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Dear Members

### **Cabinet**

A meeting of the Cabinet will be held in the **Craddock Room, Civic Suite, Civic Centre, Riverside, Stafford on Thursday 5 November 2015 at 6.30pm** to deal with the business as set out on the agenda.

Please note that this meeting will be recorded

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

*A.R. Well*

Head of Law and Administration

## CABINET - 5 NOVEMBER 2015

Chairman Councillor P M M Farrington

### AGENDA

- 1 Minutes of 8 October 2015 as published in Digest No 212 on 9 October 2015
- 2 Apologies
- 3 Councillors' Question Time (if any)
- 4 Proposals of the Cabinet Members (as follows):-

	<b>Page Nos</b>
<b>(a) RESOURCES PORTFOLIO</b>	
(i) Fees and Charges Review 2016	4 - 5
(ii) Financial Plan 2015-16 - 2018-19	6 - 23
<b>(b) PLANNING AND REGENERATION PORTFOLIO</b>	
(i) The Plan for Stafford Borough - Part 2 Publication	24 - 44
(ii) Community Infrastructure Levy Draft Charging Schedule - Update	45 - 48
(iii) Gnosall Neighbourhood Plan - Adoption	49 - 53
(iv) The Fulford Conservation Area Appraisal and Proposed Boundary Revisions	54 - 71
(v) The Tixall Conservation Area Appraisal and Proposed Boundary Revisions	72 - 88
<b>(c) ENVIRONMENT AND HEALTH PORTFOLIO</b>	
(i) Food Safety Service Plan 2015 - 2018 and Food Safety Annual Report 2014 - 2015	89 - 137
(ii) Health and Safety Service Plan 2015 - 2018 and Health and Safety Annual Report 2014 - 2015	138 - 171

(d) **LEISURE AND CULTURE PORTFOLIO**

- |      |  |           |
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| (i)  | Sport and Recreation Strategy  | 172 - 175 |
| (ii) | Review of Leisure and Culture Services -<br><b>PART CONFIDENTIAL</b> | 176 - 237 |

**This Report is part confidential due to the inclusion of information relating to the financial or business affairs of any particular person (including the authority holding the information). No representations have been received in respect of this matter.**

**Membership**

**Chairman Councillor P M M Farrington**

- |                  |   |                                     |
|------------------|---|-------------------------------------|
| P M M Farrington | - | Leader                              |
| R M Smith        | - | Deputy Leader and Leisure Portfolio |
| J M Pert         | - | Community Portfolio                 |
| F A Finlay       | - | Environment and Health Portfolio    |
| F Beatty         | - | Planning and Regeneration Portfolio |
| K S Williamson   | - | Resources Portfolio                 |

ITEM NO 4(a)(i)

ITEM NO 4(a)(i)

<b>Contact Officer:</b>	<b>Emma Fullagar</b>
<b>Telephone No:</b>	<b>01543 464720</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 5/11/15 Resources 17/11/15 Community 19/11/15 Council 24/11/15</b>
<b>Key Decision:</b>	<b>Yes</b>

**SUBMISSION BY COUNCILLOR K S WILLIAMSON  
RESOURCES PORTFOLIO**

**CABINET  
5 NOVEMBER 2015  
Fees and Charges Review 2016**

**This report is not subject to the call in procedure and will be referred directly to Scrutiny Committees for consultation.**

**1 Purpose of Report**

- 1.1 The purpose of this report is to propose to the Council the Fees and Charges for 2016.

**2 Proposal of Cabinet Member**

- 2.1 That the proposed Fees and Charges for 2016 be recommended to Council for approval.

**3 Key Issues**

- 3.1 The report sets out the proposed changes to Fees and Charges for 2016.

**4 Relationship to Corporate Priorities**

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

**5 Background**

- 5.1 The proposed increases to Fees and Charges to take effect from 1 January 2016 are contained within the [BOOKLET](#) as circulated with this agenda.
- 5.2 There has been no general increase guideline proposed for 2016.

In setting fees it should be noted that the employee cost of services will increase by some 4% in April, reflecting the removal of the National Insurance Rebate for Public Sector employers, the provision for a 1% pay award and increases in superannuation arising from the 2013 Actuarial Valuation.

<b>6 Implications</b>
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<b>6.1 Financial</b>	As set out in the report
<b>Legal</b>	As set out in the report
<b>Human Resources</b>	As set out in the report
<b>Human Rights Act</b>	As set out in the report
<b>Data Protection</b>	As set out in the report
<b>Risk Management</b>	<p>The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register.</p> <p>The level of income generated by the Council from fees and charges is a key risk as a number of the Council's main income streams are sensitive to adverse economic conditions and can vary significantly as a result.</p>

<b>6.2 Equality and Diversity</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>
Nil

<b>Background Papers</b>
File available in Financial Services

ITEM NO 4(a)(ii)

ITEM NO 4(a)(ii)

<b>Contact Officer:</b>	<b>Bob Kean</b>
<b>Telephone No:</b>	<b>01785 619241</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 5/11/15 Resources 17/11/15</b>
<b>Key Decision:</b>	<b>Yes</b>

**SUBMISSION BY COUNCILLOR K S WILLIAMSON  
RESOURCES PORTFOLIO**

<p><b>CABINET</b></p> <p><b>5 NOVEMBER 2015</b></p> <p><b>Financial Plan 2015-16 - 2018-19</b></p>
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**This report is not subject to the call in procedure and will be referred directly to Resources and Corporate Services Scrutiny Committee for consultation.**

<b>1 Purpose of Report</b>
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1.1 The purpose of this report is to present an updated financial forecast for the Council for the next three years together with a forecast outturn for 2015-16.

<b>2 Proposal of Cabinet Member</b>
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2.1 That:-

- (a) the Financial Plan 2015-16 - 2018-19 be noted;
- (b) the forecast outturn for 2015-16 be approved;
- (c) the draft Capital Programme 2015-16 - 2018-19 be noted;
- (d) the General Fund working balance be set at a minimum of £1.0 million;
- (e) the principles set out in the Council's Financial Plan be adopted in finalising the preparation of the 2016-17 budget;
- (f) an updated Financial Plan be provided once details of the 2015 Spending Review and changes to Local Government Funding Regime become known

<b>3 Key Issues and Reasons for Recommendation</b>
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3.1 The report sets out the Council's forecast financial position for the next three years incorporating anticipated spending pressures and savings already identified. Financial resources available to the Council over the three year period are also set out. The Financial Plan reflects the Governments current Funding Regime.

- 3.2 The Financial Plan represents only an interim statement since details of the actual Governments financial settlement for 2016-17, arising from the 2015 Spending Review (due to be announced on the 25 November), will not be known until mid to late December. In addition, the Chancellor of the Exchequer has recently announced a fundamental change in the way in which Local Government is funded with 100% of Business Rates to be retained within the Local Government sector by 2019-20.
- 3.3 The Financial Plan therefore represents a refresh of the assumptions as contained in the Approved Financial Plan (Council 3 February 2015) taking into account the outturn for the last financial year and the first six months of the current financial year.
- 3.4 The details of the new regime and its implementation timetable are fundamental cornerstones for the validating of current assumptions and development of the Medium Term Financial Plan for the Authority. Hence an analysis of the Spending Review and its implications for the Financial Plan will be subject to a separate report as soon as such details are available.

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

- 4.1 The revenue budget and capital programme reflect the Council's priorities.

#### **5 Report Detail**

##### **5.1 Background**

- 5.1.1 The Financial Plan sets the framework for the determination and setting of the budgets for Revenue and Capital and ultimately arriving at the level of Council Tax to be set for the next Financial Year.
- 5.1.2 The Financial Plan for 2016-17 to 2018-19 is somewhat different from previous years in the sense that:-
- No indicative settlement exists for 2016-17( and hence subsequent years)
  - The outcome of the Governments Spending Review will not be announced until the 25 November 2015 and the settlement for Stafford Borough not known until mid to late December
  - The Chancellor has recently announced a fundamental change in the way in which Local Government is funded with 100% of Business Rates to be retained within the Local Government sector by 2019-20
- 5.1.3 No details are yet available in relation to the new proposed funding regime and such details are likely to be outlined as part of the Spending Review and then by a series of Consultation Documents thereafter. It is very unlikely that the scheme will start to be implemented until 2017-18 at the earliest.
- 5.1.4 The Financial Plan is therefore an interim one as such which refreshes the assumptions as contained in the Approved Financial Plan (Council 3 February

2015) and reflecting the current Financial Regime of Local Government funding.

