

20 November 2023

**Biodiversity Net Gain  
presentation to  
commence at 6.15pm.**

Dear Members

**Council Meeting**

I hereby give notice that a meeting of the Council will be held in the **Council Chamber, County Buildings, Martin Street, Stafford** on **Tuesday 28 November 2023 at 7.00pm** to deal with the business as set out on the agenda.



Tim Clegg  
Chief Executive

## COUNCIL MEETING - 28 NOVEMBER 2023

Mayor, Councillor Andy Cooper

### AGENDA

- 1 Approval of the Minutes of the meeting of Council held on 12 September 2023 as published on the Council's website.
- 2 Apologies for Absence
- 3 Declarations of Interest
- 4 Announcements (Paragraph 3.2(iii) of the Council Procedure Rules)
- 5 Public Question Time
  - (a) Alderman Patrick Farrington to Councillor R Kenney:

Referring to the purchase of the old Co-op building and the refurbishment of the Market Square in Stafford, what role have you personally performed in the strategy, planning, design, delivery and execution of these two significant developments in the Borough?
  - (b) Alderman Patrick Farrington to Councillor G P K Pardesi:

Referring to the exciting leisure and play developments at Westbridge Park Stone, what role have you personally performed in the strategy, planning, design, delivery and execution of this significant development in the Borough?
- 6 Councillor Session
  - (a) Councillor F Beatty has submitted the following question in accordance with Paragraph 12.3(a) of the Council Procedure Rules:-

“Can the Cabinet Member for Planning and Regeneration confirm that he is working to the previously published timescales for the next stages of the Local Plan – and if not, why have the new timescales not been approved by Cabinet and formally released so that everyone in our communities has the same information”?
  - (b) Councillor M J Winnington has submitted the following question in accordance with Paragraph 12.3(a) of the Council Procedure Rules:-

“Can the Cabinet Member for Climate Change confirm the level of investment and budget in the next municipal year he will have, given the importance of climate change to current and future generations of Stafford Borough residents”?

- (c) Councillor A P Edgeller has submitted the following question in accordance with Paragraph 12.3(a) of the Council Procedure Rules:-

“In the years of the previous administrations, there had always been a principal of supporting local democracy and involving locally elected Members in decisions that affect principally their electoral wards, so that there is a direct link to those people who elected them.

Can the Leader of the Council confirm his preferred way of working in respect of decisions involving Members’ electoral wards”?

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

“Can the Cabinet Member for Community and Health confirm their policy in terms of working with the voluntary sector across the Borough going forwards, and how they intend to support the massive work that the voluntary sector does in all communities within Stafford Borough”?

## 7 Notice of Motion

A Notice of Motion pursuant to Paragraph 13.1 of the Council Procedure Rules has been proposed by Councillors J T Rose and D P Rouxel as follows:-

Protecting our rivers and oceans

This Council notes:

- No matter where we live in the UK, we are never more than 70 miles from the ocean. We all benefit from our ocean through the air we breathe, the food we eat, and the way our ocean regulates the climate. We all impact our ocean not only if we visit the coast but every day through our consumer choices, what we put down the drain, the litter and pollution that flows into our rivers, and the carbon emissions we produce. Our local stream or river is our direct link to the ocean. The evidence is clear that our ocean is in a state of emergency and that this impacts us all, no matter where we live. The burden of taking care of our ocean falls to communities at the coast; but they are at the end of the line, receiving pollution and problems from inland communities. Inland councils have an essential role to play in recovering the health of our ocean through increasing awareness of how local actions can affect the ocean and by acting as responsible custodians of the rivers, streams and waterways that run through their area on their way to the sea.

- The River Trent starts and passes through much of Staffordshire, making its way through Nottingham before joining the Humber Estuary and entering the North Sea. This river is our direct link to the ocean and has sustained Staffordshire's population for centuries. The River Trent and its wetlands, provide habitation for many species of bird, fish, insects but also otters and other mammals<sup>i</sup>.
- The River Sow also provides much habitation for species and passes through the heart of our town and Victoria Park. The River Penk joins the River Sow by Baswich, before both joining the River Trent by Shugborough Estate. The Environment Agency has a responsibility to care for the River Trent and its tributaries, for residents of Stafford Borough and communities across the UK that are downstream of us. The Borough Council must press Government to ensure that the Environment Agency is properly funded to fulfil its duties and that the Agency takes all reasonable steps to do so.
- Local residents are concerned regarding the health of our local rivers due to regular wastewater discharge, which includes untreated sewage. This has dire consequences both for human health<sup>ii</sup> and wildlife, damaging biodiversity<sup>iii</sup>.
- Only 14% of rivers nationally can be classified as in 'good' ecological status<sup>iv</sup>.
- The Government is weakening environmental protections<sup>v</sup> and monitoring of English rivers<sup>vi</sup>.
- Seven Trent Water is currently described as a 'industry leading company' whilst having 204 pollution incidents in 2021<sup>vii</sup>. Seven Trent Water has already been fined £1.5 million for illegal sewage discharges in Worcestershire and £800,000 for discharging 3.8 million litres of raw sewage in Shropshire<sup>viii</sup>. The Water Regulator, Severn Trent Water and the Environment Agency must ensure protections are put in place to protect Rivers.
- Whilst there are long term commitments, there are no plans in place which will address the immediate unacceptable situation either locally by Seven Trent<sup>ix</sup> or by national government<sup>x</sup>.

This Council therefore resolves to:

1. Recognise this Council's role in helping to protect its rivers and seas, including from the cumulative impacts of pollution, in line with its local planning policy, and the National Planning Policy Framework.
2. Recognise that there is clear evidence of deterioration of water quality due to cumulative impact of multiple sewage discharge events or 'sewage overload'.

3. Seek to better understand the cumulative impact of wastewater discharge including untreated sewage on the Borough's rivers, wildlife and the health of its residents.
4. Take a lead on addressing this issue, working constructively with other agencies.
5. Ensure the evidence base being compiled for the new local plan fully assesses the cumulative impact of sewage discharge so that this is factored into decisions made in the new local plan, including the overall level of future development.
6. Fully incorporate JBA consulting's recommendation for 1.) Early engagement with water companies as part of the planning process. 2.) That more detailed water quality modelling is carried out in a Phase 2 Outline study to assess the cumulative impact of growth across the whole study area on the Water Framework Directive classification of the receiving waterbodies in order to ensure that the environmental capacity of the catchment is not a constraint to growth. 3.) Further study of the wastewater network is also recommended once greater certainty over which sites will be brought forward for development.<sup>xi</sup> As set out in *Southern Staffordshire Councils Water Cycle Study – Phase 1 Scoping Report*.
7. To work with Seven Trent to aim for water neutrality defined by the Government and the Environment Agency as "For every development, total water use in the wider area after the development must be equal to or less than total water use in the wider area before development". Achieved by reducing leakage from the water supply networks; making new developments more water-efficient; "offsetting" new demand by retrofitting existing homes with water-efficient devices; encouraging existing commercial premises to use less water; implementing metering and tariffs to encourage the wise use of water' education and awareness-raising amongst individuals.
8. Write to the Environment Agency asking it to issue a position statement in relation to Stafford Borough, which sets out its understanding of the cumulative impact of 200+ sewage discharge on our rivers, or if it is not willing to do, the reasons why.
9. Ask Natural England for an ecological assessment of the River Trent and its tributaries.
10. Invite the Chief Executive of Seven Trent plus senior representatives from the Environment Agency and Natural England to attend a Stafford Borough Council Economic Development and Planning Scrutiny meeting to answer questions on the current levels of sewage discharge, the ecological health of our rivers, and their plans moving forward.

11. Ask Seven Trent Water, from this date onwards, in its planning consultation responses for major development, to clarify which treatment works will be managing the sewage; and whether it has the information available to assess the impact on the number or duration of sewage discharges into local rivers, and if it does have this information to share it (noting that this can only be requested not required).
12. Request that Borough Council planning officers, from now onwards, include in all reports relating to major development a specific section on the provision of adequate arrangements for the disposal of foul sewage trade effluent and surface water as set out in Policy N2 of the local plan under sustainable drainage, and the impact on watercourses, including the potential for the development to affect sewage outflow into watercourses (i.e. cumulative impact), or to flag if this information is not fully available, so that this information (or the lack of it) is clearly and transparently set out.
13. Embed protection and recovery of the Sow, Penk and Trent in all strategic decisions, plans, budgets, procurement and approaches to decisions by the Council (particularly in planning, regeneration, waste, skills and economic policy), aligning with climate change mitigation and adaptation requirements, and considering nature-based solutions in our journey towards a carbon neutral and climate resilient future.
14. Ensure that the Council's Climate Change and Biodiversity Plan support ocean recovery through a focus on the protection and recovery of the Sow, Penk and Trent, and the implementation of nature-based solutions.
15. Work with partners locally and nationally to deliver improved water quality and increased sustainability, including other Staffordshire district Councils, the Staffordshire County Council, Staffordshire Sustainability Board, Staffordshire Nature Recovery Strategy Board, other local community groups, clubs and other organisations that have a recreational, economic or other interest in its protection and recovery.
16. Use the Council website and other communication channels to update on the Sow, Penk and Trent recovery progress, and signpost to opportunities and guidance that enable residents to become more ocean literate and to get involved with river and marine citizenship activities.
17. Recognising that wherever we live we share responsibility for good marine management, we will write to the Government asking them to put the ocean into net recovery by 2030 by:
  - (a) Ensuring Inshore Fisheries and Conservation Authorities have the resources they need to effectively research and monitor our growing number of marine protected areas, and to set and enforce appropriate fishing levels that support local economies and deliver environmental sustainability.

- (b) Working with coastal, estuarine and maritime communities to co-develop marine policy to ensure it delivers equitable and sustainable outcomes in local placemaking.
- (c) Appointing a dedicated Minister for the Coast.
- (d) Embedding ocean and civic literacy into the national curriculum.
- (e) Stopping plastic pollution at source by strengthening the regulations around single-use plastics and set standards for microfibre-catching filters to ensure that all new domestic and commercial washing machines are fitted with a filter that captures a high percentage of microfibres produced in the wash cycle and support the solutions needed to address the threat posed by historic coastal landfill sites.
- (f) Improving the water quality of our rivers, estuarine and coastal waters leading to the ocean to benefit nature and the health and wellbeing of all UK residents, including by stopping the regular pollution of our rivers and seas.
- (g) And by listening to marine and social scientific advice to update the Marine Policy Statement and produce a national Ocean Recovery Strategy which will:
  - (i) Enable the recovery of marine ecosystems rather than managing degraded or altered habitats in their reduced state.
  - (ii) Consider levelling up, marine conservation, energy, industrial growth, flood and coastal erosion risk management, climate adaptation and fisheries policy holistically rather than as competing interests.
  - (iii) Develop a smarter approach to managing the health of the entire ocean that moves beyond Marine Protected Areas and enables links to be made across sectors towards sustainability.
  - (iv) Establish improved processes for understanding the benefits of ocean recovery, leaving no doubt the links between this and human lives, livelihoods, and wellbeing.

18. Report to Full Council within [12] months on the actions and projects that will contribute to the recovery of the Sow, Penk and Trent and their tributaries and the nature and wildlife that they support within Stafford Borough.

<sup>i</sup> <https://www.worldatlas.com/rivers/river-trent.html>

<sup>ii</sup> <https://www.sas.org.uk/water-quality/water-quality-facts-and-figures/the-risks-of-mixing-with-sewage/> and <https://committees.parliament.uk/publications/8460/documents/88412/default/> (pages 23-25)

<sup>iii</sup> <https://www.nhm.ac.uk/discover/news/2021/november/the-deadly-effects-of-sewage-pollution-on-nature.html>

<sup>iv</sup> <https://storymaps.arcgis.com/collections/6730f10b64184200b171a57750890643?item=1>

<sup>v</sup> <https://commonslibrary.parliament.uk/research-briefings/cbp-9850/#:~:text=In%20August%202023%2C%20the%20government,of%20Lords%20in%20September%202023.>

<sup>vi</sup> <https://www.theguardian.com/environment/2023/oct/27/england-to-diverge-from-eu-water-monitoring-standards>

<sup>vii</sup> <https://www.gov.uk/government/publications/water-and-sewerage-companies-in-england-environmental-performance-report-2021/severn-trent-water-epa-data-report-2021>

<sup>viii</sup> <https://www.theguardian.com/environment/2021/dec/08/severn-water-fined-15m-for-sewage-discharges>

<sup>ix</sup> <https://www.stwater.co.uk/about-us/our-plans-2025-2030/>

<sup>x</sup> <https://deframedia.blog.gov.uk/2020/09/18/latest-water-classifications-results-published/>

<sup>xi</sup> <https://www.staffordbc.gov.uk/sites/default/files/cme/DocMan1/Planning%20Policy/New%20Stafford%20Borough%20Local%20Plan%202020-2040/Evidence%20Base%20Documents/Southern-Staffordshire-Water-Cycle-Study-Feb-2020-Accessible.pdf> (page vii)

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**Chief Executive**

Civic Centre  
Riverside  
Stafford  
ST16 3AQ

**Agenda Item 8****Fees and Charges Review 2024**

<b>Committee:</b>	Council
<b>Date of Meeting:</b>	28 November 2023
<b>Report of:</b>	Deputy Chief Executive (Resources)
<b>Portfolio:</b>	Resources Portfolio

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The following report was considered by Cabinet at its meeting held on 2 November 2023 and Resources Scrutiny Committee at its meeting held on 7 November 2023 and is submitted to Council for consultation.

**1 Purpose of Report**

- 1.1 The purpose of this report is to propose to the Council the Fees and Charges for 2024.

**2 Recommendation**

- 2.1 That the proposed Fees and Charges for 2024 be approved, specifically the new charges in paragraph 5.9 and the increases above 9% in paragraph 5.11.

**Reasons for Recommendations**

- 2.2 The report sets out the proposed changes to Fees and Charges for 2024. In accordance with the revised financial regulations agreed by Council on the 16 September 2019 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.
- 2.3 In addition, this report includes those fees and charges where no increase is proposed for 2024, for noting.

### **3 Key Issues**

- 3.1 The setting of fees and charges is an important part of the annual budget setting process. For July 2023 inflation is running at 6.8% CPI and 9% RPI.

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

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

### **5 Report Detail**

- 5.1 The proposed charges will have a direct impact on the 2024-25 budget and beyond. Decisions that relate to next year's budget and the Medium Term Financial Strategy (2024-27) should be taken in the context of the Council's overall financial position and an analysis of any available data that can inform the direction of the Council's financial strategy.
- 5.2 The budget for 23/24 identified an initial budget gap of approximately £240,000 for 24/25. Although this is relatively small gap, there is no certainty on what the financial settlement for 24/25 and beyond is likely to be and this budget figure is dependent on significant savings which have been built in to the budget being delivered.
- 5.3 Apart from the risks regarding future Government support to local government, the potential recession and cost of living crisis will have a direct impact on Council services. Essential services will be in greater demand, and benefits and debt defaults may increase. Costs, including in respect of pay, supplies and contractors, are all likely to rise significantly. The scope for the Council to increase income in proportion to inflation is limited: we have no control over Business Rates and Council Tax is effectively capped at the higher of 2.99% or £5.
- 5.4 The size of the projected budget gap should be considered when making discretionary decisions over income and expenditure. Put simply, the higher the yield from fees and charges, the smaller the budget gap, which reduces the need to find savings elsewhere. This needs to be balanced by the diminishing returns - in general, the higher the charge for a service, the lower the demand. Also, relatively high charges can have secondary impacts: they may exclude or discourage some customers from using Council services who would normally depend on such services; and they may have an adverse impact on the local economy.
- 5.5 The process for setting fees and charges from 1 January 2024 reflects the revised financial regulations as agreed by Council on 16 September 2019. This set out the criteria for fees and charges which would be reported to Cabinet and Council for approval as follows:
- 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.
- 5.6 For 2024, inflation - as defined in financial regulations - is the Retail Prices Index, which currently stands at 9%. However, in general, where officers have delegated authority, charges will rise by approximately 6%, allowing for rounding.
- 5.7 Certain fees are set by reference to external bodies or set by legislation/regulations. These are included in the full list of published fees and charges but are not referred to in this report.
- 5.8 Fees and charges are also set after bearing in mind market conditions. As a result, some charges where the Council has the power to vary them will not rise, the most significant of which are:
- Land charges have remained the same due to impending system change ahead of migration to Land registry.
  - Street Trading - A500 road site
  - Bereavement - sound recording of service onto CD and use of screen for display of photographs / videos throughout the service
  - Market fees, due to the current trading environment.
- 5.9 Charges for new services are as set out below.
- Food premises advisory visit £175.00
  - Early morning cremation service £550.00
  - Crematorium - personal digital memorial tablet £95.00
- 5.10 There are some fees proposed to be deleted.
- Food hygiene training - course fees
  - Sex establishments, new applications, renewals and transfer - refund of compliance costs
  - Parking replacement of lost season tickets
  - Recording of Committee Meeting
- 5.11 Proposed increases above the threshold of 9% are as follows:
- Private water supply - cost recovery basis, increased from £34.25 to £53.00 per hour
  - Works in default of statutory notices served - administration charge increased from £25.00 to £38.75 per property

- Dangerous wild animals - annual fee, based on comparison with other local authorities. Increased from £160.00 to £195.00
- Sex establishments transfer of licence application fee, to achieve consistency with renewal application fee. Increased from £1,060.50 to £1,220.00
- Garden Waste recycling, reflecting planned increase in 2023/24 budget cycle. Increased from £36.00 to £42.00
- Crematorium - increases due to suppliers costs
  - fee for burial of cremated remains inscription, to cover increased charge to Council. Increased from £2.00 to £2.50
  - containers scatter tube. Increased from £6.00 to £7.00
  - books of remembrance additional line. Increased from £2.50 to £3.00
  - Dovecote memorial - 7 years (£435.00 to £500.00), renewal fee 7 years (£220.00 to £250.00) and replacement plaque (£89.00 to £100.00
  - Sanctum - additional inscription per letter. Increased from £2.00 to £2.50
- Parking charges for Evenings and Sundays. Increased from £1.00 to £1.10
- Parking charges for stone 1 hour. Increased from £0.70 to £0.80
- Markets electricity supply per unit, reflecting higher costs. Increased from £0.20 to £0.22
- Civic centre refreshments, reflecting increased cost of supplies. Increased from £0.50 to £0.80
- regarding changes to car parking fees, and the impact on demand/the local economy.

