring data. A summary of bias adjustment factors used by Cannock Chase Council over the past five years is presented in for inclusion in the National Bias Factor spreadsheet.

Table C.3.

The local bias factor has been adopted for the reporting year of 2025. This decision is based on the relative distance of the continuous monitor from the roadside (6.6 m), which results in a minimal impact on monitoring results from road traffic emissions. It is estimated that local road traffic adds approximately 2 µg/m^3 to monitored NO_2 concentrations at HHMS, assuming that monitoring data at HH01 (approximately 682 m to the north east) is more representative of background NO_2 concentrations (The correlation between the two datasets can be seen in Figure A.3).

The local bias factor is calculated using high quality data. Whilst it results in a slightly greater adjustment (0.79) than the national factor (0.80), it is likely to be more accurate as it is based on directly comparable monitoring data.

The use of the local bias factor does not significantly influence our assessment of the monitoring data.

The local bias data has been submitted to Defra for inclusion in the National Bias Factor spreadsheet.

Table C.3 – Bias Adjustment Factor

Monitoring Year	Local or National	If National, Version of National Spreadsheet	Adjustment Factor
2025	Local	03/26	0.79
2024	Local	06/25	0.79
2023	National	03/24	0.86
2022	National	03/23	0.87
2021	National	03/22	0.86

Table C.4 – Local Bias Adjustment Calculation

	Local Bias Adjustment Input 1
Periods used to calculate bias	12
Bias Factor A	0.79 (0.74 – 0.85)
Bias Factor B	26% (18% - 35%)
Diffusion Tube Mean (µg/m^3)	18.3
Mean CV (Precision)	3.5%
Automatic Mean (µg/m^3)	14.5
Data Capture	99%
Adjusted Tube Mean (µg/m^3)	14 (14 – 16)

Figure C.1 – 2025 National Diffusion Tube Bias Adjustment Factor for Staffordshire Analytical Services

National Diffusion Tube Bias Adjustment Factor Spreadsheet

Spreadsheet Version Number: 03/26

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 2026

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: Select the Laboratory that Analyses Your Tubes from the Drop-Down List

If a laboratory is not shown, we have no data for this laboratory.

Step 2: Select a Preparation Method from the Drop-Down List

If a preparation method is not shown, we have no data for this method at this laboratory.

Step 3: Select a Year from the Drop-Down List

If a year is not shown, we have no data[2]

Step 4:

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 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 (To undo your selection, choose (All) from the pop-up list)	Year[5] (To undo your selection, choose (All))	Site Type	Local Authority	Length of Study (months)	Diffusion Tube Mean Conc. (Dm) (µg/m³)	Automatic Monitor Mean Conc. (Cm) (µg/m³)	Bias (B)	Tube Precision[6]	Bias Adjustment Factor (A) (Cm/Dm)
Staffordshire County Council	20% TEA in water	2025	KS	Marylebone Road Intercomparison	12	45	31	42.1%	G	0.70
Staffordshire County Council	20% TEA in water	2025	UB	Salford City Council	11	20	18	10.1%	G	0.91
Staffordshire County Council	20% TEA in water	2025	B	Salford City Council	12	12	10	20.7%	G	0.83
Staffordshire County Council	20% TEA in water	2025	R	Salford City Council	12	38	31	22.3%	G	0.82
Staffordshire County Council	20% TEA in water	2025	R	Salford City Council	12	42	29	43.9%	G	0.69
Staffordshire County Council	20% TEA in water	2025	R	Stoke-on-trent City Council	12	44	31	44.8%	G	0.69
Staffordshire County Council	20% TEA in water	2025	R	Stoke-on-trent City Council	12	47	36	29.2%	G	0.77
Staffordshire County Council	20% TEA in water	2025	UB	Stoke-on-trent City Council	10	19	15	23.1%	G	0.81
Staffordshire County Council	20% TEA in water	2025	R	Bolton Council	11	24	19	24.3%	G	0.80
Staffordshire County Council	20% TEA in water	2025	KS	Manchester City Council	11	37	34	10.4%	G	0.91
Staffordshire County Council	20% TEA in water	2025	UC	Manchester City Council	12	25	24	5.6%	G	0.95
Staffordshire County Council	20% TEA in water	2025	SI	Manchester City Council	10	14	13	12.1%	G	0.89
Staffordshire County Council	20% TEA in water	2025	R	Stockport Mbc	12	28	21	29.2%	G	0.77
Staffordshire County Council	20% TEA in water	2025	R	Stockport Mbc	12	19	15	23.8%	G	0.81
Staffordshire County Council	20% TEA in water	2025		Overall Factor[3] (14 studies)				Use		0.81

NO_2 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 NO_2 concentration at the nearest location relevant for exposure has been estimated using the Diffusion Tube Data Processing Tool/NO_2 fall-off with distance calculator available on the LAQM Support website. Where appropriate, non-automatic annual mean NO_2 concentrations corrected for distance are presented in Table B.1.

Table C.5 – NO_2 Fall off With Distance Calculations (concentrations presented in µg/m^3)

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	15.3	11.7	15.3	

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 at https://uk-air.Defra.gov.uk/networks/site-info?site_id=CANK&view=View.

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

Cannock Chase Council

Diffusion Tube Locations 2025

0 400 800m

Scale: 1:58000 @ A4

Author:

