

Agenda Item 8

Committee:	Council
Date of Meeting:	13 September 2022
Report of:	Head of Finance
Contact Officer:	Emma Fullagar
Telephone Number:	01543 464334
Ward Interest:	Nil
Report Track:	Council 13/09/2022 Cabinet 04/08/2022 Audit and Accounts 26/07/2022

Treasury Management Report - Increase in Money Market Funds

The following matter was approved by the Audit and Accounts Committee at its meeting held on 26 July 2022 and by Cabinet on 4 August 2022 and is submitted to Council as required.

1 Purpose of Report

- 1.1 To update members on treasury management activity and to request an increase to the monetary limits with MMFs (Money Market Funds) from £6m to £9m.

2 Recommendation

- 2.1 To increase monetary limits with MMFs from £6m to £9m.

3 Key Issues and Reasons for Recommendation

- 3.1 As the cash balances are increasing, increasing the limits on the MMF's will allow greater cashflow management and avoid any breaches to the Treasury Management Strategy Statement (TMSS).

4 Relationship to Corporate Business Objectives

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

5 Report Detail

Proposal

- 5.1 In order to allow the Council to maintain and deliver an effective and well managed Treasury service, we are recommending that we increase the monetary limit from £6,000,000 to £9,000,000 per Money Market Fund (MMF).

Background

- 5.2 The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering optimising investment return.
- 5.3 Due to the increased cash balances that the Council has built up over the past few years and the decline in counterparties available with a strong credit rating, the Council needs to increase its monetary limits through its current counterparty list. The Covid 19 pandemic and major capital projects means we are holding higher cash balances than projected. Government grants have also contributed to higher cash balances in the short term to medium term. It should be noted that none of this larger cash balance relates to additional budget, as all the cash is committed to future spending.
- 5.4 In order to mitigate this issue, avoid any breaches to the TMSS and to keep the level of credit risk low a prudent approach to this would be to increase monetary limits of the MMF's.
- 5.5 A review of the current investments and options was conducted with the Council's external treasury advisor Link Asset Services. They agreed that this option presented the most feasible solution to deal with the high cash balances. The reasoning is detailed below:
- AAA rated MMFs are among the lowest-volatility types of investments with a key objective to provide investors with security of capital and daily liquidity together with an investment return which is comparable to normal sterling denominated money market interest rates
 - MMFs are appropriate investment assets for liquidity management due to their enhanced diversification, short maturities and minimal credit risk.
- 5.6 The current investment list is detailed below as of 14 July 2022.

Counterparty	Start Date	Maturity	Value (£)	Rate (%)
National Westminster Bank Plc	04/11/2021	04/08/2022	4,000,000	0.58
Al Rayan Bank Plc	21/02/2022	22/08/2022	6,000,000	1.12
Skipton B/S	20/06/2022	19/12/2022	3,000,000	1.50
Nationwide B/S	19/04/2022	19/10/2022	6,000,000	0.88
National Westminster Bank Plc	19/04/2022	19/10/2022	2,000,000	1.30
Skipton B/S	06/05/2022	04/11/2022	3,000,000	0.75
Helaba Bank	19/05/2022	19/12/2022	5,000,000	1.40
National Bank of Kuwait	19/05/2022	19/09/2022	6,000,000	1.35
Bank of Scotland	06/06/2022	06/12/2022	6,000,000	0.40
*Deutsche		*MMF	5,000,000	1.16
***Handelsbanken		***Call	6,000,000	0.25
*Morgan Stanley		*MMF	6,000,000	1.16
*Federated Prime Fund Class 3		*MMF	6,000,000	1.26
*Aberdeen GBP Liquidity Fund		*MMF	5,000,000	1.19
*Invesco STIC Global Sterling		*MMF	6,000,000	1.20
**Santander UK		**Call180	6,000,000	0.87
			81,000,000	

*MMF - Money Market Fund (instant access)

**Call 180 day notice account

***Call account no notice

6 Implications

6.1 Financial

Included in the report

6.2 Legal

Nil

6.3 Human Resources

Nil

6.4 Human Rights Act

Nil

6.5 Data Protection

Nil

6.7 Risk Management

The Council regards security of the sums it invests to be the key objective of its treasury management activity. Close management of counterparty risk is therefore a key element of day to day management of treasury activity. The practices designed to ensure that risks are managed effectively are set out in the Treasury Management Practices available on the Council's website.