## 5.2 The Current Approved Financial Plan

5.2.1 Council adopted its current Financial Plan at its meeting on 3 February 2015. The recommendation from Cabinet, as adopted by Council, set the revenue and capital budget for 2015-16, together with indicative budgets for 2016-17 and 2017-18. The Financial Plan now requires the forecast financial position to be determined for 2018-19.

5.2.2 The annual budget setting process now sets details budgets, based upon the Councils' approved budget strategy, for each of the three years of the Financial Plan period, with a balanced budget set in February 2015 covering the period to 2017-18 as shown in Table 1.

	<b>2015-16 £'000</b>	<b>2016-17 £'000</b>	<b>2017-18 £'000</b>
Net Expenditure	14,040	14,010	14,356
Funding Resources	(14,270)	(14,567)	(14,608)
Surplus	<b>(230)</b>	<b>(557)</b>	<b>(252)</b>

## 5.3 2016-17 to 2018-19 Financial Plan - Revenue

5.3.1 In refreshing the current Financial Plan account has been made to changes in the provision for inflation; cost pressures together with additional income generated.

### **Inflation**

5.3.2 No material changes have been made to the inflation assumptions as contained in the current Financial Plan. The Summer Budget extended the 1% cap on public sector workforces for 4 years from 2016-17 and this is in line with existing pay award assumptions.

### **Spending Pressures**

5.3.3 The detailed budgets have been refreshed to reflect the outturn for 2014-15 and latest spending patterns. No additional, material, cost pressures have been identified to date whereas minor reductions in expenditure have occurred as a result of rateable value changes.

5.3.4 Additional costs have however arisen from the Summer Budget whereas existing commitments will impact on 2018-19. Provision has been made for the impact of the introduction of the National Living Wage in 2016-17 and its phased increase in future years to the Governments Target of over £9.00 by 2020. The 2018-19 budget also makes provision for Employer Contributions to increase by a further 2% as a result of the next triennial Actuarial Valuation of the Pension Fund, additional costs of demographic growth on the refuse contract and the current discounts on the contract extension and inflation savings falling out.

## **Additional income**

5.3.5 The Council continues to monitor budgets on a monthly basis and submits regular reports to Scrutiny as part of its Corporate Monitoring. A recent trend in the reports, including the 2014-15 outturn position (as compared with the original budget) is increased income from fees and charges. The April to September monitoring statement shows the following sources of additional income for 2015-16 and these have been included in the Forecast Outturn for 2015-16:-

- Development Control - Income from Planning Fees exceeded the budget by £558,000 in 2014-15 and, as at period 6, income is some 82% of its overall budget for 2015-16. Planning Fees in relation to Major Applications, as at the end of September, amounted to £255,891 with an annual budget of £170,000. A favourable forecast outturn variance of some £150,000 is therefore expected in relation to Planning Fees.
- Bereavement Services - Income from fees and charges was some £150,000 better than expected in 2014-15 and is currently £25,000 higher than expected in the current year. The forecast outturn estimates additional income of some £34,000.
- Land Charges - Additional income from local land charges searches was some £70,000 better than expected in 2014-15 and is currently £20,200 higher than expected in the current year. No provision has been made for any additional income with revised regulations now determining the amount of recovery allowable in setting such charges. The transfer of elements of the Land Charges service to Land Registry, although likely to be later than originally anticipated, and the revised recovery regulations will reduce income levels by the order of £90,000 per annum.

In addition to the above income from Off Street Parking; Leisure and Regulatory Services all show favourable variances for the first six months of the year, whereas Markets and Waste and Recycling are down on budget.

5.3.6 In relation to future years, with the exception of Bereavement Services, no provision has been made for the ongoing effect of such additional income. The additional Development Control Income in 2015-16 primarily relates to exceptionally high fees for major applications.

5.3.7 Income levels together with underspends on supplies and services are currently subject to review as part of the preparation of detailed Portfolio Budgets for consideration by Cabinet and Scrutiny later in the budget cycle.

## **Investment interest**

5.3.8 Income from Investment interest has reduced considerably as a result of the bank rate remaining at 0.5% since March 2009, and the application of usable

reserves to finance the Capital Programme. The amount of investment income depends on the level of cash balances held and on interest rates. It is still uncertain when the Bank Rate will change and hence no material changes to the assumptions in the current Financial Plan are therefore envisaged at this stage.

### **Available Revenue Resources**

5.3.9 The Council's revenue budget covers day to day spending on the services provided by the Council. It is currently financed from the following sources:-

- Central government grant called Revenue Support Grant (RSG)
- Business Rates Retention Scheme
- New Homes Bonus Grant
- Council Tax income; and
- Use of reserves - both general and earmarked

5.3.10 Three changes have been made to the Resources Forecast as approved by Council in February notably:-

- **New Homes Bonus Grant** - The New Homes Bonus grant is a six year rolling programme that commenced in 2011-12. The cumulative level of grant for 2015-16 amounts to £1.686 million with the approved 2016-17 forecast of £2.286 million, incorporating the new homes at beacon barracks.  
The latest estimates based upon the Council Tax Base as at the beginning of October indicates that New Homes Bonus will now amount to £2.547 million, an increase of £261,000 over the original estimate.
- **Business Rates Retention-** No material changes are envisaged in relation to income retained from Business Rates over the duration of the Financial Plan. A large number of appeals are still outstanding however provision was made in the 2014-15 final accounts for back dated costs covering 2010-11 to 2014-15 and this will result in a reduction in the provision required in future years. Variations do occur between years reflecting changes to the assumptions in relation to new developments nevertheless overall income is in line with the 2015-16 to 2017-18 Financial Plan.
- **Council Tax Base** - The Council Tax Base continues to increase reflecting the upturn in the number of new properties being built as reflected in the New Homes Bonus allocations. The assumptions have now been refreshed to take into account the experiences over the last 12 months and developments in progress. The Council Tax Base is now expected to increase by 1.5% per annum as compared to the 1.0% increase anticipated for 2016-17.

5.3.11 In relation to Central Government Grant (RSG & Business Rates Baseline) no changes have been made to the assumptions and figures approved in February of this year. The outcome of the Governments Spending Review is

due to be announced on 25 November 2015 however the actual settlement for each authority is unlikely to be known until late December. The Formula Grant figures included in the Financial Plan include our best estimates for 2016-17 to 2018-19 based on the assumption that the Revenue Support Grant element will effectively disappear in 2019-20.

### Council Tax

- 5.3.12 No increase in **Council Tax** has been assumed over the period with the increase in Council Tax solely relating to new properties. The council has previously received an additional Government Grant to compensate authorities for freezing (or reducing Council Tax) however no indications have been given whether this will similarly apply to 2016-17 and future years.

### Forecast Budget Surplus

- 5.3.13 Council at its meeting of the 3 February set a Balanced Budget for 2015-16 and proposals that ensured an indicative balanced budget for 2016-17 and 2017-18. The updated position is shown in **APPENDIX 1** with a forecast surplus in each of the years as shown in Line 19 of the Appendix.
- 5.3.14 A comparison of the previous position as at the 3 February 2015 together with the latest Financial Plan is shown in the Table below. An analysis of the changes to date is detailed in **APPENDIX 2**.

<b>Table 2 Forecast Surplus as per 5 November Financial Plan</b>				
	2015-16 £'000	2016-17 £'000	2017-18 £'000	2018-19 £'000
Budget Surplus (Council – 3 Feb )	(230)	(557)	(252)	(252)
Changes to date	(371)	(190)	(434)	1,005
<b>Financial Plan – (Surplus)</b>	<b>(601)</b>	<b>(747)</b>	<b>(686)</b>	
<b>Deficit</b>				<b>753</b>

### Detailed Revenue Budget 2016-17

- 5.3.15 The plan currently assumes the continuation of the borrowing requirement for Stone Leisure Strategy, however the predicted increase in surpluses to 2017-18 and available capital resources now available are likely to negate that need. The actual borrowing requirement will be assessed as part of this year's budget process.
- 5.3.16 **APPENDIX 3** sets out the timetable for the completion of the 2016-17 budget. The starting point is the base budget for the 2015-16 financial year, and indicative budgets for 2016-17 and 2017-18 reflecting the current level of services provided by the Council including spending on its priorities.
- 5.3.17 The detailed budget for each of the three years covered by the Financial Plan will be refreshed based upon the outturn for 2014-15; monitoring up to 30 September 2015 and any other known changes that have arisen since last years detailed budgets were prepared. It is essential that the Council is

diligent in reviewing its budgets and in particular any potential underspends or efficiency savings are identified.

