

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 16 November 2021 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

16 NOVEMBER 2021

Chair - Councillor J Hood

A G E N D A

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| 1 | Minutes of 21 September 2021 as previously published on the Council's website. | |
| 2 | Apologies | |
| 3 | Public Question Time - Nil | |
| 4 | Councillor Session - Nil | |
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| | COUNCILLOR J HOOD | |
| 6 | Called-In Items - Nil | |
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Membership

Chair - Councillor J Hood

R J Barron	J A Nixon
A G Cooper	L Nixon
A P Edgeller	A N Pearce
A D Hobbs	R M Sutherland
J Hood	M J Winnington

Cabinet Members:-

Councillor J K Price - Environment

Councillor J M Pert - Community and Health

Councillor C V Trowbridge - Leisure

Report of:	Councillor J Hood
Contact Officer:	Andrew Bailey
Telephone No:	01785 619212
Ward Interest:	Nil
Report Track:	Community Wellbeing 16/11/2021 (only)

COMMUNITY WELLBEING SCRUTINY COMMITTEE
16 NOVEMBER 2021
Health and Care Overview and Scrutiny Committee

1 Purpose of Report

- 1.1 To consider the report of Councillor J Hood on matters considered by the Health and Care Overview and Scrutiny Committee at their previous meeting held on 20 September 2021.

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 meeting held on 20 September 2021.

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.
- 5.2 Accordingly, the digest of the meetings of the Health and Care Overview and Scrutiny Committee are attached as follows:-

APPENDIX - 20 September 2021

6 Implications

6.1	Financial	Nil
	Legal	Nil
	Human Resources	Nil
	Human Rights Act	Nil
	Data Protection	Nil
	Risk Management	Nil

6.2	Community Impact Assessment Recommendations	Impact on Public Sector Equality Duty: There are no known impacts. Wider Community Impact: There are no known impacts
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Previous Consideration - Nil

Background Papers – File available in Law and Administration

COMMUNITY WELLBEING SCRUTINY COMMITTEE

16 NOVEMBER 2021

Health and Care Overview and Scrutiny Committee

Health and Care Overview and Scrutiny Committee – Monday 20 September 2021

District/Borough 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 meeting of the Health and Care Overview and Scrutiny Committee held on Monday 20 September 2021 - link to Agenda and reports pack:-

[Agenda for Health and Care Overview and Scrutiny Committee on Monday 20th September 2021, 10:00am - Staffordshire County Council](#)

The webcast of the meeting can also be viewed following the above link to mod.gov.

Agenda Item	District(s)/Borough(s)
<p>Health and Care Overview and Scrutiny Committee</p> <p>20 September 2021</p> <p>The Health and Care Overview and Scrutiny Committee considered the following matters:</p> <p>Transforming Urgent and Emergency Care (UEC) update Committee considered and noted the Transforming Urgent and Emergency Care programme and the engagement plan. Members raised matters of concern relating to current pressures, UEC arrangements, patient experiences and joined up processes. Committee was assured that the engagement process would be as wide as possible, it will also look at pathways of care and lessons learned through the pandemic. Committee considered the process to be an opportunity to improve services and patient experience and asked District and Borough Councillors to share the consultation widely to ensure District, Borough and</p>	<p>All Districts and Boroughs</p>

<p>Parish voices are heard. A further report was requested to consider feedback.</p> <p>Difficult Decisions Update Committee considered and noted the Difficult Decisions engagement process regarding five areas of care: assisted conception, hearing aids for non-complex hearing loss (Mild hearing loss only), male and female sterilisation, breast augmentation and reconstruction and removal of excess skin following significant weight loss. They commented on the need to ensure consistency across Staffordshire for residents, the need for service user engagement and to use feedback from engagement to develop processes. A further report was requested to consider feedback.</p> <p>Phase 3 Covid Vaccination Update Committee considered and noted the current position relating to the vaccination programme and take up of vaccinations. There was an increase in Covid case rates across Staffordshire and targeted work is ongoing, alongside campaigns to inform those with concerns about getting vaccinated. There is a good take from young people and SCC care home staff, and front facing health and care staff are being encouraged to get vaccinated, although this is not mandated. Members welcomed the progress made and thanked all involved for the fast response. There is an all member seminar to update on Covid-19 on 29 September 2021.</p> <p>Covid-19 Update Committee received a detailed presentation. There is a high case rate however double vaccination cases are mainly symptomatic and death rates are down. Committee concerns related to the early emergence of winter pressures and non-Covid infections that were impacting on the system. They understood the need to vaccinate across all age bands to protect older people and to vaccinate younger people for the protection of the Community.</p> <p>District and Borough Health Scrutiny Updates District and Borough Council representatives reported on matters arising from District and Borough meetings. As a result, two additional items have been added to the Work Programme 2021-22: (i) an update on GP Access, which was requested by more than one district representative; (ii) an invitation to West Midlands Ambulance Service to attend Health and Care Overview and Scrutiny Committee.</p>	<p>All Districts and Boroughs</p> <p>All Districts and Boroughs</p> <p>All Districts and Boroughs</p> <p>All Districts and Boroughs</p>
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<p>Work Programme 2021-22 Note that the Introduction to Mental Health session is on 21 October 2021. All members are requested to pass details of the Mental Health Survey 2022 to District, Borough and Parish members.</p>	
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Their next meeting will be held on Monday 25 October 2021 at 10.00 am, County Buildings, Stafford.

ITEM NO 7(a)**ITEM NO 7(a)**

Report of:	Regulatory Services Group Manager
Contact Officer:	Lisa Harvey
Telephone No:	01785 619199
Ward Interest:	Nil
Report Track:	Comm Wellbeing 16/11/2021 (Only)

COMMUNITY WELLBEING SCRUTINY COMMITTEE**16 NOVEMBER 2021****Air Quality Annual Status Report 2021****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 2021 be noted.

3 Key Issues and Reasons for Recommendation

- 3.1 Air Quality Management is a national priority with high 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 covering 2017 - 2021 for the Borough, which consolidated the existing principle of considering air quality issues at the heart of local corporate decision making.

The Air Quality Strategy will be reviewed and updated in 2022.

- 3.2 All of the 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.

4 Relationship to Corporate Priorities

- 4.1 The Air Quality Annual Status Report 2021 is relevant in helping to achieve Corporate Business 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 with harmful effects on human health, the economy and the environment. The Department of Health’s Committee on the medical effects of air pollutants estimates the burden of air pollution to be over 50,000 deaths per year nationally.
- 5.2 It is the largest environmental risk to human health contributing to cardiovascular disease, lung cancer and respiratory diseases.
- 5.3 Public Health England estimates that poor air quality is responsible for the deaths of about 60 (over the age of 30) residents in Stafford Borough each year.
- 5.4 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 is keen to improve air quality in the Borough which will have positive health and economic benefits.
- 5.5. It is important that the future growth of the Borough has regard to the effects of any potential deterioration in air quality associated with the proposed new HS2a hub and potential new housing estates which will put extra demands upon the road networks with the potential of reducing the present level of air quality. Motorway emissions remain a significant concern for Stafford Borough, the M6 smart motorway scheme is now underway and by 2022 will deliver extra capacity and anticipated emission reductions.

Air Quality Monitoring

- 5.6 Nitrogen Dioxide (NOx) is the only air pollutant monitored by Stafford Borough Council.
- 5.7 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).

- 5.8 The Council monitors air pollution from traffic at 50 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).
- 5.9 The results for the latest survey 'Air Quality Annual Status Report 2021' (ASR2021) conducted according to 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. However, the results indicate that the Council does not have to declare any Air Quality Management Areas in the Borough. Please see the **APPENDIX** for the latest survey report and results, which also includes a map of the monitoring sites. The ASR2021 is in the process of being scrutinised by DEFRA. All of the actions identified in the improvement plan for 2019/2020 have been completed.
- 5.10 The Council is looking to further increase it's network of air quality monitoring points in the Borough to provide further information on the air quality 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 individuals when going about their daily activities.
- 5.11 The Council has been successful in securing funding of £1,050,000 from Government to provide electric vehicle charging points for taxis within the Borough. The Council has been allocated approximately £350,000 of the funding and is working in partnership with Stoke on Trent City Council and Newcastle under Lyme Borough Council to provide at least 10 (maybe up to 15) charging points in the Borough. Delivery of this project has been severely delayed by the covid 19 pandemic and is now at the procurement stage.

6 Implications

6.1	Financial	Costs are contained within existing budgetary provision.
	Legal	None
	Human Resources	None
	Human Rights Act	None
	Data Protection	None
	Risk Management	None

6.2 Community Impact Assessment Recommendations	<p>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:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>
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Previous Consideration - Nil

Background Papers – File available in Operations



2021 Air Quality Annual Status Report (ASR)

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

Date: **June 2021**

Information	Details
Local Authority Officer	Shaun Baker
Department	Operations
Address	Civic Offices Riverside Stafford
Telephone	01785 619557
E-mail	sbaker@staffordbc.gov.uk
Report Reference Number	2021 ASR
Date	June 2021

Executive Summary: Air Quality in Our Area

Air Quality in Stafford Borough.

The production of this report has been impacted by the Covid 19 Pandemic but does reflect the best information and interpretation available considering the limitations imposed.

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 and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues because areas with poor air quality are also often the less affluent areas^{1,2}.

The mortality burden of air pollution within the UK is equivalent to 28,000 to 36,000 deaths at typical ages³, with a total estimated healthcare cost to the NHS and social care of £157 million in 2017⁴.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion⁵.

All of the 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.

¹ Environmental equity, air quality, socioeconomic status and respiratory health, 2010

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

³ Defra. Air quality appraisal: damage cost guidance, July 2020

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

⁵ Defra. Abatement cost guidance for valuing changes in air quality, May 2013

The findings of the air quality reports produced annually by Stafford Borough Council from 2004 are that the air quality standards are met in Stafford Borough and that no Air Quality Management Areas (AQMA) will be required. The findings of this 2021 ASR remains that the air quality standards will be complied with and that there is no need to declare an air quality management area. Traffic pollution generated by the M6 motorway around Stafford and at Clayton continues to cause the greatest concern but will not fail the standards. The construction of the M6 'smart motorways' scheme commenced during 2018 and is currently underway, 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 and monitoring of pollution will be designed to identify air quality issues arising.

Air quality monitoring is a key tool for assessing the air quality in Stafford Borough and will continue for the foreseeable future.

The Stafford Borough Council area does not have any Air Quality Management Areas (AQMA's) but is still affected by air pollutants. The main roads in the Borough such as the M6 motorway, A50, A500 and A34 all generate significant traffic pollution in the form of nitrogen oxides and particulate matter. The traffic hotspot nitrogen dioxide concentrations are continuously monitored around the M6 and trunk roads.

Monitoring evidence indicates that the pollutants arising from traffic on these routes is not increasing year on year. The effects of COVID 19 lockdown measures are significant for traffic flows during the monitoring period informing this 2021 report.

Industrial sources of air pollution (particularly combustion activities) are regulated by Stafford Borough Council or the Environment Agency, no industrial sources have been found to be likely to cause a breach of the air quality standards.

Stafford Borough Council is a member of the Staffordshire Air Quality Forum (SAQF) which includes representatives of all Staffordshire Local Authorities including Staffordshire County Council and National bodies such as Highways England, the Environment Agency, and Public Health England. Partnering with these organisations ensures that changes to existing conditions such as cross boundary air quality management strategies, new or altered routes, new technology and public advice in Stafford Borough is current and meaningful.

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 Strategy⁶ sets out the case for action, with goals even more ambitious than EU requirements to reduce exposure to harmful pollutants. The Road to Zero⁷ 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) in other Council areas 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 a number of 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).

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 u Lyme Borough Council to provide 30 shared rapid electric vehicle chargers primarily for the hackney carriage / private hire trade, this is for delivery in quarters 3 and 4 in the 2021/2 financial year.

⁶ Defra. Clean Air Strategy, 2019

⁷ DfT. The Road to Zero: Next steps towards cleaner road transport and delivering our Industrial Strategy, July 2018

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 the local air quality. All planning applications for new housing are assessed for the air quality impacts and it remains a Council priority. Motorway emissions are a significant concern for Stafford Borough, the construction of the M6 smart motorway scheme is now underway and by 2022 will deliver extra capacity and however it is anticipated that emissions will reduce.

2021 Annual Status Report (ASR) – Air Quality Endorsement from the Director of Health and Care, Staffordshire County Council

Section 2.3 PM 2.5 - Local Authority Approach to Reducing Emissions and or Concentrations

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.

At the end of 2020 our successful Staffordshire wide Air Aware Programme, a joint project led by Staffordshire County Council on behalf of all 8 Districts, Stoke-on-Trent City Council and funded by DEFRA, drew to a close. Building on this success Staffordshire County Council successfully bid for an additional £300k to develop and expand the Air Aware programme and deliver focused interventions in 3 Districts. The programme will be delivered between March 2020 and December 2022 and will focus on reducing levels of NO and PM, which will be monitored and evaluated through a network of air quality sensors.



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.

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1 Local Air Quality Management

This report provides an overview of air quality in Stafford Borough Council during 2020/21. 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 Local Air Quality Management (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 can be found in Appendix E.

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 has not declared any AQMAs. For reference, a map of Stafford Borough Council's monitoring locations is available in Appendix D.

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

Defra's appraisal of last year's ASR concluded:

Commentary

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

- 1. Robust and accurate QA/QC procedures were applied. Calculations for bias adjustment, annualisation and distance-correction factors were outlined in detail.*
- 2. Comments from last year's ASR have been mentioned and addressed. This is welcomed, and we encourage this to continue in future ASRs.*
- 3. The Council has detailed an extensive number of measures; however it is not necessary to include the measures taking place in other boroughs and districts.*
- 4. The Public Health Outcomes Framework and indicator 3.01 were referenced, and this is encouraged. There is detailed discussion of PM2.5 exposure in the borough.*
- 5. The results and trends discussed are encouraged however sites such as location 16 which have a NO₂ annual mean concentration close to the Air Quality Objective could be detailed within this section.*
- 6. Council have provided a map of the diffusion tube monitoring network; however, the locations of the sites are not easily visible on the map. Council may consider updating the map to show the sites more clearly across the borough.*

Overall the report is detailed, concise and satisfies the criteria of relevant standards. The Council should continue their good and thorough work

SBC Response to the 2020 commentary for the 2021 ASR.

The appraisal comments are welcomed, points 5 and 6 are addressed in this 20/21 ASR.

Stafford Borough Council has taken forward a number of direct measures during the current reporting year of 2020/21 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 u Lyme Council. 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 by 2022.

Details of all measures completed, in progress or planned are set out in Table 2.2.

Measures are included within Table 2.2, with the type of measure and the progress Stafford Borough Council has made during the reporting year of 20/21 presented. Where there have been, or continue to be, barriers restricting the implementation of the measure, these are also presented within Table 2.2.

The principal challenges and barriers to implementation that Stafford Borough Council anticipates facing are limited resources resulting from officer secondment to COVID 19 priority duties.

Table 2.1 – Progress on Measures to Improve Air Quality

Measure No.	Measure	EU Category	EU Classification	Organisations involved and Funding Source	Planning Phase	Implementation Phase	Key Performance Indicator	Reduction in Pollutant / Emission from Measure	Progress to Date	Estimated / Actual Completion Date	Comments / Barriers to implementation
1	Air Quality Strategy Review	Procedures		Stafford BC, Staffordshire County. Internal funding	June 2021	Dec 2021	NIL	Unknown	Progressing	Dec 2021	COVID 19 Delay
2	ECO Stars	VEHICLE FLEET EFFICIENCY	RECOGNITION SCHEME	Staffordshire Air Quality Forum. DEFRA grant aid	April 2015	Mar 2016-	NIL	Unknown	Implementation on-going	Continuous	Slow improvement.
3	TAXI Electrification	VEHICLE FLEET EFFICIENCY	Promoting Low emission Public Transport	Stafford BC\OLEV Grant Aid	April 2019	April 2020	10 rapid chargers by end 2020.	Unknown, futureproofing	Planned Phase	April 2021	COVID 19 Delay

2.3 PM_{2.5} – 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_{2.5} (particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that PM_{2.5} has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

Stafford Borough Council is taking the following measures to address PM_{2.5}:

Particulate matter, or PM, is the term used to describe particles found in the air, including dust, dirt and liquid droplets. PM comes from both natural and man-made sources, including traffic emissions and Saharan-Sahel dust. These particles can be suspended in the air for long periods of time and can travel across large distances.

PM less than 10 micrometres in diameter (PM₁₀) pose a health concern because they can be inhaled into and accumulate in the respiratory system. PM less than 2.5 micrometres in diameter (PM_{2.5}) are referred to as "fine" particles and are believed to pose the greatest health risks, as they can lodge deeply into the lungs and also pass into the bloodstream.

