

22 July 2024

Dear Members

**Council Meeting**

I hereby give notice that a meeting of the Council will be held in the **Council Chamber, County Buildings, Martin Street, Stafford** on **Tuesday 30 July 2024 at 7.00pm** to deal with the business as set out on the agenda.



Tim Clegg  
Chief Executive

## COUNCIL MEETING - 30 JULY 2023

Mayor, Councillor Frank James

### AGENDA

- 1 Approval of the Minutes of the meeting of Council held on 13 May 2024 as published on the Council's website.
- 2 Apologies for Absence
- 3 Declarations of Interest
- 4 Announcements (Paragraph 3.2(iii) of the Council Procedure Rules)
- 5 Public Question Time - Nil
- 6 Councillor Session - Nil

Councillor J Pert has submitted the following **questions** in accordance with Paragraph **12.3(a)** of the Council Procedure Rules:-

1. Given the failure to bring the Local Plan Review forward in the last eighteen months or communicate a timetable as to when anything would happen to take the general public with them in the process, could the Leader of the Council confirm the level of affordable housing delivery in the Borough:

- last year
- this year
- planned for the next three years

and the level of demand for affordable housing in the Borough at the moment and what he plans to do if there is any shortfall in delivery.

2. Following the disclosure of the £1.1m financial black hole in the Borough Council's accounts as at the end of December last year, can the Cabinet Member for Resources confirm the actual level of deficit at the end of the last financial year (i.e. end of March 2024) and that spending in the first quarter of the 2024 Financial Year (April - June) has been in line with this year's budget.

- 7 Notice of Motion - Nil

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**Chief Executive**

Civic Centre  
Riverside  
Stafford  
ST16 3AQ

## Agenda Item 8

# Waterfront and Riverside Car Park Payment Systems - Capital Programme

<b>Committee:</b>	Council
<b>Date of Meeting:</b>	30 July 2024
<b>Report of:</b>	Head of Operations
<b>Portfolio:</b>	Resources Portfolio

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The following matter was considered by Cabinet at its meeting held on 11 July 2024 and is submitted to Council as required.

## 1 Purpose of Report

- 1.1 To seek Council approval for the allocation of capital, from unallocated capital resources, into the capital programme for upgrading the current parking system and payment machines at the Council's Waterfront and Riverside car parks.

## 2 Recommendations

- 2.1 That £275,000 be allocated from unallocated capital resources into the capital programme for the replacement of the parking system, payment machines, and associated equipment at the Council's Waterfront and Riverside car parks.

### Reasons for Recommendations

- 2.2 The Council has been put on notice by the supplier of its Waterfront and Riverside car parking software and hardware systems, that those systems will no longer be supported by them, and parts will no longer be manufactured from end of financial year 2024/25. These systems are key to the day-to-day operation of the car parks and are absolutely crucial to the generation of a significant level of their income. Should they fail after their manufacturers support has ended, the Council could face significant financial losses within its parking services, along with a significant detrimental impact upon its business economy and visitor /car park user experience.

### **3 Key Issues**

- 3.1 The current car parking system and payment machines at Waterfront and Riverside car parks will no longer be supported by the manufacturer from the end of the financial year 2024/25.
- 3.2 This presents a significant financial risk and a number of other significant risks to the Council should they fail after that point.
- 3.3 At present their replacement is not included within the capital programme nor has it been budgeted for. It is recommended that the capital requirement should be taken from within the Council's unallocated capital resources, placed within the capital programme. Subject to the funds being allocated by Council, permission to spend has already been agreed by Cabinet at its meeting on 11 July.
- 3.4 In allowing for the timely procurement and replacement of the parking system, payment machines, and associated equipment, it ensures that the Council's parking provision offered by both of the car parks remains uninterrupted, as well as allowing them to continue to operate their pay-on-foot parking services in a modern and efficient way.

### **4 Relationship to Corporate Priorities**

- 4.1 The recommendation contained within this report supports the Council's following corporate priorities:

Corporate Business Objective 2 - To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and wellbeing.

