

Dear Members

**Community Wellbeing Scrutiny Committee**

A meeting of the Community Wellbeing Scrutiny Committee will be held in the **Craddock Room, Civic Centre, Riverside Stafford on Tuesday 10 January 2023 at 6.30pm** to deal with the business as set out on the agenda.

Members are asked to note that this meeting will be recorded.

Members are reminded that contact officers are shown at the top of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.



Head of Law and Administration

# COMMUNITY WELLBEING SCRUTINY COMMITTEE

10 JANUARY 2023

Chair - Councillor J Hood

## AGENDA

- 1 Minutes of 17 November 2022 as previously published on the Council's website.
- 2 Apologies
- 3 Public Question Time - Nil
- 4 Councillor Session - Nil
- 5 Members' Items

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### **Membership**

#### **Chair - Councillor J Hood**

R J Barron  
A G Cooper  
A P Edgeller  
A D Hobbs  
J Hood

A M Loughran  
J A Nixon  
A N Pearce  
M Phillips  
R M Sutherland

## Agenda Item 5(a)

<b>Committee:</b>	Community Wellbeing Scrutiny
<b>Date of Meeting:</b>	10 January 2023
<b>Report of:</b>	Councillor J Hood
<b>Contact Officer:</b>	Andrew Bailey
<b>Telephone Number:</b>	01785 619212
<b>Ward Interest:</b>	Nil
<b>Report Track:</b>	Community Wellbeing 10/01/2023 (Only)

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## Health and Care Overview and Scrutiny Committee

### 1 Purpose of Report

- 1.1 To note the report of Councillor J Hood on matters considered by the Health and Care Overview and Scrutiny Committee at their previous meetings held on 3 and 17 October 2022.

### 2 Recommendation

- 2.1 That the report of Councillor J Hood be noted.

### 3 Key Issues and Reasons for Recommendation

- 3.1 The following report details the various matters considered by the Health and Care Overview and Scrutiny Committee at their previous meetings held on 3 and 17 October 2022 for noting.

### 4 Relationship to Corporate Business Objectives

- 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 As part of the devolved Health Scrutiny arrangements, the Council's representative on the Health and Care Overview and Scrutiny Committee is requested to provide a brief written report on meetings of the Health and Care Overview and Scrutiny Committee for noting.
- 5.2 Accordingly, the digest of the meetings of the Health and Care Overview and Scrutiny Committee are attached for noting as follows:-

**APPENDIX - 3 and 17 October 2022**

## **6 Implications**

### **6.1 Financial**

Nil

### **6.2 Legal**

Nil

### **6.3 Human Resources**

Nil

### **6.4 Human Rights Act**

Nil

### **6.5 Data Protection**

Nil

### **6.7 Risk Management**

Nil

### **6.8 Community Impact Assessment Recommendations**

#### **Impact on Public Sector Equality Duty:**

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.

**Wider Community Impact:**

Detailed above.

**7 Previous Consideration**

Nil

**8 Background Papers**

File available in Law and Administration.

## APPENDIX

**Committee:** Community Wellbeing Scrutiny

**Date of Meeting:** 10 January 2023

### **Health and Care Overview and Scrutiny Committee**

#### **October 2022 District and Borough Council Digest**

Under the Health Scrutiny Code of Joint Working with District and Borough Councils, Authorities have undertaken to keep relevant Partners informed of their consideration of health matters having regard to the general working principle of co-operation and the need to ensure a co-ordinated Staffordshire approach. Therefore, the following is a summary of the business transacted at the meetings of the Health and Care Overview and Scrutiny Committee held on 3 October 2022 and 17 October 2022.

#### **Health and Care Overview and Scrutiny Committee 3 October 2022**

##### **System Pressures**

Report and presentation from the Integrated Care System. All partners have a role to play in system flow and the report detailed the operational response for interventions being taken at each point of the pathway. Interventions were grouped in areas: Pre-hospital; In-hospital; Discharge; Learnings and Winter Planning.

Committee welcomed the work being done to mitigate and respond to pressures in the system. Pressures were considered in the system, the prevalent issues were workforce, demand, and acuity of patients compared to pre-covid. There were also significant pressures on domiciliary and care home provision, and it was noted that a discharge review was due to commence.

##### **Integrated Care Board (ICB) Performance**

The report provided context and detailed data relating to NHS services performance in Staffordshire and Stoke-on-Trent. Senior representatives from ICB commissioning and provider organisations responded to members questions on the eight portfolios based on current priorities: Population Health, Prevention and Health Inequalities; Planned Care; Children, Young People and Maternity; Frailty and Long-Term Conditions; Primary Care; Mental Health; Learning Disability and Autism; and Workforce.

##### **Social Care Performance Update**

The report focused on performance against objectives to ensure effective and efficient assessment of needs that offers fair access to services and maintain a market for care and support that offers services at an affordable price. The pressures

on domiciliary and care homes were considered, and questions highlighted challenges around recruitment and retention of carers, the cost-of-living issues including cost of energy was putting pressure on care providers, demand for financial assessments over supply and some services may need review and redesign and care market development.

### **The Future of Supported Living Services in Staffordshire**

The report detailed feedback from stakeholders on the future commissioning arrangements for Supported Living Services in Staffordshire. services work closely with NHS and members welcomed the suggestion to work towards integration in the future. Comments were reported back to Cabinet on 19 October 2022.

### **Clinical Policy Alignment**

The report considered the five clinical areas under consideration which had been through prioritisation and involvement processes, technical events, and refining proposals. The clinical areas were: Male and Female sterilisation; IVF; Hearing loss; Breast Reconstruction and augmentation and Removal of Excess Skin following significant weight loss.

Local needs were taken into consideration, the Integrated Care Board ICB had now taken over the role of 6 CCGs and provided one policy to implement based on clinical evidence. The Chairman welcomed the pragmatic approach taken by ICB in interweaving this clinical policy alignment work into the Women's Health Strategy.

### **Health and Care Overview and Scrutiny Committee 17 October 2022**

#### **Staffordshire and Stoke on Trent ICS Workforce Update**

The report and presentation outlined the workforce challenges within Staffordshire and Stoke-on-Trent, the appendices provided the ICB People Plan and Annual Report for 2020/21, in addition videos in the presentation highlighted good practice case studies.

Committee understood that demand and acuity of patients compared to pre-covid levels were the prevalent issues impacting on workforce. Staffing capacity and flow had been impacted by Covid spikes, and it was of concern that Covid levels were rising again. Assurance was given that health and care services were working together to address the workforce challenges and to develop the future workforce. Committee welcomed the work being done to mitigate and respond to workforce pressures in the system and the £4 million saving on redundancies in the system.

#### **Workforce Planning - Health and Social Care**

The report outlined current challenges on workforce in care, the importance of an attractive recruitment process and retention of staff. The Cabinet Member indicated the need to raise the status of social care and the importance of working together with NHS partners to have coherence and to develop the caring industry. Committee

recognised the increasing demand on care resources, the need to make best use of resource, to look at assistive technology and digital technology for records to streamline processes, and to work with care companies on routes and care packages across the County. Members questioned data and information in the report and the action plan that sat behind the data.

### **Ockenden Report**

The report provided an update on progress against the actions arising from the Ockenden report on Maternity Services and outlined areas where there was still work to do. The Committee noted the workforce issues in Maternity services but was reassured by the progress and pleased that improvements were being made.

### **Inpatient services in south east Staffordshire for adults and older adults experiencing severe mental illness or dementia**

The report provided responses to questions and requests for further information made at Health and Care Overview and Scrutiny Committee on 1 August 2022. The Draft Standard Operating Procedure for Transport would be circulated to Members once comments were received from stakeholders. NHS England had provided feedback on the business case for inpatient mental health services in September 2022. A further report was requested once the NHS England Assurance Process had taken place in November 2022. No decision had been made at this point.

To see the reports in full and view the webcast of the meeting see the links below:

[Agenda for Health and Care Overview and Scrutiny Committee on Monday 3 October 2022, 10.00am - Staffordshire County Council](#)

[Agenda for Health and Care Overview and Scrutiny Committee on Monday 17 October 2022, 10.00am - Staffordshire County Council](#)

The next meeting will be held on Monday 28 November 2022 at 10.00 am, County Buildings, Stafford.

## Agenda Item 7(a)

<b>Committee:</b>	Community Wellbeing Scrutiny Committee
<b>Date of Meeting:</b>	10 January 2023
<b>Report of:</b>	Interim Head of Operations
<b>Contact Officer:</b>	Neale Clifton
<b>Telephone Number:</b>	01785 619411
<b>Ward Interest:</b>	Nil
<b>Report Track:</b>	Community Wellbeing Scrutiny 10/01/2023 (Only)

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## Air Quality Annual Status Report 2022

### 1 Purpose of Report

- 1.1 To inform the committee of the work that is undertaken by the Council to monitor the air quality of the Borough to ensure that there is a good and healthy air quality environment.

### 2 Recommendation

- 2.1 That the Air Quality Annual Status Report 2022 be noted.

### 3 Key Issues and Reasons for Recommendation

- 3.1 Air Quality Management is a national priority which attracts increasing levels of public interest. Therefore, the local management of current and future air quality in the Borough is of great importance. In 2017 Cabinet approved an Air Quality Strategy for the Borough covering the period 2017 - 2021, which consolidated the existing principle of considering air quality issues at the heart of local corporate decision making. It is proposed that the Air Quality Strategy will be reviewed and updated by the end of this financial year.
- 3.2 With regard to Air Quality Management all local authorities in England are required to:
- carry out an annual assessment of the local air quality in their areas;
  - to compare the findings against nationally adopted standards;
  - to report the findings to the government and;

- to declare air quality management areas (AQMA's) where necessary.

Government guidance recommends that the assessment this year takes the form of an annual status (progress) report and should follow the checklist method provided in the guidance notes. This report meets that requirement.

- 3.3 The results for the latest survey 'Air Quality Annual Status Report 2022' showed that the air quality within Stafford Borough achieves the standards set by government. It concluded that no actions are required to reduce air pollution in Stafford Borough. Nevertheless, it will be important that the future growth of the Borough continues to have regard to the effects of any potential deterioration in air quality.

## **4 Relationship to Corporate Business Objectives**

- 4.1 The Air Quality Annual Status Report 2022 is relevant to the achievement of the Council's Corporate Business Plan Objectives 2 and 3:

'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.'

'To tackle Climate Change by implementing our Climate Change and Green Recovery objectives.'

## **5 Report Detail**

- 5.1 Air pollution damages lives because of the harmful effects it has on human health, the economy, and the environment. The mortality burden of air pollution within the UK is equivalent to 28,000 to 36,000 deaths.
- 5.2 It is the largest environmental risk to human health contributing to cardiovascular disease, lung cancer and respiratory diseases.
- 5.3 Currently the European Air Quality standards are met in Stafford Borough and the Council is keen to maintain this status. Additionally, where possible the Council strives to improve air quality in the Borough in order to achieve health and economic benefits.
- 5.4 It is important that the future growth of the Borough has regard to the effects of any potential deterioration in air quality arising from new development in the Borough. In particular, the planned growth in housing and employment development over the next few decades, along with the proposed new HS2a hub, will generate additional vehicle movements on the primary road networks with the potential of reducing the present levels of air quality. Emissions arising from motorway traffic remains an area of concern for Stafford Borough. However, the M6 smart motorway scheme is nearing completion and will deliver extra capacity, thereby forecast to reduce emissions affecting our communities.

### **Air Quality Monitoring**

- 5.5 Nitrogen Dioxide (NO<sub>x</sub>) is the only air pollutant monitored by Stafford Borough Council.
- 5.6 The Council has been monitoring traffic pollution for many years. However, in 1995 the Government set a legal obligation for local authorities to review and assess air quality against health-based standards within their districts. Every local authority in England has an obligation to undertake such a survey. The results have to be submitted on an annual basis to the Department for Environment, Food and Rural Affairs (DEFRA).
- 5.7 The Council monitors air pollution from traffic at 29 sites across Stafford Borough. Air Quality monitoring in Stafford Borough is carried out at non-automatic monitoring sites (currently the Council does not use automatic (continuous) monitoring).
- 5.8 The results for the latest survey 'Air Quality Annual Status Report 2022' (ASR2022) (which was conducted in accordance with government guidelines) showed that the air quality within Stafford Borough achieves the standards set by government. It concluded that no actions are required to reduce air pollution in Stafford Borough but shows that air pollution from the M6 motorway is the most significant source of air pollution in the Borough. Importantly, the results indicate that the Council does not have to declare any Air Quality Management Areas. Please see the Appendix for the latest survey report and results, which also includes a map showing the locations of the monitoring sites. The ASR2022 has been scrutinised by DEFRA. All of the actions identified in the improvement plan for 2020/2021 have been completed.
- 5.9 The Council is looking to further increase its network of air quality monitoring points in the Borough to provide further information on the air quality in key locations such as adjacent to the M6, schools and near to growth points. Additionally, the Council has purchased a number of 'personal' air quality monitors which can be worn by members of the public when going about their daily activities.
- 5.10 Finally it should be noted that the Council was successful in securing funding of approximately £350,000 from Government to provide electric vehicle charging points for taxis within the Borough. The Council was allocated its share of an overall £1,050,000 funding award, working in partnership with Stoke on Trent City Council and Newcastle under Lyme Borough Council, to provide a number of charging points in the Borough. Implementation of this project has been delayed by the Covid-19 pandemic but is now at the delivery stage with chargers in place at four locations and other locations being explored.

## **6 Implications**

### **6.1 Financial**

Costs arising from preparation of the report are contained within existing budgetary provision.

### **6.2 Legal**

None

### **6.3 Human Resources**

None

### **6.4 Human Rights Act**

None

### **6.5 Data Protection**

None

### **6.7 Risk Management**

None

### **6.8 Community Impact Assessment Recommendations**

#### **Impact on Public Sector Equality Duty:**

Nil

#### **Wider Community Impact:**

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.

## **7 Previous Consideration**

Nil

## **8 Background Papers**

File available in Operations



# 2022 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the Environment Act 1995  
Local Air Quality Management

**Date:** June 2022



Information	Details
<b>Local Authority Officer</b>	Shaun Baker
<b>Department</b>	Operations
<b>Address</b>	Civic Centre Riverside Stafford
<b>Telephone</b>	01785 619000
<b>Email</b>	<a href="mailto:sbaker@staffordbc.gov.uk">sbaker@staffordbc.gov.uk</a>
<b>Report Reference Number</b>	2022 ASR
<b>Date</b>	June 2022

# Executive Summary: Air Quality in Our Area

## Air Quality in Stafford Borough

Air pollution is associated with adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children, the elderly, and those with existing heart and lung conditions. There is also often a strong correlation with equalities issues because areas with poor air quality are also often less affluent areas<sup>1,2</sup>.

The mortality burden of air pollution within the UK is equivalent to 28,000 to 36,000 deaths at typical ages<sup>3</sup>, with a total estimated healthcare cost to the NHS and social care of £157 million in 2017<sup>4</sup>.

Data presented in this report was collected during 2021, a time when the COVID19 pandemic significantly altered traffic flows and industries, and so may not be fully representative of past and future trends.

The findings of the annual air quality reports produced by Stafford Borough Council since 2004, are that air quality standards are met in Stafford Borough, and that no Air Quality Management Areas (AQMA's) are required. The findings of the 2022 ASR again show that the air quality standards are complied with and that there is no need to declare an air quality management area in our Borough.

Traffic pollution generated by the M6 motorway around Junction 15 for Stafford and at Clayton continues to cause the greatest concern however, NO<sub>2</sub> levels here continue to be below the annual objective limit.

The construction of the M6 'smart motorways' scheme commenced during 2018 and is nearing completion, this has impacted traffic flows significantly during the reporting period for this ASR. In the near future HS2 construction will also significantly affect traffic flows

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<sup>1</sup> Public Health England. Air Quality: A Briefing for Directors of Public Health, 2017

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

<sup>3</sup> Defra. Air quality appraisal: damage cost guidance, July 2021

<sup>4</sup> Public Health England. Estimation of costs to the NHS and social care due to the health impacts of air pollution: summary report, May 2018

across the Borough, therefore, monitoring of air pollution will need to be designed to identify emerging air quality issues.

## Actions to Improve Air Quality

Whilst air quality has improved significantly in recent decades and will continue to improve due to national policy decisions, there are some areas where local action is needed to improve air quality further.

The 2019 Clean Air Strategy<sup>5</sup> sets out the case for action, with goals to reduce exposure to harmful pollutants. The Road to Zero<sup>6</sup> sets out the approach to reduce exhaust emissions from road transport through a number of mechanisms; this is extremely important given that the majority of Air Quality Management Areas (AQMAs) are designated due to elevated concentrations heavily influenced by transport emissions.

Stafford Borough Council does not have any Air Quality Management Areas however it remains important that improvements to air quality are pursued wherever possible to retain this position. Stafford Borough Council has important regional motorway and trunk routes and as a result is keen to identify systems that will improve transboundary pollution levels, for this reason the Council has produced an Air Quality Strategy Document and is a full member of the Staffordshire ECO stars initiative.

The Council has published its Air Quality Strategy Document developed in consultation with key partners including actions and linking to the Climate Change Emergency Strategy, intended to provide a framework around which air quality issues can be dealt with throughout Council Services in the future ([www.staffordbc/aqs.gov.uk](http://www.staffordbc/aqs.gov.uk)).

In March 2019 the Council applied for and was awarded a £1million grant from the Office of Low Emission Vehicles in partnership with Stoke on Trent City Council and Newcastle-under-Lyme Borough Council to provide 30 shared of the fastest rapid electric vehicle chargers primarily for the hackney carriage / private hire trade. Low emission public transport, such as electric taxis, are important both to reduce traffic emissions but also to offer and promote new cleaner technologies for all to use. This project has now delivered its first chargers (pictured below). The Borough Council is currently working in partnership

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<sup>5</sup> Defra. Clean Air Strategy, 2019

<sup>6</sup> DfT. The Road to Zero: Next steps towards cleaner road transport and delivering our Industrial Strategy, July 2018

with Staffordshire County Council, to identify new electric vehicle charging sites as part of a strategy to install more public charge points across the Borough.



## Conclusions and Priorities

- The air quality in Stafford Borough does not exceed the air quality standards, there are however significant pressures which may result in future challenges. Stafford Borough Council is undergoing a time of considerable housing growth (c 7,000 homes by 2025) and commercial investment with the added prospect of a HS2 hub station and associated business growth. The local traffic that this growth will generate needs to be managed so that the burden of extra vehicles does not result in a significant deterioration of our local air quality.
- The new Western Distributer Road in Stafford opened in 2021 and is expected to relieve traffic congestion at busy times.
- All planning applications for new housing in particular are assessed for the air quality impacts and it remains a Council priority to consider air quality impacts for all new developments.
- Motorway emissions remain a significant concern for Stafford Borough, the construction of the M6 smart motorway scheme is nearing completion, it will deliver extra capacity

and it is anticipated that traffic emissions will reduce as the Managed Motorways Scheme is implemented.

- It is likely that the large urban area of Stoke on Trent and Newcastle under Lyme will soon enforce a low emission vehicle zone, this may have the effect of diverting traffic onto neighbouring roads in Stafford Borough. Stafford Borough Council air quality monitoring stations have been positioned to monitor this potential risk.
- Air Quality and air emissions are included in the Council's Climate Change Strategy.

### **2022 Annual Status Report (ASR) – Air Quality Endorsement from the Director of Health and Care, Staffordshire County Council.**

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

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

The Air Aware project “phase 2” continues through 2022 until March 2023. The project delivers behaviour change to increase active travel, decrease car use, and raise awareness of air quality issues through five elements. These are business and school engagement, communications and campaigns, electric vehicles, and air quality monitoring in three targeted locations, Burton, Leek, and Cannock. Campaigns include Anti-Idling, walking and cycle activities and Clean Air Day. These have been countywide engaging many businesses and schools. The programme will focus on reducing levels of NO and PM, which will be monitored at key locations.

In addition, Officers from Newcastle Borough Council, Stoke City Council and Staffordshire County Council are jointly working under Ministerial Direction to improve transport related air pollution in North Staffordshire.

Dr Richard Harling



**Director of Health and Care  
Staffordshire County Council**

[1 June 2022]

## Local Engagement and How to get Involved

Public participation in the national and local air quality issues is vital to maintaining the current standards. In particular road journeys, transport mode choices, commuting methods and alternative travel methods can have significant local effects. Travel to and from and around schools is a priority and surveys have been undertaken in partnership with Staffordshire County Council and the University of the third age (U3A) group aimed at engaging children and parents in reducing school drop off emissions. The following bodies can all help to improve the general understanding of local air quality issues and how to effect positive changes.

**Stafford Borough Council**                      Operational Services  
Sustainability Matters  
Planning and Development Control  
Climate Change Group

**Staffordshire County Council**

**Stoke on Trent City Council**

**UK Air Defra.**

**North Staffordshire and Stafford Friends of the Earth**

**Public Health England**

**U3A University of the Third Age. West Midlands. Stafford Branch.**

## Local Responsibilities and Commitment

This ASR was prepared by the Environmental Health Team of Stafford Borough Council.

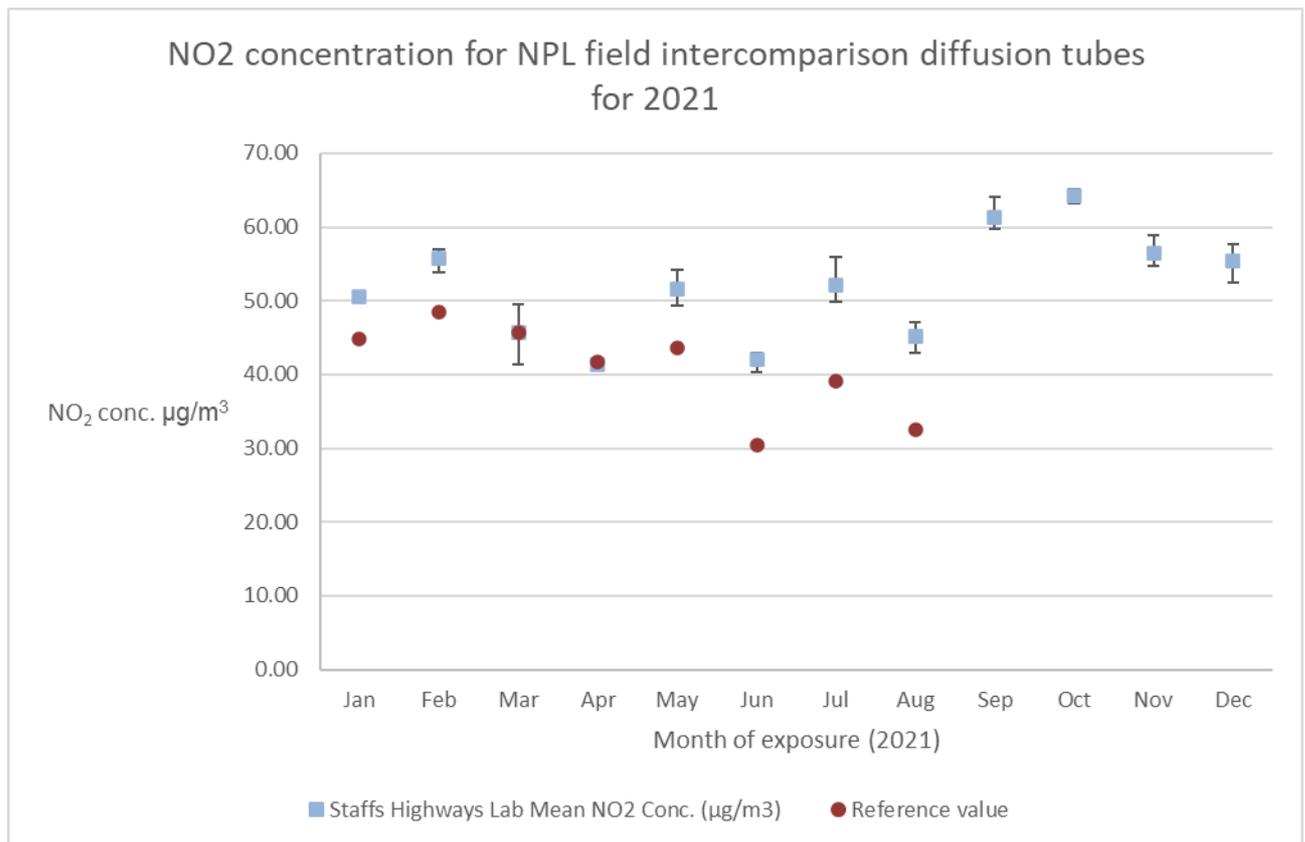
This ASR will be assessed and considered for approval by Cabinet once appraised and commented upon by DEFRA and the University of Western England.

