Dear Members

Economic Development and Planning Scrutiny Committee

A meeting of the Economic Development and Planning Scrutiny Committee will be held in the Craddock Room, Civic Suite, Civic Centre, Riverside, Stafford on Tuesday 19 June 2018 at 6.30pm to deal with the business as set out on the agenda.

Please note that this meeting will be recorded.

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

A. R. Wool
Head of Law and Administration
ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE -
19 JUNE 2018

Chairman Councillor R P Cooke

AGENDA

1 Minutes of 20 February 2018 as published in Digest No 240 on Friday 2 March 2018.

2 Apologies

3 Public Question Time - Nil

4 Councillor Session - Nil

5 Members’ Item - Nil

6 Called In Items - Nil

7 Officers’ Reports

   ITEM NO 7(a) Stafford Town Centre Events 3 - 6
   HEAD OF DEVELOPMENT

   ITEM NO 7(b) Performance Update Report 7 - 14
   CORPORATE BUSINESS AND PARTNERSHIP MANAGER

   ITEM NO 7(c) Business Planning Report 15 - 17
   HEAD OF LAW AND ADMINISTRATION

   ITEM NO 7(d) Work Programme - Economic Development And Planning Scrutiny Committee 18 - 21
   HEAD OF LAW AND ADMINISTRATION

Membership

   Chairman Councillor R P Cooke

L B Bakker-Collier       A T A Godfrey
C A Baron               M E Jennings
J A Barron              J K Price
R P Cooke               R M Sutherland
B M Cross               C V Trowbridge

Cabinet Members:-
Councillor F Beatty - Economic Development and Planning
Councillor J M Pert - Community
1 Purpose of Report

1.1 To advise Members of the events taking place in Stafford Town Centre.

2 Recommendation

2.1 That the content of this report be noted.

3 Key Issues and Reasons for Recommendation

3.1 The report highlights the role Stafford Town Centre plays to host events and markets which bring footfall into the town, support the town centre economy and raise the profile of the Town.

3.2 Events taking place in 2018 include Ironman, with the running race finishing in Market Square, a Cheese and Ale Festival and the Ride Staffs Cycle Race.

4 Relationship to Corporate Priorities

4.1 The proposal supports Objective 1 in terms of growing the visitor economy and supporting a vibrant town centre in Stafford.

5 Report Detail

5.1 Throughout the year Stafford Town Centre plays host to a number of events which reflect its role as a County Town hosting civic, ceremonial and freedom parades, as a venue for markets, hosting sporting events, delivering public information and advice and providing themed events which attract thousands of visitors each year to shop in the Town.
5.2 The events are varied in nature and are delivered by a range of organisations with the support of the Borough Council and the Town Centre Partnership. They all though have the opportunity to:

- bring extra footfall into the town
- Contribute to the local economy
- Contribute to improving physical and mental health and wellbeing
- Raise the profile of Stafford regionally and nationally
- Add vibrancy to the town centre for residents and visitors
- Create opportunities for people to meet friends and engender a sense of pride and belonging

5.3 An example of the positive impact of major events was the Cheese and Ale Festival in June last year (Friday 16 and Saturday 17 June 2017). Footfall in Market Square over the 2 days was 51,328, which represented a 16% increase on the event the previous year and an 11% increase on the previous Friday and Saturday (which included the Stafford Farmers Market on 10 June 2017). A visitor survey identified that spend per head was £14.77. If a conservative estimate of 50% of those visitors are adults (c25,500) then their spend per head would be £376,635 over the two days. Income from all car parks on the two days of the Festival was 76% higher than that recorded for the previous Friday and Saturday (£21,254 compared to £12,063). It was also estimated that the amount of positive publicity generated in the local media through news stories would otherwise have cost £1,700 in advertising.

5.4 A summary of events in 2018 is appended. Given that this Committee will meet soon after the Ironman (10 June) and Cheese and Ale events (15 -17 June), it is intended that a verbal update on both will be provided at the meeting.

