



Civic Centre, Riverside, Stafford
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Dear Members

Cabinet

A meeting of the Cabinet will be held in the **Craddock Room, Civic Centre, Riverside, Stafford on Thursday 5 September 2019 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 handwritten signature in black ink, appearing to read "I. Curran".

Interim Head of Law and Administration

CABINET - 5 SEPTEMBER 2019

Chair - Councillor P M M Farrington

A G E N D A

- 1 Minutes of 1 August 2019 as published in Digest No 258 on 2 August 2019
- 2 Apologies
- 3 Councillors' Question Time

Councillor C A Baron has submitted the following question in accordance with Paragraph 2.9 of the Executive Procedure Rules:-“

“Will Cabinet consider implementing a ban on balloons and sky lanterns being released into the environment on council owned land and property for the following reasons:

Members of the Community are passionate about the environment and animal welfare.

At present, only 66 (of 354) councils within England have bans on the release of both sky lanterns and balloons on all council owned land and property A ban would help prevent the individual and mass release of sky lanterns and balloons on council land to prevent the unnecessary suffering to animals and the devastating impact they can have on the environment.

It's estimated that 200,000 sky lanterns are sold in the UK each year, along with many thousands of balloons also being sold with a number of them intended for release. While these releases can look mesmerising, many people are unaware of the deadly consequences fallen lanterns and deflated balloons can have for animals and the environment.

Wildlife can easily become entangled in lantern frames and balloon strings- not to mention the fatal effect these parts can have on an animal if they ingest any component of these items. Deflated and fragments of balloons are commonly mistaken for food by marine life, and the strings used to tether balloons have been known to cause animals to become entangled or choke and suffer from internal blockages which ultimately leads to their death.

In March, a report was released stating that balloons are the highest-risk debris item to seabirds, they're 32 times more likely to result in death than ingesting hard plastic.

Both balloons and sky lanterns have the potential to travel miles from their original release site before returning back to land.

The RSPCA and many other organisations including the Marine Conservation Society, the British Veterinary Association and the

National Farmers Union all support the ban of balloon and sky lantern releases.

I repeat my request that the cabinet considers implementing such a ban in Stafford Borough”

4 Proposals of the Cabinet Members (as follows):-

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(ii) Government Grant Funding Stafford Borough Garden Community Proposals	10 - 16
(b) RESOURCES PORTFOLIO	
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This Report is confidential due to the inclusion of information relating to an individual, information which is likely to reveal the identity of an individual and information relating to the financial or business affairs of any particular person (including the authority holding the information). No representations have been received in respect of this matter.

Membership

Chair - Councillor P M M Farrington

P M M Farrington	-	Leader
R M Smith	-	Deputy Leader and Resources Portfolio
J M Pert	-	Community and Health Portfolio
J K Price	-	Environment Portfolio
F Beatty	-	Economic Development and Planning Portfolio
C V Trowbridge	-	Leisure Portfolio

ITEM NO 4(a)(i)

ITEM NO 4(a)(i)

Contact Officer:	Alex Yendole
Telephone No:	01785 619536
Ward Interest:	Nil
Report Track:	Cabinet 05/09/19 (Only)
Key Decision:	No

**SUBMISSION BY COUNCILLOR F BEATTY
ECONOMIC DEVELOPMENT AND PLANNING PORTFOLIO**

**CABINET
5 SEPTEMBER 2019
New Local Plan 2020-2040: Updated Programme**

1 Purpose of Report

- 1.1 To recommend that the New Local Plan programme is updated, with the latest revision of the Local Development Scheme brought into effect from 17 September 2019, replacing the existing Scheme.

2 Proposal of Cabinet Member

- 2.1 That the Local Development Scheme be brought into effect from 17 September 2019 as an update for the New Local Plan 2020-2040.

3 Key Issues and Reasons for Recommendation

- 3.1 The Council has an adopted local plan to meet legislative requirements, which provides the framework for development until 2031, including housing and employment provision. The main development strategy and supporting policies reflected the short to medium term needs of Stafford Borough but new development opportunities are now being created since the Plan was adopted in June 2014.
- 3.2 In July 2017 the Council agreed to progress with a New Local Plan 2020-2040 in order to reflect new investment opportunities arising through the Constellation Partnership's Growth Strategy (formerly the Northern Gateway Development Zone) that maximises the benefits of HS2 to 2050, beyond the scope of the adopted Plan for Stafford Borough 2011-2031. Furthermore a strong market across the Borough has meant that housing and employment development sites are being delivered, meaning that more land is now required to provide for future growth.

- 3.3 In addition there is a legal requirement to periodically review the local plan and in doing so the following areas can be addressed:
- An increased Corporate focus on delivering new economic growth
 - Changes in Government policy including for housing development
 - Reviewing Gypsy and Traveller pitch provision past 2027
- 3.4 Since the Local Development Scheme for the New Local Plan 2020-2040 was published in July 2017 a number of significant factors have occurred, leading to the requirement for an updated programme to be prepared:
- Government publication of Local Housing Need standard methodology delayed from Summer 2018 to Spring 2019 (published in March 2019). As a direct result work on the New Local Plan evidence base to establish the key future requirements for housing & employment provision could not be progressed until March 2019 and therefore delayed progress on preparing the Issues & Options stage.
 - On 25 March 2019 the Government announced initial funding and feasibility studies for a Garden Community proposal called Meecebrook in the north of Stafford Borough. The concept of a new Garden Community in the Borough and it's location for up to 10,000 new homes must now be investigated and assessed through the New Local Plan process. It is anticipated that delivery of a new Garden Community in the Borough will require a significant and dedicated level of evidence and resources deployed across a range of partners which would need to be co-ordinated through a Governance Board
 - Following the elections in May 2019 a new administration is now in place to lead Stafford Borough for the next four years. This provides an important opportunity to fully engage with Members and key partners on the New Local Plan evidence base, strategy & policy development, initially through the Issues & Options stage as well as ensure robust community engagement & consultation approaches.

4	Relationship to Corporate Priorities
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- 4.1 As a key strategic document for the Council the New Local Plan will deliver on the Corporate Business Plan's vision, in particular the key objectives:

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

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

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

5 Background

- 5.1 The published Local Development Scheme (July 2017) covers the period 2017 to 2021 and sets out the following key stages:-

Process Stage	Proposed Completion Date
Commencement	July 2017
Issues and Options Report	July 2018 to September 2019
Preferred Options Report	March 2020
Formal publication of the proposed new plan	September 2020
Submission of the proposed new plan to the Planning Inspectorate	February 2021
Examination of the proposed new plan	May 2021
Adoption of the new local plan	November 2021

- 5.2 Based on the factors set out in the Key Issues section of this report it is proposed that the following programme is agreed to progress the New Local Plan 2020-2040:

Process Stage	Proposed Completion Date
Commencement	July 2017
Issues and Options Report	July 2018 to March 2020
Preferred Options Report	January 2021
Formal publication of the proposed new plan	June 2021
Submission of the proposed new plan to the Planning Inspectorate	December 2021
Examination of the proposed new plan	March 2022
Adoption of the new local plan	October 2022

6 Implications

6.1 Financial

The financial implications of updating the New Local Plan programme through the Local Development Scheme are that funds will now be spent in subsequent financial years than previously planned. Please refer to the table below. The negative variance identified is currently under review.