This ASR has been endorsed by a Director of Public Health.

If you have any comments on this ASR please send them to the report author in the first instance.

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Table C.1 – Bias Adjustment Factor .....21

Table C.2 – Annualisation Summary (concentrations presented in µg/m<sup>3</sup>)**Error! Bookmark not defined.**

Table C.3 – Local Bias Adjustment Calculation ..... **Error! Bookmark not defined.**

Table C.4 – NO<sub>2</sub> Fall off With Distance Calculations (concentrations presented in µg/m<sup>3</sup>)  
..... **Error! Bookmark not defined.**

Table E.1 – Air Quality Objectives in England .....28

# 1 Local Air Quality Management

This report provides an overview of air quality in Stafford Borough Council during 2021. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995) 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 or not the 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 pursuit of the objectives. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by Stafford Borough Council to improve air quality and any progress that has been made.

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

## 2 Actions to Improve Air Quality

### 2.1 Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority should prepare an Air Quality Action Plan (AQAP) within 12 months setting out measures it intends to put in place in pursuit of compliance with the objectives.

Stafford Borough Council currently does not have any declared AQMAs.

### 2.2 Progress and Impact of Measures to address Air Quality in Stafford Borough Council.

Defra's appraisal of last year's ASR

The following comments are designed to help inform future reports.

1. The Council have provided PM2.5 monitoring results for authorities in Staffordshire, although this provides a good indication of levels in the local area, none of these are located within Stafford Borough. As Newcastle under Lyme and East Staffordshire don't have any results for the last 5 years there is no need to include these in the table.
2. The Council have reported an extensive list of measures that are being taken to tackle PM2.5 and it is encouraging to see the further actions proposed and the Council should continue to report their progress with these measures in future ASRs. Measures are also reported for other Staffordshire authorities and although it is a County wide issue it is not necessary to report the actions being taken by other authorities.
3. The Council have mentioned the comments provided in last year's Appraisal and have addressed those that proposed additional action. This is welcomed and the Council should continue this in future ASRs.
4. It is acknowledged that COVID-19 has provided challenges and barriers to implementing some of these measures due to limiting resourcing where officers were reassigned to COVID-19 duties. However, in Appendix F it is reported that no challenges were faced as a consequence of COVID-19.
5. The report submitted still has comments in. These should be removed.
6. Overall, the Council have provided a detailed report that satisfies the criteria of the relevant reporting standards. The Council should continue their good work.

## **2.3 SBC Response to the 2021 commentary for the 2022 ASR.**

Thank you for your considered comments.

1. The PM2.5 table has been amended for the 2022 report.
2. The list of measures County wide has been refocussed upon Stafford Borough Council in the main body of the report but is included as an optional addendum.
3. Agreed.
4. This has now been amended, to indicate that impacts were experienced.
5. The 'tracking' comments have been removed from the report.
6. Comment is welcomed.

Stafford Borough Council has taken forward several direct measures during the current reporting year of 2021 in pursuit of improving local air quality.

The local authority works in partnership with Staffordshire County Council, Public Health England, and Highways England through the Staffordshire Air Quality Forum. The Stafford Borough Council Air Quality Strategy has driven the award of a £1million grant towards a taxi electrification in partnership with Stoke on Trent City Council and Newcastle-under-Lyme Council now (2022) in operation. Commencing 2021, the Council contributes to the Staffordshire County Council 'EV charging Across Staffordshire' Project. We are also working towards improving air quality through continued membership of the ECO Stars vehicle fleet recognition scheme. The M6 Smart motorway scheme (Junctions 13 to 15) are expected to deliver air quality improvements in 2022.

Details of all measures completed, in progress or planned are set out in Table 2.2. three measures are included within Table 2.2, with the type of measure and the progress Stafford Borough Council have made during the reporting year of 2021 presented. Where there have been, or continue to be, barriers restricting the implementation of the measure, these are also presented within Table 2.2.

Progress on some measures has been slower than expected due to the impacts of COVID 19 during 2021.

**Table 2.1 – Progress on Measures to Improve Air Quality**

Measure No	Measure	Category	Classification	Year Measure Introduced	Estimated / Actual Completion Year	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 Quality Strategy incorporated into Climate Change Strategy	Policy Guidance	Air Quality Planning and Policy	2021	2022	Local Authority Environmental Health, Corporate Support.	NIL	No	N/A	N/A	Implemented	0.5%	NIL.	Incorporated in 2022	Achieved
2	Taxi Electrification	Taxi Emission Incentives	Promoting Low Emission Transport	2019	2022	Local Authority Environmental Health,	OLEV	Yes	Fully	£1 million	Implemented	Reduced vehicle emissions	NIL	Implementation on-going	Lack of suitable sites slowed progress
3	ECO STARS	VEHICLE FLEET EFFICIENCY	RECOGNITION SCHEME	2015-	Ongoing	Local Authority Environmental Health,	DEFRA	No	Partial	£50,000	Implemented	Reduced vehicle emissions	NIL	Implementation on-going	Future funding

## 2.4 PM – Local Authority Approach to Reducing Emissions and/or Concentrations

As detailed in Policy Guidance LAQM.PG16 (Chapter 7), local authorities are expected to work towards reducing emissions and/or concentrations of PM<sub>2.5</sub> (particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that PM<sub>2.5</sub> has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

Stafford Borough Council is taking measures to address PM<sub>2.5</sub> that are common to the measures in Table 2.2 above. However, because the Borough has a large rural footprint the naturally occurring particulate matter in the form of pollen, volatile plant oils and agricultural dust will contribute to the total burden of airborne particles. Attributing measures to control man made and natural are problematical.

Defra provides an online mapping resource to estimate current background concentrations of PM<sub>2.5</sub>. Stafford Borough Council does not monitor either PM<sub>2.5</sub> nor PM<sub>10</sub>

The highest Stafford Borough Council background has a level of 4µg/m<sup>3</sup> located in the urban areas of Stafford and Stone, the lowest is in our rural areas of 0.3µg/m<sup>3</sup>. The EU limit is 25µg/m<sup>3</sup>.

## 2.5 Particulate Matter (PM<sub>2.5</sub>) Levels in Staffordshire and Stoke-on-Trent

Several Staffordshire Authorities currently monitor locally for PM<sub>10</sub>. Defra's Automatic Urban and Rural Network (AURN) site, Stoke-on-Trent Centre has a dedicated PM<sub>2.5</sub> monitor. Table 2.3 presents data on the local level of PM<sub>2.5</sub> annual mean concentrations for the Staffordshire Authorities. Where the data is derived from PM<sub>10</sub> monitoring this has been adjusted by applying a correction factor of 0.7 to derive the PM<sub>2.5</sub> component. The correction factor has been derived from the average of all ratios of PM<sub>2.5</sub>/PM<sub>10</sub> for the years from 2010 to 2014 for forty sites within the Automatic Urban and Rural Network (AURN) where these substances are measured on an hourly basis and follows the guidance published in LAQM (TG16).

**Table 2.2 – Annual Mean PM10 and PM2.5 results of monitoring by Staffordshire Authorities 2017 to 2021**

Authority	Site Type	Monitor Location	OS Grid Ref		Year				
					2016	2017	2018	2019	2020
Newcastle under Lyme	Roadside	Queen's Gardens	E385057	PM <sub>10</sub>	(5)	(5)	(5)	(5)	(5)
			N346137	PM <sub>2.5</sub>	(5)	(5)	(5)	(5)	(5)
Cannock Chase	Roadside	Cannock A5190	E401392 N309954	PM <sub>10</sub>	-	14	18	16	(6)
				PM <sub>2.5</sub>	-	9.8	12.6	11.2	(6)
Stoke on Trent	Roadside	Basford	E386288 N346802	PM <sub>10</sub>	-	23	23	23	17
				PM <sub>2.5</sub>	-	16 <sup>(1)</sup>	16 <sup>(1)</sup>	16 <sup>(1)</sup>	12 <sup>(1)</sup>
	Roadside	A50 Roadside Meir	E392548 N342572	PM <sub>10</sub>	20 <sup>(2)</sup>	18	19	20	(3)
				PM <sub>2.5</sub>	14 <sup>(2)</sup>	13 <sup>(1)</sup>	13 <sup>(1)</sup>	14 <sup>(1)</sup>	(3)
	Urban Background	Stoke on Trent Central	E388351 N347895	PM <sub>2.5</sub>	12	9	9	9	7
East Staffordshire	Roadside	Derby Tum	E424671 N324019	PM <sub>10</sub>	(4)	(4)	(4)	(4)	(4)
				PM <sub>2.5</sub>	(4)	(4)	(4)	(4)	(4)

Notes: <sup>(1)</sup>PM<sub>2.5</sub> results are derived from PM<sub>10</sub> monitored results corrected with a 0.7 correction factor in accordance with TG16 – Annex B: Derivation of PM<sub>2.5</sub> to PM<sub>10</sub> Ratio. All other results are directly monitored.

<sup>(2)</sup> Valid data capture for 2015 was 59%. The site was commissioned on 22 May 2015.

(3) Middleport monitor was decommissioned at the end 2015

(4) East Staffordshire's monitors were decommissioned 2016

(5) Newcastle under Lyme monitors were decommissioned 2016

(6) Cannock Chase no longer monitor PM<sub>10</sub> nor PM<sub>2.5</sub>

### 2.3.2 PM<sub>2.5</sub> and Mortality in Staffordshire & Stoke-on-Trent

Although the levels of PM<sub>2.5</sub> within the County and City of Stoke on Trent are below the 2020 EU Limit value, the impact on adult mortality directly attributable to PM<sub>2.5</sub> is nonetheless still an important public health issue within Staffordshire and Stoke-on-Trent. This is revealed in data obtained from Public Health England used to inform Public Health Outcomes Framework indicator D017, as shown in Figure 1

**Figure 1 Estimated percentage number of deaths by local authority area attributable to PM<sub>2.5</sub> within Staffordshire for adults over 30 2018 to 2020**

District/County	Percentage
Newcastle-under-Lyme	5.7%
<b>Stafford</b>	<b>5.7%</b>
East Staffordshire	6.2%
South Staffordshire	6.1%
Lichfield	6.3%
Staffordshire Moorlands	5.4%
Cannock Chase	6.2%
Tamworth	6.7%
Stoke on Trent	6.1%
Staffordshire County	6.0%
England	6.6%

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

This section sets out the monitoring undertaken within 2021 by Stafford Borough Council and how it compares with the relevant air quality objectives. In addition, monitoring results are presented for a five-year period between 2017 and 2021 to allow monitoring trends to be identified and discussed.

### **3.1 Summary of Monitoring Undertaken**

#### **3.1.1 Automatic Monitoring Sites**

Stafford Borough Council does not use automatic (continuous) monitoring.

#### **3.1.2 Non-Automatic Monitoring Sites**

Stafford Borough Council undertook non- automatic (i.e. passive) monitoring of NO<sub>2</sub> at 29 sites during 2021. 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.

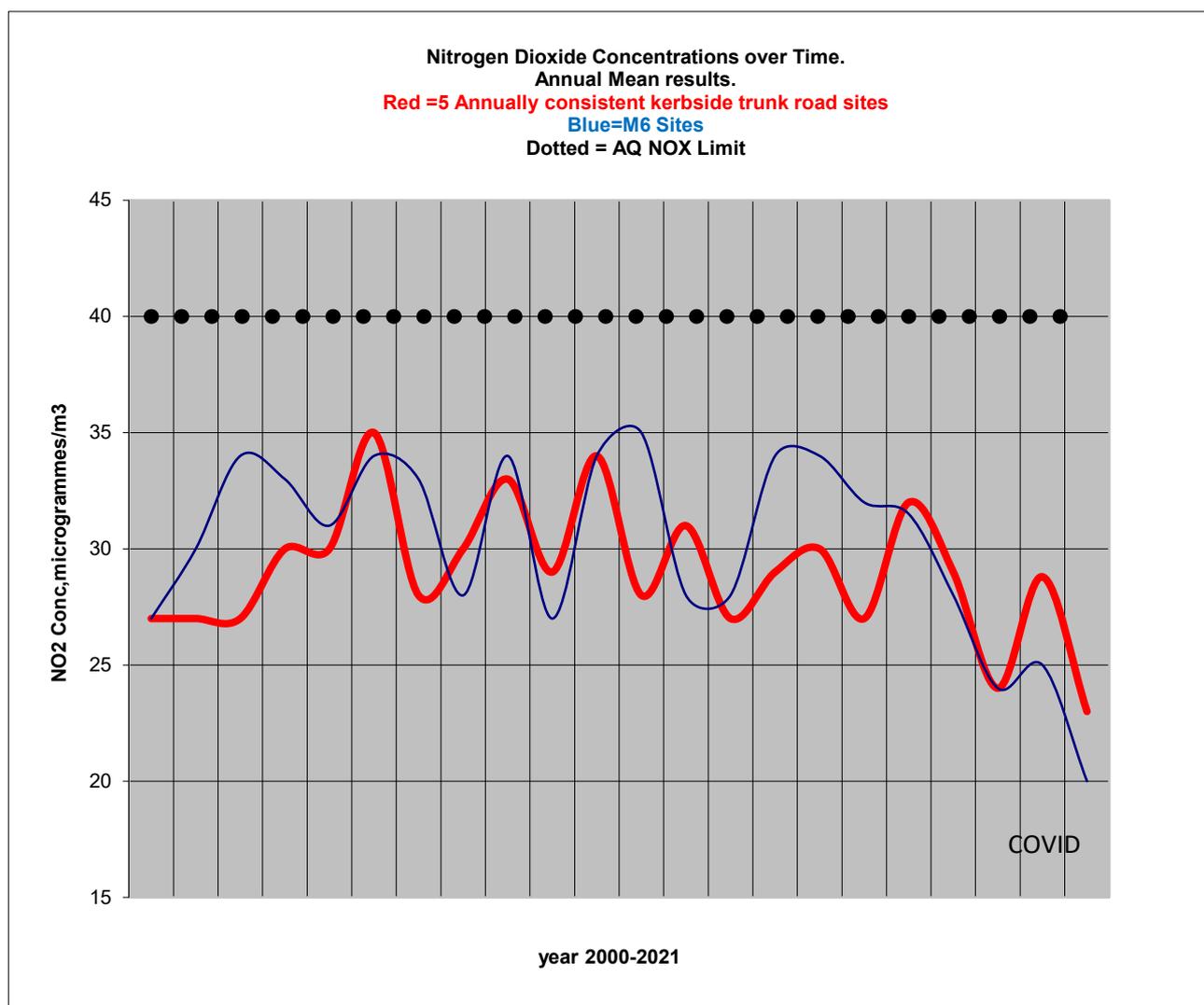
#### **3.2.1 Nitrogen Dioxide (NO<sub>2</sub>)**

For diffusion tubes, the full 2021 dataset of monthly mean values is provided in Appendix B.

There are no exceedences of the air quality objectives and no exceedences of the annual means. 2021 was exceptional because of the reduced traffic and commercial emissions

resulting from the COVID pandemic public and commercial restrictions. It is estimated that for our Borough the reduction in the motorway emission of NO<sub>2</sub> was of the order of 25%.

The summary datagraph below compares annual compound data for motorway monitoring sites and trunk roads. The results over the years have normally mirrored each other (road type), and there is no overall deterioration year on year, however this year has shown a significant change and improvement for the M6 motorway due both to the impacts of reduced traffic flows from COVID lockdowns and the reduced speeds and carriageway restrictions on the M6 motorway which has moved traffic onto the A34.



### 3.2.2 Particulate Matter (PM<sub>10</sub>)

Stafford Borough Council does not monitor PM<sub>10</sub>.

### 3.2.3 Particulate Matter (PM<sub>2.5</sub>)

Stafford Borough Council does not monitor PM<sub>2.5</sub>

### 3.2.4 Sulphur Dioxide (SO<sub>2</sub>)

Stafford Borough Council does not monitor SO<sub>2</sub>

**Table A.1 – 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) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube Co-located with a Continuous Analyser?	Tube Height (m)
1	M6 J14	Kerbside	390220	325530	NO2	no	30.0	5.0	No	2.0
2	M6 J14	Kerbside	390350	325410	NO2	no	20.0	15.0	No	2.0
3	M6 LETHBRIDGE	Other	390130	321700	NO2	no	20.0	1.0	No	2.0
4	MEIR HEATH	Kerbside	392914	340076	NO2	no	50.0	1.0	No	2.0
5	LONGTON RD STONE	Other	390231	334298	NO2	no	0.0	0	No	2.0
6	WEEPINGX	Kerbside	394471	321462	NO2	no	10.0	1.0	No	2.0
8	NORTHWOOD LANE	Kerbside	385680	342220	NO2	no	15.0	1.0	No	2.0
13	WALTON A34	Other	390310	332960	NO2	no	50.0	1.0	No	2.0
14	ERNALD WAY	Other	390090	333150	NO2	no	0.0	1.0	No	2.0
16	MEAFORD LODGE	Kerbside	388666	335429	NO2	no	15.0	1.0	No	2.0
19	ASTON (disabled 2021)	Kerbside	391149	331930	NO2	no	60.0	1.0	No	2.0
21	GREYHOUND	Kerbside	391105	328693	NO2	no	100.0	1.0	No	2.0

22	QUEENSVILLE	Kerbside	393518	321916	NO2	no	10.0	1.0	No	2.0
30	BURTON MANOR DUP	Kerbside	391581	320743	NO2	no	15.0	1.0	No	2.0
31	BURTON MANOR DUP	Kerbside	391581	320743	NO2	no	15.0	1.0	No	2.0
33	BARN BANK LANE	Kerbside	392154	319970	NO2	no	40.0	5.0	No	2.0
36	OAP BB	Kerbside	394848	341145	NO2	no	10.0	1.0	No	2.0
40	M6 HANCHURCH LANE	Other	384920	341520	NO2	no	0.0	0.0	No	2.0
ST	A34	Kerbside	390050	333270	NO2	no	35.0	0.5	No	2.0
BB1	BLYTHE BRIDGE A50	Kerbside	394830	341060	NO2	no	30.0	1.0	No	2.0
BB2	BLYTHE BRIDGE A50 CORNER	Kerbside	394290	341750	NO2	no	30.0	1.0	No	2.0
BM3	BURTON MANOR BRIDGE	Kerbside	391561	390692	NO2	no	25.0	1.0	No	2.0
TR	TRENTHAM	Kerbside	386450	341230	NO2	no	10.0	1.0	No	2.0
TITT	TITTENSOR	Kerbside	387350	338490	NO2	no	20.0	1.0	No	2.0
M6	CLAYTON	Kerbside	385080	342022	NO2	no	25.0	1.0	No	2.0
M6.2	CLAYTON RECEPTOR	Other	385096	342012	NO2	no	0.0	25.0	No	2.0
E1	ECCLESHALL	Kerbside	383166	329202	NO2	no	20.0	5.0	No	2.0

M63	CLAYTON RECEPTOR2	Other	385076	342092	NO2	no	0.0	25.0	No	2.0

**Notes:**

- (1) 0m 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.2 – Annual Mean NO<sub>2</sub> Monitoring Results: Non-Automatic Monitoring (µg/m<sup>3</sup>)**

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2021 (%) <sup>(2)</sup>	2017	2018	2019	2020	2021
1	390220	325530	Kerbside		92	27.0	27.0	30.0	27.8	20
2	390350	325410	Kerbside		92	33.0	24.0	32.0	23.4	22
3	390130	321700	Other		75	32.0	31.0	30.0	33.9	17
4	392914	340076	Kerbside		92	26.0	25.0	25.0	24.6	23
5	390231	334298	Other		92	37.0	34.0	36.0	27.1	34
6	394471	321462	Kerbside		83	33.0	34.0	28.0	27.2	23
8	385680	342220	Kerbside		83	<b>40.0</b>	38.0	30.0	31.3	28
13	390310	332960	Other		83	27.0	20.0	20.0	27.6	17
14	390090	333150	Other		75	21.0	20.0	21.0	18.1	15
16	388666	335429	Kerbside		75	29.0	30.0	36.0	33.9	17
19	391149	331930	Kerbside		-	26.0	24.0	19.0	23.1	NIL
21	391105	328693	Kerbside		83	26.0	30.0	26.0	23.4	24
22	393518	321916	Kerbside		83	30.0	29.0	29.0	31.6	22

30	391581	320743	Kerbside		75	28.0	27.0	35.0	25.6	16
31	391581	320743	Kerbside		75	33.0	27.0	24.0	27.0	17
33	392154	319970	Kerbside		75	<b><u>N/A</u></b>	<b>41.0</b>	34.0	25.2	26
36	394848	341145	Kerbside		75	21.0	23.0	28.0	20.9	18
40	384920	341520	Other		92	18.0	23.0	20.0	15.1	17
ST	390050	333270	Kerbside		92	39.0	24.0	32.0	<b>40.6</b>	30
BB1	394830	341060	Kerbside		83	32.0	31.0	24.0	22.7	22
BB2	394290	341750	Kerbside		83	27.0	33.0	33.0	32.2	19
BM3	391561	390692	Kerbside		92	32.0	23.0	21.0	23.4	20
TR	386450	341230	Kerbside		92	25.0	25.0	22.0	21.2	17
TITT	387350	338490	Kerbside		92	23.0	21.0	22.0	30.6	19
M6	385080	342022	Kerbside		92	<b>44.0</b>	38.0	31.0	26.8	26
M6.2	385096	342012	Other		92	29.0	26.0	22.0	28.1	23
E1	383166	329202	Kerbside		83			<b><u>new</u></b>	26.0	20
M63	385076	342092	Other		92			<b><u>new</u></b>	24.0	28

Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG16

☒ 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:**

2021 values are presented rounded up.

The annual mean concentrations are presented as  $\mu\text{g}/\text{m}^3$ .