PM_{2.5} is the pollutant which has the biggest impact on public health and on which the Public Health Outcomes Framework (PHOF) D01 Fraction of mortality attributable to particulate air pollution (2019), Public Health Outcomes Framework indicator ⁵ is based.

The Royal College of Physicians (RCP) undertook a review in February 2016 ⁶ where they found that long term exposure to air pollution impairs lung function growth in children, and that outdoor exposure is linked to lung cancer in adults. Within Staffordshire it is estimated that 5.1% of all deaths can be attributed to exposure to PM_{2.5}, compared to 5.1% across England (25,120 deaths annually)⁵. Overall, the estimated cost to individuals and society is more than £20 billion annually for the UK.

2.3.1 Particulate Matter (PM_{2.5}) Levels in Staffordshire and Stoke-on-Trent

A number of the Staffordshire Authorities currently monitor locally for PM₁₀. Defra's Automatic Urban and Rural Network (AURN) site, Stoke-on-Trent Centre has a dedicated PM_{2.5} monitor. Table 2.3 presents data on the local level of PM_{2.5} annual mean concentrations for the Staffordshire Authorities. Where the data is derived from PM₁₀ monitoring this has been adjusted by applying a correction factor of 0.7 to derive the PM_{2.5} component. The correction factor has been derived from the average of all ratios of PM_{2.5}/PM₁₀ 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).

⁵ Public Health England. Public Health Outcomes Framework 1st June https://fingertips.phe.org.uk/profile/public-health-outcomes-framework/data#page/3/gid/1000043/pat/6/par/E12000005/ati/102/are/E10000028/iid/30101/age/230/sex/4/cid/4/tbm/1/page-options/car-do-0_in-ye-1:2019:-1:-1_in-ct-2_in-pt-0 © Crown copyright 2021

⁶ [Every Breath we Take: The Lifelong Impact of Air Pollution; Report of a working Party, February 2016, ISBN 978-1-86016-567-2],

Table 2.3 Annual Mean PM₁₀ and PM_{2.5} results of monitoring by Staffordshire Authorities 2016 to 2020

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

Notes: ⁽¹⁾PM_{2.5} results are derived from PM₁₀ monitored results corrected with a 0.7 correction factor in accordance with TG16 – Annex B: Derivation of PM_{2.5} to PM₁₀ Ratio. All other results are directly monitored.
⁽²⁾ 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 PM₁₀ nor PM_{2.5}

As can be seen from the results, concentrations of PM_{2.5} within the Staffordshire Authorities are below the 2020 EU limit value of 25µg/m³.

2.3.2 PM_{2.5} and Mortality in Staffordshire & Stoke-on-Trent

Although the levels of PM_{2.5} 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_{2.5} 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 D01⁵, as shown in Figure 1

The percentage estimated number of deaths attributable to PM_{2.5} in adults over 30 years of age has been translated into the estimated number of attributable deaths for each local authority area within Staffordshire, and are shown in Figure 2. The data presented to 2019 is the latest data available at time of publication of this report. Approximately 5.1% of deaths within the County can be attributed to PM_{2.5}

Table 1 Estimated average number of deaths by local authority area attributable to PM2.5 within Staffordshire for adults over 30 2015 to 2019

District/County	Percentage
Newcastle-under-Lyme	4.4%
Stafford	4.6%
East Staffordshire	5.1%
South Staffordshire	4.8%
Lichfield	5.0%
Staffordshire Moorlands	4.2%
Cannock Chase	4.9%
Tamworth	5.3%
Stoke on Trent	4.7%
Staffordshire County	4.7%
England	5.1%

Table 2 Public Health Outcomes Framework Indicator 3.01- Fraction of annual all cause adult mortality attributable to anthropogenic (human made) particulate air pollution (measured as fine particulate matter, PM_{2.5}) for Staffordshire Authorities 2015 to 2019⁵

Estimated numbers of annual all-cause adult mortality attributable to anthropogenic (human-made) particulate air pollution (measured as fine particulate matter, PM_{2.5}*) for Staffordshire 2015 to 2019⁷

*** Fraction of annual all-cause adult mortality attributable to anthropogenic (human-made) particulate air pollution (measured as fine particulate matter, PM_{2.5}*)**

	2015			2016			2017			2018			2019		
District/County	Deaths - all causes persons 30+	%*	Estimated attributable deaths	Deaths - all causes persons 30+	%*	Estimated attributable deaths	Deaths - all causes persons 30+	%*	Estimated attributable deaths	Deaths - all causes persons 30+	%*	Estimated attributable deaths	Deaths - all causes persons 30+	%*	Estimated attributable deaths
Newcastle-under-Lyme	55	4.2	50	1291	4.7	60	1197	4.2	50	1334	4.2	60	1282	4.9	60
Stafford	60	4.7	60	1254	4.8	60	1267	4.3	50	1336	4.2	60	1315	4.9	60
East Staffordshire	55	4.8	50	1065	5.6	60	1098	5.0	50	1093	4.6	50	1128	5.3	60
South Staffordshire	55	4.7	60	1128	5.1	60	1239	4.5	60	1211	4.6	60	1212	5.1	60
Lichfield	50	4.6	50	1044	5.5	60	1070	4.9	50	1087	4.6	50	1093	5.2	60
Staffordshire Moorlands	45	4	40	1110	4.6	50	1127	3.9	40	1108	3.8	40	1080	4.8	50
Cannock Chase	45	4.6	40	879	5.4	50	940	4.7	40	976	4.6	50	908	5.2	50
Tamworth	30	4.9	30	615	6	40	634	5.3	30	653	5.1	30	678	5.6	40
Stoke on Trent	2479	4.9	110	2454	5.0	120	2490	4.4	110	2746	4.4	120	2490	5.2	130
Staffordshire County	390	4.5	390	8386	5.2	430	8572	4.5	390	8792	4.4	390	8692	5.1	440

2.3.3 Actions being taken within Staffordshire to reduce PM_{2.5}

A number of the Staffordshire Authorities are currently involved in implementing measures to reduce levels of NO₂ within their areas, which are detailed elsewhere in this report. Whilst there is currently no statutory duty imposed on Local Authorities in England to reduce PM_{2.5}, 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_{2.5} within the County. These are produced in Table 2.4 below;

6 Table 2.4 Actions being taken within Staffordshire to reduce PM_{2.5}

Measures category	Measure Classification	Effect on reducing NOx and PM10 emissions (low, medium, high)	Reduces PM _{2.5} emissions	Local Authority						
				Staffordshire Moorlands DC	Newcastle under -Lyme BC	Stafford BC	East Staffs BC	Lichfield DC	South Staffs DC	Tamworth BC
Traffic Management	Urban Traffic Control systems, Congestion management, traffic reduction	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 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
	Reduction of speed limits, 20mph zones	low	✓			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	
	Road User Charging (RUC)/ Congestion charging	low	✓					M6 Toll	M6 Toll	
	Anti-idling enforcement	low	✓	Campaign only Air Aware project	Campaign only Air Aware project	Campaign only Air Aware project	Campaign only Air Aware project	Campaign only Air Aware project		
	Other		✓							
Promoting Travel Alternatives	Workplace Travel Planning	low	✓	https://www.staffordshire.gov.uk/Business/Workplace-health/Active-travel-and-air-quality-in-the-workplace.aspx						
	Encourage / Facilitate home-working	low	✓			Homeworking Policy adopted	Homeworking Policy adopted	Homeworking policy adopted	Agile working policy adopted	Homeworking policy adopted
	School Travel Plans	low	✓	https://www.staffordshire.gov.uk/Education/Schooltransport/Active-school-travel/Travel-to-School-Action-Plans-September-2020.aspx						
	Promotion of cycling	low	✓	https://www.staffordshire.gov.uk/Transport/transportplanning/Walking-and-cycling.aspx					South Staffordshire Cycling Scheme	Same as other Staffs authorities
	Promotion of walking	low	✓	https://www.staffordshire.gov.uk/Transport/transportplanning/Walking-and-cycling.aspx					Walking for health scheme	Same as other Staffs authorities
	Staffordshire Share a Lift Scheme		✓	Staffordshire share a lift scheme "on hold" during 2020/21 - under current procurement exercise, new contract to start Sept/Oct 2021.						

	Promote use of rail and inland waterways	medium	ü	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	
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Measures category	Measure Classification	Effect on reducing NOx and PM10 emissions (low, medium, high)	Reductions 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	Local Transport Plans and District Strategies	high	✓	https://www.staffordshire.gov.uk/Transport/transportplanning/District-integrated-transport-strategies/districtintegratedtransportstrategies.aspx						
	Public transport improvements-interchanges stations and services	low	✓	Proposed reinstatement of Leek rail connection	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	Parkway station will be multi- modal	Planned improvements at Tamworth station
	Public cycle hire scheme	low	✓		e-scooter trials	e-scooter trials				
	Cycle network	low	✓	https://www.staffordshire.gov.uk/Transport/cycling/cyclemaps.aspx						

	Bus route improvements	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
Alternatives to private vehicle use	Bus based Park & Ride	medium	✓					New bus central station as part of Friarsgate development scheme		
	Car Clubs	low	✓	ü						
Policy Guidance and Development Control	Planning applications to require assessment of exposure / emissions for development requiring air quality impact assessment	high	✓	ü		http://www.staffordbc.gov.uk/planning/planning-policy/local-plan-2012-2031	http://www.eaststaffsbc.gov.uk/planning/planning-policy/local-plan-2012-2031	https://www.lichfielddc.gov.uk/Council/Planning/The-local-plan-and-planning-policy/Planning-policy.aspx		Local & National Validation requirements 2017: http://www.tamworth.gov.uk/sites/default/files/planning_docs/National-and-Local-Validation-requirements-2017.pdf
	Air Quality Strategy			In development		2019-2021 Air Quality Strategy				

Measures category	Measure Classification	Effect on reducing NOx and PM10 emissions (low, medium, high)	Reduces PM 2.5 emissions	Local Authority						
				Staffordshire Moorlands DC	Newcastle under -Lyme BC	Stafford BC	East Staffs BC	Lichfield DC	South Staffs DC	Tamworth BC
III	Planning Guidance for developers		ü	In development		http://www.stafforddc.gov.uk/planning/planning-policy/supplementary-planning-policy-documents ü	Informal guidance inplace		Sustainable Development	https://www.tamworth.gov.uk/sites/default/files/planning_docs/Tamworth_Design_SPD_July_2019_v1-0.pdf

	Developer Contributions based on damage cost calculation		ü				Damage cost assessment now required for applicable applications.			
	Planning Policies		ü	<ul style="list-style-type: none"> Policy T1: Development and Sustainable Transport Policy SD2: Renewable/Low-Carbon Energy 		http://www.staffordbc.gov.uk/planning/planning-policy/local-plan-2012-2031	Supplementary planning document in development	https://www.lichfielddc.gov.uk/Council/Planning/The-local-plan-and-planning-policy/Planning-policy.aspx	Planning policies and guidance	https://www.tamworth.gov.uk/local-plan
	STOR Sites (Short Term Operating Reserve) Energy Generation . Regulation via planning / permitting regime	high	ü	ü						
	Low Emissions Strategy	high	ü	In development						

n	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
Freight and Delivery	Freight Consolidation Centre	medium	✓							

Management	Route Management Plans/ Strategic routing strategy for HGV's	high	✓	https://www.staffordshire.gov.uk/Transport/transportplanning/localtransportplan/home.aspx						
	Quiet & out of hours delivery	low	✓			✓				
	Delivery and Service plans	medium	✓			x				
	Freight Partnerships for city centre deliveries	high	✓			x				
Vehicle Fleet Efficiency	Driver training and ECO driving aids	medium	✓			✓				
	Promoting low emission public transport	high	✓			✓				
	Vehicle retrofitting programmes	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		
	Fleet efficiency and recognition schemes	medium	✓							

Measures category	Measure Classification	Effect on reducing NOx and PM10 emissions (low, medium, high)	Reduces PM 2.5 emissions	Local Authority						
				Staffordshire Moorlands DC	Newcastle under -Lyme BC	Stafford BC	East Staffs BC	Lichfield DC	South Staffs DC	Tamworth BC

		medium, high)	ssi ons							
Promoting low emission transport	Low emission zone (LEZ) Clean Air Zone (CAZ)	high	✓							
	Public Vehicle Procurement - Prioritising uptake of low emission vehicles	high	✓	In development		Waste fleet vehicles comply with Euro VI.				
	Company Vehicle Procurement - Prioritising uptake of low emission vehicles	high	✓	In development				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.		
	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	high	✓	In development		Procurement of EV on staff carparks				
	Priority parking for LEV's	high	✓			ü		Electric Vehicle charging spaces		
	Taxi Licensing conditions	medium	✓			ü				
	Taxi emission incentives	medium	✓			ü				
Environmental permits	Introduction/increase of environment charges through permit systems and economic instruments (Permit fees set centrally)	medium	✓			ü				
	Measures to reduce pollution through IPPC Permits going beyond BAT	medium	✓	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/211863/env-permitting-general-guidance-a.pdf (Chapter 15)						
	Large Combustion Plant Permits and National Plans going beyond BAT	high	✓							
	Other		✓							

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 -Lyne BC	Stafford BC	East Staffs BC	Lichfield DC	South Staffs DC	Tamworth BC
Other measures	Smoky Diesel Hotline		✓	https://www.gov.uk/report-smoky-vehicle						
	A5 and M6 Partnership		✓			x		Strategy for the A5 2011-2026	Strategy for the A5 2011-2026	
	Domestic Smoke Control advice and Enforcement		✓	✓	-	https://www.staffordbc.gov.uk/environment/smoke-control.cfm	Provided via ESBC Website & other literature	https://www.lichfielddc.gov.uk/home-garden/bonfires-barbecues-smoke/1	https://www.sstaffs.gov.uk/environment/smoke-control-areas.cfm	
	Garden Bonfires - Advice and nuisance enforcement		✓	✓	-	http://www.staffordbc.gov.uk/environmental-health/pollution/bonfires	Provided via ESBC Website & other literature	https://www.lichfielddc.gov.uk/home-garden/bonfires-barbecues-smoke/1	https://www.sstaffs.gov.uk/crime-nuisances/bonfires-and-smoke.cfm	http://www.tamworth.gov.uk/air-quality
	Commercial burning advice and enforcement		✓	✓	-	http://www.staffordbc.gov.uk/environmental-health/pollution/bonfires	Provided via ESBC Website & other literature	https://www.lichfielddc.gov.uk/home-garden/bonfires-barbecues-smoke/1		http://www.tamworth.gov.uk/air-quality
	Multi agency working with Fire Service and Environment Agency for trade burning		✓	✓	-	✓		Information shared as appropriate		Information shared as appropriate
	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		
	Stoke-on-Trent Low Carbon District Heat Network		✓	-	-	✓				

2.3.4 PM_{2.5} in Staffordshire & Stoke-on-Trent - Next steps

As PM_{2.5} is an issue requiring collaboration between the district, county and city authorities within Staffordshire, the following actions are proposed in addition to those outlined in the action plan. Progress on these and the action plan will be detailed in the 2022 ASR. This has been delayed due to the Covid Pandemic:

- ✓ To agree a target for reducing Fraction of All- cause Mortality from PM_{2.5} in each district, city and county authority by 2022 this was delayed due to disruption caused by the Covid Pandemic
- ✓ To agree a target for reducing PM_{2.5} exposure (calculated from PM₁₀ exposure / background maps / local monitoring where available)
- ✓ To maintain compliance with the 2020 EU limit value of 25µg/m³
- ✓ To include Public Health Outcome Framework Indicator D01 in the Staffordshire and District Authority and City Council Joint Strategic Needs Assessment for 2019/2020 onwards and to report progress to the relevant Health and Wellbeing Boards. this was delayed due to disruption caused by the Covid Pandemic
- ✓ To continue to identify risks affecting PM_{2.5} which need to be addressed at a national level e.g.
- ✓ A number of authorities within Staffordshire are receiving applications for STOR (Short Term Operating Reserve) sites to supplement power to the National Electricity Grid at times of peak demand. These sites typically operate during the autumn / winter months and can be high emitters of PM.

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

This section sets out the monitoring undertaken within 2020/21 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 2016 and 2020 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 (passive) monitoring of NO₂ at 29 sites during 2020/2021. Table A.1 in Appendix A shows the details of the sites and table A 2 a summary of the results.

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 Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for bias, “annualisation” and distance correction. Further details on adjustments are provided in Appendix C.

3.2 Individual Pollutants

3.2.1 Nitrogen Dioxide (NO₂)

For diffusion tubes, the full 2020/21 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 greater than $40\mu\text{g}/\text{m}^3$. Location (ST) is a kerbside site and this year does highlight a minor exceedence- however when distance corrected for exposure the result is compliant, the site location has been subject to unusual traffic flows for this year as it is located on the major M6 diversion used during 'smart motorways' improvements.

The summary datagraph (Fig F1) compares annual compound data for motorway monitoring tubes 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 (see site ST above).