5.12 A full copy of Fees and Charges will be available on the Members' portal before the Council meeting and published on the website once approved by Council.

## **6 Implications**

### **6.1 Financial**

Fees and charges are an important source of income to the Council. As costs rise with inflation, if income from fees and charges does not rise proportionately, this will add to the 2024-25 budget gap - the difference between projected expenditure and income.

### **6.2 Legal**

As set out in the report.

### **6.3 Human Resources**

As set out in the report.

## 6.4 Risk Management

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

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.

## 6.5 Equalities and Diversity

The Council operates a concessionary fees and charges scheme.

## 6.6 Health

None

## 6.7 Climate Change

None

## 7 Appendices

None

## 8 Previous Consideration

Cabinet - 2 November 2023 - Minute No CAB32/23

Resources Scrutiny Committee - 7 November 2023 - Minute No RSC9/23

## 9 Background Papers

File available in Financial Services.

**Contact Officer:** Emma Fullagar

**Telephone Number:** 01543 464 720

**Ward Interest:** Nil

**Report Track:** Cabinet 2 November 2023

Resources Scrutiny Committee 7 November 2023

Council 28 November 2023

**Key Decision:** Yes

## Agenda Item 9

# The Designation of Polling Districts and Places 2023

<b>Committee:</b>	Council
<b>Date of Meeting:</b>	28 November 2023
<b>Report of:</b>	Head of Law and Governance
<b>Portfolio:</b>	Resources Portfolio

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## 1 Purpose of Report

- 1.1 To consider the representations suggested in relation to the review of polling districts, polling places and polling stations.

## 2 Recommendations

- 2.1 That the proposals made as part of the review and detailed in **APPENDIX 1 (attached SEPARATELY)** be approved;
- 2.2 That the polling districts and places that remained unchanged be designated as detailed in **APPENDIX 2 (attached SEPARATELY)**.

### Reasons for Recommendations

- 2.3 Ensuring all electors have reasonable facilities for voting.
- 2.4 Ensuring that polling places are accessible to all those entitled to vote.
- 2.5 That venue is available when required.

## 3 Key Issues

- 3.1 The Representation of the People Act 1983 as amended by the Electoral Registration and Administration Act 2013 places a duty on the local authority to complete a review of all Parliamentary polling districts and polling places at least once every five years. The last review was carried out 2019.

## 4 Relationship to Corporate Priorities

- 4.1 As a cross-cutting service a contribution is made to all corporate business objectives.

## 5 Report Detail

- 5.1 The Acting Returning Officer (ARO) must consider the suitability of all existing and any proposed polling places ensuring that there are reasonable facilities and polling places are accessible for all electors.
- 5.2 A public consultation period has been held and closed on the 3 November 2023. The consultation process followed steps set out in Schedule A1 to the Representation of the People Act 1983 as follows:
- Published a Notice detailing the Review
  - Seek representations from stakeholders and interested parties
  - Publish any representations received
  - On conclusion publish the ARO's comments together with the Designation of polling districts and polling places.
- 5.3 Representations were made in Doxey and Castletown Ward. The representations, and the Acting Returning Officers comments, are detailed in **Appendix 1**, which has been circulated separately to the report.
- 5.4 It should be noted that, notwithstanding the statutory obligation to review every 5 years, all polling districts and polling places are continually reviewed by the ARO prior to each election. In between each statutory review, the ARO has authority to make any interim changes that may become necessary at that time (for example, if a designated polling station becomes unavailable in the run up to an election).
- 5.5 The ARO is entitled to use schools as polling stations but does, wherever possible, try to avoid using a school. If a school is used the ARO works closely with the Head Teacher to minimise any disruption and negotiates to try to keep the school open on polling day. As much notice as possible is given to the school normally 12 months, to allow the Head Teacher to incorporate it into the school diary.
- 5.6 Following the 2023 Review of Parliamentary Boundaries Appendices' 1 and 2 state the current and proposed constituencies. The proposed constituencies will be implemented at the next General Election.

## 6 Implications

### 6.1 Financial

None

### 6.2 Legal

None

### **6.3 Human Resources**

None

### **6.4 Risk Management**

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

### **6.5 Equalities and Diversity**

None

### **6.6 Health**

None

### **6.7 Climate Change**

None

## **7 Appendices**

Appendix 1: Proposed changes

Appendix 2: Existing arrangements

Previous Consideration

None

## **8 Background Papers**

File available in the Election Office

**Contact Officer:** Jane Peat

**Telephone Number:** 01785 619424

**Ward Interest:** All

**Report Track:** Council 28 November 2023 (Only)

**Key Decision:** No

## **Review of Polling District and Places - 2023**

# **Proposed Changes**

**The following Wards are affected:-**

- **Doxey and Castletown Ward (proposal)**
- **Eccleshall Ward (interim measure)**
- **Rowley Ward**

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### DOXEY AND CASTLETOWN WARD

[www.staffordbc.gov.uk/doxey-and-castletown-2023-map](http://www.staffordbc.gov.uk/doxey-and-castletown-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
DCA	Doxey and Castletown Ward	Stafford	Stafford	St Thomas and St Andrew Church Doxey Stafford	2,212	Last reviewed October 2019 Suitable venue/No change required	See attached submission <a href="#">Submission 1 (pdf 276kb)</a> <a href="#">Submission 2 (pdf 89kb)</a> <a href="#">Submission Map</a>	Refer to proposal below
DCB	Trinity Church	Stafford	Stafford	Trinity Church No 1 Polling Station Mount Street Stafford	202	Last reviewed October 2019 Suitable venue/No change required	See attached submission <a href="#">Submission 3 (pdf 205kb)</a> <a href="#">Submission Map</a>	Refer to proposal below
DCC	Trinity Church	Stafford	Stafford	Trinity Church No 1 Polling Station Mount Street Stafford	336	Last reviewed October 2019 Suitable venue/No change required	See attached submission <a href="#">Submission 3 (pdf 205kb)</a> <a href="#">Submission Map</a>	Refer to proposal below

#### DCA part- Proposal (Submission 1 and 2)

A site visit was made to the Universal Sports Club, Reed Drive, Stafford which is an ideal venue and situated within the community. The electors at the roads listed below will now vote at this station.

**Aster Drive, Baxter Green, Champion Grove, Cardinal Way, Chetney Close, Doxey (part), Holbeach Way, Moss Close, Purslane Close, Reed Drive, Romney Drive, The Crescent, Valerian Drive, Walland Grove, Yarrow Grove**

#### DCB and DCC - Proposal (Submission 3)

These electors will now vote at Stafford Rugby Club, Blackberry Lane, Stafford which is better situated within the community.

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### ECCLESHALL WARD

[www.staffordbc.gov.uk/eccleshall-2023-map](http://www.staffordbc.gov.uk/eccleshall-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
ECA	Eccleshall Ward	Stone	Stafford	Adbaston Parish Room Jubilee Room Marsh Meadows Adbaston	435	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
ECB	Eccleshall Ward	Stone	Stafford	St Lukes Church Norton Bridge	441	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Refer to proposal below

#### ECB - ARO Interim measure

Due to fire damage at St Lukes Church, Norton Bridge for the election in 2024 the electors will vote at Chebsey Village Hall.

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
ECC	Eccleshall Ward	Stone	Stafford	Broughton Parish Room Wetwood Eccleshall	323	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
ECD	Eccleshall Ward	Stone	Stafford	Broughton Parish Room Wetwood Eccleshall	264	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue

<b>Polling District</b>	<b>Polling Place</b>	<b>Current Constituency</b>	<b>Proposed Constituency</b>	<b>Polling Station</b>	<b>Electorate As at 2 October 2023</b>	<b>ARO Comments and Proposed Action on Current Wards</b>	<b>Comments Submitted</b>	<b>ARO final Proposals</b>
ECE	Eccleshall Ward	Stone	Stafford	Methodist Church Hall Stone Road Eccleshall	1,317	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
ECI	Eccleshall Ward	Stone	Stafford	Methodist Church Hall Stone Road Eccleshall	223	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
ECF	Eccleshall Ward	Stone	Stafford	Community Centre School Road Eccleshall	1,262	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
ECG	Eccleshall Ward	Stone	Stafford	Community Centre School Road Eccleshall	76	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
ECH	Eccleshall Ward	Stone	Stafford	Offley Hay Village Hall Mere Rise Copmere Eccleshall	526	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
ECJ	Eccleshall Ward	Stone	Stafford	Cotes and Standon Community Centre Station Road Cotes Heath	603	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### ROWLEY WARD

[www.staffordbc.gov.uk/rowley-2023-map](http://www.staffordbc.gov.uk/rowley-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
ROA	Rising Brook Community Church	Stafford	Stafford	Rising Brook Community Church No 2 Polling Station	640	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
ROB	Rowley Ward	Stafford	Stafford	Stafford Bowling Club Castlefields Stafford	672	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
ROC	Rowley Ward	Stafford	Stafford	Stafford Bowling Club Castlefields Stafford	1,768	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Refer to proposal below

#### ROC - ARO proposal

- The existing venue is not large enough to accommodate the growing development at Burleyfields.
- An alternative venue has been identified at Stafford Rugby Club, Blackberry Lane, Stafford
- The following streets within ROC ward to be moved to this venue:

Barker Close, Boardman Crescent, Bolsover Drive, Bonington Crescent, Brundle Avenue, Hill Farm Burley Fields, Carling Close, Carson Way, Christie Avenue, Cole Drive, Daws Court, Edwards Drive, Gillingham Crescent, Gunnell Close, Holmes Close, Hurst Grove, Hylton Road, Kerr Lane, Landons Way, Lara Close, Leys Close, Lineker Close, Martin Drive, Mayock Crescent, Middleham Avenue, Norham Parade, Pickering Croft, Portchester Lane, Redgrave Drive, Rose Hill, Rouse Close, Searle Avenue, Swan Close, Thomas Avenue, Tosney Place, Totnes View, Trubshaw Grove, Tullis Close, Upnor Way, Williams Close.

## Review of Polling District and Places - 2023

# Existing Arrangements Retained

- Remaining Wards

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### BARLASTON WARD

[www.staffordbc.gov.uk/barlaston-2023-map](http://www.staffordbc.gov.uk/barlaston-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
BAA	Barlaston Ward	Stone	Stoke-on-Trent South	Wedgwood Cricket Club Barlaston Park Barlaston	508	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
BAB	Barlaston Ward	Stone	Stoke-on-Trent South	Barlaston Village Hall Longton Road Barlaston	555	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
BAD	Barlaston Ward	Stone	Stoke-on-Trent South	Barlaston Village Hall Longton Road Barlaston	172	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
BAC	Barlaston Ward	Stone	Stoke-on-Trent South	Methodist Church Hall Park Drive Barlaston	999	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### BASWICH WARD

[www.staffordbc.gov.uk/baswich-2023-map](http://www.staffordbc.gov.uk/baswich-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
BSA	Baswich Ward	Stafford	Stafford	St Annes Church Hall Lynton Avenue Stafford	860	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
BSB	Baswich Ward	Stafford	Stafford	St Annes Church Hall Lynton Avenue Stafford	1,216	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
BSC	Baswich Ward	Stafford	Stafford	Holy Trinity Church Hall Baswich Lane Stafford	972	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
BSD	Baswich Ward	Stafford	Stafford	Holy Trinity Church Hall Baswich Lane Stafford	196	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
BSE	Baswich Ward	Stafford	Stafford	Holy Trinity Church Hall Baswich Lane Stafford	1,015	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

<b>Polling District</b>	<b>Polling Place</b>	<b>Current Constituency</b>	<b>Proposed Constituency</b>	<b>Polling Station</b>	<b>Electorate As at 2 October 2023</b>	<b>ARO Comments and Proposed Action on Current Wards</b>	<b>Comments Submitted</b>	<b>ARO final Proposals</b>
BSF	Brocton Football Club	Stafford	Stafford	Brocton Football Club No 1 Polling Station Silkmore Lane Stafford	478	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
BSG	Brocton Football Club	Stafford	Stafford	Brocton Football Club No 1 Polling Station Silkmore Lane Stafford	56	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### COMMON WARD

[www.staffordbc.gov.uk/common-2023-map](http://www.staffordbc.gov.uk/common-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
CMA	Common Ward	Stafford	Stafford	Stafford Rangers Football Club Astonfields Road Stafford	729	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
CMB	Common Ward	Stafford	Stafford	Northfield Centre Magnolia Avenue Stafford	1,407	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
CMC	Common Ward	Stafford	Stafford	Holmcroft Youth and Community Centre Newland Avenue Stafford	835	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### COTON WARD

[www.staffordbc.gov.uk/coton-2023-map](http://www.staffordbc.gov.uk/coton-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
CNA	Tithe Barn Court	Stafford	Stafford	Community Room No 1 Polling Station Tithe Barn Court Stafford	1,628	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
CNB	Coton Ward	Stafford	Stafford	The Salvation Army No 1 Polling Station Faraday Road Stafford	660	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
CNC	Coton Ward	Stafford	Stafford	The Salvation Army No 1 Polling Station Faraday Road Stafford	643	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
CNE	Coton Ward	Stafford	Stafford	The Salvation Army No 2 Polling Station Faraday Road Stafford	726	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
CND	Coton Ward	Stafford	Stafford	Friends Meeting Room 69 Foregate Street Stafford	216	Last reviewed October 2019 Suitable venue/No change required.	No comments submitted	Retain current venue

<b>Polling District</b>	<b>Polling Place</b>	<b>Current Constituency</b>	<b>Proposed Constituency</b>	<b>Polling Station</b>	<b>Electorate As at 2 October 2023</b>	<b>ARO Comments and Proposed Action on Current Wards</b>	<b>Comments Submitted</b>	<b>ARO final Proposals</b>
CNF	Coton Ward	Stafford	Stafford	Baptist Church Room Sandon Road Stafford	1,081	Last reviewed October 2019 Suitable venue/No change required.	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### FOREBRIDGE WARD

[www.staffordbc.gov.uk/forebridge-2023-map](http://www.staffordbc.gov.uk/forebridge-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
FRA	Forebridge Ward	Stafford	Stafford	The Polish Club Riverway Stafford	1,083	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
FRC	Forebridge Ward	Stafford	Stafford	The Polish Club Riverway Stafford	894	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
FRB	Forebridge Ward	Stafford	Stafford	Trinity Church No 2 Polling Station Mount Street Stafford	338	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
FRD	Forebridge Ward	Stafford	Stafford	Baptist Church Bailey Street Stafford	412	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### FULFORD WARD

[www.staffordbc.gov.uk/fulford-2023-map](http://www.staffordbc.gov.uk/fulford-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
FDA	Fulford Ward	Stone	Stoke-on-Trent South	Springcroft Primary School Grindley Lane Blythe Bridge	1,485	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
FDB	Fulford Ward	Stone	Stoke-on-Trent South	Meir Heath and Rough No 1 Polling Station Close Village Hall Grange Road Meir Heath	1,489	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
FDD	Fulford Ward	Stone	Stoke-on-Trent South	Meir Heath and Rough No 1 Polling Station Close Village Hall Grange Road Meir Heath	580	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
FDC	Fulford Ward	Stone	Stoke-on-Trent South	Fulford Village Hall Fulford Road Fulford Stoke on Trent	1,086	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### GNOSALL AND WOODSEAVES WARD

[www.staffordbc.gov.uk/gnosall-and-woodseaves-2023-map](http://www.staffordbc.gov.uk/gnosall-and-woodseaves-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
GWA	Gnosall and Woodseaves Ward	Stone	Stafford	Forton Village Hall Forton Shropshire	238	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
GWB	Gnosall and Woodseaves Ward	Stone	Stafford	Methodist School Room Willey Lane/Newport Road Gnosall Stafford	1,297	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
GWC	Gnosall and Woodseaves Ward	Stone	Stafford	Gnosall Village Hall Gnosall Staffs	2,125	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
GWD	Gnosall and Woodseaves Ward	Stone	Stafford	Woodseaves Village Hall High Offley Road Woodseaves	135	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
GWG	Gnosall and Woodseaves Ward	Stone	Stafford	Woodseaves Village Hall High Offley Road Woodseaves	545	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

<b>Polling District</b>	<b>Polling Place</b>	<b>Current Constituency</b>	<b>Proposed Constituency</b>	<b>Polling Station</b>	<b>Electorate As at 2 October 2023</b>	<b>ARO Comments and Proposed Action on Current Wards</b>	<b>Comments Submitted</b>	<b>ARO final Proposals</b>
GWE	Gnosall and Woodseaves Ward	Stone	Stafford	Millennium Community Centre Church Lane Moreton Nr Newport	419	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
GWF	Gnosall and Woodseaves Ward	Stone	Stafford	Temporary Building The Old Parsonage Grub Street High Offley Stafford	235	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
GWH	Gnosall and Woodseaves Ward	Stone	Stafford	Norbury Village Hall Norbury Stafford	330	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### HAYWOOD AND HIXON WARD

[www.staffordbc.gov.uk/haywood-and-hixon-2023-map](http://www.staffordbc.gov.uk/haywood-and-hixon-2023-map)