Date: 22/04/2026

Cannock Chase Council | Stafford Borough Council working together

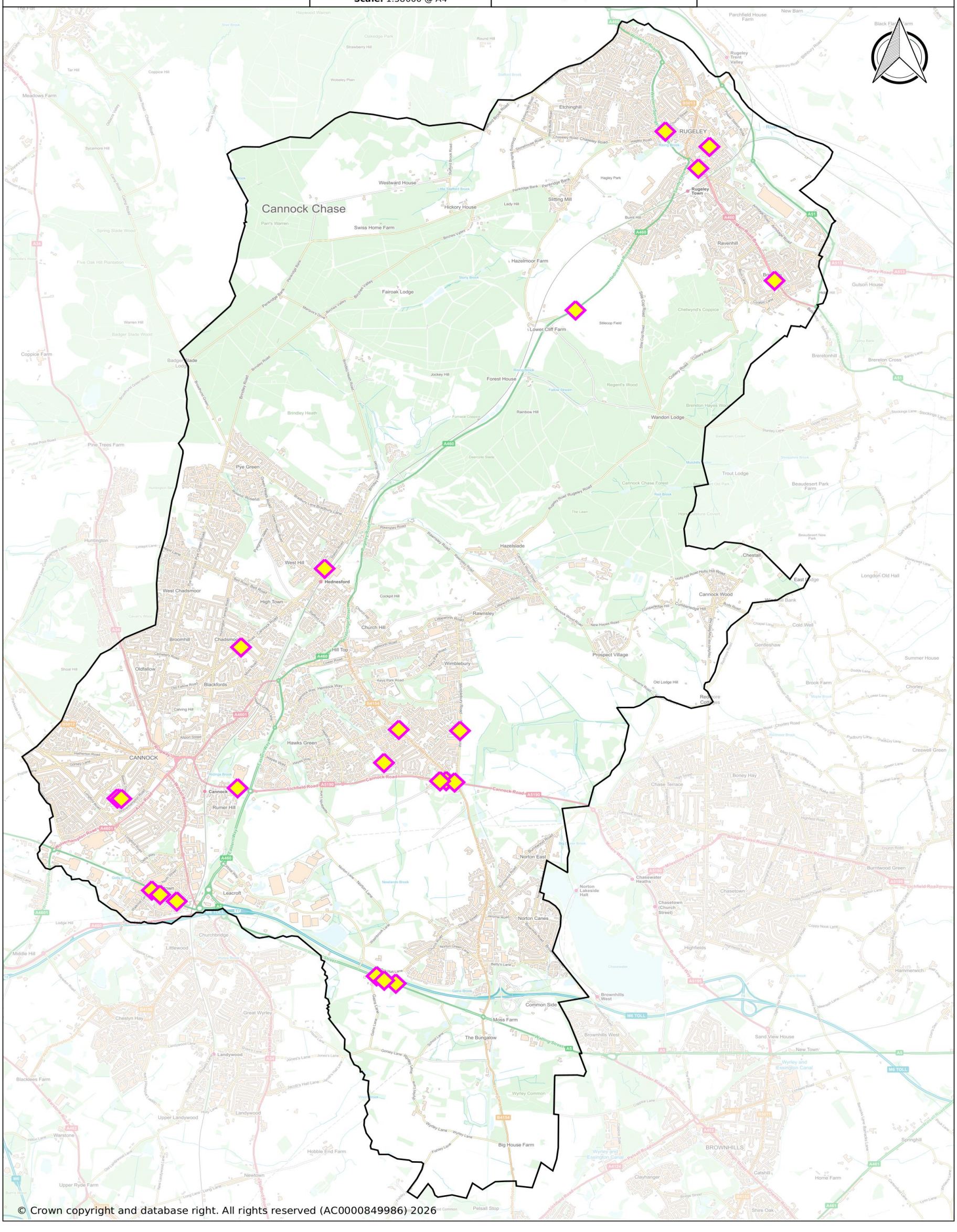


Figure D.2 – Map of District, Air Quality Monitoring Locations and AQMAs

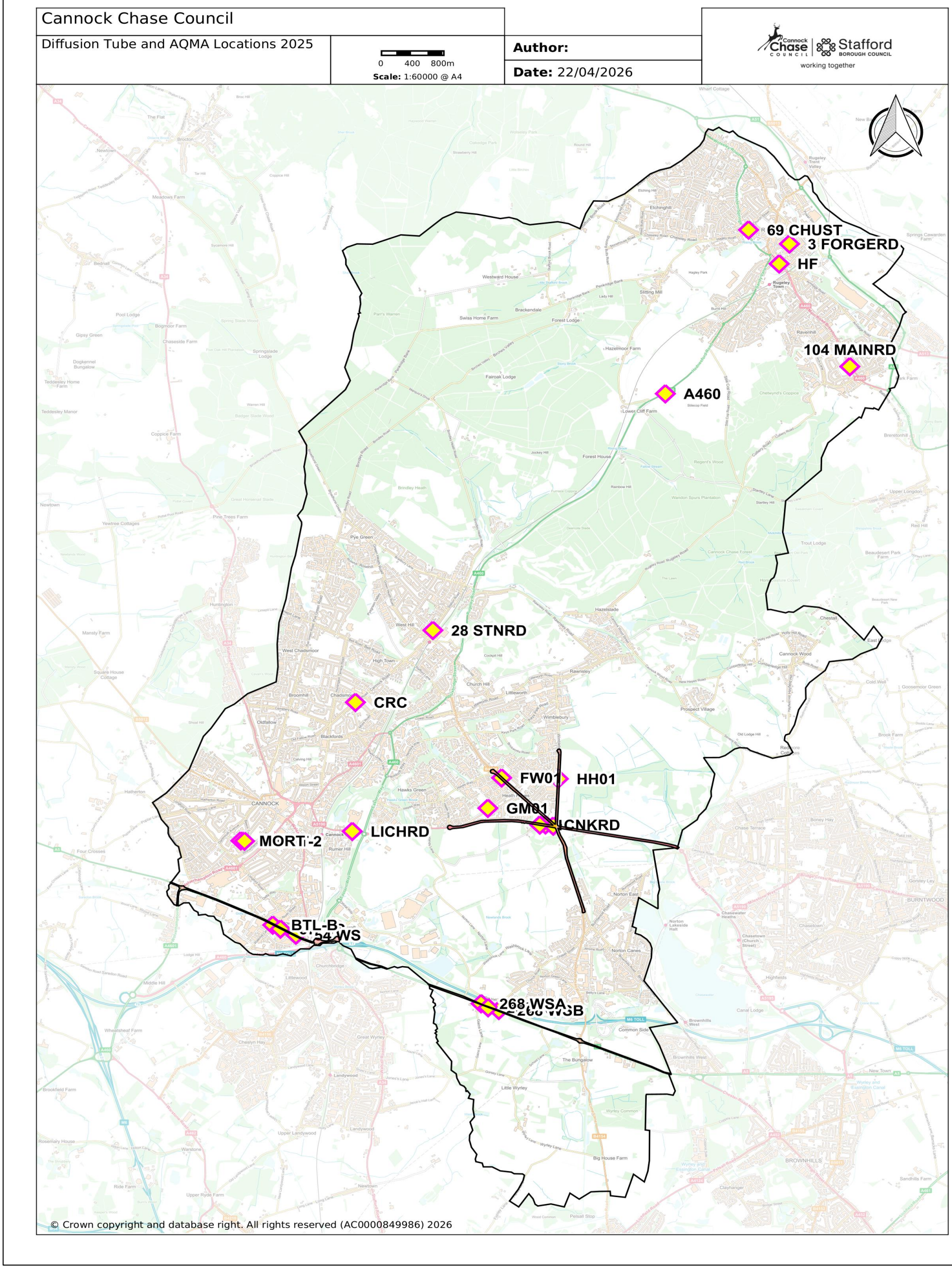


Figure D.3 – Former AQMA 1 Overview

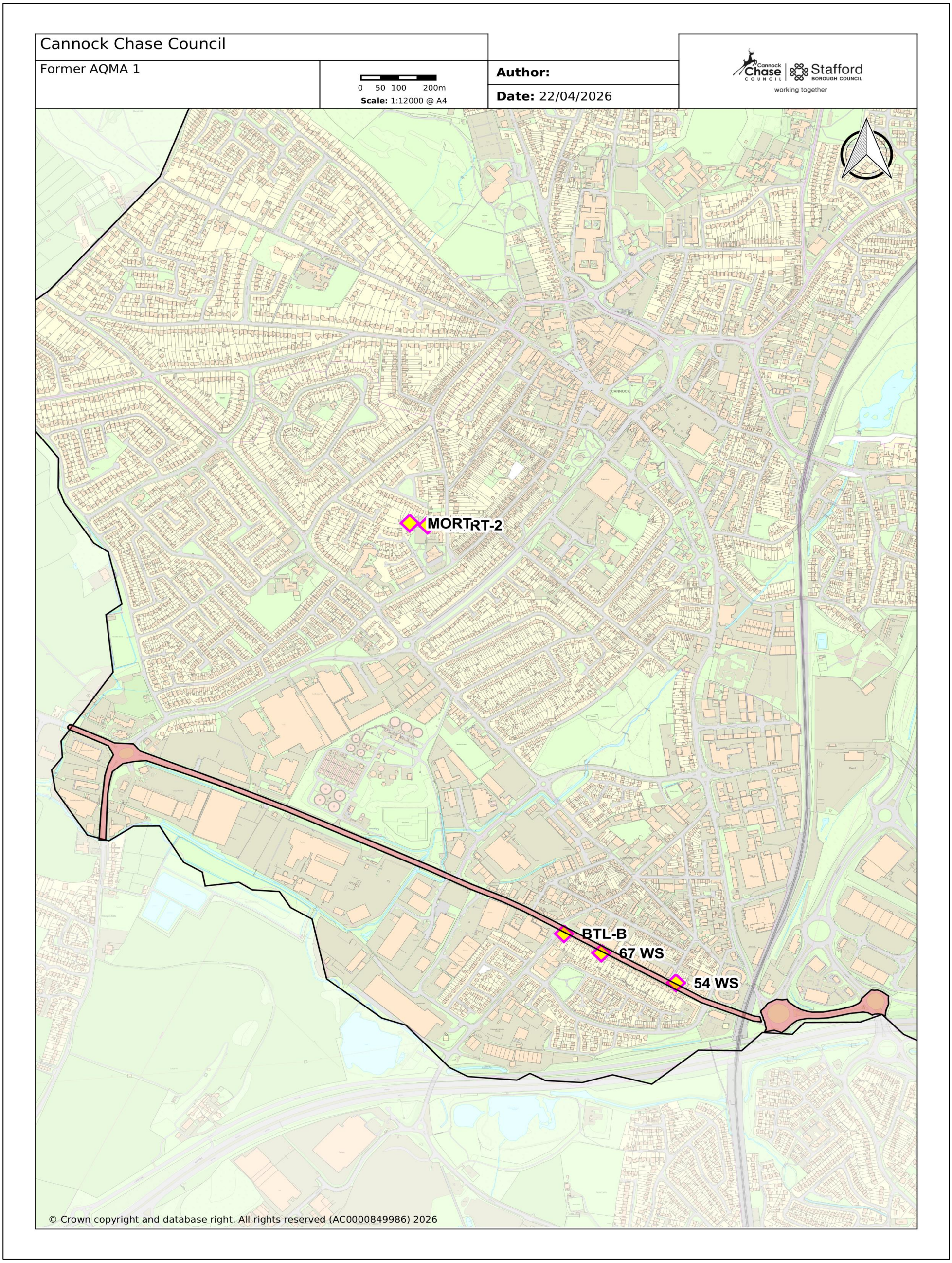


Figure D.4 – AQMA 2 Overview

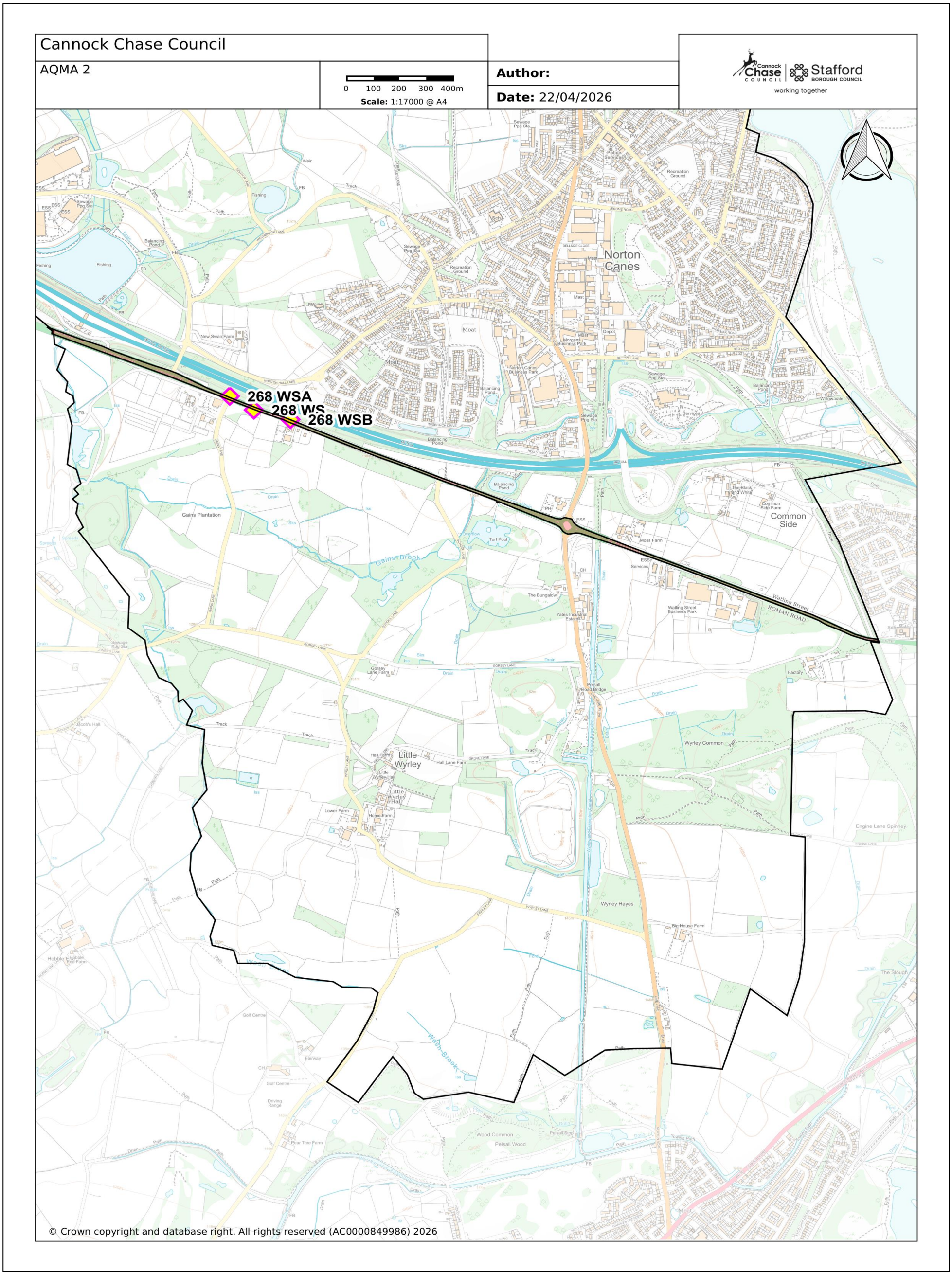


Figure D.5 – AQMA 2 Monitoring Locations

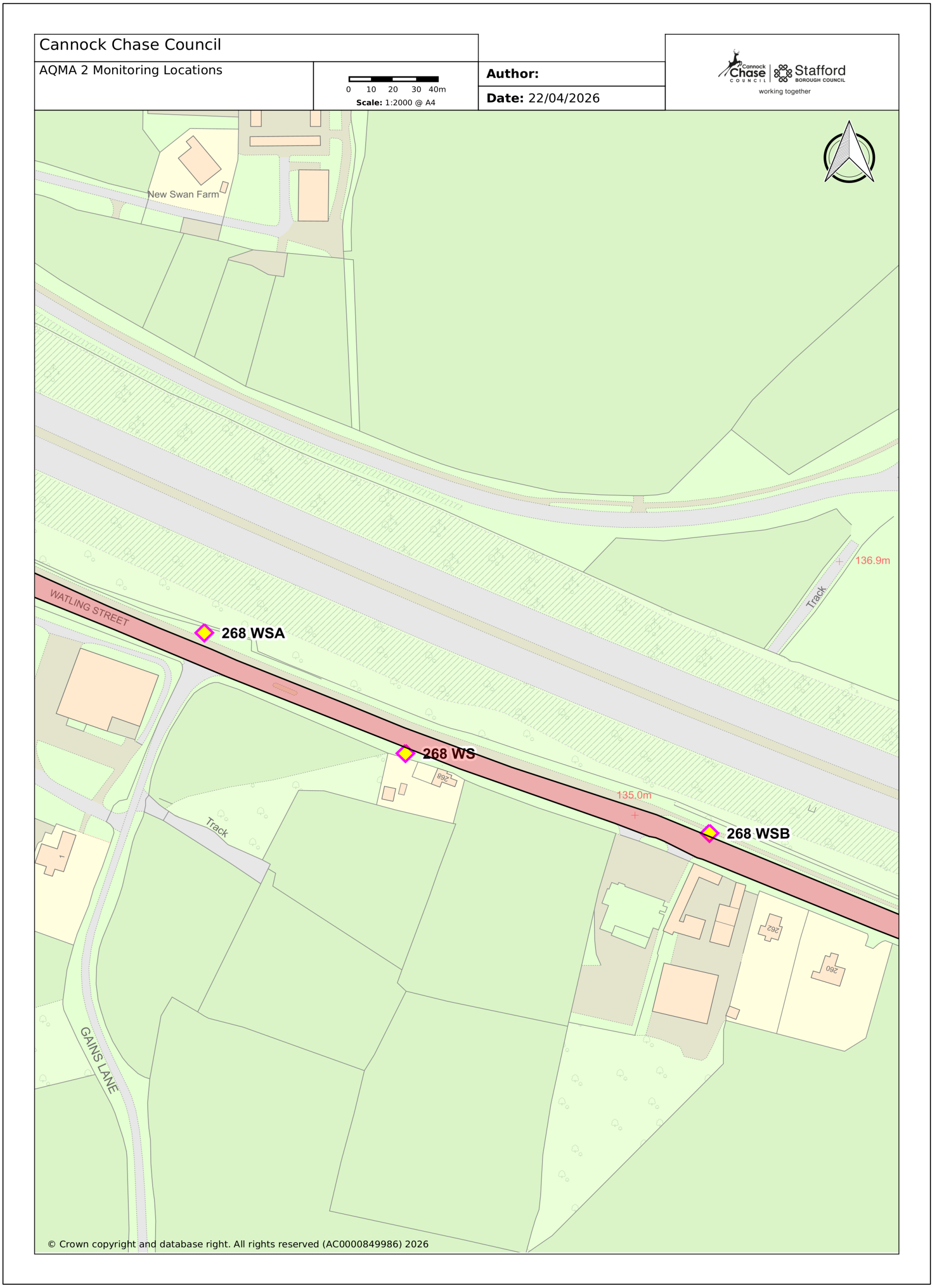
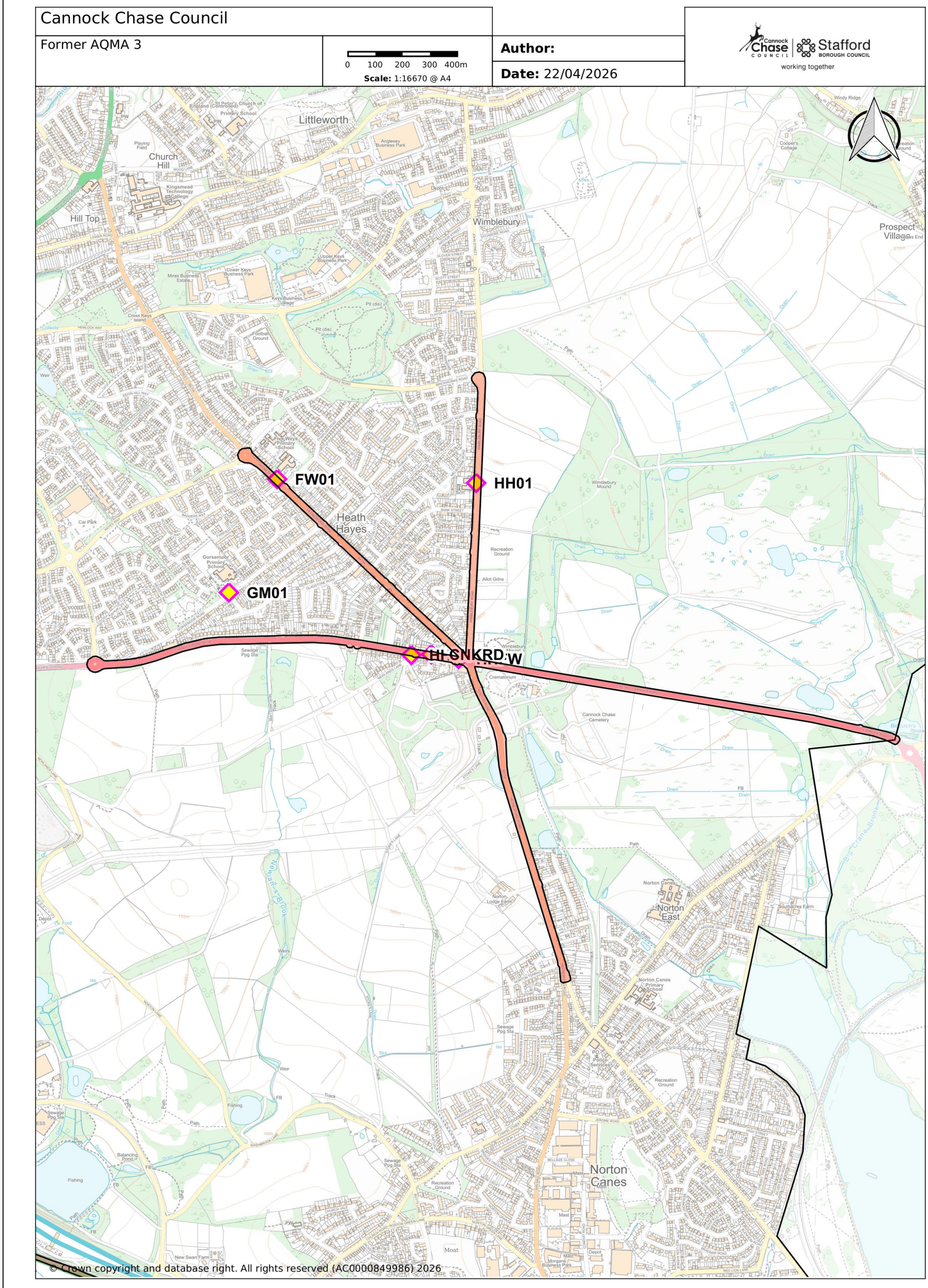


Figure D.6 – Former AQMA 3 Overview



Appendix E: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England[2]

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

[2] The units are in microgrammes of pollutant per cubic metre of air (µg/m^3).

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. May 2025. 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. May 2025. Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.

Local Authority:	**Cannock Chase District Council**
Reference:	**ASR26-3060**
Date of Issue:	**July 2026**

Annual Status Report Appraisal Report

The Annual Status Report (ASR) sets out new information on air quality obtained by Cannock Chase District Council (CCDC) as part of the Review & Assessment process required under the Environment Act 1995 (as amended by the Environment Act 2021) and subsequent Regulations.

CCDC currently have no Air Quality Management Area (AQMAs) within the district. After consistently meeting the air quality standards for NO_2 across all monitoring sites for several years, AQMA2 was revoked in February 2026, and an Air Quality Strategy (AQS) is due to be developed. However, as this ASR focuses on the reporting year of 2025, AQMA2 should still be referenced in the report to reflect that it was in place during that year.