Table A.3 and Table A.4 in Appendix A compare the ratified and adjusted monitored NO_2 annual mean concentrations for the past five years with the air quality objective of $40\mu\text{g}/\text{m}^3$. Note that the concentration data presented represents the concentration at the location of the monitoring site, following the application of bias adjustment and annualisation, as required (i.e. the values are exclusive of any consideration to fall-off with distance adjustment).

Table A.5 in Appendix A compares the ratified continuous monitored NO_2 hourly mean concentrations for the past five years with the air quality objective of $200\mu\text{g}/\text{m}^3$, not to be exceeded more than 18 times per year.

3.2.2 Particulate Matter (PM_{10})

Stafford Borough Council does not monitor PM_{10} .

3.2.3 Particulate Matter ($\text{PM}_{2.5}$)

Stafford Borough Council does not monitor $\text{PM}_{2.5}$.

3.2.4 Sulphur Dioxide (SO_2)

Stafford Borough Council does not monitor sulphur dioxide.

Appendix A: Monitoring Results

Table A.1 – Details of Automatic Monitoring Sites-

NIL

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

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
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	0.0	No	2.0
4	MEIR HEATH	Kerbside	392914	340076	NO2	no	50.0	0.0	No	2.0
5	LONGTON RD STONE	Other	390231	334298	NO2	no	0.0	0.0	No	2.0
6	WEepingX	Kerbside	394471	321462	NO2	no	10.0	0.0	No	2.0
8	NORTHWOOD LANE	Kerbside	385680	342220	NO2	no	15.0	0.0	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	0.0	No	2.0
19	ASTON	Kerbside	391149	331930	NO2	no	60.0	0.0	No	2.0
21	GREYHOUND	Kerbside	391105	328693	NO2	no	100.0	0.0	No	2.0

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
22	QUEENSVILLE	Kerbside	393518	321916	NO2	no	10.0	0.0	No	2.0
30	BURTON MANOR DUP	Kerbside	391581	320743	NO2	no	15.0	0.0	No	2.0
31	BURTON MANOR DUP	Kerbside	391581	320743	NO2	no	15.0	0.0	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	0.0	No	2.0
40	M6 HANCHURCH LANE	Other	384920	341520	NO2	no	0.0	10.0	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	0.0	No	2.0
BB2	BLYTHE BRIDGE A50 CORNER	Kerbside	394290	341750	NO2	no	30.0	0.0	No	2.0
BM3	BURTON MANOR BRIDGE	Kerbside	391561	390692	NO2	no	25.0	0.0	No	2.0
TR	TRENTAM	Kerbside	386450	341230	NO2	no	10.0	0.0	No	2.0
TITT	TITTENSOR	Kerbside	387350	338490	NO2	no	20.0	0.0	No	2.0
M6	CLAYTON	Kerbside	385080	342022	NO2	no	25.0	0.0	No	2.0

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
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	0.0	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.3 – Annual Mean NO₂ Monitoring Results: Automatic Monitoring (µg/m³)

NIL

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

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2020 (%) ⁽²⁾	2016	2017	2018	2019	2020
1	390220	325530	Kerbside		100.0	32.0	27.0	27.0	30.0	27.8
2	390350	325410	Kerbside		100.0	34.0	33.0	24.0	32.0	23.4
3	390130	321700	Other		75.0	33.0	32.0	31.0	30.0	33.9
4	392914	340076	Kerbside		75.0	27.0	26.0	25.0	25.0	24.6
5	390231	334298	Other		100.0	34.0	37.0	34.0	36.0	27.1
6	394471	321462	Kerbside		75.0	35.0	33.0	34.0	28.0	27.2
8	385680	342220	Kerbside		75.0	33.0	40.0	38.0	30.0	31.3
13	390310	332960	Other		75.0	26.0	27.0	20.0	20.0	27.6
14	390090	333150	Other		75.0	24.0	21.0	20.0	21.0	18.1
16	388666	335429	Kerbside		75.0	30.0	29.0	30.0	36.0	33.9

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2020 (%) ⁽²⁾	2016	2017	2018	2019	2020
19	391149	331930	Kerbside		75.0	23.0	26.0	24.0	19.0	23.1
21	391105	328693	Kerbside		75.0	27.0	26.0	30.0	26.0	23.4
22	393518	321916	Kerbside		75.0	33.0	30.0	29.0	29.0	31.6
30	391581	320743	Kerbside		75.0	25.0	28.0	27.0	35.0	25.6
31	391581	320743	Kerbside		75.0	34.0	33.0	27.0	24.0	27.0
33	392154	319970	Kerbside		100.0	34.0	<u>N/A</u>	41.0	34.0	25.2
36	394848	341145	Kerbside		75.0	29.0	21.0	23.0	28.0	20.9
40	384920	341520	Other		75.0	24.0	18.0	23.0	20.0	15.1
ST	390050	333270	Kerbside		75.0	26.0	39.0	24.0	32.0	40.6
BB1	394830	341060	Kerbside		75.0	33.0	32.0	31.0	24.0	22.7
BB2	394290	341750	Kerbside		75.0	27.0	27.0	33.0	33.0	32.2
BM3	391561	390692	Kerbside		75.0	30.0	32.0	23.0	21.0	23.4
TR	386450	341230	Kerbside		75.0	26.0	25.0	25.0	22.0	21.2
TITT	387350	338490	Kerbside		75.0	33.0	23.0	21.0	22.0	30.6

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2020 (%) ⁽²⁾	2016	2017	2018	2019	2020
M6	385080	342022	Kerbside		100.0	36.0	44.0	38.0	31.0	26.8
M6.2	385096	342012	Other		100.0	33.0	29.0	26.0	22.0	28.1
E1	383166	329202	Kerbside		75.0				<u>new</u>	26.0
M63	385076	342092	Other		75.0				<u>new</u>	24.0

☒ 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:

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

Exceedances of the NO₂ annual mean objective of $40\mu\text{g}/\text{m}^3$ are shown in **bold**.

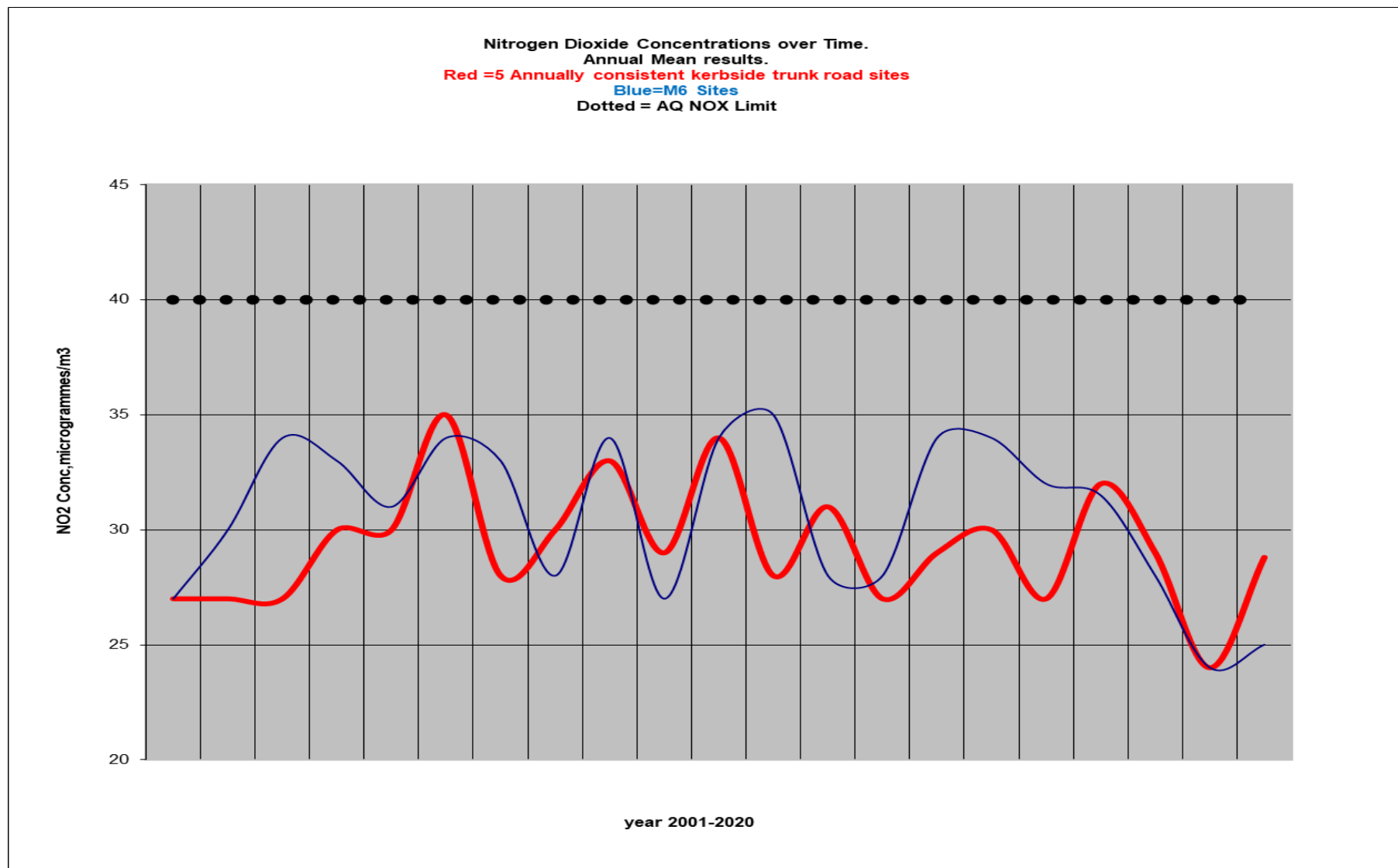
NO₂ annual means exceeding $60\mu\text{g}/\text{m}^3$, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per LAQM.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%).

Figure A.1 – Trends in Annual Mean NO₂ Concentrations

Appendix B: Full Monthly Diffusion Tube Results for 2020

Table B.1 – NO₂ 2020 Diffusion Tube Results (µg/m³)

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Easting)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.85)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
1	390220	325530	57.0	27.0	20.0	20.0	31.0	29.0	54.0	30.0	43.0	22.0	28.0	31.0	32.7	27.8	-	
2	390350	325410	30.0	47.0	39.0	21.0	24.0	21.0	10.0	20.0	27.0	37.0	26.0	28.0	27.5	23.4	-	
3	390130	321700	66.0	28.0				46.0	14.0	70.0	27.0	37.0	21.0	50.0	39.9	33.9	-	
4	392914	340076	20.0	36.0				32.0	66.0	23.0	18.0	26.0	14.0	25.0	28.9	24.6	-	
5	390231	334298	33.0	14.0	28.0	28.0	28.0	28.0	18.0	24.0	27.0	39.0	83.0	33.0	31.9	27.1	-	
6	394471	321462	34.0	10.0				40.0	29.0	26.0	22.0	35.0	29.0	63.0	32.0	27.2	-	
8	385680	342220	44.0	43.0				16.0	21.0	50.0	35.0	39.0	36.0	47.0	36.8	31.3	-	
13	390310	332960	22.0	17.0				13.0	50.0	12.0	48.0	33.0	45.0	52.0	32.4	27.6	-	
14	390090	333150	19.0	11.0				21.0	23.0	18.0	10.0	25.0	20.0	45.0	21.3	18.1	-	
16	388666	335429	70.0	49.0				35.0	37.0	30.0	22.0	18.0	54.0	44.0	39.9	33.9	-	
19	391149	331930	23.0	15.0				16.0	51.0	19.0	17.0	15.0	47.0	42.0	27.2	23.1	-	
21	391105	328693	18.0	18.0				20.0	39.0	20.0	20.0	17.0	47.0	49.0	27.6	23.4	-	
22	393518	321916	35.0	34.0				75.0	27.0	32.0	15.0	21.0	28.0	68.0	37.2	31.6	-	
30	391581	320743	26.0	33.0				18.0	42.0	26.0	16.0	15.0	74.0	21.0	30.1	25.6	-	
31	391581	320743	20.0	16.0				25.0	52.0	29.0	35.0	16.0	75.0	18.0	31.8	27.0	-	
33	392154	319970	22.0	25.0	25.0	21.0	20.0	45.0	30.0	39.0	28.0	24.0	23.0	54.0	29.7	25.2	-	
36	394848	341145	20.0	26.0				26.0	45.0	12.0	21.0	16.0	36.0	19.0	24.6	20.9	-	
40	384920	341520	10.0	10.0				12.0	53.0	10.0	12.0	12.0	6.0	35.0	17.8	15.1	-	

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Easting)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.85)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
ST	390050	333270	53.0	36.0				29.0	84.0	67.0	34.0	33.0	31.0	63.0	47.8	40.6	26.6	
Sum mer 20 M6 night time closur e divers ion route BB1	394830	341060	16.0	20.0				24.0	62.0	18.0	29.0	31.0	15.0	25.0	26.7	22.7	-	
BB2	394290	341750	20.0	43.0				18.0	81.0	34.0	31.0	31.0	57.0	26.0	37.9	32.2	-	
BM3	391561	390692	11.0	20.0				28.0	19.0	36.0	52.0	27.0	16.0	39.0	27.6	23.4	-	
TR	386450	341230	21.0	18.0				23.0	67.0	12.0	25.0	20.0	20.0	18.0	24.9	21.2	-	
TITT	387350	338490	43.0	18.0				33.0	66.0	26.0	31.0	21.0	21.0	65.0	36.0	30.6	-	
M6	385080	342022	25.0	39.0	18.0	36.0	41.0	29.0	56.0	25.0	17.0	36.0	19.0	38.0	31.6	26.8	-	
M6.2	385096	342012	30.0	23.0	30.0	25.0	29.0	33.0	103.0	23.0	37.0	10.0	14.0	40.0	33.1	28.1	-	
E1	383166	329202	24.0	43.0				32.0	54.0	21.0	24.0	20.0	27.0	30.0	30.6	26.0	-	
M63	385076	342092	28.0	38.0				26.0	29.0	29.0	23.0	31.0	18.0	32.0	28.2	24.0	-	

☒ All erroneous data has been removed from the NO₂ diffusion tube dataset presented in Table B.1

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

☒ SBC confirm that all 2020 diffusion tube data has been uploaded to the Diffusion Tube Data Entry System

Notes:

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

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

See Appendix C for details on bias adjustment and annualisation.

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

New or Changed Sources Identified Within Stafford Borough Council During 2020

Stafford Borough Council has not identified any new sources relating to air quality within the reporting year of 2020.

Additional Air Quality Works Undertaken During 2020

Stafford Borough Council has not completed any additional works within the reporting year of 2021.

QA/QC of Diffusion Tube Monitoring

**Staffordshire County Council
Staffordshire Highways Laboratory**

NO₂ diffusion tube analysis QC results – April 2021 Summary

AIR PT Scheme (LGC)

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

- Since round 31 in May 2019 we have found issues with the AIR PT scheme tubes sent to the laboratory where droplets of the doping solution are on the inside of the tubes and inside the upper cap that needs to be removed in order to carry out the analysis.
- Since first noticing these issues we have contacted LGC with our concerns.

- In February 2020 we received the following response from LGC - **“The requirement is for participants to extract the innards of the Palmes tube and if quantitatively done, then good performance can be expected. This can be seen in the most recent report issued which included sample 11 (round AR036), where the satisfactory percentage was between 88.9 – 94.4%.”** The satisfactory percentage refers to the performance of all participating laboratories. For Round 40 the satisfactory percentage decreased to 78.6 - 85.7%
- After Round 40 we requested LGC to give a more a more detailed response to our concerns and we are currently waiting for them to respond.

PT Rounds during 2020

- Round 36 – Feb 2020. 100% satisfactory results. For this round we ordered 3 sets of LGC tubes. 2 sets contained tubes that again had droplets of solution on the inner surface of the tubes and in the white caps. These issues were reported to LGC on 23rd Jan and 13th Feb 2019. The results submitted were for the tubes where there were no issues identified.
- Rounds 37 and 39 that were due to take place in April and in July 2020 respectively were cancelled by LGC as their supplier was unable to provide the tubes for testing due to the Covid19 lockdown.
- Round 40 – Sept 2020. 2 out of 4 results for round 40 were satisfactory, and 2 were unsatisfactory. Again, we found droplets of doping solution on the inside of the white caps for 3 of the tubes and we have raised this with LGC (28th Oct 2020). We are waiting for a response from them at the time of writing this summary.
- Round 42 – Feb 2021. 100% satisfactory results. The set of tubes sent out had issues again with solution on the inside of some of the tubes and on the inside of the white cap. We raised our concerns with LGC and they sent a replacement set to us. They have still not responded to our requests for a more detailed response about the issues we have raised about the standard of the tubes sent out.