Exceedances of the  $\text{NO}_2$  annual mean objective of  $40\mu\text{g}/\text{m}^3$  are shown in **bold**.

$\text{NO}_2$  annual means exceeding  $60\mu\text{g}/\text{m}^3$ , indicating a potential exceedance of the  $\text{NO}_2$  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.TG16 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%).

## Appendix B: Full Monthly Diffusion Tube Results for 2021

Table B.1 – NO<sub>2</sub> 2021 Diffusion Tube Results (µg/m<sup>3</sup>)

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northin g)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.86)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
1	390220	325530	22.3	21.2	16.2		28.4	36.1	18.4	15.3	13.5	16.8	33.8	29.3	23	20	N/A	
2	390350	325410	30.3	24.9	25.8		24.8	47.0	16.9	15.2	24.8	17.3	20.4	33.9	26	22	N/A	
3	390130	321700	22.6	25.9	22.7		22.7		I/S	17.1	23.5	17.5	15.6	16.3	20	17	N/A	
4	392914	340076	22.3	21.8	36.3		25.4	39.5	16.1	24.5	14.4	21.9	27.8	45.8	27	23	N/A	
5	390231	334298	81.0	21.1	28.6		32.3	92.6	25.1	31.5	34.2	8.1	54.8	26.3	40	34	N/A	
6	394471	321462		31.8	30.2		30.9	51.4	13.7	9.9	35.5	4.0	31.3	35.7	27	23	N/A	
8	385680	342220	41.1	13.2	26.9		29.5		78.4	17.0	7.8	45.2	27.0	39.1	33	28	N/A	
13	390310	332960		17.1	23.3		14.6	13.9	17.7	19.2	17.6	25.4	28.3	17.8	20	17	N/A	
14	390090	333150		16.6			14.4	18.3	12.7	18.1	17.3	17.7	18.4	17.1	17	15	N/A	
16	388666	335429		23.8			20.9	21.1	18.3	17.1	28.6	14.1	18.4	17.1	20	17	N/A	
19	391149	331930															N/A	Site Disabled 2021
21	391105	328693	17.8	34.9		20.9	21.8	51.8	17.3	28.3	11.8	24.5	46.1		28	24	N/A	
22	393518	321916		26.5	24.4		21.0	45.0	42.3	16.3	12.6	33.8	14.5	22.7	26	22	N/A	
30	391581	320743			26.5		26.5	38.3	20.5	14.4	6.8	4.5	15.8	16.8	19	16	N/A	
31	391581	320743			23.2		23.2	37.0	20.8	17.3	2.8	18.0	14.7	25.6	20	17	N/A	
33	392154	319970			57.9		22.1	35.8	23.3	8.9	57.3	24.7	27.3	15.7	30	26	N/A	
36	394848	341145		16.5			21.1	15.9	22.6	15.6	16.3	25.8		50.7	21	18	N/A	
40	384920	341520	17.2	32.3	19.8		16.2	26.7	20.3	16.4	8.8	17.0	25.6	20.2	20	17	N/A	
ST	390050	333270	27.3	32.3	45.5		24.4	38.0	98.9	17.3	31.0	13.9	17.5	39.3	35	30	N/A	
BB1	394830	341060	30.3	25.9	37.0			25.4	38.6	14.1	19.4	16.4	22.8	23.9	25	22	N/A	
BB2	394290	341750	36.1	28.6	9.0		18.3	40.8	12.9	4.7	31.9	15.3		22.8	22	19	N/A	
BM3	391561	390692	16.1		32.9		19.9	18.3	35.6	36.8	18.2	18.2	21.6	11.9	23	20	N/A	
TR	386450	341230	22.0		19.0		22.9	15.3	31.8	4.9	16.2	24.2	19.3	19.5	20	17	N/A	
TITT	387350	338490		25.3	13.6		16.1	22.0	43.4	10.1	2.5	23.2	28.5	35.1	22	19	N/A	
M6	385080	342022	17.3	23.9	22.7		29.5	46.3	45.7	18.1	28.5	35.6	36.1	30.8	30	26	N/A	
M6.2	385096	342012	27.0	18.6	20.4		18.9	56.9	67.7	13.5	4.4	18.1	19.5	28.7	27	23	N/A	
E1	383166	329202	17.4		22.1		13.8	20.6	62.4	15.7	18.0	14.1	31.8	14.2	23	20	N/A	
M63	385076	342092	32.8	24.0	22.7		47.0	39.2	60.9	16.9	16.1	27.4	16.9	44.1	32	28	N/A	

- All erroneous data has been removed from the NO<sub>2</sub> diffusion tube dataset presented in Table B.1
- Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG16
- Local bias adjustment factor used
- National bias adjustment factor used
- Where applicable, data has been distance corrected for relevant exposure in the final column
- Stafford Borough Council confirm that all 2021 diffusion tube data has been uploaded to the Diffusion Tube Data Entry System

**Notes:**

Exceedances of the NO<sub>2</sub> annual mean objective of 40µg/m<sup>3</sup> are shown in **bold**. Bias corrected data is rounded up.

NO<sub>2</sub> annual means exceeding 60µg/m<sup>3</sup>, indicating a potential exceedance of the NO<sub>2</sub> 1-hour mean objective are shown in **bold and underlined**.

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

### **3.3 New or Changed Sources Identified Within Stafford Borough Council During 2021**

The traffic flows around Stafford Borough have been reduced during 2021 as a consequence of Covid restrictions. Similarly some industries have operated at reduced capacity.

Smart motorways M6 construction has resulted in reduced flows at reduced speed limits.

The Stafford Western Distributer road has been completed with anticipated traffic flow relief.

### **3.4 Additional Air Quality Works Undertaken by Stafford Borough Council (SBC) During 2021**

SBC has not completed any additional works within the reporting year of 2021.

### **3.5 QA/QC of Diffusion Tube Monitoring**

The laboratory has not changed during 2021. Monitoring sites were serviced in accordance with the National calendar.

## Staffordshire County Council Staffordshire Highways Laboratory

### NO<sub>2</sub> diffusion tube analysis QC results – April 2022 Summary

#### AIR PT Scheme (LGC)

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

#### PT Rounds during 2021

- Round 42 – Feb 2021. 100% satisfactory results.
- Round 43 – June 2021. 100% satisfactory results.
- Round 45 – Aug 2021. 100% satisfactory results.
- Round 46 – Oct 2021. 100% satisfactory results.

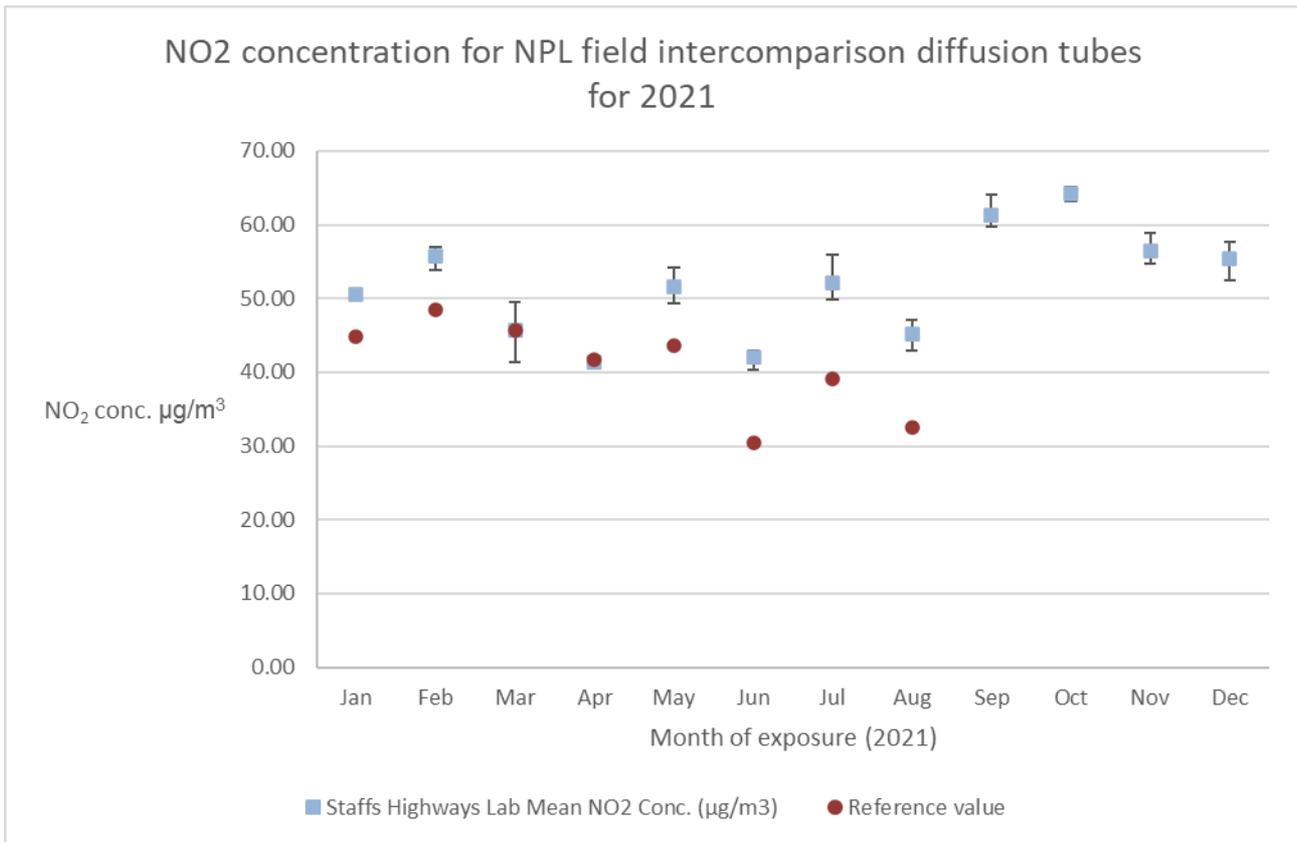
[A summary of our z-score results for 2021 can be found in the table below.](#)

PT Round	z-scores	Performance
42- Feb 2021	-0.32, -1.08, -1.52, -0.42	100% SATISFACTORY
43 – June 2021	0.35, -0.15, 0.00, 0.32	100% SATISFACTORY
45 – Aug 2021	-0.34, 0.17, -0.03, 0.00	100% SATISFACTORY
46 – Oct 2021	-0.66, -1.24, -1.14, -0.06	100% SATISFACTORY

For the more information on the AIR PT Scheme and older results see the Defra website:  
<https://laqm.defra.gov.uk/air-quality/air-quality-assessment/ga-qc-framework/>

#### Field Intercomparison (NPL)

We currently only have the reference results for January to August 2021 but our performance for all months was classified as 'GOOD' (CoV  $<20$ ). The chart below shows our results (blue squares), compared to the reference value (orange dots) for each month.



**Bias factor**

The bias adjustment factor spreadsheet on the Defra website was updated in April 2022. The overall bias factor for Staffordshire Highways Laboratory for 2021 (including the Field Intercomparison result and all the co-location results from participating local authorities, total of 14 studies) was 0.86.

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

All diffusion tube monitoring locations within SBC recorded data capture of 75% therefore it was not required to annualise any monitoring data. In addition, any sites with a data capture below 25% do not require annualisation.

## Diffusion Tube Bias Adjustment Factors

The diffusion tube data presented within the 2021 ASR have 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.TG16 provides guidance with regard to 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<sub>x</sub>/NO<sub>2</sub> continuous analysers. Alternatively, the national database of diffusion tube co-location surveys provides bias factors for the relevant laboratory and preparation method.

SBC have applied a national bias adjustment factor of 0.86 to the 2021 monitoring data. A summary of bias adjustment factors used by SBC over the past five years is presented in Table C.1.

**Table C.1 – Bias Adjustment Factor**

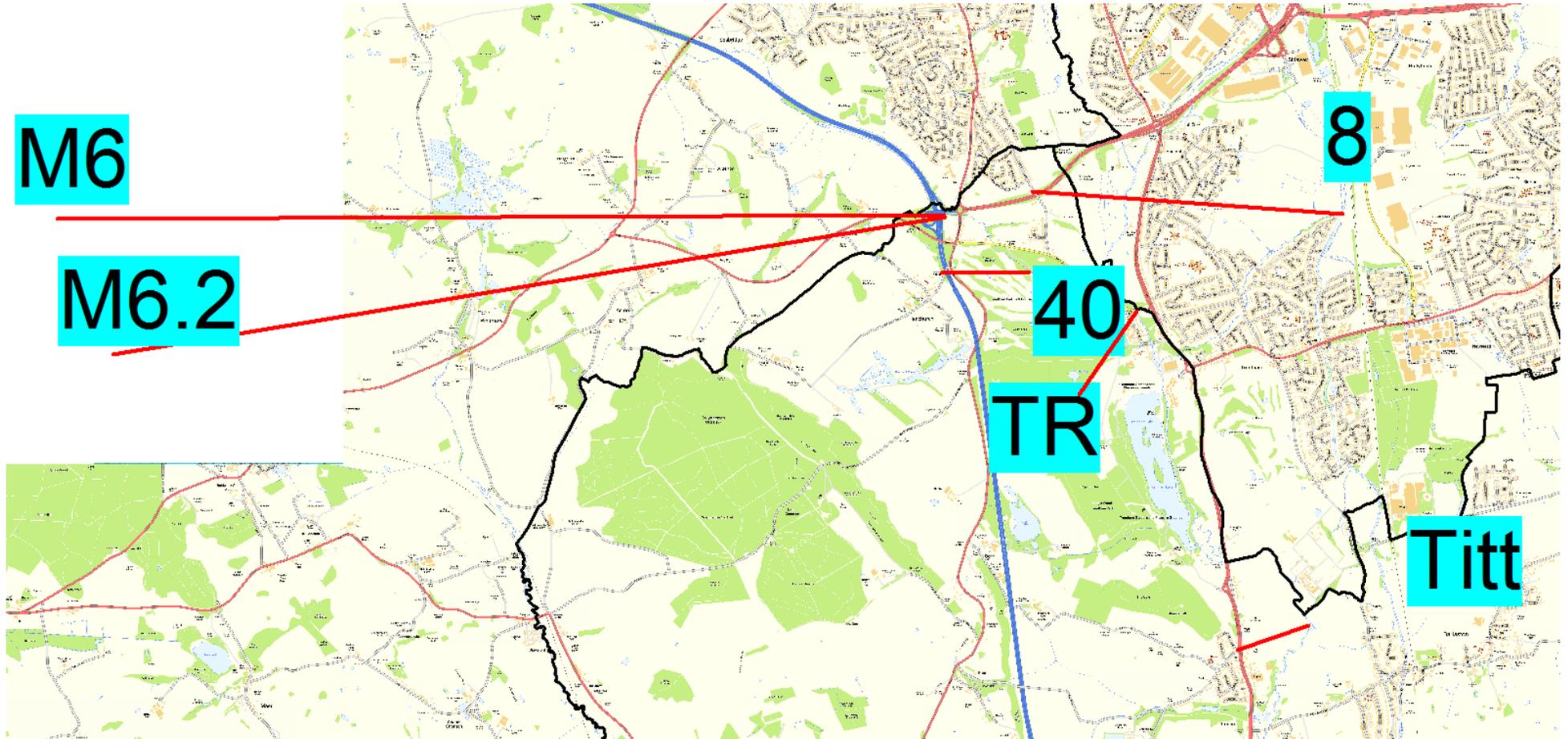
Monitoring Year	Local or National	If National, Version of National Spreadsheet	Adjustment Factor
2021	N	03/22	0.86
2020	N		0.85
2019	N		0.93
2018	N		0.87
2017	N		0.89

Staffordshire Scientific Services	20% TEA in water	2021	<b>Overall Factor (14 studies)</b>	Use	0.86
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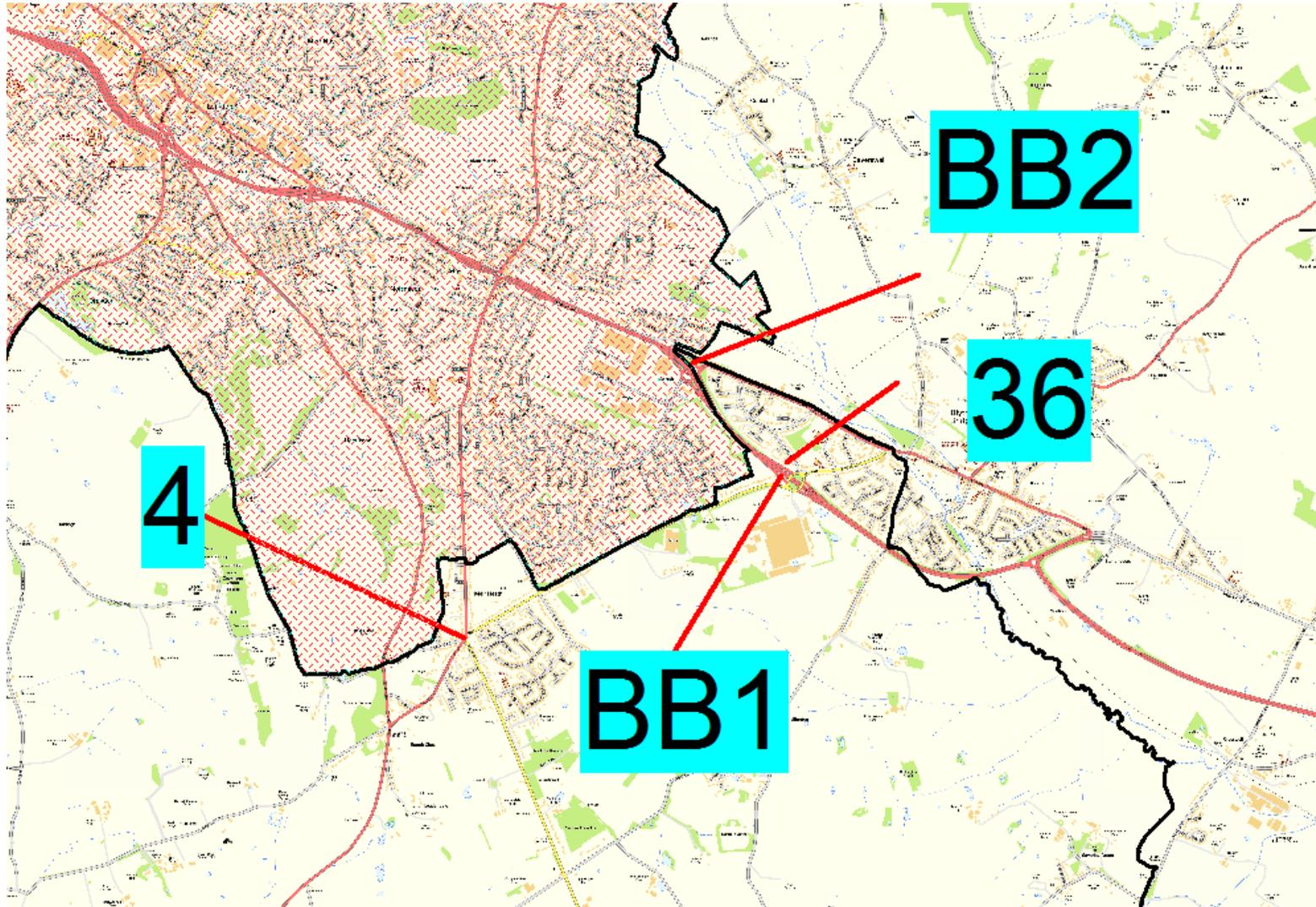
## **NO<sub>2</sub> Fall-off with Distance from the Road**

No diffusion tube NO<sub>2</sub> monitoring locations within SBC required distance correction during 2021.

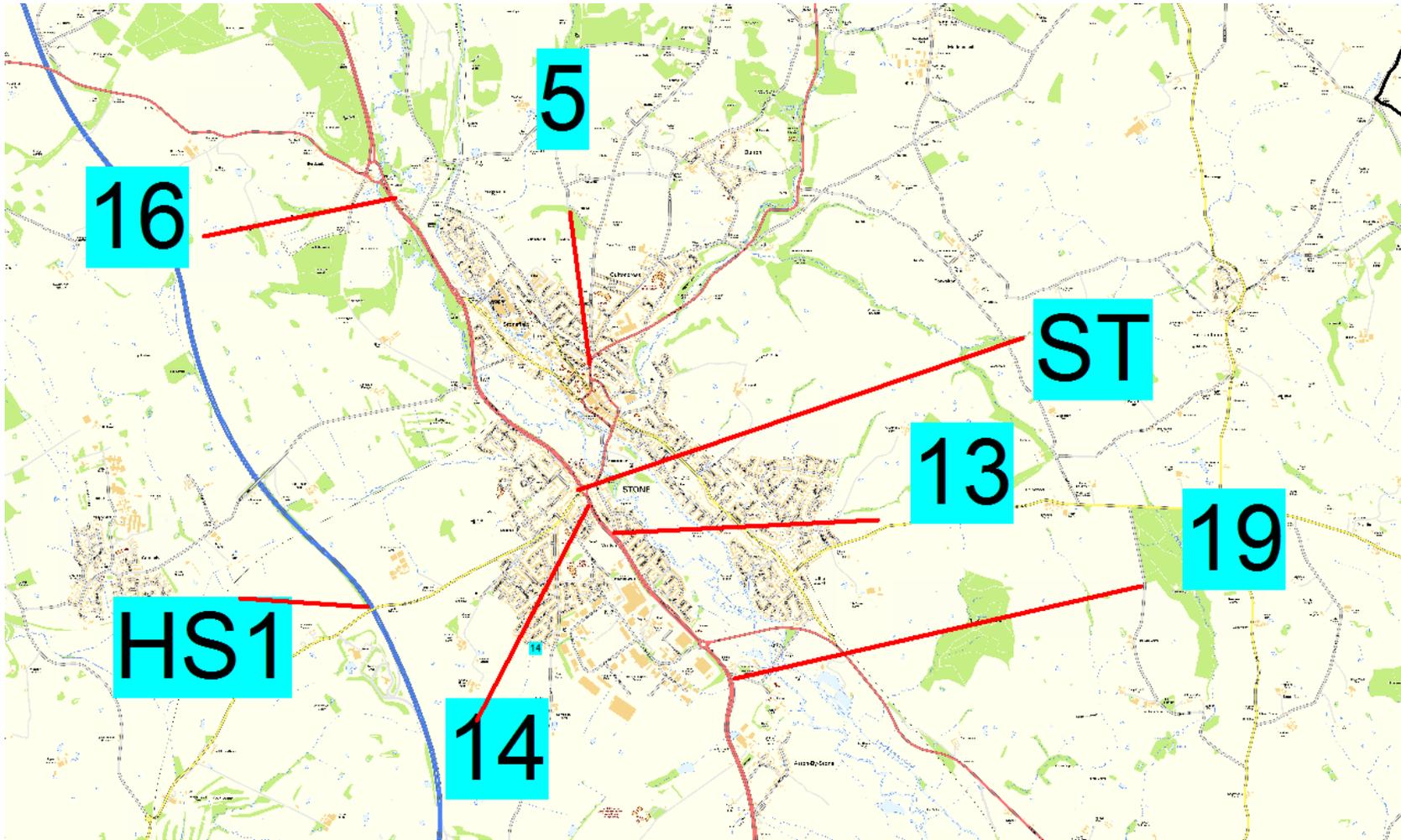
## APPENDIX D: Map(s) of Non Automatic Monitoring Locations.