Authorities without an AQMA should continue regular monitoring and maintain a local Air Quality Strategy to keep air quality high-profile and enable a response to any deterioration. Examples of local strategies are available on the Air Quality Hub.

In 2025, CCDC undertook NO_2 and $PM_{2.5}$ automatic monitoring at site HHMS (Cannock A5190 Roadside). This automatic monitoring site recorded an annual mean NO_2 concentration of 14.5 $\mu g/m^3$ in 2025, which is unchanged from the 2025 annual mean (14.5 $\mu g/m^3$). The concentrations are both below the NO_2 annual mean objective value. The 1-hour mean NO_2 objective was also met at this site, with no recorded concentrations greater than the 1-hour mean objective value (200 $\mu g/m^3$ not to be exceeded more than 18 times per year) during 2025. It was the first $PM_{2.5}$ monitoring at this site and a concentration of 7.7 $\mu g/m^3$ was recorded, which is below the 10 $\mu g/m^3$ annual mean concentration.

CCDC also conducted NO_2 non-automatic (passive) monitoring at 19 sites using 21 tubes in 2025. The maximum annual mean NO_2 concentration was 32.7 $\mu g/m^3$, measured at HHFW within AQMA2. This is a slight decrease in concentration from the 2024 annual mean (34.5 µg/m3). While the overall network results indicated a downward trend in NO_2, 10 sites recorded a slight increase from 2024. Despite these localized elevations, both the maximum concentration and overall network average declined, indicating continued improvement in the concentration of NO_2 across CCDC during 2025.

The diffusion tubes were supplied and analysed by Staffordshire Highways Laboratory, using the 20% TEA in water preparation method during the 2025 monitoring year. The laboratory participates in the AIR-Proficiency Testing (PT) scheme and it received a score of 100% – the percentage score reflects the results deemed satisfactory. Annualisation was carried out for one

site (3 Forge Road), however some data capture rates are incorrect in Table A.4 which indicates more than one site would have required annualisation. Distance correction was carried out in one diffusion tube at 67 WS within CCDC in 2025 however, this was not required as the site did not report a concentration greater than 36µg/m^3.

Quality Assurance or Quality Control (QA/QC) procedures have been applied for bias adjustment, using a local bias adjustment factor of 0.79, with appropriate calculations provided though comparison between the factors is lacking.

CCDC have highlighted three key measures in yellow in Table 2.4 These measures will be fed into UK-AIR to raise awareness amongst local communities of local authority action to improve air quality. These key measures are:

1. Develop a local Air Quality Strategy.
2. Ongoing air quality monitoring and data review.
3. Review current air quality monitoring arrangements.

However, these measures do not match the measures within Table 2.5 where the key measures are required to be highlighted in the ASR template. It should be clarified which measures have been defined as the key measures.

On the basis of the evidence provided by the local authority the conclusions reached in the report are **accepted** for all sources and pollutants. Following the completion of this report, CCDC should submit an ASR in 2027.

Local Authority:	**Cannock Chase District Council**
Reference:	**ASR26-3060**
Date of Issue:	**July 2026**

Commentary

The report is well structured, detailed, and provides the information specified in the Guidance. The following comments are designed to help inform future reports:

1. CCDC have considered the comments made during the previous appraisal. This is commended and CCDC are encouraged to continue this approach for future ASRs.
2. A discrepancy has been noted between the screenshot of the National Bias Adjustment spreadsheet, which shows a factor of 0.81, and the text on page 37, which states a factor of 0.80. This inconsistency should be double-checked and corrected in future reports to ensure accuracy and consistency.
3. CCDC have continued to provide clear evidence of several key actions to improve air quality which have been completed during the current reporting year. In addition, CCDC have clearly listed their priorities for the coming year. This is commended and indicative of good practice.
4. AQMA2 was revoked in 2026, and an AQS is due to be developed. This initiative should continue to be monitored. It is further noted that the AQMA should still be included in Table 2.1, as it was in place during the year of reporting.
5. Annualisation was carried out for one site (3 Forge Road), however some data capture rates are incorrect in Table A.4 which indicates more than one site would have required annualisation. These data capture rates should match the data shown in Table B.1.
6. Distance correction was carried out in one diffusion tube at 67 WS within CCDC distance correction in 2025 and it was not required as the site did not report concentration greater than 36µg/m^3.
7. Trends in monitoring data are discussed in detail and are specific to key areas of concern within the district, i.e., AQMAs and former AQMAs. It is also clear that CCDC uses this data to review and update their monitoring network, with expansions made to increase their coverage. This is encouraging to see.
8. The CCDC Smoke Control Order 2024, which covers the entire District and includes moored vessels within its scope, came into force on 1st September 2024. This initiative should continue to be monitored.
9. QA/QC procedures are appropriate, with sufficient evidence provided. CCDC is encouraged to maintain this level of detail.
10. The key measures highlighted in Table 2.4 do not match the measures within Table

2.5 where the key measures are required to be highlighted in the ASR template. It should be clarified which measures have been defined as the key measures.

11. CCDC have not provided many recommendations to help engage the public and promote good air quality, it is recommended that they recommend sustainable travel alternatives and provide links to websites where they can learn more such that they can easily get involved.

12. The 2026 ASR is signed by the Director of Public Health.

This commentary is not designed to deal with every aspect of the report. It highlights a number of issues that should help the local authority either in completing the Annual Status Report adequately (if required) or in carrying out future Review & Assessment work.

Issues specifically related to this appraisal can be followed up by returning the attached comment form to Defra, Welsh Government, Scottish Government or DOE.

For any other queries please contact the Local Air Quality Management Helpdesk:
Telephone: 0800 0327 953
Email: LAQMHelpdesk@bureauveritas.com

The Air Quality Hub is now run by Defra, it is a free online information and knowledge sharing resource for local authority air quality professionals. Please consider onboarding on the Air Quality Hub to access a multitude of air quality resources and be kept up to date with local authority air quality activity and air quality news.

Local Authority:	**Cannock Chase District Council**
Reference:	**ASR26-3060**
Date of Issue:	**July 2026**

Appraisal Response Comment Form

Contact Name:	
Contact Telephone number:	
Contact email address:	UKLAQMAppraisals@aecom.com

Comments on appraisal / Further information:

Priority Delivery Plan for 2026-27

Priority 2 – Health and Wellbeing

Summary of Progress as at end of Quarter 2

Actions Completed	✓	**Total: 9**

Ref No	**Action**
HW1	Support the new operator through mobilisation and contract launch with timely guidance, coordination of enquiries and issue resolution to ensure a smooth transition.
HW1	Establish joint working arrangements between the Council's Wellbeing team and the leisure provider to strengthen GP referral pathways into appropriate physical activity and wellbeing services.
HW1	Community Wellbeing Strategy shared with leisure operator, influencing their ongoing development and delivery of targeted outreach programmes aimed at increasing participation and engagement of underrepresented groups.
HW2	Understand aspirations of new administration in relation to the museum and whether the possibility of a Community Asset Transfer should be explored.
HW3	Specification drawn up and issued for procurement for the Golf Course Irrigation System. Evaluation of responses to the procurement of the Golf Course Irrigation System.
HW3	Contract Award for Golf Course Irrigation System.
HW3	Appointment of Architects to design Padel Courts at Chase Leisure Centre.
HW4	Ensure smooth transition of Wellbeing Team into the Council.
HW4	Explore opportunities for the Wellbeing Team to add value to the work of the council.

Work in progress but behind schedule	▲	**Total: 1**

Ref No	**Action**
HW3	Completion of capital works to Chase and Rugeley Leisure Centres.

Actions due but not started	✖	**Total: 0**

Ref No	**Action**

TOTAL NUMBER OF ACTIONS DUE TO END OF QUARTER 2	**Total: 10**

Priority 2 - Health and Wellbeing

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Work with our new leisure provider to attract more people to use and enjoy our leisure centres (HW1)	Support the new operator through mobilisation and contract launch with timely guidance, coordination of enquiries and issue resolution to ensure a smooth transition.	X				Mobilisation completed successfully, leisure members transitioned and supported with system/product issues as they arose. Clarification around authority/operator responsibilities established with operational staff.	✓
	Establish joint working arrangements between the Council's Wellbeing team and the leisure provider to strengthen GP referral pathways into appropriate physical activity and wellbeing services.		X			Liaison between Council WB team and Everyone Active taking place and a high volume of GP referrals coming through. Q2 saw an increase from Q1 in numbers of participants in walking sports, chair-based exercise and quiet swim sessions.	✓
	Community Wellbeing Strategy shared with leisure operator, influencing their ongoing development and delivery of targeted outreach programmes aimed at increasing participation and engagement of underrepresented groups.		X			Workshop held 3rd Sept and subsequent planning taking place to link leisure operator commitments from their tender submission to Council strategic priorities.	✓
Explore Community Asset Transfer of the Museum of Cannock Chase (HW2)	Understand aspirations of new administration in relation to the museum and whether the possibility of a Community Asset Transfer should be explored.	X				New administration keen to pursue asset transfer	✓

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
	Council to scope their requirements for a successful Community Asset Transfer of the Museum of Cannock Chase.			X			
	Decision on whether a Community Asset Transfer of the Museum is feasible.				X		
Deliver capital investment in our Leisure Centres to enhance existing facilities (HW3)	Specification drawn up and issued for procurement for the Golf Course Irrigation System. Evaluation of responses to the procurement of the Golf Course Irrigation System.	X				Completed and preferred provider for the works identified.	✓
	Contract Award for Golf Course Irrigation System.		X			Contract completed and work underway.	✓
	Golf Course Irrigation Start on Site			X			
	Completion of Golf Course Irrigation System and handover to Everyone Active.				X		
	Completion of capital works to Chase and Rugeley Leisure Centres		X			Significant progress made; cafe, spin studio and gym extension in Rugeley, Reformer Pilates studio, cafe and gym refurbishment in Chase all completed. Soft play and Chase reception toilets due to complete in Q3.	▲
	Appointment of Architects to design Padel Courts at Chase Leisure Centre.	X				Architects appointed and design work commenced.	✓