Local Plan Revised Budget

	Original Plan Oct 2018	Revised Plan July 2019	Variance
	£	£	£
2018/19	75,000	54,700	-20,300
2019/20	205,000	162,200	-42,800
2020/21	115,000	118,100	3,100
2021/22	80,000	75,000	-5,000
2022/23	0	100,000	100,000
Total	475,000	510,000	35,000

By way of background, in July 2017 the New Local Plan costs were agreed as being in the region of £536,000 requiring an additional £233,000 from Council reserves, which was agreed at Cabinet on 17 July 2017. However to deliver a robust and sound Plan these costs may increase depending upon the level of growth to be promoted in Borough, not least through the Meecebrook proposals. The Council will continue to work with partners across a range of work programmes to support the New Local Plan and its future development strategy.

Legal

The New Local Plan to be subject to relevant Planning Acts and Regulations as well as subject to decision by Full Council prior to publication and adoption in line with the Constitution.

Human Resources

In the first instance the New Local Plan will be delivered by existing staff from within Development and the wider organisation. Once all internal resource has been utilised, it may be necessary to look for external support.

Human Rights Act

None identified

Data Protection	None identified
Risk Management	<p>Adopted Plan for Stafford Borough in place. However without progressing with a New Local Plan there is a risk of not having an up-to-date Plan which would lead to Government planning policies overriding local policies. Whilst the adopted Plan for Stafford Borough is currently more than 5 years old, due to the Council having a 5 year housing land supply it continues to be used for making planning decisions. A delay and / or uncertainty at the local level without a New Local Plan could lead to Legal Challenges and / or Appeals with significant costs for the Council.</p> <p>Whilst the Council will seek to ensure that the New Local Plan is progressed in accordance with the latest timetable and minimise any risks of delay it should be noted that the following factors may have an impact:</p> <ul style="list-style-type: none"> • Changes in Government legislation, regulations & policy • Unanticipated scale and nature of consultation responses received including new evidence submitted unexpectedly. • Failure of key partners and other agencies to deliver evidence on time and make responses to key elements of the process • Staff turnover, recruitment difficulties and sickness absences leading to inadequate skill base • Programme amendments and procedural slippage due to poor project management or inadequate resources identified to secure delivery • Political changes, procedural delays or failure to meet Council dates • Unanticipated delays in external events such as resource capacity of the Planning Inspectorate (PINS) for the Examination process or failure to deliver robust arrangements for this process • Non-conformity and failure in the tests of soundness for new planning policy documents

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 New Local Plan will deliver a statutory development plan which is designed to be inclusive to all residents and those interested in planning the future for the Borough.

Throughout the process of preparing the New Local Plan a thorough consultation and engagement process will enable residents and interested parties to be involved in its preparation, including 24/7 access to key documents through the Borough Council's web-site.

Previous Consideration

Cabinet - 17 July 2017 - Minute No CAB10/17

Background Papers

File available in Development

ITEM NO 4(a)(ii)

ITEM NO 4(a)(ii)

Contact Officer:	Karen Tierney
Telephone No:	01785 619583
Ward Interest:	Nil
Report Track:	Cabinet 05/09/19 (Only)
Key Decision:	No

**SUBMISSION BY COUNCILLOR F BEATTY
ECONOMIC DEVELOPMENT AND PLANNING PORTFOLIO**

**CABINET
5 SEPTEMBER 2019
Government Grant Funding
Stafford Borough Garden Community Proposals**

1 Purpose of Report

- 1.1 To recommend approval to spend a Government grant of up to £750,000 during the financial year 2019/20, from the Government's Garden Communities programme on initial feasibility studies and programme management of proposals for a new Garden Community in Stafford Borough.

2 Proposal of Cabinet Member

- 2.1 That authority to spend the MHCLG Garden Communities grant of £750,000 be delegated to the Chief Executive, in consultation with the Meecebrook Programme Board, for the financial year 2019/20.
- 2.2 That the delegation be reviewed by Cabinet for subsequent financial years.

3 Key Issues and Reasons for Recommendations

- 3.1 On 25 March 2019 the Council was awarded £750,000 by the Government to help to develop plans for a new garden community at Meecebrook, in the north of the Borough. Specifically the funding is to be spent on progressing feasibility studies, programme co-ordination / management and specialist work following the Council submitting a bid in response to the Government's Garden Communities prospectus in November 2018. It should be noted that any proposals for a new garden settlement at Meecebrook will be subject to the New Local Plan process.
- 3.2 The £750,000 of grant funding has been paid to Stafford Borough Council under Section 31 of the Local Government Act 2003 grant for the purposes of progressing the Meecebrook Garden Community project.

- 3.3 Following receipt of the funding the Borough Council has established robust governance arrangements to oversee the project. These are set out in the **APPENDIX**. The first meeting of the Meecebrook Programme Board on was held on 23 July 2019. At this meeting the Board agreed in principle the proposed allocation of the grant funding. Please refer to the table below:

Programme Item	2019/20	2020/21	2021/22	Unallocated	TOTAL
	£	£	£	£	£
Technical studies including services and infrastructure	300,000	50,000			350,000
Development Vision and Masterplan Framework	80,000				80,000
Governance and Programme Management	210,000	80,000	20,000		310,000
Unallocated				10,000	10,000
TOTAL	590,000	130,000	20,000	10,000	750,000

- 3.4 This report is seeking delegation from Cabinet to the Chief Executive, in consultation with the Meecebrook Programme Board, to authorise spend of the grant funding for the financial year 2019/20. The Chief Executive, in consultation with the Meecebrook Programme Board, will only have the delegated authority to commit to spend up to the £750k available. Delegation for any additional requirements will revert back to Cabinet. This delegation should be reviewed by Cabinet for subsequent financial years and for any subsequent grant funding secured by the Borough Council to support the delivery of this project.

4 Relationship to Corporate Priorities

- 4.1 As a key strategic proposal, subject to the New Local Plan, delivery of Meecebrook will contribute towards the Corporate Business Plan's vision, in particular the key objectives:

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

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

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

5 Implications													
5.1 Financial	<p>Government has provided grant funding of £750k and total expenditure agreed by the Chief Executive in consultation with the Meecebrook Programme Board will not exceed this figure. As such, there are no direct financial implications for the Council during 2019/20 except for staff resources and time spent on the project. Set out in the table below is the anticipated spend per year:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>2019/20</td> <td>590,000</td> </tr> <tr> <td>2020/21</td> <td>130,000</td> </tr> <tr> <td>2021/22</td> <td>20,000</td> </tr> <tr> <td>Unallocated</td> <td>10,000</td> </tr> <tr> <td>TOTAL</td> <td>750,000</td> </tr> </tbody> </table>	Year	£	2019/20	590,000	2020/21	130,000	2021/22	20,000	Unallocated	10,000	TOTAL	750,000
Year	£												
2019/20	590,000												
2020/21	130,000												
2021/22	20,000												
Unallocated	10,000												
TOTAL	750,000												
Legal	The Meecebrook Garden Community proposals will be considered through the New Local Plan, which will be subject to relevant Planning Acts and Regulations as well as subject to decision by Full Council prior to publication and adoption in line with the Constitution.												
Human Resources	In the first instance spending of the Government’s grant funding for Meecebrook will be delivered by a new Programme Manager role as well as existing staff from within Development and the wider organisation. At this stage it is not anticipated that any external agency staff support will be required. Nevertheless a number of the programme items will require external contractors / companies employed to deliver the work.												
Human Rights Act	None identified												
Data Protection	None identified												