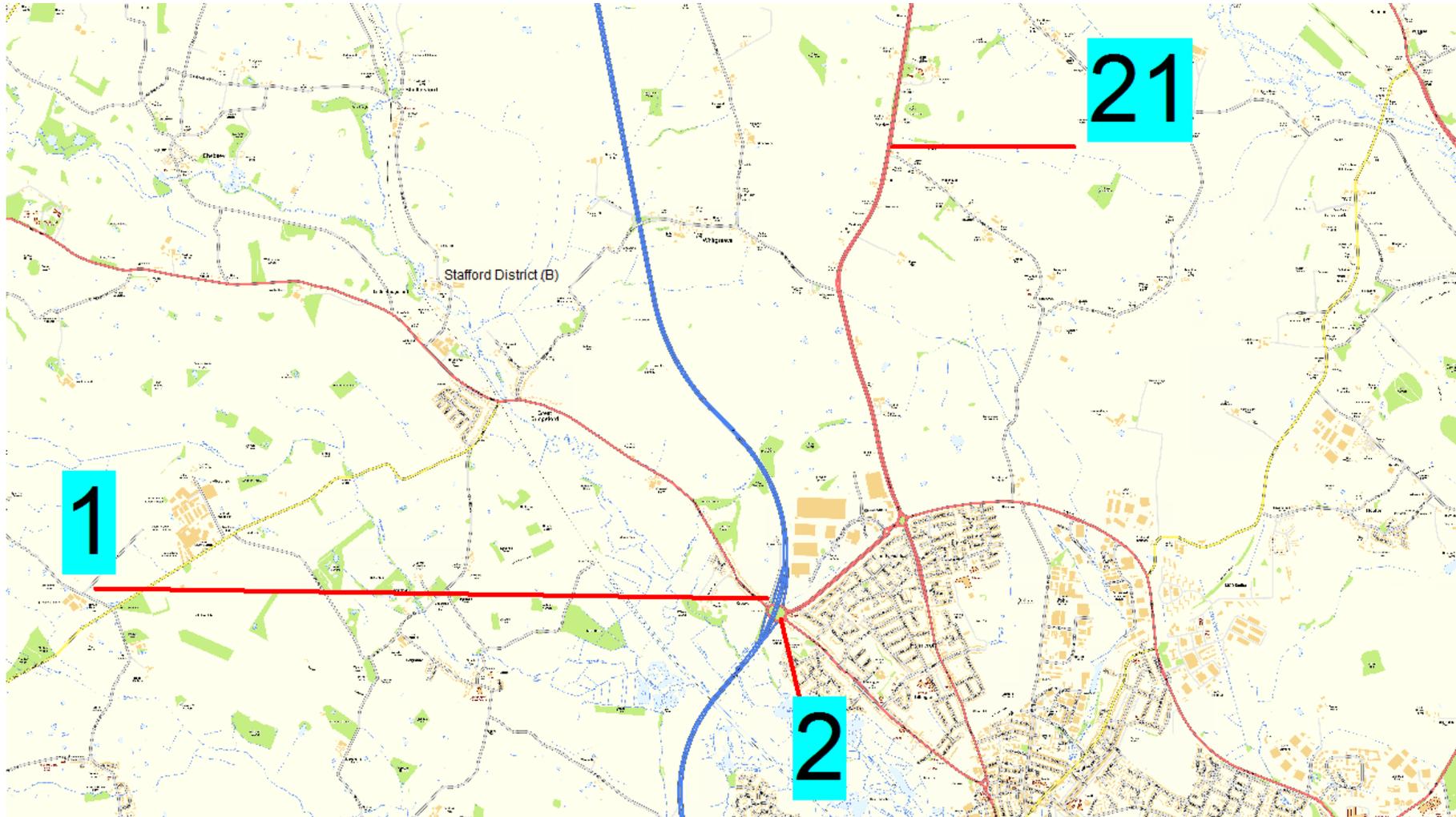
Stafford Borough North West



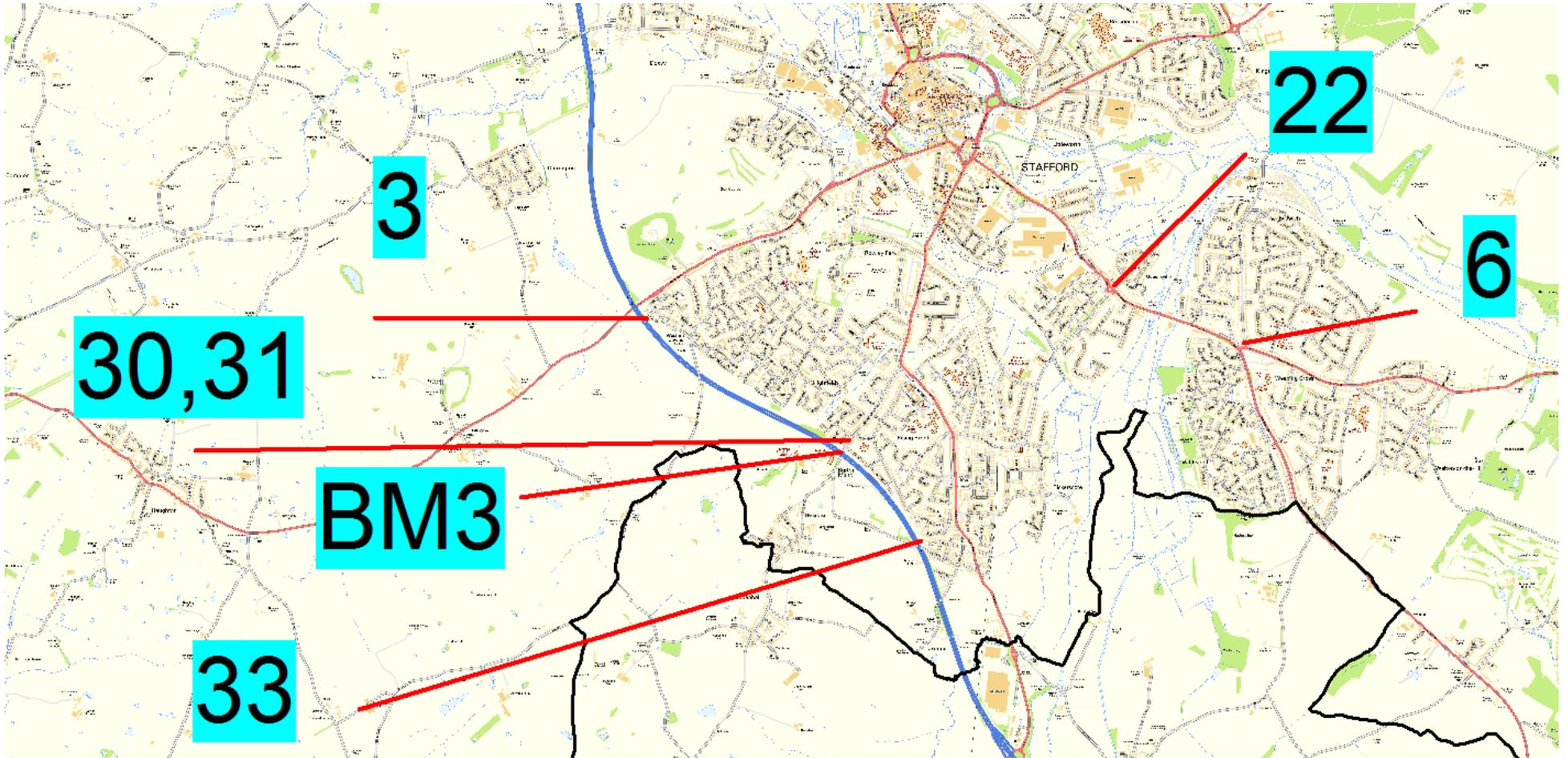
Stafford Borough North East



Stafford Borough Stone (site 19 disabled 2021)



Stafford Borough Stafford North



Stafford Borough Stafford South

## Appendix E: Summary of Air Quality Objectives in England

**Table E.1 – Air Quality Objectives in England<sup>7</sup>**

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

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<sup>7</sup> The units are in microgrammes of pollutant per cubic metre of air (µg/m<sup>3</sup>).

## 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
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 <sub>2</sub>	Nitrogen Dioxide
NO <sub>x</sub>	Nitrogen Oxides
PM <sub>10</sub>	Airborne particulate matter with an aerodynamic diameter of 10µm or less
PM <sub>2.5</sub>	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SO <sub>2</sub>	Sulphur Dioxide

## References

- Local Air Quality Management Technical Guidance LAQM.TG16. April 2021. 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.PG16. May 2016. Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.

## Addendum

### **Actions being taken within Staffordshire to reduce PM<sub>2.5</sub>**

A number of the Staffordshire Authorities are currently involved in implementing measures to reduce levels of NO<sub>2</sub> within their areas, which are detailed elsewhere in this report. Whilst there is currently no statutory duty imposed on Local Authorities in England to reduce PM<sub>2.5</sub>, a number of the measures are complementary. A mapping exercise completed by the Staffordshire Air Quality Forum members details the measures currently in place which are considered to have an impact in reducing PM<sub>2.5</sub> within the County. These are produced in Table 2.4 below;

Stafford Borough Council is taking the following measures as outlined in Table 2.4 and section in conjunction with our partners at the county council and other partners identified in the table to address PM<sub>2.5</sub>

**Table 2.1 – Actions being taken within Staffordshire to reduce PM2.5**

Measures category	Measure Classification	Effect on reducing NOx and PM10 emissions (low, medium, high)	Reduces PM2.5 emissions	Local Authority						
				Staffordshire Moorlands DC	Newcastle under - Lyme BC	Stafford BC	East Staffs BC	Lichfield DC	South Staffs DC	Tamworth BC
Traffic Management	<b>Urban Traffic Control systems, Congestion management, traffic reduction</b>	Low	✓	UTC in Leek Town Centre	UTC in areas of Newcastle Town Centre AQMA and Kidsgrove AQMA. Live labs monitoring work linked to congestion in Newcastle.	UTC in Stafford Town Centre	Town Centre Regeneration Programme & a number of schemes are currently being progressed which will aid traffic management. Many of these will help improve traffic flow within the AQMA. Live labs monitoring work linked to congestion in Burton.	LDC is liaising with Midlands Connect to increase volume of traffic using M6 Toll to reduce congestion on the A5 as well as lobbying Highways England to upgrade the A38 & A5 to expressways.		UTC in Tamworth Town Centre at Ventura Park
	<b>Reduction of speed limits, 20mph zones</b>	Low	✓	Advisory 20mph zones near some schools in residential areas		20mph zones near some schools in residential areas	20 mph zones near some schools in residential areas		20mph zones in Trysull, Bradley, Kinver and Bilbrook	
	<b>Road User Charging (RUC)/ Congestion charging</b>	Low	✓			No		M6 Toll	M6 Toll	Campaign only Air Aware project
	<b>Anti-idling enforcement</b>	Low	✓	Campaign only Air Aware project	Campaign only Air Aware project	No	Campaign only Air Aware project	Campaign only Air Aware project	Campaign only Air Aware project	
	<b>Other</b>		✓							
Promoting Travel Alternatives	<b>Workplace Travel Planning</b>	Low	✓	<a href="https://www.staffordshire.gov.uk/Business/Workplace-health/Active-travel-and-air-quality-in-the-workplace.aspx">https://www.staffordshire.gov.uk/Business/Workplace-health/Active-travel-and-air-quality-in-the-workplace.aspx</a>						
	<b>Encourage / Facilitate home-working</b>	Low	✓	Agile working policy adopted		Homeworking Policy adopted	Homeworking Policy adopted	Homeworking policy adopted	Agile working policy adopted	Homeworking policy adopted
	<b>School Travel Plans</b>	Low	✓	<a href="https://www.staffordshire.gov.uk/Education/Schooltransport/Active-school-travel/Travel-to-School-Action-Plans-September-2020.aspx">https://www.staffordshire.gov.uk/Education/Schooltransport/Active-school-travel/Travel-to-School-Action-Plans-September-2020.aspx</a>						
	<b>Promotion of cycling</b>	Low	✓	<a href="https://www.staffordshire.gov.uk/Transport/transportplanning/Walking-and-cycling.aspx">https://www.staffordshire.gov.uk/Transport/transportplanning/Walking-and-cycling.aspx</a> Additional Capability Funded activities in Burton & Stafford Town areas only, linked to infrastructure improvements. Social prescribing bid to be submitted for Newcastle to improve fitness and health through prescribing waling & cycling.				South Staffordshire Cycling Scheme	Same as other Staffs authorities	
	<b>Promotion of walking</b>	Low	✓	<a href="https://www.staffordshire.gov.uk/Transport/transportplanning/Walking-and-cycling.aspx">https://www.staffordshire.gov.uk/Transport/transportplanning/Walking-and-cycling.aspx</a> Additional Capability Funded activities in Burton & Stafford Town areas only, linked to infrastructure improvements. Social prescribing bid to be submitted for Newcastle to improve fitness and health through prescribing waling & cycling.				Walking for health scheme	Same as other Staffs authorities	

	<b>Staffordshire Share a Lift Scheme</b>		✓	Staffordshire share a lift scheme "on hold" during 2020/21 – plans to update in 2022.						
	<b>Promote use of rail and inland waterways</b>	Medium	✓	North Staffordshire Community Rail Partnership operating along the North Staffordshire Line includes Blythe Bridge station.	North Staffordshire Community Rail Partnership operating along the North Staffordshire Line includes Kidsgrove station. Kidsgrove station to be fully accessible and regenerated through Town Deal.	Redevelopment of Stafford Station into a gateway associated with HS2 works.	Burton Forecourt improvements recently completed.	Lichfield Trent Valley access for all works recently completed including lifts.	Brinsford Park and Ride - Parkway Station business case ongoing	

Measures category	Measure Classification	Effect on reducing NOx and PM10 emissions (low, medium, high)	Reduces PM2.5 emissions	Local Authority						
				Staffordshire Moorlands DC	Newcastle under -Lyme BC	Stafford BC	East Staffs BC	Lichfield DC	South Staffs DC	Tamworth BC
Transport Planning & Infrastructure	<b>Local Transport Plans and District Strategies</b>	high	✓	<a href="#"><u>District integrated transport strategies - Staffordshire County Council</u></a>						
	<b>Public transport improvements-interchanges stations and services</b>	Low	✓	Proposed reinstatement of Leek rail connection. Planning application approved during 2021.	Kidsgrove will be multi-modal	New services with S106 funding provided in Stone to new estates in Walton and Yarnfield. Stafford Gateway will be multi- modal		Lichfield Bus Station resurfaced, repainted and new coach parking bays provided. Alternative location for bus station currently under consideration	Parkway station will be multi- modal	Planned improvements at Tamworth station
	<b>Public cycle hire scheme</b>	Low	✓		e-scooter trials	e-scooter trials NOW ENDED AWAITING CONCLUSIONS				
	<b>Cycle network</b>	Low	✓	Newcastle town deal includes a town centre permeability theme which includes new walk & cycle infrastructure going on from Active Travel fund 2 scheme, Business case to be complete soon.						

	<b>Bus route improvements</b>	high	✓	Potential bus stop upgraded in Cheadle Town Centre	RTPI on key routes in Newcastle Town Centre. Improved future bus services to Chatterley Valley	Improved bus priority and interchange on key routes in Stafford post-SWAR	Improvements in Burton town centre	RTPI introduced at key stops in Lichfield City.	Consideration of future bus stop upgrades on key routes	Corporation Street interchange improvements planned for future delivery discussions ongoing with TBC
Alternatives to private vehicle use	<b>Bus based Park &amp; Ride</b>	medium	✓					New bus central station as part of Friarsgate development scheme		
	<b>Car Clubs</b>	Low	✓	✓						
Policy Guidance and Development Control	<b>Planning applications to require assessment of exposure / emissions for development requiring air quality impact assessment</b>	high	✓	✓		<a href="#">Stafford Borough Local Plan 2020-2040   Stafford Borough Council (staffordbc.gov.uk)</a>			1	
	<b>Air Quality Strategy</b>			In development		2019-2022 Air Quality Strategy				

Measures category	Measure Classification	Effect on reducing NOx and PM10 emissions (low, medium, high)	Reduces PM2.5 emissions	Local Authority							
				Staffordshire Moorlands DC	Newcastle under - Lyme BC	Stafford BC	East Staffs BC	Lichfield DC	South Staffs DC	Tamworth BC	
	<b>Planning Guidance for developers</b>		✓	In development		<a href="#">Supplementary Planning Documents (SPDs)   Stafford Borough Council (staffordbc.gov.uk)</a>	Informal guidance in place				
	<b>Developer Contributions based on damage cost calculation</b>		✓	Damage cost assessment has been used for applicable applications.		Damage cost assessment now required for applicable applications.	Damage cost assessment now required for applicable applications.				
	<b>Planning Policies</b>		✓	<ul style="list-style-type: none"> <li>• Policy T1: Development and Sustainable Transport</li> <li>• Policy SD2: Renewable/Low-Carbon Energy</li> </ul>		<a href="#">Supplementary Planning Documents (SPDs)   Stafford Borough Council (staffordbc.gov.uk)</a>	Supplementary planning document in development				
	<b>STOR Sites (Short Term Operating Reserve) Energy Generation . Regulation via planning / permitting regime</b>	high	✓	✓							
	<b>Low Emissions Strategy</b>	high	✓	In development		In development as part of Climate Change Policy					

Measures category	Measure Classification	Effect on reducing NOx and PM10 emissions (low, medium, high)	Reduces PM2.5 emissions	Local Authority						
				Staffordshire Moorlands DC	Newcastle under -Lyme BC	Stafford BC	East Staffordshire BC	Lichfield DC	South Staffordshire DC	Tamworth BC
Freight and Delivery Management	<b>Freight Consolidation Centre</b>	Medium	✓			X				
	<b>Route Management Plans/Strategic routing strategy for HGV's</b>	High	✓	<a href="#"><u>District integrated tran strategies - Staffordshire County Council</u></a>						
	<b>Quiet &amp; out of hours delivery</b>	Low	✓			✓				
	<b>Delivery and Service plans</b>	Medium	✓			X				
	<b>Freight Partnerships for city centre deliveries</b>	High	✓			X				
Vehicle Fleet Efficiency	<b>Driver training and ECO driving aids</b>	Medium	✓	✓		✓				
	<b>Promoting low</b>	High	✓	X		X				

	<b>emission public transport</b>									
	<b>Vehicle retrofitting programmes</b>	Medium	✓		Bus retrofit for vehicles using A53 service 4	X		Retrofitting of old Council owned HGVs and Buses with pollution abatement equipment will be considered by the Council where technically and financially feasible		
	<b>Fleet efficiency and recognition schemes</b>	Medium	✓	<a href="http://ecostars-uk.com">ECO Stars - Fleet Recognition Scheme (ecostars-uk.com)</a>						

Measure category	Measure Classification	Effect on reducing NOx and PM10 emissions (low, medium, high)	Reduces PM2.5 emissions	Local Authority						
				Staffordshire Moorlands DC	Newcastle under - Lyme BC	Stafford BC	East Staffs BC	Lichfield DC	South Staffs DC	Tamworth BC
Promoting low emission transport	<b>Low emission zone (LEZ) Clean Air Zone (CAZ)</b>	high	✓			X				
	<b>Public Vehicle Procurement - Prioritising</b>	high	✓	Procurement Strategy in development; phase 1 "spend analysis completed"		Waste fleet vehicles comply with Euro VI.				

uptake of low emission vehicles									
Company Vehicle Procurement - Prioritising uptake of low emission vehicles	high	✓	Energy Saving Trust (EST) have reviewed current fleet and issued draft The majority comply with are highest EURO emission standard tween with the rest completed between 2022/ 2023		In prgress as part of Climate Change Action Plan		LDC looking to replacing old vehicles within the fleet with more modern cleaner vehicles, which comply with the prevailing EURO standard. This will be extended to all Council owned vehicles.		
Procur ing alternative Refueling infrast ructur e to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	high	✓	EV strategy on council car parks included in new car parking strategy. Trial alternative fuels; Electric and hydrated vegetable oil are currently being tested by waste fleet	Newcastle towns deal includes EV charging infrastructure.	Procurement of EV on staff carparks				
Priorit y parkin g for LEV's	high	✓	✓		✓		Electric Vehicle charging spaces	Electric Vehicle charging spaces at offices	EV charging spaces being investigated
Taxi Licens ing conditi ons	med ium	✓	In development		✓				
Taxi emissi on	med ium	✓			✓				

	incentives									
Environmental permits	Introduction/increase of environment charges through permit systems and economic instruments (Permit fees set centrally)	medium	✓			✓				
	Measures to reduce pollution through IPPC Permits going beyond BAT	medium	✓	<a href="http://www.gov.uk">Environmental permitting general guidance manual on policy and procedures for A2 and B installations - GOV.UK (www.gov.uk)</a>						
	Large Combustion Plant Permits and National Plans going beyond BAT	high	✓			Nil				
	Other		✓			Nil				

Measures category	Measure Classification	Effect on reducing NOx and PM10 emissions (low, medium, high)	Reduces PM2.5 emissions	Local Authority							
				Staffordshire Moorlands DC	Newcastle-under-Lyme BC	Stafford BC	East Staffs BC	Lichfield DC	South Staffs DC	Tamworth BC	
Other measures	Smoky Diesel Hotline		✓	<a href="https://www.gov.uk/report-smoky-vehicle">https://www.gov.uk/report-smoky-vehicle</a>							
	A5 and M6 Partnership		✓			x			Strategy for the A5 2011-2026	Strategy for the A5 2011-2026	
	Domestic Smoke Control advice and Enforcement		✓	✓	-	<a href="http://staffordbc.gov.uk">Pollution - Air, Smoke and Bonfires   Stafford Borough Council (staffordbc.gov.uk)</a>	Provided via ESBC Website and other literature	LDC WEBSITE		SSDC Website	
	Garden Bonfires - Advice and nuisance enforcement		✓	✓	-	<a href="http://staffordbc.gov.uk">Pollution - Air, Smoke and Bonfires   Stafford Borough Council (staffordbc.gov.uk)</a>	Provided via ESBC Website and other literature	LDC WEBSITE		SSDC Website	<a href="http://www.tamworth.gov.uk/air-quality">http://www.tamworth.gov.uk/air-quality</a>
	Commercial burning advice and enforcement		✓	✓	-	<a href="http://staffordbc.gov.uk">Pollution - Air, Smoke and Bonfires   Stafford Borough Council (staffordbc.gov.uk)</a>	Provided via literature ESBC Website and other	LDC WEBSITE		SSDC Website	<a href="http://www.tamworth.gov.uk/air-quality">http://www.tamworth.gov.uk/air-quality</a>
	Multi agency working with Fire Service and Environment Agency for		✓	✓	-		Information shared as appropriate	Information shared as appropriate	Information shared as appropriate	Information shared as appropriate	Information shared as appropriate

trade burning									
Multi agency working with Staffordshire Fire Service and Local Authority Building Control regarding chimney fires and complaints about DIY domestic heating systems		✓	✓	-		✓	Information shared as appropriate	Information shared as appropriate	Information shared as appropriate
Stoke-on-Trent Low Carbon District Heat Network		✓	-	-		Nil	Information shared as appropriate		

## Agenda Item 7(b)

<b>Committee:</b>	Community Wellbeing Scrutiny Committee
<b>Date of Meeting:</b>	10 January 2023
<b>Report of:</b>	Interim Head of Operations
<b>Contact Officer:</b>	Neale Clifton
<b>Telephone Number:</b>	01785 619411
<b>Ward Interest:</b>	Nil
<b>Report Track:</b>	Community Wellbeing Scrutiny 10/01/2023 ( <i>Only</i> )

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## Food Safety Annual Report 2021 - 2022

### 1 Purpose of Report

- 1.1 To provide the committee with the Food Safety Annual Report 2021 - 2022.

