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Dear Members

**Community Wellbeing Scrutiny Committee**

A meeting of the Community Wellbeing Scrutiny Committee will be held in the **Craddock Room, Civic Suite, Civic Centre, Riverside, Stafford on Wednesday 31 July 2019 at 6.30pm** to deal with the business as set out on the agenda.

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

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

A handwritten signature in black ink, appearing to read "I. Curran".

Interim Head of Law and Administration

# COMMUNITY WELLBEING SCRUTINY COMMITTEE - 31 JULY 2019

Chair - Councillor J Hood

## AGENDA

- 1 Minutes of 16 July 2019 as published in Digest No 258 on 2 August 2019
- 2 Apologies
- 3 Public Question Time - Nil
- 4 Councillor Session - Nil
- 5 Members' Items

Item No 5(a) Councillor A Hobbs has submitted the following item under Paragraph 2.8 of the Scrutiny Committee Procedure Rules;

I would like to ask the cabinet member for environment if they would consider a green project involving tree and hedge planting to reduce carbon emissions, wildflower patches to increase insects and pollinators, and planting of orchards and vegetables to encourage a more sustainable way of living.

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COUNCILLOR A P EDGELLER

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INTERIM HEAD OF LAW AND ADMINISTRATION

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INTERIM HEAD OF LAW AND ADMINISTRATION

### **Membership**

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

C A Baron	A D Hobbs
R J Barron	J Hood
A R G Brown	L Nixon
A G Cooper	R M Sutherland
A P Edgeller	M J Winnington

#### **Cabinet Members:-**

Councillor J K Price - Environment and Health

Councillor J M Pert - Community

Councillor C V Trowbridge - Leisure

**ITEM NO 5(b)**

**ITEM NO 5(b)**

<b>Report of:</b>	<b>Councillor A P Edgeller</b>
<b>Contact Officer:</b>	<b>As Above</b>
<b>Telephone No:</b>	<b>01785 664501</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Community Wellbeing 31/7/19 (Only)</b>

**COMMUNITY WELLBEING SCRUTINY COMMITTEE**

**31 JULY 2019**

**Healthy Staffordshire Select Committee**

**1 Purpose of Report**

- 1.1 To consider the report of Councillor A P Edgeller on matters considered by the Healthy Staffordshire Select Committee at their previous meetings held on 19 March and 10 June 2019.

**2 Recommendation**

- 2.1 That the report of Councillor A P Edgeller be noted.

**3 Key Issues and Reasons for Recommendation**

- 3.1 The following report details the various matters considered by the Healthy Staffordshire Select Committee at their previous meeting held on 19 March and 10 June 2019.

**4 Relationship to Corporate Priorities**

- 4.1 This report is most closely associated with the following Corporate Business Objective 2:-

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

<b>5 Report Detail</b>
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5.1 As part of the devolved Health Scrutiny arrangements, the Council’s representative on the Healthy Staffordshire Select Committee is requested to provide a brief written report on meetings of the Healthy Staffordshire Select Committee.

5.2 Accordingly, the digest of the meetings of the Healthy Staffordshire Healthy Select Committee are attached as follows:-

**APPENDIX 1 - 19 March 2019**

**APPENDIX 2 - 10 June 2019**

<b>6 Implications</b>
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6.1	<b>Financial</b>	Nil
	<b>Legal</b>	Nil
	<b>Human Resources</b>	Nil
	<b>Human Rights Act</b>	Nil
	<b>Data Protection</b>	Nil
	<b>Risk Management</b>	Nil

6.2	<b>Community Impact Assessment Recommendations</b>	<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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<b>Previous Consideration - Nil</b>
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<b>Background Papers - File available in Law and Administration</b>
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**COMMUNITY WELLBEING SCRUTINY COMMITTEE**

**31 JULY 2019**

**Healthy Staffordshire Select Committee**

**Healthy Staffordshire Select Committee – 19 March 2019  
District/Borough Digest**

Under the Health Scrutiny Code of Joint Working with District and Borough Councils, Authorities have undertaken to keep relevant Partners informed of their consideration of health matters having regard to the general working principle of co-operation and the need to ensure a co-ordinated Staffordshire approach. Therefore, the following is a summary of the business transacted at the meeting of the Healthy Staffordshire Select Committee held on 19 March 2019 - link to Agenda and reports pack:

[Healthy Staffordshire Select Committee - 19 March 2019](#)

Agenda Item	District(s)/Borough(s)
<p><b><u>Proposal for the Provision of an integrated stroke service at University Hospitals of Derby and Burton</u></b></p> <p>The Select Committee considered the proposal to integrate the stroke pathway at the University Hospitals of Burton and Derby.</p> <p>The proposal was for the hyper-acute stroke medicine (first 72 hours) to be delivered via a centralised service in Derby, and a single referral point for Transient Ischemic Attack (TIA). Patients would be stepped back to Burton for acute care, rehabilitation and discharge closer to home.</p> <p>The case for change was explained in the report and was in line with national direction and best practice. Members asked questions particularly on travel times and capacity at Derby.</p> <p>The Committee suggested a consultation period of 8 weeks concentrating particularly on transport times.</p>	<p>All Districts and Boroughs</p>

<p><b><u>Cancer Services and the STP Cancer Transformation Plan 2019/20</u></b></p> <p>At a previous meeting of the Committee Members asked for information on the STP Cancer transformation plan and how this will improve the cancer services. The Cancer and End of Life service programme came to an end in 2017 when no bidder was able to meet the minimum criteria set by the programme. Following this the CCGs agreed an ambitious plan to improve cancer services and this is now part of the STP planned care work stream.</p> <p>The report outlined the key priorities and summarised current performance and ways to improve.</p> <p>Members asked questions on recruitment of specialist staff, early diagnosis, performance on targets and pathway.</p> <p>The Committee asked for more detailed information on performance at a local level.</p>	<p>All Districts and Boroughs</p>
<p><b><u>Progress update on Palliative and End of Life Care</u></b></p> <p>The Staffordshire and Stoke on Trent End of Life procurement of services ceased in June 2017.</p> <p>Following this a Programme Board was established to take forward the Palliative and End of Life priorities. National guidance was used to develop the work stream alongside the West Midlands Clinical Senate blueprint.</p> <p>The main areas of work undertaken were:</p> <ul style="list-style-type: none"> <li>• Palliative Care registers</li> <li>• Electronic Palliative Care Co-ordination systems</li> <li>• Admission avoidance</li> <li>• Care homes</li> <li>• Children and young people</li> <li>• Voluntary sector engagement</li> </ul>	<p>All Districts and Boroughs</p>

<p>During the debate, the Committee gained information on the procurement plans to co-ordinate information systems and the how the Integrated Care Teams would work together to improve experience of patients The information was noted.</p>	
<p><b><u>Excluded and Restricted Procedures (Including Hearing Aids)</u></b></p> <p>The CCGs need to priorities resources and align commissioned services across the six Staffordshire and Stoke on Trent CCGs. These services included:</p> <ul style="list-style-type: none"> <li>• Assisted conception</li> <li>• Hearing aids for noncomplex hearing loss</li> <li>• Male and Female sterilisation</li> <li>• Breast Augmentation and reconstruction</li> <li>• Removal of excess skin following significant weight loss.</li> </ul> <p>The CCG proposed a formal consultation for these areas which would start in August 2019 for 12 week period.</p> <p>The Committee felt that it would have useful for the report to contain information on which areas received what services so that they could establish the extent of the inequality.</p> <p>The Select Committee felt that hearing aids should not be on the list as they were an integral to keeping people healthy.</p>	<p>All Districts and Boroughs</p>

The next meeting will be held on Monday 10 June 2019.

**COMMUNITY WELLBEING SCRUTINY COMMITTEE**

**31 JULY 2019**

**Healthy Staffordshire Select Committee**

**Healthy Staffordshire Select Committee – 10 June 2019  
District/Borough Digest**

Under the Health Scrutiny Code of Joint Working with District and Borough Councils, Authorities have undertaken to keep relevant Partners informed of their consideration of health matters having regard to the general working principle of co-operation and the need to ensure a co-ordinated Staffordshire approach. Therefore, the following is a summary of the business transacted at the meeting of the Healthy Staffordshire Select Committee held on 10 June 2019 - link to Agenda and reports pack:

[Healthy Staffordshire Select Committee - 10 June 2019](#)

<b>Agenda Item</b>	<b>District(s)/Borough(s)</b>
<p><b><u>Adult Learning Disability Community Offer 2022</u></b></p> <p>The Select Committee considered a report of Cabinet Member for Health Care and Wellbeing on the day opportunities for people with learning disabilities and/or autism. The report was due to go to Cabinet on 19 June for consideration and the Select Committee was being asked for comments prior to decision. The Cabinet report was attached to the agenda for members to consider.</p> <p>The programme included considering the future Building based opportunities and Learning disability services provided directly by the council.</p> <p>Engagement had taken place with key stakeholders the outcome of this engagement had now been completed and used to analysis the options.</p>	<p>All Districts and Boroughs</p>