6.8 Community Impact Assessment Recommendations

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

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

7 Previous Consideration

Audit and Accounts Committee - 26 July 2022 - Minute No AAC6/22

Cabinet - 4 August 2022 - Minute No CAB10/22

8 Background Papers

Available in Financial Services

Agenda Item 9

Committee:	Council
Date of Meeting:	13 September 2022
Report of:	Head of Law and Administration
Contact Officer:	Jane Peat
Telephone Number:	01785 619206
Ward Interest:	Coton, Eccleshall, Forebridge, Fulford, Highfields and Western Downs, Littleworth, Manor, Milwich, Penside, Rowley, St Michaels and Stonefield, Walton, Weeping Cross
Report Track:	Council 13/09/2022 (Only)

Interim Review of Polling District and Places 2022

1 Purpose of Report

- 1.1 To consider alternative polling places due to notification that some venues are no longer available or the venue is considered not suitable and wherever possible avoid using schools.

2 Recommendation

- 2.1 That the proposals made as part of the interim review and detailed in the **APPENDIX** be approved.
- 2.2 That the Chief Executive be authorised to make changes to Polling Districts and Polling Places, as maybe required, in between formal reviews.

3 Key Issues and Reasons for Recommendation

- 3.1 Ensuring all electors have reasonable facilities for voting.
- 3.2 Ensuring that polling places are accessible to all those entitled to vote.
- 3.3 That the venue is available when required.

4 Relationship to Corporate Business Objectives

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

5 Report Detail

- 5.1 The Representative of the People Act 1983 as amended by the Electoral Registration and Administration Act 2013 places a duty on the local authority to review polling districts and polling places every 5 years.
- 5.2 The last Review was carried out in 2019 and is due to be conducted again in 2024. An interim review had been required due to the non-availability of some venues, venues no longer being suitable or to avoid using some schools.
- 5.3 The attached **APPENDIX** sets out the current polling place and the proposed alternative. Ward members for the areas affected have been consulted, and any alternative options considered, as part of the interim review.
- 5.4 Although formal reviews of polling place designations are a matter for full Council, there are occasions where, in between formal reviews, designated polling places become unavailable, or unsuitable, for use in the run up to an election resulting in a more urgent need to designate an alternative polling place. In such cases, the Chief Executive should be authorised to re-designate an alternative Polling Place.

6 Implications

6.1 Financial

Nil

6.2 Legal

Nil

6.3 Human Resources

Nil

6.4 Human Rights Act

Nil

6.5 Data Protection

Nil

6.7 Risk Management

Nil

6.8 Community Impact Assessment Recommendations

Impact on Public Sector Equality Duty:

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

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

Wider Community Impact:

Detailed above.

7 Previous Consideration

Council - 19 November 2020 - Minute No C41/19

8 Background Papers

File available in Elections Office

Appendix

Committee: Council

Date of Meeting: 13 September 2022

Interim Review of Polling District and Places 2022

Polling Station Interim Review 2022

Polling Station -

Tithe Barn Court

Polling District -

CNA, LIA

Ward(s) -

Coton

Littleworth

Reason for moving -

Care Plus site no longer available

Proposal -

To site a portacabin on the recreational ground opposite Tithe Barn Court and designate it as the Polling Place for the above districts.

Polling Station -

St Paul's Church, Croxton

Polling District -

ECC

Ward(s) -

Eccleshall

Reason for moving -

At the 2021 election the electors were relocated to Broughton Village Hall due to covid and the basic facilities at the church.

Proposal -

To permanently move the electors to vote at Broughton Village Hall and designate it as the Polling Place for the above district.

Polling Station -

St Paul's Primary School

Polling District -

FRA

Ward(s) -

Forebridge

Reason for moving -

To avoid using schools as polling stations wherever possible.

Proposal -

To permanently move the electors to The Polish Club, Riverway and designate it as the Polling Place for the above district.

There is a proposed housing development on the Alstom land within polling district FRA which will eventually increase the number of electors.

Polling Station -

Church at St Matthews Primary School

Polling District -

FDD

Ward(s) -

Fulford

Reason for moving -

To avoid using schools as polling stations wherever possible.

Proposal -

To permanently move the electors to vote at Meir Heath and Rough Close Village Hall and designate it as the Polling Place for the above district.

Polling Station -

Blessed Mother Teresa's Primary School

Polling District -

HWB

Ward(s) -

Highfields and Western Downs

Reason for moving -

To avoid using schools as polling stations wherever possible.

Proposal -

To permanently move the electors to vote at Life Church, Milton Grove and designate it as the Polling Place for the above district.

Polling Station -

Community Room, Oxleathers Court

Polling District -

HWD

Ward(s) -

Highfields and Western Downs

Reason for moving -

Care Plus site no longer available

Proposal -

To permanently move the electors to vote at The Oxleathers Public House and designate it as the Polling Place for the above district.

Polling Station -

St Johns Primary Academy

Polling District -

LIC, LIF, MHL

Ward(s) -

Littleworth

Milwich

Reason for moving -

To avoid using schools as polling stations wherever possible

Proposal -

To permanently move the electors to St Johns Church Hall and designate it as the Polling Place for the above districts.