For the most up to date published results in the AIR PT Scheme see the Defra website: <https://laqm.defra.gov.uk/diffusion-tubes/qa-qc-framework.html>

[A summary of our results for 2019, 2020 and 2021 can be found in the table overleaf.](#)

PT Round	z-scores	Performance
30 – Jan 2019	-1.00, -0.67, -0.62, -0.38	100% SATISFACTORY
31 – May 2019	-1.82, -1.75, -4.47, -1.49	75% SATISFACTORY 25% UNSATISFACTORY
33 – July 2019	-3.15, -0.75, 0.06, -0.07	75% SATISFACTORY 25% UNSATISFACTORY
34 – Oct 2019	-0.21, -2.58, -0.56, 0.00	75% SATISFACTORY 25% QUESTIONABLE
36 – Feb 2020	-0.97, -0.52, -0.21, -0.15	100% SATISFACTORY
40 – Sept 2020	-1.60, -3.53, -1.84, -3.12	50% SATISFACTORY 50% UNSATISFACTORY
42- Feb 2021	-0.32, -1.08, -1.52, -0.42	100% SATISFACTORY

Field Intercomparison (NPL)

We have received performance reports from NPL for January to October 2020 so far. We do not have a result for May as the tubes were lost in the post. For all the months we have results for our performance was 'GOOD' (CoV <20) and the bias factor for 2020 based on these results is 0.85.

Bias factor

The bias adjustment factor spreadsheet on the Defra website was updated in March 2021. The overall bias factor for Staffordshire Highways Laboratory for 2020 (including the Field Intercomparison result and all the co-location results from participating local authorities, total of 15 studies) was 0.85. This factor may change as more studies are added later in the year.

For the most up to date information on bias factors see the Defra website: <https://lagm.defra.gov.uk/bias-adjustment-factors/national-bias.html>

Click on link in the 3rd paragraph down (highlighted 'here').

Diffusion Tube Annualisation

All diffusion tube monitoring locations within Stafford Borough 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 2020 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_x/NO₂ continuous analysers. Alternatively, the national database of diffusion tube co-location surveys provides bias factors for the relevant laboratory and preparation method.

Stafford Borough Council have applied a national bias adjustment factor of 0.85 to the 2020 monitoring data. A summary of bias adjustment factors used over the past five years is presented in Table C.1.

Table C.1 – Bias Adjustment Factor

Year	Local or National	If National, Version of National Spreadsheet	Adjustment Factor
2020	National	-03/21	0.85
2019	National	-09/20	0.93
2018	National	06/19	0.87

2017	National	09/18	0.89
2016	National	06/17	0.88

NO₂ Fall-off with Distance from the Road

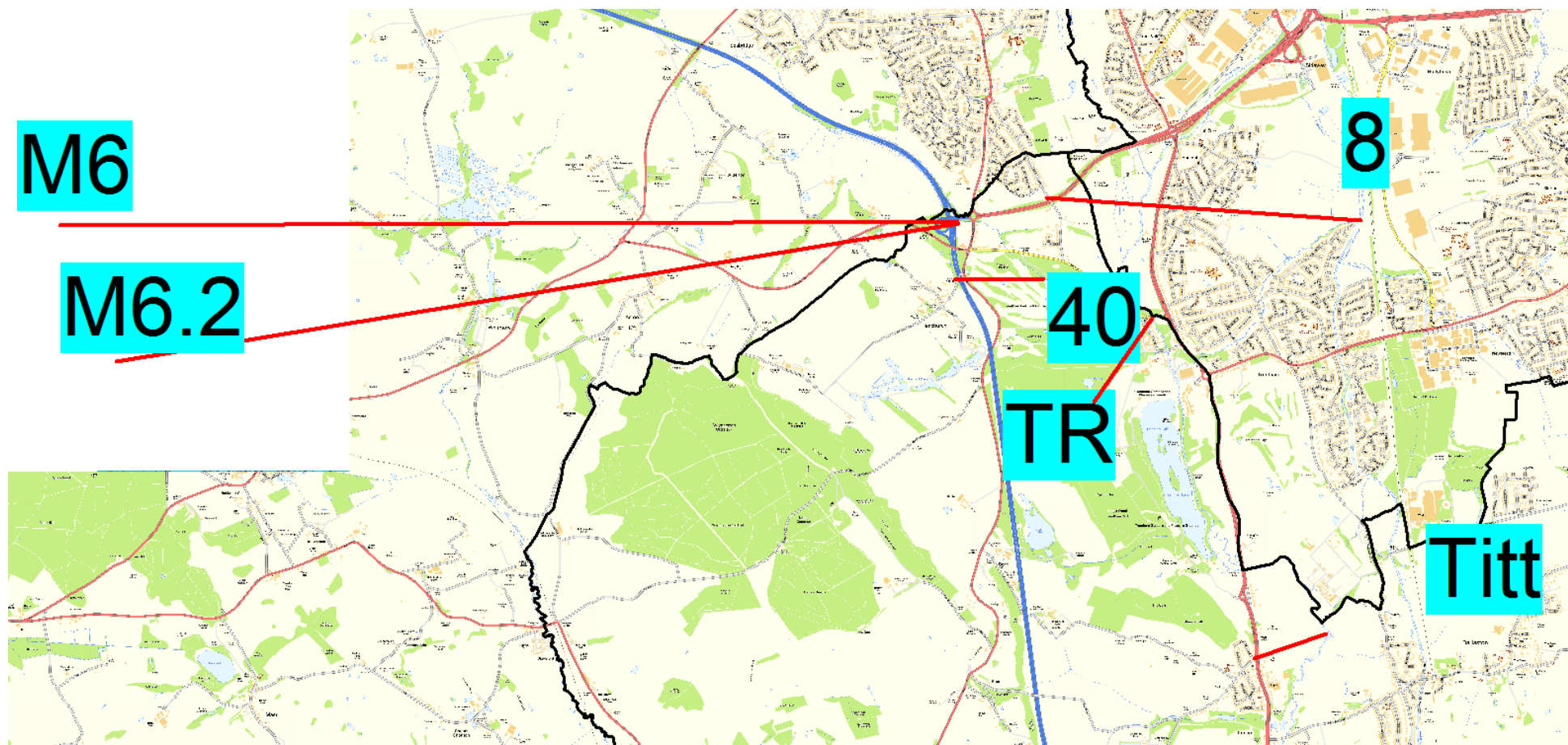
Wherever possible, local authorities should ensure that monitoring locations are representative of exposure. However, where this is not possible, the NO₂ concentration at the nearest location relevant for exposure should be estimated using the Diffusion Tube Data Processing Tool/NO₂ fall-off with distance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

Table C.2 – NO₂ Fall off With Distance Calculations (concentrations presented in µg/m³)

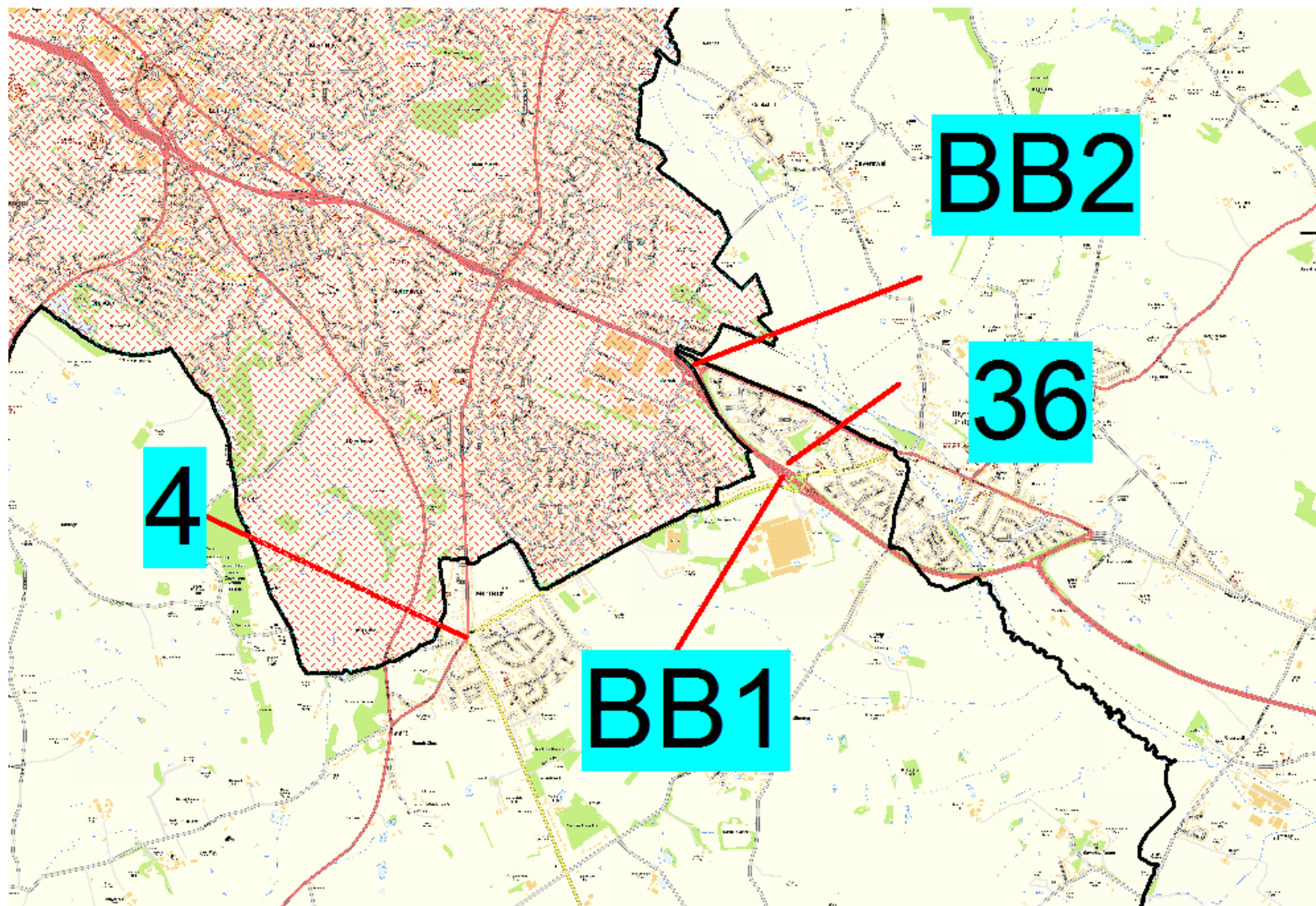
Site ID	Distance (m): Monitoring Site to Kerb	Distance (m): Receptor to Kerb	Monitored Concentration (Annualised and Bias Adjusted)	Background Concentration	Concentration Predicted at Receptor	Comments
ST	0.5	35.5	40.6	22.0	26.6	<i>Warning: your receptor is more than 20m further from the kerb than your monitor - treat result with caution.</i>

Appendix D: Map(s) of Monitoring Locations and AQMAs

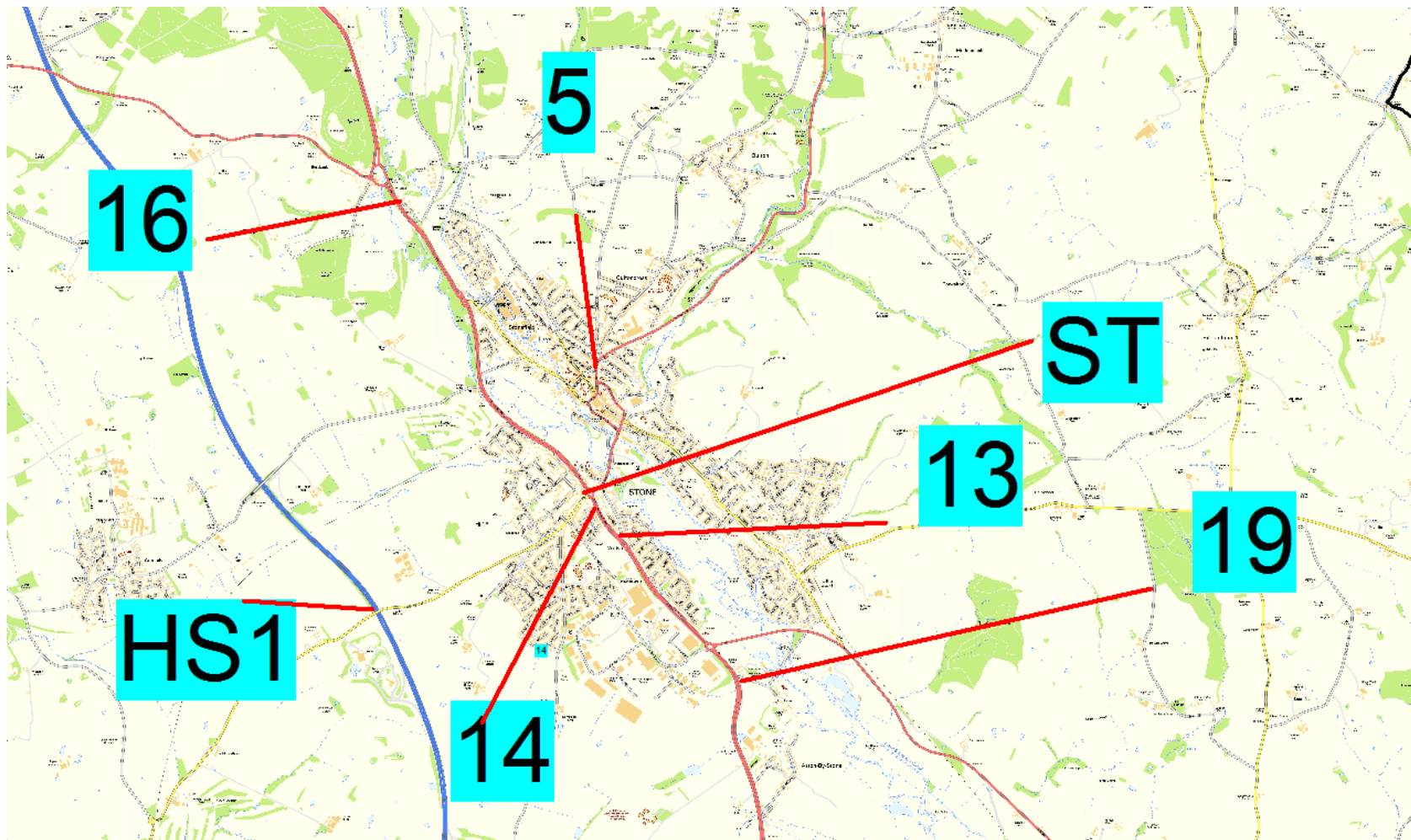
Figure D.1 – Maps of Non-Automatic Monitoring Sites