### 2 Recommendation

- 2.1 That the Food Safety Annual Report 2021 - 2022 be noted.

### 3 Key Issues and Reasons for Recommendation

- 3.1 The public expect the highest standards of food safety. They rely on the Council to provide this protection through inspection, sampling and enforcement. To ensure this, the relationship between the Food Standards Agency (FSA), the Local Authority regulators (within Operations), and the food businesses of the Borough is paramount to ensure the protection of consumers health and wellbeing. To ensure this in 2018 a Food Safety Service Plan covering the three-year period 2018 - 2021 was produced setting out how we will interact in order to ensure that the food consumed and/or produced within Stafford Borough is safe to eat and will not cause injury or disease.
- 3.2 The FSA requires that all Local Authorities adopt an annual service plan which is approved by elected members. This annual report will meet that requirement.

## **4 Relationship to Corporate Business Objectives**

- 4.1 The Food Safety Annual Report 2021 - 2022 is relevant in helping to achieve 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.’

## **5 Report Detail**

- 5.1 The Food Standards Agency requires that all Local Authorities adopt a Service Plan covering the food safety work undertaken by the Authority. The Service Plan is based on the latest Food Standards Agency guidance to Local Authorities, the ‘Food Law Code of Practice - England’ which sets out minimum standards for regulatory activities.
- 5.2 Annual reports looking back at the previous 12 months of service provision will be produced and will inform the Action Plan for the following year. This Food Safety Annual Report and Action Plan details key food safety service delivery for the following 12 months.
- 5.3 A copy of the Service Plan for 2018 - 2021, the Food Safety Annual Report for 2021 - 2022 and the Action Plan for 2022/2023 are attached in the **APPENDIX**.

## **6 Implications**

### **6.1 Financial**

Costs are contained within existing budgetary provision.

### **6.2 Legal**

Nil

### **6.3 Human Resources**

Nil

### **6.4 Human Rights Act**

Nil

### **6.5 Data Protection**

Nil

**6.6 Risk Management**

Nil

**6.7 Community Impact Assessment Recommendations**

**Impact on Public Sector Equality Duty:**

None

**Wider Community Impact:**

None

**7 Previous Consideration**

Nil

**8 Background Papers**

File available in Operations

## APPENDIX

**Committee:** Community Wellbeing Scrutiny Committee

**Date of Meeting:** 10 January 2023

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### Food Safety Annual Report 2021 - 2022

Stafford Borough Council's Food Safety Service Plan 2018 - 2021 was presented at and agreed by the Community Wellbeing Scrutiny Committee in November 2018.

The plan gives clear details of the services to be provided and how they will be carried out in the coming years.

The plan also demonstrates how the Regulatory Services Team contributes to, and supports others, in delivering Corporate Objectives to the local community.

Each year the Community Wellbeing Scrutiny Committee receives an annual report on the preceding year's food safety activity along with an action plan for the present financial year.

The Food Safety Service Plan has been updated (see elsewhere on this agenda).

#### Overview

The Food Safety function is delivered by the Regulatory Services Team. There are currently 4 professional Full Time Equivalent posts delivering this service.

The table below gives a brief overview of the number of food establishments in the Borough and the actions taken by the Regulatory Services Team over the last 12 months.

<b>Total number of registered establishments</b>	<b>Total % of broadly compliant establishments*</b>	<b>Number of interventions undertaken</b>	<b>Number of service requests received</b>	<b>Number of food samples taken</b>	<b>Number of new food premise registrations received</b>
1392	76.4%	120	534	40	177

\* N.B Broadly compliant premises are those achieving a Food Hygiene Rating Score of 3, 4 or 5 (Generally Satisfactory, Good or Very Good).

#### Impact of the Covid 19 Pandemic on the Service

In March 2020 the Food Standards Agency advised all Local Authorities that food hygiene inspections and interventions could be deferred until 30 September 2021. On 16 June 2021 the Food Standards Agency wrote to all Local Authorities to advise

them of the COVID-19 Local Authority Recovery Plan which set out guidance and advice for local authorities on delivery of official food controls and related activities in the period 1 July 2021 to 2023/24. The Team have met all of the milestones outlined in the plan to date.

In addition, the Team continue to work with the Director of Public Health at Staffordshire County Council to deliver services relating to Test and Trace and to the prevention, investigation and management of Covid outbreaks in workplaces and other high-risk settings.

## **Inspections**

The Team carried out 120 food interventions which consisted of:

- programmed inspections
- revisits
- advisory visits
- risk assessments
- other visits (planning, licensing, ceased trading)
- sampling visits

## **Service Requests**

The Team received 534 service requests including:

- alleged food poisonings
- food premises complaints
- food legislation enquiries
- new food business registration enquiries
- request for a health export certificate

## **Sampling**

A total of 40 food samples were taken in 2021/22. There were no unsatisfactory samples and 1 borderline result with this business receiving further advice and support from the Team.

The Team has continued to use sampling as an alternative food hygiene intervention at compliant, low-risk businesses.

## **New Food Business Registrations/Food Business Advice**

The Team received a total of 177 new food business registrations in 2021/22, an increase of 38 on the number received in 2020/21.

Food safety advisory visits were offered to all of these businesses and a number received additional advice and support from the Team as a result.

## Food Hygiene Rating Scheme

At the end of 2021/22 there were 1350 businesses with a food hygiene rating, with 76.4% of these with a rating of 3 (Generally Satisfactory) or better.

## Infectious Diseases

The Team received 246 notifications from UKHSA including:

Campylobacter - 212

Salmonella - 12

Cryptosporidium - 12

E.coli 0157 - 1

Other E.coli - 4

Giardia Lamblia - 3

Clostridium perfringens - 1

Viral gastroenteritis - 1

## Officer Competency and Continuing Professional Development

In accordance with the Food Law Code of Practice (England) 2021 and the Food Law Practice Guidance, Competent food authorities need to satisfy themselves that officers can provide demonstrable evidence that they meet the competency and training requirements set out in these documents.

Officers have completed the required number of Continuing Professional Development hours and future training needs have been incorporated into training plans.

## Action Plan 2022/2023

Ref	Achievement/Improvement	Date to be completed	Lead Officer	Performance Measure
FS1	Officers to undertake relevant food safety training in order to maintain competency	March 2023	Regulatory Services Group Manager	All Regulatory Services Team members to complete relevant training requirements

<b>Ref</b>	<b>Achievement/Improvement</b>	<b>Date to be completed</b>	<b>Lead Officer</b>	<b>Performance Measure</b>
FS2	Review the operation of the functions within the team to ensure effective use of resources	Quarterly	Regulatory Services Group Manager	Reviews completed
FS3	Continue links with business support across the Borough, eg Staffordshire and Stoke on Trent LEP, Chamber of Commerce. Work with relevant business support organisations to generate business growth. Support for new food and drink businesses to ensure regulatory compliance. Continuing support for existing businesses to ensure regulatory compliance.	March 2023	Regulatory Services Group Manager	Number of businesses advised Support for new food and drink businesses to ensure regulatory compliance.
FS4	Produce an Annual Report for the Food Safety function for 2021/2022	April 2023	Regulatory Services Group Manager	Report produced
FS5	Produce an Annual Action Plan for the Food Safety function	April 2023	Regulatory Services Group Manager	Report produced
FS6	Website for Food Safety functions updated to ensure accurate information and as much self-service as possible	March 2023	Regulatory Services Group Manager	Reduction in 'phone through' from Contact Centre
FS7	Food premises register in Flare to be updated to improve data on number of premises; risk rating and business use. Use of local intelligence.	Quarterly reports	Regulatory Services Group Manager	Number of new premises on database  Number of premises removed from database Number of premises where details changed

<b>Ref</b>	<b>Achievement/Improvement</b>	<b>Date to be completed</b>	<b>Lead Officer</b>	<b>Performance Measure</b>
FS8	Review/report - in addition to the annual returns, monthly and quarterly reports on complaints/service requests by type, infectious diseases reported/investigated etc., to be reviewed at 1:1s, ERs which feed into the Annual Food Safety Report	Monthly	Regulatory Services Group Manager	Reports produced and meetings held
FS9	Premises inspections. Ensure an appropriate intervention at all premises that fall due for inspection during the year Review the present inspection programme and recommend changes to ensure resources are targeted effectively	Quarterly report	Regulatory Services Group Manager	% of interventions carried out
FS10	Annual inspection of approved food premises	Quarterly report	Regulatory Services Group Manager	Number completed
FS12	Sampling programme carried out	Quarterly report	Regulatory Services Group Manager	Number of samples taken % of satisfactory samples
FS13	Review of Food Safety procedures for ISO 9001 compliance	As per ISO working group work plan	Regulatory Services Group Manager	Procedures in place ISO 9001 accreditation retained
FS14	Ensure that markets, festivals and shows involving the sale of food are visited/monitored	June 2023 to November 2023	Regulatory Services Group Manager	Ensure compliance
FS15	Food fraud - monitoring to be continued	Ongoing	Regulatory Services Group Manager	Detection of issues Sharing of intelligence

## Agenda Item 7(c)

<b>Committee:</b>	Community Wellbeing Scrutiny Committee
<b>Date of Meeting:</b>	10 January 2023
<b>Report of:</b>	Interim Head of Operations
<b>Contact Officer:</b>	Neale Clifton
<b>Telephone Number:</b>	01785 619411
<b>Ward Interest:</b>	Nil
<b>Report Track:</b>	Community Wellbeing Scrutiny 10/01/2023 (Only)

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## Food Safety Service Plan 2022 - 2025

### 1 Purpose of Report

- 1.1 To provide the committee with the Food Safety Service Plan 2022 - 2025

### 2 Recommendation

- 2.1 That the Food Safety Service Plan 2022 - 2025 be noted.

### 3 Key Issues and Reasons for Recommendation

- 3.1 The public expect the highest standards of food safety. They rely on the Council to provide this protection through inspection, sampling and enforcement. To ensure this, the relationship between the Food Standards Agency (FSA), the Local Authority regulators (within Operations), and the food businesses of the Borough is paramount to ensure the protection of consumers' health and wellbeing. To achieve this objective, a new Food Safety Service Plan covering the three year period 2022 - 2025 has been produced. It sets out how we will interact with food businesses in order to ensure that the food consumed and/or produced within Stafford Borough is safe to eat and will not cause injury or disease.

### 4 Relationship to Corporate Business Objectives

- 4.1 The Food Safety Service Plan 2022 - 2025 is relevant in helping to achieve 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.'

## **5 Report Detail**

- 5.1 The Food Standards Agency requires that all Local Authorities adopt a Service Plan covering the food safety work undertaken by the Authority. The Service Plan is based on the latest Food Standards Agency guidance to Local Authorities, the 'Food Law Code of Practice - England' which sets out minimum standards for regulatory activities.
- 5.2 Annual reports looking back at the previous 12 months of service provision will be produced and will inform the Action Plan for the following year.

## **6 Implications**

### **6.1 Financial**

Costs are contained within existing budgetary provision.

### **6.2 Legal**

Nil

### **6.3 Human Resources**

Nil

### **6.4 Human Rights Act**

Nil

### **6.5 Data Protection**

Nil

### **6.7 Risk Management**

Nil

### **6.8 Community Impact Assessment Recommendations**

**Impact on Public Sector Equality Duty:**

None

**Wider Community Impact:**

None

**7 Previous Consideration**

Nil

**8 Background Papers**

File available in Operations

**Committee:** Community Wellbeing Scrutiny Committee

**Date of Meeting:** 10 January 2023

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## Food Safety Service Plan 2022 - 2025

### Introduction

This Service Plan is produced in the form recommended by the Food Standards Agency (FSA), in accordance with the Agency's Framework Agreement on Local Authority Food Law Enforcement and covers, in detail:

- The aims and objectives of the service provided.
- The organisational structure for and a scope of the services provided.
- The ways in which the service will be delivered and the targets for its delivery.
- The human and financial resources involved in providing the service.
- The ways in which the quality of the service will be monitored.
- The ways in which the service will be reviewed and improved upon.

### More Information

The operational base of the Regulatory Services Team is the Council's Civic Centre, Riverside, Stafford ST16 3AQ, which is open Monday to Thursday 8.30am to 5.00pm, and Friday 8.30am to 4.30pm.

The Council's Contact Centre (Tel: 01785 619000) operates from 8.00am to 5.00pm on weekdays only.

Requests for service can also be made on the website and Officers of the Regulatory Services Team can also be contacted by individual e-mail.

This document is available on the Council's website [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk) or can be obtained from:

Regulatory Services Team  
Stafford Borough Council  
Civic Centre  
Riverside  
Stafford  
ST16 3AQ

Telephone 01785 619000

This document is available in large print, Braille, on tape and in the following languages. Arabic, Hindi, Punjab and Urdu. If you would like a copy in one of these

formats, or another language, then please contact 01785 619000.

[Arabic]

ولو كنت بحاجة إلى مزيد من المعلومات بخصوص هذا المنشور فيرجى الاتصال بمجلس بلدة ستافورد [Stafford Borough Council] على الرقم 01785 619 000 .

[Hindi]

यदि आपको इस प्रकाशन के बारे में अधिक जानकारी की आवश्यकता हो तो कृपया स्टैफोर्ड बरो परिषद [Stafford Borough Council] से 01785 619 000 पर संपर्क करें।

[Punjabi]

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਪ੍ਰਕਾਸ਼ਨ ਦੇ ਬਾਰੇ ਵਿੱਚ ਵੱਧ ਜਾਣਕਾਰੀ ਦੀ ਆਵਸ਼ਯਕਤਾ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਟੈਫੋਰਡ ਬਰੋ ਪਰਿਸ਼ਦ [Stafford Borough Council] ਨੂੰ 01785 619 000 ਉੱਤੇ ਸੰਪਰਕ ਕਰੋ।

[Urdu]

اگر آپ کو اس اشاعت کے بارے میں مزید معلومات کی ضرورت ہو تو براہ کرم اسٹیفورڈ بروکونسل [Stafford Borough Council] سے 01785 619 000 پر رابطہ کریں۔

## Equality

Stafford Borough Council is committed to ensuring that the services we provide are relevant to the needs of all sections of the community and that our workforce represents the people we serve.

We aim to ensure that our services meet the varied individual needs and expectations of local people and that everyone has equal access to services regardless of their race, ethnic origin, language, gender, disability, age, sexuality, marital status, nationality, religions or non-religious belief, family background or any other individual characteristic which may limit a person's opportunities in life.

## Complaints about the service

The Council recognises the importance of customer complaints and welcomes complaints as a valuable form of feedback about its services. The Council is committed to using the information it receives to help drive forward improvements in service delivery.

The Council has a documented corporate complaints procedure, which requires that any complaints about the Regulatory Services Team and any action taken must be recorded.

Information about the Council's complaints procedure can be found on the Council's website [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk).

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# Chapter 1 - Food Safety Service Plan

## Aims and Objectives

The aim of the Regulatory Services Team is to ensure that the food consumed and/or produced within Stafford Borough is safe to eat and will not cause injury or disease.

The primary means of achieving this aim is by promoting good food safety standards in the commercial food businesses operating in the Borough and by the provision of advice and information and, where necessary, the appropriate use of enforcement action. In particular we will:

- Perform the Council's statutory duties in respect of Food Safety.
- Ensure that food is handled and produced hygienically and processed safely.
- Prevent foreseeable incidents of food poisoning or injury as a consequence of consumption of food.
- Secure the control of communicable disease to reduce preventable ill health and injury and promote healthier lifestyles.

## How do we achieve these aims?

- By maintaining a food premises register and by inspecting all food premises at a minimum frequency as determined by the Food Law Code of Practice and in accordance with the requirements of the Food Safety Act 1990.
- By investigating all complaints relating to food or food hygiene.
- By promoting the Chartered Institute of Environmental Health Level 2 Food Hygiene course and other accredited courses that will assist businesses in complying with food hygiene requirements.
- By promoting the Food Standards Agency (FSA) Safer Food Better Business food safety management system.
- By promoting the National Food Hygiene Rating Scheme and encouraging businesses to display their ratings.
- By investigating cases, or suspected cases of communicable disease, or food poisoning to identify the source of infection and to prevent its spread.
- By providing information and advice to consumers and food business on food safety and infection control.
- By participating in the Central England Food Liaison Group (North)
- By reacting to food alerts from the Food Standards Agency and by taking appropriate action to minimise risk to public health and the consumption of unsafe food.
- By placing a rating on the Food Standards Agency's Food Hygiene Rating Scheme website <http://ratings.food.gov.uk/>
- By responding to national food incidents and priorities.

## Links to Corporate Aims and Plans

The Borough Council in its Corporate Business Plan 2021 - 2024 sets out the Council's Mission, corporate purpose and core values. The Council's strategic priorities are set out under a range of headings and the Food Safety Service Plan is relevant in helping to achieve Corporate Business Objective 2 which is:

- 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 resilient communities that promote health and wellbeing.

The Regulatory Services Team will support this objective through;

- Providing support to new and existing business on legal requirements
- Providing information about food hygiene training
- Commenting on planning applications
- Promote environmental quality as an economic asset
- Carrying out food hygiene inspections
- Working with businesses with the aim of reducing the number of 1 or 0 rated food businesses
- Food sampling
- Infection control
- Partnership working with Staffordshire County Council and others
- Health Promotion work
- Smoke-free enforcement
- Contribute by meeting relevant national and local targets
- Look to develop new and innovative ways of working
- Improving our level of customer service
- Use benchmarking to ensure that our services are efficient and effective

## **Chapter 2 - Background information about the area and the service**

### **Profile of the Local Authority**

The Borough lies in the centre of the county, is home to the county town of 'Stafford', the canal town of Stone and several picturesque rural settlements. It covers an area of approximately 230 square miles. The population of Stafford Borough was 135,880 in 2018 and is expected to grow to approximately 142,900 by 2033.

As the sub-regional centre for local service, the public sector currently accounts for almost 40% of all employment in the Borough. Stafford Borough is also well known for its world class companies such as Areva, Bostik, Perkins Engines, Premier Foods and Culina food storage and distribution. There is also the Staffordshire Technology Park on the edge of the town where there is a focus on professional services. In addition, it is noteworthy that the logistics sector has grown rapidly over the past decade, taking advantage of Stafford Borough's central location and good access to the strategic road network.

The largest social demographic group in Stafford Borough are those termed as 'Wealthy Achievers' which represents some of the most successful people in the UK. There are, however, significant pockets of hardship within a number of wards in the Borough.

The ethnicity of the population is approximately 94% White British, which is comparable to the population of Staffordshire.

The general health of the population is important to the future prosperity of the Borough. Both males and females in Stafford live for significantly more time in good

health compared to the national average. However, those living in the most deprived wards have reduced life expectancy of up to 6 years.

## **Organisational Structure of the Council**

The Borough Council currently comprises 40 Councillors who are elected every 4 years. The make-up of the Council is 20 Conservative Councillors, 10 Labour Councillors, 8 Borough Independent Councillors, 1 Independent Councillor and 1 Green Councillor.

The Council has appointed a Leader, and 5 Cabinet members; each of the portfolio holders is a member of the Cabinet. The portfolio holder for Environment is responsible for all food safety functions. The Community Wellbeing Scrutiny Committee oversees decisions taken by the Cabinet member for Environment.

The Council's senior management structure reflects the present democratic arrangements. The Council's Chief Executive has responsibility for ensuring that the strategic role of the Authority is undertaken, that the Scrutiny Committees are supported and that cross-cutting issues are effectively addressed.

Responsibilities for Regulatory Services fall to the Head of Operations (Interim), who sits on the Corporate Leadership Team.

## **The Regulatory Services Team Structure**

The Regulatory Services Team, which is part of the Operations Service, presently consists of 1 Senior Environmental Health Officer (EHO) (temporary for 12 months), 3 Environmental Health Officers (EHOs), 2 Graduate EHO posts (temporary for 2 years) and 1 Lead Environmental Protection Officer; all managed by the Regulatory Services Group Manager. The permanent EHOs all hold the Certificate of Registration from the Environmental Health Registration Board.

The Regulatory Services Group Manager and Senior Environmental Health Officer have day-to-day managerial responsibility for the Regulatory Services Team and the Regulatory Services Group Manager is the Lead Officer for food safety.

In addition the team is supported by Environmental Health Technical Support (which is embedded in the Licensing and Envirocrime Team of the Operations Service) that provides administrative support and some technical assistance for Regulatory Services.

## **Service Scope**

The Regulatory Services Team delivers a wide range of services:-

- Food hygiene inspections of premises; based on risk assessment of the business activity, which will dictate the frequency of visits;
- Food hygiene business advice and support;
- Investigation of complaints regarding food sold or prepared within the Borough;
- Investigation of complaints about food premises;
- Voluntary surrenders and condemnation of food to prevent it from entering the human food chain;

- Responding to Food Standards Agency Food Alerts;
- Food sampling;
- Maintaining a register of food businesses;
- Infectious disease control;
- Commenting on food related planning applications.

In addition the team is also responsible for a variety of non-food related responsibilities:

- Health and Safety at Work enforcement and advice
- Pollution control including noise, smoke and dust nuisance
- Drainage complaints
- Accumulations of waste
- Licensing of beauty industry businesses
- Commenting on liquor licensing applications
- Commenting on Temporary Event notices
- Operating as a member of the Safety Advisory Group (SAG) and commenting on events
- Animal Licensing Inspections and enforcement
- Public Health work in relation to filthy and verminous properties

### **Enforcement Policy**

Stafford Borough Council is a signatory to the Enforcement Concordat, which forms the core of the Environmental Health Enforcement Policy. The Enforcement Policy was approved by the Council's Cabinet in March 2008. At that time the Head of Environment (similar role to the current Interim Head of Operations) was authorised to update the Enforcement Policy in the light of future legislation, codes of practice or Government guidance without affecting the principles contained in the Policy.

In January 2009 the policy was revised to reflect the changes arising from the Hampton review, the Regulatory Enforcement and Sanctions Act 2008 and the Regulators' Compliance Code. It was substantially updated again 2016 and has been refreshed annually since then.

The policy can be found on the Council's Website at [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk) or a paper copy is available from the Council Offices, Riverside, Stafford.

Decisions regarding formal action such as prosecutions are subject to discussion with the Senior Environmental Health Officer (temporary) and/or Regulatory Services Group Manager.

## Equality Issues associated with enforcement

The use of technical or legal terminology can be challenging and may make understanding difficult; efforts will be made, so far as is possible, simple language and expressions in order to aid understanding. Where possible advice and guidance literature will be made available in a range of languages, and in particular the multi-language Safer Food Better Business packs will be used.