<p>Members questioned the quality of services and how this was monitored; Provision in rural areas of the County, e.g. Staffordshire Moorlands were there were a limited number of providers and little transport links between communities. It was explained that if similar need in areas was identified, Dynamic partnerships were flexible enough to look at procuring a group type service; Consultation with Carers; The way funding was provided and the assessment criteria had changed and was creating stress for carers who couldn't provide information on costs or services provide by providers thy didn't know about.</p> <p>The Committees concerns and issues raised would be included in development of the ALD 2022 Community Offer Programme.</p>	
<p><b><u>University Hospital North Midlands</u></b></p> <p>The Chief Executive of the University Hospital North Midlands (UHNM) Tracy Bullock, Helen Ashley, Acting Chief Executive and Jonathan Tringham, Acting Finance Director attended the meeting. The following items were considered:</p> <ul style="list-style-type: none"> <li>• Staffing - staffing levels and retention of staff was particularly good for a Hospital Trust with 90% retention.</li> <li>• The County Hospital A&amp;E was not due to close. However, the service needed to be safe and sustainable which may mean that services needed to change.</li> <li>• Cancer targets</li> <li>• Death rates</li> <li>• Financial position -The UHNM plan to breakeven at the end of the 2019/20 financial year. This is an improvement on the 2018/19 deficit of £63m.</li> <li>• Service Changes - the Committee was informed that there weren't any plans to change services at the moment, however, all service areas would be reviewed with a view of providing efficiencies and this may result in changes being needed.</li> <li>• UHNM/STP priorities - The Committee was informed that as the Service reviews took place, all partners would be consulted and currently nothing was running contrary to STP priorities.</li> </ul>	<p>All Districts and Boroughs</p>

<p>The committee asked for more information on: The number of people who could have used The County's Birthing Unit but chose to use an alternative provision; In relation to cancer targets, the range of time for those patients who miss the 62-day target before they are treated; this to include specialisms and whether these cases were referred to other hospitals which specialised in this area; and, the impact of any delay can have had on the patient; National Cancer statistics and for a full 12 months period so that trends could be formed; Are patients still sent to other geographical areas for specialist cancer services such as Brampton in London; Delayed discharges on death figures; A list of services which are currently provided at The County Hospital.</p>	
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The next meeting will be held on Monday 15 July 2019.

ITEM NO 6(a)

ITEM NO 6(a)

<b>Report of:</b>	<b>Head of Development</b>
<b>Contact Officer:</b>	<b>Anna Nevin</b>
<b>Telephone No:</b>	<b>01785 619176</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Community Wellbeing 31/07/19 Cabinet 12/06/2019</b>

## COMMUNITY WELLBEING SCRUTINY COMMITTEE

31 JULY 2019

### Empty Homes Strategy and Release Of Funding

The following matter was published in the Members' Digest No 256 of 14 June 2019 and has been **CALLED IN** to this Committee by Councillors A T A Godfrey, A D Hobbs and G P K Pardesi for the following reason:-

"Methods of making this policy more effective."

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

- 1.1 To present the draft Empty Homes Strategy, request permission to consult on the draft strategy and seek agreement for the funding that has been set aside to tackle empty homes to be released in a phased approach over four financial years.

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

- 2.1 That the proposal of the Cabinet Member, Community and Health Portfolio, be approved as follows:-

that the Empty Homes Strategy be approved for consultation and the funding to bring empty homes back into use be released, in line with the anticipated programme.

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

- 3.1 Over the past 10 months an empty homes officer has been in post, picking up the work that stopped when the previous officer left in 2015. Significant progress has been made, but activity can not proceed now until the empty homes strategy is in place and the funding be released to carry out interventions.

## **4 Relationship to Corporate Priorities**

- 4.1 Bringing Empty Homes back into use supports all three priorities in the Corporate Business Plan.
- To delivery 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; and
  - To be a well run, financially sustainable an ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives.

## **5 Report Detail**

- 5.1 By having an Empty Homes Strategy and a clear programme of actions and interventions, we can:-
- Improve neighbourhoods and create better environments for local communities;
  - Reduce vandalism and anti-social behaviour;
  - Improve the health and wellbeing of communities and individuals;
  - Help meet housing need by providing additional housing options for the local community;
  - Ensure best use of assets;
  - Improve housing conditions;
  - Increase New Homes Bonus (which can be reinvested into the local area);
  - Increase Council Tax income and potentially increase spend on local goods and services from the occupants of formerly empty homes;
  - Balance new build with the best use of existing stock; and
  - Increase income and capital value to home owners and reduce the costs of council tax liability.
- 5.2 In December 2017, Cabinet agreed to the creation of a fixed term post to bring empty properties back into use. In addition the Capital programme included an allocation of £210,000 to facilitate this. In July 2018 the Empty Homes Officer was appointed and work has been ongoing since then to pick up the work that had been done by the previous empty homes officer.
- 5.3 An assessment of all the empty homes in the Borough has been carried out to understand the issues and extent of the problems. This has involved risk assessing and then prioritising the properties for intervention looking at factors such as neighbour complaints, length of time empty, appearance of the property, known hazards at the property etc. This was carried out using both desktop analysis and visits to many of the properties. Mapping of all empty properties has been carried out to identify clusters and potential areas for early intervention. New processes have been put in place to track flows of empty properties on a monthly basis.

- 5.4 An empty homes strategy has been drafted, using the data available and understanding the interventions required and available to bring properties back into use. A draft of the empty homes strategy is at Appendix A and it is proposed that this should be made available for consultation with key stakeholders and partners prior to being finalised. The strategy has three objectives:
- To bring empty homes back into use using a range of advice, assistance and support;
  - To use enforcement action where appropriate to bring empty homes back into use; and
  - To better understand why homes are being left empty in the Borough and where possible, prevent homes from becoming empty for long periods of time.
- 5.5 The empty homes officer has been successful in working with home owners to bring properties back into use, through support, advice and guidance, however, as well as this supportive approach, the option of using enforcement when all other interventions have been tried is needed and for this funding is required. A momentum has been building up in this work, a forward plan of empty properties to target has been produced, the officer has an active caseload of 30 properties and funding is needed for work to continue.
- 5.6 The funding will be required principally for loans to owners to bring properties back into use. Where the clearance of properties and gardens is required to reduce the negative impact on surrounding areas and the owner fails to engage, this will be carried out as works in default with a charge put on the property, which is later recouped when that property is sold. Compulsory purchase of a property will be a last resort, with currently this being an option for two empty properties that the officer is dealing with. Due to the process associated with compulsorily purchasing a property and costs being recouped, a funding allocation is not required for this activity. There will also be a requirement to publicise this activity, both the reporting of empty homes, but also the products and interventions that the Council has to bring properties back into use. This will require a small revenue budget.
- 5.7 Given the assessment above, the full allocation of funding will not be required immediately and work has been undertaken to profile spend. Funding was approved for the empty homes officer as a full time post for two years, costing £76,940. The officer in the post works part time (25 hours), and the post is fixed term until July 2021, costing an estimated £70,150. It is proposed that this post is extended to March 2023, to enable the programme of work that has been developed to be delivered. From experience when the previous empty homes officer post was in place, the number of empty properties reduced, however rose again when they left the post. This increase in length of time for the post will require an additional resource of £35,010.

- 5.8 Taking into account the considerations in paragraphs 5.6 and 5.7 and the fact that spend will be determined by the take up of loans and how the owners engage with the various options available to them, the following funding request is proposed:

Year	Capital £	Revenue £	Total £	Rationale
2019/20	50,000	5,000	55,000	Loans and Advertising / Publicity
2020/21	50,000		50,000	Loans
2021/22	50,000	15,004	65,004	Loans and officer costs
2022/23	19,990	20,006	39,996	Loans and officer costs
<b>Total</b>	<b>169,990</b>	<b>40,010</b>	<b>210,000</b>	

- 5.9 It is also envisaged that loans will be recycled, therefore, as the loan pot reduces in 2022/23, it is anticipated that repayments will increase the amount available, if there is still a need for empty homes loans at that stage.
- 5.10 The strategy proposes bringing 50 empty homes back into use each year. This will draw in New Homes Bonus to the authority. Stafford Borough Council will receive an extra £1,340 for each band D property brought back into use for a period of 4 years. Bringing 50 back into use equates to £67,000 per year, or a total of £268,000 over four years. This amount will reduce if the properties brought back into use are at a lower Council Tax band, or increase if they are higher bands. It should be noted however that the New Homes Bonus Scheme is under review and this may not apply going forward.
- 5.11 Permission is sought to consult on the strategy and for funding to be released in line with the projections in paragraph 5.8 to continue the programme of interventions.

## 6 Implications

6.1 <b>Financial</b>	The approved capital programme includes an allocation for Empty Homes of £210,000. This report is requesting the phased release of this money over four financial years, and, £40,010 of this allocation to be revenue, with the remaining £169,990 capital.
<b>Legal</b>	Nil
<b>Human Resources</b>	Nil
<b>Human Rights Act</b>	Nil
<b>Data Protection</b>	Nil
<b>Risk Management</b>	Failure to bring empty homes back into use could have a negative impact on neighbourhoods and local communities, result in ongoing antisocial behaviour and vandalism; reduce the Council's ability to attract new Homes Bonus and fail to contribute to the ability to meet housing need by providing additional housing opportunities for the local community.

<p>6.2 <b>Community Impact Assessment Recommendations</b></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 Empty Homes Strategy does not treat any person more or less favourably than another person, whether or not either person has any form of protected characteristic. Bringing empty homes back into use can have a positive impact on resident's health and wellbeing, reducing stress and anxiety associated with living in close proximity to an empty property. For owners there is the financial strain of owning an empty property and case studies have shown that uncertainty of what action to take can lead to stress and anxiety. Bringing empty homes back into use also removes the potential for crime, anti-social behaviour and arson which is often associated with empty properties.</p> <p>Making full use of housing stock is one element in ensuring everyone has a suitable home and isn't in the position where they are facing homelessness, or periods in temporary accommodation.</p>
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**Previous Consideration** - Cabinet - 12 June 2019 - Minute No CAB10/19

**Background Papers** - The Empty Homes Strategy 2019-2024 is circulated with this report.

# Empty Homes Strategy

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2019 - 2024

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<b>Going Forward 2019 - 2024</b>	<b>7</b>
<ul style="list-style-type: none"><li>• Objective 1: To promote the range of advice, assistance and support available to bring empty homes back into use and develop new solutions.</li></ul>	
<ul style="list-style-type: none"><li>• Objective 2: To use enforcement action in bringing long term problematic empty homes back into use.</li></ul>	
<ul style="list-style-type: none"><li>• Objective 3: To better understand why homes are being left empty in the Borough and where possible, prevent homes from becoming empty for long periods of time.</li></ul>	
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## **Introduction**

Stafford Borough Council's Empty Homes Strategy sets out what the council will do, with partners, to bring homes back into use, to make best use of housing stock in the Borough and to reduce the negative impact empty homes have on surrounding homes, neighbourhoods and communities.