#### **5.4 Medium Term Financial Outlook**

5.4.1 The Financial Plan as outlined previously represents an interim position awaiting the outcome of the 2015 Spending Review and the proposed reforms of Local Government Finance.

5.4.2 In relation to the latter the Chancellor of the Exchequer announced a series of major reforms to Local Government finance on 5 October 2015. These included:-

- That by the end of the Parliament, local government will be able to retain 100% of local taxes – including all £26 billion of revenue from business rates.
- The government will abolish the Uniform Business Rate and give local authorities the power to cut business rates to boost economic activity in their areas.
- Local areas which successfully promote growth and attract businesses will keep all of the benefit from increased business rate revenues.
- The core grant from Whitehall will be phased out, and local government will take on new responsibilities.

5.4.3 No details of these proposals are available and are unlikely to be available until after the end of the Spending Review and hence any analysis is purely speculative.

5.4.4 The likely potential benefit to Stafford Borough from the benefits is in relation to retaining the levy it pays on increased business rates above its baseline. The authority has, by being a member of the Staffordshire and Stoke on Trent Business Rates Pool, retained 40% of that levy and hence the likely dissolution of the pool will return the balance of 60%.

5.4.5 It is inevitable that any change to the funding of Local Government will need to be contained within the Control totals already set by central government and re-emphasised in the Summer Budget and the framework set for the spending review. In particular Government departments have been set targets for spending reductions of between 25% to 40% by 2019-20. The DCLG's Permanent secretary has recently confirmed that the retention of business rates will be fiscally neutral.

5.4.6 The retention of rates is therefore likely to see all other forms of Government Grant disappearing and this potentially will involve New Homes Bonus, Better Care Fund etc. whereas other forms of Government Funding to the Police etc. may be rolled in. Any new regime will need to address the additional cost pressures occurring to Local Government up to 2019-20 and

in particular the issues facing higher tier authorities as highlighted by the Local Government Association.

- 5.4.7 An extrapolation of the draft Financial Plan including the ending of Revenue Support Grant identifies an additional shortfall of £0.428 million in 2019-20.
- 5.4.8 The details of the new regime and its implementation timetable are fundamental cornerstones for the validating of current assumptions and development of the Medium Term Financial Plan for the Authority. Hence an analysis of the Spending Review and its implications for the Financial Plan will be subject to a separate report as soon as it is available.

## 5.5 Reserves and Balances

- 5.5.1 Reserves and Balances comprise the Council's general reserves, the working balance, and earmarked reserves. The general strategy for using unallocated reserves is that they are used to meet shortfalls in the net budget during the year. This is particularly important in the current economic circumstances when sources of income are particularly volatile.

### The Working Balance

- 5.5.2 The Councils current policy is to maintain the level of the General Fund balance at a minimum of £1.0 million. The General Fund balance at 1 April 2015 was £2.001 million resulting in £1.001 million remaining to support the revenue Budget.
- 5.5.3 In setting the 2015-16 budget (and indicative budgets for 2016-17 and 2017-18) significant surpluses were envisaged for each of the years amounting to just over £1.039 million with £1.0 million allocated to support the Capital Programme. The projections as contained in this report indicate that a further £0.995 million will be added to balances over the period. In determining the budget for recommendation to Council in February 2016 due consideration will be given to the use of a Revenue Contribution to Capital Outlay to offset the need to borrow in addition to maintaining reserves to support the overall budget.
- 5.5.4 The Chartered Institute of Finance and Accountancy (CIPFA) guidance states that a well-managed authority with a prudent approach to budgeting should be able to operate with a relatively low level of general reserves and that, in assessing the level of reserves, the Section 151 officer should take into account the strategic, operational and financial risks facing the authority. **APPENDIX 4** highlights the risk areas that need to be taken into consideration when deciding on the minimum level of the General Fund balance.

## **Earmarked Reserves**

5.5.5 The Council maintains a number of earmarked reserves which have been set aside for specific risks, for known future spending requirements or for specific projects.

5.5.6 Earmarked Reserves as at 31 March 2015, amounted to £14.137 million (excluding the business rates reserve) and based on the Financial Plan assumptions, are expected to reduce to £6.8 million by March 2019. The actual level will vary as the utilisation of Ring Fenced Grants and General Earmarked Reserves are approved over the duration of the Financial Plan. A full review is to be undertaken as part of the preparation of the 2016-17 and subsequent years budget and will form part of Cabinets Budget recommendations.

## **5.6 Capital Programme 2015-16 - 2018-19**

5.6.1 Council approved the current capital programme in February 2015 and the list of schemes included in the programme is set out in **APPENDIX 5** for information. The programme has been reviewed to reflect slippage from the 2014-15 financial year, new schemes approved by Council since the programme was approved in February 2015 as well as changes in circumstances that have impacted on schemes in the Programme.

5.6.2 No Provision has been made for any new schemes at this stage with the Capital Programme and Asset Management Plan subject to detailed review as part of the Budget Process.

5.6.3 Available resources have increased as a result of additional Right to Buy receipts in 2014-15 and anticipated capital receipts from land disposals in relation to the Western Access Road; and Land at Marston Road and North Walls. The latter has also freed up existing resources within the Capital Programme and the requirement for compensating car parking (Long Stay) will require additional provision within the Capital Programme.

5.6.4 The estimated level of uncommitted capital resources, before the inclusion of new schemes and Asset Management requirements, as at 31 March 2019 is currently estimated to be £2.5 million (**APPENDIX 6**).

5.6.5 Currently uncertainty exists as to both the resource position and demand for disabled facilities grants from 2016-17. The requirement within the transfer agreement to Stafford and Rural Homes to provide £0.450 million of funding for disabled facilities grants ends on the 31 March 2016. In addition it is not known with any certainty when the announcement on Better Care Funding will be made and whether the existing passporting of funding back from Staffordshire County Council will continue and at what level. Within the capital programme proposed we have assumed no change until the position becomes clearer.

5.6.6 The draft Housing and Planning Bill which is going through the legislative process includes changes which cast doubt over whether the authority will continue to be able to receive the Right to Buy receipts from Stafford and Rural Homes. Within the forecast resources these are estimated at £0.5 million over the period 2016-17 to 2018-19.

<b>6 Implications</b>
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<b>6.1 Financial</b>	The Financial Implications have been referred to through out the report. The outcome of the Spending Review together with Potential changes to the funding of Local Government will impact on the validity of the Financial Plan and hence the current plan can only be an interim statement. The Financial Plan however represents the Financial Position of the Council based upon all known facts as at this date and is in line with assumptions of other councils; the Local Government Association and professional advisors within the Public Sector.
<b>Legal</b>	
<b>Human Resources</b>	
<b>Human Rights Act</b>	
<b>Data Protection</b>	
<b>Risk Management</b>	

<b>6.2 Equality and Diversity</b>	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.
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<b>Previous Consideration - Nil</b>
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<b>Background Papers - File available in Financial Services</b>
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## APPENDIX 1

<b>DRAFT FINANCIAL PLAN - REVENUE OCTOBER 2015</b>					
		<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
		<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Line No.	<b>Portfolio spending</b>				
1	Base (Council 3 February 2015)	13,506	13,754	13,979	13,979
2	Pay inflation				125
3	Other inflation				247
4	Income				-199
5		13,506	13,754	13,979	14,152
6	Known variations	-210	40	111	1,000
7		13,296	13,794	14,090	15,152
8	Investment Income/Technical Items	464	306	427	427
9	Net spending	13,760	14,100	14,517	15,579
	<b>Financed By</b>				
10	Formula Grant	-2,066	-1,368	-780	-316
11	New Burdens	-58	-37	-37	-37
12	Business Rates Retention	-3,598	-3,791	-4,182	-4,279
13	BRR- Pooling Arrangements	-415	-470	-606	-624
14	New Homes Bonus Grant	-1,686	-2,547	-2,897	-2,803
15	Special grant – Council Tax freeze	-69	-69	-69	-69
16	Council Tax	-6,469	-6,565	-6,632	-6,698
17	Net financing	-14,361	-14,847	-15,203	-14,826
18	Efficiency Requirement				753
19	Surplus Ref to Working Balances	-601	-747	-686	
20	Provisional Additional RCCO				
21	Revised Surplus				