The provision of high quality and efficient car parking is seen as key to businesses, residents, and visitors, and is expected by most people that use it. Income generated from within the car parking service is used to support other service areas that benefit local residents, businesses, visitors and the environment.

Corporate Business Objective 4 - To be a well-run, financially sustainable, and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives.

Ensuring the car parking systems, payment machines and associated equipment, remain in good order is seen as key to maximising income and customer satisfaction and likelihood of regular return, thus increasing economic and growth opportunities to the borough.

## 5 Report Detail

- 5.1 The Council has been notified by the supplier of its parking control and payment system (Scheidt and Bachmann (S&B)) that the current parking system operated by SBC at both Waterfront and Riverside car parks will become obsolete by the end of the financial year (2024/25).
- 5.2 The parking system is used to control access on and off the car parks, ensure correct payments are requested and collected, and provides real time monitoring of car park usage for both the Council and its parking management contractor.
- 5.3 The current system relies upon the use of a microchipped coin (chip-coin), which are expensive to replace, and are often lost by car park users. Each year 600 amount of chip coins have to be replaced, at an approximate cost of £3200.
- 5.4 The system manufacturer has informed the Council that the soft and firmware within the payment and barrier control machines will no longer be supported after approximately March 2026. Some spare parts for the machines are already becoming more difficult to resource as their manufacture comes towards its end.
- 5.5 Waterfront and Riverside car parks have approximately 1,205 parking spaces and bring in approximately £964,589 of income each year to the Council (based on an average over from 2021/22 to 2023/24), with the vast majority of that income being from card and cash payments made at the parking control and payment system machines that require replacement.
- 5.6 Given the above potential loss of income should the parking system fail after its manufacturer and software/firmware support has ended; it is not considered appropriate not to procure a new system in goodtime.
- 5.7 It is proposed to replace the current system with the latest Automated Number Plate Recognition (ANPR) system, which will no longer require the use of a chip coin. The ANPR system takes a vehicles registration mark (VRM) when it enters the car park and stores it. Before leaving the car park, the driver goes to one of the payment machines and inputs their VRM into it. The payment machine then calculates the parking fee. Once the correct fee has been paid the driver is able to leave the car park in their vehicle, as ANPR cameras on the barrier at the exit gate recognise the VRM as it approaches and automatically opens the barrier.
- 5.8 The current system was installed as part of the design and build process by the construction contractor when the car parks were constructed in 2016.

- 5.9 The new system / machines will have an approximate working life of 8-10 years, which will mean they should not need to be replaced until approximately 2034.
- 5.10 At present there is no capital provision in the budget for the replacement of the parking system or machines at either car park. It is requested that a sum of approximately £275,000 be allocated from the unallocated capital resources into the capital programme. Cabinet have already granted permission to spend, subject to Council agreeing to the allocation of capital.
- 5.11 The current maintenance contract costs approximately £22,000 per annum, excluding 24/7 remote support. The new system will come with a minimum 12-month warranty period, thus saving circa £22,000 in the first year of operation.
- 5.12 It is estimated that the costs of an equivalent maintenance contract from Year 2 for the new system will be in the region of £19,000, giving an approximate £3,000 saving per year after Year 1.
- 5.13 Due to the cost involved in the purchase of the new parking system and its installation, a full procurement exercise will be required to be undertaken by the Council, with assistance from the Council's legal services and the County Council's procurement team.

## **6 Implications**

### **6.1 Financial**

At present there is no capital provision in the budget for the replacement of the parking system or machines at either car park. It is requested that a sum of £275,000 be allocated from the unallocated capital resources into the capital programme.

Allowing the system and machines to operate unsupported is not considered appropriate as they are so key to the generation of much of the Council's parking income. Should they fail completely after the support has ended the Council would be left with only a very limited number of options that would require a decision to be made in quick-time, and that would no doubt have a significant impact upon revenue.