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
	Get necessary permissions for Padel Courts and procure provider to build courts.			X			
	Completion of Padel Courts.				X		
Integrate the Wellbeing Team into the Council and deliver wellbeing support to our residents, working with our new leisure services provider (HW4)	Ensure smooth transition of Wellbeing Team into the Council.	X				Staff successfully moved into the Council and programme delivery continued without any concerns.	✓
	Explore opportunities for the Wellbeing Team to add value to the work of the Council.		X			The Wellbeing team are supporting the operational delivery of activities contributing to the aims of the Community Wellbeing Strategy that was approved and implemented from July.	✓
	Ensure work of Wellbeing Team is integrated with the work of Everyone Active, the new Leisure Provider.			X			

Priority Delivery Plan for 2026-27

Priority 3 – The Community

Summary of Progress as at end of Quarter 2

Actions Completed	✓	**Total: 4**

Ref No	**Action**
C2	Commence recruitment of Tree Management and Maintenance Teams
C3	Introduce new weekly food waste collections from April 2026
C5	Undertake follow-up project to complete surveys on outstanding properties.
C8	Completion and handover of 29 Council properties

Work in progress but behind schedule	▲	**Total: 4**

Ref No	**Action**
C2	Interview and recruit successful candidates into teams
C2	Begin procurement of outsourced routine health and safety tree inspections
C3	Go-Live / Introduction of the joint tree management system
C4	Complete actions detailed in the Housing Services Work Plan for 2026/27

Actions due but not started	✗	**Total: 0**

Ref No	**Action**

TOTAL NUMBER OF ACTIONS DUE TO END OF QUARTER 2	**Total: 8**

Priority 3 – The Community

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Improve the Management of our Trees (C2)	Commence recruitment of Tree Management and Maintenance Teams.	X				All 5 officers posts across both Councils were put to the market in early June 26, along with 2 Senior Arboriculturist's posts.	✓
	Interview and recruit successful candidates into teams.		X			Interviews were held as scheduled during Q2. 3 of 7 posts were appointed into with successful candidates due to start in Q3. Market supplements to be applied to posts that were not filled.	▲
	Begin procurement of outsourced routine health and safety tree inspections.		X			Preparation for the procurement of red zone inspections has been ongoing but is behind schedule due to staff capacity issues and other tree related work. Start date for procurement revised to Q4.	▲
	Go-Live / Introduction of the joint tree management system.		X			Go-live / introduction of the new tree management system has been hampered by data preparation requirements and staff capacity issues, as per the above. Now due to go live in Q3.	▲
	Commence outsourced inspections of Red Zone Trees.			X			
Introduce weekly kerbside food waste collections (C3)	Introduce new weekly food waste collections from April 2026.	X				Successful introduction of new weekly food waste collections across the district during April 2026 with higher-than-expected yield.	✓
Deliver the Housing Services Work Plan (C4)	Complete actions detailed in the Housing Services Work Plan for 2026/27.	X	X	X	X	For Q2, 1 project completed and 10 of 15 actions due completed (5 actions behind schedule). Full progress report to Cabinet on 3 December 2026.	▲

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
Complete the survey of the Council's housing stock (C5)	Undertake follow-up project to complete surveys on outstanding properties.		X			Project has completed with 92% of surveys completed. The properties that we have not been able to access will be included in the first year of a 5-year rolling programme of stock condition surveys which starts next year	✓
	Develop a rolling annual programme for Stock Condition Survey updates on the stock to keep up to date.				X		
Produce a 30-year business plan setting out investment in and improvements to the stock (C6)	Full completion of the comprehensive external HRA review with HRA Business Plan & Capital Investment information, by Savills.			X			
	Review of HRA reserves to fund planned maintenance, compliance and works arising from the stock condition survey (including against emerging DHS requirements also).				X		
	Revision of the 30-year business plan, informed by results of the stock condition survey and housing needs assessment.				X		
Install new bathrooms, kitchens, roofs and fences where	External Envelope Contract Procurement			X			
	Internal Upgrade Works (Kitchen, Bathrooms and Adaptations) contract Procurement			X			

Project	Actions and Milestones	Q1	Q2	Q3	Q4	Progress Update	Symbol
necessary and affordable (C7)	Develop a rolling programme of planned improvements from SCS data, including new bathrooms, kitchens and external envelope works.				X		
Build 58 new homes, of which 29 will be for Council rent and 29 for sale at the Aelfgar site in Rugeley (C8)	Completion and handover of 29 Council properties		X			All 29 council rented properties completed, handed over and let.	✓

KPIs for Priority 2 – Health and Wellbeing

Summary of Performance as at Quarter 2

KPIs Achieving or Exceeding Target	✓	**Total: 2**
Ref No	**KPI**	
HW8	Community Safety Partnership Hub referrals and case closures within 3 months	
HW9	Number of Disabled Facilities Grants (DFGs) completed	

KPIs not achieving target < 5%	▲	**Total: -**
Ref No	**KPI**	

KPIs not achieving target >5%	✖	**Total: 1**
Ref No	**KPI**	
HW6	% households had a positive outcome and secured accommodation for 6 + months	

TOTAL NUMBER OF KPIs DUE TO END OF QUARTER 2	**Total: 3**

Priority 2 - Health and Wellbeing

Indicator	Year End 25/26	Target 26/27	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 26/27	Rating Symbol	Comments
Leisure, Culture & Heritage									
Annual Report from Leisure Provider setting out the performance of all facilities and the wider wellbeing work they facilitate.	N/A	N/A						Annual	The Operator will work with the Authority during Year 1 of the Contract to develop baseline information on the performance indicators that will be used to set targets for subsequent years of the Contract.
Health and Wellbeing									
Number of residents/cases dealt with by the CAB (HW4)	3461	N/A Measure only	732	666				N/A	Contextual information only
Total value of financial outcomes achieved as a result of the Citizen's Advice contract (HW5)	£5,299,134	N/A Measure only	£1,112,896	£991,180				N/A	Contextual information only
Strategic Housing, Homelessness and Assistance									
% households had a positive outcome and secured accommodation for 6 + months (HW6)	44%	**43%**	29%	33%					65% of homeless approaches were at relief stage, meaning people approached when they were already homeless. This follows on from the previous quarter where a significant number of cases were evictions from the private rented sector.

Indicator	Year End 25/26	Target 26/27	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 26/27	Rating Symbol	Comments
									A high number approached last quarter at prevention stage; this quarter they have approached at relief. Even though the target has been missed, the team continue working with the client until a positive outcome is achieved.
Rough sleeper count (annual estimate) (HW7)	N/A	New						Annual	
Community Safety Partnership Hub referrals and case closures within 3 months (HW8)	110 referrals 98.75% closed	**90% closed within 3 months**	26 referrals 100% closed	35 referrals 100% closed					High closure rates can indicate effectiveness - as a resolution has been achieved or managed risk has been obtained. Some cases however, by nature, take more significant work and may need to remain open longer.
Number of Disabled Facilities Grants (DFGs) completed (HW9)	58	**85**	16	56					The service is on track to reach its target this year.

KPIs for Priority 3 – The Community

Summary of Performance as at Quarter 2

KPIs Achieving or Exceeding Target	✓	**Total: 9**

Ref No	**KPI**
C4	% collections completed first time
C5	Number of missed bin collections (including assisted)/100,000/qtr
C6	% Household waste sent for re-use, recycling and composting
C7	Amount of household residual waste collected per household (Kgs)
C9	% of due Food Inspections Completed
C10	% of Houses in Multiple Occupation inspected
C11	% of appropriate action taken to address Cat 1 hazards identified following Housing Health and Safety Rating System (HHSRS) Assessment
C13	% of properties with a valid annual landlord Gas Safety Record
C14	% of properties with a valid Electrical Certificate (within 5 years)

KPIs not achieving target < 5%	▲	**Total: 1**

Ref No	**KPI**
C12	% response to Environmental Protection service requests

KPIs not achieving target >5%	✖	**Total: 0**

Ref No	**KPI**

TOTAL NUMBER OF KPIs DUE TO END OF QUARTER 2	**Total: 10**

Priority 3 – The Community

Indicator	Year End 25/26	Target 26/27	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 26/27	Rating Symbol	Comments
Waste and Recycling									
% collections completed first time (C4)	99.97%	**99.90%**	99.95%	99.97%				✓	Above target, replicating 25/26 figure as food waste collections settle.
Number of missed bin collections (including assisted)/100,000/qtr (C5)	27 per 100,000	**<40 per 100,000**	43 per 100,000	33 per 100,000				✓	Achieved target due to food waste service becoming embedded, familiarity of collection rounds has increased.
% Household waste sent for re-use, recycling and composting (C6)	35.70%	**45%**	49.55%	48.11%				✓	Above target, food waste tonnages remaining consistent.
Amount of household residual waste collected per household (Kgs) (C7)	482.94 kgs	**<480kg or 120kg / quarter**	105.70 kgs	99.49 kgs				✓	Reduction in residual waste collected per household which aligns with food waste tonnages collected.
Amount of food waste collected (tons) (C8)	N/A	NEW	694	836				N/A	Target to be determined during first year of introduction.
Regulatory Services									
% of due Food Inspections Completed (C9)	100%	**100%**	96%	98%				✓	
% of Houses in Multiple Occupation inspected (C10)	100%	**100%**	100%	100%				✓	

Indicator	Year End 25/26	Target 26/27	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End 26/27	Rating Symbol	Comments
% of appropriate action taken to address Cat 1 hazards identified following Housing Health and Safety Rating System (HHSRS) Assessment (C11)	N/A new indicator	**100%**	100%	100%				✓	
% response to Environmental Protection service requests (C12)	93%	**95%**	95%	94.5				▲	Significant increase in demand on previous years, largely as a result of Abandoned vehicle requests.
Council Housing									
% of properties with a valid annual landlord Gas Safety Record (C13)	100%	**100%**	100%	100%				✓	
% of properties with a valid Electrical Certificate (within 5 years) (C14)	100%	**100%**	100%	100%				✓	
Proportion of homes that do not meet the Decent Homes Standard at year end (C15)	19.91%	**23%**						Annual	

Housing Services - Quarter 2 Performance Report 2026/27

Committee:	Cabinet
Date of Meeting:	3 December 2026
Report of:	Head of Housing and Corporate Assets
Portfolio:	Housing and Corporate Assets

1 Purpose of Report

1.1 To advise Members on the progress of the Housing Services Work Plan and performance at the end of the second quarter of 2026-27.