<p>Risk Management</p>	<p>As previously stated the Government grant funding is subject to Section 31 grant rules which means that the Council will not be required to repay this money, and there are no specific deadlines for when these funds are to be spent.</p> <p>Nevertheless spending this grant funding is a key element of establishing future development provision through the New Local Plan. Without progressing with a New Local Plan there is a risk of not having an up-to-date Plan which would lead to Government planning policies overriding local policies. Whilst the adopted Plan for Stafford Borough is currently more than 5 years old, due to the Council having a 5 year housing land supply it continues to be used for making planning decisions. A delay and / or uncertainty at the local level without a New Local Plan could lead to Legal Challenges and / or Appeals with significant costs for the Council.</p> <p>Whilst the Council will seek to ensure that the Government grant funding is spent during 2019/20, 2020/21 & 2021/22 should be noted that the following factors may have an impact:</p> <ul style="list-style-type: none"> • Failure of key partners and other agencies to deliver evidence and key elements of the process on time • Staff turnover, recruitment difficulties and sickness absences leading to inadequate skill base to progress projects • Programme amendments and slippage due to poor project management or inadequate resources identified to secure delivery
<p>5.2 Community Impact Assessment Recommendations</p>	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p> <p>The Meecebrook proposals could assist in delivering the New Local Plan which is designed to be inclusive to all residents and those interested in planning the future for the Borough.</p>

	Throughout the process of preparing the New Local Plan a thorough consultation and engagement process will enable residents and interested parties to be involved in its preparation, including 24/7 access to key documents through the Borough Council's web-site.
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Previous Consideration

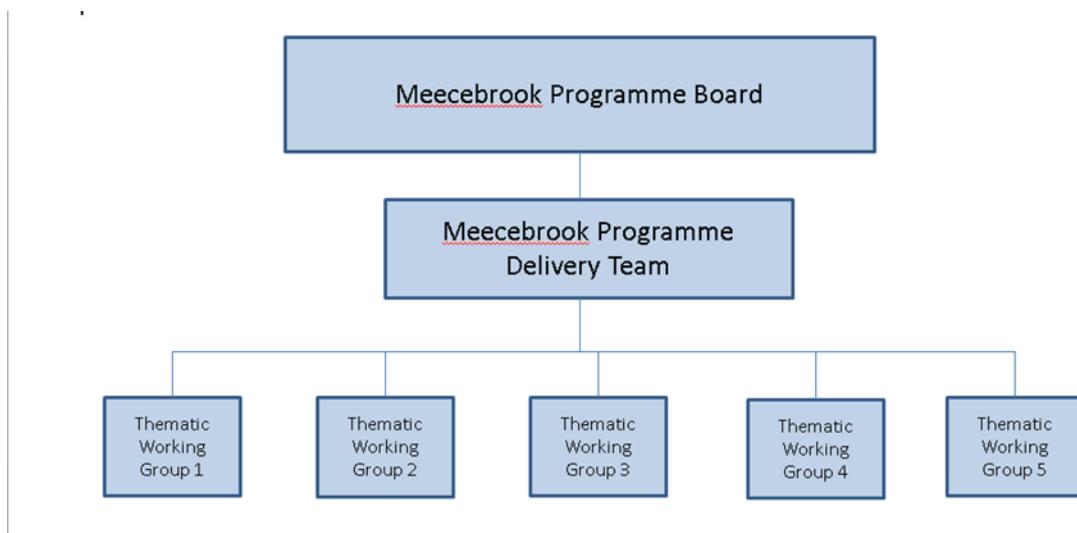
Nil

Background Papers

File available in Development

CABINET
5 SEPTEMBER 2019
Government Grant Funding - Stafford Borough Garden Community proposals

Meecebrook Garden Community Governance Structure



Meecebrook Programme Board Membership

- Stafford Borough Council Chief Executive (chair)
- Stafford Borough Council Leader
- Stafford Borough Council Head of Development
- Staffordshire County Council Leader
- Staffordshire County Council Chief Executive
- Defence Infrastructure Organisation Head of Estate
- Homes England Regional Director
- Landowner representatives

Meecebrook Programme Delivery Team Membership

- Stafford Borough Council Head of Development (Chair)
- Stafford Borough Council Economic Development and Planning Portfolio Holder
- Stafford Borough Council Garden Community Programme Manager* NOT IN POST
- Defence Infrastructure Organisation Senior Development Surveyor
- Homes England Senior Planning Manager
- Homes England Senior Acquisitions Manager
- Staffordshire County Council Economic Development and Planning Policy Manager

Contact Officer:	Tracy Redpath
Telephone No:	01785 619195
Ward Interest:	Nil
Report Track:	Cabinet 05/08/19 Resources 20/08/19
Key Decision:	No

**SUBMISSION BY COUNCILLOR R M SMITH
RESOURCES PORTFOLIO**

<p>CABINET 5 SEPTEMBER 2019 Performance Reporting 2019-20 - Resources</p>
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1 Purpose of Report

- 1.1 To provide an update to members regarding performance reporting for Quarter 1 2019 - 2020 as set out in the attached **APPENDIX**.

2 Proposal of Cabinet Member

- 2.1 That the information be noted.

3 Key Issues and Reasons for Recommendation
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- 3.1 The Council's Performance Report for Quarter 1 highlights the following:
- (a) Performance at a glance:
 - All targets reported as exceptional
 - (b) Narrative updates:
 - 1 measure is below what it should be
 - 3 measures are reported as being exceptional
 - 17 measures are reported as being on track

4 Relationship to Business Objectives
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- 4.1 Performance reporting interlinks with all corporate business objectives.

5 Report Detail

- 5.1 The corporate business plan is the main strategic plan of the authority. It sets the direction over the next three years and outlines the main business objectives and areas of focus.
- 5.2 The plan is a high level plan that enables the authority to define its success, in terms of the delivery of outcomes, and prioritises those activities that will help to achieve those outcomes. It provides a focus to all of our staff so that they know and aware of what they should be working on and what to prioritise.
- 5.3 As part of the business planning the council now reports on the following:
- Performance at a glance
 - Narrative update against business objectives
 - Improvement report

The improvement report provides members with some reassurance that issues of performance are being addressed and the actions that are being taken to improve the situation.