The project changeover plan does not envisage any impact on the car park income as it will be managed to cause minimum disruption.

The unallocated capital resources as reported in the budget report to Council were £714,000, of this amount £349,000 is ringfenced for affordable housing leaving £365,000 available for allocation. Following this allocation only £90,000 unallocated capital resources will remain.

## **6.2 Legal**

The procurement will be undertaken in accordance with the Council's current financial and procurement regulations.

The new system and machines will be required to offer full GDPR compliance.

## **6.3 Human Resources**

None

## **6.4 Risk Management**

Should the Council choose not to replace the machines as part of a planned replacement programme it enters into a significant risk of the loss of income should they fail after their support has ended. This will also likely result in the Council having to carry out a rapid procurement and installation process which would also no doubt have a significant impact upon the car parks operation, increase complaints, damage the Council's reputation, and offer reduced best value.

## **6.5 Equalities and Diversity**

None

## **6.6 Health**

None

## **6.7 Climate Change**

Climate change considerations will be looked at during the specification and procurement process, with a view to the overall carbon impact of the manufactured machines and their installation being kept to a minimum.

## **7 Appendices**

None

## **8 Previous Consideration**

Cabinet - 11 July 2024 - Minute No CAB/TBC

## **9 Background Papers**

None



**Contact Officer:** Paul Foster  
**Telephone Number:** 01785 619247  
**Ward Interest:** Nil  
**Report Track:** Cabinet 11 July 2024  
Council 30 July 2024  
**Key Decision:** Yes

**Agenda Item 9**

## Swimming Pool Support Fund - Capital Programme

<b>Committee:</b>	Council
<b>Date of Meeting:</b>	30 July 2024
<b>Report of:</b>	Head of Wellbeing
<b>Portfolio:</b>	Leisure

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The following matter was considered by Cabinet at its meeting held on 11 July 2024 and is submitted to Council for approval.

### **1 Purpose of Report**

- 1.1 To seek Council approval for £214,616 for installing Photo Voltaic Panels and Shower Flow Restrictors at Stafford Leisure Centre to be included in the capital programme.

### **2 Decision of the Cabinet**

- 2.1 That Council includes £214,616 in its capital programme for the installation of Photo Voltaic Panels and Shower Flow Restrictors at Stafford Leisure Centre.

#### **Reasons for decision**

- 2.2 Funding has been awarded to Stafford Borough Council for energy efficiency measures at Stafford Leisure Centre. To proceed with the interventions, Council has to include the funding in the capital programme.

### **3 Key Issues**

- 3.1 Funding has been awarded to Stafford Leisure Centre from the Swimming Pool Support Fund (Sport England) to install solar PV and shower flow restrictors to reduce energy consumption and therefore running costs of the facility. In turn this will reduce carbon emissions.
- 3.2 Permission to spend the funding has been given by Cabinet, subject to inclusion of the funding in the capital programme.

## **4 Relationship to Corporate Priorities**

- 4.1 Installing measures to improve the energy efficiency of Stafford Leisure Centre directly supports corporate business objectives 2, 3 and 4.
- 4.2 “To improve the quality of life of local people by providing a safe, clean attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and wellbeing”.
- 4.3 “To tackle climate change by implementing our Climate Change and Green Recovery Objectives” and
- 4.4 “To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives.”

## **5 Report Detail**

- 5.1 The Swimming Pool Support Fund is a £80million government funding programme administered by Sport England to ensure the viability of swimming pools across the country. Phase 2 was for capital interventions to improve the energy efficiency of public facilities over the medium to long term.
- 5.2 Requests for funding were more than the funding available, however Stafford Borough Council have been successful in receiving a total of £214,616 for Photo Voltaic Panels and Shower Flow Restrictors at Stafford Leisure Centre.
- 5.3 Funding has to be spent by the end of March 2025. Cabinet have already approved permission to spend, subject to the funding being included in the capital programme. In accepting this grant funding, the local authority agrees to continue to operate the swimming pool for a period of 10 years.