<b>Polling District</b>	<b>Polling Place</b>	<b>Current Constituency</b>	<b>Proposed Constituency</b>	<b>Polling Station</b>	<b>Electorate As at 2 October 2023</b>	<b>ARO Comments and Proposed Action on Current Wards</b>	<b>Comments Submitted</b>	<b>ARO final Proposals</b>
HHA	Haywood and Hixon Ward	Stafford	Stone, Great Wyrley and Penkridge	Memorial Hall Main Road Great Haywood	1,810	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
HHB (Part)	Haywood and Hixon Ward	Stafford	Stone, Great Wyrley and Penkridge	Colwich Community Centre No 1 Polling Station Main Road Colwich Stafford	2,020 (Part)	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
HHB (Part)	Haywood and Hixon Ward	Stafford	Stone, Great Wyrley and Penkridge	Colwich Community Centre No 2 Polling Station Main Road Colwich Stafford	2,020 (Part)	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
HHC	Haywood and Hixon Ward	Stafford	Stone, Great Wyrley and Penkridge	Memorial Hall High Street Hixon	1,633	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### HIGHFIELDS AND WESTERN DOWNS WARD

[www.staffordbc.gov.uk/highfields-and-western-downs-2023-map](http://www.staffordbc.gov.uk/highfields-and-western-downs-2023-map)

<b>Polling District</b>	<b>Polling Place</b>	<b>Current Constituency</b>	<b>Proposed Constituency</b>	<b>Polling Station</b>	<b>Electorate As at 2 October 2023</b>	<b>ARO Comments and Proposed Action on Current Wards</b>	<b>Comments Submitted</b>	<b>ARO final Proposals</b>
HWA	Highfields and Western Downs Ward	Stafford	Stafford	Life Church No1 Polling Station Milton Grove Stafford	1,332	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
HWB	Highfields and Western Downs Ward	Stafford	Stafford	Life Church No 2 Polling Station Milton Grove Stafford	1,313	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
HWC	Highfields and Western Downs Ward	Stafford	Stafford	The Barn Castle Church Parish Hall Newport Road Stafford	1,095	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
HWD	Highfields and Western Downs Ward	Stafford	Stafford	Oxleathers Public House Cape Avenue Stafford	998	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### HOLMCROFT WARD

[www.staffordbc.gov.uk/holmcroft-2023-map](http://www.staffordbc.gov.uk/holmcroft-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
HOA	Holmcroft Ward	Stafford	Stafford	Stafford North End Community Centre No1 Polling Station Stafford	1,421	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
HOD	Holmcroft Ward	Stafford	Stafford	Stafford North End Community Centre No 2 Polling Station Stafford	910	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
HOB	Holmcroft Ward	Stafford	Stafford	Parkside Primary School No 1 Polling Station Bradshaw Way Parkside Stafford	1,235	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
HOC	Holmcroft Ward	Stafford	Stafford	St Bertelins Church Hall No 1 Polling Station Holmcroft Road Stafford	1,795	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### LITTLEWORTH WARD

[www.staffordbc.gov.uk/littleworth-2023-map](http://www.staffordbc.gov.uk/littleworth-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
LIA	Littleworth Ward	Stafford	Stafford	Community Room No 2 Polling Station Tithe Barn Court Stafford	276	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
LIB	Littleworth Ward	Stafford	Stafford	Church Hall No 1 Polling Station St Johns Church Bedford Avenue Stafford	973	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
LID	Littleworth Ward	Stafford	Stafford	Church Hall No 2 Polling Station St Johns Church Bedford Avenue Stafford	708	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
LIE	Littleworth Ward	Stafford	Stafford	Church Hall No 2 Polling Station St Johns Church Bedford Avenue Stafford	810	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue

<b>Polling District</b>	<b>Polling Place</b>	<b>Current Constituency</b>	<b>Proposed Constituency</b>	<b>Polling Station</b>	<b>Electorate As at 2 October 2023</b>	<b>ARO Comments and Proposed Action on Current Wards</b>	<b>Comments Submitted</b>	<b>ARO final Proposals</b>
LIC	Littleworth Ward	Stafford	Stafford	Church Hall No 3 Polling Station St Johns Church Bedford Avenue Stafford	590	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
LIF	Littleworth Ward	Stafford	Stafford	Church Hall No 3 Polling Station St Johns Church Bedford Avenue Stafford	926	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### MANOR WARD

[www.staffordbc.gov.uk/manor-2023-map](http://www.staffordbc.gov.uk/manor-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
MAA	Manor Ward	Stafford	Stafford	Rising Brook Community Church No 1 Polling Station	1,053	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
MAE	Manor Ward	Stafford	Stafford	Rising Brook Community Church No 1 Polling Station	722	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
MAB	Manor Ward	Stafford	Stafford	Thirlemere Way Day Centre Merrival Road Rising Brook Stafford	820	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
MAC	Manor Ward	Stafford	Stafford	Methodist Church Hall No 1 Polling Station Rising Brook Stafford	1,489	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
MAD	Manor Ward	Stafford	Stafford	Methodist Church Hall No 2 Polling Station Rising Brook Stafford	1,020	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### MILFORD WARD

[www.staffordbc.gov.uk/milford-2023-map](http://www.staffordbc.gov.uk/milford-2023-map)

<b>Polling District</b>	<b>Polling Place</b>	<b>Current Constituency</b>	<b>Proposed Constituency</b>	<b>Polling Station</b>	<b>Electorate As at 2 October 2023</b>	<b>ARO Comments and Proposed Action on Current Wards</b>	<b>Comments Submitted</b>	<b>ARO final Proposals</b>
MDA	Milford Ward	Stafford	Stone, Great Wyrley and Penkridge	Walton (Berkswich) Village Hall Green Gore Lane Walton on the Hill	1,514	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
MDB	Milford Ward	Stafford	Stone, Great Wyrley and Penkridge	Brocton Village Hall Old Acre Lane Brocton	868	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### MILWICH WARD

[www.staffordbc.gov.uk/milwich-2023-map](http://www.staffordbc.gov.uk/milwich-2023-map)

<b>Polling District</b>	<b>Polling Place</b>	<b>Current Constituency</b>	<b>Proposed Constituency</b>	<b>Polling Station</b>	<b>Electorate As at 2 October 2023</b>	<b>ARO Comments and Proposed Action on Current Wards</b>	<b>Comments Submitted</b>	<b>ARO final Proposals</b>
MHA	Milwich Ward	Stone	Stone, Great Wyrley and Penkridge	Fradswell Village Hall Fradswell Stafford	155	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
MHB	Milwich Ward	Stone	Stone, Great Wyrley and Penkridge	Hilderstone Village Hall Hilderstone	466	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
MHC	Milwich Ward	Stone	Stone, Great Wyrley and Penkridge	Milwich Village Hall Milwich	351	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
MHD	Milwich Ward	Stone	Stone, Great Wyrley and Penkridge	Parish Room Sandon	266	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
MHE	Milwich Ward	Stone	Stone, Great Wyrley and Penkridge	Aston Village Hall Aston	271	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
MHF	Milwich Ward	Stone	Stone, Great Wyrley and Penkridge	Aston Village Hall Aston	106	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
MHG	Milwich Ward	Stone	Stone, Great Wyrley and Penkridge	Salt Village Hall Salt Stafford	305	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

<b>Polling District</b>	<b>Polling Place</b>	<b>Current Constituency</b>	<b>Proposed Constituency</b>	<b>Polling Station</b>	<b>Electorate As at 2 October 2023</b>	<b>ARO Comments and Proposed Action on Current Wards</b>	<b>Comments Submitted</b>	<b>ARO final Proposals</b>
MHH	Milwich Ward	Stone	Stone, Great Wyrley and Penkridge	Gayton Village Hall Church Lane Gayton	132	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
MHI	Milwich Ward	Stone	Stone, Great Wyrley and Penkridge	Stowe by Chartley Village Hall Stowe by Chartley Stafford	330	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
MHJ	Milwich Ward	Stafford	Stone, Great Wyrley and Penkridge	Hopton Village Hall Hopton	427	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
MHK	Milwich Ward	Stafford	Stone, Great Wyrley and Penkridge	St Marys Church Ingestre Stafford	138	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
MHL	St Johns Church	Stafford	Stone, Great Wyrley and Penkridge	Church Hall No 4 Polling Station St Johns Church Bedford Avenue Stafford	1,097	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
MHM	Milwich Ward	Stafford	Stone, Great Wyrley and Penkridge	Tixall and Ingestre Village Hall Tixall	194	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
MHN	Milwich Ward	Stone	Stone, Great Wyrley and Penkridge	Weston Village Hall Green Road Weston Stafford	823	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### PENKSID WARD

[www.staffordbc.gov.uk/penkside-2023-map](http://www.staffordbc.gov.uk/penkside-2023-map)

<b>Polling District</b>	<b>Polling Place</b>	<b>Current Constituency</b>	<b>Proposed Constituency</b>	<b>Polling Station</b>	<b>Electorate As at 2 October 2023</b>	<b>ARO Comments and Proposed Action on Current Wards</b>	<b>Comments Submitted</b>	<b>ARO final Proposals</b>
PKA	Penkside Ward	Stafford	Stafford	St Peters Church Rickerscote Stafford	831	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
PKB	Brocton Football Club	Stafford	Stafford	Brocton Football Club No 2 Polling Station Silkmore Lane Stafford	782	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
PKC	Penkside Ward	Stafford	Stafford	Silkmore Children's Centre Exeter Street Stafford	871	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### SEIGHFORD AND CHURCH EATON WARD

[www.staffordbc.gov.uk/seighford-and-church-eaton-2023-map](http://www.staffordbc.gov.uk/seighford-and-church-eaton-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
SFA (Part)	Parkside Primary School	Stafford	Stafford	Parkside Primary School No 2 Polling Station Bradshaw Way Parkside Stafford	1,298 (Part)	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SFA (Part)	St Bertelins Church Hall	Stafford	Stafford	St Bertelins Church Hall No 2 Polling Station Holmcroft Road Stafford	1,298 (Part)	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SFB	Seighford and Church Eaton Ward	Stafford	Stafford	The Cheeserom Ellenhall Grange Farm Eccleshall	113	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SFC	Seighford and Church Eaton Ward	Stafford	Stafford	Hyde Lea Village Hall Hyde Lea Stafford	359	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SFD	Seighford and Church Eaton Ward	Stone	Stafford	Haughton Village Hall Haughton Stafford	888	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

<b>Polling District</b>	<b>Polling Place</b>	<b>Current Constituency</b>	<b>Proposed Constituency</b>	<b>Polling Station</b>	<b>Electorate As at 2 October 2023</b>	<b>ARO Comments and Proposed Action on Current Wards</b>	<b>Comments Submitted</b>	<b>ARO final Proposals</b>
SFE	Seighford and Church Eaton Ward	Stafford	Stafford	Ranton Village Hall Ranton	322	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SFF	Seighford and Church Eaton Ward	Stafford	Stafford	Derrington Village Hall Derrington Stafford	673	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SFG	Seighford and Church Eaton Ward	Stafford	Stafford	Great Bridgeford Village Hall Newport Road Great Bridgeford	591	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SFI	Seighford and Church Eaton Ward	Stafford	Stafford	Great Bridgeford Village Hall Newport Road Great Bridgeford	150	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SFH	Seighford and Church Eaton Ward	Stafford	Stafford	Seighford Village Hall Seighford	208	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SFJ	Seighford and Church Eaton Ward	Stone	Stafford	Bradley Village Hall Church Lane Bradley Stafford	377	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SFK	Seighford and Church Eaton Ward	Stone	Stafford	Village Institute Church Eaton	535	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### ST MICHAELS AND STONEFIELD WARD

[www.staffordbc.gov.uk/st-michaels-and-stonefield-2023-map](http://www.staffordbc.gov.uk/st-michaels-and-stonefield-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
SCA	St Michaels and Stonefield Ward	Stone	Stone, Great Wyrley and Penkridge	Christ Church Centre No 1 Polling Station Christ Church Way Stone	831	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
SCC (Part)	St Michaels and Stonefield Ward	Stone	Stone, Great Wyrley and Penkridge	Christ Church Centre No 1 Polling Station Christ Church Way Stone	1,391 (Part)	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
SCB	St Michaels and Stonefield Ward	Stone	Stone, Great Wyrley and Penkridge	Christ Church Centre No 2 Polling Station Christ Church Way Stone	846	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
SCG	St Michaels and Stonefield Ward	Stone	Stone, Great Wyrley and Penkridge	Christ Church Centre No 2 Polling Station Christ Church Way Stone	223	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue

<b>Polling District</b>	<b>Polling Place</b>	<b>Current Constituency</b>	<b>Proposed Constituency</b>	<b>Polling Station</b>	<b>Electorate As at 2 October 2023</b>	<b>ARO Comments and Proposed Action on Current Wards</b>	<b>Comments Submitted</b>	<b>ARO final Proposals</b>
SCC (Part)	St Michaels and Stonefield Ward	Stone	Stone, Great Wyrley and Penkridge	Stone Tennis and Squash Club Newcastle Road Stone	1,391 (Part)	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SCD	St Michaels and Stonefield Ward	Stone	Stone, Great Wyrley and Penkridge	Frank Jordan Centre Lichfield Street Stone	905	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SCE	Stone Crown Bowling Club	Stone	Stone, Great Wyrley and Penkridge	Stone Crown Bowling Club Uttoxeter Road Stone	1,317	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SCF	St Michaels and Stonefield Ward	Stone	Stone, Great Wyrley and Penkridge	Stone Cricket Club Priory Road (Entrance) Stone	2,151	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### SWYNNERTON AND OULTON WARD

[www.staffordbc.gov.uk/swynnerton-and-oulton-2023-map](http://www.staffordbc.gov.uk/swynnerton-and-oulton-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
SWA	Swynnerton and Oulton Ward	Stone	Stoke-on-Trent South	Swynnerton Village Hall Early lane Swynnerton Stone	548	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SWB	Swynnerton and Oulton Ward	Stone	Stoke-on-Trent South	Tittensor Village Hall Tittensor	816	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SWE	Swynnerton and Oulton Ward	Stone	Stoke-on-Trent South	Tittensor Village Hall Tittensor	220	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SWC	Swynnerton and Oulton Ward	Stone	Stoke-on-Trent South	Hanchurch Village Hall Hanchurch Cross Roads Hanchurch	1,077	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SWD	Swynnerton and Oulton Ward	Stone	Stoke-on-Trent South	Yarnfield Village Hall Yarnfield	1,433	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SWH	Swynnerton and Oulton Ward	Stone	Stoke-on-Trent South	Yarnfield Village Hall Yarnfield	128	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

<b>Polling District</b>	<b>Polling Place</b>	<b>Current Constituency</b>	<b>Proposed Constituency</b>	<b>Polling Station</b>	<b>Electorate As at 2 October 2023</b>	<b>ARO Comments and Proposed Action on Current Wards</b>	<b>Comments Submitted</b>	<b>ARO final Proposals</b>
SWF	Swynnerton and Oulton Ward	Stone	Stoke-on-Trent South	Oulton Village Hall Kibblestone Road Oulton	527	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
SWG	Swynnerton and Oulton Ward	Stone	Stoke-on-Trent South	Moddershall Village Hall Moddershall	258	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### WALTON WARD

[www.staffordbc.gov.uk/walton-2023-map](http://www.staffordbc.gov.uk/walton-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
WAA	Walton Ward	Stone	Stone, Great Wyrley and Penkridge	Community Centre No 1 Polling Station Whitemill Lane Walton	1,326	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
WAB	Walton Ward	Stone	Stone, Great Wyrley and Penkridge	Community Centre No 2 Polling Station Whitemill Lane Walton	856	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
WAC	Walton Ward	Stone	Stone, Great Wyrley and Penkridge	Community Centre No 3 Polling Station Whitemill Lane Walton	1,266	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
WAD	Walton Ward	Stone	Stone, Great Wyrley and Penkridge	Community Centre No 4 Polling Station Whitemill Lane Walton	1,074	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue
WAE	Walton Ward	Stone	Stone, Great Wyrley and Penkridge	Community Centre No 5 Polling Station Whitemill Lane Walton	1,014	Last reviewed February 2022 Suitable venue/No change required	No comments submitted	Retain current venue

## DESIGNATION OF POLLING DISTRICTS AND PLACES - 2023

### WEEPING CROSS AND WILDWOOD WARD

[www.staffordbc.gov.uk/weeping-cross-and-wildwood-2023-map](http://www.staffordbc.gov.uk/weeping-cross-and-wildwood-2023-map)

Polling District	Polling Place	Current Constituency	Proposed Constituency	Polling Station	Electorate As at 2 October 2023	ARO Comments and Proposed Action on Current Wards	Comments Submitted	ARO final Proposals
WXA	Weeping Cross and Wildwood Ward	Stafford	Stafford	Brocton Football Club No 3 Polling Station Silkmore Lane Stafford	222	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
WXE	Weeping Cross and Wildwood Ward	Stafford	Stafford	Brocton Football Club No 3 Polling Station Silkmore Lane Stafford	501	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
WXB	Weeping Cross and Wildwood Ward	Stafford	Stafford	Wildwood Community Centre No 1 Polling Station Wildwood Stafford	994	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue
WXD	Weeping Cross and Wildwood Ward	Stafford	Stafford	Wildwood Community Centre No 2 Polling Station Wildwood Stafford	1,530	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

<b>Polling District</b>	<b>Polling Place</b>	<b>Current Constituency</b>	<b>Proposed Constituency</b>	<b>Polling Station</b>	<b>Electorate As at 2 October 2023</b>	<b>ARO Comments and Proposed Action on Current Wards</b>	<b>Comments Submitted</b>	<b>ARO final Proposals</b>
WXC	Berkswich Methodist Church	Stafford	Stafford	Berkswich Methodist Church The Rise Walton on the Hill Stafford	1,407	Last reviewed October 2019 Suitable venue/No change required	No comments submitted	Retain current venue

**Agenda Item 10****Treasury Management Mid-Year Report 2023/24**

<b>Committee:</b>	Council
<b>Date of Meeting:</b>	28 November 2023
<b>Report of:</b>	S151 Officer and Deputy Chief Executive (Resources)
<b>Portfolio:</b>	Resources Portfolio

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**1 Purpose of Report**

- 1.1 To update members on Treasury Management activity and performance during the first half of the 2023/24 financial year.
- 1.2 To provide an economic update and a background to the latest economic forecasts of interest rates. Both are detailed in the **APPENDIX**.

**2 Recommendations**

- 2.1 To note the report, the treasury activity and the Prudential Indicators for 2023/24.