By having an Empty Homes Strategy and a clear programme of actions and interventions, we can:-

- Improve neighbourhoods and create better environments for local communities.
- Reduce vandalism and anti-social behaviour.
- Improve the health and wellbeing of communities and individuals.
- Help meet housing need by providing additional housing options for the local community.
- Ensure best use of assets.
- Improve housing conditions.
- Increase New Homes Bonus (which can be reinvested into the local area).
- Increase Council Tax income and potentially increase spend on local goods and services from the occupants of formerly empty homes;
- Balance new build with the best use of existing stock.
- Increase income and capital value to home owners and reduce the costs of council tax liability.

Homes are left empty for a variety of reasons and plans to bring properties back into use need to be tailored to each circumstance. This Strategy recognises there is no one simple solution to the problem of empty homes and outlines a range of options to bring properties back into use.

## **Strategic Ambitions**

Stafford Borough Council's vision is to have 'a prosperous and attractive Borough with strong communities'.

Our Corporate Business Plan 2018 – 2021 sets out the Council's key objectives which are:-

1. To deliver sustainable economic and housing growth to provide income and jobs.
2. To improve the quality of life of local people by providing a safe, clean, attractive place to live and work, encouraging people to be engaged in developing strong communities that promote health and wellbeing.
3. 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.

The Council's vision and each of the three objectives are supported through this Strategy by aiming to bring 50 empty properties back into use each year and 250 in total through the lifetime of the Strategy.

To achieve these ambitions, Stafford Borough Council has invested in an Empty Homes Officer with the sole focus of bringing empty homes back into use.

## **Achieving our Ambitions**

This Strategy will focus on three objectives in order to achieve our ambitions in bringing empty homes back into use. These are: -

1. To bring empty homes back into use using a range of advice, assistance and support.
2. To use enforcement action on bringing long term, problematic empty homes back into use.
3. To better understand why homes are being left empty in the Borough and where possible, prevent homes from becoming empty for long periods of time.

## **Current Position**

There are two types of empty properties – those that are empty for short periods of time and problematic longer term empty properties. The short term vacant properties are re-occupied relatively quickly and are necessary for the housing market to function. These properties rarely require intervention to bring them back into use; they are generally reoccupied within six months.

Longer term problematic vacancies are properties that have remained empty for over six months and usually cause complaints from neighbours or are detrimental to the neighbourhoods; they are the focus of this strategy. The Council is keen to stop short term empty properties from becoming long term, problematic empties.

## **National Context**

There are approximately 23,950,000 dwellings in England<sup>1</sup>. Latest figures show that in 2017, 605,891 dwellings (2.53% of all properties) are classed as empty homes. Of these, 205,293 are long term vacant dwellings (unoccupied 6 months+). This equates to 34% of empty properties and 0.86% of all properties nationally<sup>2</sup>.

The percentage of empty homes has been steadily decreasing since 2013, yet has risen again slightly in 2017. Overall, the number of homes that are long term vacant has decreased by 5% since 2013, from 216,050 to 205,293 in 2017<sup>2</sup>.

## **Regional Context**

In Staffordshire, there are approximately 379,950 dwellings<sup>1</sup>, of which 2.67% are empty homes (10,123). Of these, 3,241 are reported as long term empty (32% of those empty; 0.85% of total dwellings). Staffordshire has a slightly higher percentage of empty homes overall than the national rate. However, from 2013 the percentage of long term empty homes in Staffordshire has decreased and fallen lower than the national average<sup>2</sup>.

## **Local Context**

There are approximately 60,580 homes in the Borough<sup>1</sup>, of which approximately 3.16% are reported as empty. This compares unfavourably to both the regional and national averages of 2.67% and 2.53% respectively. In latest figures, 1,962 properties are listed as empty, of which 670 have been empty for more than 6 months. This equates to 1.08% of all dwellings and 34% of all empty homes in the Borough<sup>2</sup>.

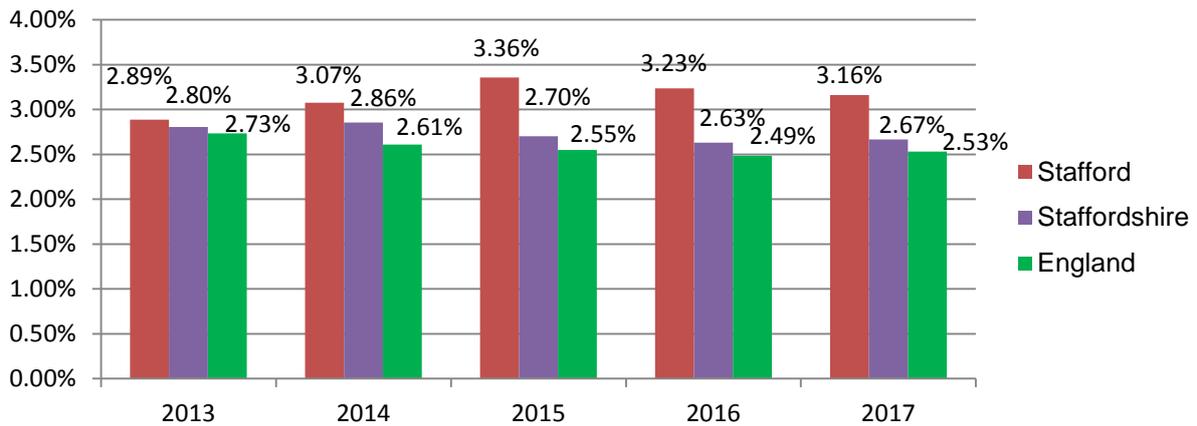
The number of empty homes in Stafford has increased by 16.8% since 2013, from 1,680 empty homes in 2013 to 1,962 empty homes in 2018<sup>2</sup>. The proportion of the Borough's homes vacant for 6 months+ has increased by almost 5% meaning that over a third of empty properties in the area are long term unoccupied. The Council has allocated resources to address the issue of empty properties and is committed to reducing the number of long term empties.

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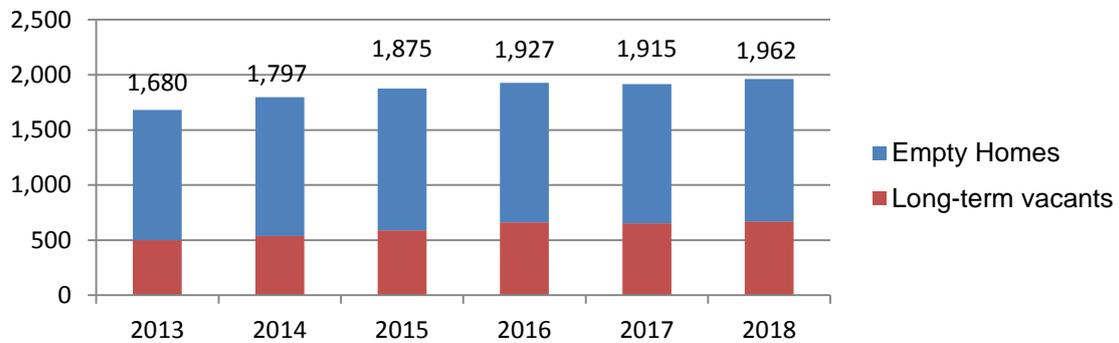
<sup>1</sup> MHCLG Table 100: number of dwellings by tenure and district, England, April 2017, published 25 May 2018

<sup>2</sup> MHCLG Table 615: vacant dwellings by local authority district: England, from 2004, Oct 2018, published March 2019

**Figure 1: Empty Homes as a % of all dwellings**



**Figure 2: Number of Empty Homes in Stafford and proportion long-term vacant**



**Figure 3: Long-Term Empty Properties in Stafford**

Year	Number of Empty Homes for 6 months+	% all homes Long Term Empty	% of empty homes Long Term Empty	Net change in number of Long-Term Empty Homes
2013	500	0.86%	29.76%	-174
2014	538	0.92%	29.94%	+38
2015	589	1.05%	31.41%	+51
2016	661	1.11%	34.30%	+72
2017	653	1.08%	34.10%	-8
2018	670	N/A*	34.15%	+17

\* At the time of reporting, 2018 statistics on number of dwellings had not been released.

## **Going Forwards 2019 – 2024**

Stafford Borough Council wants to improve the current position and bring the percentage of empty properties more in line with the national and regional average; recognising it has no control over these wider figures, the Council has set a target of bringing at least 50 empty homes back into use each year. There will also be a focus on reducing the number of properties that have been empty for long periods of time.

The Empty Homes Officer works closely with all departments within the Council and coordinates activity around empty properties. This ensures that all relevant departments are sharing information on empty homes giving a seamless journey for the customer.

### **Objective 1: To bring empty homes back into use using a range of advice, assistance and support.**

The Empty Homes Officer provides advice and support to home owners on a one-to-one basis and works closely with the owner to understand the reasons the property is empty. With the owner's agreement, the Officer will determine the best course of action to bring the property back into use. An advice and guidance leaflet is available for all empty home owners in the Borough to highlight what the Council can offer.

#### **The different types of advice or assistance available are as follows:-**

- Advice on selling / renting the empty property

The Empty Homes Officer can offer advice on local estate agents, lettings agents or auctioneers who can assist in the sale or letting of the property. The Empty Homes Officer can also inspect the property and assess it according to the Housing Health and Rating System. The Officer will then be able to give the necessary advice as to what the health and safety risks are and how these can be rectified.