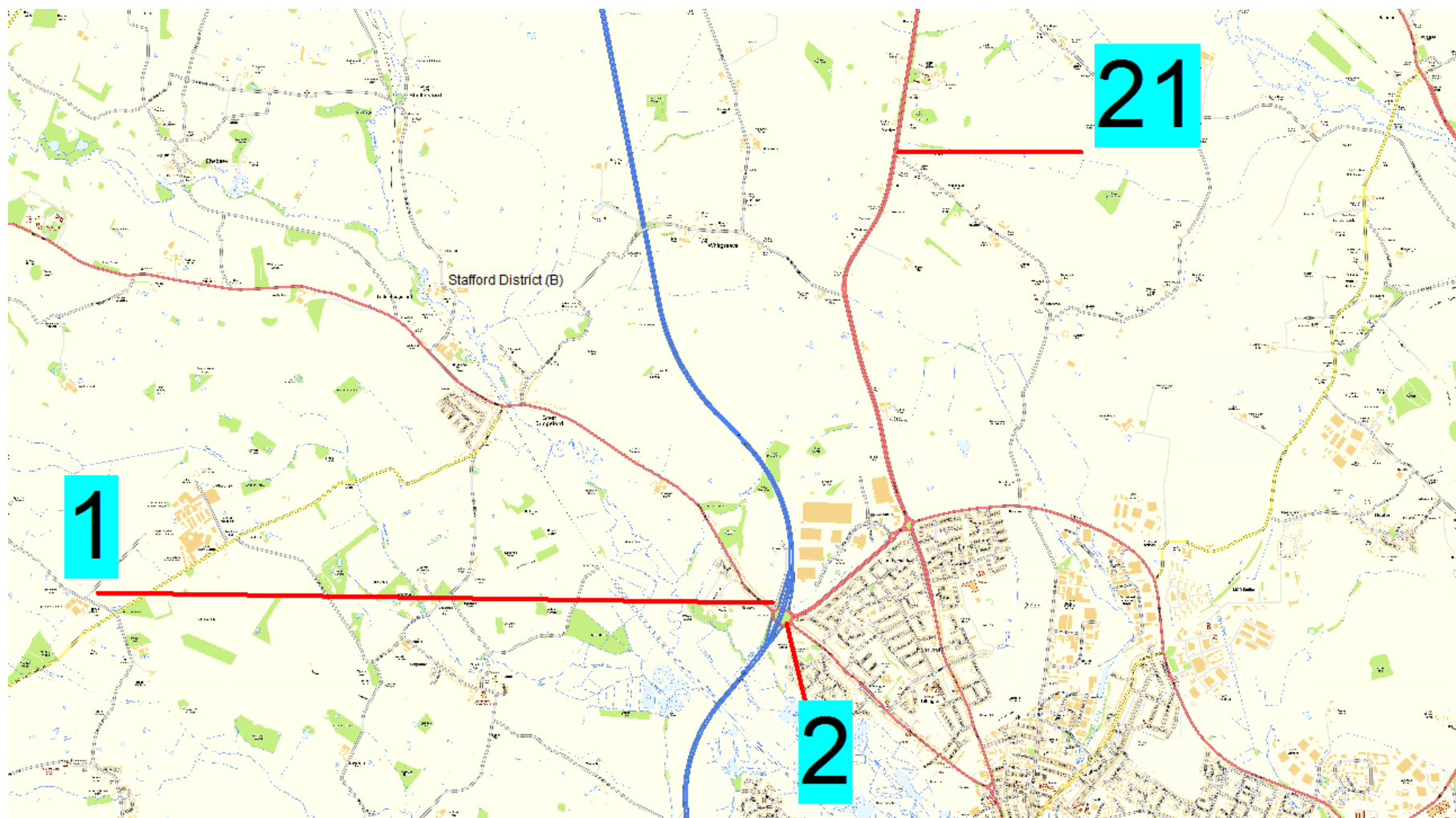
Stafford Borough North West



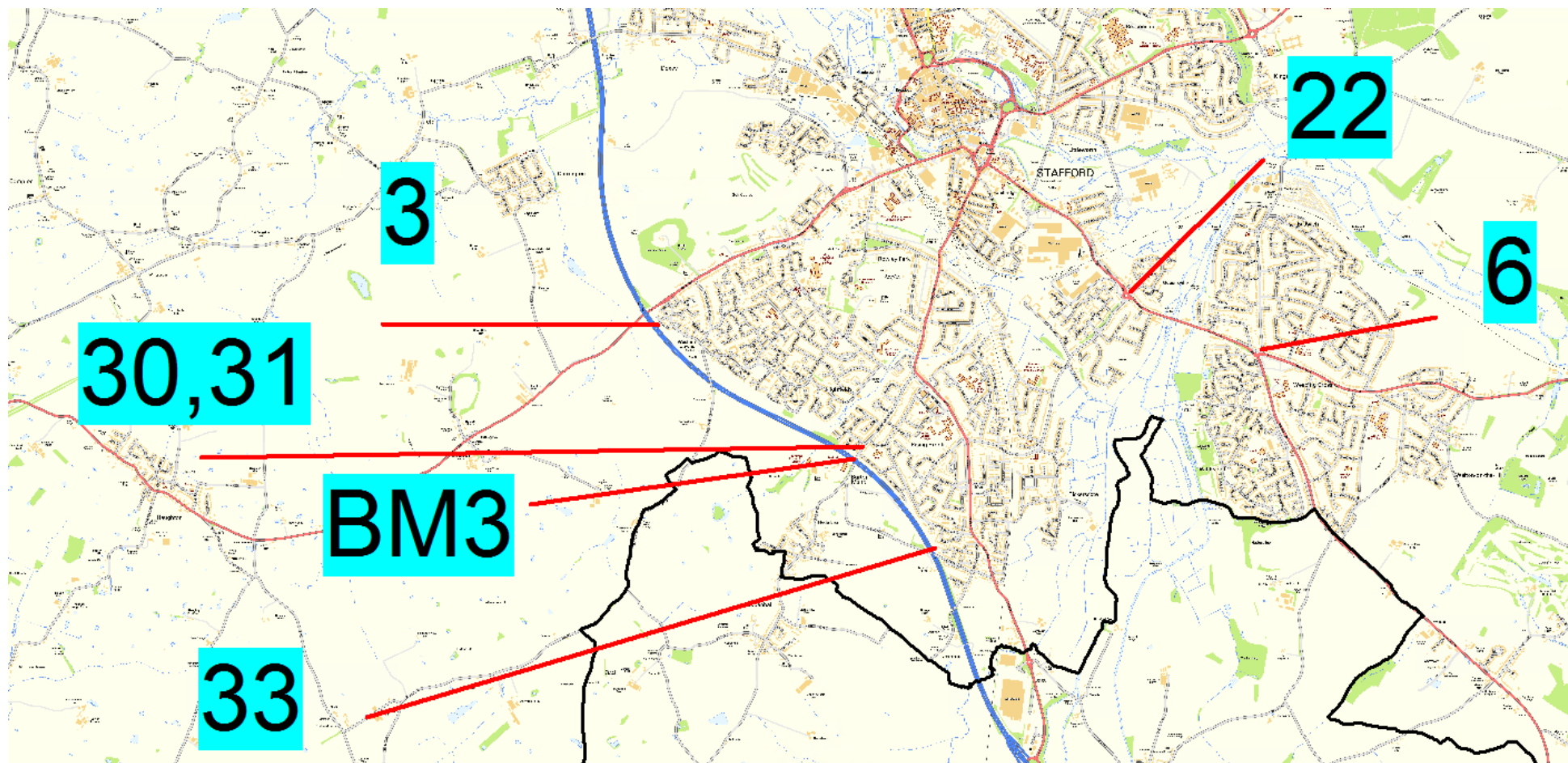
Stafford Borough North East



Stafford Borough- Stone



Stafford North



Stafford South

Appendix E: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England⁸

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

⁸ The units are in microgrammes of pollutant per cubic metre of air (µg/m³).

Appendix F: Impact of COVID-19 upon LAQM

COVID-19 has had a significant impact on society. Inevitably, COVID-19 has also had an impact on the environment, with implications to air quality at local, regional and national scales.

COVID-19 has presented various challenges and significant extra priority work for Local Authorities with respect to undertaking their statutory LAQM duties in the 2021 reporting year. Recognising this, Defra provided various advice updates throughout 2020 to English authorities, particularly concerning the potential disruption to air quality monitoring programmes, implementation of Air Quality Action Plans (AQAPs) and LAQM statutory reporting requirements. Defra has also issued supplementary guidance for LAQM reporting in 2021 to assist local authorities in preparing their 2021 ASR. Where applicable, this advice has been followed.

Despite the challenges that the pandemic has given rise to, the events of 2020 have also provided Local Authorities with an opportunity to quantify the air quality impacts associated with wide-scale and extreme intervention, most notably in relation to emissions of air pollutants arising from road traffic. The vast majority (>95%) of AQMAs declared within the UK are related to road traffic emissions, where attainment of the annual mean objective for nitrogen dioxide (NO₂) is considered unlikely. On 23rd March 2020, the UK Government released official guidance advising all members of public to stay at home, with work-related travel only permitted when absolutely necessary. During this initial national lockdown (and to a lesser extent other national and regional lockdowns that followed), marked reductions in vehicle traffic were observed; Department for Transport (DfT) data⁹ suggests reductions in vehicle traffic of up to 70% were experienced across the UK by mid-April, relative to pre COVID-19 levels.

This reduction in travel in turn gave rise to a change of air pollutant emissions associated with road traffic, i.e. nitrous oxides (NO_x), and exhaust and non-exhaust particulates (PM). The Air Quality Expert Group (AQEG)¹⁰ has estimated that during the initial lockdown period in 2020, within urbanised areas of the UK reductions in NO₂ annual mean

⁹ Prime Minister's Office, COVID-19 briefing on the 31st of May 2020

¹⁰ Air Quality Expert Group, Estimation of changes in air pollution emissions, concentrations and exposure during the COVID-19 outbreak in the UK, June 2020

concentrations were between 20 and 30% relative to pre-pandemic levels, which represents an absolute reduction of between 10 to 20 $\mu\text{g}/\text{m}^3$ if expressed relative to annual mean averages. During this period, changes in PM_{2.5} concentrations were less marked than those of NO₂. PM_{2.5} concentrations are affected by both local sources and the transport of pollution from wider regions, often from well beyond the UK. Through analysis of AURN monitoring data for 2018-2020, AQEG have detailed that PM_{2.5} concentrations during the initial lockdown period are of the order 2 to 5 $\mu\text{g}/\text{m}^3$ lower relative to those that would be expected under business-as-usual conditions.

As restrictions are gradually lifted, the challenge is to understand how these air quality improvements can benefit the long-term health of the population.

Impacts of COVID-19 on Air Quality within Stafford BC

There were no identifiable impacts as a consequence of COVID-19 upon air quality within the area, however there are statistical indications that reduced traffic flows using the M6 motorway have improved the air quality locally by 10-20%.

No challenges or constraints relating to LAQM have arisen during 2020 as a consequence of COVID-19.

Table F 1 – Impact Matrix

Category	Impact Rating: None	Impact Rating: Small	Impact Rating: Medium	Impact Rating: Large
Automatic Monitoring – Data Capture (%)	More than 75% data capture	50 to 75% data capture	25 to 50% data capture	Less than 25% data capture
Automatic Monitoring – QA/QC Regime	Adherence to requirements as defined in LAQM.TG16	Routine calibrations taken place frequently but not to normal regime. Audits undertaken alongside service and maintenance programmes	Routine calibrations taken place infrequently and service and maintenance regimes adhered to. No audit achieved	Routine calibrations not undertaken within extended period (e.g. 3 to 4 months). Interruption to service and maintenance regime and no audit achieved
Passive Monitoring – Data Capture (%)	More than 75% data capture	50 to 75% data capture	25 to 50% data capture	Less than 25% data capture
Passive Monitoring – Bias Adjustment Factor	Bias adjustment undertaken as normal	<25% impact on normal number of available bias adjustment colocation studies (2020 vs 2019)	25-50% impact on normal number of available bias adjustment studies (2020 vs 2019)	>50% impact on normal number of available bias adjustment studies (2020 vs 2019) and/or applied bias adjustment factor studies not considered representative of local regime
Passive Monitoring – Adherence to Changeover Dates	Defra diffusion tube exposure calendar adhered to	Tubes left out for two exposure periods	Tubes left out for three exposure periods	Tubes left out for more than three exposure periods
Passive Monitoring – Storage of Tubes	Tubes stored in accordance with laboratory guidance and analysed promptly.	Tubes stored for longer than normal but adhering to laboratory guidance	Tubes unable to be stored according to be laboratory guidance but analysed prior to expiry date	Tubes stored for so long that they were unable to be analysed prior to expiry date. Data unable to be used
AQAP – Measure Implementation	Unaffected	Short delay (<6 months) in development of a new AQAP, but is on-going	Long delay (>6 months) in development of a new AQAP, but is on-going	No progression in development of a new AQAP
AQAP – New AQAP Development	Unaffected	Short delay (<6 months) in development of a new AQAP, but is on-going	Long delay (>6 months) in development of a new AQAP, but is on-going	No progression in development of a new AQAP

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 Highways England
EU	European Union
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SO ₂	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.

ITEM NO 7(b)**ITEM NO 7(b)**

Report of:	Regulatory Services Group Manager
Contact Officer:	Lisa Harvey
Telephone No:	01785 619199
Ward Interest:	Nil
Report Track:	Comm Wellbeing 16/11/21 (Only)

COMMUNITY WELLBEING SCRUTINY COMMITTEE**16 NOVEMBER 2021****Health and Safety Annual Report 2020 - 2021****1 Purpose of Report**

- 1.1 To provide the committee with the Health and Safety Annual Report 2020 - 2021 to be noted by the Committee.

2 Recommendation

- 2.1 That the Health and Safety Annual Report 2020 - 2021 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 2020 - 2021 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. 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.
- 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 2020 - 2021 and the Action Plan for 2021/2022 are attached in the **APPENDIX**.

6 Implications

6.1	Financial	Costs are contained within existing budgetary provision.
	Legal	Nil
	Human Resources	Nil
	Human Rights Act	Nil
	Data Protection	Nil
	Risk Management	Nil

6.2	Community Impact Assessment Recommendations	Impact on Public Sector Equality Duty: None Wider Community Impact: None
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Previous Consideration - Nil

Background Papers - File available in Operations

COMMUNITY WELLBEING SCRUTINY COMMITTEE

16 NOVEMBER 2021

Annual Health and Safety Report 2020 - 2021



Operations

Annual Health and Safety Report

2020/2021

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 in 2022.

OVERVIEW

The Health and Safety function is delivered by the Regulatory Services Team. There are currently 1.0 professional Full Time Equivalent posts delivering this service.

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.

Total number of known establishments	Number of inspections undertaken*	Number of service requests received	Number of accidents reported
2117	17	354	52

*N.B Inspections have previously been carried out in 1470 of these premises and a risk rating assigned to them in accordance with guidance issued by the Health and Safety Executive. Although records indicate that a significant proportion of premises have been inspected it is recognised that a proportion of these will have changed hands since many of the inspections were carried out more than ten years ago. With only limited resources available only the information currently held on the LA database is used. However, in order to improve the information held the Team continues to use local information sources with a view to identifying new premises for which the authority may have enforcement responsibility.

INSPECTIONS

The Team carried out 17 health and safety interventions 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 354 service requests (an increase of 1211% from 2019/2020) including:

- 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.

For 2020/2021 the following projects were delivered:

Firework Safety - incorporating multi agency Safety Advisory Groups.

Major events – incorporating the multi-agency Safety Advisory Groups and the local Licensing Responsible Bodies

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, prior to receiving this advice a decision was taken that these types of visits would be deferred in order to protect our staff and people working in these businesses. 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 and this has been targeted at those businesses where complaints have been received or outbreaks have been identified.

ACTION PLAN 2021/2022

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 2022	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 2020/2021	April 2022	Regulatory Services Group Manager	Report produced
HS4	Produce an Annual Action Plan for the Health and Safety function	April 2022	Regulatory Services Group Manager	Report produced
HS5	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
HS6	Website for Health and Safety functions updated to ensure accurate information and as much self-service as possible	March 2022	Regulatory Services Group Manager	Reduction in 'phone through' from Contact Centre

Ref	Achievement/Improvement	Date to be completed	Lead Officer	Performance Measure
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	March 2022	Regulatory Services Group Manager	Number of topic based interventions achieved
HS9	Review and update Health and Safety Service Plan	Jan 2022	Regulatory Services Group Manager	To comply with HSE requirements

ITEM NO 7(c)**ITEM NO 7(c)**

Report of:	Regulatory Services Group Manager
Contact Officer:	Lisa Harvey
Telephone No:	01785 619199
Ward Interest:	Nil
Report Track:	Comm Wellbeing 16/11/21 (Only)

COMMUNITY WELLBEING SCRUTINY COMMITTEE**16 NOVEMBER 2021****Food Safety Annual Report 2020 - 2021****1 Purpose of Report**

- 1.1 To provide the committee with the Food Safety Annual Report 2020 - 2021 to be noted by the Committee.

2 Recommendation

- 2.1 That the Food Safety Annual Report 2020 - 2021 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 2020 - 2021 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 2020 - 2021 and the Action Plan for 2021/2022 are attached in the **APPENDIX**.

6 Implications

6.1	Financial	Costs are contained within existing budgetary provision.
	Legal	Nil
	Human Resources	Nil
	Human Rights Act	Nil
	Data Protection	Nil
	Risk Management	Nil

6.2	Community Impact Assessment Recommendations	Impact on Public Sector Equality Duty: None Wider Community Impact: None
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Previous Consideration - Nil

Background Papers - File available in Operations

COMMUNITY WELLBEING SCRUTINY COMMITTEE

16 NOVEMBER 2021

Annual Food Safety Report 2020 - 2021



Operations

Annual Food Safety Report

2020/2021

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 will be reviewed and updated in 2022.

OVERVIEW

The Food Safety function is delivered by the Regulatory Services Team. There are currently 3.6 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.

Total number of registered establishments	Total % of broadly compliant establishments*	Number of interventions undertaken	Number of service requests received	Number of food samples taken	Number of new food premise registrations received
1629	74%	221	598	50	237

*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 30th September 2021. Therefore very few onsite inspections have taken place, however, the Team has continued to:

- Monitor high risk premises;
- Inspect approved premises;
- Respond to food incidents;
- Contact and monitor poor performers, i.e those premises with a food hygiene rating of 0, 1 and 2; and
- Contact all of the takeaways and those businesses that started to offer takeaway food offering advice and support.
- Completed a telephone 'inspection' of all businesses which were due for an on site inspection in 2020/2021.

In addition, the Team were responsible for enforcement of the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 requiring certain businesses to close and dealt with numerous referrals from the Police and members of the public about those premises which were not compliant with the regulations.

The Team has also been commissioned for the last 15 months by 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. The team have dealt with 388 incidents in these settings since the start of the pandemic.

INSPECTIONS

The Team carried out 215 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 598 service requests including:

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

FOOD INCIDENTS

In August 2020 the team was involved in a national outbreak of e.coli 0157. Public Health England undertake monitoring of cases of infectious disease across the UK. It had been noted that there was a cluster of cases of e.coli 0157 in the West Midlands with 2 cases in Stafford Borough. Officers from the team were tasked with taking food samples from food businesses where the cases had worked or shopped. The results of these were fed into the national picture and further investigation revealed that this was part of a larger national outbreak involving pre-packed salad vegetables.