**Reasons for Recommendations**

- 2.2 The treasury management strategy sets out the activity for the year and update reports are required to be produced during the year.

**3 Key Issues**

- 3.1 To report the Treasury Management activity and performance during the first half of the 2023/24 financial year.

**4 Relationship to Corporate Priorities**

- 4.1 Treasury Management and investment activity link in with all of the Council's priorities and their spending plans.

## **5 Report Detail**

### **Background**

#### **5.1 Capital Strategy**

In December 2017, the Chartered Institute of Public Finance and Accountancy, (CIPFA), issued revised Prudential and Treasury Management Codes. As from 2020/21, all local authorities have been required to prepare a Capital Strategy which is to provide the following: -

- a high-level overview of how capital expenditure, capital financing and Treasury Management activity contribute to the provision of services;
- an overview of how the associated risk is managed;
- the implications for future financial sustainability.

#### **5.2 Treasury Management**

The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Accordingly, a significant function of Treasury Management is ensuring that cash flows are adequately planned and controlled to meet this objective. Any surplus monies are invested with low risk counterparties, and managed appropriately so that sufficient levels of liquid cash are available to meet any payment obligations as well as offer headroom for unexpected circumstances. Such considerations underpin the day-to-day operations of Treasury Management when determining investment-related outcomes rather than the sole factor of yield that aims to generate higher return on investments with little or no regards to financial risks.

5.3 The second main function of the Treasury Management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning to ensure the Council can meet its capital spending operations. This management of longer-term cash may involve arranging long or short-term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

5.4 Accordingly, CIPFA defines "Treasury Management" as:

"The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

## **Introduction**

- 5.5 This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2017).

The primary requirements of the Code are as follows

- 1 Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's Treasury Management activities.
  - 2 Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
  - 3 Receipt by the full council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for the year ahead, a Mid-year Review Report and an Annual Report, (stewardship report), covering activities during the previous year.
  - 4 Delegation by the Council of responsibilities for implementing and monitoring Treasury Management policies and practices and for the execution and administration of Treasury Management decisions.
  - 5 Delegation by the Council of the role of scrutiny of Treasury Management strategy and policies to a specific named body. For this Council the delegated body is the Audit and Accounts Committee.
- 5.6 This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:
- An economic update for the first part of the 2023/24 financial year;
  - A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
  - The Council's capital expenditure, as set out in the Capital Strategy, and Prudential Indicators;
  - A review of the Council's investment portfolio for 2023/24;
  - A review of the Council's borrowing strategy for 2023/24;
  - A review of any debt rescheduling undertaken during 2023/24;
  - A review of compliance with Treasury and Prudential Limits for 2023/24.

## **Treasury Management Strategy Statement and Annual Investment Strategy Update**

- 5.7 The Treasury Management Strategy Statement, (TMSS), for 2023/24 was approved by this Council on 9 February 2023. There has been no policy change since the TMSS came into force. All treasury management operations have also been conducted in full compliance with the Council's Treasury Management Practices.

<b>Prudential Indicator 2023/24</b>	<b>Original Prudential Indicator £'000</b>	<b>Revised Prudential Indicator £'000</b>
Authorised Limit	6,862	6,862
Operational Boundary	3,862	3,862
Capital Financing Requirement	3,586	3,586

### **The Council's Capital Position (Prudential Indicators)**

- 5.8 This part of the report is structured to update:
- The Council's capital expenditure plans;
  - How these plans are being financed;
  - The impact of the changes in the capital expenditure plans on the Prudential Indicators and the underlying need to borrow; and
  - Compliance with the limits in place for borrowing activity.

### **Prudential Indicator for Capital Expenditure**

- 5.9 This table shows the estimates for capital expenditure and the changes since the capital programme was agreed at Budget time.

<b>Capital Expenditure by Portfolio</b>	<b>2023/24 Original Estimate £'000</b>	<b>2023/24 Revised Estimate £'000</b>
Community	3,735	3,448
Environment	385	467
Leisure and Culture	1,917	2,521
Planning and Regeneration	13,801	16,840
Resources	50	122
<b>Total</b>	<b>19,888</b>	<b>23,398</b>

- 5.10 The table below draws together the main strategy elements of the capital expenditure plans (above), highlighting the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure. The borrowing element of the table increases the underlying indebtedness of the Council by way of the Capital Financing Requirement (CFR), although this will be reduced in part by revenue charges for the repayment of debt (the Minimum Revenue Provision). This direct borrowing need may also be supplemented by maturing debt and other treasury requirements.

<b>Capital Expenditure</b>	<b>2023/24 Original Estimate £'000</b>	<b>2023/24 Revised Estimate £'000</b>
<b>Total Spend</b>	<b>19,888</b>	<b>23,398</b>
<b>Financed by:</b>		
Capital Receipts	854	1,368
Capital Grants/contributions	18,592	20,450
Revenue	442	1,580
<b>Total Financing</b>	<b>19,888</b>	<b>23,398</b>
<b>Borrowing Need</b>	<b>0</b>	<b>0</b>

#### **Changes to the Prudential Indicators for the Capital Financing Requirement (CFR), External Debt and the Operational Boundary**

- 5.11 The table below shows the CFR, which is the underlying external need to incur borrowing for a capital purpose. It also shows the expected debt position over the period, which is termed the Operational Boundary.

#### **Prudential Indicators - CFR and Operational Boundary**

- 5.12 We are on target to achieve the original forecast Capital Financing Requirement.

#### **Prudential Indicator - Capital Financing Requirement**

	<b>2023/24 Original Estimate £'000</b>	<b>2023/24 Revised Estimate £'000</b>
<b>Total CFR</b>	3,586	3,586
<b>Net movement in CFR</b>	<b>(191)</b>	<b>(191)</b>

### Prudential Indicator - the Operational Boundary for external debt

	<b>2023/24 Original Estimate £'000</b>	<b>2023/24 Revised Estimate £'000</b>
Operational Boundary	3,862	3,862
Borrowing	0	0
Other long-term liabilities	1,477	1,477
<b>Headroom</b>	<b>2,385</b>	<b>2,385</b>

\* On balance sheet finance leases etc.

### Limits to Borrowing Activity

- 5.13 The first key control over the treasury activity is a Prudential Indicator to ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purpose. Gross external borrowing should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2023/24 and next two financial years. This allows some flexibility for limited early borrowing for future years. The Council has approved a policy for borrowing in advance of need which will be adhered to if this proves prudent.

	<b>2023/24 Original Estimate £'000</b>	<b>2023/24 Revised Estimate £'000</b>
Borrowing	0	0
Other long-term liabilities	1,477	1,477
<b>Total debt</b>	<b>1,477</b>	<b>1,477</b>
<b>CFR* (year-end position)</b>	<b>3,586</b>	<b>3,586</b>

\* Includes on balance sheet finance leases etc.

- 5.14 The section 151 officer reports that no challenges are envisaged for the current or future years in complying with this Prudential Indicator.
- 5.15 A further Prudential Indicator controls the overall level of borrowing. This is the Authorised Limit which represents the limit beyond which borrowing is prohibited and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3(1) of the Local Government Act 2003.

<b>Authorised limit for external debt</b>	<b>2023/24 Original Estimate £'000</b>	<b>2023/24 Revised Estimate £'000</b>
<b>Authorised limit</b>	<b>6,862</b>	<b>6,862</b>
<b>Borrowing</b>	0	0
<b>Other long-term liabilities</b>	1,477	1,477
<b>Headroom</b>	<b>5,385</b>	<b>5,385</b>

*\* Includes on balance sheet finance leases etc.*

### **Annual Investment Strategy 2023/24**

- 5.16 In accordance with CIPFA's Code, it is the Council's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the Council's risk appetite. As shown in **APPENDIX 2** with the accompanying forecast interest rate in near time horizon, there is a relationship with inflation and interest rates. A rise in inflation will invariably lead to a rise in interests. The same wisdom holds true from the opposite situation. Holding true to this relationship, the persistent rise of inflation has correspondingly increased the Bank Rate. At the time of writing, the Bank of England has opted to increase Bank rate on 14 successive occasions, starting around mid-December 2021. At the beginning of April 2022, Bank Rate was set at 0.75% and moved up in stepped increases of either 0.25% or 0.5% thereafter, reaching 4.25% by the end of 2022/23 and to the current 5.25% in October 2023. In light of the Bank of England's Monetary Policy Committee's surprise decision in September 2023 to maintain bank rate at the current 5.25%, the view is that interest rates have reached their peak. Based on current market conditions and intelligence, it is anticipated that inflation will gradually decline which, in turn, will lead to a fall in Bank Rate. It is projected that Bank Rate to year-end will decrease from 5.25% to 4.00%. Against this backdrop of market volatility, the sea-change in investment rates meant local authorities were faced with the challenge of proactive investment of surplus cash for the first time in over a decade. This emphasised the need for a detailed working knowledge of cashflow projections, so that the appropriate balance between the conflicting needs for security and liquidity of funds whilst maximising the return on investments could be struck. The Council's Treasury Team were able to achieve such balance through the diversification of different financial assets and other interest-bearing instruments, and "rode the yield curve" with fixed-term deposits by adopting shorter durations on a rolling basis in order to lock-in the increase in investment rates whilst maintaining the security of investment.
- 5.17 The Council held £78.72m of investments as at 30 September 2023 (£74m at 31 March 2023).

- 5.18 A full list of investments held as at 30 September 2023 is in **APPENDIX 1**.

### **Investment Counterparty criteria**

- 5.19 The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the Treasury Management function.

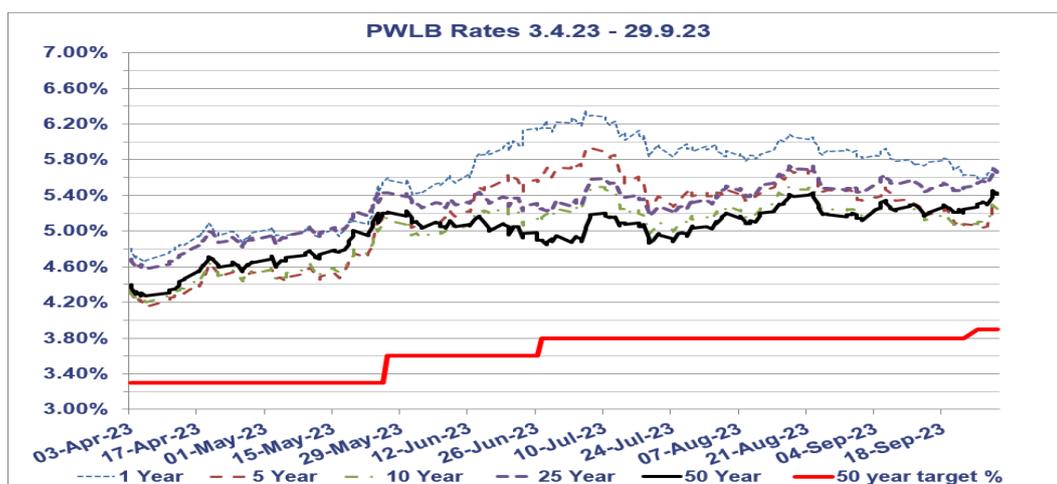
### **Borrowing**

- 5.20 The Council's capital financing requirement (CFR) for 2023/24 is £3.586m. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions. This is a prudent and cost-effective approach in the current economic climate but will require ongoing monitoring in the event that upside risk to gilt yields prevails.
- 5.21 It is not currently anticipated that borrowing will be undertaken during this financial year, subject to capital slippage into 2024-25 and the trajectory of borrowing rates for the remainder of 23/24.

### **PWLB maturity certainty rates (gilts plus 80bps) year to date to 29th September 2023**

- 5.22 Gilt yields and PWLB certainty rates were on a generally rising trend throughout the first half of 2023/24. At the beginning of April, the 5-year rate was the cheapest part of the curve and touched 4.14% whilst the 25-year rate was relatively expensive at 4.58%. July saw short-dated rates peak at their most expensive. The 1-year rate spiked to 6.36% and the 5-year rate to 5.93%. Although, in due course, short-dated rate expectations fell, the medium dates shifted higher through August and the 10-year rate pushed higher to 5.51% and the 25-year rate to 5.73%. The 50-year rate was 4.27% on 5 April but rose to 5.45% on 28 September.
- 5.23 The Council's external treasury advisors, Link Group, forecast rates to fall back over the next two to three years as inflation dampens. The CPI measure of inflation is expected to fall below 2% in the second half of 2024, and we forecast 50-year rates to stand at 3.90% by the end of September 2025. However, there is considerable gilt issuance to be digested by the market over the next couple of years, as a minimum, so there is a high degree of uncertainty as to whether rates will fall that far.

### PWLB Rates 01.04.23 - 29.09.23



### High/Low/Average PWLB Rates For 01.04.23 – 29.09.23

	1 Year	5 Year	10 Year	25 Year	50 Year
<b>Low</b>	4.65%	4.14%	4.20%	4.58%	4.27%
<b>Date</b>	06/04/2023	06/04/2023	06/04/2023	06/04/2023	05/04/2023
<b>High</b>	6.36%	5.93%	5.51%	5.73%	5.45%
<b>Date</b>	06/07/2023	07/07/2023	22/08/2023	17/08/2023	28/09/2023
<b>Average</b>	5.62%	5.16%	5.01%	5.29%	5.00%
<b>Spread</b>	1.71%	1.79%	1.31%	1.15%	1.18%

5.24 The current PWLB rates are set as margins over gilt yields as follows: -.

- PWLB Standard Rate is gilt plus 100 basis points (G+100bps)
- PWLB Certainty Rate (GF) is gilt plus 80 basis points (G+80bps)
- PWLB Local Infrastructure Rate is gilt plus 60 basis points (G+60bps)
- PWLB Certainty Rate (HRA) is gilt plus 40bps (G+40bps)

The UK Infrastructure Bank will lend to local authorities that meet its scheme criteria at a rate currently set at gilt plus 40bps (G+40bps).

## 6 Implications

### 6.1 Financial

Included in this Report.

### 6.2 Legal

None

### 6.3 Human Resources

None

**6.4 Risk Management**

None

**6.5 Equalities and Diversity**

None

**6.6 Health**

None

**6.7 Climate Change**

None

**7 Appendices**

Appendix 1: Current Investment List as at 30 September 2023.

Appendix 2: Economic Update (provided by Link Asset Services as of 30 September 2023)

Appendix 3: Interest Rate Forecast (provided by Link Asset Services as of 30 September 2023)

**8 Previous Consideration**

None

**9 Background Papers**

Held with Finance

**Contact Officer:** Emma Fullagar

**Telephone Number:** 01543 464720

**Ward Interest:** None

**Report Track:** Council 28/11/2023

**Key Decision:** N/A

## Appendix 1

### Treasury Management Mid-Year Report 2023/24

#### Current Investment List and their respective rate of return as of 30 September 2023

Counterparty	Start Date	Maturity	Value (£)	Rate (%)
National Westminster Bank Plc	17/07/2023	18/12/2023	2,000,000	5.77
National Bank of Kuwait	24/07/2023	24/01/2024	6,000,000	5.87
Helaba Bank	19/07/2023	20/11/2023	6,000,000	5.40
Nationwide B/S	15/08/2023	15/02/2024	6,000,000	5.49
National Westminster Bank Plc	04/09/2023	04/03/2024	4,000,000	5.71
Santander (180 days)		**Call180	6,000,000	4.76
***Handelsbanken		***Call	6,000,000	2.60
***Bank of Scotland		***Call	4,720,000	5.14
Aberdeen GBP Liquidity Class L1		*MMF	500,000	5.29
Deutsche Managed GBP LVNAV Platinum		*MMF	500,000	5.22
Federated Hermes Short-Term GBP Prime Class 3		*MMF	9,000,000	5.35
Invesco Liquidity GBP Institutional		*MMF	9,000,000	5.33
Morgan Stanley GBP Liquidity Institutional Plus		*MMF	9,000,000	5.33
Debt Management Account Deposit Facility (DMO)	04/09/2023	05/02/2024	10,000,000	5.42
<b>Total Investments</b>			<b>78,720,000</b>	

\*MMF - Money Market Fund (Instant Access)

\*\*Call 180 days' Notice Account

\*\*\*Call Account (No Notice. Instant Access)

DMO is the Debt Management Office of HM Treasury

## Appendix 2

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### Treasury Management Mid-Year Report 2023/24

#### Economics update

- The first half of 2023/24 saw:
  - Interest rates rise by a further 100bps, taking Bank Rate from 4.25% to 5.25% and, possibly, the peak in the tightening cycle.
  - Short, medium and long-dated gilts remain elevated as inflation continually surprised to the upside.
  - A 0.5% m/m decline in real GDP in July, mainly due to more strikes.
  - CPI inflation falling from 8.7% in April to 6.7% in August, its lowest rate since February 2022, but still the highest in the G7.
  - Core CPI inflation declining to 6.2% in August from 7.1% in April and May, a then 31 years high.
  - A cooling in labour market conditions, but no evidence yet that it has led to an easing in wage growth (as the 3myy growth of average earnings rose to 7.8% in August, excluding bonuses).
- The 0.5% m/m fall in GDP in July suggests that underlying growth has lost momentum since earlier in the year. Some of the weakness in July was due to there being almost twice as many working days lost to strikes in July (281,000) than in June (160,000). But with output falling in 10 out of the 17 sectors, there is an air of underlying weakness.
- The fall in the composite Purchasing Managers Index from 48.6 in August to 46.8 in September left it at its lowest level since COVID-19 lockdowns reduced activity in January 2021. At face value, it is consistent with the 0.2% q/q rise in real GDP in the period April to June, being followed by a contraction of up to 1% in the second half of 2023.
- The 0.4% m/m rebound in retail sales volumes in August is not as good as it looks as it partly reflected a pickup in sales after the unusually wet weather in July. Sales volumes in August were 0.2% below their level in May, suggesting much of the resilience in retail activity in the first half of the year has faded.