## **6 Implications**

### **6.1 Financial**

The Council was awarded a capital grant from Sport England in respect of the swimming pool support funded on the 24 October 2023. This amounted to £214,615 for the installation of Photo Voltaic (PV) panels and Shower flow restrictors. The Council has had to enter into a grant agreement with Sport England and has reporting requirements to comply with.

As set out in paragraph 5.3 funding needs to be spent by 31 March 2025 and the Council is required to operate the swimming pool for a period of 10 years.

### **6.2 Legal**

Procurement of goods, services or works will need to comply with the requirements set out in the Council's Procurement Regulations.

### **6.3 Human Resources**

None

### **6.4 Risk Management**

None

### **6.5 Equalities and Diversity**

Stafford Leisure Centre ensures it's provision, including swimming is fully accessible and open to everyone.

### **6.6 Health**

Provision of swimming pools has a positive impact on health and wellbeing, this funding is designed to secure that provision. As well as swimming for the public, Stafford Leisure Centre has extensive provision for school swimming.

### **6.7 Climate Change**

These interventions will improve energy efficiency and reduce carbon emissions.

## **7 Appendices**

None

## **8 Previous Consideration**

Cabinet 11 July 2024 - Minute Number CAB14

## **9 Background Papers**

None

**Contact Officer:** Anna Nevin

**Telephone Number:** 01785 619176

**Ward Interest:** All

**Report Track:** Cabinet

**Key Decision:** No

**Agenda Item 10****Network Infrastructure Replacement**

<b>Committee:</b>	Council
<b>Date of Meeting:</b>	30 July 2024
<b>Report of:</b>	Head of Transformation and Assurance
<b>Portfolio:</b>	Resources Portfolio

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The following matter was considered by Cabinet at its meeting held on 7 May 2024 and is submitted to Council as required.

**1 Purpose of Report**

- 1.1 To seek Members' approval to purchase replacement network infrastructure equipment.
- 1.2 To seek approval to move resources into the Capital programme from the IT Reserve to fund the replacement of the infrastructure.

**2 Recommendations**

- 2.1 The moving of £198,904 into the revenue budget to be funded from reserves for the purchase of new network infrastructure equipment be agreed;
- 2.2 The spend of £198,904 on the procurement of updated network equipment to ensure the ongoing security of the Council's IT infrastructure be approved.

**Reasons for Recommendations**

- 2.3 The network infrastructure equipment needs to be replaced as a priority to prevent a failure which would disrupt service delivery and have an impact on customers.

**3 Key Issues**

- 3.1 The Council has an ageing infrastructure which needs to be replaced as a priority to avoid a network failure and ensure ongoing service delivery.
- 3.2 It is proposed to replace the equipment in 2024/25 and to establish a rolling refresh programme for ongoing replacements every 8-10 years.

## 4 Relationship to Corporate Priorities

- 4.1 This report supports Corporate Business Objective 4: To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives.
- 4.2 Technology also supports the delivery of the Council's other three priorities and the operational delivery of all services.

## 5 Report Detail

- 5.1 Historically there has been no provision in the technology strategy for day-to-day housekeeping and maintenance of assets. Custom and practise has been to retain assets for as long as possible and only to replace when essential to do so. The current network infrastructure is approximately 17 years old and is now frequently failing under the workload.
- 5.2 There is a growing demand on the network since the pandemic; this increased pressure on the existing infrastructure and the growing use of cloud-based solutions needs investment. The infrastructure underpins all IT activities and investment in the network is essential to keep systems and services operational.
- 5.3 Furthermore, work is required to strengthen the network infrastructure before we can start any development work on any major shared services transformation that may be required.
- 5.4 The key element of the network that needs to be replaced is the switches. A network switch has an average lifespan of between five and ten years. Factors such as repeated power failures and surges may shorten this timeframe. The switches on site were installed in 2009 making them 14+ years old.
- 5.5 To improve the network for all users and the business we are looking to replace network equipment accordingly with new more modern core and perimeter switches. The replacement equipment will mean a more reliable, stable network to enable us to digitally transform the Council.
- 5.6 Currently we have the following equipment:

Current	Quantity
Core Switches	3
Perimeter switches (mixed)	15

- 5.7 Due to hybrid working and the accommodation rationalisation work we no longer require as much equipment as previously purchased. Based on the current floor plans and desk numbers provided, we propose to replace them with the numbers set out below:

<b>Proposed</b>	<b>Quantity</b>
Core Switches	3
Perimeter switches (48 port)	6

The provision of 'wireless-only' bookable desk areas will further reduce the reliance on hardware in the future.

- 5.8 We rely heavily on our network, whether for local LAN networking, wireless or internet usage. A switch failure can disrupt the delivery of services, impacting our customers and costing the Council time and money.
- 5.9 To minimise disruption to the delivery of services, the work to replace the switches will need to be undertaken outside of normal working hours. It will be carefully planned around business needs and priorities.
- 5.10 In addition to the network switches, the servers that allows the creation of virtual machines (VM), known as ESXi host or RDS boxes also need to be replaced. These VMs run user desktops and application software. Our current ESXi hosts are out of support in January 2025 and will pose a security threat if not replaced with a supported replacement.
- 5.11 1 host can support multiple VMs and more than one host (cluster) gives us high availability and load balancing to help with performance.
- 5.12 We currently have 4 ESXi hosts. However, recent upgrades to the operating systems on our server estate and the introduction of VPN connection means we can reduce this to just 3 hosts.
- 5.13 After speaking to our current suppliers and reviewing the requirements it is proposed to use the same type of equipment at both sites. This will provide for easier management and less ongoing cost as upgrades and patching are included in the purchase price.
- 5.14 The costs for replacing the network infrastructure equipment are set out below:

<b>Item</b>	<b>Cost per Item</b>	<b>No of Items</b>	<b>Total Cost</b>
Core Switch (inc licenses and power supply)	27,275	3	£81,825
Perimeter Switch (inc. licenses and power supply)	£6,744	6	£40,464
ESXi Host including support	£19,511	3	£58,533
Contingency for price increases etc			£18,082
<b>TOTAL</b>			<b>£198,904</b>

- 5.15 The cost and lead times for network equipment delivery are ever-increasing and reconditioned equipment is also becoming increasingly more expensive. A contingency of 10% has been included to cover any potential price increases.

## **6 Implications**

### **6.1 Financial**

The report sets out a requirement of £198,904. Due to the urgent nature of the replacements required the balance will be funded by a review and reallocation of earmarked reserve balances held.

### **6.2 Legal**

None

### **6.3 Human Resources**

None

### **6.4 Risk Management**

There is a risk of a catastrophic network failure at the Council which would have an impact on service delivery and could in turn create a risk to the integrity of our data and network.

### **6.5 Equalities and Diversity**

None



**6.6 Health**

None

**6.7 Climate Change**

None

**7 Appendices**

None

**8 Previous Consideration**

Cabinet - 7 May 2024 - Minute No CAB74/24

**9 Background Papers**

None

**Contact Officer:** Sarah Warren, Chief Technology Officer

**Telephone Number:** 01785 619238

**Ward Interest:** Nil

**Report Track:** Cabinet 7 May 2024

Council 30 July 2024

**Key Decision:** Yes

## Agenda Item 11

# Committee Business Planning Reports

**Committee:** Council  
**Date of Meeting:** 30 July 2024  
**Report of:** Head of Law and Governance

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## 1 Purpose of Report

- 1.1 To allow the Council to consider the annual reports from the Scrutiny Committees in accordance with Article 6, paragraph 6.3 of the Council's Constitution.

## 2 Recommendations

- 2.1 That the annual reports from the Scrutiny Committees be received.

### Reasons for Recommendations

- 2.2 Article 6, paragraph 6.3 of the Council's Constitution requires each Scrutiny Committee to report annually to full Council on their past workings and future work programme.