In the first instance officers will endeavour to identify the first language and whether English can be used. Where necessary, access to the translation services will be provided through Staffordshire County Council Interpretation Unit, AA Global, Language Direct or Language Line.

## Premise Inspections

Interventions at food establishments are carried out with regard to the relevant codes of practice issued by the Food Standards Agency. However, the authority also recognises the Department for Business, Energy and Industrial Strategy priorities for risk-based enforcement, reducing red tape, and earned autonomy for compliant businesses.

The full range of intervention tools will be used to ensure that activities and resources are targeted at perceived Risks. An alternative enforcement strategy for low-risk businesses, such as the use of questionnaires relevant to the type of premises will continue, although it is envisaged that project work will be used more. Project work, focussing on geographical areas or similar business types will target resources more effectively. Although this may have a short-term impact on other routine activities, resources will always be targeted at premises presenting the greatest risk.

*Table: Number of premises in each risk category 2022/23 ('A' being high)*

Premises risk category	No. in category in 2022/23	Change since 2021/22	Inspection Frequency (months)
A	0	-1	6
B	38	+1	12
C	210	-18	18
D	434	+14	24
E	550	+17	-
Un-rated	83	+79	-
<b>Total</b>	<b>1236</b>	<b>-11</b>	<b>-</b>

Table: number of inspections due in 2022/2023

<b>Risk Category</b>	<b>Frequency of Inspection (months)</b>	<b>% to be inspected</b>	<b>Numbers of inspections in 2022/2023</b>
A	6	100%	0
B	12	100%	0
C	18	100%	60
D	24	100%	15
E	A programme of alternative enforcement strategies or interventions every 3 years		104
Un-rated	Within 28 days	100%	5

### **Food Hygiene Rating Scheme (FHRS)**

The Council participates in the National Food Hygiene Rating scheme and ratings for businesses are published on the Food Standards Agency's Website (links to this are provided on the authority's web pages).

The Service is receiving an increasing number of requests for re-rating inspections and appeals against the food hygiene rating awarded as consumers become more aware of the scheme, with local and national press and media coverage. It is likely that there will be legislation passed to make it mandatory for businesses to display their rating; this has already happened in Wales and Northern Ireland.

As at 18 May 2022 we had:

712 businesses with a rating of 5 - 'very good'

191 businesses with a rating of 4 - 'good'

82 businesses with a rating of 3 - 'generally satisfactory'

11 businesses with a rating of 2 - 'improvement necessary'

7 businesses with a rating of 1 - 'major improvement necessary'

0 businesses with a rating of 0 - 'urgent improvement necessary'

The Stafford Borough Council area contains 1392 registered food premises as at 1 April 2022. This number fluctuates as new premises open and others cease trading. The register is updated regularly by reference to the local press, social media, information from officers.

The area contains one large manufacturer in Premier Foods, a large dairy (Wells Farm Dairy), a number of large chilled and frozen food warehouses and 2 Motorway Service stations.

There has been an increase in the number of home caterers over the last few years. The majority of these are making and selling low risk foods - baked goods and preserves but there are some who make and sell higher risk foods.

### **Food Premises Database**

All food safety activity is recorded on the Service's main computer system, "Civica APP". The accuracy of the premises database is achieved by:

- Food premises registration applications
- Requests for advice on new business start-ups
- Local knowledge of officer
- Planning and Licensing Act applications
- Interrogation of local newspapers
- Information from websites and social media sites

### **Service requests**

In addition to visits undertaken as part of the programmed inspection regime, inspections are also undertaken in respect of:

- Complaints regarding food business operations
- Enquiries and requests for advice from food business operations
- Investigation of unsatisfactory sampling results
- Transient stalls and mobiles
- New business operations
- Visits in connection with new or transfers of Liquor licences
- Planning applications.

The Regulatory Services Team received 534 food related service requests in 2021/22.

All complaints are investigated in accordance with the Food Safety Code of Practice and detailed guidance produced by the Regulatory Services Team.

Arrangements are in place with neighbouring authorities to take complaints and refer them on where Stafford Borough Council is not the appropriate enforcing authority.

## Other demands on the service

During 2021/22 the Regulatory Services Team also dealt with a wide range of requests for service. These included:

<b>Request type</b>	<b>No received</b>
Infectious disease investigations	246
Alleged food poisoning	36
Planning Applications	309
Health and Safety at work	109
Licensing Service requests	203
Miscellaneous	72
Nuisance complaints - relating to food businesses	36
<b>Total</b>	<b>1011</b>

## Primary Authority

The Primary Authority scheme offers local authorities the opportunity to develop a constructive partnership with a business that can deliver reliable advice and coordinated and consistent enforcement for the business.

The Council currently has no formal Primary Authority partnerships.

## Originating Authority

This Authority is the Originating Authority for one large, dried milk product producer and one large dairy. These businesses are well managed and problems are infrequent.

## Advice to Business

Advice to businesses is provided on request, at no charge, within a short response time. The authority is keen to work with prospective new businesses to ensure compliance with legislation and the use of best practice at the earliest possible stage. The authority promotes the work of the Stoke-on-Trent and Staffordshire Enterprise Partnership (LEP).

Planning applications relating to food businesses are examined and consultative advice is given to the Council's Planning Service and to developers if appropriate. In addition, the planning application process includes a pre-registration process to ensure that all applications have all the necessary food hygiene detail. This process enables a quicker determination of the application. It also allows the Regulatory Services Team to have early notification of proposed or emerging food businesses.

## Food Sampling

Food sampling is an important part of surveillance, intelligence corroboration, enforcement and verification for businesses.

Our sampling priorities reflect national and local priorities. In addition, the Regulatory Services Team co-operates with UKHSA, FSA and Central England Food Liaison Group (North) programmes and participate in sampling studies when requested or as appropriate. The Service's sampling programme also provides for routine food

sampling from all the major food manufacturers in the Borough and premises approved under EU legislation. The Regulatory Services Team uses Eurofins Public Analyst Laboratory for chemical and foreign body analysis and the UKHSA Laboratory at Colindale for microbiological samples. Both laboratories are accredited under the United Kingdom Accreditation Services (UKAS).

During 2021/22, 40 food samples were taken. Of these, no samples were found to be unsatisfactory and 1 was found to be borderline.

Sampling visits are not usually pre-arranged but businesses are informed of the results. Where unsatisfactory or borderline results are received, appropriate follow up action is taken.

In 2021/22 the samples taken were:

- Milk from small scale on-farm pasteurisation plant and associated vending machines
- Food from poor-rated takeaways
- Approved premises dairy (milk, cream) and meat products

### **Food Safety incidents**

Food Incidents and Alerts are dealt with in accordance with the FSA Code of Practice. The Regulatory Services Team is linked to the EHCnet the Director on Call system is used to maintain a response outside normal working hours.

### **Freedom of Information**

The Regulatory Services Team responds to approximately 17 requests per year. All of the requests have been for copies of the food register or last inspection reports for premises. Requests for the food register are charged in accordance with the Fees and Charges applicable at the time.

### **Food Safety and Health Promotion**

The Regulatory Services Team participates in local and national campaigns such as Food Safety week. Talks are also given to business groups and social groups in the Borough.

### **Control and Investigation of Outbreaks and food related Infectious Disease**

The Regulatory Services Team operates its infectious disease investigation policy in accordance with the protocol that has been agreed between the Staffordshire and Shropshire Chief Environmental Health Officers' Food Group and UKSHA. This document is currently under review.

During 2021/2022 the Regulatory Services Team received 246 notifications of food poisoning. The highest proportion of notifications received related to Campylobacter and work continues nationally and locally to reduce the incidence of Campylobacter. During 2021/22 no major outbreaks occurred.

The Regulatory Services Team has close links with the Consultant in Communicable Disease Control (CCDC) employed by UKHSA. Co-ordination meetings between

UKHSA and the Staffordshire family of local authorities take place on a regular basis. Officers also attend UKHSA seminars, symposiums and other training events on public health issues.

In the event of a major outbreak, the Borough Council/UKHSA Outbreak Control Plan will be activated. Senior managers provide out of hours contact.

### **Community Cohesion**

There is a small ethnic minority population (2.6%) within the Borough; no significant food safety or integration issues arise from this section of the community, who are well integrated. However, the Council needs to be aware of the issues, particularly with regard to migrant workers, and to monitor to the extent that any issues that do arise can be dealt with appropriately.

Safer Food Better Business packs are available and provided in various languages. Whilst the area has a significant proportion of restaurants, takeaways and general stores operated by proprietors from the ethnic minorities, language does not present a significant barrier to communication.

### **Liaison with other organisations**

A strong commitment to partnership working and liaison with other enforcers and other local authorities exists. Resilience arrangements exist with neighbouring authorities to ensure that county-wide or serious incidents can be appropriately resourced. We will continue to strengthen our links with UKHSA and Staffordshire County Council Trading Standards and explore opportunities for database and information sharing.

The Regulatory Services Team is represented on the Central England (North) Food Safety Liaison Group. In 2021/22 the Groups work programme included the following activities:

- Intelligence Sharing
- Benchmarking
- Enforcement Strategies
- Sharing resources with large investigations
- Organising relevant training based on needs

## **Chapter 3 - Performance Management**

### **Indicators**

The Council has set local indicators to assist in the performance management of the Regulatory Services Team:

- Number of food premises inspected A,B,C
- Number of food premises inspected D+E
- Percentage of food premises inspected that have a Food Hygiene Rating Score of 3,4 or 5

These performance figures are reported quarterly and the performance indicators for the group are currently under review.

Reports on performance and other work related to food safety are prepared for the Head of Service and Cabinet Member on a regular basis.

### Quality Assessment

In order to ensure the quality of the service provided by the Regulatory Services Team a range of quality control measures are used. These include-

- accompanied visits
- premise file audits
- team meetings
- monitoring the service of and auditing Hygiene Improvement Notices
- discussions on particular cases, particularly those involving formal action
- participation in the FSA's National Consistency exercises
- audit of complaints about food premises investigations
- audit of unsatisfactory food sample follow-ups

### Resources for 2022/2023

The Council has set a budget for the work of the Food Safety function:

Description	2022/2023	2023/2024*	2024/2025*
Employee Costs	£203,450	£211,630	£218,490
Transport Costs	£6,780	£6,780	£6,780
Supplies and Services	£17,790	£17,790	£17,790
Income	-£2,700	-£2,750	-£2,750
<b>Total</b>	<b>£225,320</b>	<b>£233,450</b>	<b>£240,310</b>

\*The 2023/2024 and 2024/2025 budgets may change as these will be reviewed again at the annual budget-setting time.

The introduction of any further legislation will require a review of the Regulatory Services Team's priorities if further or new work is imposed.

### Staffing Allocation

The Regulatory Services Team consists of 1x Senior Environmental Health Officer (on secondment for 12 months), 3x Environmental Health Officers, 1x Environmental Protection Lead Officer and 2x Graduate Environmental Health Officers (temporary for 2 years), led by the Regulatory Services Group Manager. Taking into account the services provided by the Regulatory Services Team it is estimated that 3 FTE will be dedicated to Food Safety during the year.

The level of resources is sufficient to carry out all inspections, respond to all service requests and to carry out the 2022/2023 Action plan.

## **Staff Development Plan**

Staff development and training needs are identified during the annual performance development reviews which are undertaken with all staff. In addition the annual service planning process is also used to identify training and development needs of staff to ensure that they are equipped with the skills necessary to support the planned work of the Team. These requirements are then compiled in individual staff development plans. The training needs identified through this process are co-ordinated by Human Resources.

Through these processes, core competency needs of staff are maintained.

The Regulatory Services Team is committed to ensuring that all staff receive suitable and appropriate training. Continuous Professional Development (CPD) is a requirement for all Regulatory Services staff.

Human Resources record all staff training.

## **Computer System**

The main computer system used by the Regulatory Services Team is provided by Civica APP. Full integration has been developed between the Call Centre software and the APP.

Further work will be undertaken to look at remote working solutions and the IT necessary to support this, particularly in order to assist officers in field work.

## **Chapter 4 - Review of the work programme**

### **Review against the Service Plan**

The process of review will be commenced in April each year by the Regulatory Services Group Manager and an Annual Report produced, having regard to:

- performance over the previous 12 months;
- resources available over the previous 12 months;
- the Framework Agreement on Authority Food Law Enforcement,
- guidance from the Food Standards Agency
- results of external audits and peer reviews;
- examples of best practice observed elsewhere;
- responses to customer satisfaction surveys
- consultation with local businesses and the community;
- observations from councillors
- observations from Team members
- Regulatory Services Review

### **Identification of Variation from the Service Plan**

Quarterly reports on performance against targets will be made to the Cabinet Member and the Health and Wellbeing Scrutiny Committee, when any variances against this Service Plan, including resource implications, will be addressed.

### **Areas of Improvement**

These will be identified in the review of performance against the previous years' service plan, which will be reported to members.

## Chapter 5 - Work Programme for 2022/23

### Work Plan

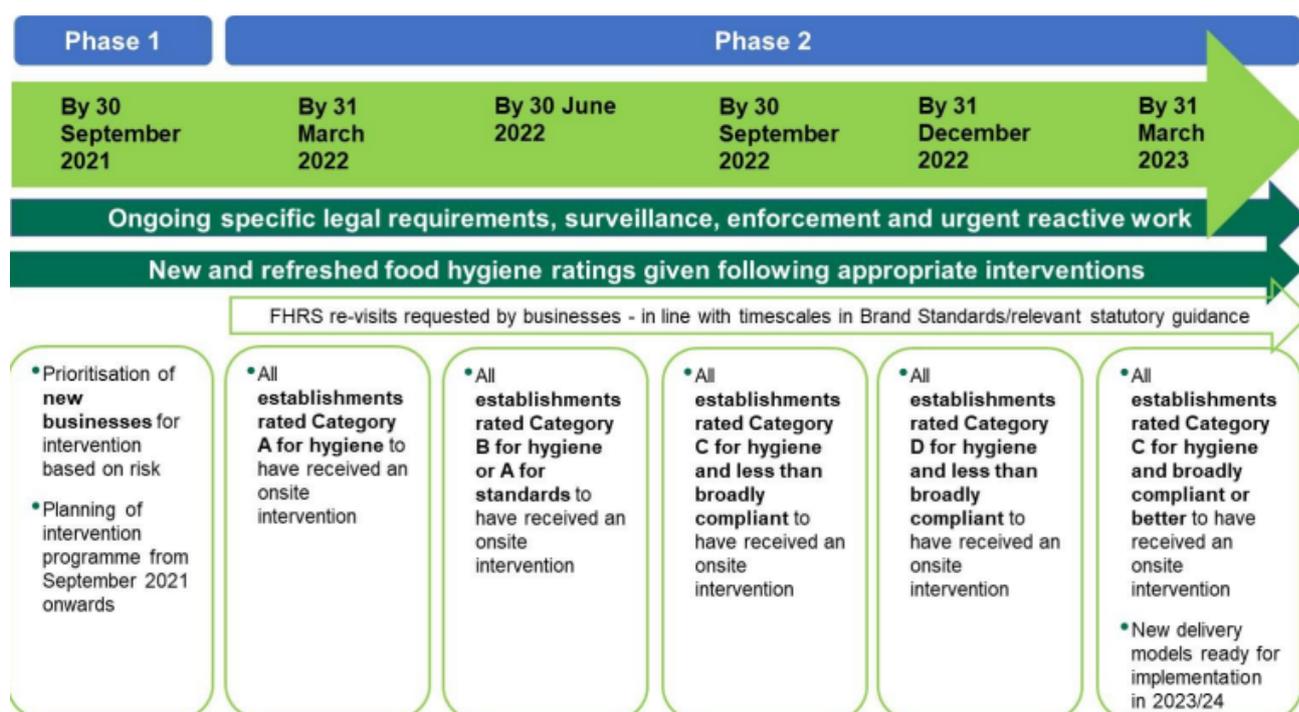
Annex 2 sets out the key service tasks for 2022/23.

### Impact of the Covid 19 Pandemic on the Service

In March 2020 the Food Standards Agency advised all Local Authorities that food Hygiene inspections and interventions could be deferred until 30 September 2021.

On 16 June 2021 the Food Standards Agency wrote to all Local Authorities to advise them of the COVID-19 Local Authority Recovery Plan which set out guidance and advice for local authorities on delivery of official food controls and related activities in the period 1 July 2021 to 2023/24. The Plan sets out milestones which must be met as set out below:

**Figure 1: Outline of the Recovery Plan**



#### Notes

The key milestone dates within the Recovery Plan for higher risk establishments are shown.

For lower risk establishments not shown in the figure, local authorities have the flexibility to defer planned interventions and only undertake intervention where information/intelligence suggests that risks have increased/standards have fallen or if the establishment is otherwise considered a priority for intervention due to the risk posed.

All of the milestones in the Recovery Plan have been met and the Team remains on target to meet the final milestone by 31 March 2023.

In addition, the following can be considered as our immediate and long-term plans:

#### Immediate plans:

- To meet the FSA targets for the inspection of food premises in line with the expectations set out in the COVID-19 Local Authority Recovery Plan.
- To provide appropriate training to enable all staff to deliver a first-class service and to enable less experienced officers to gain competency in food safety work.

#### Long-range plan:

- To develop service delivery in line with customer expectations.
- To investigate alternative methods of delivery to ensure a value for money service is provided.
- To make greater use of the Council's website to promote the service and provide advice and guidance to consumers and local businesses.
- Provide the appropriate training to staff to reflect changes in food safety legislation or commercial methods of operation to ensure staff are able to meet the challenges of delivering a modern and effective food safety service.
- To look at mobile working solutions as part of the Council's move towards a 'hybrid' model of working and to review the IT systems/equipment to enable this (including the new CRM system).
- To consider the implications and opportunities of the emerging shared leadership arrangement between Stafford Borough Council and Cannock Chase District Council.

## **Chapter 6 - Conclusion**

The Service Plan has been written to achieve the following:

- identify changes to the service;
- reflect on developments that will take place during the year;
- identify the links between health and food safety; and
- to set out the objectives for the coming year.

## Agenda Item 7(d)

<b>Committee:</b>	Community Wellbeing Scrutiny Committee
<b>Date of Meeting:</b>	10 January 2023
<b>Report of:</b>	Interim Head of Operations
<b>Contact Officer:</b>	Neale Clifton
<b>Telephone Number:</b>	01785 619411
<b>Ward Interest:</b>	Nil
<b>Report Track:</b>	Community Wellbeing Scrutiny 10/01/2023 (Only)

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## Health and Safety Annual Report 2021 - 2022

### 1 Purpose of Report

- 1.1 To provide the committee with the Health and Safety Annual Report 2021 - 2022.

### 2 Recommendation

- 2.1 That the Health and Safety Annual Report 2021 - 2022 be noted.

### 3 Key Issues and Reasons for Recommendation

- 3.1 The working environment should give protection from disease or infirmity, and there should be a sense of wellbeing where everyone is safe from accident or injury. The aim of the Council is to ensure that 'so far as is reasonably practicable' the health and safety of those who live, visit and work within the Borough, is not adversely affected by the work or activities undertaken by any employer, employee or self-employed persons.
- 3.2 The Health and Safety Executive (HSE) requires that all Local Authorities adopt an annual service plan which is approved by elected members. This annual report will meet that requirement.

### 4 Relationship to Corporate Business Objectives

- 4.1 The Health and Safety Annual Report 2021 - 2022 is relevant in helping to achieve 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.’

## **5 Report Detail**

5.1 The HSE requires that all Local Authorities adopt a service plan covering the health and safety work undertaken by the Authority (in relation to businesses and self-employed persons). The Service Plan is based on the HSE guidance to Local Authorities, under section 18 of the Health and Safety at Work etc. Act 1974, which sets out minimum standards for regulatory activities, priorities, and planning.

The service plan will be renewed by the end of 2022/23.

5.2 Annual reports looking back at the previous 12 months of service provision will be produced and will inform the Action Plan for the following year. This Health and Safety Annual Report and Action Plan details key health and safety service delivery for the following 12 months.

5.3 A copy of the Service Plan for 2018 - 2021, the Health and Safety Annual Report for 2021 - 2022 and the Action Plan for 2022/2023 are attached in the **APPENDIX**.

## **6 Implications**

### **6.1 Financial**

Costs are contained within existing budgetary provision.

### **6.2 Legal**

Nil

### **6.3 Human Resources**

Nil

### **6.4 Human Rights Act**

Nil

### **6.5 Data Protection**

Nil

### **6.7 Risk Management**

Nil

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## **6.8 Community Impact Assessment Recommendations**

### **Impact on Public Sector Equality Duty:**

None

### **Wider Community Impact:**

None

## **7 Previous Consideration**

Nil

## **8 Background Papers**

File available in Operations

# APPENDIX

**Committee:** Community Wellbeing Scrutiny Committee

**Date of Meeting:** 10 January 2023

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## Health and Safety Annual Report 2021 - 2022

Stafford Borough Council's Health and Safety Service Plan 2018 - 2021 was presented at and agreed by the Community Wellbeing Scrutiny Committee in November 2018.

The plan gives clear details of the services to be provided and how they will be carried out in the coming years.

The plan also demonstrates how the Regulatory Services Team contributes to, and supports others, in delivering Corporate Objectives to the local community.

Each year the Community Wellbeing Scrutiny Committee receives an annual report on the preceding year's health and safety activity along with an action plan for the present financial year.

The Health and Safety Service Plan will be reviewed and updated before the end of 2022/23.

### Overview

The Health and Safety function is delivered by the Regulatory Services Team. There are currently 2.0 professional Full Time Equivalent posts delivering this service (this function is delivered by multiple members of the multi-disciplinary service team).

The table below gives a brief overview of the known establishments in the Borough and the actions taken by the Regulatory Services Team over the last 12 months.

<b>Total number of known establishments</b>	<b>Number of inspections undertaken*</b>	<b>Number of service requests received</b>	<b>Number of accidents reported</b>
2143	1	214	78

\*N.B. In accordance with HSE guidance proactive inspection can no longer be used, therefore the Team uses local intelligence, such as complaints and reported accident data to target limited resources at premises where potential risks to health and safety are identified.

## **Inspections**

The Team carried out 10 health and safety interventions (as defined by the HSE) which consisted of:

- other visits/face to face contacts
- other contacts/interventions
- revisits
- visits to investigate health and safety related incidents
- visits to investigate health and safety related complaints

## **Service Requests**

The Team received 214 service requests:

- health and safety complaints;
- premises safety complaints;
- defective lift reports;
- covid 19 related complaints and incidents.

## **Topic-Based Interventions**

Each year topic-based intervention projects will be incorporated into the annual work plan. The topics will be selected using the information and intelligence gathering being undertaken. Using this information we will discuss priorities with our partners and then evaluate potential projects against the needs of the community and the risks involved.

Delivery of topic-based projects was halted for 2021/2022 due to resources being diverted to support the Director of Public Health discharge his duties in relation to Covid-19.

## **Impact of Covid-19 pandemic on the service**

On 25 March 2020 the government announced that the country was entering a lockdown in order to control the spread of the novel coronavirus, Covid-19. Advice from the HSE was received advising Local Authorities to suspend proactive inspections and reactive interventions.