6 Implications

<table>
<thead>
<tr>
<th>6.1 Financial</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal</td>
<td>Nil</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Nil</td>
</tr>
<tr>
<td>Human Rights Act</td>
<td>Nil</td>
</tr>
<tr>
<td>Data Protection</td>
<td>Nil</td>
</tr>
<tr>
<td>Risk Management</td>
<td>Nil</td>
</tr>
</tbody>
</table>

6.2 Community Impact Assessment Recommendations

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

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

The events attract footfall and support trade in Town Centre businesses and provide activities that are enjoyed by local people and visitors to the Borough.

Previous Consideration - Nil

Background Papers - File available in Development
## Summary of Events 2018

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Jan Makers Market, Princes Street</td>
<td>10 Feb Farmers Market, Market Square</td>
<td>10 Mar Farmers Market, Market Square</td>
</tr>
<tr>
<td></td>
<td>13 Feb Pancake Race, Market Square</td>
<td>17 Mar Makers Market, Princes Street</td>
</tr>
<tr>
<td></td>
<td>17 Feb Makers Market, Princes Street</td>
<td>31 Mar Easter Bunny Hunt, Ancient High House</td>
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</tbody>
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<table>
<thead>
<tr>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Apr</td>
<td>Farmers Market, Market Square</td>
<td>1 May Staffordshire Day, Explore the County Town, Ancient High House</td>
</tr>
<tr>
<td>15 Apr</td>
<td>Stafford Half Marathon and Fun Run, Town Centre</td>
<td>12 May Farmers Market, Market Square</td>
</tr>
<tr>
<td>19 Apr</td>
<td>Makers Market, Princes Street</td>
<td>12 May Mayor’s Parade, Market Square</td>
</tr>
<tr>
<td>21 Apr</td>
<td>St. George’s Day Celebrations, Ancient High House</td>
<td>19 May Makers Market, Princes Street</td>
</tr>
<tr>
<td>22 Apr</td>
<td>Stafford District Scouts Annual Parade, Town Centre</td>
<td>26 May Stafford in the World, Market Square</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>July</th>
<th>August</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Jul</td>
<td>Party in the Park, Victoria Park</td>
<td>1-5 Aug Funfair and Seaside Special, Market Square</td>
</tr>
<tr>
<td>14 Jul</td>
<td>Farmers Market, Market Square</td>
<td>11 Aug Farmers Market, Market Square</td>
</tr>
<tr>
<td>21 Jul</td>
<td>Makers Market, Princes Street</td>
<td>18 Aug Makers Market, Princes Street</td>
</tr>
<tr>
<td>21-22 Jul</td>
<td>Ride Staffs 2018 event, Town Centre</td>
<td>8 Sep Farmers Market, Market Square</td>
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<tr>
<td></td>
<td></td>
<td>15 Sep Makers Market, Princes Street</td>
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<tr>
<td></td>
<td></td>
<td>15 Sep History of the High House: Heritage Open Day event, Ancient High House</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16 Sep Battle of Britain Commemoration and Tactical Supply Wing (RAF) Freedom Parade, Market Square</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23 Sep Stafford 10k race, Town Centre</td>
</tr>
<tr>
<td>October</td>
<td>November</td>
<td>December</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>13 Oct</td>
<td>Farmers Market, Town Centre</td>
<td>1 Dec Christmas in Days Gone By, Ancient High House</td>
</tr>
<tr>
<td>27 Oct</td>
<td>Hallowe’en Heebie Jeebie, Ancient High House</td>
<td>8 Dec Farmers Market, Stafford Town Centre</td>
</tr>
<tr>
<td>20 Oct</td>
<td>Makers Market, Princes Street</td>
<td>15 Dec Makers Market, Princes Street</td>
</tr>
<tr>
<td>6 Nov-29 Dec</td>
<td>Best Foot Forward: Celebrating the Shoe Industry in Stafford, Ancient High House</td>
<td>16 Dec Stafford Borough Civic Carol Service, St. Mary’s Church, Stafford</td>
</tr>
<tr>
<td>10 Nov</td>
<td>Farmers Market, Town Centre</td>
<td></td>
</tr>
<tr>
<td>11 Nov</td>
<td>Remembrance Sunday and commemoration of 100 years since the end of World War I, Town Centre</td>
<td></td>
</tr>
<tr>
<td>17 Nov</td>
<td>Stafford’s Big Christmas Switch On, Town Centre</td>
<td></td>
</tr>
<tr>
<td>17 Nov</td>
<td>Makers Market, Princes Street</td>
<td></td>
</tr>
<tr>
<td>17 Nov</td>
<td>Christmas Craft Fair at the Ancient High House</td>
<td></td>
</tr>
<tr>
<td>24 Nov</td>
<td>Christmas Market, Market Square</td>
<td></td>
</tr>
</tbody>
</table>