- Develop partnership loans

The Council currently offers an interest free loan (up to £10,000) to empty home owners to enable them to complete repairs on their property so they can bring the property back into use. This loan will be reviewed to ensure it meets the needs of home owners and provides good value for money for the Council.

- Bringing properties up to a lettable standard

The Empty Homes Officer, working with the Housing Options Team will explore potential incentives to bring empty properties to a lettable standard in exchange for nomination rights to help households who may be facing homelessness.

- Provide assistance with garden or house clearances

Stafford Borough's StreetScene team can offer a garden and house clearing service for empty home owners. The service includes:- pest control, garden clearances, house clearances, graffiti removal or removing sharps / needles. The team will go out to the property and give a quote for the works. If the owner wants the work to proceed, it is

completed at a time to suit all parties. If the owner is not willing to work with the Council, then the Empty Homes Officer can arrange for the property to be cleared as 'works in default'. Once the work is completed, a charge is placed on property which will be paid when the property is sold.

- Consider Developing a Private Sector Leasing Scheme

A Private Sector Leasing Scheme is where a Council can enter into a lease with a private landlord. The Council will then use the property as an affordable decent home for local households who face homelessness.

- Consider a Tenant Finder Scheme

This scheme is to assist the owner of an empty property through the lettings process whilst providing good quality homes for local residents who need somewhere to live. The scheme will guide the empty home owner through the process of letting their property and assist with finding suitable tenants through our Housing Options Team. The Council will work with established local lettings agents and we will inspect the property to ensure that it is at a lettable standard.

- Signpost to energy efficiency partner agents

The council has a partner agency who can advise empty home owners on the available public grants that they may be eligible for, in order to bring the property up to a suitable standard.

### Case Study

*The empty property is in a popular rural village, it has been empty for four years and the owner has been suffering from various health issues. The property had been the family home and the owner was reluctant to sell the property and the process of dealing with it was overwhelming. The garden was severely overgrown and the house was in a poor state of repair with large amounts of rubbish throughout. There had been many complaints about its condition and the impact it was having on the local area. The Empty Homes Officer was persistent and after numerous failed appointments, finally got to meet the owner. By listening to the owners concerns, being sympathetic and understanding, the Empty Homes Officer was able to support the owner by arranging viewings and estimates by various local auctioneers and estate agents. As the owner was working with the Council, the Auction Company agreed that all fees could be paid after the sale of the property. The property was sold at auction, has been renovated and is about to become the home of a new family.*

### **Objective 2: To use enforcement action to bring long term, problematic empty homes back into use.**

The Council has many Regulatory powers that it can utilise in order to address the impact an empty property has on neighbours and the local area. With the legislation available the Council can serve a notice on the home owner to ensure that these issues are addressed and in, turn, encourage the owner to bring the property back into use.

Where all attempts of intervention has failed or if there is an immediate risk to health or safety, the Empty Homes Officer will consider a number of enforcement options that are

available to them. These options include Compulsory Purchase Orders, Empty Dwelling Management Orders and Enforced Sale.

#### **Compulsory Purchase Orders – Housing Act 1985 Section 17**

When other attempts to work with the empty home owner has failed, the Council can compulsory purchase a property as a last resort. The Council has to prove that it is in the public interest to bring the property back into use and that they have the resources to see the CPO through. In making an application for a CPO, the Council must show what their intention for the property is and that they have made all other attempts to bring the property back into use. This is not a quick process and it can take many months to complete. The owner of a compulsory purchased property may be entitled to compensation for the loss at a level equivalent to the open market value.

#### Case Study of CPO

*Stafford Borough Council had received numerous complaints about an empty mid terrace property which was in a poor state of repair and was creating problems for neighbouring properties because of vermin. The property had been empty for a number of years. Continued attempts were made to work with the home owners including offering the incentive of renting the property to a local registered provider. The owner was not willing to work with the Council and did not comply with any notices served. After persistent attempts over a long period of time, the Council used their enforcement powers and completed a Compulsory Purchase Order. The property was then sold at auction and bought by a private owner who is currently completing the refurbishments needed to bring the property back into use.*

#### **Empty Dwelling Management Orders (EDMOs) – Housing Act 2004**

EDMOs allow local authorities to take management control of certain empty properties for initially up to 1 year (under an interim EDMO) and then up to 7 years (under a final EDMO). Under an interim EDMO the Council can only grant tenancies with the permission of the owner, but under a final EDMO the owner's consent is not required. The local authority must apply to the First Tier Tribunal (Property Chamber) for an EDMO. The Property Chamber must be satisfied that there is no reasonable prospect that the property will be reoccupied in the near future without the imposition of the EDMO and that there is an element of "nuisance" being caused by the property. The Property Chamber will take into account the interests of the community and the effect the order will have on the rights of the relevant proprietor and may have on third parties. There are, however, certain properties that are exempt from an EDMO. These include:

- Second homes
- Holiday lets
- Flats and houses normally occupied by students
- The owner is in prison
- The owner is receiving or giving care
- The owner is in the armed forces
- The relevant proprietor is temporarily residing elsewhere
- The property is on the market for sale or let

#### **Enforced Sale – Law of Property Act 1925**

A local authority has a right to sell a property where, acting under a statutory power, the Council has had to incur costs as a result of works it has taken in default. Provided such costs are capable of being deemed a charge against the property, then a power of sale

arises in favour of the Council. For example, if the owner has large council tax debts and has failed to make payments to clear these arrears then the Council can consider an Enforced Sale. It must be noted though that the owner must have debts owed to the Council which are sufficient enough to warrant enforcement action. However, before such a power can be exercised, the Council must serve a formal notice on the owner demanding payment of the monies owed. If the payment still outstands after the service of the notice, then the Council can proceed to sell the property.

**Objective 3: To better understand why homes are being left empty in the Borough and where possible, prevent homes from becoming empty for long periods of time.**

As well as bringing empty homes back into use, the Council wants to stop properties becoming long term empty in the first place, or reduce the time they are empty. Advice and guidance will be sent out with letters by Council Tax to empty home owners approaching the six month and two year empty date. This will open communication with empty home owners and reduce long term empties in the Borough.

Unoccupied and unfurnished properties are entitled to 6 months exemption from Council Tax, after 6 months, normal charges apply. From April 2019, legislation has enabled councils to charge an extra premium on properties unoccupied and unfurnished for more than 2 years as a way of encouraging property owners to bring them back into use. From April 2019, Stafford Borough Council will charge an additional 100% premium on these properties; therefore the charge will be 200% of normal liability.

The same legislation has enabled a 200% premium to be charged from 2020 for properties empty for between 5 and 10 years and a 300% premium to be charged from 2021 for properties empty for more than 10 years. This legislation will be fully considered by the Council and implemented as appropriate.

**Action Plan 2019 - 2024**

	<b>Action</b>	<b>Organisation/s</b>	<b>Outcomes</b>
1.	Review and revise the advice and assistance available to empty home owners.	<ul style="list-style-type: none"> <li>• SBC</li> <li>• RSL's/Housing Associations</li> <li>• Estate agents</li> <li>• Lettings agents</li> <li>• Auctioneers</li> </ul>	<ul style="list-style-type: none"> <li>• Improved offers of assistance to empty home owners.</li> <li>• Revised empty homes loan scheme.</li> </ul>
2.	Explore opportunities for private sector leasing scheme, Tenant Finder Schemes and social letting.	<ul style="list-style-type: none"> <li>• SBC</li> <li>• RSL's /Housing Associations</li> <li>• Lettings Agents</li> </ul>	<ul style="list-style-type: none"> <li>• Affordable properties for homeless families in the area.</li> <li>• Less demand for temporary accommodation.</li> </ul>
3.	Review the Council's Empty Homes loan.	<ul style="list-style-type: none"> <li>• SBC</li> </ul>	<ul style="list-style-type: none"> <li>• Financial assistance for empty home owners to bring property into use.</li> <li>• Improved assistance for empty home owners.</li> </ul>

4.	Explore opportunities for partnership working with local registered providers.	<ul style="list-style-type: none"> <li>• SBC</li> <li>• RSL's</li> </ul>	<ul style="list-style-type: none"> <li>• Nomination rights for SBC's Housing Options Team.</li> <li>• Additional affordable properties for the local community.</li> </ul>
5.	Develop links with internal and external agencies i.e. lettings agents.	<ul style="list-style-type: none"> <li>• SBC</li> <li>• Lettings agents</li> <li>• Estate agents</li> <li>• Auction houses</li> <li>• House clearance companies</li> </ul>	<ul style="list-style-type: none"> <li>• A seamless customer journey by partnership working with internal departments.</li> <li>• Possible discount incentives for empty home owners.</li> </ul>
6.	Development of policies and procedures of enforcement options which include: Compulsory Purchase Orders, Empty Dwelling Management Orders and Enforced Sales.	<ul style="list-style-type: none"> <li>• SBC</li> </ul>	<ul style="list-style-type: none"> <li>• Clear and consistent approach when considering enforcement action.</li> <li>• Increase in the number of problematic empty homes brought back into use as a result of enforcement action.</li> </ul>
7.	Development of reporting mechanisms for empty homes.	<ul style="list-style-type: none"> <li>• SBC</li> </ul>	<ul style="list-style-type: none"> <li>• Easier access for local residents to report an empty home.</li> <li>• Increased awareness of the service.</li> </ul>
8.	Review mailshots to be sent to Empty Home owners when they are about to reach 6 months and 2 years empty.	<ul style="list-style-type: none"> <li>• SBC</li> </ul>	<ul style="list-style-type: none"> <li>• Increased communication with empty home owners</li> <li>• Possibility of 'quick wins' of bringing an empty back into use.</li> </ul>
9.	Review of Council Tax charging rates for Empty Homes.	<ul style="list-style-type: none"> <li>• SBC</li> </ul>	<ul style="list-style-type: none"> <li>• Council tax charges encourage owners to bring properties back into use.</li> </ul>

### **Delivering the Strategy**

In order to deliver the Empty Homes Strategy, the Council has appointed an Empty Homes Officer to ensure that the three objectives are met, demonstrating the Council's commitment to tackling the nuisance of empty homes.