SAMPLING

A total of 50 food samples were taken in 2020/21. 11 were found to be unsatisfactory with these businesses 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.

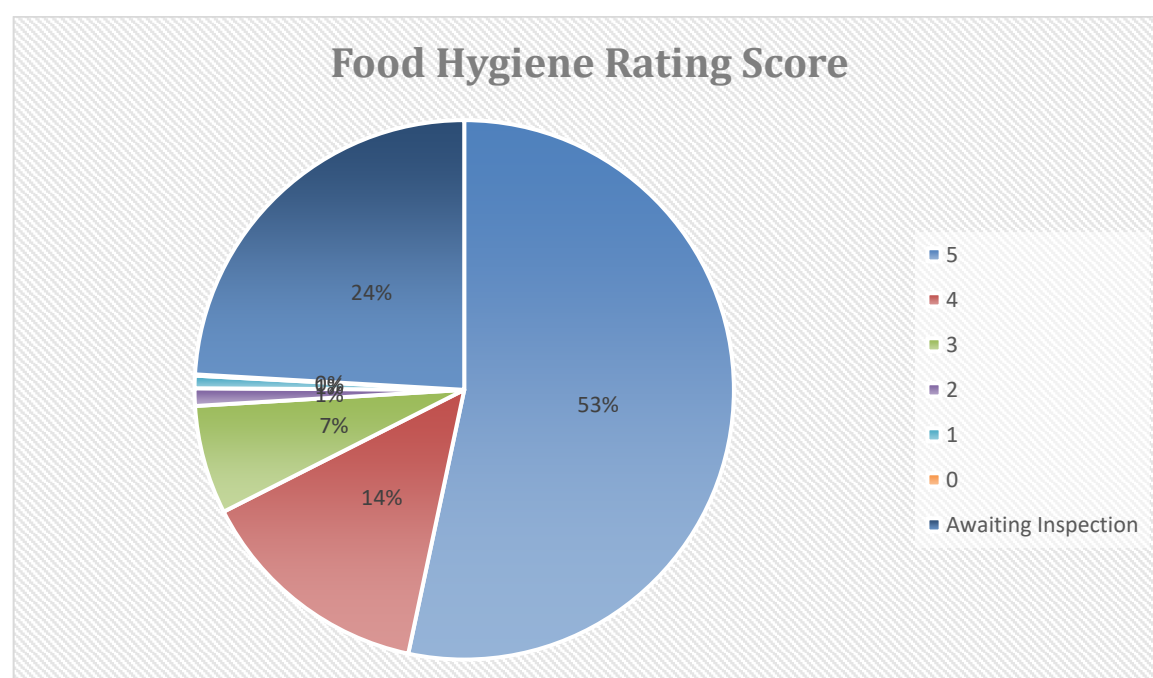
NEW FOOD BUSINESS REGISTRATIONS/FOOD BUSINESS ADVICE

The Team received a total of 237 new food business registrations in 2020/21 an increase of 38 on the number received in 2019/20.

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 2020/21 there were 1333 businesses with a food hygiene rating, with 74.3% of these with a rating of 3 - Generally Satisfactory or better. The percentage of businesses with each rating is shown below:



INFECTIOUS DISEASES

The Team received 556 notifications from Public Health England including:

Covid 19 - 388 incidents with varying numbers of cases

Campylobacter – 151

Salmonella – 12

Cryptosporidium – 2

E.coli 0157 – 3

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 2021/2022

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 2022	Regulatory Services Group Manager	All Regulatory Services Team members to complete relevant training requirements
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, e.g. 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 2022	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 2020/2021	April 2022	Regulatory Services Group Manager	Report produced

Ref	Achievement/Improvement	Date to be completed	Lead Officer	Performance Measure
FS5	Produce an Annual Action Plan for the Food Safety function	April 2022	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 2022	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
FS8	Review/report – in addition to the annual LAEMS 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

Ref	Achievement/Improvement	Date to be completed	Lead Officer	Performance Measure
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 2022 to November 2022	Regulatory Services Group Manager	Ensure compliance
FS15	Food fraud – monitoring to be continued	Ongoing	Regulatory Services Group Manager	Detection of issues Sharing of intelligence
FS16	Review and update Food Safety Service Plan	January 2022	Regulatory Services Group Manager	To comply with Food Law CoP

ITEM NO 7(d)**ITEM NO 7(d)**

Report of:	Head of Finance
Contact Officer:	Emma Fullagar
Telephone No:	01543 464720
Ward Interest:	Nil
Report Track:	Econ Dev and Plg 09/11/2021 Comm and Wellbeing 16/11/2021 Resources 11/11/2021 Council 23/11/2021 Cabinet 04/11/2021

COMMUNITY WELLBEING SCRUTINY COMMITTEE**16 NOVEMBER 2021****Fees and Charges Review 2022**

The following report was considered by Cabinet at its meeting held on 4 November 2021 and is submitted to this Committee for consultation.

1 Purpose of Report

- 1.1 The purpose of this report is to propose to the Council the Fees and Charges for 2022.

2 Decision of the Cabinet

- 2.1 That the proposed Fees and Charges for 2022 are recommended to Council for approval.

3 Key Issues

- 3.1 The report sets out the proposed changes to Fees and Charges for 2022. As previously communicated the report is on an exception basis and therefore only the following items are included:
- Where a new charge has been introduced
 - The proposed increase is above the annual level of inflation
 - Where the power to set fees and charges has been specifically reserved by the Council

4 Relationship to Corporate Priorities

- 4.1 This report supports all of the Council's Corporate Priorities.

5 Background

- 5.1 The fees and charges process for 1 January 2022 reflects the exception based reporting requirements. Therefore the booklet only includes the following items:
- Where a new charge has been introduced
 - The proposed increase is above the annual level of inflation
 - Where the power to set fees and charges has been specifically reserved by the Council
- 5.2 The parameter for fees and charges inflation is determined as part of the Financial Plan. An inflation requirement of 3% is recommended. The proposed increases to Fees and Charges to take effect from 1 January 2022 above the 3% tolerance (excluding rounding to the nearest 5 or 10 pence) are contained within the **BOOKLET** as circulated with this agenda.
- 5.3 For Council run services the guidance that has been given is that inflation is currently running at 3%. However, the increases should be with regard to what the market can bear and set prices accordingly. This may involve charges being frozen or less than the 3% inflation which are not included within the exception report attached.
- 5.4 There are a number of fees that have been frozen for 2022. For Community Scrutiny this includes Garden Waste which has seen no increase as this is in line with market tolerance.
- 5.5 A full copy of Fees and Charges will be available on the Members Portal.

6 Implications

6.1	Financial	As set out in the report
	Legal	As set out in the report
	Human Resources	As set out in the report
	Human Rights Act	As set out in the report
	Data Protection	As set out in the report
	Risk Management	<p>The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register.</p> <p>The level of income generated by the Council from fees and charges is a key risk as a number of the Council's main income streams are sensitive to adverse economic conditions and can vary significantly as a result.</p>

6.2 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. Recommendations Wider Community Impact: Detailed above.
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Previous Consideration - Nil

Previous Consideration - Cabinet 4 November 2021



**FEES AND CHARGES
2022**

**COMMUNITY AND WELLBEING
SCRUTINY COMMITTEE
16/11/2021**

Community Portfolio

Stafford Borough Council

Fees and Charges 2022 - Proposed Charges

LICENCE FEES	£ - p	VAT	Date Set	PROPOSED CHARGE		Rationale for Increase/Decrease
				01-Jan-22 £ - p	Increase %	
<u>Smoke and Carbon Monoxide Alarm (England)</u>						
<u>Regulations 2015 Penalty Charge</u>						
Failure to comply with an Improvement Notice						
(a) First offence	1,000.00	NB	01/01/21	DELETE	-	Penalty charge schemes are published online at www.staffordbc.gov.uk
(b) For each subsequent offence	5,000.00	NB	01/01/21	DELETE	-	
Maximum Penalty		NB		5,000.00	-	
<u>Letting Agency Work and Property Management</u>						
<u>Work (Requirement to Belong to a Scheme etc)</u>						
<u>(England) Order 2014 Penalty Charge</u>						
Failure to belong to a recognised redress scheme						
(a) First offence	1,000.00	NB	01/01/21	DELETE	-	
(b) For each subsequent offence	5,000.00	NB	01/01/21	DELETE	-	
Maximum Penalty		NB		5,000.00	-	
<u>Housing Act 2004 Section 249a Penalty Charge</u>						
Maximum Penalty		NB		30,000.00	-	
<u>The Electrical Safety Standards in the Private Rented</u>						
<u>Sector (England) Regulations 2020 penalty Charge</u>						
Maximum Penalty		NB		30,000.00	-	

VAT S = standard rated - charges shown are inclusive of VAT
 ZR = zero rated - no VAT to be applied

E = exempt - no VAT to be applied
 NB = non-business - outside the scope of VAT

<u>Environment Portfolio</u> <u>Fees and Charges 2022 - Proposed Charges</u>	Stafford Borough Council

<u>BEREAVEMENT SERVICES</u>	£ - p	VAT	Date Set	PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>
				01-Jan-22	Increase	
				£ - p	%	
<u>STAFFORD CREMATORIUM</u>						
<u>Cremation Fee</u>						
(c) Use of Organist for all services				DELETE	-	
(d) Child up to 16 years	no charge	-	01/04/97	DELETE	-	
(e) Stillborn child	no charge	-	01/04/89	DELETE	-	
Child up to 12 months of age	no charge	-		251.00	New	
Child 12 months to 16 years	no charge	-		502.00	New	
(g) Basic Cremation Charge (The fee is	535.00	E	01/01/20	325.00	- 39.3	
inclusive of the current environment fee.						
Services must be booked on or before						
9.30am, no mourners in attendance, no						
organist is supplied and an option to						
'hold over' must be granted)						

VAT S = standard rated - charges shown are inclusive of VAT
 ZR = zero rated - no VAT to be applied

E = exempt - no VAT to be applied
 NB = non-business - outside the scope of VAT

<u>Environment Portfolio</u> <u>Fees and Charges 2022 - Proposed Charges</u>	Stafford Borough Council

<u>BEREAVEMENT SERVICES continued...</u>	£ - p	VAT	Date Set	PROPOSED CHARGE 01-Jan-22 £ - p	Increase %	<u>Rationale for Increase/Decrease</u>
<u>STAFFORD CREMATORIUM continued..</u>						
<u>Memorial Seats - Existing Seats Only</u>						
Bench Style						
(a) For a 10 year period	1,061.00	S	01/01/21	1,150.00	8.4	<i>There is very limited space for this type of memorial and there are a wide range of other memorials available.</i>
(b) Renewal fee for a further 10 years	530.00	S	01/01/21	575.00	8.5	<i>The increase in charge will provide more availability of benches for families.</i>
<u>Memorial Trees - Existing Trees Only</u>						
(b) Renewal fee for further 25 years	509.00	S	01/01/21	565.00	11.0	<i>The revised costs better reflect SBC's on-going maintenance liability for the trees.</i>
(c) Renewal fee for a further 10 years	254.00	S	01/01/21	325.00	28.0	

VAT S = standard rated - charges shown are inclusive of VAT
 ZR = zero rated - no VAT to be applied

E = exempt - no VAT to be applied
 NB = non-business - outside the scope of VAT

<u>Environment Portfolio</u> <u>Fees and Charges 2022 - Proposed Charges</u>	Stafford Borough Council

<u>BEREAVEMENT SERVICES continued...</u>	£ - p	VAT	Date Set	PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>
				01-Jan-22	Increase	
				£ - p	%	
<u>STAFFORD AND STONE CEMETERIES continued...</u>						
<u>INTERMENT FEES</u>						
<u>Graves with Exclusive Burial Rights Granted (private grave spaces)</u>						
At a depth not exceeding 5ft.						
(b) Child up to 16 years	no charge	-	01/04/97	DELETE	-	
(c) Stillborn child	no charge	-	01/04/96	DELETE	-	
Child 24 weeks to 9 years (Rainbow Garden)		NB		515.00	New	
Child 9 years to 18 years		NB		1,060.00	New	
At a depth not exceeding 7ft.						
(b) Child up to 16 years	no charge	-	01/04/97	DELETE	-	
(c) Stillborn child	no charge	-	01/04/89	DELETE	-	
Child 24 weeks to 9 years (Rainbow Garden)		NB		550.00	New	
Child 9 years to 18 years		NB		1,130.00	New	

VAT S = standard rated - charges shown are inclusive of VAT
 ZR = zero rated - no VAT to be applied

E = exempt - no VAT to be applied
 NB = non-business - outside the scope of VAT

<u>Environment Portfolio</u> <u>Fees and Charges 2022 - Proposed Charges</u>	Stafford Borough Council

<u>BEREAVEMENT SERVICES continued...</u>	£ - p	VAT	Date Set	PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>
				01-Jan-22	Increase	
				£ - p	%	
<u>STAFFORD AND STONE CEMETERIES continued...</u>						
<u>INTERMENT FEES continued...</u>						
<u>Graves with no Exclusive Burial Rights Granted (common unpurchased grave spaces)</u>						
(b) Child up to 16 years	no charge	-	01/04/96	DELETE	-	
(c) Stillborn child	no charge	-	01/04/89	DELETE	-	
Child 24 weeks to 9 years (Rainbow Garden)		NB		890.00	New	
Child 9 years to 18 years		NB		1,130.00	New	

VAT S = standard rated - charges shown are inclusive of VAT
 ZR = zero rated - no VAT to be applied

E = exempt - no VAT to be applied
 NB = non-business - outside the scope of VAT

Leisure Portfolio - CLIENT

Stafford Borough Council

Fees and Charges 2022 - Proposed Charges

PROPOSED CHARGE

<u>OUTDOOR SPORT AND RECREATION</u>	£ - p	VAT	Date Set	01-Jan-22 £ - p	Increase %	<u>Rationale for Increase/Decrease</u> <i>All charges represent the maximum amount chargeable</i>
<u>VICTORIA PARK, STAFFORD</u>						
<u>Hire of Facilities</u>	subject					
Including training/meeting room, bandstand and event spaces	to	E		DELETE	-	
	negotiation					
<u>Education Room/Bowls Pavilion</u>						
<u>Commercial Hire</u>						
Weekday (Mon to Friday)						
One Hour		E or S		20.00	New	
Half Day (4 Hours)		E or S		40.00	New	
Full Day (8 Hours)		E or S		75.00	New	
Weekend/Bank Holiday (Sat/Sun)						
One Hour		E or S		30.00	New	
Half Day (4 Hours)		E or S		60.00	New	
Full Day (8 Hours)		E or S		90.00	New	
<u>Charity/Not for Profit</u>						
Weekday (Mon to Friday)						
One Hour		E or S		10.00	New	
Half Day (4 Hours)		E or S		20.00	New	
Full Day (8 Hours)		E or S		40.00	New	
Weekend/Bank Holiday (Sat/Sun)						
One Hour		E or S		15.00	New	
Half Day (4 Hours)		E or S		30.00	New	
Full Day (8 Hours)		E or S		45.00	New	

VAT

S = standard rated - charges shown are inclusive of VAT
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Leisure Portfolio - CLIENT

Stafford Borough Council

Fees and Charges 2022 - Proposed Charges

PROPOSED CHARGE

<u>OUTDOOR SPORT AND RECREATION</u>	£ - p	VAT	Date Set	01-Jan-22 £ - p	Increase %	<u>Rationale for Increase/Decrease</u>
<u>continued...</u>						<u>All charges represent the maximum amount chargeable</u>
<u>VICTORIA PARK, STAFFORD continued...</u>						
<u>Events Space</u>						
Weekday (Mon to Friday)						
Per day		E or S		200.00	New	
Weekend/Bank Holiday (Sat/Sun)						
Per day		E or S		400.00	New	
<u>Charity/Not for Profit</u>						
Weekday (Mon to Friday)						
Per day		E or S		100.00	New	
Weekend/Bank Holiday (Sat/Sun)						
Per day		E or S		200.00	New	
<u>Set up and close down days before and after event if required</u>		E or S		*	New	* 50% of daily hire charge
<u>Repairs/Cleansing</u>						
Repairing any damage to buildings/grounds resulting from event		E or S		at cost	New	
Cleansing litter/debris resulting from event		E or S		at cost	New	
<u>Other Facilities including use of horticultural green house</u>		E or S		subject to negotiation	New	

VAT S = standard rated - charges shown are inclusive of VAT
 ZR = zero rated - no VAT to be applied

E = exempt - no VAT to be applied
 NB = non-business - outside the scope of VAT

ITEM NO 7(e)**ITEM NO 7(e)**

Report of:	Corporate Business and Partnerships Manager
Contact Officer:	Tracy Redpath
Telephone No:	01785 619 195
Ward Interest:	Nil
Report Track:	Comm Wellbeing 16/11/21 (Only)

Community Wellbeing SCRUTINY COMMITTEE**16 NOVEMBER 2021****Quarter 2 Performance Reporting****1 Purpose of Report**

- 1.1 To provide an update to members regarding performance reporting for Quarter 2 2021 - 2022 for Community Wellbeing Scrutiny Committee.