- As the growing drag from higher interest rates intensifies over the next six months, we think the economy will continue to lose momentum and soon fall into a mild recession. Strong labour demand, fast wage growth and government handouts have all supported household incomes over the past year. And with CPI inflation past its peak and expected to decline further, the economy has got through the cost-of-living crisis without recession. But even though the worst of the falls in real household disposable incomes are behind us, the phasing out of financial support packages provided by the government during the energy crisis means real incomes are unlikely to grow strongly. Higher interest rates will soon bite harder too. We expect the Bank of England to keep interest rates at the probable peak of 5.25% until the second half of 2024. Mortgage rates are likely to stay above 5.0% for around a year.
- The tightness of the labour market continued to ease, with employment in the three months to July falling by 207,000. The further decline in the number of job vacancies from 1.017m in July to 0.989m in August suggests that the labour market has loosened a bit further since July. That is the first time it has fallen below 1m since July 2021. At 3.0% in July, and likely to have fallen to 2.9% in August, the job vacancy rate is getting closer to 2.5%, which would be consistent with slower wage growth. Meanwhile, the 48,000 decline in the supply of workers in the three months to July offset some of the loosening in the tightness of the labour market. That was due to a 63,000 increase in inactivity in the three months to July as more people left the labour market due to long term sickness or to enter education. The supply of labour is still 0.3% below its pre-pandemic February 2020 level.
- But the cooling in labour market conditions still has not fed through to an easing in wage growth. While the monthly rate of earnings growth eased sharply from an upwardly revised +2.2% in June to -0.9% in July, a lot of that was due to the one-off bonus payments for NHS staff in June not being repeated in July. The headline 3myy rate rose from 8.4% (revised up from 8.2%) to 8.5%, which meant UK wage growth remains much faster than in the US and in the Euro-zone. Moreover, while the Bank of England's closely watched measure of regular private sector wage growth eased a touch in July, from 8.2% 3myy in June to 8.1% 3myy, it is still well above the Bank of England's prediction for it to fall to 6.9% in September.
- CPI inflation declined from 6.8% in July to 6.7% in August, the lowest rate since February 2022. The biggest positive surprise was the drop in core CPI inflation, which declined from 6.9% to 6.2%. That reverses all the rise since March and means the gap between the UK and elsewhere has shrunk (US core inflation is 4.4% and in the Euro-zone it is 5.3%). Core goods inflation fell from 5.9% to 5.2% and the further easing in core goods producer price inflation, from 2.2% in July to a 29-month low of 1.5% in August, suggests it will eventually fall close to zero. But the really positive development was the fall in services inflation from 7.4% to 6.8%. That also reverses most of the rise since March and takes it below the forecast of 7.2% the Bank of England published in early August.

- In its latest monetary policy meeting on 20 September, the Bank of England left interest rates unchanged at 5.25%. The weak August CPI inflation release, the recent loosening in the labour market and the downbeat activity surveys appear to have convinced the Bank of England that it has already raised rates far enough. The minutes show the decision was “finely balanced”. Five MPC members (Bailey, Broadbent, Dhingra, Pill and Ramsden) voted for no change and the other four (Cunliffe, Greene, Haskel and Mann) voted for a 25bps hike.
- Like the US Fed, the Bank of England wants the markets to believe in the higher for longer narrative. The statement did not say that rates have peaked and once again said if there was evidence of more persistent inflation pressures “further tightening in policy would be required”. Governor Bailey stated, “we’ll be watching closely to see if further increases are needed”. The Bank also retained the hawkish guidance that rates will stay “sufficiently restrictive for sufficiently long”.
- This narrative makes sense as the Bank of England does not want the markets to decide that a peak in rates will be soon followed by rate cuts, which would loosen financial conditions and undermine its attempts to quash inflation. The language also gives the Bank of England the flexibility to respond to new developments. A rebound in services inflation, another surge in wage growth and/or a further leap in oil prices could conceivably force it to raise rates at the next meeting on 2nd November, or even pause in November and raise rates in December.
- The yield on 10-year Gilts fell from a peak of 4.74% on 17 August to 4.44% on 29 September, mainly on the back of investors revising down their interest rate expectations. But even after their recent pullback, the rise in Gilt yields has exceeded the rise in most other Developed Market government yields since the start of the year. Looking forward, once inflation falls back, Gilt yields are set to reduce further. A (mild) recession over the next couple of quarters will support this outlook if it helps to loosen the labour market (higher unemployment/lower wage increases).
- The pound weakened from its cycle high of \$1.30 in the middle of July to \$1.21 in late September. In the first half of the year, the pound bounced back strongly from the Truss debacle last autumn. That rebound was in large part driven by the substantial shift up in UK interest rate expectations. However, over the past couple of months, interest rate expectations have dropped sharply as inflation started to come down, growth faltered, and the Bank of England called an end to its hiking cycle.
- The FTSE 100 has gained more than 2% since the end of August, from around 7,440 on 31 August to 7,608 on 29 September. The rebound has been primarily driven by higher energy prices which boosted the valuations of energy companies. The FTSE 100’s relatively high concentration of energy companies helps to explain why UK equities outperformed both US and Euro-zone equities in September. Nonetheless, as recently as 21<sup>st</sup> April the FTSE 100 stood at 7,914.

## Appendix 3

# Treasury Management Mid-Year Report 2023/24

## Interest Rate Forecast

The Council has appointed Link Group as its treasury advisors and part of their service is to assist the Council to formulate a view on interest rates. The PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1 November 2012.

The latest forecast on 25 September sets out a view that short, medium and long-dated interest rates will be elevated for some little while, as the Bank of England seeks to squeeze inflation out of the economy.

Link's PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps, calculated as gilts plus 80bps) which has been accessible to most authorities since 1 November 2012.

Link Group Interest Rate View	25.09.23												
	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26
<b>BANK RATE</b>	5.25	5.25	5.25	5.00	4.50	4.00	3.50	3.00	2.75	2.75	2.75	2.75	2.75
3 month ave earnings	5.30	5.30	5.30	5.00	4.50	4.00	3.50	3.00	2.80	2.80	2.80	2.80	2.80
6 month ave earnings	5.60	5.50	5.40	5.10	4.60	4.10	3.60	3.10	2.90	2.90	2.90	2.90	2.90
12 month ave earnings	5.80	5.70	5.50	5.20	4.70	4.20	3.70	3.20	3.00	3.00	3.00	3.00	3.00
5 yr PWLB	5.10	5.00	4.90	4.70	4.40	4.20	4.00	3.90	3.70	3.70	3.60	3.60	3.50
10 yr PWLB	5.00	4.90	4.80	4.60	4.40	4.20	4.00	3.80	3.70	3.60	3.60	3.50	3.50
25 yr PWLB	5.40	5.20	5.10	4.90	4.70	4.40	4.30	4.10	4.00	3.90	3.80	3.80	3.80
50 yr PWLB	5.20	5.00	4.90	4.70	4.50	4.20	4.10	3.90	3.80	3.70	3.60	3.60	3.60

## Agenda Item 11

# Review of the Constitution

<b>Committee:</b>	Council
<b>Date of Meeting:</b>	28 November 2023
<b>Report of:</b>	Head of Law and Governance
<b>Portfolio:</b>	Resources Portfolio

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The following report was considered by Resources Scrutiny Committee at its meeting held on 7 November 2023 and is submitted to Council as required.

## 1 Purpose of Report

- 1.1 To recommend updates to the Constitution to align with the new senior management structure.

## 2 Recommendation

- 2.1 That Council update the Constitution to align with the senior management structure, and to provide delegated authorities to the Deputy Chief Executives, as attached in the attached **APPENDIX**.

### Reasons for Recommendations

- 2.2 Changes to the Constitution need to be approved by the Council after consideration of a recommendation by Resources Scrutiny Committee.

## 3 Key Issues

- 3.1 The current Scheme of Delegations to Officers, within the Constitution, needs updating to reflect the recent change to the Council's senior management structure.

## 4 Relationship to Corporate Priorities

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

## 5 Report Detail

- 5.1 Members will be aware that the Council has agreed to share services with Cannock Chase Council and adopted a revised shared senior management

structure in April 2023. This has meant that certain functions and decisions, published within the Scheme of Delegations to Officers, should now be delegated to different Chief Officers.

- 5.2 Paragraph 3.1.3 of the Constitution allows the Chief Executive to undertake all duties delegated to other Chief Officers, or delegate such duties to another Chief Officer, where permitted by law. The Chief Executive has used this authority to re-assign current officer delegations to the relevant Chief Officers under the new revised structure. However, in order that these changes can be reflected in the Constitution published on the Councils website, they need to be adopted by Council.
- 5.3 Details of the revised Scheme of Delegations is attached in the **APPENDIX**. As well as re-assigning current delegations to the appropriate Chief Officer, the revised scheme also seeks to formally allow the Deputy Chief Executives to act in the absence of the Chief Executive or any Chief Officers that report to them.
- 5.4 Resources Scrutiny Committee considered these revisions on 7 November and have recommended that they be approved by Council.

## **6 Implications**

### **6.1 Financial**

Nil

### **6.2 Legal**

Nil

### **6.3 Human Resources**

Nil

### **6.4 Risk Management**

Nil

### **6.5 Equalities and Diversity**

Nil

### **6.6 Health**

Nil

### **6.7 Climate Change**

Nil

## **7 Appendices**

Appendix: Revised Scheme of Delegation to Officers Previous Consideration

## **8 Previous Consideration**

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## **9 Background Papers**

Nil

**Contact Officer:** Ian Curran

**Telephone Number:** 01785 619220

**Ward Interest:** Nil

**Report Track:** Resources Scrutiny Committee 7 November 2023  
Council 28 November 2023

**Key Decision:** N/A

## Scheme of Delegations

### 1 Introduction

The Scheme of Delegations (“Scheme”) authorises officers to exercise the functions of the Council as set out in this document. This Scheme repeals and replaces all previous schemes of delegation and all amendments made thereto.

For the purposes of this Scheme, the term “Chief Officer” means:

- (a) Chief Executive;
- (b) Deputy Chief Executive; and
- (b) Heads of Service.

This Scheme contains two types of authorities:

- (a) Functional, operational and day to day management of services delegated to all Chief Officers; and
- (b) Functions delegated to specific Chief Officers.

Annex 1 details Reserved Authorities.

The exercise of any function delegated by this Scheme is subject to and must be in accordance with the following. They are listed in order of precedence, which should be followed in the event of any conflict between their provisions:

- (a) European and National Law
- (b) Procurement Regulations
- (c) Financial Regulations
- (d) The Scheme of Delegations
- (e) Emergency Planning Procedures
- (f) Other Council policies, procedures

Any reference in this Scheme to a statute includes any statutory instrument, regulation, order, rule, guidance or circular made under it and includes any modification amendment or re-enactment.

## **2 Delegations To All Chief Officers**

### **2.1 Management Delegations**

- 2.1.1 To undertake the management of those services or functions under their management including the discharge of all responsibilities, duties and obligations, within approved budgets, policies and procedures.
- 2.1.2 To agree changes to approved capital or revenue budgets in consultation with the Section 151 Officer provided that it and any future financial implications are contained within the approved budget for the service.
- 2.1.3 To invite tenders and award contracts in accordance with Procurement Regulations and Financial Regulations.
- 2.1.4 In consultation with the Section 151 Officer, to authorise the submission of external funding bids for projects/schemes that support the delivery of the Council's Corporate Plan or equivalent.
- 2.1.5 To select and appoint specialist professional advisors within approved budgets.
- 2.1.6 To discharge their duties in respect of Health and Safety in the workplace.
- 2.1.7 To accept appointments to positions in local, regional, national or international professional bodies in consultation with the Chief Executive.
- 2.1.8 In respect of functions within their responsibility:
  - (a) to serve notices under Section 16 of the **Local Government (Miscellaneous Provisions) Act 1976**;
  - (b) to exercise any power of the Council relating to entry on land or other property for the purposes of inspection.
- 2.1.9 To provide goods, services and plant to other local authorities and other bodies (where lawful), in consultation with the Chief Executive.
- 2.1.10 To dispose of surplus materials, vehicles, plant, equipment and goods, salvage scrap, and other waste (in accordance with financial regulations).
- 2.1.11 To be the Proper Officer for the production of background documents under the Local Government Access to Information Regulations in respect of any report presented to the Council, Cabinet and Committees in their name.
- 2.1.12 To be the Proper Officer for the opening of tenders relevant to their service.
- 2.1.13 To negotiate and settle contract disputes relating to their service area within approved budgetary provision.
- 2.1.14 To manage procurement of goods and services for their service area and ensuring compliance with the law and Procurement Regulations including:

- (a) Approval of method by which contracts are let.
  - (b) All steps necessary to invite estimates, quotations and tenders for all contracts necessary to implement schemes or acquire goods or services approved by the Council.
  - (c) The acceptance of an estimate, quotation or tender for a contract subject to:
    - (i) In respect of capital schemes; in consultation with the Section 151 Officer, the expenditure having been previously approved by the Council as part of the Capital Programme and the total cost of the scheme calculated from the tender not exceeding the approved budget provision by more than 10% or £25,000 whichever is the lower.
    - (iii) In respect of revenue expenditure; the total cost being capable of being met from within the approved budget.
  - (d) The extension of an existing contract for the supply of goods or services for the shorter of a period of two years or the term of the original contract on the same terms and conditions where it is considered that the cost of seeking a new contractor would exceed any savings which might be achieved subject to;
    - (i) the costs being capable of being met from within the budgetary provision and
    - (ii) no contract being extended more than once under this provision
- 2.1.15 In consultation with the Head of Law and Governance, to authorise the instigation of civil and criminal proceedings and to defend any litigation for and on behalf of the Council in relation to their service area.
- 2.1.16 Unless otherwise falling within the remit and/or responsibility of the Council's Insurer, to settle, compromise, discontinue or otherwise dispose of any claim, appeal, action or complaint falling within their area of management (irrespective of whether any proceedings have been instigated), providing that legal advice has first been obtained and the costs can be met from approved budgets.
- 2.1.17 The appointment of consultants as necessary to provide professional services (including feasibility studies) subject to provision being available within the approved budget.
- 2.1.18 Responding to consultations by Government, other public organisations and statutory bodies in accordance with Council policy.
- 2.1.19 In consultation with the s.151 Officer, Bidding for funding from external agencies (including the government) in pursuance of Service Plan objectives subject to financial implications being within approved budgets.

## **2.2 Human Resources Delegations**

- 2.2.1 All delegations within paragraphs 2.2.2 to 2.2.13 are to be exercised by Heads of Service only in respect of employees within their service and after consultation with Human Resources.
- 2.2.2 Implementation of all approved personnel policies.
- 2.2.3 To determine permanent and temporary establishments and staff structures, below Head of Service level, providing the costs can be met from approved budgets except where it would result in:
  - (a) the redundancy of an employee;
  - (b) the retirement of any officer at a cost to the Council;
  - (c) the creation or deletion of a chief officer post.
- 2.2.4 To recruit to vacant posts below Head of Service, provided that the costs can be met from approved budgets.
- 2.2.5 To engage agency personnel to fulfil service delivery requirements, provided that the costs can be met from approved budgets.
- 2.2.6 To approve ex-gratia or honorarium payments, for employees within their service, provided that the costs can be met from approved budgets.
- 2.2.7 To approve applications for requests to undertake recognised professional qualifications which will be of benefit to the Council, provided the costs can be met from within approved budgets.
- 2.2.8 To approve requests for unpaid leave.
- 2.2.9 To approve requests for compassionate, maternity support, paternity leave and adoption leave.
- 2.2.10 To approve requests for time off work in respect of medical appointments, trade union duties and public duties.
- 2.2.11 To approve requests from officers to undertake secondary employment.
- 2.2.12 To consider, hear and/or determine grievances raised by employees within their service.
- 2.2.13 To conduct disciplinary, capability and sickness proceedings, including dismissal of employees below Head of Service.
- 2.2.14 Implementation of the provisions of the **Health and Safety at Work Act 1974** in their own Service.

## **2.3 Financial Matters**

- 2.3.1 The compilation and approval of detailed budgets for each cost centre within overall budgetary provision and in accordance with approved budgetary policy and strategy.
- 2.3.2 The virement of resources a service division (as identified at budget book level) in a year of account subject to
- (a) the amount vired not exceeding the amount remaining on the cost centre after all outstanding commitments;
  - (b) the cumulative amount vired to or from any service division budget in any one year not exceeding £25,000;
  - (c) the purpose for which the virement is made must be in accordance with Council policy, Standing Orders and Financial Regulations and be lawful;
  - (d) the virement must not create a commitment to expenditure in any future financial year.
- 2.3.3 Approval of the detail of approved capital schemes with an estimated cost of up to £50,000
- 2.3.4 In consultation with the s.151 Officer, approval of additional expenditure required to complete an approved capital scheme up to 10% of the total cost or £25,000 whichever is the lower

## **2.4 Property Matters**

- 2.4.1 The day to day management of land and property.
- 2.4.2 The maintenance of land and property within approved budgets.
- 2.4.3 In consultation with the Head of Law and Governance:
- (a) The disposal of property on lease or licence for a period not exceeding seven years.
  - (b) The disposal freehold or on lease for a period exceeding seven years of incidental land not exceeding 0.1 hectare in area and £6,000 in value.
  - (c) The granting of rights of way and other easements for periods not exceeding twenty one years.
  - (d) The conduct and determination of rent reviews and lease renewals in respect of property let to or by the Council.
  - (e) Approval to amendments to user clauses in leases.

- (f) Consent to assignment or sub-letting of property leased from the Council.
- (g) Consent to alterations and improvements to property leased from the Council.

2.4.4 To make authorisations for directed surveillance and covert human intelligence source under the **Regulation of Investigatory Powers Act 2000**.

## **2.5 Onward Delegation**

2.5.1 Subject to paragraphs 2.5.2 below, Chief Officers are entitled, in their absolute discretion, to authorise officers within their area of management (identified by name or job description) to exercise all or some of their delegated functions, unless the law requires specific named officers to exercise delegated authority.