In addition: Outdoor general street market in the town centre every Wednesday, pop up craft stalls in Stafford Indoor Market every 1st and 3rd Saturday and the Ancient High House hosts a programme of art exhibitions throughout the year.
Performance Update Report

Quarter 4: 1 January - 31 March 2018

Report produced on 2 May 2018 for Economic Development & Planning Scrutiny Committee

Please direct any queries regarding this report to: Corporate Business and Partnership Team

NI - National Indicator
LI - Local Indicator
YTD - Year to Date
FTE - Full Time Equivalent
Business Objective: Development and the Economy
DE1 Support developers to identify and develop healthy and sustainable places and communities

Quarter 4 - January/February/March 2018
DE1.1 Support developers in bringing forward identified development sites

Progress to Date
A planning application for approximately 2,000 new houses at land north of Stafford is currently being progressed including associated strategic infrastructure. Outline planning consent granted for 100 new houses in January 2018, subject to Section 106 agreement and a further 700 new houses subject to resolution. Hybrid planning application submitted in December 2017 for 1,500 new houses on land west of Stafford, subject to the decision-making process.

In the last 12 months (1 April 2016 to 31 March 2017) 1,010 dwellings have been completed in the Borough, against a target of 500 per year.

Problems, Risks and Issues
The Plan for Stafford Borough includes an average development rate of 500 new houses per year. Provided sufficient planning applications are approved, in line with the new Plan, this should result in the achievement of 500 a year.

CUMULATIVE - YEAR TO DATE

<table>
<thead>
<tr>
<th>Metric</th>
<th>31/12/2017</th>
<th>31/03/2018</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>NI157a % of major planning applications determined within 13 weeks</td>
<td>90%</td>
<td>93%</td>
<td>60%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Metric</th>
<th>31/12/2017</th>
<th>31/03/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>NI157ad Total number of major planning applications determined</td>
<td>41</td>
<td>56</td>
</tr>
<tr>
<td>NI157an Number of major applications determined within 13 weeks</td>
<td>37</td>
<td>52</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Metric</th>
<th>31/12/2017</th>
<th>31/03/2018</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>NI157b % of minor planning applications determined within 8 weeks</td>
<td>88%</td>
<td>89%</td>
<td>70%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Metric</th>
<th>31/12/2017</th>
<th>31/03/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>NI157bd Total number of minor planning applications determined</td>
<td>233</td>
<td>304</td>
</tr>
<tr>
<td>NI157bn Number of minor applications determined within 8 weeks</td>
<td>205</td>
<td>272</td>
</tr>
<tr>
<td>Indicator</td>
<td>31/12/2017</td>
<td>31/03/2018</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------</td>
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</tr>
<tr>
<td>NI157c % of other planning applications determined within 8 weeks</td>
<td>93%</td>
<td>94%</td>
</tr>
<tr>
<td>NI157cd Total number of other planning applications determined</td>
<td>532</td>
<td>694</td>
</tr>
<tr>
<td>NI157cn Number of other applications determined within 8 weeks</td>
<td>497</td>
<td>652</td>
</tr>
</tbody>
</table>

DE1.2 Continue to develop Stafford and Stone Town Centres

**Progress to Date**
- New Chair of the Stafford Town Centre Partnership, Mary Walker, was elected at the AGM on 27 March 2018.
- Recorded footfall in March 2018 was 525,416 which was 1.4% higher than the same period in 2016, with continuous monthly footfall growth, year on year, since April 2017.
- The annual Pancake Race took place in the Market Square on 28th February.
- Stafford rose to position 21 out of 1,300 towns nationally in terms of its digital activity (from businesses using social media to promote their products). Previously it was reported at 23.
- Stafford Market - occupancy of the indoor market is 65%