- 5.4 Quarter 1 Performance Report highlights the following:

- (a) Performance at a glance since quarter 1:

Targets reported as exceptional:

- LI19 % of calls abandoned achieved an actual of 2.4% against a target of 5%
- LI20 an actual of 96.7% against a target of 80% of residents are satisfied with our customer contact centre
- LI21 Days taken to process new HB/CT Claims has achieved 19.9 Days - Target 20 Days
- LI22 Days taken to process new HB/CT change in circumstances has achieved 7.8 Days against a target of 9 Days
- LBV12 Sickness Rates is recorded as 1.03% for this quarter

- (b) Narrative updates are contained in the **APPENDIX** and are summarised as:-

- 1 measure is below what it should be
- 3 measures are reported as being exceptional
- 17 measures are reported as being on track

6 Implications

6.1 Financial	There are no financial implications associated with this report
Legal	Not applicable
Human Resources	Not applicable
Human Rights Act	Not applicable
Data Protection	Not applicable
Risk Management	Not applicable

6.2 Community Impact Assessment Recommendations	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>
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Previous Consideration - Resources Scrutiny Committee - 20 August 2019

Background Papers - Corporate Business and Partnerships
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Performance at a Glance

Q1

No	Indicator	RO	Is good high or low?	Q1 Actual	Q1 Target	Q1 Performance	Year end forecast	Year end target	Direction of Travel
LI19	% of calls abandoned	Sue Pote	L	2.4%	5%	☺	5%	5%	☹
LI20	% of resident satisfaction with our customer contact centre	Sue Pote	H	96.7%	80%	☺	95%	80%	☺
LI21	Days taken to process new HB/CT Claims	Rob Wolfe	L	19.9	20 days	☺	20.8	20	☹
LI22	Days taken to process new HB/CT change of circumstances	Rob Wolfe	L	7.8	9 days	☺	7	9	☺
LBV12	Sickness rates	Neville Raby	L	1.03	1.75	☺	6.5	7	☹

Performance direction of travel - Key

Exceptional



On Track



Below what it should be



Narrative updates

Q1

Ref	Performance Measure	RO	End Date	Q1 Performance status	Q1 Commentary/Action
3.1.1	Ensure the relative needs and resources of the authority are considered as part of the Local Government Finance settlement and that Government funding is maximised wherever possible	Emma Fullagar	Awaiting full timetable from Ministry of Housing and Local Government From April 2019 for duration of the plan		Ongoing responses to the Consultations on Fair Funding/Business Rates retention. Components of New Homes Bonus are subject to monthly review.
3.1.2	Improve services	Leadership Team Tracy Redpath	From April 2019 for duration of plan Financial Plan approved November 2019		This measure is directly linked to and will be an outcome of the Organisational Transformation Programme and Service Reviews that are being scheduled in over the next 18 months.
3.1.3	Increase in income generated by the authority through trading activities and fees and charges	Leadership Team Tracy Redpath	From April 2019 for duration of plan		This directly links to the Service Review process and progress will be reported as service reviews have taken place.
3.1.4	Enable those residents who need to contact the Revenues and Benefits Services to be able to do so on-line.	Rob Wolfe	March 2020		Project is progressing well to develop the forms that are needed. These are due to be rolled out to the public via our website in Q2.
3.1.5	Support the accommodation rationalisation	Tracy Redpath	March 2021		This measure is contained within the Organisational Transformation Programme. The governance structure has been implemented and shared with Leadership Team and the wider management group. Project planning is currently underway and task groups are being identified.
3.1.6	Conduct a comprehensive review of all assets including land ownership and maintenance	Phil Gammon	March 2020		This will be completed as part of the Service Review process and progress will be reported to scrutiny committee once the audit has been completed.
3.1.7	Implement the recommendations from the Corporate Peer Challenge (CPC)	Tracy Redpath	March 2020		Recommendations are being implemented and a follow up visit from the LGA Peer Review team is being organised for early 2020.

Narrative updates

Q1

Ref	Performance Measure	RO	End Date	Q1 Performance status	Q1 Commentary/Action
3.1.8	Support the implementation of Staffordshire County Council's District Place Based Approach (PBA) in order to mitigate the impact of service reductions and to improve multi-agency partnership working	Victoria Cooper	From April 2019 for duration of the plan		Place Based Approach (PBA) work is focused on our two most deprived areas, Doxey and Highfields, and work with the voluntary sector is being consolidated to invest good providers and to grow other voluntary sector providers and networks to enhance the offer to families. The main priority for this work is focused upon emotional wellbeing and the provision of support to children of all ages, parents and carers.
3.1.9	Develop a Corporate Organisational Development Strategy	Neville Raby Wendy Jennings	April 2019-March 2020		Organisational Development Working Group established and representative of all service areas. Initial scoping meeting has taken place.
3.1.10	Review Technology Policies and processes to enable agile working to support changes in workstyle and how we use our accommodation to improve efficiency and reduce costs	Peter Kendrick	July 2020		Progress has been on the structure of the new set of policies. The new technology polices will be reduced in size. The Information Manager will cover some of the items, such as GDPR, in a separate policy.
3.1.11	Support the specification, procurement and installations of new systems and data security	Peter Kendrick	July 2020		The new email system should be in use by October 2019.
3.1.12	Support Members to be effective community leaders and representatives	Ian Curran	March 2021		The Members Briefing Programme 2019 has been fully delivered
3.2.1	Review and revise Customer Access Strategy	Sue Pote	From April 2019 for duration of the plan		Working in conjunction with I.T to incorporate the Customer Access Strategy and the Digital Strategy.
3.2.2	Maintain good levels of customer satisfaction with our services	Sue Pote	From March 2019		Satisfaction Surveys are carried out across a number of services and results are extremely positive, however satisfaction levels should be measured across all services and all channels.
3.2.3	Procure and implement a new Contact Centre Telephony system to enable a consistent approach to call handling	Peter Kendrick/ Sue Pote	April 2019 - September 2019		User Acceptance Testing has begun and the agreed implementation date is the 30th July unless there are any issues arising from the testing which is currently being undertaken.

Narrative updates

Q1

Ref	Performance Measure	RO	End Date	Q1 Performance status	Q1 Commentary/Action
3.2.4	Influence and support the procurement of a customer contact tools to replace existing CRM system and consider what systems are needed for SBC	Sue Pote/ Tarvinder Gill	August 2019 - July 2020		Scoping sessions across the Authority have been carried out to understand current processes and systems used and future requirements, along with a number of demonstrations from potential software companies to understand what technology is available to us to support the delivery of the Access Strategy.
3.2.5	Drive and support the implementation of digital by design	Sue Pote/ Tarvinder Gill	From April 2019 for duration of the plan		A Transformation Programme Board has now been set up, this will have a number of strands, of which, this will be one of them. There will also be a combined Customer Access Strategy and Digital Strategy which will have an associated work plan to transform our services.
3.3.1	Manage key corporate contracts to agreed service level specifications and standards; identify and manage risks that may arise through the operation of the contract and implement robust financial and operational controls.	Contract & Procurement Manager/Robert Simpson	From September 2019		The position of Contract and Procurement Manager is currently vacant, although it has been advertised. In the interim period other senior officers within the Operations Service supported by officers from Law and Administration, Property Services and Finance have been managing and overseeing contracts, and attending regular Contract meetings with the relevant Contractor.
3.3.2	Review other Council expenditure on external providers to ensure compliance with procurement regulations	Contract & Procurement Manager/Robert Simpson	From September 2019		The position of Contract and Procurement Manager is currently vacant, although it has been advertised. In the interim period other senior officers within the Operations Service supported by officers from Law and Administration, Property Services and Finance have been monitoring.
3.3.3	Develop a contract management and procurement training package	Contract & Procurement Manager/Robert Simpson	From September 2019		The position of Contract and Procurement Manager is currently vacant, although it has been advertised. This work will be developed when the new Manager is appointed and taken up their position.
3.3.4	Specify and incorporate latest innovation within key corporate contracts	Contract & Procurement Manager/Robert Simpson	From September 2019		Currently, discussions are taking place with our main Contractors to deliver some exciting and innovative ideas which will be shared with the committee in future updates as they are developed and introduced.