## 3 Key Issues

- 3.1 The Council has appointed three committees to discharge the functions of overview and scrutiny, as required by section 21 and 9F of the Local Government Act 2000.
- 3.2 Each Scrutiny Committee has considered its work programme and approved an annual report to be submitted to Council (attached as Appendices).

## 4 Relationship to Corporate Priorities

- 4.1 The Committee process supports all of the Council's Corporate Priorities.

## **5 Report Detail**

5.1 The following annual reports from the following Committees on their past workings and future work programme are submitted for consideration:-

### **Scrutiny Committee**

Resources	<b>APPENDIX 1</b>
Economic Development and Planning	<b>APPENDIX 2</b>
Community Wellbeing	<b>APPENDIX 3</b>

## **6 Implications**

### **6.1 Financial**

Nil

### **6.2 Legal**

Nil

### **6.3 Human Resources**

Nil

### **6.4 Risk Management**

Nil

### **6.5 Equalities and Diversity**

The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

### **6.6 Health**

Nil

### **6.7 Climate Change**

Nil

## **7 Appendices**

Appendix 1: Resources

Appendix 2: Economic Development and Planning

Appendix 3: Community Wellbeing

## **8 Previous Consideration**

Appendix 1 - Resources Scrutiny Committee - 2 July 2024 - Minute Number RSC5

Appendix 2 - Economic Development and Planning Scrutiny Committee - 27 June 2024 - Minute Number EDP4

Appendix 3 - Community Wellbeing Scrutiny Committee - 26 June 2024 - Minute Number CWB6

## **9 Background Papers**

File available in Law and Governance.

**Contact Officer:** Ian Curran

**Telephone Number:** 01785 619220

**Ward Interest:** Nil

**Report Track:** Resources 2 July 2024

Economic Development and Planning 27 June 2024

Community Wellbeing 26 June 2024

**Key Decision:** N/A

## Appendix 1

# Business Planning Report

**Committee:** Resources Scrutiny Committee

**Date of Meeting:** 2 July 2024

**Report of:** Head of Law and Governance

**Portfolio:** Resources

## 1 Purpose of Report

- 1.1 To review the programme of business considered by the Resources Scrutiny Committee in 2023/24 with a view to the report being submitted to the Council.

## 2 Recommendations

- 2.1 The Committee approve this report as its Annual Report to the Council.

### Reasons for Recommendations

- 2.2 To update the Council of items considered at the Resources Scrutiny Committee in the 2023/24 Municipal year.

## 3 Key Issues

- 3.1 During the past Municipal Year, the Resources Scrutiny Committee considered a wide variety of issues in support of the Corporate Business Objective to be a well-run, financially sustainable and ambitious organisation responsive to the needs of our customers and communities and focussed on delivering our objectives.
- 3.2 The Committee has completed an Annual Review of the Constitution.
- 3.3 The Committee will continue to control its own Work Programme, which is already populated with a range of issues for the forthcoming Municipal Year.

## **4 Relationship to Corporate Priorities**

- 4.1 This report is most closely associated with the following Corporate Business Objective 3:-

To be a well-run, financially sustainable and ambitious organisation responsive to the needs of our customers and communities and focussed on delivering our objectives.