## APPENDIX 2

<b>REVENUE KNOWN VARIATIONS TO APPROVED BUDGET</b>					
		<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
		<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Line No.	<b>Known Variations</b>				
	<u>Approved /Committed Variations</u>				
1	Waste Management Contract	-	-	-	438
2	National Living wage	0	9	26	28
3	Sub Total	0	9	26	466
	<u>Potential Variations</u>				
4	Inflation				
5	Employees Turnover Increments etc	-45	-	-	166
6	Cost Pressures	50	30	30	73
7	Rating Revaluations	-19	-19	-19	-19
8	Actuarial Valuation	-	-	-	160
9	Capital Financing	-	-54	-	-
10	Land Charges	-	90	90	90
11	Income Variations	-196	-16	-16	-16
12	Contribution from Reserves	-	-	-	80
13	Sub Total	-210	31	85	534
14	Total Known Variations	-210	40	111	1,000
15	<u>Investment &amp; Technical</u>				
16	Cost Pressure - RCCO	0	50	50	50
17	Inflation	-70			
18		-70	50	50	50
19	Net spending	-280	90	161	1,050
	<b>Financed By</b>				
	<u>Potential Variations</u>				
20	Inflation				-267
21	Government Funding				480
22	Business Rates Growth Rephasing	-91	13	-29	-38
23	Council Tax Base		-32	-33	-33
24	New Homes Bonus - MOD		-261	-533	-361
25	Net financing	-91	-280	-595	-219
26	Surplus Ref to Working Balances	-371	-190	-434	831
R1	As approved By Council	-230	-557	-252	-252
R2	Variations	-371	-190	-434	831
R3	Inflation				174
R3	Revised	-601	-747	-686	753

## BUDGET PROCESS 2016/2017

<b>Date 2015</b>	<b>Meeting</b>	<b>Subject/Report</b>
30 September	Leadership Team	Financial Plan 2016/17 to 2019/20 Fees and Charges 2016
5 November	Cabinet	Financial Plan 2016/17 to 2019/20 Fees and Charges 2016
17 November	Resources and Corporate Services Scrutiny Committee	Scrutiny of Cabinet decision on Financial Plan 2016/17 to 2019/20 and Fees and Charges 2016
19 November	Community Services Scrutiny Committee	Scrutiny of Cabinet decision on Fees and Charges 2016
24 November	Council	Consideration of Cabinet decision and any comments of Resources and Corporate Services Scrutiny Committee on Financial Plan 2016/17 to 2019/20 and approval of Fees and Charges 2016
8 December	Cabinet	Detailed portfolio budgets, initial overall budget report for 2016/17 and the capital programme for 2015/16 to 2018/19
15 December	Community Services Scrutiny Committee	Scrutiny of Cabinet decision on detailed portfolio budgets and the capital programme for 2015/16 to 2018/19 for Community, Environment, Leisure and Planning and Regeneration
<b>2016</b>		
14 January	Resources and Corporate Services Scrutiny Committee	Scrutiny of Cabinet decision on detailed portfolio budget and the capital programme for 2015/16 to 2018/19
21 January	Cabinet	Consideration of any comments back from Scrutiny Committees on detailed portfolio budgets, the capital programme for 2015/16 to 2018/19 (incorporating 2015/16 slippage for approval) together with presentation of the final overall budget report for 2016/17
2 February	Council	Consideration of the Cabinet's proposals for the final overall budget report for 2016/17 and the capital programme report for 2015/16 to 2018/19
23 February	Council	Council Tax setting meeting

## APPENDIX 4

<b>Working Balance - Financial Risks facing the Authority</b>		
<b>RISK</b>	<b>Level of risk</b>	<b>Explanation of risk/justification for cover</b>
Inflation	Medium	Inflation has been included in the Financial Plan in accordance with Government policy.
Investment interest	Medium	The amount earned depends on the prevailing interest rates and the level of cash balances held.
Major income sources:		
• Planning fees	Medium	Dependent on economic conditions.
• Land charges fees	Medium	Dependent on the housing market / basis of determining recoverable expenses/ proposed transfer to Land Registry.
• Car parking	Medium	Certain amount of volatility based on demand.
• Indoor leisure cents	Medium	Dependent on economic conditions.
• Borough Markets	Medium	Dependent on occupancy levels.
• Environmental services	Low	Licensing income dependent on renewals.
• Bereavement services	Low	Some risk as it is a main source of income.
Spending pressures:		
• Indoor leisure centres	Medium	Indoor leisure centres require active budgetary control.
• Waste and recycling targets	Low	The Council will need to reach recycling targets in order to maximise income from recycling credits and avoid penalties. Recycling Credit regime operated by County Council
Funding Sources		
• New Homes Bonus	Medium	Although allocations for 2016-17 can be predicted accurately, the future level of funding is dependant upon completions of new properties and how much of the New Homes Bonus is subject to top slicing within overall (Govern. Funding).
• Volatility in Business Rates	Medium	The Council will be exposed to volatility or reduction in its business rates due to the failure or temporary closure of a key industry and successful back dated appeals against Rateable Values. Although this gives councils greater freedoms and removes dependency on central funding it passes on greater risks core funding will reduce if Business

<b>Working Balance - Financial Risks facing the Authority</b>		
<b>RISK</b>	<b>Level of risk</b>	<b>Explanation of risk/justification for cover</b>
		Rates contracts.

## APPENDIX 5

<b><u>GENERAL FUND CAPITAL PROGRAMME</u></b>					
		2015/16	2016/17	2017/18	2018/19
		Indicative			
		£000	£000	£000	£000
<b>ENVIRONMENT</b>					
Streetscene equipment		119	80	80	80
Waste Contract - replacement wheeled bins		56	100	100	100
Waste Container - renewal and replacement		27	-	-	-
Streetscene Fleet Procurement		574	-	-	-
Crematorium - Chapel Boiler Replacement		-	-	-	-
Riverway Site Improved Depot Facilities		101	-	-	-
<b>Total</b>		<b>877</b>	<b>180</b>	<b>180</b>	<b>180</b>
<b>COMMUNITY</b>					
Disabled Facilities Grants		576	570	570	570
Sundry Housing Grants		184	-	-	-
S&RH Affordable Housing		124	-	-	-
Improvements at Glover St caravan site		143	-	-	-
CCTV upgrade		168	-	-	-
Empty Homes		93	-	-	-
Jubilee Grants		6	-	-	-
Kingston LNR		9	-	-	-
<b>Total</b>		<b>1,303</b>	<b>570</b>	<b>570</b>	<b>570</b>
<b>LEISURE</b>					
Stone Leisure Strategy		900	4,800	300	-
Stafford Leisure Centre - Fitness Equipment		335	-	-	-
Stafford Castle - Protective System for Parking Area		9	-	-	-
Stafford Castle - H&S Works		28	-	-	-
Castle Motte		49	-	-	-
Gatehouse MET Studio Refurbishment		-	-	-	-
Gatehouse - Box Office Software		-	-	-	-
Gatehouse - Digital Projector		-	-	-	-
Rowley Park - Sports Stadium		34	-	-	-
Rowley Park - Tennis Court Resurfacing		-	-	-	-
Rowley Park - CCTV		-	-	-	-
Rowley Park - Athletics Track		-	-	-	-
Brook Glen Rd Open Space		10	-	-	-
Multi Use Games Area Walton, Stone		65	-	-	-
Riverway Sports Improvements		23	-	-	-
Ingrestre Leisure Facilities		13	-	-	-
Victoria Park Refurbishment	*1	28	800	-	-
Wildwood Park Facilities Refurbishment		-	-	-	-
Rowley Park Athletics Track		4	-	-	-
Charnley Road Destination Park		340	-	-	-
Swynnerton Village Hall Grounds		34	-	-	-
<b>Total</b>		<b>1,872</b>	<b>5,600</b>	<b>300</b>	<b>-</b>