2 Recommendation

- 2.1 That the information is noted.

3 Key Issues and Reasons for Recommendation

- 3.1 The report presents the performance reporting for Quarter 2 2021 - 2022 for the Community Wellbeing Scrutiny Committee. The report contains:
- Performance at a glance which encompasses 10 reported indicators
 - Improvement report for 1 indicator.
 - Narrative updates - 14 are reported as being 'on track', 1 is reported as 'good' and 1 reported as 'below target', which has been included in the Improvement report.
- 3.2 The performance report is detailed in **APPENDIX 1**.

4 Relationship to Corporate Business Objectives

- 4.1 Performance reporting interlinks with all corporate business objectives.

5	Report Detail
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- 5.1 The report provides an overview of the performance for Quarter 2 2021 - 2022 for the Community Wellbeing Scrutiny Committee. The performance report is detailed in **APPENDIX 1** and contains Performance at a glance; an Improvement report and Narrative updates.
- 5.2 Ironman took place during the last quarter and was a huge success and in September an entry field of over 3,000 runners took part in the Stafford half marathon. Monthly Farmers Markets, Walking Streets and Living Streets events have continued in the borough during this quarter and arrangements are now being made for the annual Christmas Lights switch-on.
- 5.3 The Health and Housing Team have successfully secured grant funding with the registered provider Humankind, for long term accommodation for rough sleepers in the borough. This will fund five units of self-contained accommodation for rough sleepers alongside tailored packages of intensive wrap around support.
- 5.4 During this quarter there have been 41 new complaints of anti-social behaviour received, three Community Protection Notice Warnings have been served and there was one activation for a Community Trigger, which did not meet the threshold. In addition to this, the Community Wellbeing Partnership (CWP) have agreed working plans for Domestic Abuse (DA) and Anti-Social Behaviour (ASB).
- 5.5 Performance reports are contained within **APPENDIX 1**.
- 5.6 General Fund Budget Monitoring information up to 30 September 2021 is contained within **APPENDIX 2**.

6	Implications
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6.1	Financial	The financial implications of individual actions are being reviewed by the lead organisation for each workstream.
	Legal	Nil
	Human Resources	Nil
	Human Rights Act	Nil
	Data Protection	Nil
	Risk Management	Nil

6.2	Community Impact Assessment	Impact on Public Sector Equality Duty: There are no known impacts.
	Recommendations	Wider Community Impact: There are no known impacts

Previous Consideration – Nil

Background Papers – File available in Corporate Business and Partnerships

Q2 Community Wellbeing

Performance at a glance

No	Indicator	Responsible Officer	Is good high or low	Q1 Actual	Q1 Target	Q1 Performance	Q2 Actual	Q2 Target	Q2 Performance	Year End forecast	Year end target	Direction of Travel
LI3	No of Enviro-crime complaints dealt with promptly and no longer than 72 hours after receipt	Julie Wallace	H	98.84%	94%	On Track	98.57%	94%	On Track	96%	94%	On Track
LI4	No of residents who think the town centres are clean and tidy (%)	Phil Bates	H	98.73%	95%	Good	99.80%	95%	Good	95%	95%	On Track
LI5	Kgs Residual Household Waste Collected per household	Becky Martin	L	112.16	110	On Track	108.77	110	On Track	112	110	On Track
LI6	% of household waste sent for reuse, recycling and composting	Becky Martin	H	52.18%	53%	On Track	52.55%	53%	On Track	52%	53%	On Track
LI7	% of homeless cases resolved through prevention	Anna Nevin	H	27%	45%	Below Target	56%	45%	Good	42%	45%	On Track
LI8	% of homeless cases resolved through relief	Anna Nevin	H	73%	55%	Below Target	44%	55%	Good	59%	55%	On Track
LI9	No of DFGs completed	Anna Nevin	H	21	25	Below Target	25	25	On Track	46	75	Below Target
LI10	No of households referred for energy efficiency measures	Anna Nevin	H	25	8	Good	21	8	Good	46	50	Good
LI11	Empty Homes brought back into use following Officer interventions	Anna Nevin	H	11	15	Below Target	11	15	Below Target	22	50	Below Target
LI12	No of households given advice on energy efficiency	Anna Nevin	H	232	15	Good	143	25	Good	375	100	Good

Performance direction of travel - Key	
Performance 10% or more above target	Good
Doing Well	On track
Performance 10% or more below target	Below Target

Q2 Community Wellbeing

Narrative Updates

Ref	Key Deliverable	Responsible Officer	End Date	Performance	Commentary/Action
2.1.1	Work with partners to implement a programme of recovery and reform, steering towards a model of sustainability and resilience	Ella Smith	From April 2021 and then on-going	On Track	Although the national guidance has changed for those who were classed as Clinically Extremely Vulnerable, support locally continues for vulnerable residents in terms of signposting for help with lower level support, food and prescriptions and this is in place until March 2022. Voluntary sector organisations such as and Rising Brook Baptist Church and Stone Community HUB are still supporting residents with food parcels and prescriptions. There is an open invitation to all Parish Councils to ask the council for support when developing local schemes to support residents. Stafford Sports grants panel met on 16 September and awarded 1 group a grant of £500.
2.2.1	Investigate appropriate enviro crime complaints within 72 hours of receipt	Julie Wallace	From April 2021 and then on-going	On Track	303 reports investigated within the quarter, 302 dealt within the time frame.
2.2.2	Deliver high quality Neighbourhood Services to ensure that town centres, parks and open spaces are clean, tidy, and attractive	Phil Bates	From April 2021 and then on-going	Good	115 Land Audit Management Systems (LAMS) inspections were carried out in the period with the following results: Streets Cleansing achieving 99.8% Grade B or better and Grounds Maintenance achieving 100% Grade B or better. Customer Satisfaction Survey carried out by the Customer Contact Centre with residents who called in specifically for Streetscene related issues. Response from 280 residents was 97.86% positive in the range of 'satisfactory to excellent' regarding the cleanliness of the town centres.
2.2.3	Monitoring of construction works associated with major infrastructure eg M6 Smart Motorways and HS2	Robert Simpson	From April 2021 and then on-going	On Track	Discussions are continuing with the HS2 Phase 2a Planning Forum – Environmental Health Subgroup, of which our officers are members. The purpose of the group is to discuss any potential air quality, noise, vibration and contaminated land issues associated with the construction and operation of HS2 Phase 2a, and appropriate mitigation measures. The last meeting was held on 8th July 2021 and discussions concerning controls that can be applied to construction work using section 61 of the Control of Pollution Act 1974 were discussed further. The next meeting is planned for 1st December 2021. The Council has received further section 61 applications for preliminary groundworks. The Service continues to be consulted by Kier, the contractor for the Smart Motorways work in connection with verge treatments and piling operations. Works continue between Junctions 13 and 14 where there are more residential properties adjacent to the motorway.

Ref	Key Deliverable	Responsible Officer	End Date	Performance	Commentary/Action
2.2.4	Encourage households to increase recycling and minimise residual waste because this will be good for the environment and reduce collection and disposal costs	Becky Martin	From April 2021 and then on-going	On Track	New blue bag livery is now on the Stafford fleet reminding residents to use the blue bag for all paper and cardboard. Ongoing work with local housing associations to ensure that the correct bins are being used by residents. Further areas being identified across the Borough to remove unauthorised excess bins which provide some residents with additional capacity for general waste rather than recycling. Brown bin signs ups currently at 59% and preparations underway for Year 2 sign ups.
2.3.1	Support the facilitation of community led schemes that focus on improving health and wellbeing	Anna Nevin	From April 2021 and then on-going	On Track	Work has continued on encouraging residents to walk within their localities. Community groups and Parish Councils have been approached to create their own "Doorstep Walks" for publication in print and online, with ongoing support for those who wish to contribute their ideas. Housing Plus Group have written to all of their customers in Independent Living Schemes and BeConnected activity participants inviting them to create doorstep walks from their favourite local routes.
2.3.2	Support partners to set up initiatives to improve and enhance health and wellbeing of residents	Anna Nevin	From April 2021 and then on-going	On Track	Community groups, voluntary organisations, parish councils and residents were invited to attend a "Connecting communities through walking" webinar offering information and advice on how to support residents to benefit physically and socially. Experts contributed practical help and advice that would enable volunteers and community groups to inspire residents to connect through walking, starting at an absolute beginner level from the home environment. The webinar is available on our YouTube Channel as an ongoing resource and has been viewed over 120 times.
2.3.3	Support the co-ordination of high profile events run by Freedom Leisure	Lee Booth	From April 2021 and then on-going	N/A	Government mandated restrictions as a result of the Covid-19 pandemic have led to a reduced programme of events. The Stafford Half Marathon returned on 19/09/21 with over 3,100 runners registered for the event.
2.3.4	Support the promotion of and use of town centres in the borough	Robert Simpson	From April 2021 and then on-going	On Track	The Ironman race took place in July; and in September an entry field of over 3000 runners took part in the Stafford half marathon that had been delayed from March. The weekly Wednesday Market is still currently suspended by the organiser. The monthly Farmers Markets held in Stafford and Stone have continued in this quarter. The walking streets events in Stafford and the living streets events in Stone have also continued this quarter. All events have to have Event Management Plans and a Covid – 19 secure Risk Assessments. All events are considered by the multi-agency Safety Advisory Group (SAG) which is chaired by an officer of the Council. Preparations are now taking place for the annual Christmas Lights switch-on.
2.3.5	Work towards all businesses being compliant with environmental regulations	Lisa Harvey	From April 2021 and then on-going	N/A	Programmed inspections have been put on hold due to the Covid-19 pandemic. Interventions are still being undertaken for high risk activities and referrals.

Ref	Key Deliverable	Responsible Officer	End Date	Performance	Commentary/Action
2.4.1	To assist in the operational delivery of, and lead on, the implementation of specific initiatives that support the reduction of crime and vulnerability in the Borough (as per the recommendations in the Community Safety Strategic Assessment)	Victoria Cooper	Commences April through to March annually – as determined by allocation of funding from the Staffordshire Commissioner	On Track	During this quarter the Community Wellbeing Partnership (CWP) have agreed the working plans for Domestic Abuse (DA) and Anti-Social Behaviour (ASB). The delivery group will continue to update these plans with emerging issues, but have focused on the issues currently causing the most demand on agencies. We have identified incidents of rowdy and inconsiderate behaviour rising and have put together a focused action plan with key partners from both statutory and voluntary organisations to disrupt this behaviour. Agencies will focus on the environment and work together to understand the implications of any changes. Staffordshire has submitted a bid for the home office safer streets funding and we are hopeful that Stafford Borough will be successful in securing some of this funding to assist our partnerships statutory duty to prevent crime and disorder. Safer nights operations and days of action within the town centres continue. With regards to DA, the Borough see's a high number of repeat victims. Working with the police, DA services and Housing Plus we have been identifying areas of high repeat demand to ensure victims are well supported. We have been working with probation and justice services to raise awareness of the DA perpetrator programmes, whilst a high number of referrals are made, participation is often voluntary. Discussion with these agencies on how they can influence or enforce engagement are important to support perpetrators and change their behaviour. We are working with Support Staffordshire to develop a community cohesion and engagement strategy. This will look at building on positive community cohesion and developing a communication strategy that includes challenging negative stereotyping within communities. Fraud was recognised as a priority area for the Borough although locally it does not demand a high resource. Communications around online shopping fraud have started to be developed for the Christmas period.
2.4.2	To ensure that the authority adheres to its statutory responsibility in respect of the Prevent, Safeguarding and Domestic Abuse (DHR's)	Viki Ashcroft	From April 2021 and then on-going	On Track	Officers attended the quarterly County Prevent Board and monthly Channel Panel meetings. No safeguarding referrals have been made.
2.4.3	Utilise procedures and processes to investigate reported incidents of anti-social behaviour	Helen Marshall	From April 2021 and then on-going	On Track	During Q2, 41 new reports of ASB were received by the Council, which is an increase on the number received in Q1. Of these reports 9 were in connection to tenants of social housing providers and in these cases, they were passed over to the Housing provider to investigate. Of the 41 cases 6 originated from Environmental Health where noise was the issue. These included motor bikes with noisy exhausts, neighbours causing noise in the early hours of the morning, Quad bikes being revved in the garden. 1 Community Trigger was called and although it didn't make the threshold, suitable advice was given. Although reports were made to the housing association and police, they were mainly about alleged driving offences and repairs, not ASB. Of note the reports to both organisations were reviewed by the councils ASB officer to check if intervention was required. To assist in tackling the ASB that is reported the following have been served; 3 Community Protection Notice Warnings; 1 Community protection notice from a warning served in Q1. 1 Fixed Penalty Notice was issued for failing to comply with the CPN that was served in Q2

Ref	Key Deliverable	Responsible Officer	End Date	Performance	Commentary/Action
2.5.1	Provide a comprehensive housing options service to prevent homelessness and support people into sustainable accommodation	Anna Nevin	From April 2021 and then on-going	On Track	<p>The Health & Housing team have been successful in obtaining joint grant funding with the Registered Provider Humankind for long term accommodation and support for rough sleepers in the borough. This will fund five units of self-contained accommodation for rough sleepers alongside tailored packages of intensive wrap around support. Linking with this project we have also seen the start of the Complex Case Workers within Humankind who have been jointly funded as part of MPFT's Community Mental Health Transformation. The transformation, alongside these posts, will provide assertive outreach to those most vulnerable, improving access to services and working with the most difficult cases to help us prevent and relieve homelessness.</p> <p>Changes associated with the new Domestic Abuse Act has seen the extension of the Resettlement Worker post based within Staffordshire Women's Aid. This post has been fundamental in providing specialist advice and support to women with a history of homelessness who are experiencing domestic abuse.</p> <p>Early intervention remains a priority within the Housing Options Team, encouraging households from all tenures to present as early as possible to Housing Options. With the recommencement of possession proceedings, and the furlough scheme coming to an end, our partnerships with the local job centre and Citizen's Advice remain a key priority in upstreaming homeless prevention.</p>
2.5.2	Ensure good housing standards are delivered in the private sector	Anna Nevin	From April 2021 and then on-going	On Track	Activity in Q2 was in line with demand in both 2019 and 2018 suggesting a return to pre-pandemic levels where, as a general rule service requests are lower during summer months. Two Improvement Notices were served during this period, and Notices served in Q1 were complied with.
2.5.3	Ensure sufficient, well managed provision of Gypsy and Traveller Accommodation	Anna Nevin	From April 2021 and then on-going	On Track	The refurbishment of Glover Street was completed in quarter 2 of 2021/22 and positive feedback has been received by the residents. The council assisted a number of new residents to move onto the site, with pitches continuing to be let over quarter 3.
2.5.4	Provide an effective and efficient service to deliver Disabled Facilities Grants	Anna Nevin	From April 2021 and then on-going	On Track	Since Q1, Millbrook have filled numerous vacancies; a complete team of caseworkers and technical staff have enabled them to progress a higher number of applications to grant approval in the latter part of Q2; completions for these are anticipated during the second half of the financial year. Some delays to works commencing on site remain due to supply chain issues relating to building materials.

Explanation for Narrative Performance
Exceptional - Good
Doing well - On Track
Below what it should be - Below Target

Q2 Community Wellbeing

Improvement Report Performance Indicators

No	Measure Detail	RO	Q2 Actual	Q2 Target	Performance Status	Context for current performance	Improvement Actions Taken
LI11	Empty Homes brought back into use following Officer interventions	Anna Nevin	11	15	Below Target	It is likely that the impact of COVID-19 on the housing market, employment and health is seen through the lower number of properties brought back into use this quarter. In addition, the COVID-19 restrictions on movement and activities have resulted in less site visits being completed and a more reactive, rather than proactive service. It has not been possible to start projects that were scheduled to be put into action and we are now seeing the effect on the figures that this has caused.	The Empty Homes Officer post is currently vacant and this will impact the proactive work to support the programme of reducing empty homes. Steps are being taken to update the role and gain authorisation to appoint to the post.

Narrative Update

No	PI Description	RO	Performance Status	Context for current performance	Improvement Actions Taken
2.3.3	Support the co-ordination of high profile events run by Freedom Leisure	Lee Booth	N/A	Government mandated restrictions as a result of the Covid-19 pandemic resulted in a reduced programme of events taking place. Stafford Half Marathon returned on 19/09/21 with over 3,100 runners registered.	Freedom Leisure are now implementing an events programme in line with the Government recovery road map. The Stafford Half Marathon took place on 19/09/21 and planning has started to hold an 'in person' Stafford Christmas Lights Switch On.