**Problems, Risks and Issues**
None identified

**CUMULATIVE - YEAR TO DATE**

<table>
<thead>
<tr>
<th>Indicator</th>
<th>31/12/2017</th>
<th>31/03/2018</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>LI1 Stafford Town Centre Car Park Occupancy Rates</td>
<td>97.08%</td>
<td>88.59%</td>
<td>80% ★</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indicator</th>
<th>31/12/2017</th>
<th>31/03/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of premises to let in Stafford Town Centre</td>
<td>72</td>
<td>75</td>
</tr>
<tr>
<td>Number of premises occupied in Stafford Town Centre</td>
<td>356</td>
<td>355</td>
</tr>
<tr>
<td>Category</td>
<td>31/12/2017</td>
<td>31/03/2018</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>Li2b % shop premises that are occupied - Stone</td>
<td>96%</td>
<td>95%</td>
</tr>
<tr>
<td>Number of premises to let in Stone Town Centre</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Number of premises occupied in Stone Town Centre</td>
<td>156</td>
<td>150</td>
</tr>
</tbody>
</table>
Business Objective: Development and the Economy

DE1 Support developers to identify and develop healthy and sustainable places and communities

Performance Indicator Key: ⭐️ Performance 10% or more above target
Performance on track
Performance 10% or more below target
No target for this period
No actual data for this period

Priority Promise Key: ⭐️ Progress ahead of agreed milestones
Progress on schedule against agreed milestones
Progressing but some milestones not completed on schedule

Quarter 4 - January/February/March 2018

DE2.1 Work with relevant business support organisations to generate business growth

Progress to Date

- Between January and March 2018 Stafford Enterprise supported 12 individuals which resulted in 3 business start ups for a Virtual PA, Health and Wellbeing consultant and online retail business.

Problems, Risks and Issues

None identified.

DE2.2 To work with Stoke on Trent and Staffordshire Local Enterprise Partnership to promote economic prosperity and business growth

Progress to Date

- The Council is seeking Growth Deal funding to support the Stafford Station Gateway from the Local Enterprise Partnership. The outcome from the bidding round will be known in the Summer 2018.

Problems, Risks and Issues

None identified

ANNUAL INDICATOR

<table>
<thead>
<tr>
<th>LI21 Maintain or better current position within Staffordshire in relation to JSA Claimants</th>
<th>31/03/2017</th>
<th>31/03/2018</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.50</td>
<td>0.40</td>
<td>0.50 ⭐️</td>
</tr>
</tbody>
</table>
Business Objective: Development and the Economy

DE3 Promote environmental quality as an economic asset

Performance Indicator Key: ⭐ Performance 10% or more above target
Performance on track
△ Performance 10% or more below target
! No target for this period
? No actual data for this period

Priority Promise Key: ⭐ Progress ahead of agreed milestones
Progress on schedule against agreed milestones
△ Progressing but some milestones not completed on schedule

Quarter 4 - January/February/March 2018

DE3.1 Work with developers to ensure that all building design is the highest standard

Progress to Date

Three draft Supplementary Planning Documents (SPD): Design, Re-use of Rural Buildings, and Shopfronts & Advertisements were consulted upon during October & November 2017. Representations have been processed and adoption of two SPDs is anticipated in April 2018. The purpose of the SPDs is to achieve high quality developments. Particular emphasis is placed on large-scale developments at Stafford through submitted planning applications; Master plans have also been agreed for land north and west of Stafford.

⭐ 28 Conservation Area Appraisals have been produced to support future management of the historic environment and one further Conservation Area Appraisal is to be reviewed

Problems, Risks and Issues
The role of the local planning authority is to influence the quality of future developments through pre-application discussions, development briefs and master plans based on policies in the adopted Plan.
DE3.2 Protect the quality of the built and natural environment

Progress to Date

There are 3 Article 4 Directions designated across the Borough, at Stone, Eccleshall & Burton Manor in Stafford. A review of the Article 4 Direction at Stone is currently underway, with further assessment at Eccleshall required.

9 Local Wildlife Sites, also known as Sites of Biological Importance, were surveyed by the Staffordshire Wildlife Trust from May to August 2017. Updating Local Wildlife Sites will inform the New Local Plan process and HS2 environmental mitigation measures.

Problems, Risks and Issues

Planning applications will be determined in line with the adopted Plan for Stafford Borough and the National Planning Policy Framework. Updated Conservation Area Management Plans, through reviewed Article 4 Directions, need to be in place to provide the historic environment context for decision-making.