<b>GENERAL FUND CAPITAL PROGRAMME</b>				
	2015/16	2016/17	2017/18	2018/19
	Indicative			
	£000	£000	£000	£000
<b>PLANNING AND REGENERATION</b>				
Waterscape	87	-	-	-
Waterscape path - central Riverside	250	-	-	-
Growth Point capital	766	-	-	-
Stafford Town Centre Enhancement	70	-	-	-
Contribution to MSCP	750	-	-	-
Solar Panel Farm at Riverway	5	-	-	-
Doxey Road Car Park	115			
SDVS North Walls Car Park	-	-	-	-
St Albans Rd Former Tip Site	9	-	-	-
Pearl Brook Path Improvements	150			
Market Cooling System	43	-	-	-
<b>Total</b>	<b>2,245</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>RESOURCES</b>				
PC Replacement Programme	50	50	50	50
Replacement San Server	70	-	-	-
Civic Centre - ground floor reconfiguration	-	1,250	-	-
Stone Area Office Boiler Replacement	3	-	-	-
Provision to Commute Car Park Sharing arrangement	100	-	650	-
<b>Total</b>	<b>223</b>	<b>1,300</b>	<b>700</b>	<b>50</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>6,520</b>	<b>7,650</b>	<b>1,750</b>	<b>800</b>
*1	Subject to Heritage Lottery Scheme Approval			

<b><u>DRAFT FINANCIAL PLAN - CAPITAL RESOURCES OCTOBER 2015</u></b>				
	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'001</b>
<b>Portfolio spending</b>				
Environment	877	180	180	180
Community	1,303	570	570	570
Leisure	1,872	5,600	300	0
Planning & Regeneration	2,245	0	0	0
Resources	223	1,300	700	50
<b>Total Expenditure</b>	<b>6,520</b>	<b>7,650</b>	<b>1,750</b>	<b>800</b>
<b>Financed By</b>				
Balance B./fwd Capital	-7,350	-5,370	-3,114	-2,435
Balance B./fwd Capital S106				
Right to Buy	-225	-200	-150	-150
VAT Shelter	-650			
Grants	-570	-570	-570	-570
Capital Receipts	-1,631	-456	-56	-56
Section 106	-340	-700		
Other	-75			
Borrowing		-2,000		
RCCO	-644	-398	-225	-50
Reserves	-405	-1,070	-70	-70
<b>Total Financing</b>	<b>-11,890</b>	<b>-10,764</b>	<b>-4,185</b>	<b>-3,331</b>
Balance C/fwd.	-5,370	-3,114	-2,435	-2,531
Less Section 106				
<b>Net Balance Available</b>	<b>-5,370</b>	<b>-3,114</b>	<b>-2,435</b>	<b>-2,531</b>

**ITEM NO 4(b)(i)****ITEM NO 4(b)(i)**

<b>Contact Officer:</b>	<b>Abby Brough</b>
<b>Telephone No:</b>	<b>01785 619533</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 5/11/15 Council 24/11/15</b>
<b>Key Decision:</b>	<b>Yes</b>

**SUBMISSION BY COUNCILLOR F BEATTY  
PLANNING AND REGENERATION PORTFOLIO**

**CABINET**

**5 NOVEMBER 2015**

**The Plan for Stafford Borough - Part 2 Publication**

**1 Purpose of Report**

- 1.1 To note and consider the Schedule of Representations, prepared as a Summary of Responses (attached as a [BOOKLET](#) to this item), and how the 'Plan for Stafford Borough - Part 2 Publication' has been amended to take account of the responses received to 'The Plan for Stafford Borough - Part 2 Proposals Consultation Stage' (June - July 2015).
- 1.2 To consider the 'Plan for Stafford Borough - Part 2 Publication' (attached as a [BOOKLET](#) to this item) and refer it to Council in order to seek representations on soundness and legal compliance on the new Development Plan, known as the 'Plan for Stafford Borough - Part 2', leading to Submission and an independent Examination.

**2 Proposal of the Cabinet Member**

- 2.1 That the Cabinet takes account of the responses to the document 'The Plan for Stafford Borough - Part 2 Proposals Consultation Stage', within the Summary of Responses, and agrees with the changes to the 'Plan for Stafford Borough - Part 2 Publication' as a result of the responses received, (**APPENDIX**).
- 2.2 That the 'Plan for Stafford Borough - Part 2 Publication' be referred to Council for approval, in order to seek representations on soundness and legal compliance.
- 2.3 That the Cabinet Member for Planning and Regeneration be delegated with the responsibility for making any minor amendments of an editorial, conformity

or presentational nature that may be necessary to the Publication prior to its submission for the independent Examination.

### **3 Key Issues**

- 3.1 The Plan for Stafford Borough: Part 2 (formerly known as the Site Allocations document) sets out proposed settlement boundaries for Stafford, Stone and the Key Service Villages, establishes boundaries for the Recognised Industrial Estates, considers retail boundaries and frontages, and gypsy and traveller allocations. As the core direction of travel has been established in the Plan for Stafford Borough there are limits on the potential discrete 'options' available.
- 3.2 Following consideration of responses to the “Plan for Stafford Borough - Part 2 Proposals Consultation Stage” the next key stage in the process is to seek representations on soundness and legal compliance through the pre-submission consultation (Publication) stage. Representations will be sought on the ‘Plan for Stafford Borough - Part 2 Publication’ until 12 noon on Monday 25 January 2016.

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

- 4.1 The Plan for Stafford Borough provides the future planning strategy for the Corporate Priorities of Prosperity, Community Safety and Management of Public Spaces.

### **5 Background**

#### **National Policy**

- 5.1 In March 2012 National planning policy in Planning Policy Statements and Planning Policy Guidance was replaced by the [National Planning Policy Framework](#) which sets out the national context for preparing policies in new Local Plans. The purpose of planning was defined as achieving sustainable development, with this approach amplified through core planning principles and a general approach requiring that Local Plans should bring forward sufficient land of a suitable quality in appropriate locations to meet objectively assessed needs.

#### **The Plan for Stafford Borough**

- 5.2 The Plan for Stafford Borough sets out the strategic policies for the Borough. It contains the development strategy, including identifying the sustainable settlement hierarchy, allocates significant development for Stafford and Stone through Strategic Development Locations and details topic specific policies. The Plan for Stafford Borough was adopted on the 19 June 2014.

## Consultation

- 5.3 During June and July 2015 'The Plan for Stafford Borough - Part 2 Proposals Consultation Stage' was consulted upon. 418 responses were received as part of this consultation exercise by the deadline on 15 July 2015, which are available to view through Stafford Borough Council's web-site. The attached **BOOKLET** to this report sets out a summary of these responses, as well as the Borough Council's response to the issues raised. The full Schedule of Representations received is available on request. The following key issues were raised through the responses received, shown in italics below, together with the Council's response:

### ***Part 2 General Issues***

- *The figure of 10,000 houses over the Plan period is target; it is not a ceiling or a maximum. The Plan is too reliant upon the Strategic Development Locations delivering the houses. There is limited opportunity for other sites to be allocated for housing.*

Council response: The target figure of 10,000 new homes is not a maximum, but new development must be delivered proportionally in accordance with the sustainable settlement hierarchy. Furthermore, the proper planning of the Borough (and practical delivery of major change) requires also that growth be balanced by the timely and resourced provision of necessary infrastructure, and accommodated sustainably – which means that growth cannot be unfettered, but needs to be controlled and planned. Since a substantial proportion of the housing requirement is already determined by the provision made by the SDLs, and elsewhere in the Borough by subsequent development and by extant permissions, it is not necessary for the Part 2 document to make specific allocations for additional housing sites, other than those being promoted in the Neighbourhood Plans.

- *Failing to identify community facilities in the Stafford, Stone and the Key Service Villages.*

Council response: The Part 2 Proposals document identified community facilities in Stafford, Stone and the Key Service Villages. However following receipt of the representations, it is apparent that it is not practically possible to identify an exhaustive agreed list of all the relevant community and social facilities within those settlements and those in the rest of the Borough. It is proposed to omit the tables and Inset Plans identifying the community facilities for Stafford, Stone and the Key Service Villages and to amend the wording to policy SB2 to protect social and community facilities across the Borough.