## **5 Report Detail**

- 5.1 During the 2023/24 Municipal Year, the Resources Scrutiny Committee considered a wide variety of issues, including monitoring two of the Councils largest contracts that supported the Corporate Business Objective to be a well-run, financially sustainable and ambitious organisation responsive to the needs of our customers and communities and focussed on delivering our objectives.
- 5.2 The Committee has undertaken a Task and Finish Review relating to the Review of the Constitution, which has led to a recommendation being endorsed by Council.
- 5.3 The Committee considered the following reports:-
- Complaints Monitoring 2022/23
  - General Fund Revenue Budget 2023-24 to 2026-27 and Capital Programme 2023-24 to 2026-27
  - Fees and Charges Review 2024
- 5.4 The Committee continues to control its own Work Programme and makes appropriate adjustments as necessary.
- 5.5 Under its Terms of Reference, the Committee received details of the General Fund Budget and Capital Programme for the whole Council as well as receiving regular reports that monitored both operational and financial performance.
- 5.6 The Resources Scrutiny Committee's Work Programme is already populated for the forthcoming Municipal Year with various items and will again undertake the annual Review of the Constitution early in the New Year.
- 5.7 It is intended that this report, with the addition of any appropriate information concerning the current meeting, be taken to the next available meeting of the Council as the report back from this Scrutiny Committee in accordance with Article 6, Paragraph 6.3 of the Constitution whereby the Committee is required to report annually to the Council on its workings and future Work Programme.

## **6 Implications**

### **6.1 Financial**

None

### **6.2 Legal**

None

### **6.3 Human Resources**

None

### **6.4 Risk Management**

None

### **6.5 Equalities and Diversity**

The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

### **6.6 Health**

None

### **6.7 Climate Change**

None

## **7 Appendices**

None

## **8 Previous Consideration**

None

## **9 Background Papers**

File in Law and Governance

**Contact Officer:** Jackie Allen  
**Telephone Number:** 01785 619552  
**Ward Interest:** None  
**Report Track:** Resources 2 July 2024 (Only)  
**Key Decision:** N/A



**Appendix 2****Business Planning Report**

<b>Committee:</b>	Economic Development and Planning Scrutiny
<b>Date of Meeting:</b>	27 June 2024
<b>Report of:</b>	Head of Law and Governance
<b>Portfolio:</b>	Economic Development and Planning

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**1 Purpose of Report**

- 1.1 To review the programme of business considered by the Economic Development and Planning Scrutiny Committee in 2023/24 with a view to the report being submitted to the Council.

**2 Recommendations**

- 2.1 The Committee approve this report as its Annual Report to the Council.

**Reasons for Recommendations**

- 2.2 To update the Council of items considered at the Economic Development and Planning Scrutiny Committee in the 2023/24 Municipal year.

**3 Key Issues**

- 3.1 During the past Municipal Year, the Economic Development and Planning Scrutiny Committee considered a wide variety of issues that has helped to embrace its continuing role to ensure that the Council delivers sustainable economic and housing growth to provide income and jobs.
- 3.2 The Committee controls its own Work Programme which is already populated with a range of issues for the forthcoming Municipal Year.

**4 Relationship to Corporate Priorities**

- 4.1 This report is most closely associated with the following Corporate Business Objective 1:-

To deliver sustainable economic and housing growth to provide income and jobs.

## **5 Report Detail**

- 5.1 During the 2023/24 Municipal Year, the Economic Development and Planning Scrutiny Committee has considered a wide variety of issues that supported the Council's Business Objective of delivering sustainable economic and housing growth to provide income and jobs.
- 5.2 In order to achieve this, the Committee have received regular updates concerning the Economic Growth and Regeneration Projects throughout the Borough.
- 5.3 A Task and Finish Review Group has commenced regarding Town centre Events.
- 5.4 Other items that the Committee considered included the following:-
- Biodiversity Net Gain
  - Development Management Performance
  - New Local Plan 2020-2040
  - Meecebrook Garden Community
  - Stafford Town Centre Transformation / Future High Street Fund
  - Economic Growth Development and Regeneration Projects
- 5.5 The Committee has received presentations on the following:
- Business and Leisure Tourism
  - Development Management
- 5.6 The Committee continues to control its own Work Programme and regularly makes appropriate adjustments.
- 5.7 Under its Terms of Reference, the Committee has received regular reports that monitored both operational and financial performance.
- 5.8 The Work Programme is populated with a variety of issues for the forthcoming Municipal Year.
- 5.9 It is intended that this report, with the addition of any appropriate information concerning the current meeting, be taken to the next available meeting of the Council as the report back from this Scrutiny Committee in accordance with Article 6, Paragraph 6.3 of the Constitution whereby the Committee is required to report annually to the Council on its workings and future Work Programme.