Performance direction of travel - Key

Exceptional



On Track



Below what it should be



ITEM NO 4(b)(ii)

ITEM NO 4(b)(ii)

Contact Officer:	Tracy Redpath
Telephone No:	01785 619195
Ward Interest:	Nil
Report Track:	Cabinet 05/09/19 Econ Dev and Planning 27/08/19
Key Decision:	No

**SUBMISSION BY COUNCILLOR R M SMITH
RESOURCES PORTFOLIO**

**CABINET
5 SEPTEMBER 2019
Performance Reporting 2019-20 - Economic Development and Planning**

1 Purpose of Report

- 1.1 To provide an update to members regarding performance reporting for Quarter 1 2019 - 2020 for Economic Development and Planning Scrutiny Committee as set out in the attached **APPENDIX**.

2 Proposal of Cabinet Member

- 2.1 That the information is noted.

3 Key Issues and Reasons for Recommendation

- 3.1 The Council's Performance Report for Quarter 1 is highlighted as follows:
- (a) Performance at a glance:
 - 2 quarterly targets have reported as being exceptional
 - 4 quarterly targets are reported as being on track
 - (b) Narrative updates:
 - 3 measures are reported as being exceptional
 - 17 measures are reported as being on track

4 Relationship to Business Objectives

4.1 Performance reporting interlinks with all corporate business objectives.

5 Report Detail

5.1 The corporate business plan is the main strategic plan of the authority. It sets the direction over the next three years and outlines the main business objectives and areas of focus.

5.2 The plan is a high level plan that enables the authority to define its success, in terms of the delivery of outcomes, and prioritises those activities that will help to achieve those outcomes. It provides a focus to all of our staff so that they know and aware of what they should be working on and what to prioritise.

5.3 As part of the business planning the council now reports on the following:

- Performance at a glance
- Narrative update against business objectives
- Improvement report

The improvement report provides members with some reassurance that issues of performance are being addressed and the actions that are being taken to improve the situation.

5.4 Quarter 1 Performance Report highlights the following:-

(a) Performance at a glance:

Targets reported as exceptional are:

- LI1 There has been 100% compliance with individual Project Plans
- LI6 There has been a 100% of areas of open space to new houses approved

(b) Targets on track:

- LI2 There has been a 26% increase in footfall associated with major events in the Stafford Town Centre
- LI3 Stafford Retail premises occupancy rates is 90%
- LI4 Stone Retail premises occupancy rates is 98%
- LI5 Completion of Issues and Options stage by March 2020 is on track

Narrative updates are contained in the **APPENDIX** and are summarised as:-

- 3 measures are reported as exceptional
- 17 measures are reported as being on track

6 Implications

6.1 Financial	There are no financial implications associated with this report
Legal	Not applicable
Human Resources	Not applicable
Human Rights Act	Not applicable
Data Protection	Not applicable
Risk Management	Not applicable

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

Economic Development and Planning Scrutiny Committee - 27 August 2019

Background Papers - Corporate Business and Partnerships
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Performance at a Glance

No	Indicator	Responsible Officer	Is good high or low?	Q1 Actual	Q1 Target	Q1 Performance	Year end forecast	Year end target	Direction of Travel
LI1	% Compliance with individual Project Plans Q/A	Michelle Smith	H	100%	100%	😊	😐	😐	😐
LI2	% increase in footfall associated with major events in Stafford Town Centre	Robert Gatensbury	H	26%	10%	😐	15%	15%	😐
LI3	Stafford Retail premises occupancy rates %	Robert Gatensbury	H	90%	86%	😐	89%	88%	😐
LI4	Stone Retail premises occupancy rates %	Robert Gatensbury	H	98%	92%	😐	94%	92%	😐
LI5	Completion of Issues and Options stage by March 2020	Alex Yendole	N/A	Mar-20	Mar-20	😐	😐	😐	😐
LI6	Area of open space to new houses approved	Michelle Smith	H	100%	100%	😊	100%	100%	😐

Performance direction of travel - Key

Exceptional



On Track



Below what it should be



Economic Development and Planning Scrutiny Committee Report

Narrative Updates

Q1

Ref	Key Deliverable	RO	End Date	Q1 Performance status	Commentary/Action
1.1.1	Complete five year land supply statement in order to direct investment in housing June 2018 then annually	Amanda Holland	June 2020	☹️	On track for June 2020
1.1.2	Continue to supply affordable housing working with Registered Providers and Homes England	Anna Nevin	From April 2019 for duration of plan	☹️	As of March 2019, there were 182 affordable homes forecast to be delivered in 2019-2020. Work is ongoing with Registered Providers to design potential schemes that meet local need.
1.1.3	Improve and maintain performance of development management and local land charges from April 2018 for 3 years	John Holmes/ Michelle Smith	Duration of plan	😊	Development Management performance is published based on a rolling 2 year snapshot. As at 30/03/19 performance is as follows: 95.4% of Major applications processed on time (an increase from 92.8% in Q4; national target is 60%) 95.3% Non-major applications processed on time (an increase from 95.0% in Q4; national target is 70%)
1.2.1	Delivery of the Stafford Town Centre Strategic Framework	Karen Tierney/ Michelle Smith	January 2020	😊	Procurement is underway for this project with appointment of consultants taking place in Q2
1.2.2	Delivery of the Stafford Station Gateway	Michelle Smith	Ongoing	😊	The commercial and land strategy advice is due to be completed early July 2019 which then informs the next stage of the project plan with officer reports to follow in Q2.
1.2.3	Supporting the development of Meecebrook Garden Community	Karen Tierney/ Alex Yendole	Performance updates from Q2	☹️	Reported from Quarter 2
1.2.4	Provide support for Stafford Western Access Route From April 2018 for duration of the plan	Robert Gatensbury	Performance updates from Q2	☹️	Reported from Quarter 2
1.2.5	Strategic car parking in Stafford and Stone Phase 1	Michelle Smith	March 2020	☹️	The Parking Strategy will be drafted for consultation once the Economic Growth Strategy is in place in Q3
1.2.6	Provide new leisure and recreation facilities	Alex Yendole	September 2020	☹️	Stone Leisure Centre opened in April 2019. Charnley Road new play area scheme procurement completed and entered into contract with a contractor for implementation. Holmcroft new play area consultants procured to provide development and consultation plans.
1.2.7	Source and develop new Gypsy and Traveller sites	Anna Nevin/ Alex Yendole	Timescales agreed once milestones are set	☹️	Consultants appointed to progress with a Gypsy and Traveller Needs Assessment. Continued work to identify a new gypsy site to deliver future need.