The Council has set aside funding to carry out the interventions and enforcement actions highlighted in this strategy, but the Empty Homes Officer can't do this alone; close working relationships between other departments in the Council and stakeholders in the Borough will be essential for the objectives of this strategy to be achieved.

### **Data Analysis**

The Empty Homes Officer receives monthly data on empty properties within the Borough. The data is analysed to understand the flows of empty properties including how many become empty and how many are brought back into use. Continued analysis of this data will look at whether there are trends or issues to explore further. For example, it will highlight if

there are certain areas in the Borough that are experiencing higher levels of long term empties than others. The empty homes in Stafford Borough are mapped and will be updated biannually to identify clusters of empty properties that could lead to neighbourhood decline and also to identify whether certain owners have multiple empty properties in specific geographical locations. Each empty property is risk assessed and interventions are prioritised accordingly.

### **Reporting Empty Properties**

The Empty Homes Officer will explore the effectiveness of creating an online reporting tool, so members of the public can report a property in real time and not have to phone, or email the Council. This will ensure that the Council is made aware of any issues quickly and will have all the relevant information at hand.

### **The Vulnerabilities Hub**

The Empty Homes Officer will work closely with colleagues in Community Safety and the Police and will facilitate partnership working on this issue through the Vulnerabilities Hub. The Hub is a multi agency meeting which aims to prevent and reduce harm to vulnerable persons and families and reduce crime and anti-social behaviour in the borough. The agencies that attend these meetings include the police, Probation, Mental Health Team, Housing Options and local registered providers (not an exhaustive list). When it is identified that action is needed on an empty property and concerns are raised regarding possible anti social behaviour at the property, the Empty Homes Officer can work with partners through the Vulnerabilities Hub to develop multi agency solutions.

### **Monitoring and Reviewing the Strategy**

In order for the Strategy to remain effective and relevant, it is important that it is continually monitored throughout the period of the Strategy.

Monitoring the strategy will be carried out by the following means:-

- Monthly data tracking (data received from Council Tax and analysed by the Health and Housing Team).
- Quarterly reporting to the Community and Wellbeing Scrutiny Committee.
- The detailed action plan to be monitored by the Health and Housing Team and reviewed annually to ensure it is relevant and up to date.

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

<b>Report of:</b>	<b>Corporate Business and Partnership Manager</b>
<b>Contact Officer:</b>	<b>Tracy Redpath</b>
<b>Telephone No:</b>	<b>01785 619195</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 12/06/19 and Community Wellbeing Scrutiny Committee 09/07/19 Cabinet 12/06/19</b>

**COMMUNITY WELLBEING SCRUTINY COMMITTEE****31 JULY 2019****Performance Reporting 2018-21**

The following report was considered by Cabinet at its meeting on 12 June 2019 and is submitted to this Committee for consultation.

**1 Purpose of Report**

- 1.1 To provide an update to members regarding performance reporting for Quarter 4 2018 - 2021 for **Community Wellbeing Scrutiny Committee**

**2 Recommendation**

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

**Decision of the Cabinet**

That the information be noted.

**3 Key Issues and Reasons for Recommendation**

- 3.1 The Council's Performance Report for Quarter 4 highlights the following:

- (a) Performance at a glance:
- 5 quarterly and no annual target is below what it should be, which are accompanied with improvement reports
  - 4 quarterly and 6 annual targets are reported as being on track
  - 4 quarterly and 3 targets are reported as being exceptional

- (b) Narrative updates:
- 18 measures reported as being exceptional
  - 24 measures reported as being on track
  - No measures are below what it should be

#### **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 4 Quarterly Performance Report highlights the following:

(a) Performance at a glance:

Targets below what they should be and have reduced since quarter 3 are:

Quarterly Performance Indicators:

- LI21 100% of businesses are compliant with legislation under the food hygiene rating system
- LI24 % of programmed health and safety inspections of businesses carried out when due - Actual 0% - Target 0%
- LI26 No of energy efficiency measures installed actual has increased since Q3 by 6, but still below target for the quarter
- LI29 No of vulnerable households supported into accommodation actual has increased since Q3 by 3, but is still below target for the quarter of 13
- LI30 No of disabled facility grants completed actual has increased since Q3 by 3, but still below the target for the quarter which is 40

- LI32 % of household waste sent for reuse, recycling and composting – has decreased since Q3 by 3.97% and is still below a target of 60% for the quarter

Targets on track

Quarterly Performance Indicators:

- LI17 94.6% of enviro-crime complaints have been dealt with promptly and no longer than 72 hours after receipt
- LI22 100% of businesses are compliant with legislation under the food hygiene rating system
- LI31 106.58 KGS of residual household waste has been collected per household

Annual Performance Indicators:

- LI41 4 sites have green flag status
- LI43 52 entries were received for the Community Awards
- LI44 8 new and revised policies have been assessed for health and community impacts
- LI50 100% of Stafford Borough Council Elected Members have had the opportunity to become Dementia Friends
- LI53 There have been 2180 reported incidents of domestic abuse
- LI54 There have been 3509 reported incidents of ASB

Targets reported as exceptional are:

Quarterly Performance Indicators:

- LI19 % of residents who think the town centres are clean and tidy - Actual 98% – Target 90%
- LI25 24 empty homes have been brought back into use, against a target of 5
- LI27 30 households have been given advice on energy efficiency
- LI28 There have been 155 homeless preventions this quarter

Annual Performance Indicators:

- LI49 63% of Stafford Borough employees have participated in Dementia awareness raising
- LI52 Overall reported incidents of crime in the Borough has reduced from 8308 to 6783
- LI56 No of pupils receiving preventative sessions has been 592

Narrative are summarised as:-

- 18 measures reported as being exceptional
- 24 measures reported as being on track
- No measures are below what it should be

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<b>6 Implications</b>
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<b>6.1 Financial</b>	There are no financial implications associated with this report
<b>Legal</b>	Nil
<b>Human Resources</b>	Nil
<b>Human Rights Act</b>	Nil
<b>Data Protection</b>	Nil
<b>Risk Management</b>	Nil

<b>6.2 Community Impact Assessment Recommendations</b>	<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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<b>Previous Consideration</b> - Cabinet - 12 June 2019 - Minute No CAB6/19
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<b>Background Papers</b> - Corporate Business and Partnerships
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Performance at a Glance

No	Indicator	RO	Is good high or low?	Q1			Q2			Q3			Q4			Year end forecast	Year end target	Direction of Travel
				Q1 Actual	Q1 Target	Q1 Performance	Q2 Actual	Q2 Target	Q2 Performance	Q3 Actual	Q3 Target	Q3 Performance	Q4 Actual	Q4 Target	Q4 Performance			
LI17	% of enviro-crime complaints dealt with promptly and no longer than 72 hours after receipt	Robert Simpson	H	94.02%	100.00%	☹️	94.05%	100.00%	☹️	89.94%	100.00%	☹️	94.67%	100.00%	☹️	95.00%	95.00%	☹️
LI19	No of residents who think the town centres are clean and tidy	Phil Gammon	H	98.00	90	☹️	98	90	😊	98	90	😊	98	90	😊	90	90	☹️
LI21	% of volunteers reporting an improvement in personal health and wellbeing	Anna Nevin	H	67.00%	75.00%	☹️	70.00%	75.00%	☹️	69.00%	75.00%	☹️	N/A	75.00%	☹️	68.67%	75.00%	☹️
LI22	% of businesses compliant with legislation under the food hygiene rating system	Robert Simpson	H	94.81%	90.00%	😊	96.30%	90.00%	😊	96.75%	90.00%	😊	100.00%	100.00%	☹️	100.00%	100.00%	☹️
LI24	% of programmed health and safety inspections of businesses carried out when due	Robert Simpson	H	0.00%	100.00%	☹️	100.00%	100.00%	☹️	100.00%	100.00%	☹️	0.00%	0.00%	☹️	0.00%	0.00%	😊
LI25	No of empty homes brought back into use	Anna Nevin	H	0.00	0	☹️	1	0	😊	0	5	☹️	24	5	😊	25	10	😊
LI26	No of energy efficiency measures installed	Anna Nevin	H	5.00	15	☹️	8	10	☹️	2	25	☹️	8	25	☹️	23	65	☹️
LI27	No of households given advice on energy efficiency	Anna Nevin	H	16.00	20	☹️	34	20	😊	38	30	😊	30	30	😊	118	100	😊
LI28	No of homeless preventions	Anna Nevin	H	289.00	125	😊	113	125	☹️	178	125	😊	155	125	😊	735	500	😊
LI29	No of vulnerable households supported into accommodation	Anna Nevin	H	12.00	12	☹️	13	13	☹️	7	12	☹️	10	13	☹️	42	50	☹️
LI30	No of disabled facility grants completed	Anna Nevin	H	0	10	☹️	25	20	😊	28	30	☹️	31	40	☹️	84	100	☹️
LI31	KGS of residual household waste collected per household	Phil Gammon	L	106.58	102	☹️	106.58	102	☹️	106.58	102	☹️	106.58	102	☹️	105	102	☹️
LI32	% of household waste sent for reuse, recycling and composting	Phil Gammon	H	58.91%	60.00%	☹️	51.89%	60.00%	☹️	49.83%	60.00%	☹️	45.86%	60.00%	☹️	52.00%	60.00%	☹️