2.5.2 Any authorisation of named officers by Chief Officers under paragraph above shall:

- (a) comply with the Council's financial regulations (if applicable);
- (b) be recorded in writing signed by the Chief Officer; and a copy of the written record shall be provided to the Chief Executive, Monitoring Officer and Section 151 Officer.

The Chief Executive shall have the power to veto any delegation.

### **3 Functions Delegated To Specific Officers**

#### **3.1 Chief Executive**

- 3.1.1 The Chief Executive is designated as the Head of Paid Service (Section 4 of the **Local Government and Housing Act 1989**).
- 3.1.2 The Chief Executive is appointed as Returning Officer for Borough and District Elections and all local referendums and polls.
- 3.1.3 The Chief Executive may undertake all duties delegated to other Chief Officers, or delegate such duties to another Chief Officer, where permitted by law.
- 3.1.4 To be the authorised person for the signing of Certificates of Opinion to accompany applications for exemption for posts from political restrictions.
- 3.1.5 The Chief Executive, or their nominee, has the full authority to take all action they consider necessary in a major incident or emergency in consultation with the Leader or appropriate Cabinet Member where circumstances allow (the Director on call shall stand nominated by the Chief Executive to take such action during their period of on-call).
- 3.1.6 To incur expenditure in respect of any major incident or emergency within or adjoining the District in consultation where practicable with the Leader of the Council and the s.151 Officer.
- 3.1.7 To determine any new or changed policies in respect of terms and conditions of employment and local conditions of service where agreement can be reached with the recognised trade unions through the Council's normal negotiating frameworks.
- 3.1.8 In consultation with the HR service, to approve ill health retirements for employees, Heads of Service and below, in accordance with Council approved/adopted policies, providing any costs are met from within approved budgets.
- 3.1.9 In consultation with the HR service, to approve early retirements for employees, Heads of Service and below, on the ground of efficiency of service (with no augmentation), in accordance with Council approved/adopted policy, providing there is no actuarial strain and any costs are met from within approved budgets.
- 3.1.10 To determine, implement and review corporate human resource procedures and best practice guidance designed to deliver Council policy in consultation with the HR service.
- 3.1.11 To determine, implement and review all aspects of Single Status Scheme, including job evaluation, except where such change will or may have a direct or potential impact on the Single Status Scheme and/or budgetary framework.

- 3.1.12 To make authorisations for directed surveillance and use of covert human intelligence sources when knowledge of confidential information is likely to be acquired under the **Regulation of Investigatory Powers Act 2000**
- 3.1.13 To exercise on behalf of the Council the power to grant authorisations as contained in Section 110A sub-section (3) of the **Social Security Administration Act 1992** (as amended).
- 3.1.14 Grant Aid; Stafford Borough Sports Council: The approval of the minutes and payments of Grant Aid.
- 3.1.15 Matters under the **Anti-social Behaviour, Crime and Policing Act 2014**
  - (a) Authority to issue and the enforcement of community protection notices including taking legal proceedings.
  - (b) Consideration of and making of public spaces protection order. Enforcement of public spaces protection order including taking legal proceedings in consultation with the Head of Law and Administration.
- 3.1.16 To appoint Deputy Electoral Registration Officers to carry out the powers and duties of the Electoral Registration Officer either in full or in part in accordance with section 52(2) of the Representation of the People Act 1983.

## **3.2 Deputy Chief Executive**

- 3.2.1 To exercise the powers of the Chief Executive in the event of their incapacity, absence or unavailability.
- 3.2.2 To undertake all duties delegated to other Chief Officers (in their service areas), or delegate such duties to another Chief Officer, where permitted by law.

## **3.2 Section 151 Officer**

- 3.2.1 Approval of future years Tax Base.
- 3.2.2 To determine Liable Persons, Liability Periods, Eligibility for statutory discounts, exemptions and reliefs and any other matter referred to in the appropriate statute necessary to calculate the due amount for which a Council Taxpayer or National Non-domestic Ratepayer is liable.
- 3.2.3 The writing off of individual debts up to the sum of £2,500 which are considered to be irrecoverable and the writing off of individual debts which are considered irrecoverable due to bankruptcy, insolvency or liquidation in consultation with the Head of Law and Governance.
- 3.2.4 The writing off of overpayments of Housing Benefit, which are deemed irrecoverable in accordance with benefit legislation.
- 3.2.5 All billing, recovery and enforcement proceedings in connection with non-payment of Council Tax and non-domestic rates.

- 3.2.6 To sign complaint lists, liability order lists, attachment of earnings orders and deductions of benefit orders and to authorise the taking control of goods on behalf of the Council.
- 3.2.7 The consideration, determination and award of discretionary discounts or reductions to Council Tax and to confirm all valid applications for Mandatory Rate Relief from non-domestic rates.
- 3.2.8 The granting of discretionary relief from non-domestic rates within approved Council policy.
- 3.2.9 All enforcement proceedings in connection with non-payment of Council Tax and non-domestic rates.
- 3.2.10 To deal with all matters relating to Council Tax and non-domestic rates on behalf of the Council, with the exception of those specifically requiring Council approval in law (e.g. setting of Council Tax) including
  - (a) To agree and authorise the appropriate allocations of occupied and unoccupied premises in order to calculate empty rate allowance under Section 44A Local Government Finance Act 1988
  - (b) To raise and quash penalties imposed under Schedule 3 of the Local Government Finance Act 1992
  - (c) To serve, amend and withdraw Completion Notices in respect of newly completed commercial or domestic property, in accordance with s46A and Schedule 4A of Local Government Finance Act 1988
  - (d) To determine Council Tax and Non Domestic Rate, non Valuation Appeals on behalf of the Council
  - (e) To represent the Council at any Court or Tribunal regarding any Council Tax or Business Rate matters.
- 3.2.11 Actions required to recover sundry debts under the Council's Credit Management Policy in consultation with the relevant Head of Service.
- 3.2.12 To determine all applications for Housing Benefit and Local Council Tax Reduction.
- 3.2.13 To consider and determine discretionary housing payments and discretionary awards of Local Council Tax Reduction.
- 3.2.14 To determine applications for back dating of Housing Benefit and/or Local Council Tax Reduction.
- 3.2.15 To authorise and issue sanctions including Administrative Penalties, Formal Cautions, and Prosecutions in respect of Local Council Tax Reduction.
- 3.2.16 Authorisation of Officers to require information from organisations under the **Social Security Fraud Act 2001**.

- 3.2.17 Actions required to recover sundry debts under the Council's Credit Management Policy in consultation with the relevant Head of Service.
- 3.2.18 Raising of money by loans at the most advantageous market rate

### 3.2.19 Housing Advances

- (a) Authority in accordance with the **Housing Act 1985**, Section 438 and Schedule 16 to amend the rate of interest to the "appropriate rate" after declaration from time to time by the Secretary of State of the standard notional rate.
- (b) Approval of applications for house purchase and improvement/repair advances within the Council's Scheme and guarantees to Building Societies.

## 3.3 Head of Law and Governance

- 3.3.1 Authorisation to make such changes to the membership requested by a group to which the seat is allocated when such written request is received.
- 3.3.2 The making of ex gratia payments up to a maximum of £5,000 in settlement of complaints made to the Local Government Ombudsman in consultation with the relevant Head of Service.
- 3.3.3 Briefing Counsel and obtaining other specialist legal advice and services as considered necessary to advise and/or represent the Council.
- 3.3.4 Approval to the provision of refreshments for meetings of the Council and Committees.
- 3.3.5 Hiring of rooms at Civic Centre and Stone Area Office.
- 3.3.6 The power to authorise officers of the Council to appear in the Magistrates Court on behalf of the Council in accordance with section 233 of the **Local Government Act 1972**.
- 3.3.7 Authority to make any temporary street closure orders as required.
- 3.3.8 Authorisation to instruct agents to value property proposed to be sold to or by the Council.
- 3.3.9 Authority to issue grazing licences for lands not immediately required for Council purposes.
- 3.3.10 Authority to approve applications for licences to cultivate subject to such conditions as are deemed to be appropriate.
- 3.3.11 Authority to grant applications for wayleaves from statutory undertakers.
- 3.3.12 Management of The Saltings Mobile Homes Site in accordance with Council policy.
- 3.3.13 Commencement of legal proceedings, including applying for civil injunction, criminal behaviour orders. Issue of community protection notices, closure of premises. Matters relating to dangerous dogs, public space protection orders under the **Anti-social Behaviour, Crime and Policing Act 2014**.

- 3.3.14 Approval of the use of allotment roadways for vehicular access (either existing or new).
- 3.3.15 Matters concerning Licensing Committee to be exercised in consultation with the Chairman of the Committee:
- (a) To dispense with holding a hearing, if all persons required by the **Licensing Act** agree that such a hearing is unnecessary, and to give notice to the parties that a hearing has been dispensed with, as per Regulation 9 of the **Licensing Act 2003 (Hearings) Regulations 2005** ("the Regulations").
  - (b) To extend time limits, and to give notice of the same, as per Regulation 11 of the Regulations.
  - (c) To adjourn a hearing, and to give notice of the adjournment, as per Regulation 12 of the Regulations.
  - (d) To make amendments as to the procedure to be followed at hearings of the Licensing Sub Committee, as per Regulation 21 of the Regulations.
  - (e) To take steps to cure any irregularities resulting from failure to comply with the provisions of the Regulations, as per Regulations 31, 32 and 33.
- 3.3.16 Authority to confirm unopposed Public Footpath Diversion Orders.
- 3.3.17 To confirm all Tree Preservation Orders where no objections are made or where any objections are satisfactorily resolved.
- 3.3.18 Authority to deal with complaints under Part 8 of the **Anti-Social Behaviour Act 2003** (High Hedges) including any resulting notices, appeals, prosecutions and enforcement action arising from those complaints.
- 3.3.19 Authority to take all action required under the **Access to Personal Files Act 1987** and the Access to Personal Files (Housing) Regulations 1989 other than the carrying out of reviews under Regulation 8 of the Regulations.
- 3.3.20 To be the Proper Officer for all purposes under the Local Government, (Access to Information) Act 1985 except those set out in Paragraph 2.1.11.

### **3.4 Head of Regulatory Services**

- 3.4.1 Authority under the **Dangerous Wild Animals Act 1976** to:-
- (a) issue or refuse applications for licences to keep animals;
  - (b) consult such interested bodies or parties as appropriate;
  - (c) attach appropriate conditions to any licences;

- (d) charge an appropriate fee for applications sufficient to meet the direct and indirect costs thereof;
- (e) obtain veterinary reports on payment of a fee;
- (f) seize, destroy or detain an animal and to recover the costs so involved.

3.4.2 Authority under the **Control of Pollution Act 1974** to:-

- (a) Section 60 - serve notice imposing requirements as to the way in which works to which this section applies are to be carried out.
- (b) Section 61 - enter into "prior consent-agreements" for work on construction sites with the person who intends to carry out work listed in Section 60.
- (c) Section 62 - in consultation with the Head of Law and Governance to take legal action in respect of contraventions of this Section which deals with noise in streets.
- (d) Section 16 - in consultation with the Head of Law and Governance to undertake the procedure specified in that section of the Act and serve the requisite notices and undertake proceedings to recover costs relating to the removal of waste deposited in breach of licensing provisions.

3.4.3 All powers under the **Clean Air Acts 1968 and 1993** including to institute legal proceedings for offences, except those relating to the creation of smoke control areas.

3.4.4 The Councils powers and functions under the **Environment Act 1995**:-

- (a) under Part II relating to contaminated land and abandoned mines.
- (b) under Part IV relating to air quality.
- (c) under Part V relating to enforcement powers, powers of entry and the prosecution of offences.

3.4.5 The functions conferred under the **Control of Asbestos Regulations 2006** (these may only be undertaken by Environmental Health Officers authorised under the **Health and Safety at Work etc Act 1974**).

3.4.6 Authority under Section 12, **Staffordshire Act 1983** to require in connection with any building operation or demolition operation or the cleansing of any building, the taking of any reasonable practicable steps to reduce the emission of dust from the operations being carried out.

3.4.7 The Council's powers and functions relating to permitted processes under the **Environmental Protection Act 1990**, the **Pollution Prevention and Control Act 1999** and the **Environmental Permitting (England and Wales) Regulations 2010**.

- 3.4.8 Under the **Environmental Protection Act 1990**:-
- (a) The powers and functions provided for by regulations made under Part 1.
  - (b) Powers and functions relating to contaminated land under Part IIA
  - (c) Authority to serve notices under Part III of the Act and to institute proceedings for failure to comply with notices.
  - (d) Authority to service notices under Part III of the Act and under the Noise and **Statutory Nuisance Act 1993**.
- 3.4.9 The powers and functions under the **Clean Neighbourhoods and Environment Act 2005** relating to
- (a) noise under Sections 69 to 81 and Section 86
  - (b) vehicles under Part 2
  - (c) litter and refuse under Part 3
  - (d) graffiti and other defacement under Part 4
  - (e) waste under Part 5
  - (f) dogs under part 6
  - (g) miscellaneous matters under Part 9
- 3.4.10 Authority to require the keeper of a vehicle to pay a fixed (civil) penalty if there is reason to believe that a littering offence has been committed from the vehicle under the **Littering from Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018**.
- 3.4.11 Authority to implement the powers in Regulations 5 and 6 of the **Health and Safety (Enforcing Authority) Regulations 1998** concerning the transfer of premises between enforcing authorities.
- 3.4.12 Authority to appoint authorised inspectors under Section 19 of **the Health and Safety at Work etc Act 1974**.
- 3.4.13 Powers and functions relating to Hackney Carriages:-
- (a) Authority to issue, refuse, suspend or revoke the various licences under **the Local Government (Miscellaneous Provisions) Act 1976** - Part II Hackney Carriages and Private Hire Vehicles and in the event of a contravention, in consultation with the Head of Law and Administration the institution of legal proceedings.
  - (b) Authority to remove and retain the plate or disc from a Hackney Carriage or Private Hire Vehicle where any proprietor fails without

reasonable excuse to comply with the terms of a notice under Sub Section (1) of Section 58 of the **Local Government (Miscellaneous Provisions) Act 1976**.

- (c) Authority to suspend and revoke vehicle/drivers licences under section 60 and 61, and operators licences under section 62
- (d) Authority to charge the additional administrative fees for late applications for drivers and vehicle licences for Hackney Carriages and Private Hire Vehicles in accordance with current fees and charges.
- (e) Authority to approve requests for advertisements on Hackney Carriages provided that they conform to the format set down and do not offend public decency or relate to religious or political topics.

3.4.14 The Council's powers and functions relating to the following licensing matters:-

- (a) House to house and street collection consents
- (b) Betting and Gaming (including amusements with prizes)
- (c) Registration of Small Lotteries
- (d) Licensing of Pleasure Boats
- (e) Registration of scrap dealers and collectors
- (f) The issue of all licenses falling to be dealt with under the **Lotteries and Amusements Act 1976**
- (g) Authority to issue, renew, refuse, transfer and revoke licences under the **Zoo Licensing Act 1981** and to appoint suitably qualified inspectors should the necessity arise
- (h) Sale of Rag Flock
- (i) **Animal Welfare Act 2006**
- (j) **Gambling Act 2005**
- (k) **Licensing Act 2003**
- (l) Registration of persons and premises for acupuncture, tattooing, cosmetic-piercing and electrolysis

3.4.15 **Building Act 1984** in respect of sanitary conveniences:

- (a) Authority to serve notices under Sections 64 and 65 of the Act.

- (b) Authority under Section 29 of the Act to carry out work in default where notices under Section 64 and 65 are not complied with and to recover the expenses reasonably incurred by the Council in doing the work.
- 3.4.16 Authority to implement powers under the **Noise and Statutory Nuisance Act 1993**.
- 3.4.17 Authority to prosecute breaches of Section 5(1)(b) of the **Police Factories etc. Miscellaneous Provisions Act 1916** in respect of unauthorised Street Collections.
- 3.4.18 Matters relating to Street Trading
- (a) Authority to pursue legal proceedings for breaches of Section 3 and Schedule 4 of the **Local Government (Miscellaneous Provisions) Act 1982**.
  - (b) Authority to issue, renew and revoke Street Trading Consents and to amend or add to conditions to street trading consents.
  - (c) Authority to take legal proceedings in cases where no street trading consent has been granted.
- 3.4.19 Authority to serve notice in relation to unsecured premises and to undertake works in default under Section 29 of the **Local Government (Miscellaneous Provisions) Act 1982**.
- 3.4.20 Collection of abandoned motor vehicles and service of notices as appropriate.
- 3.4.21 Matters under the **Building Act 1984**
- (a) Authority to serve notices under Section 76 of the Act and in the event of a counter notice not being served to obtain estimates, arrange for work in default to be carried out after the expiry of the nine day statutory period.
  - (b) Authority to serve notices under Section 79 regarding ruinous and dilapidated buildings and neglected sites.
  - (c) The institution of proceedings to recover the costs involved in (a) and (b) above, in consultation with the Head of Law and Administration.
  - (d) Authority to arrange for works to be carried out by agreement with the owner/occupier under Section 97 of the Act.
  - (e) Authority to arrange for works to be carried out in default under Section 99 of the Act.
  - (f) Authority to order that pursuant to Section 108 expenses recoverable by the Council may be payable by instalments within a period not

exceeding 10 years and, in consultation with the s.151 Officer, to determine the relevant rate of interest under Section 107 of the Act.