2 Recommendations

2.1 To note the progress at the end of the second quarter relating to the delivery of the Housing Services Work Plan as detailed at Appendix 1 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 Housing Services' priorities and operational services.

3 Key Issues

3.1 The Housing Services Work Plan (HSWP) was noted by Cabinet on 20 August 2026 alongside a revised collection of KPIs for 2026/27. These are designed to focus on key strategic and operational priorities for Housing Services. Progress against the Work Plan and KPI Performance are reported to Housing Board and Cabinet each quarter.

3.2 At the end of Q2 one project was due for completion and was duly completed, however five individual project actions due for completion have fallen behind. Progress continues on the majority of actions under each project, with some due to start later in the year or dependent on prior actions.

Progress in delivering the Work Plan is summarised in section 5 of the report and set out in detail in Appendix 1.

3.3 With regard to the operational performance of the key areas of Housing Services, 71% of targets are on schedule to be met or exceeded. Further details can be found at 5.5 and in Appendix 2.

4 Relationship to Corporate Priorities

4.1 The Work Plan sets out key strategic and operational projects which support the delivery of Housing Services' priorities and contributes directly to the Corporate Priority 3:

Priority 3 - The Community: Improve the housing offer across the District.

The provision of good quality housing in the public sector is a priority for the Council and there is a commitment to achieve this by managing our Council homes efficiently and effectively.

5 Report Detail

Background

5.1 The Housing Services Work Plan (HSWP) set out in Appendix 1 to this report is the plan setting out how Housing Services will achieve progress against its strategic objectives; this plan established the actions and timetable for delivery that are the basis for Housing Services' main work programme which feeds into the Council's performance reporting framework.

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

Housing Services Work Plan (HSWP)

5.3 A commentary on performance/progress and a rating for each of the 70 actions (one added in Q2) assigned to 18 projects is set out in the HSWP in Appendix 1. A summary of progress, by rating, is given in the table below.

Table 1: Summary of progress in delivery of key projects/actions for Quarter 2 – cumulative position.

Quarter	Action completed	Action - Work in progress	Action - Progress behind schedule	Total Number of Actions due	Projects completed
1	2	33	0	2	0
2	10	26	5	13	1
3					
4					
Total at Q2	**10**	**26**	**5**	**13**	**1**

5.4 At the end of quarter 2:

- one project was due and completed.
- 13 actions were due, with 10 actions in total completed.
- 26 actions are work in progress for future quarters;
- 5 project actions are now behind schedule.

The remaining actions (and therefore projects) planned for 2026/27 are due to be completed later in the year and into 2027/28.

Updates on the actions are set out in Appendix 1.

Key Performance Indicators (KPIs)

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

Table 2 - Summary of key performance indicators for Quarter 2

Quarter	**Green**	**Amber**	**Red**	N/A	**Total Number of KPIs**
	Performance on target (met or exceeded at year end)	Performance < 5% below target	Performance > 5% below target	Reported Annually / Measure only	
1	17	0	4	7	28
2	15	1	5	7	28
3					
4					
TOTAL (as at Q2)	**15 (71%)**	**1 (5%)**	**5 (24%)**	**7**	**28**

5.6 Of the 28 indicators due to be reported on in quarter 2:

- 15 indicators show performance on or above target (71%)
- 6 indicators show performance below target (29%)
- 7 indicators are measure only.

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. If any of the actions require any additional funding to complete these will be the subject of a separate report.

6.2 Legal

The Public Sector Equality Duty also needs to be upheld, and evidenced along with compliance with the legislative and regulatory standards.

6.3 Human Resources

None.

6.4 Risk Management

The Council's Strategic Risk Register sets out the risks Housing Services faces in delivering its priorities. In relation to this report and appendices includes the following risks:

(i) Failure to meet required housing standards and not being prepared for inspection.

(ii) Health and safety arrangements for properties.

Delivering actions within the Housing Services Work Plan and monitoring KPIs are control measures to contribute towards addressing these risks.

6.5 Equalities and Diversity

Equality and diversity matters are addressed in individual 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 1: Housing Services Work Plan

Appendix 2: Key Performance Indicators

8 Previous Consideration

None.

9 Background Papers

None.

Contact Officer: James Morgan

Telephone Number: 01543 464 381

Report Track: Cabinet: 03/12/26

Key Decision: No

Delivery Work Plan for Housing Services 2026/27 **Appendix 1**

Project/Milestones	Lead Officer	Comments	Q1	Q2	Q3	Q4	27/28	Progress Update
Safety and Quality Standard								
1) Work towards a new 30 year business plan for Council Housing								
i) Full completion of the comprehensive external HRA review with HRA Business Plan & Capital Investment information, by Savills.	**CF**				**X**			In progress, working with Savills on the HRA Business Plan review and revision.
ii) Review of HRA reserves to fund planned maintenance, compliance and works arising from the stock condition survey (including against emerging DHS requirements also).	**CF**					**X**		As above, working with Savills.
iii) Revision of the 30-year business plan, informed by results of the stock condition survey and housing needs assessment	**CF**					**X**		Follows i) and ii)
iv) Business plan to be updated on a rolling basis as stock condition data increases.	**CF**						**X**	Follows iii)
v) Business plan review to be undertaken on a quarterly basis.	**CF/NS**						**X**	Follows iv)
vi) Develop and roll out training for housing staff on business plan and assumptions.	**CF**						**X**	Follows all above.

Delivery Work Plan for Housing Services 2026/27 **Appendix 1**

Project/Milestones	Lead Officer	Comments	Q1	Q2	Q3	Q4	27/28	Progress Update
2) Housing stock condition survey and programme for improvements								
i) Undertake follow-up project to complete surveys on outstanding properties.	**CH**			**X**				Project has completed. We have completed 4,899 surveys out of 5296 (homes and blocks), the remainder being no access.
ii) Develop a rolling programme of planned improvements from SCS data, including new bathrooms, kitchens, roofs and fences where necessary and affordable.	**CH**					**X**		Work ongoing, procurements as per below and programme will develop as more SCS data analysis completed. Ark Consultancy also undertaking a data quality review on the SCS data and they have started to build an asset investment plan, overlapping with work on project 1.
3) Repairs and Maintenance - Revenue and Capital Budgets transfer								
i) Develop strategy for the transfer of current R&M revenue charged work to capital work.	**RF / HK**	*Aligned to budget setting process*			**X**			NEC system appears to have capability to do, reviewing processes to ensure robust. Align further during budget setting in Q3.
ii) Develop an auditable form to capture renewable items and reasons for capitalising the work	**RF**	*Explore NEC Forms or alternative electronic forms*				**X**		To follow i) • Form to be finalised to data capture individual jobs for audit reference
iii) Identify capital and revenue work through the NEC system and link to CIVICA Finance system implementing control measures to ensure financial compliance	**RF / HK**	*Process to assure Finance Department Team that Financial Regulations are being adhered to.*				**X**		To follow i) • HMIT now tasked to build into the NEC system • Finance Team to be included at latter stages for financial regulation compliance

Project/Milestones	Lead Officer	Comments	Q1	Q2	Q3	Q4	27/28	Progress Update
4) HRA Compliance and Governance arrangements for housing assets and resident data.								
i) Complete entry of Tenant Profile Survey data and ensure information is utilised in BAU and as part of service delivery planning. Embed questions in housing application. Develop plan for rolling programme of surveying to maximise tenant information held.	**LT**					**X**		Casual Data Entry Assistant in post to complete data entry, making good progress, likely to finish in Q3. Survey for new housing applications now added to the process, also being collected.
ii) NEC Housing Information System to be further developed to ensure all Building Safety testing and monitoring data is collected	**LT / CH**						**X**	Testing has been carried out in the test database ready for build into Live database – still on target.
iii) External Third-Party independent assurance to be sought on Building safety compliance performance. 10% audit of Gas Safety inspections and Electrical Inspection Condition Reports.	**CH**					**X**		Follows other procurements, see 5)
iv) Develop HRA Asset Management Strategy - once SCS completed.	**CH**						**X**	Follows project 2) Housing stock condition survey and programme for improvements
v) Establish 'Building Safety Team' and meeting regime.	**CH**			**X**				Delayed to Q3 due to additional pressures and priorities.
5) Housing Property Services Procurements								
i) Fire Precaution Contract	**CH**				**X**			In Progress – determining framework and standard form of contract.

Delivery Work Plan for Housing Services 2026/27 **Appendix 1**

Project/Milestones	Lead Officer	Comments	Q1	Q2	Q3	Q4	27/28	Progress Update
ii) Asbestos Abatement (Removals)	**CH**						**X**	Follows other procurements
iii) FRA Contract	**CH**						**X**	Obtaining quotations for a year to ensure service continuity.
iv) Lift Consultant	**CH**			**X**				Delayed. Follows other procurements
v) Lift Servicing Contract	**CH**				**X**			Follows after iv)
vi) Building Safety Audits	**CH**					**X**		Follows other procurements
vii) Legionella Risk Assessments (LRA)	**CH**						**X**	Obtaining quotations for a year to ensure service continuity.
viii) Lightning Protection	**CH**						**X**	Follows other procurements
ix) Roller Shutter Servicing	**CH**						**X**	Obtaining quotations for a year to ensure service continuity.
x) External Envelope	**CH**				**X**			Draft Specification being reviewed. Slippage due to Officer availability. Employed a dedicated resource to ensure completion, likely delay to Q4.
xi) Occupational Therapist Services	**CH**				**X**			Evaluation of tenderers complete due to be awarded in Q3. Slight delay due to award decision.
xii) Internal Upgrade Works (Kitchen, Bathrooms and Adaptations)	**CH**					**X**		Draft sourcing strategy to be reviewed.
xiii) Asbestos Surveys	**CH**						**X**	Obtaining quotations for a year to ensure service continuity for additional provider due to poor performance and industry surveyor shortage affecting current incumbent.