## **Stafford**

- *Land adjacent to Falmouth Avenue, Stafford, should be designated as a Local Green Space (66 representations submitted in total as well as the local MP Jeremy Lefroy).*

Council response: The land at Falmouth Avenue was allocated in the previous Stafford Borough Local Plan 2001 as suitable for housing, but was never developed. The new Stafford Settlement Boundary excludes this area of land, as it is not considered suitable for development within the context of Spatial Principle 7 of the Plan for Stafford Borough. As a general principle, the consultation process has demonstrated that insufficient suitable evidence has been gathered to support Local Green Space designations throughout the Borough in accordance with the requirements of the NPPF. Even where comments have been received, as in the case of Falmouth Avenue; evidence is not conclusive in terms of the NPPF criteria, and cannot easily distinguish local views about the relative importance of protecting land as greenspace from general expressions of opposition to further local development.

- *The University of Staffordshire campus in Stafford should not be designated as employment land. The sports centre is not a community facility as it is not a facility that the public authority has a controlling interest in.*

Council response: It is proposed to remove the employment site designation and amend Policy SB2 to protect social and community facilities, including sports facilities. As the facilities are available to, and used by, the general public, it is considered that the facilities will be protected under the policy. This policy states that alternative uses are only acceptable when it can be demonstrated that the site has been actively marketed for more than twelve months for alternative social and community use, it can be established that the facility is no longer required, or can be served in an alternative location within the same settlement or in a manner that is equally accessible to the community.

## **Stone**

- *The tennis courts and playground Westbridge Park, Stone should be designated a local community facility. It should not be redeveloped to accommodate a supermarket.*

Council response: The settlement boundary for Stone reflects the Green Infrastructure boundary that was identified in the adopted Plan for Stafford Borough. Change of use will be considered in the context of amended Policy SB2.

- *Land at Westbridge Park should be designated as Local Green Space.*

Council response: Local Green Space was not identified as a strategic issue within the adopted Plan for Stafford Borough and no detailed assessment has been prepared to demonstrate how the land meets the criteria of the NPPF. As a general principle, the consultation process has demonstrated that insufficient suitable evidence has been gathered to support Local Green Space designations throughout the Borough in accordance with the requirements of the NPPF. Even where comments have been received, as in the case of Westbridge Park; evidence is not conclusive in terms of the NPPF criteria, and cannot easily distinguish local views about the relative importance of protecting land as greenspace from general expressions of opposition to further local development. Westbridge Park is afforded protection through Policies C7 and N4 of the adopted Plan. Local communities have the opportunity to designate Local Green Space through Neighbourhood Plans.

- *Additional secondary frontages should be identified in Stone.*

Council response: Following the consultation, it is not proposed to have a policy on protecting retail frontages, as this does not reflect the changing nature of centres and the changes in retailing generally, caused by on-line shopping. The town centre policies need to allow flexibility to support their viability and vitality. Therefore the Publication document proposes to omit the inset plans showing the Primary and Secondary frontages for Stafford and Stone town centres, relying on Policy E8 of the adopted Plan for Stafford Borough and the approach in the NPPF.

- *As shown on the Settlement Boundary for Stone, land adjacent to Nicholls Lane should not be included in the Settlement Boundary.*

Council response: Agreed to exclude this land from the Stone Settlement Boundary. Local communities have the opportunity to designate Local Green Space through Neighbourhood Plans.

*Land adjacent to Tilling Drive, Walton, Stone, should be designated as Local Green Space (10 representations submitted).*

Council response: Local Green Space was not identified as a strategic issue within the adopted Plan for Stafford Borough and no detailed assessment has been prepared to demonstrate how the site meets the criteria of the NPPF. As a general principle, the consultation process has demonstrated that insufficient suitable evidence has been gathered to support Local Green Space designations throughout the Borough in accordance with the requirements of the NPPF. Even where comments have been received, as in the case of Tilling Drive; evidence is not conclusive in terms of the NPPF criteria, and cannot easily

distinguish local views about the relative importance of protecting land as greenspace from general expressions of opposition to further local development.

Tilling Drive is afforded protection through Policies C7 and N4 of the adopted Plan. Local communities have the opportunity to designate Local Green Space through Neighbourhood Plans.

*Stone Town Council and Stone Independent Group submitted representations to include land as Local Green Space.*

Council response: Local Green Space was not identified as a strategic issue within the adopted Plan for Stafford Borough and no detailed assessment has been prepared to demonstrate how the areas meet the criteria of the NPPF.

The land identified by the respective groups will be afforded protection through Policies C7 and N4 of the adopted Plan. Local communities have the opportunity to designate Local Green Space through Neighbourhood Plans.

### **Great Haywood**

- *Land adjacent to Marlborough Close, Great Haywood, should be designated as Local Green Space (16 representations have been submitted).*

Council response: Subject to designation within the emerging Neighbourhood Plan this land will be identified as Local Green Space on the Great Haywood Policies Map inset.

### **Woodseaves**

- *The Settlement Boundary in Woodseaves should be amended to accommodate additional housing and a play area/car park to serve the school.*

Council response: No changes are proposed to the Settlement Boundary as releasing this land would undermine the balance of the Sustainable Settlement Hierarchy in the context of completions and existing commitments already exceeded in Stafford, Stone and the Key Service Villages.

- 5.4 It is proposed to amend the Plan for Stafford Borough - Part 2 as a result of the consultations received and other considerations, in order to produce the Publication version. The proposed amendments are included in the **APPENDIX** to this report.

- 5.5 The amended version is included as a **BOOKLET** to this report, under the title 'The Plan for Stafford Borough - Part 2 Publication'.
- 5.6 Representations on soundness and legal compliance on 'The Plan for Stafford Borough - Part 2 Publication' will last for 6 weeks and include the following:
- Notify Parish Councils, Members, general and specific consultees of publication of the document and provide an opportunity to make representations for at least 6 weeks.
  - Copies of the document provided to all libraries and at the Civic Centre.
  - Availability to view the document and the related evidence base via the Council's website.
  - The opportunity to make representations via the web-site, by email or on paper.
- 5.7 Following this formal statutory stage, as required by the Local Planning Regulations 2012 on 'The Plan for Stafford Borough - Part 2 Publication' and the Revised Sustainability Appraisal Report, representations will be assessed and summarised. Subsequently 'The Plan for Stafford Borough - Submission' will be prepared and submitted to the Secretary of State for an independent Public Examination alongside the Revised Final Sustainability Appraisal Report and all of the representations on 'The Plan for Stafford Borough - Part 2 Publication'. An Inspector will consider the representations and will hold a Public Examination in order to reach a recommendation on the soundness of the document. The Examination will be conducted in public.
- 5.8 Following the Examination an Inspector's Report will be produced for the Council. The Plan for Stafford Borough will then be considered for adoption by Full Council.

<b>6</b>	<b>Implications</b>
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6.1	<b>Financial</b>	None identified
	<b>Legal</b>	Part 2 subject to an independent Examination
	<b>Human Resources</b>	None identified
	<b>Human Rights Act</b>	Part 2 subject to public consultation in line with Statement of Community Involvement and NPPF
	<b>Data Protection</b>	None identified
	<b>Risk Management</b>	Delay and / or uncertainty lead to Legal Challenges and / or Appeals

6.2	<b>Equality and Diversity</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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**Previous Consideration**

Nil

**Background Papers**

File available in Planning and Regeneration

PLAN FOR STAFFORD BOROUGH – PUBLICATIONCABINET MEETING – 12 OCTOBER 2015LIST OF PROPOSED CHANGES TO PLAN FOR STAFFORD BOROUGH – PART 2 PROPOSALS  
CONSULTATION STAGE

NB: Changes to text are 'strike through' and new text is **BOLD**

- Page 2 Paragraph 1.1 Amend Second sentence of paragraph to read:
- The Local Plan ~~will~~ guides where new development will take place across the Borough area, and ~~identify~~ **identifies** how places will be shaped in the future.
- Page 2 Paragraph 1.2 Amend bullet point 2 to read:
- The Plan for Stafford Borough: Part 2** (formerly known as the Site Allocations document) sets out an approach to development in the sustainable settlement hierarchy, establishes settlement boundaries for Stafford, Stone and the Key Service Villages, together with boundaries for the Recognised Industrial Estates; considers retail frontages; and addresses the need for gypsy and traveller allocations.
- Page 3 Amend title, replace paragraphs 1.6 **and** 1.7, and update Table 1
- What is the Publication Document?**
- 1.6 **Following consultation on the 'Plan for Stafford Borough Part 2 Proposals' which closed in July 2015, this document is the 'Plan for Stafford Borough Part 2 – Publication'. The document sets out a number of boundaries and policies to guide decision-making on planning applications. As the core direction of travel has been established in the adopted Plan for Stafford Borough (June 2014), there are limits to the changes contained within the Plan for Stafford Borough Part 2. Following responses received on the Part 2 Proposals document, amendments have been made to the settlement and Recognised Industrial Estate boundaries, Local Green Spaces, Community Facilities and retail boundaries. This next stage provides members of the public and key stakeholders with the opportunity to make representations on the soundness of any paragraph and policy in the document, and of the legal compliance of the Plan's content and the process used in its preparation.**
- 1.7 **Following the consultation stage on this Publication document, the Council will assess the representations**

received and produce a Submission version of the Plan for Stafford Borough Part 2 for an independent Examination. Following the Examination and receipt of an Inspector's Report, the Plan for Stafford Borough Part 2 (modified as necessary in line with the Inspector's Report's conclusions) will then be formally adopted by the Council.