COMMUNITY WELLBEING SCRUTINY COMMITTEE

16 NOVEMBER 2021

Performance Update

GENERAL FUND - BUDGET MONITORING TO 30 SEPTEMBER 2021

The Council agreed a Net Portfolio Spend for 2021/22 of £15.529 million in January 2021 when the Council Tax was set for the year. Of this figure, the net Spending Budget covered by this committee is £7.020 million. The monitoring position for 2021/22 is illustrated in the following table with a full year forecast:

Portfolio	Original Budget 2021/22	Approved Budget 2021/22	Forecast Outturn	Variance
	£000	£000	£000	£000
Community	954	954	990	35
Environment	4,036	4,036	3,987	(48)
Leisure	2,030	2,030	2,030	0
Portfolio total	7,020	7,020	7,007	(13)

There is provision within Items for Allocation under the Resources Portfolio for a loss of some of the income identified within the forecast. The provision includes £28,000 for a loss of bereavement income and £2,600 for a loss of parks income thus reducing the overall variance to budget by £31,000 to a (£44,000).

The key issues identified in the forecast as at September monitoring are set out below:-

Community Portfolio

There is an unfavourable variance of approximately £35,000 on this portfolio. This is primarily due to:-

- Covid additional costs £43,000 (bed and breakfast £33,000 and equipment £10,000)
- Homelessness £99,000

Offset by

- SWEP funding (£15,000)
- Additional housing benefits recovered (£90,000)

Environment Portfolio

There is a favourable variance of approximately £48,000 on this portfolio. This is primarily due to: -

- Reduced Dog Warden Costs (£13,000)
- Additional Waste income (£602,000)

Offset by

- Waste additional contract costs £495,000 (Green Waste additional take up and Gate Fees)
- Waste IT upgrade £50,000
- Agency costs £27,000

Leisure Portfolio

There is a nil variance on this portfolio. This is primarily due to:-

- Reduced transport costs (£1,000)
- Reduced supplies and services (£8,000)

Offset by

- Alleyne's premises costs of £9,000

Detailed monitoring

ANNEX 1 sets out the revenue budget monitoring forecast position based on expenditure to the 30 September 2021 including explanations for individual variances that meet the monitoring criteria. It includes an analysis of services in the portfolio. In addition, capital monitoring information to the 30 September 2021 on the capital schemes is reported at **ANNEX 2**.

PERFORMANCE UPDATE- COMMUNITY PORTFOLIO
Budget Monitoring 2021-2022- Period 6- September

	<u>Latest Budget</u>	<u>Forecast Outturn</u>	<u>Variance from Latest Budget</u>	<u>Comments (variances > 10% and £5,000)</u>
	<u>£</u>	<u>£</u>	<u>£</u>	
Private Sector Housing (Standards)				
Expenditure	166,040.00	162,890.00	-3,150.00	
Income	-32,490.00	-39,732.43	-7,242.43	Increased license £3k and other miscellaneous income
Net	<u>133,550.00</u>	<u>123,157.57</u>	<u>-10,392.43</u>	
Housing Act Sewerage Works				
Expenditure	2,190.00	0.00	-2,190.00	
Income				
Net	<u>2,190.00</u>	<u>0.00</u>	<u>-2,190.00</u>	
Private Sector Hsg (Loans & Mortgages)				
Expenditure	5,780.00	5,780.00	0.00	
Income	-11,140.00	-11,140.00	0.00	
Net	<u>-5,360.00</u>	<u>-5,360.00</u>	<u>0.00</u>	
Partnerships				
Expenditure	25,290.00	121,330.00	96,040.00	Partnership expenditure
Income	0.00	-96,040.00	-96,040.00	Partnership Income
Net	<u>25,290.00</u>	<u>25,290.00</u>	<u>0.00</u>	
Homelessness & Housing Advice				
Expenditure	611,380.00	1,092,686.72	481,306.72	Increased homelessness expenditure £379k and bed and breakfast costs £99k
Income	-57,000.00	-530,046.50	-473,046.50	Homelessness grants £379k and additional housing benefits recovered £90k
Net	<u>554,380.00</u>	<u>562,640.22</u>	<u>8,260.22</u>	
Glover Street				
Expenditure	11,110.00	10,483.98	-626.02	
Income	-15,970.00	-9,282.06	6,687.94	
Net	<u>-4,860.00</u>	<u>1,201.92</u>	<u>6,061.92</u>	
CCTV				
Expenditure	120,140.00	124,409.93	4,269.93	

Income				
Net	<u>120,140.00</u>	<u>124,409.93</u>	<u>4,269.93</u>	
COVID 19				
Expenditure	0.00	43,332.57	43,332.57	Increased bed and breakfast costs £33k and supplies £10k
Income	0.00	-14,716.00	-14,716.00	Increased grant income
Net	<u>0.00</u>	<u>28,616.57</u>	<u>28,616.57</u>	
Grants & Contributions				
Expenditure	128,960.00	129,626.66	666.66	
Income				
Net	<u>128,960.00</u>	<u>129,626.66</u>	<u>666.66</u>	
Portfolio Total	954,290.00	989,582.87	35,292.87	

PERFORMANCE UPDATE- ENVIRONMENT PORTFOLIO
Budget Monitoring 2021-2022- Period 6- September

	<u>Latest Budget</u>	<u>Forecast Outturn</u>	<u>Variance from Latest Budget</u>	<u>Comments (variances > 10% and £5,000)</u>
	<u>£</u>	<u>£</u>	<u>£</u>	
Management & Support				
Expenditure	372,570.00	399,894.88	27,324.88	Agency costs
Income	-2,750.00	0.00	2,750.00	
Net	<u>369,820.00</u>	<u>399,894.88</u>	<u>30,074.88</u>	
Partnerships Environmental Management				
Expenditure	65,960.00	66,260.54	300.54	
Income	-9,690.00	-9,690.00	0.00	
Net	<u>56,270.00</u>	<u>56,570.54</u>	<u>300.54</u>	
Waste & Recycling				
Expenditure	4,192,620.00	4,700,364.87	527,744.87	Increased contract costs due to increase in garden waste and gate fees
Income	-1,918,910.00	-2,521,841.06	-602,931.06	Green waste £410k and increased recycling credits
Net	<u>2,273,710.00</u>	<u>2,178,523.81</u>	<u>-95,186.19</u>	
Cleansing Services				
Expenditure	57,840.00	57,840.00	-0.00	
Income	-340.00	-340.00	0.00	
Net	<u>57,500.00</u>	<u>57,500.00</u>	<u>-0.00</u>	
Bereavement Services				
Expenditure	704,130.00	703,843.68	-286.32	
Income	-1,971,770.00	-1,943,859.17	27,910.83	Reduction in crem income £113k, offset by increase in Tixall Road Cemetery income £-75k and Eccleshall Road Cemetery £16k
Net	<u>-1,267,640.00</u>	<u>-1,240,015.49</u>	<u>27,624.51</u>	
Drainage Services				
Expenditure	112,870.00	112,870.00	0.00	

Net	112,870.00	112,870.00	0.00	
Misc Highways Functions (ex Planning)				
Expenditure	42,330.00	42,330.00	0.00	
Income	-5,000.00	-5,000.00	0.00	
Net	37,330.00	37,330.00	0.00	
Street Scene				
Expenditure	2,663,900.00	2,850,324.55	186,424.55	Tree works £179k minor variations
Income	-749,660.00	-938,574.61	-188,914.61	Contribution to fund tree works £179k and minor variations
Net	1,914,240.00	1,911,749.94	-2,490.06	
Regulatory Services				
Expenditure	629,950.00	805,013.54	175,063.54	Test and Trace costs £168k and increased supplies and services £7k
Income	-262,770.00	-430,849.38	-168,079.38	Test and Trace Grant
Net	367,180.00	374,164.16	6,984.16	
Strategic Health Delivery				
Expenditure	91,320.00	89,744.20	-1,575.80	
Income	-34,960.00	-34,960.00	0.00	
Net	56,360.00	54,784.20	-1,575.80	
Dog Warden Service				
Expenditure	16,740.00	1,305.98	-15,434.02	Reduced streescene collection and contract cost
Income	-11,200.00	-9,000.00	2,200.00	
Net	5,540.00	-7,694.02	-13,234.02	
Pest Control				
Expenditure	223,050.00	218,650.29	-4,399.71	
Income	-170,580.00	-167,152.00	3,428.00	
Net	52,470.00	51,498.29	-971.71	
Portfolio Total	4,035,650.00	3,987,176.31	-48,473.69	

PERFORMANCE UPDATE- LEISURE AND CULTURE PORTFOLIO
Budget Monitoring 2021-2022- Period 6- September

	<u>Latest Budget</u>	<u>Forecast Outturn</u>	<u>Variance from Latest Budget</u>	<u>Comments (variances > 10% and £5,000)</u>
	<u>£</u>	<u>£</u>	<u>£</u>	
Leisure Section				
Expenditure	119,360.00	110,672.96	-8,687.04	Reduced supplies £-7.3k and car allowances £1.1k
Income	-31,560.00	-31,560.00	0.00	
Net	87,800.00	79,112.96	-8,687.04	
Alleyes Sports Centre				
Expenditure	0.00	8,535.16	8,535.16	Premises costs
Net	0.00	8,535.16	8,535.16	
Parks & Open Spaces				
Expenditure	880,340.00	873,991.42	-4,373.34	
Income	-197,850.00	-188,914.69	6,961.31	
Net	682,490.00	685,076.73	2,587.97	
Allotments				
Expenditure	18,140.00	17,406.96	-733.04	
Income	-1,200.00	-2,854.08	-1,654.08	
Net	16,940.00	14,552.88	-2,387.12	
Stafford Gatehouse Theatre				
Expenditure	5,700.00	5,700.00	0.00	
Income	-5,700.00	-5,691.66	8.34	
Net	0.00	8.34	8.34	
Ancient High House				
Expenditure	10,440.00	10,440.00	0.00	
Net	10,440.00	10,440.00	0.00	
Broadeye Windmill				

Expenditure	2,050.00	2,200.00	150.00
Income	0.00	-1.00	-1.00
Net	<u>2,050.00</u>	<u>2,199.00</u>	<u>149.00</u>
Izaak Walton Cottage			
Expenditure	8,400.00	8,400.00	0.00
Net	<u>8,400.00</u>	<u>8,400.00</u>	<u>0.00</u>
Stafford Castle			
Expenditure	12,840.00	12,840.00	0.00
Net	<u>12,840.00</u>	<u>12,840.00</u>	<u>0.00</u>
Borough Tourism			
Expenditure	16,640.00	16,640.00	0.00
Net	<u>16,640.00</u>	<u>16,640.00</u>	<u>0.00</u>
Expenditure	784,410.00	784,410.00	0.00
Income	-54,690.00	-54,690.00	0.00
Net	<u>729,720.00</u>	<u>729,720.00</u>	<u>0.00</u>
Leisure Strategy			
Expenditure	462,640.00	462,640.00	0.00
Net	<u>462,640.00</u>	<u>462,640.00</u>	<u>0.00</u>
Portfolio Total	2,029,960.00	2,030,165.07	206.31

PERFORMANCE UPDATE - COMMUNITY CAPITAL PORTFOLIO**Budget Monitoring 2021-2022 - Period 6 September**

	Latest	Budget to	Total	Variance	Forecast	Comments
			Spend to			
	Budget	Date	Date	to Date	Outturn	
	£	£	£	£	£	
Disabled Facilities Grant (DFG)	£1,978,760	£380,508	£380,508	£0	£1,142,000	Forecast based on current pipeline
Glover Street Improvements	£123,510	£118,726	£118,726	£0	£123,510	
Empty Homes	£136,070	£1,305	£1,305	£0	£35,000	Forecast based on demand
Private Sector Housing Assistance	£130,820	£290	£290	£0	£21,000	Forecast based on demand
Total for Community	£2,369,160	£500,830	£500,830	£0	£1,321,510	

PERFORMANCE UPDATE - ENVIRONMENT CAPITAL PORTFOLIO

Budget Monitoring 2021-2022 - Period 6 September

	Latest	Budget to	Total	Variance	Forecast	Comments
			Spend to			
	Budget	Date	Date	to Date	Outturn	
	£	£	£	£	£	
Streetscene Equipment	£66,190	£0	£0	£0	£66,190	
Green Containers Replacement Programme	£97,830	£31,020	£31,020	£0	£97,830	Expenditure reflects customer demand
Blue Bins	£66,550	£11,370	£11,370	£0	£66,550	Expenditure reflects customer demand
Waste Containers Replacement	£88,750	£0	£0	£0	£88,750	Expenditure reflects customer demand
Streetscene Fleet Procurement	£105,000	£0	£0	£0	£105,000	
Total for Environment	£424,320	£42,390	£42,390	£0	£424,320	

PERFORMANCE UPDATE - LEISURE CAPITAL PORTFOLIO

Budget Monitoring 2021-2022 - Period 6 September

	Latest	Budget to	Total	Variance	Forecast	Comments
			Spend to			
	Budget	Date	Date	to Date	Outturn	
	£	£	£	£	£	
Victoria Park Refurbishment	£30,060	£0	£0	£0	£30,060	
Charnley Road Destination Park	£13,570	£0	£0	£0	£13,570	
Stone Leisure Centre	£543,130	£0	£0	£0	£45,000	Project subject to Council ratification - likely to slip to 2022/23
Gatehouse Met Rigging	£76,150	£70,706	£70,706	£0	£73,030	Project finished
Gnosall Leisure Facilities	£37,000	£0	£0	£0	£37,000	In progress
Holmcroft Leisure Facilities	£51,070	£40,148	£40,148	£0	£51,070	
Victoria Park Pedestrian Bridge	£90,580	£0	£0	£0	£90,580	
Jubilee Playing Fields	£104,000	£0	£0	£0	£104,000	
Stone Leisure Phase 2	£150,460	£0	£0	£0	£0	Project subject to Council ratification - likely to slip to 2022/23
Yarnfield	£16,800	£0	£0	£0	£16,800	
Total for Leisure	£1,112,820	£110,854	£110,854	£0	£461,110	

Report of:	Head of Law and Administration
Contact Officer:	Andrew Bailey
Telephone No:	01785 619212
Ward Interest:	Nil
Report Track:	Community Wellbeing 16/11/2021 (only)

COMMUNITY WELLBEING SCRUTINY COMMITTEE

16 NOVEMBER 2021

Work Programme - Community Wellbeing Scrutiny Committee

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 and comment upon.

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
	Legal	Nil
	Human Resources	Nil
	Human Rights Act	Nil
	Data Protection	Nil
	Risk Management	Nil

6.2	Community Impact Assessment Recommendations	<p>Impact on Public Sector Equality Duty:</p> <p>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:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p> <p>Recommendations Wider Community Impact:</p> <p>Detailed above.</p>
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Previous Consideration - Nil

Background Papers – File available in Law and Administration

COMMUNITY WELLBEING SCRUTINY COMMITTEE

16 NOVEMBER 2021

Work Programme - Community Wellbeing Scrutiny Committee

THURSDAY 6 JANUARY 2022 AT 6:30 PM

Minutes of Last Meeting:	16 November 2021
Officer Items by:	Wednesday 15 December 2021
Call-in Deadline	Tuesday 14 December 2021
Member/Public Items by:	Monday 20 December 2021
Agenda Despatch on:	Wednesday 22 December 2021
Officer Reports	<ul style="list-style-type: none"> • Health and Care Overview and Scrutiny Committee Councillor J Hood • Community Portfolio - General Fund Revenue Budget 2021-22 to 2024-25 and Capital Programme 2021-22 - 2024-25 Head of Finance • Environment Portfolio - General Fund Revenue Budget 2021-22 to 2024-25 and Capital Programme 2021-22 - 2024-25 Head of Finance • Leisure Portfolio - General Fund Revenue Budget 2021-22 to 2024-25 and Capital Programme 2021-22 - 2024-25 Head of Finance • Final Accounts 2020/21 Head of Finance • Work Programme Head of Law and Administration

TUESDAY 8 MARCH 2022 AT 6:30 PM

Minutes of Last Meeting:	6 January 2022
Officer Items by:	Monday 21 February 2022
Call-in Deadline	Tuesday 15 February 2022
Member/Public Items by:	Thursday 24 February 2022
Agenda Despatch on:	Monday 28 February 2022
Officer Reports	<ul style="list-style-type: none"> • Health and Care Overview and Scrutiny Committee Councillor J Hood • Performance Update/Budget Monitoring Report

	<p>Corporate Business and Partnerships Manager /Head of Finance</p> <ul style="list-style-type: none"> • Work Programme Head of Law and Administration
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ALL MEMBER SESSION - THURSDAY 16 DECEMBER 2021 AT 6:30 PM
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|---|
| <ul style="list-style-type: none"> • Presentation by Housing Plus
Housing Plus • Presentation by Support Staffordshire
Corporate Business and Partnerships Manager • Presentation – Anti Social Behaviour
Corporate Business and Partnerships Manager |
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