Project/Milestones	Lead Officer	Comments	Q1	Q2	Q3	Q4	27/28	Progress Update
xiv) Warden Call system at Independent Living Schemes	**CH**	This refers to the whole Tunstall system upgrades at IL schemes, which includes door entry system, warden call, resident alert and fire alarms.	**X**					Procurement Complete – delivery underway.
Transparency, Influence and Accountability Standard								
6) Resident Engagement Strategy Delivery and Refresh								
i) Delivery of remaining 2024-27 strategy actions	**LT**					**X**		Work in progress on remaining actions, such as increasing involved groups and better recording and promoting outcomes for tenants. Update to Housing Board at re-arranged meeting in October.
ii) Prepare and produce a new Resident Engagement Strategy with full tenant consultation.	**LT**						**X**	Work will commence towards end of 2026/27.
7) Housing Services Complaints Policy and Procedure		**Project Complete**						
i) Ensure new draft policy is compliant further to Housing Ombudsman Service (HOS) review. Submit to HOS for approval.	**LT**		**X**					Completed. Policy approved by HOS and now in operation.
ii) Roll out new procedure for Housing Services (including Corporate input into delivery)	**LT**			**X**				Procedure rolled out and being implemented.

Project/Milestones	Lead Officer	Comments	Q1	Q2	Q3	Q4	27/28	Progress Update
Neighbourhood and Community Standard								
8) Grounds Maintenance Contract (with Parks and Open Spaces)								
i) Review of HRA budget v Internal Services costs against new specification.	**HC/ BW/ LB/PJ**			**X**				Still to complete, Housing Services pushing. Milestone likely Q4 now for review completion. A site-specific specification is now drafted. Meeting in early Q3 to review resources and logistics, to determine if the Internal POS Team can meet the specification.
ii) Mobilisation and transition	**HC/ BW/ LB/PJ**					**X**		To follow review.
iii) Service delivery approach (by workstream) Leaseholder charges, general needs blocks and Sheltered schemes review	**HC/ BW/ LB/PJ**						**X**	To follow transition.
iv) Performance management, monitoring and reporting and Resident and stakeholder communications.	**HC/ BW/ LB/PJ**						**X**	To follow once new contract in place.
9) Integrated Communal Cleaning contract with Empty Property cleansing service								
i) Moderation and award of contract	**RF/ HC**					**X**		Tender evaluation currently underway.
ii) Mobilisation and transition	**RF/ HC**					**X**		To follow award.
iii) Performance management, monitoring and reporting and Resident and stakeholder communications	**HC/BW**						**X**	To follow once new service in place.

Project/Milestones	Lead Officer	Comments	Q1	Q2	Q3	Q4	27/28	Progress Update
Rent Standard								
10) Rent Standard Compliance								
i) Policy updated & governance approval	**HC**					**X**		A draft Rent Standard Compliance & Rent Convergence Delivery Plan (2027/28–2028/29) is being worked on. A draft Rent Setting Procedure is out for consultation.
ii) Data quality validation check and baseline formula rent	**HC /HK**			**X**				Full stock validation exercise now underway; work follows to ensure correct tenure/exemption flags, baseline formula rent refresh and a gap analysis.
iii) Systems configuration & parameter controls for risk mitigation	**HC/RC**			**X**				Work started to: Configure rent engine; automated validations; reconciliations; documented controls and test scenarios; then update procedures. Meeting with NEC Consultant on 06/10 to look at implementation.
iv) Tenant communications and priorities	**HC/SR/PR & COMMS**					**X**		To follow above.
v) Assurance & reporting and annual rent timetable.	**HC/HK**					**X**		To follow above, but early draft already produced.
11) Service Charges								
i) Alignment of Independent Living Schemes Service Charges / Management Charges	**HC/BW**					**X**		Base line realignment completed and awaiting Finance validation of process.

Project/Milestones	Lead Officer	Comments	Q1	Q2	Q3	Q4	27/28	Progress Update
ii) Tenant communications and priorities	**HC/SR/BW**	New milestone added.		**X**				Consultation with Schemes residents completed.
iii) De-pooling of General Needs rent and Services Charges	**HC**						**X**	Work to commence later in 26/27.
Tenancy Standard								
12) Tenancy Standard Compliance								
i) Review of external management agreements	**HC**						**X**	Work to commence later in 26/27.
ii) Development of new temporary accommodation	**HC/HS**					**X**		Work to commence later in 26/27. Discussions ongoing with Housing Options and Homelessness team.
Cross-cutting								
13) Inspection Preparation								
i) Procure Critical Friend	**LT**			**X**				Critical Friend procurement completed and work commenced with Altair during Q2.
ii) Action Plan following Self-Assessment	**LT**				**X**			Follows completion of Critical Friend work. Work with Altair delayed due to re-arranged Housing Board meeting in October, final report expected end of October, so action plan production may slip into Q4. Actions would feed into this Work Plan and following for 27/28.

Project/Milestones	Lead Officer	Comments	Q1	Q2	Q3	Q4	27/28	Progress Update
iii) General Prep - Document Collation - Planning, team resources identified. - Horizon scan, keep track of inspection findings and themes, network with others.	**LT**	*Ongoing*	**X**	**X**	**X**	**X**	**X**	Document collation well underway and work with Critical Friend will further inform preparation – mock inspection interviews with key staff and leadership held.
14) Compliance Procedures								
i) Procedures for: Asbestos, Building Safety, Electrical, Fire Safety, Gas Safety and Heating, Water hygiene (Legionella), Lifting Equipment and Damp and Mould to be developed.	**CH / RF**					**X**		All procedures currently being drafted.
ii) Section 20 Consultation Procedure	**CH**				**X**			1st draft in progress
iii) Over-arching Housing Services Access Procedure to be produced.	**CH / HC / RF**					**X**		Background discussions held to prepare for formulation. Policy, Performance and Complaints Officer assisting with collation.
15) Housing System maximisation								
i) Go Mobile/Console utilisation or replace	**LT / RF**					**X**		Officer seconded from July 26 to focus on the module for a 6 month period. A decision will then be made to either continue to use or replace. Final operative tablets rolled out and all trades on electronic work orders and drip feed of jobs, will improve current situation.

Project/Milestones	Lead Officer	Comments	Q1	Q2	Q3	Q4	27/28	Progress Update
ii) Resources review (system capabilities not staffing)	**LT**					**X**		Interim HMIT Team Leader continuing to work through modules with Managers and business cases on way forward as necessary.
iii) Asset Management business case	**LT / CH**					**X**		Work to start later in year. HPS to work with HMIT to identify all issues with the assets module. When done, NEC have suggested a Health check later in the year.
iv) HALO (Helpdesk system)	**LT**			**X**				Now live, HMIT implemented from start of August.
v) Business Objects Business Case - NEC Analytics / PowerBI	**LT**			**X**				Hybrid model adopted of basic reports delivered by NEC business reporting and complex reports by Power BI. Reports currently being built into the system.
vi) Housing Services structure - HMIT	**LT**					**X**		To be reviewed when use of HALO system is fully established, work stream being now monitored to inform review.
vii) NEC contract renewal decision	**LT**						**X**	Review in 27/28
16) Independent Living Scheme Accommodation Review								
i) Appoint consultant to undertake review.	**GS**			**X**				Consultant appointed - Ark Consultancy.
ii) Review completed, with final report and Delivery Action Plans provided.	**GS**					**X**		Work now underway with Ark.

Project/Milestones	Lead Officer	Comments	Q1	Q2	Q3	Q4	27/28	Progress Update
iii) Work commences on Delivery Action Plans content.	**NS**					**X**	**X**	Follows ii)
17) Delivery of new Build Programme in Rugeley								
i) Completion and handover of 29 Council properties	**LT**			**X**				All 29 handovers completed.
ii) Snagging, 12 month defects and Open space establishment periods, continued liaison with developer to ensure full delivery of scheme and requirements.	**LT**						**X**	To follow on 12 months on completion. Ongoing liaison with developer and POS team.
18) Housing Policies								
i) A number of Housing Policies are due for review/renewal, they are contained within a Policy Tracker document for Housing Services, included as a priority for 2026/27: • Aids and adaptations • Delivery of DFG Works to Council Housing Policy (& Procedure) • Right to Buy Policy • Disrepair - Procedure and Process • Housing Vehicle Policy Inc. Tracking, Use of Company Vehicle and Use of Private Vehicle • Garage Management Policy • Tools Policy	**LT / CH / HC / RF**					**X**	**X**	Work started on a few, plus easy reads in development. Policy, Performance and Complaints Officer now in post to assist.

Delivery Work Plan for Housing Services 2026/27 **Appendix 1**

Project/Milestones	Lead Officer	Comments	Q1	Q2	Q3	Q4	27/28	Progress Update
• Decant Policy • Housing Asset Management Strategy • Easy Read Policies								

Progress Key

Green = Progress on target (action completed on target in quarter)

Amber = Work in progress (to be used when work has started to complete an action due in a future quarter)

Red = Progress behind schedule (action not completed in full by the end of the quarter in which it is due)

KPIs for Housing Services

Description/Key	Qtr 1	Qtr 2	Qtr 3	Qtr 4	End of Year
Performance on target or above	17	15			
Performance < 5% below target	0	1			
Performance > 5% below target	4	5			
Reported Annually / Not Applicable	7	7			
TOTAL	**28**	**28**			

N.B. Further to advice sought from Housemark on KPI recording and presentation slight changes have been made to the Housing Services KPIs this year.