- (g) Authority to institute legal proceedings under Section 99 of the Act for failure to comply with the Notice served under Section 59 of the Act.
  - (h) Authority to institute legal proceedings contained within Section 99 of the Act where there has been a failure to comply with a Notice served under the Act.
  - (i) Authority under Sections 45 and 93 of the **Public Health Act 1936** and Section 59 of the **Building Act 1984** and the Environmental Protection Act 1990 to obtain necessary estimates for works, make appropriate arrangements for works to be carried out in default and, in consultation with the Head of Law and Administration, to take legal action to recover the costs involved.
- 3.4.22 Power to require the maintenance of a proper base and adequate access ways to a bulk refuse container, powers in **Public Health Act 1936** extended by Staffordshire Act 1983, Section 55.
- 3.4.23 Power under Section 5(1) of the **Dangerous Dogs Act 1991** to implement the Act.
- 3.4.24 Matters under the **Food Safety Act 1990**
- (a) Authority to exercise the powers necessary for the operation of the functions arising from the Act, Regulations, Orders or Codes of Practice made under the Act.
  - (b) Authority to issue Improvement Notices in pursuance of Section 10 of the Act.
  - (c) Authority to issue Emergency Prohibition Notices and to apply for Emergency Prohibition Orders and to determine whether or not sufficient measures have been taken to secure that the health risk condition is no longer fulfilled and where so satisfied to issue a certificate lifting an Emergency Prohibition Notice or a prohibition order in pursuance of Sections 11 and 12 of the Act.
- 3.4.25 Under the **Health Act 2006**, the enforcement of smoke free legislation in premises and vehicles.
- 3.4.26 Authority to seek an injunction under Section 222 of the **Local Government Act 1972** to restrain any anticipated breach of paragraphs 3 and 4 of Schedule 1 of the **Local Government Act 1982** in respect of public musical entertainment in the open air and on private land.
- 3.4.27 The powers in the **Prevention of Damage by Pests Act 1949** as amended by Section 16 of the **Staffordshire Act 1983** so as to afford right of re-entry under a Justices Warrant where admission to land has been refused or the land is unoccupied and there is a need for entry and authority to serve

notice for destruction of rats and mice and to carry out works in default of a Notice and institute legal proceedings for breach of a Notice.

3.4.28 Matters under the **Public Health Act 1936**

- (a) Authority under Section 84 of the Act 1936 to enter premises and carry out all reasonable works for the cleansing or destruction of filthy and verminous articles as is appropriate at the Council's expense and if necessary remove articles from the premises for that purpose.
- (b) Authority under Section 83 of the Act 1936 as amended by Section 35 of the Public Health Act 1961 to serve notice for the cleansing of filthy and verminous premises.
- (c) Authority to serve notices under the provisions of Section 45 (relating to defective closets) of the Act.
- (d) Authority, in consultation with the Head of Law and Administration, to institute proceedings for failure to comply with such notices.

3.4.29 Matters under the **Public Health Act 1961**

- (a) Authority under Section 36 of the Act to require the vacation of premises during fumigation.
- (b) Authority under Section 34 to serve notice for the removal of rubbish.

3.4.30 Authority under **Local Government Act 1972** to remedy stopped up drains and to repair drains and private sewers.

3.4.31 Matters under the Skin Piercing Activities - **Local Government (Miscellaneous Provisions) Act 1982**.

- (a) Authority to prosecute, in consultation with the Head of Law and Administration, for offences under Part III of the Act and Associated Byelaws.
- (b) Authority to approve, refuse or revoke registration.

3.4.32 Appointed as the officer under Section 149 of the **Environmental Protection Act 1990** in respect of stray dogs.

3.4.33 Authority to issue consent to the discharge of trade effluent (as appropriate) under public health legislation.

3.4.34 Matters under the **Water Industry Act 1991**

- (a) Authority to serve notices under Section 80 of the Act.
- (b) Authority under Section 82 of the Act to enforce and notify or revoke notices served under Section 80 of the Act.

- (c) Designation of all Environmental Health Officers, Principal Environmental Protection Officer, Environmental Enforcement Officer and the Technical Assistant of the Environmental Protection designated for the proposed mentioned in Section 84 of the Act regarding powers of entry.
- 3.4.35 Matters under the **Private Water Supplies Regulations 2009**
- (a) Authority to implement the powers conferred on local authorities under the Regulations.
  - (b) Authority to waive 50% of the costs of sampling and analysis of private water supplies in cases of hardship or where the supply served a charitable or voluntary body.
- 3.4.36 Authority to commence legal proceedings for offences arising under Parts II and IV of the **Environmental Protection Act 1990, Clean Neighbourhoods Act 2005 Control of Pollution (Amendment) Act 1989 and Refuse Disposal (Amenities) Act 1978.**
- 3.4.37 Authority to serve statutory notices, execute works, recover and apportion expenses and authorise officers to issue Fixed Penalty Notices in respect of the powers under Parts II and IV of the **Environment Protection Act 1990, Clean Neighbourhoods Act 2005, Anti-Social Behaviour Act 2003, Control of Pollution (Amendment) Act 1989, Refuse Disposal (Amenities) Act 1978, Section 225 Town and Country Planning Act 1990 and the Crime and Policing Act 2014.**
- 3.4.38 Authority to issue of fixed penalty notices under Dog Control Orders.
- 3.4.39 The powers and functions under the **Local Government (Miscellaneous Provisions) Act 1976.**
- (a) Section 16 - obtain particulars of persons interest in land.
  - (b) Section 20 - provision of sanitary appliances at places of entertainments.
  - (c) Section 33 - restoration or continuation of supply of water, gas or electricity in a dwelling.
  - (d) Section 35 - removal of obstructions from private sewers.
- 3.4.40 Authority to appoint Proper Officers for the purpose of the **Public Health (Control of Disease) Act 1984** (as amended) and the **National Assistance Act 1948** Section 47 (as amended), in consultation with the Director of the West Midlands North Health Protection Unit.
- 3.4.41 Authority to deal with contraventions of the **Dangerous Dogs Act 1973.**
- 3.4.42 Authority to appoint any officer or veterinary practitioner under the Breeding of dogs Act 1973.

3.4.43 Functions under the **Criminal Justice and Public Order Act 1994**

- (a) Section 77 - Power to direct unauthorised campers to leave land.
- (b) Section 78 - Complaint to the Magistrates Court to order removal of persons and their vehicles from land.

3.4.44 Matters relating to building regulations

- (a) Approval, rejection and all other matters relating to applications received.
- (b) Implementation, charging and variation of prescribed fees for building regulation applications.
- (c) Authority not to accept or if appropriate refuse any application which patently does not comply with Building Regulations.
- (d) Institution of proceedings in appropriate cases for contraventions of the Building Regulations pursuant to Section 35 of the **Building Act 1984**.
- (e) Authority to issue stage and conditional approvals in dealing with applications made under the Building Regulations pursuant to the provisions of the **Local Government (Miscellaneous Provisions) Act 1982**.
- (f) Authority under Section 26, **Staffordshire Act 1983** to impose requirements as regards adequate means of access for the Fire Brigade to a building where plans of the proposed building are deposited in accordance with Building Regulations.
- (g) Authority to require the incorporation of fire safety provisions where plans of any proposed parking place within a building for more than three vehicles are lodged for approval as respects their building regulation plans pursuant to the **Staffordshire Act 1983** Section 25.
- (h) Authority to serve notice under section 19 of the **Staffordshire Act 1983** on the owner of property used for human habitation to require works to provide adequate means of lighting.

3.4.45 Matters under the **Highways Act 1980**

- (a) Section 144 - permission to erect flag poles on highway.
- (b) Section 154 - to serve notices concerning trees which overhang or are a danger to users of roads or footpaths.
- (c) Section 170 - take action against persons mixing mortar cement or other substances on the surface of the highway.
- (d) Section 297 - to require information as to the ownership of the land under the highway.

- 3.4.46 Authority to amend land charges search fees in accordance with LGA guidelines and to take the necessary action arising therefrom.
- 3.4.47 The powers under Section 23 of the **Local Government (Miscellaneous Provisions) Act 1976** relating to dangerous trees.
- 3.4.48 Authority for the and the Head of Regulatory Services in consultation with the Head of Law and Administration and the Chairman to take appropriate action, including legal proceedings, under Section 143 and/or 152 of the **Highways Act 1980** in respect of any future contraventions regarding obstructions on the highway.
- 3.4.49 Matters under the **Housing Act 2004**
- Part 1 (Enforcement of Housing Standards with Respect to the Housing Health and Safety Rating System)
- (a) Authority to take action in respect of Housing Standards under Chapter 1 - Enforcement of housing standards: general.
  - (b) Authority to take action in respect of Housing Standards under Chapter 2 - Improvement Notices, prohibition orders and hazard awareness notices.
  - (c) Authority to take action in respect of Housing Standards under Chapter 3 - Emergency Measures.
  - (d) Authority to take action under Chapter 4 - Demolition orders and slum clearance.
  - (e) Authority to take action under Chapter 5 - General and miscellaneous provisions (recover of expenses and appeals).
- Part 2 (Licensing of Houses in Multiple Occupation)
- (f) Authority to take action in respect of the licensing of houses in multiple occupation
- Part 3 (Selective Licensing of other Residential Accommodation)
- (g) Authority to take action in respect of the licensing of other residential accommodation
- Part 4 (Additional control provisions in relation to residential accommodation)
- (h) Authority to take action in respect of the making of management orders in respect of houses in multiple occupation or a house licensed by the local authority.
  - (i) Authority to serve overcrowding notices in respect of a house in multiple occupation.

Part 7 (Supplementary provisions)

- (j) Authority to take action in respect of the; section 235 - power to require documents to be produced.
  - (k) Section 239 - power of entry.
  - (l) Section 240 - warrant to authorise entry.
  - (m) Section 234 to take action with respect to regulations made under this section regarding enforcement of housing standards in HMOs.
  - (n) Section 249A to impose financial penalties as an alternative to prosecution for relevant housing offences.
- 3.4.50 Harassment and unlawful eviction - private rented property. Investigation of alleged harassment or unlawful eviction and where necessary the taking of appropriate action under **The Protection from Eviction Act 1977**.
- 3.4.51 Power under the **Enterprise and Regulatory Reform Act 2013** to issue a notice to a person that has failed to comply with the requirement to belong to a redress scheme under article 3 or article 5 of the Redress Schemes for Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 requiring that person to pay the authority a monetary penalty of such amount as the authority may determine.
- 3.4.52 Matters under the **Section 150 of the Energy Act 2013** with respect to Regulations relating to Smoke and Carbon Monoxide Alarms including
- (a) Power to authorise officers to serve a Remedial Notice in respect of a breach of the Regulations.
  - (b) Power to authorise officers to take remedial action in respect of a breach of the Regulations.
  - (c) Power to authorise officers to require a landlord to pay a penalty charge in respect of a breach of Regulations.
- 3.4.53 Matters under the **Building Act 1984**
- (a) Authority to deal with buildings or structures which were in such a condition, or which carried such loads as to be dangerous under Section 77 of the Act.
  - (b) Authority to take emergency action where a building is in a dangerous state in accordance with Section 78 of the Act.
  - (c) Authority to serve notices under Sections 64 and 65 of the Act.

- (d) Authority under Section 29 of the Act to carry out work in default where notices under Section 64 and 65 are not complied with and to recover the expenses reasonably incurred by the Council in doing the work
- (e) Authority to serve notices under Section 76 of the Act and in the event of a counter notice not being served to obtain estimates, arrange for work in default to be carried out after the expiry of the nine day statutory period.
- (f) Authority to serve notices under Section 79 regarding ruinous and dilapidated buildings and neglected sites.
- (g) The institution of proceedings to recover the costs involved in (a) and (b) above, in consultation with the Head of Law and Administration.
- (h) Authority to arrange for works to be carried out by agreement with the owner/occupier under Section 97 of the Act.
- (i) Authority to arrange for works to be carried out in default under Section 99 of the Act.
- (j) Authority to order that pursuant to Section 108 expenses recoverable by the Council may be payable by instalments within a period not exceeding 10 years and, in consultation with the s.151 Officer, to determine the relevant rate of interest under Section 107 of the Act.
- (k) Authority to institute legal proceedings under Section 99 of the Act for failure to comply with the Notice served under Section 59 of the Act.
- (l) Authority to institute legal proceedings contained within Section 99 of the Act where there has been a failure to comply with a Notice served under the Act.
- (m) Authority under Sections 45 and 93 of the **Public Health Act 1936** and Section 59 of the **Building Act 1984** and the Environmental Protection Act 1990 to obtain necessary estimates for works, make appropriate arrangements for works to be carried out in default and, in consultation with the Head of Law and Administration, to take legal action to recover the costs involved

3.4.54 Authority contained in the **Cycle Act 1984** and Sections 21-23 of the **Local Government (Miscellaneous Provisions) Act 1982** relating to the following:

- (a) Section 21 - prosecutions for offences relating to works in streets.
- (b) Section 22 - the control of construction under streets.
- (c) Section 23 - control of certain roadside sales.

- 3.4.55 Authority to issue notices under Section 167 of the **Highways Act 1980** requiring an owner to make safe a dangerous retaining wall adjoining a public highway.
- 3.4.56 Siting of post boxes, street signs and other street furniture excluding bus shelters.
- 3.4.57 Authority to allocate street names and numbers to properties within the Borough except in the following cases which be reported to Cabinet:-
- (a) where it is proposed to name a street after a living person or
  - (b) where agreement cannot be reached with a developer on a proposed naming
- 3.4.58 Authority to exercise powers under Section 56C of the 1971 Act (Section 56 of the **Planning Listed Buildings and Conservation Areas Act 1990**) in respect of emergency action with regard to demolition of unlisted buildings in conservation areas and listed buildings.
- 3.4.59 The Councils powers and functions under the **Caravan Sites and Control of Development Act 1960** as amended by the **Mobile Homes Act 2013**:
- (a) the issue of Site Licences;
  - (b) to take legal proceedings in relation to occupation of land as a caravan site without a site licence or in breach of conditions;
  - (c) to authorise officers to enter land;
  - (d) to authorise officers to serve a compliance notice in respect of breaches of a site licence;
  - (e) to authorise officers to carry out works following conviction for failure to comply with a compliance notice and recover costs.
  - (f) to determine applications for registration as a fit and proper person.
- 3.4.60 Authority to approve reasonable charges to recover certain administrative and other expenses incurred in relation to enforcement actions under Part 1 **Housing of Finance Act 2004**.
- 3.4.61 Glover Street Caravan Site
- (a) Authority to approve new tenancies.
  - (b) Authority to evict tenants.
  - (c) Management of Glover Street Caravan Site in accordance with Council policy.

- 3.4.62 Play areas - Authority to approve the detailed design of new play areas and the enhancement of existing play areas and to submit planning applications for such developments. Subject to consultation with the ward member(s).
- 3.4.63 Under the **Environmental Protection Act 1990**:-
- (a) Authority to serve notices under Part III of the Act and to institute proceedings for failure to comply with notices.
  - (b) Authority to service notices under Part III of the Act and under the Noise and **Statutory Nuisance Act 1993**
- 3.4.64 Authority to serve notice in relation to unsecured premises and to undertake works in default under Section 29 of the **Local Government (Miscellaneous Provisions) Act 1982**.
- 3.4.65 Under the **Health Act 2006**, the enforcement of smoke free legislation in communal areas of houses in multiple occupation.
- 3.4.66 The powers in the **Prevention of Damage by Pests Act 1949** as amended by Section 16 of the **Staffordshire Act 1983** so as to afford right of re-entry under a Justices Warrant where admission to land has been refused or the land is unoccupied and there is a need for entry and authority to serve notice for destruction of rats and mice and to carry out works in default of a Notice and institute legal proceedings for breach of a Notice.
- 3.4.67 Functions under the **Criminal Justice and Public Order Act 1994**
- (a) Section 77 - Power to direct unauthorised campers to leave land.
  - (b) Section 78 - Complaint to the Magistrates Court to order removal of persons and their vehicles from land
- 3.4.68 Matters under **Sections 43-45 of the Energy Act 2011** with respect to enforcement of the Domestic Energy Efficiency Regulations.
- 3.4.69 Matters **under Sections 122-123 of the Planning and Housing Act 2016** with respect to the enforcement of Regulations relating to electrical safety in the private rented sector.

### **3.5 Head of Operations**

- 3.5.1 In respect of parks and open spaces
- (a) Authority to determine future applications for religious uses of Council owned parks.
  - (b) Authority to determine applications for the planting of trees in Victoria Park and all open space facilities.
- 3.5.2 Authority to take such action as they consider appropriate to secure the removal of any advertising or similar material constituting fly posting in the

Borough in accordance with Section 36 of the **Local Government (Miscellaneous Provisions) Act 1976** including, in consultation with the Head of Law and Administration the institution of legal proceedings.

3.5.3 Car Parking Matters:-

- (a) Authority to amend parking charges on Council managed car parks and to negotiate the price of the bulk purchase of parking permits from large user groups on car parks.
- (b) Authority to enforce off-street parking orders including, in consultation with the Head of Law and Administration, the institution of legal proceedings.
- (c) Authority to licence car parks for other purposes eg siting of displays. Ministry of Transport vehicle testing, charity events, subject to a maximum letting of 10 bays at any one time at a minimum of the current charge for parking and to it not seriously affecting the parking facilities.

3.5.4 Crematoria and Burial Grounds

- (a) Authority to grant exclusive rights of burial.
- (b) Authority to grant permission for the disinterment and reburial of cremated remains subject to the necessary faculty being granted and there being no valid reason for objection.
- (c) Authority to approve the allocation of memorial seats in the Crematorium burial ground.

3.5.5 Authority to treat each application for the provision of “no Ball Games” signs on its merits, subject to consultation with local residents, Ward members and the Police.

3.5.6 Authority to approve and terminate market trader licenses.

3.5.7 Letting of Market Square

- (a) Authority to determine letting applications.
- (b) Decisions on urgent applications for letting involving the use of a vehicle which cannot await Cabinet consideration. If non-urgent the application is to be reported to Executive.
- (c) Enforcement responsibilities.

3.5.8 Play areas - Authority to approve the detailed design of new play areas and the enhancement of existing play areas and to submit planning applications for such developments. Subject to consultation with the ward member(s).