Performance direction of travel - Key

- Exceptional 
- On Track 
- Below what it should be 

#### Q4 Performance - Annual Indicators

No	Indicator	RO	Is high good or low?	Q4 Actual	Q4 Target	Performance
LI41	No of sites with green flag status	Phil Gammon	H	4	4	
LI43	No of entries in the Community Awards	Ella Smith	H	52	50	
LI44	No of new and revised policies that are assessed for health and community impacts	Viki Ashcroft	H	8	4	
LI48	% of Stafford Borough Council employees having the opportunity to become Dementia Friends	Anna Nevin	H	100%	100%	
LI49	% of Stafford Borough Council employees participating in Dementia awareness raising	Anna Nevin	H	63%	50%	
LI50	% of Stafford Borough Council elected members having the opportunity to become Dementia Friends	Anna Nevin	H	100%	100%	
LI52	Overall reported crime in the Borough	Vic Cooper	L	6783	8173	
LI53	Reported incidents of domestic abuse (crime only)	Vic Cooper	L	1482	1075	
LI54	Reported incidents of ASB	Vic Cooper	L	3509	3601	
LI56	No of pupils receiving preventative sessions	Vic Cooper	H	592	200	

## Improvement report

## Q4 Quarterly Performance

No	Measure Detail	RO	Performance	Q4 Actual	Q4 Target	Context for current performance	Improvement Actions Taken	Intervention/Review
L121	% of volunteers reporting an improvement in personal health and wellbeing	Anna Nevin		N/A	75.00%	Part of the work we are doing is to promote sustainability and independence of volunteer led activities. As a result the volunteers who contributed to this indicator have decided not to continue monitoring this indicator.	This indicator is being reviewed for the next year of reporting. A member of the volunteers has taken over monitoring of the groups and we will work closely with this individual to develop the new method of reporting.	
L126	No of energy efficiency measures installed	Anna Nevin		8	25	ECO3 (Energy Company Obligation) has continued to be slow nationally as a result of low funding rates, this is reflected in the low number of measures installed. We are continuing to identify alternative funding avenues and continue to support clients with top-up grants. There are 22 potential jobs currently being assessed which if progressed will be reflected in figures for 2019/2020.	The council continues to work with Warmer Homes Stafford to promote the service. Stafford are part of a wider programme in partnership with the County Council and Eon to install first time central heating systems, and increase the number of properties connected to gas. This will be promoted in 2019/20 with the objective of seeing a significant rise in installations, which will have a positive impact on health outcomes.	
L129	No of vulnerable households supported into accommodation	Anna Nevin		10	13	This is a composite indicator identifying how many vulnerable households are supported into accommodation by the Community Matron, Housing First scheme and the Tenancy Sustainment Officer. In addition to the 10 supported into accommodation, a total of 40 vulnerable individuals with multiple needs were being supported in Q4, on a one to one basis to sustain their accommodation.	This indicator is under review to better capture the breadth of work offered. Some quarters there will be a greater focus on assisting people into accommodation, other quarters a focus will be on sustaining that accommodation - it depends on the presenting caseloads. The new reporting will take this into consideration.	
L130	No of disabled facility grants completed	Anna Nevin		31	40	The number of Disabled Facilities Grants delivered has continued to increase in Q4 and Millbrook Healthcare have a strong pipeline of works for 2019/2020.	The end of Quarter 4 ties in with the end of the first year of the new provider delivering the service. In the handover of the contract, there was an initial period of slow delivery. However, the number of completed jobs has continued to increase each quarter and there are a high number of forthcoming jobs.	
L132	% of household waste sent for reuse, recycling and composting	Phil Gammon		45.86	60	Reduced garden waste in winter months.	Continue to promote use of recycling and garden waste bins. Working with contractor to identify unauthorised additional residual waste bins and remove.	To be reviewed in next quarter
<b>Annual PI</b>								
L153	Reported incidents of domestic abuse	Vic Cooper		1482	1075	Domestic Abuse is an under reported crime, with much abuse being hidden. A considerable account of work has been carried out over the past 12 months to raise awareness and to encourage more victims of domestic abuse to report this to the police. An increase in the number of reported incidents should be seen as a positive as it indicates that victims are not suffering in silence and have confidence to report.		

## Narrative Updates

Q4

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	March 2021		244 reports have been dealt with in the quarter, 231 have been within 72 hours of receipt equating to 94.67%
2.1.2	To implement education campaigns to highlight the effects of fly tipping and the penalties for those caught	Julie Wallace	March 2021		During the reporting quarter 1 further Educational talk was undertaken at Manor Hill First School, Stone
2.1.3	To retain Green Flag status for all existing sites and gain recognition for appropriate other sites	Phil Gammon	March 2021		The Management Plans for Victoria Park and Stone Cemetery were submitted in accordance with the required deadline. The Management Plans for Stonefield Park, Tixall Road Crematorium and Eccleshall Road Cemetery are being updated in preparation for submission in January 2020. A new Management Plan for Wildwood Park is also being compiled for submission in January 2020
2.1.4	Implement the Litter Campaign project plan as well as keep the streets and parks clean and attractive for everyone to enjoy	Phil Bates	March 2021		547 Land Audit Management System (LAMS) inspections were carried out in the period - Streets Cleansing achieving 98% Grade B or better: Grounds Maintenance achieving 93% Grade B or better
2.1.5	Monitor the air quality of the Borough to ensure a healthy air environment for our future	Robert Simpson	March 2021		Monitoring of sites in the Borough has continued without any concern being raised. Additional monitoring sites are being evaluated and a new monitoring site has been introduced in Sandon. Evaluation of continuous monitoring equipment is being undertaken before its purchase.
2.1.6	Refresh Streetscene strategy to ensure it is focused on retaining high quality environments in neighbourhoods, parks and Town Centres	Phil Gammon	December 2021		The review of the current strategy is on hold pending the outcome of the Environmental Services Review.
2.1.7	Ensuring high quality delivery of Waste, Street Cleansing, Pest Control, Grounds Maintenance, Parks Management, Trees and Plants that contribute to developing and maintaining high quality attractive environments	Phil Bates	March 2021		APSE Benchmarking - The Council was shortlisted for 3 awards unfortunately we did not win - Land Audit Management System (LAMS) – attended a working group and contributed towards quality standard measures which are used across the country (reported outputs also used by DEFRA on their web based dashboard) - Waste - providing a consultation response to the Resources and Waste Strategy, which is a national strategy
2.1.8	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	March 2019		Continue to promote recycling. Identified weekly properties to introduce alternative recycling services to. Identify properties with unauthorised additional residual waste bins and remove.

## Narrative Updates

## Q4

Ref	Key Deliverable	RO	End Date	Performance Status	Commentary/Action
2.1.9	Review suitability of existing depot and develop investment proposals to ensure depot is fit for purpose and allows the service to meet its full potential	Phil Gammon	March 2019		The review of the depot facilities will be included as part of the Corporate Transformation Agenda for 2019/2020.
2.2.1	Continue to formulate the HLF project to restore Victoria Park	Mark Thornewill	March 2020		Planning consent has been received for the revised scheme. Following the Value Engineering exercise the project is now within budget. Notice to award contract made to contractor. Joint Contracts Tribunal (JCT) Standard Building Contract is being finalised prior to mobilisation on site.
2.3.1	To implement the Community Awards for 2018	Tracy Redpath	November 2021		Feedback sessions have been held with the previous years judges and sponsors to see what worked well and what can be improved on for this year. The Community Awards group have met twice in this quarter to begin preparations for this years awards. The venue has been booked for 2019.
2.3.2	To implement and co ordinate Stafford in the World	Ella Smith	May 2021		Stafford in the World 2019 will take place on 25 May 2019 in the Market Square Stafford. Stafford in the World was launched in January, the closing date for exhibitors and performers is 12 April. We have received 22 applications for exhibitors and four applications for performances.
2.3.3	To oversee the small grants scheme for Stafford Borough	Tracy Redpath	September 2021		There were 13 applications made into the 2nd round of the small grants scheme and the panel are currently judging the applications.
2.3.4	Support the implementation of volunteer led supported schemes to help improve Health and Wellbeing	Anna Nevin	March 2021		There has been no Health and Wellbeing Community Support Officer in post during Q4. However, following recruitment, a new Officer will be joining the Housing team in April 2019. During Q4, Stafford Parkrun had 3,613 participants, supported by 414 volunteers. There are currently 4 active Community Connectors who have supported 45 individuals. There are also currently 43 Active Volunteer Walk Leaders. Funding from the Big Lottery has been secured to develop a new project with Stafford and Rural Homes called 'Stepping Stones'. The aim of the project is to improve access to local activities and support services through developing and improving volunteer-led car schemes and walking buses.