Narrative Updates

Q1

Ref	Key Deliverable	RO	End Date	Q1 Performance status	Commentary/Action
1.3.1	Enable new and existing businesses to grow and build confidence in Stafford as a hub of productivity	Robert Gatensbury	Determined once the economic growth strategy has been approved		Engagement with 10 businesses providing business support and advice. Consultation process started on Economic Growth Strategy.
1.3.2	Promote our visitor economy to demonstrate the offer in the Borough	Robert Gatensbury	Determined once the economic growth strategy has been approved		Provided input to Countywide Hotel and Visitor Accommodation Study. Work with developers to bring forward proposals for new Ibis Styles Hotel in Stafford Town Centre.
1.3.3	Unlock economic opportunities in our rural areas	Robert Gatensbury	Determined once the economic growth strategy has been approved		Working with Eccleshall Business Group to support job creation opportunities. Supported first business on to Meaford Business Park (Arctrend) .
1.3.4	Develop access to lifelong learning to create a local workforce with specialist skills that can respond to growth ambitions	Robert Gatensbury	Determined once the economic growth strategy has been approved		Jobs for Growth/District Locality Working Group with the Department for Work and Pensions (DWP) and partners took place 29th April 2019. Meetings held with 3 local universities regarding graduate retention.
1.4.1	Revise and refresh the Local Plan	Alex Yendole	Adoption of new Local Plan (2021/22)		On-going evidence based work with Economic & Housing Need workshop in June 2019, Gypsy & Traveller Needs Assessment and Town Centre Capacity Assessment progressing. Barlaston Neighbourhood Plan (NP) Referendum in May 2019. Stone NP Submission being Examined. Government funding provided for initial studies on Meecebrook Garden Community.
1.4.2	Embed high quality design into Planning Policy to ensure that Stafford is an attractive place that people want to live in, promoting healthy lifestyles and supporting future investment	John Holmes	February 2020		Planning applications are being considered in accordance with the Supplementary Planning Document: Design. Pre-application advice provided on major applications contains Design Adviser's input.
1.5.1	Develop and implement new Open Space Strategies	Alex Yendole	TBC		Green Infrastructure evidence based work progressing. Draft Biodiversity Supplementary Planning Document (SPD) agreed by Cabinet for consultation. Consultants completed Draft Sport Facilities and Playing Pitch Strategies subject to Local Housing Need update for projects implementation with latest housing figures.

Narrative Updates

Q1

Ref	Key Deliverable	RO	End Date	Q1 Performance status	Commentary/Action
1.5.2	Stafford Brooks Project	Alex Yendole/ Bill Waller	TBC		Waiting for funding confirmation from Highways England (HE).
1.6.1	To ensure that policies and codes of practice for the construction and operation of HS2 through the Borough adequately protect residents in terms of compensation, and mitigate any adverse environmental affects and protect biodiversity	John Holmes	Awaiting Bill to be passed by Parliament		On 23 July 2019 Council resolved that authority be given to the Chief Executive to sign the HS2 Phase 2a Planning Memorandum to enable Stafford Borough Council to become a Qualifying Authority for the purposes of the HS2 Hybrid Bill.
1.6.2	Monitoring of HS2 construction works to ensure approved policies and codes of practice has been implemented	Robert Simpson	Awaiting Bill to be passed by Parliament		Awaiting Bill to be passed by Parliament. A meeting with representatives of HS2 Ltd was held on the 12th June 2019 when terms of reference were agreed for the Phase 2a Planning Forum – Environmental Health Subgroup, of which your officers are members. The purpose of the group is to discuss any potential air quality, noise, vibration and contaminated land issues associated with the construction and operation of HS2 Phase 2a, and appropriate mitigation measures, and in particularly the use of Section 61, Control of Pollution Act 1974, to identify and reduce any pollution risks.

Performance direction of travel - Key

Exceptional



On Track



Below what it should be



Contact Officer:	Tracy Redpath
Telephone No:	01785 619195
Ward Interest:	Nil
Report Track:	Cabinet 05/09/19 Community Wellbeing 12/09/19
Key Decision:	No

**SUBMISSION BY COUNCILLOR R M SMITH
RESOURCES PORTFOLIO**

**CABINET
5 SEPTEMBER 2019
Performance Reporting 2019-20 - Community Wellbeing**

1 Purpose of Report

- 1.1 To provide an update to members regarding performance reporting for Quarter 1 2019 - 2020 for Community Wellbeing Scrutiny Committee as set out in the attached **APPENDIX**.

2 Proposal of Cabinet Member

- 2.1 That the information is noted.

3 Key Issues and Reasons for Recommendation

- 3.1 The Council's Performance Report for Quarter 1 highlights the following:
- (a) Performance at a glance:
- 2 quarterly targets are below what they should be, which are accompanied with improvement reports
 - 5 quarterly targets are reported as being on track
 - 5 quarterly targets are reported as being exceptional
- (b) Narrative updates:
- 5 measures are reported as being exceptional
 - 19 measures are reported as being on track

4 Relationship to Business Objectives

- 4.1 Performance reporting interlinks with all corporate business objectives.

5 Report Detail

- 5.1 The corporate business plan is the main strategic plan of the authority. It sets the direction over the next three years and outlines the main business objectives and areas of focus.
- 5.2 The plan is a high level plan that enables the authority to define its success, in terms of the delivery of outcomes, and prioritises those activities that will help to achieve those outcomes. It provides a focus to all of our staff so that they know and aware of what they should be working on and what to prioritise.
- 5.3 As part of the business planning the council now reports on the following:
- Performance at a glance
 - Narrative update against business objectives
 - Improvement report

The improvement report provides members with some reassurance that issues of performance are being addressed and the actions that are being taken to improve the situation.

- 5.4 Quarter 1 Quarterly Performance Report highlights the following:

- (a) Performance at a glance:

Targets below what they should be, which are accompanied with an improvement report are:

Quarterly Performance Indicators:

- LI12 % of programmed health and safety inspections of businesses carried out when due 86%, against a target of 100%
- LI18 12 disabled facility grants completed, against a target of 25

- (b) Targets on track

Quarterly Performance Indicators:

- LI9 106.58 KGS of residual household waste has been collected per household
- LI13 17 empty homes have been brought back into use following Officer intervention
- LI14 6 energy efficiency measures were installed
- LI16 35% of homeless cases closed through prevention
- LI17 65% of homeless cases closed through relief

(c) Targets reported as exceptional are:

Quarterly Performance Indicators:

- LI7 97.31% of enviro-crime complaints have been dealt with promptly and no longer than 72 hours after receipt
- LI8 98.34% of residents think the town centres are clean and tidy
- LI10 58.03% of household waste was sent for reuse, recycling and composting
- LI11 95.48% of businesses are broadly compliant with legislation under the food hygiene rating system
- LI15 35 households have been given advice on energy efficiency

(d) Narrative updates are contained in the **APPENDIX** and are summarised as:-

- 5 measures are reported as being exceptional
- 19 measures are reported as being on track

6	Implications
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6.1	Financial	There are no financial implications associated with this report
	Legal	Not applicable
	Human Resources	Not applicable
	Human Rights Act	Not applicable
	Data Protection	Not applicable
	Risk Management	Not applicable

6.2	Community Impact Assessment Recommendations	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>
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Previous Consideration - None

Background Papers - Corporate Business and Partnerships
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Performance at a Glance

Q1

No	Indicator	RO	Is good high or low?	Q1 Actual	Q1 Target	Q1 Performance	Year end forecast	Year end target	Direction of Travel
LI7	% of enviro-crime complaints dealt with promptly and no longer than 72 hours after receipt	Julie Wallace	H	97.31%	94%		92%	100%	
LI8	No of residents who think the town centres are clean and tidy	Phil Gammon	H	98.34%	95%		95	95	
LI9	KGS of residual household waste collected per household	Phil Gammon	L	106.58	102		105	102	
LI10	% of household waste sent for reuse, recycling and composting	Phil Gammon	H	58.03%	53%		52%	53%	
LI11	% of businesses broadly compliant with legislation under the food hygiene rating system	Lisa Harvey	H	95.48%	93%		93%	93%	
LI12	% of programmed health and safety inspections of businesses carried out when due	Lisa Harvey	H	86%	100%		100%	100%	
LI13	Empty Homes brought back into use following Officer interventions	Anna Nevin	H	17	15		50	50	
LI14	No of energy efficiency measures installed	Anna Nevin	H	6	5		75	75	
LI15	No of households given advice on energy efficiency	Anna Nevin	H	35	15		100	100	
LI16	% of homeless cases closed through prevention	Anna Nevin	H	35%	35%		40%	40%	
LI17	% of homeless cases closed through relief	Anna Nevin	L	65%	65%		60%	60%	