3.5.9 Matters relating to tree preservation orders

- (a) In consultation with the Head of law and Administration and the Chairman of the Planning committee, authority to seek injunction pursuant to the provisions of Section 222 of the **Local Government Act 1972**, if in the future it appears expedient for the promotion and protection of the interests of the inhabitants of the Borough so to do, to restrain any breach of a Tree Preservation Order for the time being in force in the Borough.
- (b) Authority to consent for the lopping, topping or felling of trees covered by a Tree Preservation Order.
- (c) Authority, in consultation with the Head of Law and Administration, to make an immediate Tree Preservation Order under Sections 199 and 201 of the **Town and Country Planning Act 1990** having the effect of a stop notice.
- (d) Authority to serve "Stop Notices" on any trees subject to Tree Preservation Orders, which are being cut, lopped, felled or damaged in any way.
- (e) Authority to supply copies of Tree Preservation Orders to respective Parish Councils and notify individual Parishes of future Tree Preservation Orders.
- (f) Authority to amend Tree Preservation Orders before confirmation, in response to objections or other relevant considerations, where such amendments are considered to be appropriate.
- (g) Authority to rescind a Tree Preservation order unless it raises significant issues where it would be referred to the Planning Committee.
- (h) Authority to confirm all Tree Preservation Orders where no objections are made or where any objections are satisfactorily resolved.

### **3.6 Head of Economic Development and Planning**

#### **3.6.1 In respect of development management matters**

- (a) Processing of all appeals including the conduct of the appeal and the agreement of conditions and planning obligations
- (b) To determine all applications for Certificates of Lawfulness
- (c) Authorisation to determine whether prior approval is required in relation to all notifications made under the **Town and Country Planning (General Permitted Development) (England) Order 2015** and where the timescale for determination is less than 56 days, the Head of Development be authorised to determine whether prior approval is granted or refused

- (d) To determine any application where under the provisions of paragraph 4 the application would fall to be determined by Committee but where a decision cannot be made by Committee before the expiry of a statutory deadline for determination
- (e) To determine, including the agreement or amendment of planning obligations, or make observations on all other applications under the Town and Country Planning legislation apart from
  - (i) developments on which the officer recommendation would conflict other than to a minor extent with The Plan for Stafford Borough policies or other relevant planning policies
  - (ii) developments which raise unusual issues of planning policy or which the Head of Development considers should be presented to the Planning Committee for decision
  - (iii) applications where a written request for consideration by the Planning Committee, supported by an appropriate planning reason, has been received from a Member of the Council relating to an application in their Ward or a nominated Member where there is no Ward Member able to act, no later than 21 days following notification being sent to the Ward Member, or in relation to any prior approval application for telecommunications development where a decision could not otherwise be made by Committee before the statutory deadline for determination such lesser period as may be necessary. Where amended plans and information of a significant nature are received on an application, an additional Call-in period will be given, the period for which will be specified to suit the circumstances of each case
  - (iv) a Ward Councillor, from an adjoining Ward, may call in a planning application where that application could adversely affect one of their constituents living in a property abutting the site of the proposed planning application.
  - (v) Where a ward is represented by a single member that member may during a period of absence from the Borough or inability to act for any reason nominate to the Head of Development another member to act in their place for the purposes of this provision. This will also apply in wards with more than one member when all members are absent or unable to act for any reason (Where an application is called-in by any Member who subsequently ceases to be a Member of the Council before the application is determined, the remaining and/or new Members of the same Ward will be asked if they wish to take over the call-in. If no Member takes over the call-in, it shall be treated as withdrawn)
  - (vi) applications where a written request for consideration by the Planning Committee, supported by an appropriate reason, has been received from 3 Members of the Planning Committee no

later than 21 days following notification being sent to the Ward Member, or in relation to any prior approval application for telecommunications development where a decision could not otherwise be made by Committee before the statutory deadline for determination such lesser period as may be necessary. Where amended plans and information of a significant nature are received on an application, an additional Call-in period will be given, the period for which will be specified to suit the circumstances of each case

- (vii) applications to which there are objections or to which paragraphs (i) to (v) above apply, submitted by or on behalf of :-

a serving Councillor of the Borough Council or the spouse/partner of a Councillor;

an employee of the Borough Council or the spouse/partner of an employee; and

a person who, in the period of two years prior to the date of application, was either a Councillor with, or an employee of, the Borough Council or the spouse/partner of such a person;

where a Councillor or an employee of the Council has a pecuniary interest in the outcome;

applications submitted by or on behalf of the Council for its own developments or where the Council has a pecuniary interest in the application except for the approval of routine minor developments to which no objection has been received;

- (viii) Large Scale Major applications other than applications to renew or amend previously permitted applications, or reserved matters;

- (f) To determine submissions for approval under planning conditions
- (g) To determine all Purchase Notices
- (h) To determine the publicity arrangements required under the Town and Country Planning legislation

**Note:** In relation to (b), (d) and (e), decisions made under delegated authority are to be published in the Members Digest

- (i) Authorisation to respond to consultations on applications submitted to the Secretary of State for nationally significant infrastructure projects.
- (j) Authority granted to decide on each application for a Lawful Development Certificate whether or not to canvass information from third parties.

- 3.6.2 Authority to undertake consultation exercises relating to Conservation Area Appraisals and the associated review process.
- 3.6.3 In respect of enforcement action
- (a) Authority to approve, in appropriate circumstances, entry on the private land under Section 196A of the **Town and Country Planning Act 1990**.
  - (b) Authority not to pursue enforcement action where it is considered that such action would not be expedient.
  - (c) Authority to serve a notice under s.330 of the **Town and Country Planning Act 1990**, and authority to prosecute for non-compliance.
  - (d) Authority to enforce against breaches of planning obligations including taking proceedings for injunctions and to carry out works in default where it is considered appropriate and expedient.
  - (e) To authorise the service of Breach of Condition and Planning Contravention notices and Temporary Stop Notices.
  - (f) Authorise the service of notice under Section 215 of the **Town and Country Planning Act**, and carry out work in default and / prosecute when the notice is not complied with by the date of compliance, and to authorise prosecution proceedings where an Enforcement Notice, Listed Building Enforcement Notice, Conservation Area Enforcement Notice, Breach of Condition Notice, Temporary Stop Notice or a Stop Notice has not been complied with by the date of compliance.
  - (g) To authorise prosecution proceedings where a Planning Contravention Notice has been served and a response has not been received or false or misleading information has been supplied.
  - (h) Authorise where appropriate the serving of a Community Protection Warning, and a Community Protection Notice under **The Anti-Social Behaviour, Crime and Policing Act 2014**.
- 3.6.4 Authority to determine whether an Environmental Impact Assessment is required and to advise on the scope of the Environmental Statement.
- 3.6.5 Authority to issue decisions in relation to any restriction regarding occupancy of a property for which planning permission was granted by a former authority.
- 3.6.6 Matters relating to planning applications
- (a) Discretion to accept and agree amendments to submitted planning applications and Hazardous Substances Consent Applications.
  - (b) Where a recommendation by a statutory consultee is received by the Council, on or before the date of the Decision Notice or consideration

of a related planning application by the Planning Committee then, in the event that such recommendation is not placed before the Committee in considering the application, the Head of Development shall incorporate the recommendation in the formal decision notice issued in respect of that application unless, after consultation with the Chairman, the Head of Development considers that it would materially affect the decision of the Committee.

- (c) Authority to make any necessary amendments purely of form to the schedules of planning decisions submitted to and considered by the Committee in order to ensure that the formal decision notice accords precisely with the decision of the Committee.
  - (d) Authority to determine the appropriate fees payable in accordance with the relevant legislation.
  - (e) In view of the fact that Parish Councils are consulted on planning applications authority to decline requests for formal consultation from other purely local bodies.
  - (f) Discretion to undertake informal non-statutory consultation in connection with planning applications.
  - (g) Authority to respond to other public authorities with the Borough Council's views on planning applications submitted to them that affect sites within or adjoining the area of the Borough subject to consultation with the ward member(s) of the adjoining ward(s) and except where in the opinion of the Head of Development significant issues are raised.
  - (h) Authority to treat a planning application as finally disposed of in any of the criteria in article 40 of the **Town and Country Planning (Development Management Procedure) (England) Order 2015** are met.
  - (i) In cases where, following the dishonouring of a cheque, the appropriate fee for planning and building regulation applications is not received within eight weeks of the original registration, authority in all future and current cases (upon giving fourteen days prior notice) to treat such applications as withdrawn and to amend the Planning Register accordingly.
  - (j) Authority for the implementation, charging and variation of prescribed fees for planning applications.
- 3.6.7 Authority to decide whether or not prior approval is necessary for the method of demolition and site restoration.
- 3.6.8 Matters under the Town and Country Planning (General Permitted Development) (England) Order 2015
- (a) Authority to determine whether or not such applications require prior approval.

- (b) Authority, in consultation with the Chairman of the Committee to determine applications for which prior approval is required.
- 3.6.9 Authority in consultation with the Chairman of Planning Committee to serve notices under Section 101 of the **Town and Country Planning Act 1971** as amended by Section 54 of the **Listed Buildings Act 1990** and to carry out any necessary works.
- 3.6.10 Matters under the **Hedgerow Regulations 1997**
- (a) Determination of Hedgerow Removal Notifications, and to serve a Hedgerow Retention/Replacement Notice as appropriate.
  - (b) Authority to withdraw a Hedgerow Retention/Replacement Notice once served if subsequent information is received that demonstrates that the notice is no longer appropriate.
- 3.6.11 Matters relating to tree preservation orders
- (a) In consultation with the Head of law and Administration and the Chairman of the Planning committee, authority to seek injunction pursuant to the provisions of Section 222 of the **Local Government Act 1972**, if in the future it appears expedient for the promotion and protection of the interests of the inhabitants of the Borough so to do, to restrain any breach of a Tree Preservation Order for the time being in force in the Borough.
  - (b) Authority to consent for the lopping, topping or felling of trees covered by a Tree Preservation Order.
  - (c) Authority, in consultation with the Head of Law and Administration, to make an immediate Tree Preservation Order under Sections 199 and 201 of the **Town and Country Planning Act 1990** having the effect of a stop notice.
  - (d) Authority to serve "Stop Notices" on any trees subject to Tree Preservation Orders, which are being cut, lopped, felled or damaged in any way.
  - (e) Authority to supply copies of Tree Preservation Orders to respective Parish Councils and notify individual Parishes of future Tree Preservation Orders.
  - (f) Authority to amend Tree Preservation Orders before confirmation, in response to objections or other relevant considerations, where such amendments are considered to be appropriate.
  - (g) Authority to rescind a Tree Preservation order unless it raises significant issues where it would be referred to the Planning Committee.

- (h) Authority to confirm all Tree Preservation Orders where no objections are made or where any objections are satisfactorily resolved.
- 3.6.12 Authority to undertake consultation exercises relating to Neighbourhood Boundary Areas and the neighbourhood planning process.
- 3.6.13 Authority to respond to Forestry Commission Consultations on Felling Licence applications, it being acknowledged that where technical or other related issues arise and an extension of time is sought, the application will be referred to the Committee.
- 3.6.14 Authority to formulate responses to Forestry Grant Scheme applications in cases where only new or additional tree planting is proposed.
- 3.6.15 Authority to approve contributions from the Maintenance Fund (for Listed and other Buildings of Historic Significance) provided that any Grant Aid to be offered is within the established criteria.
- 3.6.16 Authority to respond to notifications by Cellular Radio licensees and other 'code operators'.
- 3.6.17 Authority to exercise powers under Section 56C of the 1971 Act (Section 56 of the **Planning Listed Buildings and Conservation Areas Act 1990**) in respect of emergency action with regard to demolition of unlisted buildings in conservation areas and listed buildings.
- 3.6.18 To determine all applications made for the approval of details under Schedules 15, 16, 17 and 18 of the **High Speed Rail (West Midlands - Crewe) Act 2021** except those which the Head of Development considers should be presented to the Planning Committee for decision.
- 3.6.19 Authority to take all necessary action and exercise the Council's powers **under Section 7 of the Tenant Fees Act 2019.**
- 3.6.20 **Neighbourhood Planning**  
 Authority in accordance with **Regulation 6 of the Town and Country Planning, (England) Neighbourhood Planning (General) Regulations 2012**, to publish and consult on a Neighbourhood Area Application proposed by the relevant qualifying body, prior to a decision being made under **Regulation 7 of the Town and Country Planning, (England) Neighbourhood Planning (General) Regulations 2012 .**
- 3.6.21 **Development Monitoring**
  - (a) Authority to prepare and publish such monitoring report(s) as required pursuant to **Section 35 of the Planning and Compulsory Purchase Act 2004.**
  - (b) Authority to prepare, maintain and publish a Brownfield Land Register pursuant to **Regulation 3 of the Town and Country Planning (Brownfield Land Register) Regulations 2017.**

- (c) Authority to prepare and publish an annual infrastructure funding statement as required by **Regulation 121A of Part 10A of the Community Infrastructure Levy Regulations 2010 (as amended by The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019)**.

### 3.6.22 Planning Policy Preparation

- (a) Authority to commission, prepare and publish such evidence reports as considered necessary to support the preparation and review of matters which affect the development of the Council's area including planning policies in accordance with **Section 13 of the Planning and Compulsory Purchase Act 2004** or government policy and guidance.
- (b) Authority to make corrections and other minor and non-substantive changes to draft planning policy documents following their approval by cabinet but prior to their publication for public consultation.

## 3.7 Head of Wellbeing

### 3.7.1 Homelessness functions - Authority to

- (a) place homeless persons in temporary bed and breakfast accommodation in emergency situations.
- (b) provide a free housing advice service to persons in the authority's district, in accordance with the Housing Act 1996 (as amended).
- (c) assess all eligible applicants and provide a personalised housing plan in accordance with the Housing Act 1996 (as amended).
- (d) determine homelessness applications, including prevention and relief, in accordance with the Housing Act 1996 (as amended).
- (e) determine all relevant applications for allocations and manage the waiting list in accordance with the Council's Allocation Policy.
- (f) make nominations to registered social landlords or other approved providers in accordance with the Council's Allocation Policy.
- (g) undertake emergency re-housing of homeless households in accordance with the Council's statutory duties.
- (h) make payments (either in the form of a grant or loan) to third parties in order to prevent, or relief, homelessness in accordance with the Council's Policy.
- (i) consider and determine appeals against the Council's refusal to include an applicant on the waiting list.
- (j) consider and determine appeals against any Council decision relating to homelessness.

- 3.7.2 To consider and determine requests for grants, loans and any other type of assistance made available by the Council under any policy adopted in accordance with the provisions of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 or any subsequent amendments or enactments.
- 3.7.3 To take proceedings under the Housing Act 1985, Part 10, relating to an occupier causing or permitting overcrowding of a dwelling.
- 3.7.4 Matters under the Regulatory Reform Order - Housing Assistance
- (a) To consider and determine requests for grants, loans and other assistance made available by the Council under any policy adopted in accordance with the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 as amended.
  - (b) To authorise payments for grants, loans and any other type of assistance made available by the Council under any policy adopted in accordance with the provisions of the Regulatory Reform (Housing Assistance)(England and Wales) Order 2002 or any subsequent amendments or enactments.
  - (c) To determine the relevant works, eligibility, maximum amount and conditions attached to any form of assistance within the scope of any policy adopted in accordance with the provisions of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 or any subsequent amendments or enactments.
  - (d) To impose and enforce conditions including instigating the necessary steps for breach of condition in respect of any assistance within the scope of any policy adopted in accordance with the provisions of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 or any subsequent amendments or enactments.
  - (e) To determine requests to waive grant conditions in respect of any assistance within the scope of any policy adopted in accordance with the provisions of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 or any subsequent amendments or enactments.
- 3.7.5 Matters under the Housing Grants, Construction and Regeneration Act 1996
- (a) To determine applications for Disabled Facilities Grants under the Housing Grants, Construction and Regeneration Act 1996.
  - (b) To authorise payments for Disabled Facilities Grants.
  - (c) To impose and enforce conditions in respect of Disabled Facilities Grants.
  - (d) To set and apply guidelines for the standards to be adopted for Disabled Facilities Grants.

- (e) To enforce grant conditions under Parts I and II of the Housing Grants, Construction and Regeneration Act, 1996.
- (f) To instigate the necessary steps for breach of condition.
- (g) To determine requests to waive grant conditions under Parts I and II of the Housing Grants, Construction and Regeneration Act 1996 in accordance with the Housing Grants, Construction and Regeneration Act 1996 (Grant Repayment) General Consent 2000.
- (h) To determine appeals against an assessment made for grant purposes under the Housing Renewal Grants Regulations 1996 and any subsequent amendments or enactments.

3.7.6 Direction of grant funding in accordance with the Council's Housing Strategy or Homelessness and Rough Sleeper Strategy, together with additional grant funding that becomes available for such matters as a result of changes in legislation and / or government policy.

### **3.8 Head of Transformation and Assurance**

3.8.1 Authority to Implement national awards of pay and conditions of service.

3.8.2 Removal Expenses

- (a) Authority to, in connection with removal expenses, sanction the incurring or paying of any allowance or payment intended to be recovered by this scheme.
- (b) The Scheme will only apply to principal officers and above who purchase a house within the boundaries of Stafford Borough within one year of their employment commencement date and will have the following expenses reimbursed by the Council where actually incurred up to £2,500 or 15% of the commencement salary, whichever is the greater.
- (c) The scheme will only apply to all officers up to and including senior officers who purchase a house in a location agreed as appropriate by the Head of Transformation and Assurance and will have the following expenses reimbursed by the Council where actually incurred.
- (d) At discretion the grant of up to 2 days paid leave to officers when moving home.

3.8.3 Union Consultations

- (a) Consultations with trade unions on matters affecting the conditions of service of staff generally.
- (b) Where necessary, consultation with the staff side.

3.8.4 Implementation of decisions of the Council in respect of the **Health and Safety at Work Act 1974** etc.

3.8.5 Authority to pay car allowances.

3.8.6 Approval of attendance of officers on courses within approved estimates.

3.8.7 Authority to make ex-gratia payments up to £100 to employees for losses, not covered by insurance to clothing or personal belongings during employees normal employment.

3.8.8 Authority to deal with payments to widows of employees who die in service under Schedule 1 of the Stafford Corporation Gratuity Payment Scheme in accordance with Regulation 14 of the **Local Government Superannuation Regulations 1974** which required the authority to apply such scheme to those employees of the former Stafford Borough Council who are defined as transferred employees in accordance with Regulation J1.