Table 1 Timetable for production of the Plan for Stafford Borough Part 2

Milestone	Target
Commencement	Underway
Proposals consultation	<b>Completed July 2015</b>
Publication	December 2015
Submission to Secretary of State	April 2016
Examination	July 2016
Adoption	December 2016

Page 3 paragraph 1.8

Amend paragraph to read:

"In preparing the Plan for Stafford Borough Part 2 ~~Proposals~~ **Publication** document, a wide range of evidence, technical studies and consultations concerning the **adopted** Plan for Stafford Borough has been taken into account. **There is** now the opportunity to make final representations on the soundness and legal compliance of the Publication document **prior to the Examination process**. ~~All the responses received will be considered by the Council before putting together the Publication version of the Plan later this year."~~

Page 3 paragraph 1.9

Amend paragraph to read:

You are invited to make your comments on the content of any paragraph in the document. If you are doing this using the on-line consultation you can click to the right of each paragraph. If you choose to use e-mail or letter we would ask you to identify the paragraph number, specific boundary, and location or question to which your comments refer. All comments received will be published and made available to view on-line.

Page 4

Amend table consultation deadline to read:

"If you wish to make representations on the Publication Document please respond to Stafford Borough Council by 12 noon on ~~Wednesday 15th July 2015~~ Monday 25th January 2016.

Page 4 paragraph 1.10

Amend sentence to read:

"The Sustainability Appraisal to support this ~~Proposals~~ **Publication** document can be found at [www.staffordbc.gov.uk/sustainability-appraisal](http://www.staffordbc.gov.uk/sustainability-appraisal)"

Page 6 Table 2

Amend heading to Table to read

"Table 2 ~~Current~~ Commitments **as of 31<sup>st</sup> March 2015**"

Page 6 paragraph 2.4

Amend the paragraph to read:

As the table above demonstrates more houses are likely to be delivered than the target figure of 10,000 houses over the Plan period. **Since such a substantial proportion of the housing requirement is already determined in this way, it is not necessary for this Part 2 document to make specific allocations for additional housing sites.** ~~This~~The figure of **10,000** does not represent a ceiling or a maximum, but establishes a context against which necessary supporting infrastructure can be planned. In addition, and more importantly for the work of Part 2, the Plan for Stafford Borough also establishes a clear intent that, in order to promote patterns of development that are sustainable, growth should be distributed to reflect the % split established in Spatial Principle 4 (SP4). One of the ways that the Plan can control the direction of change is by establishing settlement boundaries for each of the settlements in the sustainable settlement hierarchy.

Page 7 paragraph 2.8

Amend sentence to read:

“To support this hierarchy, and to ensure the levels of growth remain consistent with the proportions of SP4, settlement boundaries ~~will be~~ **have been** established for each settlement in the hierarchy, based on the Plan for Stafford Borough Spatial Principle 7”.

Page 9 paragraph 2.11

Amend and add additional bullet point to the methodology:

- Completed sites and sites with extant planning permission
- **The Strategic Development Locations**

Paragraph 2.13

Amend paragraph to read:

“The proposed boundaries have been drawn following recognisable physical features, wherever possible, in order to make their definition understandable and workable in practice. Features that ~~may be~~ **have been** used include roads, rivers and field boundaries”.

Page 10 paragraph 2.19

Amend last two sentences of the paragraph to read as follows:

“There ~~is~~ **has been** no need to review the green belt within Stafford Borough as **there is** ample land available in locations outside of the greenbelt to meet the development needs of the Borough. Therefore no review of the green belt ~~is proposed~~ **has been undertaken**”.

Page 10 paragraph 2.21

Delete the second sentence of the paragraph

“~~A decision must be taken as to whether to include garden land on the edge of the main built up area as part of the settlement or to exclude it~~”.

Page 10 paragraph 2.23

Delete the following last two sentence of the paragraph:

“~~It is noted that some of the allocations in Neighbourhood Plans will provide more housing in Key Service Villages than was anticipated in~~”

~~the Plan for Stafford Borough. However, as the time scales of the Neighbourhood Plans may extend beyond 2031 this does not undermine the development strategy of Plan for Stafford Borough”.~~

Page 11 paragraph 2.24

Amend the paragraph to read:  
“As neighbourhood plans are progressing through their separate consultation processes within each parish, alterations to the KSV boundary may be proposed. It is intended that the KSV boundary shown in the Plan for Stafford Borough Part 2 and the individual neighbourhood plans should be exactly the same to avoid confusion. ~~Where alterations are suggested as a result of a consultation, the Parish concerned and the Borough Council will establish a solution and the maps within each document will be updated. This close working relationship will ensure that the proposals will remain consistent between the neighbourhood plans and the Plan for Stafford Borough Part 2.~~ **The Policy Map will be updated once a Neighbourhood Plan is adopted”.**

Page 11 sub heading

Amend as sub heading to read:

~~Proposed~~ **The Settlement Boundaries**

Page 11 paragraph 2.25

Amend the first sentence to read as follows:  
“Using the above methodology, in particular the principle set out in Spatial Principle 7 (SP7) ~~potential~~ boundaries have been established for each settlement”.

Page 12 paragraph 2.27

Amend sentence to read:  
~~“For each settlement one preferred option is set out.~~ **For each settlement in the sustainable development hierarchy, a Settlement Boundary has been established”.**

Page 12 Question 1

Delete Question 1

Page 12 sub heading

Delete Sub heading:  
~~Protected Land within Boundaries~~

Page 12 paragraph 2.28

Delete paragraph

Page 12 paragraph 2.29

Amend second sentence of the paragraph to read:

The protected community facilities designation seeks to prevent the change of use of key community facilities to non-community uses. For the purpose of protecting village facilities, non community use will be regarded as B1 (a) (b), (c), B2, B8, C2 or C3 and ~~non-specified~~ Sui Generis **uses** (a definition and summary of the Use Classes Order can be found in the Appendix) in line with Spatial Principle 7, Policy E2 and Policy E8 of the Plan for Stafford Borough.

Page 13 Paragraph 2.31

Delete second sentence:

~~“The Council has therefore identified from local knowledge a range of community facilities which are considered important to the local community”.~~

Replace with:

**“The provision of social and community facilities is integral to supporting sustainable communities and it is important to protect existing facilities (both internal and external spaces). For the purposes of the Local Plan, social and community uses are defined as including: community/meeting halls and rooms, doctors, dentists, hospitals and other health facilities; libraries; police and other emergency facilities; places of worship; schools and other educational establishments; and sport facilities. In addition, outside of the settlement boundaries of Stafford and Stone, public houses are also included”.**

Page 14 Policy SB2

Amend the title of Policy SB2 to read:

**“Policy SB2 Social and Community Facilities”**

Page 14 Policy SB2

Amend the policy to read:

~~Within the areas designated as protected community facilities on the inset maps,~~ **The Plan seeks to ensure that social and community uses which meet on-going local community needs are protected throughout the Borough, and will support the provision of new facilities.** Change of use to B1 (a), (b), (c), B2, B8, C2, C3, and Sui Generis uses will be resisted unless it can be established that the services provided by the facility are no longer required and it can be demonstrated that the site has been actively marketed for an alternative social or community use for over **twelve months**, or can be served in an alternative location within the same settlement, or in a manner that is equally accessible to the local community.