Visits were restarted when Government guidance allowed for more face-to-face contact, however, the team continued to work in partnership with the Director of Public Health managing cases and outbreaks of Covid-19 within workplaces. This has resulted in a reduced number of inspections and interventions, however, as the responsibility for enforcement of the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 fell to the Regulatory Services Team, work has been undertaken to support and advise businesses relating to Covid controls and mitigation in workplaces. The latter has been targeted at those businesses where complaints have been received or outbreaks have been identified.

## Action Plan 2022/2023

Ref	Achievement/Improvement	Date to be completed	Lead Officer	Performance Measure
HS1	Officers to undertake relevant health and safety training in order to maintain competency	March 2023	Regulatory Services Group Manager	All Regulatory Services Team members to complete relevant training requirements
HS2	Review the operation of the functions within the team to ensure effective use of resources	Quarterly	Regulatory Services Group Manager	Reviews completed
HS3	Produce an Annual Report for the Health and Safety function for 2021/2022	April 2023	Regulatory Services Group Manager	Report produced
HS4	Produce an Annual Action Plan for the Health and Safety function	April 2023	Regulatory Services Group Manager	Report produced
HS5	<p>Premises inspections.</p> <p>Ensure an appropriate intervention at all premises that fall due for inspection during the year.</p> <p>Review the present inspection programme and recommend changes to ensure resources are targeted effectively.</p>	Quarterly report	Regulatory Services Group Manager	% of interventions carried out

<b>Ref</b>	<b>Achievement/Improvement</b>	<b>Date to be completed</b>	<b>Lead Officer</b>	<b>Performance Measure</b>
HS6	Website for Health and Safety functions updated to ensure accurate information and as much self-service as possible	March 2023	Regulatory Services Group Manager	Reduction in 'phone through' from Contact Centre
HS7	Health and safety premises register in Flare to be updated to improve data on number of premises; risk rating and business use.  Use of local intelligence.	Quarterly reports	Regulatory Services Group Manager	Number of new premises on database  Number of premises removed from database  Number of premises where details changed
HS8	Undertake topic-based interventions once these have been identified	End of March 2023	Regulatory Services Group Manager	Number of topic-based interventions achieved
HS9	Review and update Health and Safety Service Plan	End of March 2023	Regulatory Services Group Manager	To comply with HSE requirements

## Agenda Item 7(e)

<b>Committee:</b>	Community Wellbeing Scrutiny Committee
<b>Date of Meeting:</b>	10 January 2023
<b>Report of:</b>	Interim Deputy Head of Finance
<b>Contact Officer:</b>	Emma Fullagar
<b>Telephone Number:</b>	01543 464720
<b>Ward Interest:</b>	Nil
<b>Report Track:</b>	Community Wellbeing 10/01/2023 Cabinet 01/12/2022

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### **Community Portfolio - General Fund Revenue Budget 2022/2023 - 2025/2026 and Capital Programme 2022/2023 - 2025/2026**

#### **1 Purpose of Report**

- 1.1 To set out the draft detailed Community Portfolio revenue budget for 2022/2023 - 2025/2026 and the draft Community Portfolio Capital Programme for 2022/2023 - 2025/2026.

#### **2 Recommendation**

- 2.1 The Committee considers and notes the following decision of the Cabinet and records any comments they wish to make

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

That:-

- 2.2 Detailed draft portfolio revenue budget for 2022/2023 - 2025/2026 and the draft Capital Programme 2022/2023 - 2025/2026 be approved for submission to the Community Wellbeing Scrutiny Committee for consultation.

#### **3 Key Issues and Reasons for Recommendations**

- 3.1 To set out the detailed portfolio revenue budget.
- 3.2 To set out the variations between the indicative budgets for 2023/2024 and 2024/2025, as set last year, and the proposed budget for 2023/24 and the draft budget for the following years to 2025/2026.

3.3 To set out the proposed Capital Programme 2022/2023 - 2025/2026.

## 4 Relationship to Corporate Business Objectives

4.1 The revenue budget and capital programme reflect the Council's priorities.

## 5 Report Detail

5.1 The detailed draft portfolio budget is attached at **APPENDIX 1**.

5.2 Indicative budgets for 2023/2024 and 2024/2025 were prepared as part of the 2022/2023 budget process and have been updated as part of this year's process with the budgets then being extrapolated to create a new budget for 2025/2026.

5.3 An analysis of variations between the indicative budgets for 2023/2024 and 2024/2025 (as set last year) and the proposed budget for 2023/2024 and draft budgets for 2024/2025 and 2025/2026 is attached at **APPENDIX 2**.

5.4 Details of the overall proposed real terms/efficiency variations are attached at **APPENDIX 3**.

5.5 Material changes to Revenue include: -

- Impact of pay settlement for 2022/23
- Changes in pension payments
- Energy prices

5.6 Due to the overall reduction in anticipated government funding a budget savings exercise has been undertaken as part of the 2023/24 budget process. The savings in relation to the Community portfolio are: -

- Reduction in underspending overhead budgets

5.7 On 1 February 2022, the Council approved a capital programme to 2024/2025 which has been updated to include approved changes and re-profiled to reflect current spend estimates. The proposed Capital Programme 2022/2023 - 2025/2026 incorporating the assumed ongoing provision of Disabled Facilities Grants in 2024/2025 and 2025/2026 within the Community Portfolio is attached at **APPENDIX 4**.

5.8 The Disabled Facilities Grants allocation is an indicative allocation at this stage, pending further details on the value allocated as part of the Better Care Funding passported from Staffordshire County Council. The budget will be updated to reflect the actual amount received.

## **6 Implications**

### **6.1 Financial**

The potential loss of external core/incentive funding from the Government (and other sources) is a risk which can impact on the Council's future ability to deliver the service.

### **6.2 Legal**

Nil

### **6.3 Human Resources**

Any resourcing implications of continuing loss of external funding will be considered in line with Council policies and consultation with staff groups affected and recognised trade unions

### **6.4 Human Rights Act**

Nil

### **6.5 Data Protection**

Nil

### **6.7 Risk Management**

Nil

### **6.8 Community Impact Assessment Recommendations**

**Impact on Public Sector Equality Duty:**

Nil

**Wider Community Impact:**

Nil

## **7 Previous Consideration**

Nil

## **8 Background Papers**

File available in Financial Services

Community

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>1 Private Sector Housing (Standards)</b>				
Employee Expenses	140,450	124,450	127,110	129,820
Transport Related Expenditure	4,320	3,620	3,620	3,620
Supplies & Services	25,370	25,670	25,670	25,670
<b>Total Expenditure</b>	<b>170,140</b>	<b>153,740</b>	<b>156,400</b>	<b>159,110</b>
Income	(19,440)	(6,390)	(6,390)	(6,520)
<b>Total Income</b>	<b>(19,440)</b>	<b>(6,390)</b>	<b>(6,390)</b>	<b>(6,520)</b>
<b>Private Sector Housing (Standards) Net Expenditure</b>	<b>150,700</b>	<b>147,350</b>	<b>150,010</b>	<b>152,590</b>
<b>2 Housing Act Sewerage Works</b>				
Premises Related Expenditure	2,230	2,170	2,170	2,210
<b>Total Expenditure</b>	<b>2,230</b>	<b>2,170</b>	<b>2,170</b>	<b>2,210</b>
<b>Housing Act Sewerage Works Net Expenditure</b>	<b>2,230</b>	<b>2,170</b>	<b>2,170</b>	<b>2,210</b>
<b>3 Private Sector Hsg (Loans &amp; Mortgages)</b>				
Premises Related Expenditure	5,900	5,730	5,730	5,850
<b>Total Expenditure</b>	<b>5,900</b>	<b>5,730</b>	<b>5,730</b>	<b>5,850</b>
Income	(11,310)	(11,490)	(11,490)	(11,670)
<b>Total Income</b>	<b>(11,310)</b>	<b>(11,490)</b>	<b>(11,490)</b>	<b>(11,670)</b>
<b>Private Sector Hsg (Loans &amp; Mortgages) Net Expenditure</b>	<b>(5,410)</b>	<b>(5,760)</b>	<b>(5,760)</b>	<b>(5,820)</b>
<b>4 Partnerships</b>				
Supplies & Services	25,290	25,290	25,290	25,290
<b>Total Expenditure</b>	<b>25,290</b>	<b>25,290</b>	<b>25,290</b>	<b>25,290</b>
<b>Partnerships Net Expenditure</b>	<b>25,290</b>	<b>25,290</b>	<b>25,290</b>	<b>25,290</b>
<b>5 Homelessness &amp; Housing Advice</b>				
Employee Expenses	449,870	490,300	500,560	510,940
Premises Related Expenditure	58,150	58,290	59,480	61,030
Transport Related Expenditure	8,290	5,670	5,670	5,670
Supplies & Services	134,580	124,700	124,700	126,910
<b>Total Expenditure</b>	<b>650,890</b>	<b>678,960</b>	<b>690,410</b>	<b>704,550</b>
Income	(56,400)	(57,000)	(57,000)	(57,000)
<b>Total Income</b>	<b>(56,400)</b>	<b>(57,000)</b>	<b>(57,000)</b>	<b>(57,000)</b>
<b>Homelessness &amp; Housing Advice Net Expenditure</b>	<b>594,490</b>	<b>621,960</b>	<b>633,410</b>	<b>647,550</b>
<b>6 Glover Street</b>				
Premises Related Expenditure	18,890	19,620	20,750	21,530
Supplies & Services	650	650	650	650
<b>Total Expenditure</b>	<b>19,540</b>	<b>20,270</b>	<b>21,400</b>	<b>22,180</b>
Income	(20,870)	(21,200)	(21,200)	(21,630)
<b>Total Income</b>	<b>(20,870)</b>	<b>(21,200)</b>		<b>(21,630)</b>
<b>Glover Street Net Expenditure</b>	<b>(1,330)</b>	<b>(930)</b>	<b>200</b>	<b>550</b>

Community

	<b>Outturn 2022-2023</b>	<b>Budget 2023-2024</b>	<b>Budget 2024-2025</b>	<b>Budget 2025-2026</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>7 Grants &amp; Contributions</b>				
Supplies & Services	128,960	128,960	128,960	128,960
<b>Total Expenditure</b>	<b>128,960</b>	<b>128,960</b>	<b>128,960</b>	<b>128,960</b>
<b>Grants &amp; Contributions Net Expenditure</b>	<b>128,960</b>	<b>128,960</b>	<b>128,960</b>	<b>128,960</b>
<b>Community Net Expenditure</b>	<b>894,930</b>	<b>919,040</b>	<b>934,280</b>	<b>951,330</b>

Community PortfolioVariation Statement 2023/2024 to 2025/2026

	2023/2024 Indicative	Real Terms / Efficiency Variations	2023/2024 Budget	2024/2025 Indicative	Real Terms / Efficiency Variations	2024/2025 Budget	Inflation	Real Terms / Efficiency Variations	2025/2026 Budget
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
<b>Employee Costs</b>	591	24	615	609	19	628	12	1	641
<b>Premises Related Costs</b>	65	21	86	66	22	88	2	1	91
<b>Transport Related Costs</b>	16	- 7	9	16	- 7	9	-	-	9
<b>Supplies and Services</b>	316	- 11	305	316	- 11	305	2	-	307
<b>Total Expenditure</b>	988	27	1,015	1,007	23	1,030	16	2	1,048
<b>Income</b>	- 88	- 8	- 96	- 88	- 8	- 96	- 1	-	- 97
<b>Net Expenditure</b>	900	<b>19</b>	919	919	<b>15</b>	934	<b>15</b>	<b>2</b>	951

**Community Portfolio****Proposed Real Terms / Efficiency Variations****2023/24 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and pension changes		27
Increased utility charges		13
Additional licence fee income		-8
Budget savings		
Reduction in underspending overhead budgets	-16	-16
Minor variations		3
		<b><u>19</u></b>

**2024/25 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and pension changes		21
Increased utility charges		14
Additional licence fee income		-8
Budget savings		
Reduction in underspending overhead budgets	-16	-16
Minor variations		4
		<b><u>15</u></b>

**2025/26 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Increase in pension costs		2
		<b><u>2</u></b>

**DRAFT GENERAL FUND CAPITAL PROGRAMME 2022/23 TO 2025/26**

	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>Programmed but not allocated</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>COMMUNITY</b>					
Disabled Facilities Grants	1,000	3,560	1,522	1,522	2,075
Private Sector Housing Assistance	25	105	-	-	-
Improvements at Glover St caravan site	5	-	-	-	-
Empty Homes	10	70	-	-	-
<b>Total</b>	<b>1,040</b>	<b>3,735</b>	<b>1,522</b>	<b>1,522</b>	<b>2,075</b>

## Agenda Item 7(f)

<b>Committee:</b>	Community Wellbeing Scrutiny Committee
<b>Date of Meeting:</b>	10 January 2023
<b>Report of:</b>	Interim Deputy Head of Finance
<b>Contact Officer:</b>	Emma Fullagar
<b>Telephone Number:</b>	01543 464720
<b>Ward Interest:</b>	Nil
<b>Report Track:</b>	Community Wellbeing 10/01/2023 Cabinet 01/12/2022

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## **Environment Portfolio - General Fund Revenue Budget 2022/2023 - 2025/2026 and Capital Programme 2022/2023 - 2025/2026**

### **1 Purpose of Report**

- 1.1 To set out the draft detailed Environment Portfolio revenue budget for 2022/2023 - 2025/2026 and the draft Environment Portfolio Capital Programme for 2022/2023 - 2025/2026

### **2 Recommendation**

- 2.1 The Committee considers and notes the following decision of the Cabinet and records any comments they wish to make

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

That:-

- 2.2 That the detailed draft portfolio revenue budget for 2022/2023 - 2025/2026 and the draft Capital Programme 2022/2023 - 2025/2026 be approved for submission to the Community Wellbeing Scrutiny Committee for consultation.

### **3 Key Issues and Reasons for Recommendations**

- 3.1 To set out the detailed portfolio revenue budget.

3.2 To set out the variations between the indicative budgets for 2023/2024 and 2024/2025, as set last year, and the proposed budget for 2023/24 and the draft budget for the following years to 2025/2026.

3.3 To set out the proposed Capital Programme 2022/2023 - 2025/2026.

## 4 Relationship to Corporate Business Objectives

4.1 The revenue budget and capital programme reflect the Council's priorities.

## 5 Report Detail

5.1 The detailed draft portfolio budget is attached at **APPENDIX 1**.

5.2 Indicative budgets for 2023/2024 and 2024/2025 were prepared as part of the 2022/2023 budget process and have been updated as part of this year's process with the budgets then being extrapolated to create a new budget for 2025/2026.

5.3 An analysis of variations between the indicative budgets for 2023/2024 and 2024/2025 (as set last year) and the proposed budget for 2023/2024 and draft budgets for 2024/2025 and 2025/2026 is attached at **APPENDIX 2**.

5.4 Details of the overall proposed real terms / efficiency variations are attached at **APPENDIX 3**.

5.5 Material variances include:

- Impact of pay settlement for 2022/23
- Energy prices
- Contractual inflation
- Reduced Bereavement Income
- Dry recycling gates fees - changes in prices and glass provision

5.6 Due to the overall reduction in anticipated government funding a budget savings exercise has been undertaken as part of the 2023/24 budget process. The savings in relation to the Environment portfolio are: -

- More efficient CCTV monitoring aligned to night time economy
- Reduced overtime
- Streetscene efficiencies
- Efficiencies bedding flowers / cauldrons
- Efficiencies in Bereavement
- Increase garden waste charges from 2024
- Optimise bus shelter advertising to fund maintenance
- Reduction in underspending overhead budgets

5.7 The pressures on the 2023-24 Portfolio budgets (recurring in future years) are itemised below:

- There is an increased cost of contractors maintaining Local Nature Reserves of £10,000.

5.8 There are also some one-off pressures in 2023-24 that will be funded from reserves:

- A £35,000 cost of developing and implementing a developer payment regime to fulfil Biodiversity Net Gain obligations.

5.9 On 1 February 2022, the Council approved a capital programme to 2024/2025 which has been updated to include approved changes and re-profiled to reflect current spend estimates. The proposed Capital Programme 2022/2023 - 2025/2026 incorporating provision for the rolling programme for replacement wheeled bins in 2022/2023 to 2025/2026 within the Environment Portfolio is attached at **APPENDIX 4**.

## **6 Implications**

### **6.1 Financial**

The potential loss of external core/incentive funding from the Government and other sources is a risk which can impact on the Council's future ability to deliver the service.

### **6.2 Legal**

Nil

### **6.3 Human Resources**

Any resourcing implications of continuing loss of external funding will be considered in line with Council policies and consultation with staff groups affected and recognised trade unions

### **6.4 Human Rights Act**

Nil

### **6.5 Data Protection**

Nil

### **6.7 Risk Management**

Nil

## **6.8 Community Impact Assessment Recommendations**

### **Impact on Public Sector Equality Duty:**

Nil

### **Wider Community Impact:**

Nil

## **7 Previous Consideration**

Nil

## **8 Background Papers**

File available in **Financial Services**

Environment

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>1 Management &amp; Support</b>				
Employee Expenses	365,210	436,770	445,620	454,720
Transport Related Expenditure	7,270	2,920	2,920	2,920
Supplies & Services	33,080	33,080	33,080	33,080
<b>Total Expenditure</b>	<b>405,560</b>	<b>472,770</b>	<b>481,620</b>	<b>490,720</b>
<b>Management &amp; Support Net Expenditure</b>	<b>405,560</b>	<b>472,770</b>	<b>481,620</b>	<b>490,720</b>
<b>2 Regulatory Services</b>				
Employee Expenses	606,710	645,340	658,940	672,860
Premises Related Expenditure	8,840	9,950	10,150	10,350
Transport Related Expenditure	30,350	34,170	34,790	35,110
Supplies & Services	67,840	67,840	67,840	67,840
<b>Total Expenditure</b>	<b>713,740</b>	<b>757,300</b>	<b>771,720</b>	<b>786,160</b>
Income	(246,050)	(263,360)	(263,360)	(263,680)
<b>Total Income</b>	<b>(246,050)</b>	<b>(263,360)</b>	<b>(263,360)</b>	<b>(263,680)</b>
<b>Regulatory Services Net Expenditure</b>	<b>467,690</b>	<b>493,940</b>	<b>508,360</b>	<b>522,480</b>
<b>3 Strategic Health Delivery</b>				
Employee Expenses	91,060	58,220	59,460	60,730
Transport Related Expenditure	2,460	4,100	4,100	4,100
<b>Total Expenditure</b>	<b>93,520</b>	<b>62,320</b>	<b>63,560</b>	<b>64,830</b>
Income	(35,350)	-	-	-
<b>Total Income</b>	<b>(35,350)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Strategic Health Delivery Net Expenditure</b>	<b>58,170</b>	<b>62,320</b>	<b>63,560</b>	<b>64,830</b>
<b>4 Partnerships Environmental Management</b>				
Employee Expenses	44,130	47,820	48,780	49,780
Premises Related Expenditure	90	90	90	90
Transport Related Expenditure	190	190	190	190
Supplies & Services	24,210	54,600	19,600	19,600
<b>Total Expenditure</b>	<b>68,620</b>	<b>102,700</b>	<b>68,660</b>	<b>69,660</b>
Income	(9,880)	(45,080)	(10,080)	(10,280)
<b>Total Income</b>	<b>(9,880)</b>	<b>(45,080)</b>	<b>(10,080)</b>	<b>(10,280)</b>
<b>Partnerships Environmental Management Net Expenditure</b>	<b>58,740</b>	<b>57,620</b>	<b>58,580</b>	<b>59,380</b>

Environment

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>5 Waste &amp; Recycling</b>				
Employee Expenses	61,000	68,800	70,330	71,930
Transport Related Expenditure	5,080	5,080	5,080	5,080
Supplies & Services	152,420	157,850	157,850	158,050
Third Party Payments	4,197,770	4,817,060	4,914,100	5,057,980
<b>Total Expenditure</b>	<b>4,416,270</b>	<b>5,048,790</b>	<b>5,147,360</b>	<b>5,293,040</b>
Income	(2,935,380)	(2,953,770)	(3,209,900)	(3,281,670)
<b>Total Income</b>	<b>(2,935,380)</b>	<b>(2,953,770)</b>	<b>(3,209,900)</b>	<b>(3,281,670)</b>
<b>Waste &amp; Recycling Net Expenditure</b>	<b>1,480,890</b>	<b>2,095,020</b>	<b>1,937,460</b>	<b>2,011,370</b>
<b>6 Bereavement Services</b>				
Employee Expenses	303,250	274,670	281,140	285,000
Premises Related Expenditure	211,100	242,940	256,230	265,300
Transport Related Expenditure	6,960	6,960	6,960	6,960
Supplies & Services	302,540	251,630	252,200	253,170
<b>Total Expenditure</b>	<b>823,850</b>	<b>776,200</b>	<b>796,530</b>	<b>810,430</b>
Income	(1,752,570)	(1,840,110)	(1,895,180)	(1,929,950)
<b>Total Income</b>	<b>(1,752,570)</b>	<b>(1,840,110)</b>	<b>(1,895,180)</b>	<b>(1,929,950)</b>
<b>Bereavement Services Net Expenditure</b>	<b>(928,720)</b>	<b>(1,063,910)</b>	<b>(1,098,650)</b>	<b>(1,119,520)</b>
<b>7 Misc Highways Functions (ex Planning)</b>				
Premises Related Expenditure	42,540	43,990	45,330	46,080
Supplies & Services	630	630	630	630
<b>Total Expenditure</b>	<b>43,170</b>	<b>44,620</b>	<b>45,960</b>	<b>46,710</b>
Income	(5,000)	(5,000)	(25,000)	(25,000)
<b>Total Income</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(25,000)</b>	<b>(25,000)</b>
<b>Misc Highways Functions (ex Planning) Net Expenditure</b>	<b>38,170</b>	<b>39,620</b>	<b>20,960</b>	<b>21,710</b>
<b>8 Drainage Services</b>				
Premises Related Expenditure	4,460	4,550	4,550	4,640
Supplies & Services	106,110	110,100	110,100	112,300
<b>Total Expenditure</b>	<b>110,570</b>	<b>114,650</b>	<b>114,650</b>	<b>116,940</b>
<b>Drainage Services Net Expenditure</b>	<b>110,570</b>	<b>114,650</b>	<b>114,650</b>	<b>116,940</b>
<b>9 Street Scene</b>				
Employee Expenses	1,970,530	2,021,200	2,043,570	2,086,000
Premises Related Expenditure	58,520	71,070	76,010	79,080
Transport Related Expenditure	308,600	307,300	307,300	313,360
Supplies & Services	472,370	418,960	418,960	420,990
<b>Total Expenditure</b>	<b>2,810,020</b>	<b>2,818,530</b>	<b>2,845,840</b>	<b>2,899,430</b>
Income	(763,790)	(768,210)	(768,210)	(782,720)
<b>Total Income</b>	<b>(763,790)</b>	<b>(768,210)</b>	<b>(768,210)</b>	<b>(782,720)</b>
<b>Street Scene Net Expenditure</b>	<b>2,046,230</b>	<b>2,050,320</b>	<b>2,077,630</b>	<b>2,116,710</b>