Performance at a Glance

Q1

No	Indicator	RO	Is good high or low?	Q1 Actual	Q1 Target	Q1 Performance	Year end forecast	Year end target	Direction of Travel
LI18	No of disabled facility grants completed	Anna Nevin	H	12	25		100	100	

Performance direction of travel - Key

- Exceptional 
- On Track 
- Below what it should be 

Improvement Report for Q1

No	Measure Detail	RO	Q1 Actual	Q1 Target	Performance Status	Context for current performance	Improvement Actions Taken	Intervention/Review
LI12	% of programmed health and safety inspections of businesses carried out when due	Lisa Harvey	86%	100%		Resources have been diverted away from proactive inspections in order to provide a response to a national food poisoning outbreak.	The outbreak is almost over and diverted resources are now being used to catch up with outstanding inspections.	
LI18	No of Disabled Facility Grants (DFGs) completed	Anna Nevin	12	25		Millbrook Healthcare, the partner agency delivering the Council's DFGs, experienced a slow start to the year due to 3 technical officers on sick leave, this resulted in a lower number of jobs being completed than the target.		

Narrative Updates

Q1

Ref	Key Deliverable	RO	End Date	Performance status	Commentary/Action
2.1.1	Investigate appropriate enviro crime complaints within 72 hours of receipt	Julie Wallace	From April 2019 for duration of plan		186 reports dealt within the quarter; 181 within the time frame.
2.1.2	Deliver high quality Neighbourhood Services to ensure that town centres, parks and open spaces are clean, tidy, and attractive	Phil Bates	From April 2019 for duration of plan		363 Land Audit Management Systems (LAMS) inspections were carried out in the period with the following results: Streets Cleansing achieving 98.7% Grade B or better and Grounds Maintenance achieving 97.6% Grade B or better. Customer Satisfaction Survey carried out by the Customer Contact Centre with residents who called in specifically for Streetscene related issues. Response from 302 residents was 98.34% positive in the range of 'satisfactory to excellent' regarding the cleanliness of the town centres
2.1.3	Monitor the air quality of the Borough to ensure a healthy air environment for our future	Lisa Harvey	From April 2019 for duration of plan		Findings of the 2019 Air Quality Annual Status Report demonstrates that air quality standards are complied with.
2.1.4	Monitoring of construction works associated with major infrastructure eg M6 Smart Motorways and HS2	Robert Simpson	From April 2019 for duration of plan		The Service continues to be consulted by Kier, the contractor for the Smart Motorways work in connection with verge treatments, and piling operations. An inspection of the current works was undertaken by officers on Friday 7th June 2019. A meeting with representatives of HS2 Ltd was held on the 12th June 2019 when terms of reference were agreed for the Phase 2a Planning Forum – Environmental Health Subgroup, of which your officers are members. The purpose of the group is to discuss any potential air quality, noise, vibration and contaminated land issues associated with the construction and operation of HS2 Phase 2a, and appropriate mitigation measures.
2.1.5	Encourage households to increase recycling and minimise residual waste because this will be good for the environment and will reduce collection and disposal costs	Becky Martin	From April 2019 for duration of plan		Continue to communicate with residents and offer advice and assistance where required. Online community is being established to consult and disseminate advice.
2.1.6	Provision of new, accessible and safe taxi ranks.	Julie Wallace	From April 2019 for duration of plan		Discussions continue with Staffordshire County Council Highways on suitable locations for further taxi ranks.

Narrative Updates

Q1

Ref	Key Deliverable	RO	End Date	Performance status	Commentary/Action
2.2.1	Deliver the Heritage Lottery Fund (HLF) project to restore Victoria Park	Mark Thornewill	From April 2019 for duration of plan		Contracts finalised and signed and sealed by Robert Woodhead and SBC on the 8th July 2019. Work due to start on site on the 22nd July 2019. The programme will run for 44 weeks and is expected to be completed the first week of June 2020. Pre strategy meeting held with the contractor and Project team on the 26th July 2019. The new Community Engagement and Events officer is due to start on the 2nd September 2019. Meeting held with catering consultant and draft brief developed. Soft market testing days to be held on the 6th and 17th July with a view to going out to tender for the catering concession mid August 2019. Press release issued on the 9th July 2019 and website updated with work start date.
2.3.1	To implement the Community Awards for 2020	Ella Smith	April-November each year		Internal project team was set up and a timeline for the 2019 awards scheme has been agreed. Lessons learnt from the previous year have been considered and planning for 2019 has started.
2.3.2	To implement and co ordinate Stafford in the World	Ella Smith	February-May each year		Stafford in the World took place on the 25 May, the event was larger than last year with 27 organisations attending along with 6 groups performing, a training ambulance and The Great Minds Tour Bus. The event was well attended and attracted some large crowds throughout the day.
2.3.3	To oversee the Small Grants Scheme for the Borough	Ella Smith	Rounds open to groups during September and February each year		The Small Grants scheme awarded 7 grants to community groups/organisations this quarter, the presentation of the grants was delivered at Stafford in the World 2019.

Narrative Updates

Q1

Ref	Key Deliverable	RO	End Date	Performance status	Commentary/Action
2.3.4	Support the implementation of volunteer led and supported schemes to help improve Health and Wellbeing	Anna Nevin	Ongoing		<p>The Community Connector scheme is expanding with 5 new bases for the additional Connectors to work from. Community Connectors engage with isolated people, providing them with information and guidance about support that is available locally. Stepping Stones is a partnership project led by Stafford Borough Council and Stafford and Rural Homes. It aims to help isolated individuals engage locally and increase their social interaction by increasing accessibility to existing activities. This will involve extending and developing the provision of volunteer community transport and car schemes. During this Quarter, BeConnected activities (run by Stafford and Rural Homes) have been mapped alongside Community and Volunteer transport identifying opportunities and gaps.</p> <p>The Walking for Health group has been supported to develop their action plan, which included delivering a Walk Leader Training for 4 new volunteers. Dementia Awareness training was delivered to the Volunteer Walk Leaders at their Annual meeting creating an additional 15 Dementia Friends in Stafford Borough. There are now 3,875 Dementia Friends in Stafford Borough.</p>

Narrative Updates

Q1

Ref	Key Deliverable	RO	End Date	Performance status	Commentary/Action
2.4.1	Support partners to set up initiatives to enhance the Health and Wellbeing of residents	Anna Nevin	From April 2019 for duration of plan		<p>The Council is working with Stafford and Newcastle College Group to identify Health and Social Care students who can support the Council to deliver campaigns to promote health and wellbeing. 3 potential students have been identified and the placements are due to be confirmed in September. The Health and Housing team have had engagement with Elim Hope Church as they set up the Ark, a centre offering support for local residents. The council have linked them into initiatives which can support and develop their services, with an aim of them enhancing the health and wellbeing of residents.</p> <p>Work is ongoing with Business Enterprise Support who run "Building Better Opportunities". The aim is to extend their reach in the Borough and ensure more people are able to access support to get them closer to training and employment. Initial work involves linking existing clients of the housing service and partner organisations into their opportunities. Already engagement with this service is linked into the receipt of discretionary housing payments.</p> <p>The Council has been working collaboratively with Primary Care at the Clinical Commissioning Group to map new and future housing developments against GP capacity in terms of staff and estates. Regular meetings have been established to discuss on going requirements.</p>