They are now colour coded rather than symbols, and the number of levels reduced from 4 to 3, removing 'exceeding target' and combining with 'on target or above'. Each quarter figure will be colour coded so will clearly show where performance sits. A benchmark figure is also included to show comparatively how we perform – see footnote, these will be updated periodically with the latest available.

Benchmark

a = Housemark 25/26 annual median b = Housemark Monthly Pulse median (average of last 6 months) c = TSM LARP median 24/25

Indicator	Year End 25/26	Target 26/27	Qtr 1	Qtr 2	Qtr 3	Qtr 4 / Year End 26/27	Benchmark Comparison (if available, see footnotes)	Comments
Housing Repairs								
% emergency repairs completed in timescales	100%	100%	100%	100%			96.10% [a]	
% of non-emergency repairs completed in timescales	75.60%	80.00%	49.39%	53.56%			88.70% [a]	There has been a continual increase in Priority 1's reported in the first two quarters, in turn increasing the backlog significantly impacting on the resources available to undertake non-emergency repairs. Measures are being taken to improve this KPI and Q2 has seen an improvement, these include: - Bringing in 2no. Contact Centre staff to handle calls directly in the Housing Repairs team. - NEC Dynamic Scheduler app is being investigated to adopt which will support better diary management and improve efficiencies. - All workforce are now on tablets and drip feed of jobs, which will allow all jobs to be electronically managed for more real time reporting and better performance management. The impact of minimal asset investment is resulting in larger repairs and adding greater demand on the repairs service.

Benchmark
a = Housemark 25/26 annual median b = Housemark Monthly Pulse median (average of last 6 months) c = TSM LARP median 24/25

Indicator	Year End 25/26	Target 26/27	Qtr 1	Qtr 2	Qtr 3	Qtr 4 / Year End 26/27	Benchmark Comparison (if available, see footnotes)	Comments
								Current resource numbers in the operational team will only allow a number of repairs to be booked in KPI timeframe and therefore repairs are having to be appointed out of time. The introduction of Awaabs Law Phase 2 is predicted to have an impact on the number of P1's – as damp and mould did last year – with further hazards now being brought into scope.
Satisfaction with most recent repair (transactional survey) (%)	85%	85%	88%	86%			89% [a]	Q2 may be revised in due course, only limited return on September surveys available to include at time of reporting.
Damp and Mould								
New significant damp and mould hazards reported per 1,000 properties	-	N/A	18.6	17.4			3.26 [b]	Measure only. Difficult to target this early following introduction of Awaabs Law requirements, still gauging and depends on incoming cases. Methodology for reporting still being worked on with system limitations, meaning manual reconciliation being done. Q1 has been revised as this was not being correctly calculated. Previous year-end figure removed as methodology was incorrect.

Benchmark

a = Housemark 25/26 annual median b = Housemark Monthly Pulse median (average of last 6 months) c = TSM LARP median 24/25

Indicator	Year End 25/26	Target 26/27	Qtr 1	Qtr 2	Qtr 3	Qtr 4 / Year End 26/27	Benchmark Comparison (if available, see footnotes)	Comments
Percentage of D&M emergency hazards resolved within 24 hours (%)	100%	90%	100%	100%			N/A	No directly comparable benchmark data available for this indicator. Housemark indicator includes all emergency hazards, not just D&M.
Percentage of significant damp and mould hazards investigated within 10 working days (%)	74%	90%	62.03%	60.36%			95.26% [b]	All reported cases for damp and mould are attended through the D1 priority and those cases that are classed as more significant are triaged to a D2 priority for further investigation under the 10 day timescale, so no properties are missed – therefore including more properties in the scope of this indicator. Further work on the reporting for this indicator is required for the system to accurately determine. Figure for Q1 revised to same basis as Q2, to report 'true' figure excluding no access.
Building Safety/Decency								
% of properties with a valid annual landlord Gas Safety Record	100%	100%	100%	100%			99.93% [a]	
% of properties with a valid Electrical Certificate (within 5 years)	100%	100%	100%	100%			99.28% [a]	
% of passenger lifts that have a valid 6 monthly thorough examination record	100%	100%	100%	100%			100% [a]	

Benchmark

a = Housemark 25/26 annual median b = Housemark Monthly Pulse median (average of last 6 months) c = TSM LARP median 24/25

Item No. 9.21

Appendix 2

Indicator	Year End 25/26	Target 26/27	Qtr 1	Qtr 2	Qtr 3	Qtr 4 / Year End 26/27	Benchmark Comparison (if available, see footnotes)	Comments
% of buildings that have a current Legionella risk assessment	100%	100%	100%	100%			100% [a]	
% of buildings that have a current Fire risk assessment	100%	100%	100%	100%			100% [a]	
Proportion of homes for which all required asbestos management surveys or re-inspections have been carried out. (%)	100%	100%	100%	100%			100% [a]	
Proportion of homes that do not meet the Decent Homes Standard at year end. (%)	19.91%	23.00%	-				3.64% [c]	Measure only - Annual figure. An increase in improved current data from the Stock condition survey (SCS) and a lack of an external envelope contract, has meant a significant increase at 25/26 year end. Surveyors have identified a number of roofs, windows, doors and walls which require capital works in 2026-27. Depending on the start of the External Works contract (currently programmed late Q3/early Q4), completion of these capital works will reduce the figure at year end, however with further updated SCS data, this will likely identify further non-decency based on the proportion of already completed condition surveys; therefore, negating significant improvement on the figure by year end, hence target set high. 2027/28 target will be revised down significantly.

Benchmark

a = Housemark 25/26 annual median b = Housemark Monthly Pulse median (average of last 6 months) c = TSM LARP median 24/25

Indicator	Year End 25/26	Target 26/27	Qtr 1	Qtr 2	Qtr 3	Qtr 4 / Year End 26/27	Benchmark Comparison (if available, see footnotes)	Comments
Housing Management								
Housing Applications Processed within 28 days (%)	99.7%	99.5%	100%	100%			N/A	Benchmark data not available for this indicator.
Number of Housing Applicants on the Housing Register	930	N/A	960	981			N/A	Benchmark data not applicable to this indicator. Number of applicants on register increasing, however applications processed as above, maintained at 100% within timescales.
% of dwellings that are vacant and available for let (at period end)	0.44%	0.66%	0.56%	0.78%			0.62% [a]	Measure only. At Q2 end 26/27 there were 39 properties. Approx. 10 voids came back right at the end of the month, which increased vacancy rate at Q2 end. Confident target can still be met at year end. (Target of 0.66% equates to approx. 33 properties, dependent on stock movement, i.e. RTB sales, new build handovers)
Average re-let time for Standard Voids (calendar days)	31.10	30.00	21.93	27.57			41.00 [a]	
Average re-let time for Major Works Voids (calendar days)	90.62	75.00	57.29	70.82			99.39 [a]	

Benchmark
a = Housemark 25/26 annual median b = Housemark Monthly Pulse median (average of last 6 months) c = TSM LARP median 24/25

Item No. 9.23

Appendix 2

Indicator	Year End 25/26	Target 26/27	Qtr 1	Qtr 2	Qtr 3	Qtr 4 / Year End 26/27	Benchmark Comparison (if available, see footnotes)	Comments
Satisfaction with allocations and lettings process (transactional survey) (%)	90%	95%	70%	81%			N/A	Benchmark data not available for this indicator. Increase in Q2 seen, however still under target and last year end. Number of completed surveys dipped, due to staff resources. Survey returns will be analysed for dissatisfaction with any common issues to be addressed and improvements implemented to ensure satisfaction increases in future quarters.
Rent (current and former tenants) collected as proportion of rent due (%)	100.27%	100%	100.33%	99.75%			99.93% [a]	Slight dip under 100% but confident 100% will be achieved at year end.
Rent loss due to voids (£)	£279,683	£215k	£68,700	£132,712			N/A	Measure only. Benchmark data not available for this indicator. Profiled Q2 target is £107,500, therefore over target at Q2, lower pro rata compared to year end last year. Average relet times are under target but further reductions needed to drive down the rent loss being incurred.
Number of ASB cases opened per 1,000 homes by or on behalf of the registered provider during the reporting year	24.65	N/A	8.81	21.00			35.15 [a]	Measure only. Number of cases increasing, at Q2 already significantly more than last year.
Number of ASB cases which involve hate incidents.	0.20	N/A	0.00	0.80			0.70 [a]	Measure only.

Benchmark

a = Housemark 25/26 annual median b = Housemark Monthly Pulse median (average of last 6 months) c = TSM LARP median 24/25

Item No. 9.24

Appendix 2

Indicator	Year End 25/26	Target 26/27	Qtr 1	Qtr 2	Qtr 3	Qtr 4 / Year End 26/27	Benchmark Comparison (if available, see footnotes)	Comments
Housing Complaints								
Stage one complaints received per 1,000 homes during the reporting year.	10.04	N/A	4.40	6.80			55.90 [a]	Measure only.
Proportion of Stage one complaints responded to within 10 days (%)	100%	95%	100%	100%			94% [a]	Volume and complexity are increasing, so slight target reduction due to anticipated slippage.
Stage two complaints received per 1,000 homes during the reporting year.	2.81	N/A	0.80	2.60			11.40 [a]	Measure only.
Proportion of Stage two complaints responded to within 20 days (%)	100%	95%	100%	100%			94% [a]	Volume and complexity are increasing, so slight target reduction due to anticipated slippage.
Staffing								
Working days lost to sickness absence (%)	3.89%	4.50%	3.49%	4.07%			3.71% [b]	Slight increase in Q2, but still under target. All absences are being robustly case managed through HR policies and procedures.

Benchmark

a = Housemark 25/26 annual median b = Housemark Monthly Pulse median (average of last 6 months) c = TSM LARP median 24/25