## Narrative Updates

Q4

Ref	Key Deliverable	RO	End Date	Performance Status	Commentary/Action
2.3.5	Support community groups who wish to undertake litter picks	Phil Bates	March 2021		Providing ongoing support to groups (Wombles, Stone and Walton Against Plastic Pollution (SWAPP) etc) and individuals who are getting involved with the Keep Britain Tidy - Great British Spring Clean event (22nd March to 23rd April) - a number of groups across the borough have carried out litter picks, including Forton, Yarnfield, Kingston Hill, Holmcroft, Baswich and Wildwood - over 100 bags of litter have been collected to date.
2.3.6	Support existing and identify new Friends Groups for suitable locations	Phil Bates	March 2021		3 Friends Groups supported during the period, they are Friends of Stafford Cemeteries, Friends of Victoria Park and Friends of Stonefield Park.
2.4.1	To ensure all Council employees and elected members have an informed understanding of health and wellbeing and can understand the impact their role has on health and wellbeing	Anna Nevin	July 2019		During Q4, 8 Officers have been supported on a 1:1 basis to help them understand the impact that their role has on Health and Wellbeing. Throughout 2018/19, 148 Council employees attended Dementia Friends Training. This is 63% of the total workforce. 67 of these are frontline staff, such as: Enforcement Officers, Contact Centre staff, StreetScene and crematorium staff.
2.4.2	Demonstrate that health related impacts are assessed in all new/ revised policies and strategies, in consultation with relevant health, wellbeing and community partners	Anna Nevin	December 2021		11 documents have been assessed for health relevant impacts and to see if additional positive health outcomes could be achieved. An example of this is the ongoing work on bring Empty Homes back into use; a process was introduced for monitoring how vulnerable people were supported and how to capture wider wellbeing impacts of bringing empty properties back into use.
2.4.3	Evaluate, measure the impact and review learning from the Health in all Policies approach	Anna Nevin	March 2020		The District Public Health Officer continues to work with: Human Resources to develop the new Employee Health and Wellbeing Strategy; Housing colleagues when there have been new policies developed and; Forward Planning Colleagues to inform the Review of the Local Plan.
2.5.1	To Ensure that policies and codes of practice for the construction and operation of HS2 through the Borough adequately protect residents from adverse environmental effects	Robert Simpson John Holmes	Awaiting Bill to be passed by parliament		Officers from the Operations Service commented on the consultation to the second "Additional Provision" (AP2), and Statement of Environmental Standards (SES2) amendments
2.5.2	Monitoring of HS2 construction works to ensure approved policies and codes of practice has been implemented	Robert Simpson John Holmes	Awaiting Bill to be passed by parliament		Preparation work undertaken by HS2 monitored without any adverse effect or complaints

## Narrative Updates

Q4

Ref	Key Deliverable	RO	End Date	Performance Status	Commentary/Action
2.5.3	Monitoring of construction works associated with M6 Smart Motorways	Robert Simpson	March 2021		Highway England advised Keir on the method of demolition of the Rainbow Bridge at Burton Manor supported by officers of the Council who provided advice on how to mitigate against any complaints from noise or dust. The bridge was demolished ahead of time without the Council receiving any complaints.
2.6.1	Co-ordinate the community wellbeing working group	Anna Nevin	September 2018		The Community Wellbeing Working Group agreed to stop holding meetings in Summer 2018 and now operate as a consultation mailing list.
2.6.2	Develop and implement a common methodology for measuring wellbeing in communities and wellbeing outcomes across all service areas and partner efforts	Anna Nevin	March 2019		A 'Health in All We Do' Approach has been adopted which is being embedded across the authority. We are looking to understand the impact of the work through case studies and local indicators recognising there isn't a generic monitoring framework that can capture all interventions.
2.6.3	Deliver Cannock Chase SAC projects	Alex Yendole	March 2021		Draft Strategy reports supported by evidence base, visitor survey and mapping completed for Car User Strategy and Site User Strategy. More than 1 year of car park monitoring completed, definitive SAC footpath audit completed and education engagement with support for Staffordshire Wildlife Trust hub, including consultant appointed to deliver web-site
2.6.4	Dementia Friends action plan is adopted	Anna Nevin	March 2019		Throughout 2018/19, 9 Dementia Friends Sessions have been offered to staff, with 148 Council employees attending - 63% of staff. The sessions were offered at various times, days and locations - including Streetscene and the Crematorium - to make them as accessible as possible to all staff. A 'walk through' of Stafford Indoor Market was organised to assist with the design process of planned refurbishments. Following the visit, an action plan was developed to make the Market more dementia friendly, including clearer signage, colour coding and de cluttering the notice board.
2.7.1	Support partners to set up initiatives to enhance the Health and Wellbeing of residents	Anna Nevin	April 2021		£4,705 funding has been secured to develop the Walking for Health programme, and £8,786 funding has been secured for the Litterhero Community Project. A further £30,589 of Big Lottery funding has been secured to develop a new project 'Stepping Stones' which is a partnership with Stafford and Rural Homes. The aim of the project is to improve access to local activities and support services through developing and improving volunteer-led car schemes and walking buses.

## Narrative Updates

Q4

Ref	Key Deliverable	RO	End Date	Performance Status	Commentary/Action
2.8.1	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	Tracy Redpath	March 2021		During 2018/18 the Community Safety Partnership received £96,055 from the Staffordshire Commissioner to commission activities that support the reduction of crime, anti-social behaviour, domestic abuse, criminal exploitation, substance use and mental health. The following organisations were commissioned to deliver a broad range of activity: ReSolv; Staffordshire Women's Aid; Right Stuff Boxing and Entrust. Work is underway to compile the end of year report that is a requirement of the funding and this will be reported to scrutiny in July.
2.8.2	To ensure the that the authority adheres to its statutory responsibility in respect of the Prevent duty and is represented on county-wide groups	Tracy Redpath	March 2021		The borough continues to meet its statutory responsibility in respect of the prevent duty. Over the past 6 months 60 individuals have attended Prevent training delivered by the Coporate Business and Partnerships Team
2.8.3	To continue to review procedures and processes in respect of anti-social behaviour and to develop and utilise statutory enforcement powers effectively in order to reduce the number of incidents that occur	Tracy Redpath	March 2021		The partnerships team continue to work with the police on a joint ASB plan to enable both parties to utilise more of the Anti-social behaviour powers available to them. Further training has been delivered to partners to further their knowledge of ASB powers.
2.8.4	To investigate, monitor and evaluate anti-social behaviour incidents as per the statutory duty	Vic Cooper	March 2021		SBC have been working closely with the police this month regarding youth ASB within Stafford Town Centre and surrounding areas. This has taken priority due to the amount of complaints that the borough council and police have received, including the activation of a Community Trigger from a town centre business. As the case involved a large number of young people between the ages of 12-17, an amount of joint working has also been conducted with the Youth Offending Service, Youth Offending Teams and Families First (Social Care). Work is also ongoing in order to offer parenting support as well as diversionary activities for the young people involved. The police and council identified 36 young people as being members of this group through operations and by reviewing CCTV footage. After a number of police operations and partnership meetings: 21 Community Protection Warnings and 9 Community Protection Notices were served on group members or on the parents of the young person if they are under age of 16. In addition to this case, there have been 22 reports of anti social behaviour made to Stafford Borough Council. After conducting investigations: 6 Community Protection Warnings, 3 Community Protection Notices and 2 Fixed Penalty Notices were served on individuals with Stafford Borough.

## Narrative Updates

Q4

Ref	Key Deliverable	RO	End Date	Performance Status	Commentary/Action
2.8.5	To ensure that the weekly multi-agency HUB operates effectively and efficiently and delivers good outcomes for individuals and families	Vic Cooper	March 2021		There continues to be good attendance at the Vulnerabilities Hub meetings. Other partners have also now started attending since the beginning of this quarter including representatives from the Family Intervention Project (Families First) and the Youth Offending Service. There have been approximately 100 referrals made by agencies into the HUB in this reporting period.
2.8.6	To ensure that the authority adheres to its statutory safeguarding duties	Viki Ashcroft	March 2021		The Council's Safeguarding Team have delivered Level 1 Safeguarding awareness training to 8 individuals during January 2019. Adult Safeguarding audit has been completed and submitted to the Staffordshire and Stoke on Trent Adult Safeguarding Partnership Board. 10 Adult Safeguarding referrals have been received during the reporting quarter which related to vulnerability concerns.
2.8.7	To ensure that the authority adheres to its statutory duty in respect of domestic homicide reviews	Tracy Redpath	March 2021		There have not been any domestic homicide reviews reported this period.
2.8.8	To support the arrangements for the Safer Neighbourhood Panel to ensure that there is transparency in relation to activities commissioned to reduce crime and anti-social behaviour in the Borough	Ella Smith	March 2021		Stafford in the World 2019 will take place on 25 May 2019 in the Market Square Stafford. Stafford in the World was launched in January, the closing date for exhibitors and performers is 12 April. We have received 22 applications for exhibitors and four applications for performances.
2.8.9	Ensure parking and CCTV services are maintained following expiry of the current contracts	Robert Simpson	April 2019		Mobilisation meetings with ACPOA the new contractor for car parking management and monitoring took place weekly throughout the quarter. The new contract started on the 1st April seamlessly without any issues. The existing Contractor for CCTV monitoring- Enigma successfully retendered for the contract which also commenced on the 1st April. Internal audit reviews of the two contracts revealed no concerns.
2.9.1	To work towards all businesses being compliant with environmental regulations	Robert Simpson	March 2021		100% of food, and health and safety interventions that were due in the quarter have been undertaken. Relevant education and enforcement interventions have been taken including the serving of Improvement Notices and the preparation of files for prosecutions.
2.9.2	Support Town Centre Partnership and Pub Watches and Traders Forum to keep businesses informed of relevant legislation and to assist businesses to comply	Robert Simpson	March 2021		Officers have attended all meetings that have been held and given advice and information in order to support compliance. Working group meetings have been attended for this year's Cheese and Ale festival to give advise on statutory responsibilities.
2.9.4	Organise taxi forums	Julie Wallace	March 2021		Taxi forums have been arranged for 2019, 22 May, 11 September & 11 December

**Narrative Updates**

Q4

Ref	Key Deliverable	RO	End Date	Performance Status	Commentary/Action
2.10.1	Provide a comprehensive housing options service to prevent homelessness and support people into sustainable accommodation	Jane Millington	March 2021		The Housing Options Service have been targeting support to the most vulnerable people in the Borough including rough sleepers and have managed to house some of the most entrenched rough sleepers into long term sustainable accommodation with support. Rough sleeper numbers have remained consistently low this quarter. The team continually liaise with Housing Associations, statutory and voluntary sector partners to ensure the best possible outcomes for clients.
2.10.3	Ensure good housing standards in the private sector	Anna Nevin	March 2021		Lead Officer and Housing Standards Officers took post in January and February respectively. Significant progress has been made in addressing a backlog of HMO licence applications made before January. Service request demand reflected normal seasonal variation and is expected to reduce in Q1 of the 2019-2020 financial year.