Narrative Updates

Q1

Ref	Key Deliverable	RO	End Date	Performance status	Commentary/Action
2.4.2	Support the co-ordination of high profile events in the Borough, for example those run by Freedom Leisure as part of the Leisure and Cultural Partnership project	Mark Thornewill	From April 2019 for duration of plan		<p>Ancient High House - This year the house was home to a Carrot Hunt which enticed children to find the carrots all over the house and encourage them to go into every room. In addition to the Carrot Hunt there was also a craft activity included. Increased numbers of children enjoyed this Easter activity this year.</p> <p>Stafford Castle - This year the Castle was home to a "hunt the dinosaur egg "trail with a craft activity included. Attendance was high with approximately 500 people attending the site on the day.</p> <p>Wildlife and Country Fair – Stafford Castle May 2019. This event attracted almost a thousand people to the Stafford Castle site. The event aims to give people a taste of the countryside and its wildlife, crafts and customs. The event was attended by the Police Rural Crime Team, Staffordshire Wildlife Trust, Staffordshire Small Holders as well as the local Bat and bees groups. We had arena displays which included clog dancing, Morris men and the PADS dogs show. This year saw several new attractions - the Bird of Prey team who performed an interactive display in the arena and a fantastic hour long arial display in the keep area, a local donkey sanctuary provided petting animals and as with all our displays the exhibitors provided information to visitors. A variety of stallholders, who specialise in handmade or craft type produce, were also in attendance.</p>

Narrative Updates

Q1

Ref	Key Deliverable	RO	End Date	Performance status	Commentary/Action
2.4.3	Promote and maximise the use of Stafford and Stone Town Centres by utilising market demonstration areas and consent streets.	Robert Simpson	From April 2019 for duration of plan		The regular weekly Wednesday Market and monthly Grub Club, Makers Market and Farmers Market continued to be held in Stafford. In Stone the monthly Stone Farmers Market continues to thrive and the Council has given support to the recent Festival and the introduction of the monthly Stone Street Food Event. Additionally in Stafford we were the only town outside the North East to receive the Heineken Cup and European Rugby Challenge Cups for display on the 18th April, this coincided with the Good Friday church service in the market square, and attracted many families. The Mayor's Parade, Stafford in the World, the Cheese and Ale festival and the Ironman event have also been successfully staged.
2.5.1	To assist in the operational delivery of, and lead on, the implementation of specific initiatives in respect of domestic abuse; anti-social behaviour, criminal exploitation, substance misuse and mental health	Victoria Cooper	Commences April through to March annually - as determined by allocation of funding from the Staffordshire Commissioner		For 2019/20 the Community Wellbeing Partnership will receive £72,041 from the Staffordshire Commissioner for activities that support the reduction of crime, anti-social behaviour, domestic abuse, criminal exploitation, substance misuse and mental health. The following organisations have been commissioned to deliver a broad range of activity; Resolv; Right Stuff boxing club; Youthnet, Communities Against Crimes of Hate and Theam Security.
2.5.2	To ensure that the authority adheres to its statutory responsibility in respect of the Prevent duty	Viki Ashcroft	From April 2019 for duration of plan		Officers attended the Staffordshire Prevent Board Meeting on 12th April 2019. Work is ongoing to roll out an e-learning module to staff.

Narrative Updates

Q1

Ref	Key Deliverable	RO	End Date	Performance status	Commentary/Action
2.5.3	To continue to utilise procedures and processes in respect of anti-social behaviour in order to reduce the number of incidents that occur	Victoria Cooper	From April 2019 for duration of plan		<p>As a result of partnership working, youth ASB has decreased significantly within Stafford Town Centre in quarter one of 2019/20, when compared with quarter 4 of 2018/19. Work is ongoing with commissioned service, Youth Net, who will engage with young people and sign post them to other diversionary activities within the borough, as well as the SPACE scheme which will run during the summer months. During Quarter 1, three Community Protection Notice Warnings were issued to individuals for street drinking and littering, begging in Stafford Town Centre while housed in accommodation and to a home owner regarding the state of repair of their property. Three Fixed Penalty Notices were also served for the consumption of alcohol in a public open space, within the town centre, as this was a breach of the Public Space Protection Order. Officers are currently exploring the possibility of extending the PSPO powers within the borough's town centres to include restrictions around a wider range of behaviours including: loitering, the feeding of pigeons, pedal cycles/ scooters/ skateboards, motor vehicles.</p> <p>Letters of advice have also been sent to 20 addresses in this quarter, offering words of advice, following neighbour disputes.</p> <p>In total, 31 complaints of ASB were received by SBC during quarter 1. Proactive investigation and enforcement has taken place by officers, in person and through the use of CCTV.</p>
2.5.4	To ensure that the authority adheres to its statutory safeguarding duties, including domestic homicide reviews	Viki Ashcroft	From April 2019 for duration of plan		Officers attended the District Safeguarding meeting on 27th June. For the quarter we have received 2 adult and 1 child safeguarding referrals.
2.6.1	To work towards all businesses are compliant with environmental regulations	Lisa Harvey	From April 2019 for duration of plan		Resources have been diverted away from proactive inspections in order to provide a response to a national food poisoning outbreak.

Narrative Updates

Q1

Ref	Key Deliverable	RO	End Date	Performance status	Commentary/Action
2.6.2	Support businesses and partnership forums to keep them informed of relevant legislation and to assist businesses to comply	Robert Simpson	From April 2019 for duration of plan		A programme of food, and health and safety interventions that were due in the quarter has been undertaken. Relevant education and enforcement interventions have been taken including the serving of Improvement Notices and the preparation of files for prosecutions. Additional work is being undertaken with other Councils in Staffordshire to highlight food allergen issues. Attendance and support has been given to the Stafford TCP, local pub and store watch groups, and the Stone Street food organising group.
2.6.3	Organise taxi forums	Julie Wallace	From April 2019 for duration of plan		Taxi Forums are arranged yearly in advance, from February each year, 4 forums are held a year with the next one due on 11 September 2019.
2.7.1	Provide a comprehensive housing options service to prevent homelessness and support people into sustainable accommodation - review	Anna Nevin	TBC		The Housing Options Team are continuing to focus on preventing people from having to leave their homes by using alternative measures such as mediation in order to prevent homelessness. This has contributed towards meeting the target of 35% of cases closed as prevention in this quarter. In addition, the Team continues to work to upstream homeless prevention through the establishment of the Homeless Forum and Housing Association Working Group.
2.7.2	Ensure sufficient, well managed provision of Gypsy and Traveller Accommodation	Anna Nevin	Ongoing		Delegations are in place to enable the purchase of appropriate land for a new Gypsy and Traveller Site. Work is ongoing to identify potential sites that would be suitable.
2.7.3	Ensure good housing standards are delivered in the private sector	Anna Nevin	Ongoing		The backlog in license applications for Houses of Multiple Occupation has now been removed, this was caused by a change in legislation in October 2018 requiring more properties to obtain licenses. The team are working with E.ON and Warmer Homes Stafford to prepare for an autumn roll out of first time central heating systems and gas connections.

Performance direction of travel - Key

Exceptional



On Track



Below what it should be