Polling Station -

Burton Manor Primary School

Polling District -

MAA

Ward(s) -

Manor

Reason for moving -

To avoid using schools as polling stations wherever possible

Proposal -

To permanently move the electors to Rising Brook Community Church and designate it as the Polling Place for the above district.

Polling Station -

Rowley Park Academy

Polling District -

MAE, ROA

Ward(s) -

Manor

Rowley

Reason for moving -

To avoid using schools as polling stations wherever possible

Proposal -

To permanently move the electors to Rising Brook Community Church and designate it as the Polling Place for the above districts.

Polling Station -

St Leonards Church, Marston

Polling District -

MHF

Ward(s) -

Milwich

Reason for moving -

At the 2021 election the electors were relocated to Aston Village Hall due to covid and the basic facilities at the church

Proposal -

To permanently move the electors to vote at Aston Village Hall and designate it as the Polling Place for the above district.

Polling Station -

Recreation Room, Hall Close

Polling District -

PKB 1, WXE

Ward(s) -

Penkside

Weeping Cross

Reason for moving -

Care Plus site no longer available

Proposal -

To permanently move the electors to Brocton Football Club, Silkmore Lane and designate it as the Polling Place for the above districts.

Polling Station -

Community Room, Lotus Court

Polling District -

SCA, SCB, SCG, SCC (part)

Ward(s) -

St Michael's and Stonefield

Reason for moving -

Care Plus site no longer available

Proposal -

To permanently move the electors to Christchurch Church Hall and designate it as the Polling Place for the above districts.

Polling Station -

Pirehill First School

Polling District -

WAC, WAD, WAE

Ward(s) -

Walton

Reason for moving -

To avoid using schools as polling stations wherever possible

Proposal -

To permanently move the electors to Whitemill Lane Community Centre and designate it as the Polling Place for the above districts.

Agenda Item 10

Committee:	Council
Date of Meeting:	13 September 2022
Report of:	Head of Law and Administration
Contact Officer:	Ian Curran
Telephone Number:	01785 619 220
Ward Interest:	Nil
Report Track:	Council 13/9/2022 (Only)

Committee Business Planning Reports

1 Purpose of Report

- 1.1 The purpose of this report is to allow the Council to consider the annual reports from the Scrutiny Committees in accordance with Article 6, paragraph 6.3 of the Council's Constitution.

2 Recommendation

- 2.1 That the annual reports from the various Committees be received.

3 Key Issues and Reasons for Recommendation

- 3.1 The annual reports from the Scrutiny Committees on their past workings and future work programme are submitted for consideration in accordance with Article 6, paragraph 6.3 of the Council's Constitution.

4 Relationship to Corporate Business Objectives

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

5 Report Detail

- 5.1 The following annual reports from the following Committees on their past workings and future work programme are submitted for consideration:-

Scrutiny Committee

Resources **APPENDIX 1**

Economic Development and Planning **APPENDIX 2**

Community Wellbeing **APPENDIX 3**

6 Implications

6.1 Financial

Nil

6.2 Legal

Nil

6.3 Human Resources

Nil

6.4 Human Rights Act

Nil

6.5 Data Protection

Nil

6.7 Risk Management

Nil

6.8 Community Impact Assessment Recommendations

Impact on Public Sector Equality Duty:

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

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

Wider Community Impact:

Detailed above.

7 Previous Consideration

Nil

8 Background Papers

File available in Law and Administration.

Appendix 1

Committee: Council

Date of Meeting: 13 September 2022

Committee Business Planning Reports

The following report was approved by the Resources Scrutiny Committee at its meeting held on 7 June 2022 (Minute No RS6/22).

1 Purpose of Report

- 1.1 To review the programme of business considered by the Resources Scrutiny Committee in 2021/22 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
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- 3.1 During the past Municipal Year, the Resources Scrutiny Committee considered a wide variety of issues in support of the Corporate Business Objective 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.
- 3.2 The Committee has completed an Annual Review of the Constitution.
- 3.3 The Committee will continue to control its own Work Programme, which is already populated with a range of issues for the forthcoming Municipal Year.

4 Relationship to Corporate Business Objectives
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- 4.1 This report is most closely associated with the following Corporate Business Objective 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.