Of 170 Local Wildlife Sites across the Borough approximately 100 have been re-surveyed since 2014.

### ANNUAL INDICATORS

<table>
<thead>
<tr>
<th>Indicator</th>
<th>31/03/2017</th>
<th>31/03/2018</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>LI25 Number of new dwellings built</td>
<td>1,010</td>
<td>700</td>
<td>500*</td>
</tr>
<tr>
<td>LI28 - Conservation Areas reviewed each year</td>
<td>3</td>
<td>1</td>
<td>1*</td>
</tr>
<tr>
<td>LI29 - Tree Preservation Orders reviews each year</td>
<td>0</td>
<td>5</td>
<td>12*</td>
</tr>
<tr>
<td>LI30 Assessments of Sites of Biological Importance (SBI)</td>
<td>21</td>
<td>9</td>
<td>8*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indicator</th>
<th>31/03/2017</th>
<th>31/03/2018</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>LI31 % of unreported issues in the public domain pro-actively identified and rectified by staff</td>
<td>27%</td>
<td>72%</td>
<td>60%*</td>
</tr>
</tbody>
</table>
Business Objective: Development and the Economy

DE4 Ensure that there is a diverse housing provision that reflects local needs and future growth

Performance Indicator Key: ✭ Performance 10% or more above target
✭ Performance on track
▲ Performance 10% or more below target
‼ No target for this period
❓ No actual data for this period

Priority Promise Key: ✭ Progress ahead of agreed milestones
✭ Progress on schedule against agreed milestones
▲ Progressing but some milestones not completed on schedule

Quarter 4 - January/February/March 2018

DE4.1 To implement the Housing Strategy to ensure affordable and relevant homes for the present and future Borough community

Progress to Date

• Quarter 4 has seen the delivery of 69 affordable homes. 40 of these are social rent, 20 affordable rent and 9 intermediate.

Problems, Risks and Issues

Over the year 219 affordable homes have been delivered, of these 150 were social rent, 29 were affordable rent and 40 intermediate affordable housing. Going forward into 2018/19, the pipeline is relatively modest and there is a risk that the 210 may not be delivered, the impact is mitigated due to over delivery in previous years. The situation will be monitored with the Registered Providers.

<table>
<thead>
<tr>
<th>CUMULATIVE - YEAR TO DATE</th>
<th>31/12/2017</th>
<th>31/03/2018</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>LI18 Number of new affordable homes provided and empty homes brought back into use</td>
<td></td>
<td>157</td>
<td>230</td>
</tr>
</tbody>
</table>
ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE
19 JUNE 2018
Business Planning Report

1 Purpose of Report

1.1 To review the programme of business considered by the Economic Development and Planning Scrutiny Committee in 2017/18 with a view to the report being submitted to the Council.

2 Recommendation

2.1 The Committee is recommended to approve this report as the Annual Report to the Council.

3 Key Issues and Reasons for Recommendation

3.1 During the past year, the Economic Development and Planning Scrutiny Committee considered a wide variety of issues that has helped to embrace its new role in ensuring that the Council delivers sustainable economic and housing growth to provide income and jobs.

3.3 The Committee controls its own Work Programme which is already populated with a range of issues for the forthcoming Municipal Year.

4 Relationship to Corporate Priorities

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

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

5.1 During the past year, the Economic Development and Planning Scrutiny Committee has considered a wide variety of issues that supported the Council’s Business Objective of delivering sustainable economic and housing growth to provide income and jobs.

5.2 In order to achieve this, the Committee have received detailed presentations related to the following:-

- Economic Development of the Borough
- Employment Sites
- Local Plan Review
- The Role of Health in Planning

5.3 The Committee have had regular updates concerning the economic issues surrounding Stafford Town Centre and have closely monitored Borough-wide planned events.

5.4 The Committee have considered the following items that were referred to it directly from the Cabinet:-

- Fees and Charges Review 2017

5.5 The Committee continues to control its own Work Programme and regularly makes appropriate adjustments.

5.6 Under its Terms of Reference, the Committee has received details of the General Fund Revenue Budget and Capital Programme for the Economic Development and Planning Portfolio as well as receiving regular reports that monitored both operational and financial performance.