**Performance direction of travel - Key**

Exceptional



On Track



Below what it should be



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

<b>Report of:</b>	<b>Head of Law and Administration</b>
<b>Contact Officer:</b>	<b>Andrew Bailey</b>
<b>Telephone No:</b>	<b>01785 619212</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Community Wellbeing 31/7/19 (Only)</b>

**COMMUNITY WELLBEING SCRUTINY COMMITTEE**

**31 JULY 2019**

**Business Planning Report**

**1 Purpose of Report**

- 1.1 To review the programme of business considered by the Community Wellbeing Scrutiny Committee in 2018/19 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 Community Wellbeing Scrutiny Committee has considered a wide variety of issues supporting the Council's Corporate Business Objective to improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities and promote health and wellbeing.
- 3.2 The Committee has maintained its close links with the Healthy Staffordshire Select Committee and continue to participate in Joint Accountability Sessions that hold NHS Hospital Trusts accountable to elected representatives across Staffordshire.
- 3.3 The Committee continues to control its own Work Programme which is 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 2:-

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

## **5 Report Detail**

5.1 During the past year, the Community Wellbeing Scrutiny Committee considered a wide variety of issues supporting the Council's Corporate Business Objective to improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities and promote health and wellbeing.

5.2 In order to achieve this, the Committee have considered a number of issues ranging from Air Quality, Community Wellbeing Partnerships and Health in All Policies. In particular, the Committee have been eager to ensure that Health became embedded within all of the Council's policies and have received a number of updates on the progress made.

5.3 The Committee considered a Members Item related to the House of Bread and Food poverty and a Councillor Session Item relating to a Dementia Friendly Council.

5.4 The Committee sustained its close links with the Healthy Staffordshire Select Committee by receiving regular reports on the work of the Committee, which was accordingly reciprocated. In addition, the Committee will continue to participate in Joint Accountability Sessions that hold NHS Hospital Trusts accountable to elected representatives across Staffordshire.

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

- Fees and Charges Review 2019
- Community - General Fund Revenue Budget 2018/2019 - 2021/2022 and Capital Programme 2018/2019 - 2021/2022
- Environment Portfolio - General Fund Revenue Budget 2018/2019 - 2021/2022 and Capital Programme 2018/2019 - 2021/2022
- Leisure Portfolio - General Fund Revenue Budget 2018/2019 - 2021/2022 and Capital Programme 2018/2019 - 2021/2022

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

5.7 Other issues considered by the Committee included:-

- Food Safety Service Plan 2018-2021 and Food Safety Annual Report 2017-18
- Health and Safety Service Plan 2018-2021 and Health and Safety Annual Report 2017-18
- Final Accounts 2018/19

5.8 The Committee continues to control its own Work Programme, regularly making appropriate adjustments and is already populated for the forthcoming Municipal Year with a variety of issues.

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.

<b>6</b>	<b>Implications</b>
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6.1	<b>Financial</b>	Nil
	<b>Legal</b>	Nil
	<b>Human Resources</b>	Nil
	<b>Human Rights Act</b>	Nil
	<b>Data Protection</b>	Nil
	<b>Risk Management</b>	Nil

6.2	<b>Community Impact Assessment Recommendations</b>	<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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<b>Previous Consideration - Nil</b>
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<b>Background Papers - File available in Law and Administration</b>
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**ITEM NO 7(c)**

**ITEM NO 7(c)**

<b>Report of:</b>	<b>Interim Head of Law and Administration</b>
<b>Contact Officer:</b>	<b>Andrew Bailey</b>
<b>Telephone No:</b>	<b>01785 619212</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Community Wellbeing - 31/7/19 (Only)</b>

<p><b>COMMUNITY WELLBEING SCRUTINY COMMITTEE</b> <b>31 JULY 2019</b> <b>Work Programme - Community Wellbeing Scrutiny Committee</b></p>
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<p><b>1 Purpose of Report</b></p>
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1.1 The purpose of this report is to present the Community Wellbeing Scrutiny Committee's Work Programme.

<p><b>2 Recommendation</b></p>
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2.1 That the Community Wellbeing Scrutiny Committee considers and comments upon their Work Programme.

<p><b>3 Key Issues and Reasons for Recommendation</b></p>
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3.1 The first stage in achieving a Member-led Overview and Scrutiny process is to develop a Work Programme for the Members of the Committee to own.

3.2 Accordingly, an up-to-date copy of the Community Wellbeing Scrutiny Committee's Work Programme is provided for Members to consider and comment upon.

<p><b>4 Relationship to Corporate Priorities</b></p>
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4.1 This report is most closely associated with the following Corporate Business Objective 2:-

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

<b>5 Report Detail</b>
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5.1 Members will recall that one of the fundamental philosophies behind the creation of Overview and Scrutiny is that the process should be Member-led and the first stage in achieving this is to develop a Work Programme that is:-

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

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

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

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

<b>6 Implications</b>
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6.1	<b>Financial</b>	Nil
	<b>Legal</b>	Nil
	<b>Human Resources</b>	Nil
	<b>Human Rights Act</b>	Nil
	<b>Data Protection</b>	Nil
	<b>Risk Management</b>	Nil

6.2	<b>Community Impact Assessment Recommendations</b>	<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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<b>Previous Consideration - Nil</b>
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<b>Background Papers - File available in Law and Administration</b>
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**COMMUNITY WELLBEING SCRUTINY COMMITTEE**

**31 JULY 2019**

**Work Programme - Community Wellbeing Scrutiny Committee**

**THURSDAY 12 SEPTEMBER 2019 AT 6:30 PM**

**Minutes of Last Meeting:** 31 July 2019  
**Officer Items by:** Wednesday 28 August 2019  
**Call-in Deadline** Tuesday 13 August 2019  
**Member/Public Items by:** Monday 2 September 2019  
**Agenda Despatch on:** Wednesday 4 September 2019

<b>Officer Reports</b>	<ul style="list-style-type: none"> <li>• <b>Healthy Staffordshire Select Committee</b> Councillor A P Edgeller</li> <li>• <b>Final Accounts 2018/19</b> Head of Finance</li> <li>• <b>Performance Update/Budget Monitoring Report</b> Corporate Business and Partnerships Manager /Head of Finance</li> <li>• <b>Work Programme</b> Head of Law and Administration</li> </ul>
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**THURSDAY 14 NOVEMBER 2019 AT 6:30 PM**

**Minutes of Last Meeting:** 12 September 2019  
**Officer Items by:** Wednesday 30 October 2019  
**Call-in Deadline** Tuesday 15 October 2019  
**Member/Public Items by:** Monday 4 November 2019  
**Agenda Despatch on:** Wednesday 6 November 2019

<b>Officer Reports</b>	<ul style="list-style-type: none"> <li>• <b>Healthy Staffordshire Select Committee</b> Councillor A P Edgeller</li> <li>• <b>Air Quality Report</b> Head of Operations</li> <li>• <b>Food Safety Annual Report 2018/19</b> Head of Operations</li> <li>• <b>Health and Safety Annual Report 2017/19</b> Head of Operations</li> <li>• <b>Fees and Charges 2020</b> Head of Finance</li> <li>• <b>Performance Update/Budget Monitoring Report</b> Corporate Business and Partnerships Manager /Head of Finance</li> <li>• <b>Work Programme</b> Head of Law and Administration</li> </ul>
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<b>TUESDAY 17 DECEMBER 2019 AT 4:30 PM</b>	
<b>Minutes of Last Meeting:</b> 14 November 2019 <b>Officer Items by:</b> Monday 2 December 2019 <b>Call-in Deadline</b> Tuesday 19 November 2019 <b>Member/Public Items by:</b> Thursday 5 December 2019 <b>Agenda Despatch on:</b> Monday 9 December 2019	
<b>Officer Reports</b>	<ul style="list-style-type: none"> <li>• <b>Healthy Staffordshire Select Committee</b> Councillor A P Edgeller</li> <li>• <b>Environment Portfolio - General Fund Revenue Budget 2019-2020 to 2022-23 and Capital Programme 2019-20 - 2022/23</b> Head of Finance</li> <li>• <b>Leisure Portfolio - General Fund Revenue Budget 2019-2020 to 2022-23 and Capital Programme 2019-20 - 2022/23</b> Head of Finance</li> <li>• <b>Community Portfolio - General Fund Revenue Budget 2019-2020 to 2022-23 and Capital Programme 2019-20 - 2022/23</b> Head of Finance</li> <li>• <b>Work Programme</b> Head of Law and Administration</li> </ul>
<b>TUESDAY 3 MARCH 2020 AT 6:30 PM</b>	
<b>Minutes of Last Meeting:</b> 17 December 2019 <b>Officer Items by:</b> Monday 17 February 2020 <b>Call-in Deadline</b> Tuesday 18 February 2020 <b>Member/Public Items by:</b> Thursday 20 February 2020 <b>Agenda Despatch on:</b> Monday 24 February 2020	
<b>Officer Reports</b>	<ul style="list-style-type: none"> <li>• <b>Healthy Staffordshire Select Committee</b> Councillor A P Edgeller</li> <li>• <b>Performance Update/Budget Monitoring Report</b> Corporate Business and Partnerships Manager /Head of Finance</li> <li>• <b>Work Programme</b> Head of Law and Administration</li> </ul>
<b>FUTURE ITEMS</b>	
<ul style="list-style-type: none"> <li>• <b>Together We're Better Consultation (Ends 27 August 2019)</b> Staffordshire County Council</li> </ul>	