## **6 Implications**

### **6.1 Financial**

None

**6.2 Legal**

None

**6.3 Human Resources**

None

**6.4 Risk Management**

None

**6.5 Equalities and Diversity**

The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

**6.6 Health**

None

**6.7 Climate Change**

None

**7 Appendices**

None

**8 Previous Consideration**

None

**9 Background Papers**

File in Law and Governance

**Contact Officer:** Jackie Allen

**Telephone Number:** 01785 619552

**Ward Interest:** Nil

**Report Track:** Economic Development and Planning Scrutiny Committee - 27 June 2024 (Only)

**Key Decision:** N/A

## Appendix 3

# Business Planning Report

<b>Committee:</b>	Community Wellbeing Scrutiny
<b>Date of Meeting:</b>	26 June 2024
<b>Report of:</b>	Head of Law and Governance
<b>Portfolio:</b>	Community

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## 1 Purpose of Report

- 1.1 To review the programme of business considered by the Community Wellbeing Scrutiny Committee in 2023/24 with a view to the report being submitted to the Council.

## 2 Recommendations

- 2.1 The Committee approve this report as its Annual Report to the Council.

### Reasons for Recommendations

- 2.2 To update the Council of items considered at the Community Wellbeing Scrutiny Committee in the 2023/24 Municipal year.

## 3 Key Issues

- 3.1 During the past Municipal Year, the Community Wellbeing Scrutiny Committee has considered a wide variety of issues supporting the Council's Corporate Business Objective to improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities and promote health and wellbeing.
- 3.2 The Committee has maintained its close links with the Staffordshire Health and Care and Overview and Scrutiny Committee receiving regular updates.
- 3.3 The Committee continues to control its own Work Programme which is populated with a range of issues for the forthcoming Municipal Year.

## 4 Relationship to Corporate Priorities

- 4.1 This report is most closely associated with the following Corporate Business Objective 2:-

To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities and promote health and wellbeing.

## 5 Report Detail

- 5.1 During the past 2023/24 Municipal Year, the Community Wellbeing Scrutiny Committee considered a wide variety of issues supporting the Council's Corporate Business Objective to improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities and promote health and wellbeing.

- 5.2 In order to achieve this, the Committee have considered a wide variety of issues, including:-

- Freedom Leisure Annual Report 2022/23
- Veolia Annual Report
- Draft Sex Establishment Policy
- Health Scrutiny : Joint Working Arrangements

- 5.3 The Committee sustained its close links with the Staffordshire Health and Care and Overview and Scrutiny Committee by receiving regular reports on the work of the Committee, which was accordingly reciprocated.

- 5.4 The Committee have received presentations concerning the following:-

- Housing Plus
- Community Wellbeing Partnership
- Recycling

- 5.5 Under its Terms of Reference, the Committee has received regular reports that monitored both operational and financial performance.

- 5.6 The Committee continues to control its own Work Programme, regularly making appropriate adjustments and is already populated for the forthcoming Municipal Year with a variety of issues.

5.7 It is intended that this report, with the addition of any appropriate information concerning the current meeting, be taken to the next available meeting of the Council as the report back from this Scrutiny Committee in accordance with Article 6, Paragraph 6.3 of the Constitution whereby the Committee is required to report annually to the Council on its workings and future Work Programme.

## **6 Implications**

### **6.1 Financial**

None

### **6.2 Legal**

None

### **6.3 Human Resources**

None

### **6.4 Risk Management**

None

### **6.5 Equalities and Diversity**

None

### **6.6 Health**

None

### **6.7 Climate Change**

None

## **7 Appendices**

None

## **8 Previous Consideration**

None

## **9 Background Papers**

File available in Law and Governance

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**Ward Interest:** Nil

**Report Track:** Community Wellbeing Scrutiny Committee  
26 June 2024 (Only)

**Key Decision:** N/A