Environment

	Outturn 2022-2023	Budget 2023-2024	Budget 2024-2025	Budget 2025-2026
	£	£	£	£
<b>10 Cleansing Services</b>				
Premises Related Expenditure	44,960	46,310	47,350	48,590
Supplies & Services	18,830	18,850	18,850	18,870
<b>Total Expenditure</b>	<b>63,790</b>	<b>65,160</b>	<b>66,200</b>	<b>67,460</b>
Income	(350)	(360)	(360)	(370)
<b>Total Income</b>	<b>(350)</b>	<b>(360)</b>	<b>(360)</b>	<b>(370)</b>
<b>Cleansing Services Net Expenditure</b>	<b>63,440</b>	<b>64,800</b>	<b>65,840</b>	<b>67,090</b>
<b>11 Pest Control</b>				
Employee Expenses	176,500	198,480	182,640	186,850
Transport Related Expenditure	12,170	10,220	10,220	10,420
Supplies & Services	44,070	44,070	44,070	44,070
<b>Total Expenditure</b>	<b>232,740</b>	<b>252,770</b>	<b>236,930</b>	<b>241,340</b>
Income	(151,470)	(177,480)	(177,480)	(181,030)
<b>Total Income</b>	<b>(151,470)</b>	<b>(177,480)</b>	<b>(177,480)</b>	<b>(181,030)</b>
<b>Pest Control Net Expenditure</b>	<b>81,270</b>	<b>75,290</b>	<b>59,450</b>	<b>60,310</b>
<b>12 Dog Warden Service</b>				
Supplies & Services	4,370	5,170	5,170	5,170
Third Party Payments	6,150	6,360	6,360	6,490
<b>Total Expenditure</b>	<b>10,520</b>	<b>11,530</b>	<b>11,530</b>	<b>11,660</b>
Income	(11,420)	(11,640)	(11,640)	(11,870)
<b>Total Income</b>	<b>(11,420)</b>	<b>(11,640)</b>	<b>(11,640)</b>	<b>(11,870)</b>
<b>Dog Warden Service Net Expenditure</b>	<b>(900)</b>	<b>(110)</b>	<b>(110)</b>	<b>(210)</b>
<b>13 CCTV</b>				
Premises Related Expenditure	11,010	12,350	13,590	14,270
Supplies & Services	17,820	16,480	16,480	16,480
Third Party Payments	116,780	94,860	99,810	101,810
<b>Total Expenditure</b>	<b>145,610</b>	<b>123,690</b>	<b>129,880</b>	<b>132,560</b>
<b>CCTV Net Expenditure</b>	<b>145,610</b>	<b>123,690</b>	<b>129,880</b>	<b>132,560</b>
<b>Environment Net Expenditure</b>	<b>4,026,720</b>	<b>4,586,020</b>	<b>4,419,230</b>	<b>4,544,370</b>

**Environment Portfolio****Variation Statement 2022/2023 to 2024/2025**

	2023/2024 Indicative	Real Terms / Efficiency Variations	2023/2024 Budget	2024/2025 Indicative	Real Terms / Efficiency Variations	2024/2025 Budget	Inflation	Real Terms / Efficiency Variations	2025/2026 Budget
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
<b>Employee Costs</b>	3,626	125	3,751	3,732	58	3,790	68	10	3,868
<b>Premises Related Costs</b>	322	109	431	333	120	453	9	7	469
<b>Transport Related Costs</b>	383	- 12	371	383	- 11	372	6	-	378
<b>Supplies and Services</b>	1,218	- 39	1,179	1,218	- 73	1,145	6	- 1	1,150
<b>Third Party Payments</b>	4,518	401	4,919	4,680	340	5,020	99	47	5,166
<b>Total Expenditure</b>	10,067	584	10,651	10,346	434	10,780	188	63	11,031
<b>Income</b>	- 6,216	151	- 6,065	- 6,264	- 97	- 6,361	- 80	- 46	- 6,487
<b>Net Expenditure</b>	3,851	<b>735</b>	4,586	4,082	<b>337</b>	4,419	108	<b>17</b>	4,544

**Environment Portfolio****Proposed Real Terms / Efficiency Variations****2023/24 Change**

	<b>£'000</b>	<b>£'000</b>
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		216
Increased utility charges		114
Reduced leased car costs		-12
Waste		
Inflation	515	
Revised property growth	-14	
Reduced postage and advertising	-10	
Dry recycling gate fees - changes in prices and glass provision	-94	
Green gate fees - revised tonnage due to take up	5	
Increased recycling credits - revised tonnage	-5	
Sale of dry recycling materials - increased prices	-93	304
Garden waste income - reduced income		70
CCTV contract inflation		21
Reduced bereavement income		207
Reduced sow and penk drainage levy		-6
Budget savings		
More efficient CCTV monitoring aligned to night time economy	-29	
Reduce maintenance budgets	-5	
Reduced overtime	-30	
Streetscene efficiencies	-20	
Efficiencies bedding flowers / cauldrons	-45	
Efficiencies in Bereavement	-40	
Reduction in underspending overhead budgets	-15	-184
Budget pressures		
Increased cost of contractors maintaining Local Nature Reserves		10
Develop and implement regime to fulfil Biodiversity Net Gain Obligations		
Expenditure	35	
Reserve funding	-35	
minor variations		-5
		<b><u>735</u></b>

2024/25 Change

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and pension changes		188
Increased utility charges		125
Reduced leased car costs		-11
Waste		
Inflation	403	
Revised property growth	-11	
Reduced postage and advertising	-10	
Dry recycling gate fees - changes in prices and glass provision	-65	
Green gate fees - revised tonnage due to take up	6	
Increased recycling credits - revised tonnage	-13	
Sale of dry recycling materials - increased prices	-93	217
Garden waste income - reduced income		57
CCTV contract inflation		26
Reduced bereavement income		151
Reduced sow and penk drainage levy		-6
Budget savings		
More efficient CCTV monitoring aligned to night time economy	-29	
Reduce maintenance budgets	-5	
Reduced overtime	-30	
Streetscene efficiencies	-40	
Efficiencies bedding flowers / cauldrons	-45	
Efficiencies in Bereavement	-40	
Increase garden waste charges from 2024	-187	
Optimise bus shelter advertising to fund maintenance	-20	
Reduction in underspending overhead budgets	-15	-411
Budget pressures		
Increased cost of contractors maintaining Local Nature Reserves		10
Develop and implement regime to fulfil Biodiversity Net Gain Obligations		
Expenditure	35	
Reserve funding	-35	-
minor variations		-9
		<b><u>337</u></b>

2025/26 Change

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Increase in pension costs		9
Waste		
Property growth	33	
Dry recycling gate fees	15	
Garden waste income	<u>-42</u>	6
Minor variation		<u>2</u>
		<u><u>17</u></u>

**DRAFT GENERAL FUND CAPITAL PROGRAMME 2022/23 TO 2025/26**

	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>Programmed but not allocated</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>ENVIRONMENT</b>					
Streetscene equipment	-	66	-	-	101
Streetscene Fleet replacement	-	105	-	-	-
Waste Contract - replacement green containers	80	88	35	35	-
Waste Contract - replacement blue bins	40	38	11	11	-
Waste Contract - replacement waste containers	10	88	4	4	-
Riverway Site Improved Depot Facilities	101	-	-	-	-
<b>Total</b>	<b>231</b>	<b>385</b>	<b>50</b>	<b>50</b>	<b>101</b>

## Agenda Item 7(g)

<b>Committee:</b>	Community Wellbeing Scrutiny
<b>Date of Meeting:</b>	10 January 2023
<b>Report of:</b>	Interim Deputy Head of Finance
<b>Contact Officer:</b>	Emma Fullagar
<b>Telephone Number:</b>	01543 464720
<b>Ward Interest:</b>	Nil
<b>Report Track:</b>	Community Wellbeing 10/01/2023 Cabinet 01/12/2022

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## **Leisure Portfolio - General Fund Revenue Budget 2022/2023 - 2025/2026 and Capital Programme 2022/2023 - 2025/2026**

### **1 Purpose of Report**

- 1.1 To set out the draft detailed Leisure Portfolio revenue budget for 2022/2023 - 2025/2026 and the draft Leisure Portfolio Capital Programme for 2022/2023 - 2025/2026.

### **2 Recommendation**

- 2.1 The Committee considers and notes the following decision of the Cabinet and records any comments they wish to make

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

That:-

- 2.2 That the detailed draft portfolio revenue budget for 2022/2023 - 2025/2026 and the draft Capital Programme 2022/2023 - 2025/2026 be approved for submission to the Community Wellbeing Scrutiny Committee for consultation.

### **3 Key Issues and Reasons for Recommendations**

- 3.1 To set out the detailed portfolio revenue budget.

3.2 To set out the variations between the indicative budgets for 2023/2024 and 2024/2025, as set last year, and the proposed budget for 2023/24 and the draft budget for the following years to 2025/2026.

3.3 To set out the proposed Capital Programme 2022/2023 - 2025/2026.

## 4 Relationship to Corporate Business Objectives

4.1 The revenue budget and capital programme reflect the Council's priorities.

## 5 Report Detail

5.1 The detailed draft portfolio budget is attached at **APPENDIX 1**.

5.2 Indicative budgets for 2023/2024 and 2024/2025 were prepared as part of the 2022/2023 budget process and have been updated as part of this year's process with the budgets then being extrapolated to create a new budget for 2025/2026.

5.3 An analysis of variations between the indicative budgets for 2023/2024 and 2024/2025 (as set last year) and the proposed budget for 2023/2024 and draft budgets for 2024/2025 and 2025/2026 is attached at **APPENDIX 2**.

5.4 Details of the overall proposed real terms / efficiency variations are attached at **APPENDIX 3**.

5.5 Material variances include:

- Impact of pay settlement for 2022/23
- Changes in pension payments
- Contractual inflation

5.6 Due to the overall reduction in anticipated government funding a budget savings exercise has been undertaken as part of the 2023/24 budget process. The savings in relation to the Leisure portfolio are: -

- Reduce maintenance budgets
- Streetscene efficiencies
- Reduction in underspending overhead budgets

5.7 On 1 February 2022, the Council approved a capital programme to 2024/2025 which has been updated to include approved changes and re-profiled to reflect current spend estimates. The proposed Capital Programme 2022/2023 - 2025/2026 for the Leisure Portfolio is attached at **APPENDIX 4**.

## **6 Implications**

### **6.1 Financial**

The potential loss of external core / incentive funding from the Government and other sources is a risk which can impact on the Council's future ability to deliver the service.

### **6.2 Legal**

Nil

### **6.3 Human Resources**

Any resourcing implications of continuing loss of external funding will be considered in line with Council policies and consultation with staff groups affected and recognised trade unions

### **6.4 Human Rights Act**

Nil

### **6.5 Data Protection**

Nil

### **6.6 Risk Management**

Nil

### **6.7 Community Impact Assessment Recommendations**

**Impact on Public Sector Equality Duty:**

Nil

**Wider Community Impact:**

Nil

## **7 Previous Consideration**

Nil

## **8 Background Papers**

File available in Financial Services.

Leisure and Culture

	Outturn 2022-2023 £	Budget 2023-2024 £	Budget 2024-2025 £	Budget 2025-2026 £
<b>1 Leisure Section</b>				
Employee Expenses	104,460	108,940	111,280	113,650
Transport Related Expenditure	3,180	3,180	3,180	3,180
Supplies & Services	10,150	5,360	5,360	5,360
<b>Total Expenditure</b>	<b>117,790</b>	<b>117,480</b>	<b>119,820</b>	<b>122,190</b>
Income	(31,560)	(31,560)	(31,560)	(31,560)
<b>Total Income</b>	<b>(31,560)</b>	<b>(31,560)</b>	<b>(31,560)</b>	<b>(31,560)</b>
<b>Leisure Section Net Expenditure</b>	<b>86,230</b>	<b>85,920</b>	<b>88,260</b>	<b>90,630</b>
<b>2 Allotments</b>				
Premises Related Expenditure	4,540	4,510	4,510	4,600
Supplies & Services	14,040	14,400	14,400	14,400
<b>Total Expenditure</b>	<b>18,580</b>	<b>18,910</b>	<b>18,910</b>	<b>19,000</b>
Income	(1,200)	(1,200)	(1,200)	(1,200)
<b>Total Income</b>	<b>(1,200)</b>	<b>(1,200)</b>	<b>(1,200)</b>	<b>(1,200)</b>
<b>Allotments Net Expenditure</b>	<b>17,380</b>	<b>17,710</b>	<b>17,710</b>	<b>17,800</b>
<b>4 Ancient High House</b>				
Premises Related Expenditure	10,650	10,330	10,330	10,540
<b>Total Expenditure</b>	<b>10,650</b>	<b>10,330</b>	<b>10,330</b>	<b>10,540</b>
<b>Ancient High House Net Expenditure</b>	<b>10,650</b>	<b>10,330</b>	<b>10,330</b>	<b>10,540</b>
<b>5 Broadeye Windmill</b>				
Premises Related Expenditure	3,120	5,830	6,340	6,630
Supplies & Services	70	70	70	70
<b>Total Expenditure</b>	<b>3,190</b>	<b>5,900</b>	<b>6,410</b>	<b>6,700</b>
<b>Broadeye Windmill Net Expenditure</b>	<b>3,190</b>	<b>5,900</b>	<b>6,410</b>	<b>6,700</b>
<b>6 Izaak Walton Cottage</b>				
Premises Related Expenditure	8,570	8,310	8,310	8,480
<b>Total Expenditure</b>	<b>8,570</b>	<b>8,310</b>	<b>8,310</b>	<b>8,480</b>
<b>Izaak Walton Cottage Net Expenditure</b>	<b>8,570</b>	<b>8,310</b>	<b>8,310</b>	<b>8,480</b>
<b>7 Stafford Castle</b>				
Premises Related Expenditure	13,090	12,690	12,690	12,940
<b>Total Expenditure</b>	<b>13,090</b>	<b>12,690</b>	<b>12,690</b>	<b>12,940</b>
<b>Stafford Castle Net Expenditure</b>	<b>13,090</b>	<b>12,690</b>	<b>12,690</b>	<b>12,940</b>
<b>8 Borough Tourism</b>				
Supplies & Services	26,640	16,640	16,640	16,640
<b>Total Expenditure</b>	<b>26,640</b>	<b>16,640</b>	<b>16,640</b>	<b>16,640</b>
<b>Borough Tourism Net Expenditure</b>	<b>26,640</b>	<b>16,640</b>	<b>16,640</b>	<b>16,640</b>

Leisure and Culture

	<b>Outturn 2022-2023</b>	<b>Budget 2023-2024</b>	<b>Budget 2024-2025</b>	<b>Budget 2025-2026</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>9 Leisure Management Contract</b>				
Supplies & Services	160,590	277,630	377,210	441,470
Third Party Payments	682,710	681,550	602,280	565,610
<b>Total Expenditure</b>	<b>843,300</b>	<b>959,180</b>	<b>979,490</b>	<b>1,007,080</b>
Income	(87,530)	(145,170)	(159,370)	(185,330)
<b>Total Income</b>	<b>(87,530)</b>	<b>(145,170)</b>	<b>(159,370)</b>	<b>(185,330)</b>
<b>Leisure Management Contract Net Expenditure</b>	<b>755,770</b>	<b>814,010</b>	<b>820,120</b>	<b>821,750</b>
<b>10 Leisure Strategy</b>				
Employee Expenses	411,640	322,260	330,910	340,020
Premises Related Expenditure	5,100	4,950	4,950	5,050
Transport Related Expenditure	1,500	1,500	1,500	1,500
Supplies & Services	90,230	90,230	90,230	90,230
<b>Total Expenditure</b>	<b>508,470</b>	<b>418,940</b>	<b>427,590</b>	<b>436,800</b>
<b>Leisure Strategy Net Expenditure</b>	<b>508,470</b>	<b>418,940</b>	<b>427,590</b>	<b>436,800</b>
<b>11 Parks &amp; Open Spaces</b>				
Employee Expenses	263,320	267,300	233,330	237,640
Premises Related Expenditure	429,170	511,540	433,280	443,830
Transport Related Expenditure	5,250	5,350	5,350	5,460
Supplies & Services	176,240	142,710	54,470	54,460
<b>Total Expenditure</b>	<b>873,980</b>	<b>926,900</b>	<b>726,430</b>	<b>741,390</b>
Income	(187,430)	(246,600)	(103,740)	(105,660)
<b>Total Income</b>	<b>(187,430)</b>	<b>(246,600)</b>	<b>(103,740)</b>	<b>(105,660)</b>
<b>Parks &amp; Open Spaces Net Expenditure</b>	<b>686,550</b>	<b>680,300</b>	<b>622,690</b>	<b>635,730</b>
<b>Leisure and Culture Net Expenditure</b>	<b>2,116,540</b>	<b>2,070,750</b>	<b>2,030,750</b>	<b>2,058,010</b>

Leisure PortfolioVariation Statement 2022/2023 to 2024/2025

	2023/2024 Indicative	Real Terms / Efficiency Variations	2023/2024 Budget	2024/2025 Indicative	Real Terms / Efficiency Variations	2024/2025 Budget	Inflation	Real Terms / Efficiency Variations	2025/2026 Budget
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Employee Costs	804	- 105	699	863	- 187	676	6	9	691
Premises Related Costs	470	88	558	452	29	481	10	1	492
Transport Related Costs	10	-	10	10	-	10	-	-	10
Supplies and Services	559	- 12	547	618	- 60	558	-	65	623
Third Party Payments	628	54	682	544	58	602	12	- 48	566
<b>Total Expenditure</b>	<b>2,471</b>	<b>25</b>	<b>2,496</b>	<b>2,487</b>	<b>- 160</b>	<b>2,327</b>	<b>28</b>	<b>27</b>	<b>2,382</b>
<b>Income</b>	<b>- 323</b>	<b>- 102</b>	<b>- 425</b>	<b>- 296</b>	<b>-</b>	<b>- 296</b>	<b>- 2</b>	<b>- 26</b>	<b>- 324</b>
<b>Net Expenditure</b>	<b>2,148</b>	<b>- 77</b>	<b>2,071</b>	<b>2,191</b>	<b>- 160</b>	<b>2,031</b>	<b>26</b>	<b>1</b>	<b>2,058</b>

**Leisure Portfolio****Proposed Real Terms / Efficiency Variations****2023/24**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		-120
Increased utility charges		30
Leisure Management Contract		
Third Party Payments - Inflation		53
HLF Victoria Park (rephased)		
Employees	39	
Premises	63	
Supplies	-2	
Income	-100	0
Budget savings		
Reduce maintenance budgets	-6	
Streetscene efficiencies	-25	
Reduction in underspending overhead budgets	-10	-41
minor variations		1
		<b><u>-77</u></b>

**2024/25**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Pay award and Pension changes		-163
Increased utility charges		34
Leisure Management Contract		
Third Party Payments - Inflation		59
Budget savings		
Reduce maintenance budgets	-6	
Streetscene efficiencies	-75	
Reduction in underspending overhead budgets	-10	-91
minor variations		1
		<b><u>-160</u></b>

**2025/26 Change**

	£'000	£'000
<b><u>Real Term Variations</u></b>		
Increase in pension costs		10
Leisure management contract		
Base contract change	-49	
Equalisation reserve	47	
Equalisation reserve Income	-9	-11
minor variations		2
		<b><u>1</u></b>

**DRAFT GENERAL FUND CAPITAL PROGRAMME 2022/23 TO 2025/26**

	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>Programmed but not allocated</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>LEISURE</b>					
Stone Leisure Strategy Phase 2 (part s106)	535	1,826	-	-	-
Stafford Castle - H&S Works	-	-	-	-	16
Victoria Park Pedestrian Bridge	-	91	-	-	-
Gatehouse - MET rigging	5	-	-	-	-
Jubilee Playing Field Leisure Facilities (s106)	104	-	-	-	-
Yarnfield Recreational Facilities	17	-	-	-	-
<b>Total</b>	<b>661</b>	<b>1,917</b>	<b>-</b>	<b>-</b>	<b>16</b>

## Agenda Item 7(h)

<b>Committee:</b>	Community Wellbeing Scrutiny
<b>Date of Meeting:</b>	10 January 2023
<b>Report of:</b>	Head of Law and Administration
<b>Contact Officer:</b>	Andrew Bailey
<b>Telephone Number:</b>	01785 619212
<b>Ward Interest:</b>	Nil
<b>Report Track:</b>	Community Wellbeing 10/01/2023 (Only)

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## Work Programme

### 1 Purpose of Report

- 1.1 The purpose of this report is to present the Community Wellbeing Scrutiny Committee's Work Programme

### 2 Recommendation

- 2.1 That the Community Wellbeing Scrutiny Committee considers and comments upon their Work Programme.

### 3 Key Issues and Reasons for Recommendation

- 3.1 The first stage in achieving a Member-led Overview and Scrutiny process is to develop a Work Programme for the Members of the Committee to own.
- 3.2 Accordingly, an up-to-date copy of the Community Wellbeing Scrutiny Committee's Work Programme is provided for Members to consider or amend as appropriate

### 4 Relationship to Corporate Business Objectives

- 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 Members will recall that one of the fundamental philosophies behind the creation of Overview and Scrutiny is that the process should be Member-led and the first stage in achieving this is to develop a Work Programme that is:-

- Owned by all Members of the Scrutiny Committee;
- Flexible to allow the Committee to react to urgent items;
- Contain aspects of both Overview and Scrutiny.

5.2 Therefore, at each scheduled meeting of the Community Wellbeing Scrutiny Committee, an up-to-date copy of the Work Programme will be provided for Members to consider or amend as appropriate.

5.3 The Work Programme includes provision for the Committee to scrutinise appropriate items delivered through the Council's Service Delivery Plan up to twelve months in advance, whilst maintaining the flexibility to respond to any issues that may arise.

5.4 Accordingly, attached at **APPENDIX** is the Community Wellbeing Scrutiny Committee's current Work Programme to consider or amend as appropriate.

## **6 Implications**

### **6.1 Financial**

Nil

### **6.2 Legal**

Nil

### **6.3 Human Resources**

Nil

### **6.4 Human Rights Act**

Nil

### **6.5 Data Protection**

Nil

### **6.6 Risk Management**

Nil

## **6.7 Community Impact Assessment Recommendations**

### **Impact on Public Sector Equality Duty:**

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.

### **Wider Community Impact:**

Detailed above.

## **7 Previous Consideration**

Nil

## **8 Background Papers**

File available in Law and Administration.

## APPENDIX

**Committee:** Community Wellbeing Scrutiny

**Date of Meeting:** 10 January 2023

### Work Programme

#### Thursday 23 March 2023 at 6.30pm

Minutes of Last Meeting: Tuesday 10 January 2023

Officer Items by: Wednesday 8 March 2023

Call-in Deadline: Tuesday 21 March 2023

Member/Public Items by: Monday 13 March 2023

Agenda Despatch on: Wednesday 15 March 2023

Officer Reports: **Health and Care Overview and Scrutiny Committee**  
Councillor J Hood

**Disabled Facilities Grants**  
Interim Head of Development

**Performance Update/Budget Monitoring Report**  
Interim Head of Corporate Business and  
Partnerships/Head of Finance

**Work Programme**  
Head of Law and Administration

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#### Future Items:

- **Presentation by Support Staffordshire**  
Interim Head of Corporate Business and Partnerships