5 Report Detail

- 5.1 During the 2021/22 Municipal Year, the Resources Scrutiny Committee considered a wide variety of issues, including monitoring two of the Councils largest contracts that supported the Corporate Business Objective to be a well-run, financially sustainable and ambitious organisation responsive to the needs of our customers and communities and focussed on delivering our objectives.
- 5.2 The Committee has undertaken a Task and Finish Review relating to the Review of the Constitution, which has led to a number of recommendations being endorsed by Council.
- 5.3 The Committee have considered two Members Items related to the following:-
- Update from the Chief Executive as CEO at both Stafford Borough Council and Cannock Chase District Council
 - Update on Stafford Borough Council's procurement policies and procedures
- 5.4 The Committee considered the following items that were referred to it directly from the Cabinet:-
- Fees and Charges Review 2022
 - General Fund Revenue Budget and Capital Programme 2022-25
- 5.5 The Committee considered the following other reports:-
- Freedom Leisure Annual Report 2020 - 2021
 - Scrutiny of the Waste Contract
 - Gender Pay Gap
 - Complaints Monitoring 2020/21
 - Recovery Programme Update
 - Quarter 1 - Climate Change and Green Recovery
- 5.6 The Committee continues to control its own Work Programme and makes appropriate adjustments as necessary.
- 5.7 Under its Terms of Reference, the Committee received details of the General Fund Budget and Capital Programme for the whole Council as well as receiving regular reports that monitored both operational and financial performance.
- 5.8 The Resources Scrutiny Committee's Work Programme is already populated for the forthcoming Municipal Year with various items and will again undertake the annual Review of the Constitution early in the New Year.

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

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

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

Background Papers - File available in Law and Administration

Appendix 2

Committee: Council

Date of Meeting: 13 September 2022

Committee Business Planning Reports

The following report was approved by the Economic Development and Planning Scrutiny Committee at its meeting held on 30 June 2022 (Minute No EDP6/22).

1 Purpose of Report

- 1.1 To review the programme of business considered by the Economic Development and Planning Scrutiny Committee in 2021/22 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
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- 3.1 During the past Municipal Year, the Economic Development and Planning Scrutiny Committee considered a wide variety of issues that has helped to embrace its continuing role to ensure that the Council delivers sustainable economic and housing growth to provide income and jobs.
- 3.3 The Committee controls its own Work Programme which is already populated with a range of issues for the forthcoming Municipal Year.

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

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

5 Report Detail

- 5.1 During the 2021/22 Municipal Year, the Economic Development and Planning Scrutiny Committee has considered a wide variety of issues that supported the Council's Business Objective of delivering sustainable economic and housing growth to provide income and jobs.
- 5.2 In order to achieve this, the Committee have received regular updates concerning the economic issues affecting both Stafford Town Centre and the wider Borough.
- 5.3 The Committee have considered a Members' item related to Stafford Indoor Market.
- 5.4 The Committee have considered a Councillor Session item relating to Section 106 Agreements.
- 5.5 The Committee have considered the following item that was referred to it directly from the Cabinet:-
- Fees and Charges Review 2022
- 5.6 Other items that the Committee considered included the following:-
- Stafford Transformed
 - Development Management Update
 - New Local Plan Update
 - Section 106 Agreements Update
- 5.7 The Committee continues to control its own Work Programme and regularly makes appropriate adjustments.
- 5.8 Under its Terms of Reference, the Committee has received regular reports that monitored both operational and financial performance.
- 5.9 The Work Programme is populated with a variety of issues for the forthcoming Municipal Year.
- 5.10 It is intended that this report, with the addition of any appropriate information concerning the current meeting, be taken to the next available meeting of the Council as the report back from this Scrutiny Committee in accordance with Article 6, Paragraph 6.3 of the Constitution whereby the Committee is required to report annually to the Council on its workings and future Work Programme.

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

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

Background Papers - File available in Law and Administration

Appendix 3

Committee: Council

Date of Meeting: 13 September 2022

Committee Business Planning Reports

The following report was approved by the Community Wellbeing Scrutiny Committee at its meeting held on 12 July 2022 (Minute No CWB6/22)

1 Purpose of Report

- 1.1 To review the programme of business considered by the Community Wellbeing Scrutiny Committee in 2021/22 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 Municipal 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 Staffordshire Health and Care and Overview and Scrutiny Committee receiving regular updates.
- 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 Business Objectives

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

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

5	Report Detail
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- 5.1 During the past 2021/22 Municipal 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 wide variety of issues, including:-
- Air Quality Annual Status Report 2021
 - Health and Safety Annual Report 2020-2021
 - Food Safety Annual Report 2020-2021
 - Community Recovery Update
- 5.3 The Committee sustained its close links with the Staffordshire Health and Care and Overview and Scrutiny Committee by receiving regular reports on the work of the Committee, which was accordingly reciprocated.
- 5.4 The Committee have considered the following item that was referred to it directly from the Cabinet:-
- Fees and Charges Review 2022
- 5.5 Under its Terms of Reference, the Committee has received regular reports that monitored both operational and financial performance.
- 5.6 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.
- 5.7 It is intended that this report, with the addition of any appropriate information concerning the current meeting, be taken to the next available meeting of the Council as the report back from this Scrutiny Committee in accordance with Article 6, Paragraph 6.3 of the Constitution whereby the Committee is required to report annually to the Council on its workings and future Work Programme.

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

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

Background Papers - File available in Law and Administration