5.7 The Committee received details of the Economic Development and Planning Portfolio Final Accounts for 2016/17.

5.8 The Work Programme is populated with a variety of issues for the forthcoming Municipal Year.

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

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

<table>
<thead>
<tr>
<th>6.2 Community Impact Assessment Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:- Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</td>
</tr>
</tbody>
</table>

Previous Consideration – Nil

Background Papers - File available in Law and Administration
1 Purpose of Report

1.1 The purpose of this report is to present the Economic Development and Planning Scrutiny Committee’s Work Programme.

2 Recommendation

2.1 That the Economic Development and Planning Scrutiny Committee considers and comments upon their Work Programme.

3 Key Issues and Reasons for Recommendation

3.1 The first stage in achieving a Member-led Overview and Scrutiny process is to develop a Work Programme for the Members of the Committee to own.

3.2 Accordingly, an up-to-date copy of the Economic Development and Planning Scrutiny Committee’s Work Programme is provided for Members to consider and comment upon.

4 Relationship to Corporate Priorities

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

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

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

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

5.2 Therefore, at each scheduled meeting of the Economic Development and Planning Scrutiny Committee, an up-to-date copy of the Work Programme will be provided for Members to consider and comment upon.

5.3 Accordingly, attached at APPENDIX is the Economic Development and Planning Scrutiny Committee’s current Work Programme.

6 Implications

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

6.2 Community Impact Assessment Recommendations

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

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

Previous Consideration - Nil

Background Papers - File available in Law and Administration
# ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE

## 19 JUNE 2018

**Work Programme - Economic Development and Planning Scrutiny Committee**

**TUESDAY 21 AUGUST 2018 at 6:30 PM**

- **Minutes of Last Meeting:** 19 June 2018
- **Officer Items by:** Monday 6 August 2018
- **Call-in Deadline:** Tuesday 14 August 2018
- **Member/Public Items by:** Thursday 9 August 2018
- **Agenda Despatch on:** Monday 13 August 2018

### Officer Reports

- **Final Accounts 2017/18**
  - Head of Finance
- **Performance Update /Budget Monitoring Report**
  - Corporate Business and Partnerships Manager /Head of Finance
- **Work Programme**
  - Scrutiny Officer

**TUESDAY 13 NOVEMBER 2018 at 6:30 PM**

- **Minutes of Last Meeting:** 21 August 2018
- **Officer Items by:** Monday 29 October 2018
- **Call-in Deadline:** Tuesday 16 October 2018
- **Member/Public Items by:** Thursday 1 November 2018
- **Agenda Despatch on:** Monday 5 November 2018

### Officer Reports

- **Fees and Charges Review 2019**
  - Head of Finance
- **Performance Update/Budget Monitoring Report**
  - Corporate Business and Partnerships Manager /Head of Finance
- **Work Programme**
  - Scrutiny Officer

**TUESDAY 11 DECEMBER 2018 at 4:30 PM**

- **Minutes of Last Meeting:** 13 November 2018
- **Officer Items by:** Monday 26 November 2018
- **Call-in Deadline:** Tuesday 13 November 2018
- **Member/Public Items by:** Thursday 29 November 2018
- **Agenda Despatch on:** Monday 3 December 2018

### Officer Reports

  - Head of Finance
**Work Programme**  
Scrutiny Officer

**TUESDAY 19 FEBRUARY 2019 at 6:30 PM**

<table>
<thead>
<tr>
<th>Minutes of Last Meeting:</th>
<th>12 December 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer Items by:</td>
<td>Monday 4 February 2019</td>
</tr>
<tr>
<td>Call-in Deadline:</td>
<td>Tuesday 19 February 2019</td>
</tr>
<tr>
<td>Member/Public Items by:</td>
<td>Thursday 7 February 2019</td>
</tr>
<tr>
<td>Agenda Despatch on:</td>
<td>Monday 11 February 2019</td>
</tr>
</tbody>
</table>

| Officer Reports          | Performance Update/Budget Monitoring Report  
                          | Corporate Business and Partnerships Manager /Head of Finance |
| FUTURE ITEMS             | Work Programme  
                          | Scrutiny Officer |

| Stafford Indoor Market Working Group  
  Head of Development  
| Tourism (including the Visitor Economy and Heritage)  
  Head of Development  
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