Page 14 Question2

Delete Question 2

Page 14 Paragraph 2.34- 2.36

Delete the paragraphs 2.34 to 2.36 and replace with:

**“The Local Green Space designation was introduced by the National Planning Policy Framework (paras. 76 – 78) to enable local communities through local and neighbourhood plans to identify green areas of particular importance to them for special protection.**

**The vast majority of Local Green Spaces identified in the Proposals Document did not receive responses from the local community, and therefore the Council is unable to assess adequately how these Local Green Spaces might meet the criteria set out in the NPPF, notably bullet point 2 of paragraph 76 which states the following: “where the green area is demonstrably special to a local community and holds a**

*particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife”.*

In the very few instances where representations have been received which do potentially support designation as Local Green Space, there is nonetheless insufficient comprehensive evidence to demonstrate how the criteria of the NPPF have been met, and to distinguish local views about the relative importance of protecting land as greenspace from general expressions of opposition to further local development.

The most appropriate vehicle to make an assessment to designate a Local Green Space is through Neighbourhood Plans, either prepared by a Parish council or a Neighbourhood Forum. Where a Neighbourhood Plan designates a Local Green Space, this will be shown on the Policy Map. It should be noted that Policy C7 of the Plan for Stafford Borough seeks to retain, protect, supplement or enhance open space, sport and recreation throughout the Borough. Policy N4 states that the green infrastructure network identified on the Policies Map will be protected, enhanced and expanded”.

Page 15 Policy SB3

Delete policy SB3

Page 15 Question 3

Delete Question 3

Page 15 Paragraph 2.38

Amend paragraph to read:

“Some of the proposed protected areas (the strategic allocations) were identified for employment use on the Inset maps of the Plan for Stafford Borough. As intended by Policies Stafford 1, 2, 3 and 4 and Stone 1 and 2 of the Plan for Stafford Borough, these areas should remain as employment land. **Proposals for development related to the existing agricultural use, prior to the strategic allocations coming forward, will be assessed under Policy E2 of the Plan for Stafford Borough.** The same principle of ensuring sufficient employment land in appropriate locations applies to the existing employment areas identified for protection. The proposed protected employment areas have been identified on the Policies inset maps for Stafford and Stone”.

Page 15 Policy SB4

Amend policy number and text to read:

**SB3** Stafford and Stone Employment Areas

“Within the areas designated as employment areas on the inset maps, only employment uses consistent with Policies E2, Stafford 1, 2, 3, and 4; and Stone 1 and 2 of the Plan for Stafford Borough will be permitted. **Proposals for development related to the existing agricultural use, prior to the strategic allocations coming forward, will be assessed under Policy E2 of the Plan for Stafford Borough.**”

Page 16 Paragraph 2.39	Amend the paragraph as follows:
	<p>“The new Settlement Boundary for Stafford incorporates MOD Stafford (Beacon Barracks). The MOD site is a large area of land to the north <del>west</del> east of the town. Policy Stafford 1 of the Plan for Stafford Borough states that the Plan supports further development of MOD land at Stafford as a military base in the West Midlands. To <b>support-ensure its delivery ongoing operational use, of the MOD proposals on this site</b> the MOD land in the boundary is identified as a protected area on the Stafford Town inset map”.</p>
Page 16 Question 4	Delete Question 4
Page 16 Paragraph 2.40	Amend the second sentence of the paragraph:
	<p>“It is the location for <del>three</del> <b>four</b> of the Strategic Development Locations allocated in the Plan for Stafford Borough”.</p>
Page 16 Paragraph 2.41	Amend third sentence of the paragraph to read:
	<p>“The northern boundary of the settlement runs along the boundary of the allocated North of Stafford SDL. In the north east corner of the town the boundary runs around the MOD site and the eastern Stafford employment SDL. <del>The boundary then runs south through the Staffordshire University Campus and around the Stafford East residential SDL allocation at Tixall Road.</del> <b>The boundary runs south along Blackheath Lane, where it meets St Thomas’ Lane.</b> The boundary then runs east, back in towards the centre of town along Tixall Road taking in the Perkins factory, the Kingston Centre and housing that borders the River Sow corridor”.</p>
Page 16 Paragraph 2.42	Amend second sentence of the paragraph to read:
	<p>“It continues at the back edge of properties off the A34 before expanding to incorporate the Alstom Grid site <b>including land with outline planning permission for residential units (09/12207/OUT)</b>”.</p>
Page 18 Paragraph 2.46	Delete paragraph
Page 18 Table 4	Delete Table 4
Page 26 Questions 6-9	Delete questions 6-9
Page 27 Paragraph 2.47	Amend paragraph to read:
	<p>Stone is the second largest settlement in the sustainable settlement hierarchy, it is the location for one of the key Strategic Development Locations <b>for housing</b> allocated in the Plan for Stafford Borough.</p>
Page 27 Paragraph 2.48	Amend third sentence of the paragraph to read:

~~A small area of greenspace~~ **greenfield area** between Blackies Lane and Farriers Close has been excluded from the settlement boundary”.

Page 27 Paragraph 2.50

Delete paragraph

Page 27 Table 5

Delete Table 5

Page 29 Question 10

Delete Question 10

Page 30 Questions 11-13

Delete Questions 11-13

Page 30 Paragraph 2.52

Delete paragraph and replace with the following text:

**“The Barlaston settlement boundary is consistent with Strategic Principle SP7 within the adopted Plan for Stafford Borough, and has been developed in consultation with the Parish Council who are preparing the Neighbourhood Plan. It includes the Wedgwood Memorial College and Estoril House sites”.**

Page 31 Paragraph 2.53

Delete paragraph

Page 31 Table 6

Delete Table 6

Page 31 Question 14

Delete Question 14

Page 32 Questions 15 -16

Delete Questions 15 -16

Page 32 Paragraph 2.54

Delete last two sentences of paragraph and replace with the following:

**“The settlement boundary is consistent with Strategic Principle SP7 and in accordance with the draft Eccleshall Neighbourhood Plan”.**

Page 32 paragraph 2.55

Amend paragraph to read:

To the north of the village the boundary has been drawn to include the allocations proposed in the Eccleshall ~~pre-submission~~ neighbourhood plan, which are bordered by the River Sow.

Page 32 paragraph 2.56

Delete paragraph

Page 33 Table 7

Delete Table 7

Page 33 Questions 17 -18

Delete Questions 17 -18

Page 34 Question 19

Delete Question 19

Page 34 Paragraph 2.57

Delete last sentence of paragraph and replace with the following:

**“The settlement boundary is consistent with Strategic Principle SP7 and in accordance with the Gnosall Neighbourhood Plan”.**

Page 34 Paragraph 2.58	Amend planning application reference:  14/20084/FUL to 14/20018/FUL
Page 34 Paragraph 2.60	Delete paragraph
Page 35 Table 8	Delete Table 8
Page 36 Questions 20 – 22	Delete Questions 20 – 22
Page 36 Paragraph 2.62	Delete paragraph
Page 37 Table 9	Delete Table 9
Page 37 Questions 23 – 25	Delete Questions 23 – 25
Page 38 Paragraph 2.63	Delete last sentence of paragraph and replace with the following:  “The settlement boundary is consistent with Strategic Principle 7 and in accordance with the emerging Hixon Neighbourhood Plan.”
Page 38 Paragraph 2.65	Delete paragraph
Page 38 Table 10	Delete Table 10
Page 39 Questions 26-28	Delete Questions 26-28
Page 39/40 Paragraph 2.66	Delete paragraph and replace with the following:  <b>“Located within the parish of Colwich, Great Haywood is a moderately sized settlement located to the east of Stafford. To the east the settlement is bounded by the A51 road, to the west it is principally defined by the railway line and to the south it is separated from Little Haywood by a ridge. Colwich Parish Council are producing a neighbourhood plan for the Parish of Colwich (which contains 2 KSVs Great Haywood and Little Haywood / Colwich) and are proposing to allocate sites in their Plan. The settlement boundary is consistent with Strategic Principle SP7 and in accordance with the emerging Colwich Neighbourhood Plan”.</b>
Page 40 Paragraph 2.67	<b>Amend first sentence of the paragraph to read:</b>  “The eastern edge of the boundary runs along the A51 and incorporates two sites which have planning permission for a total of 122 houses (45 under 14/21135/OUT and 77 under 14/20886/OUT), <b>it then returns to the properties of Earls Way who front onto the green space and follows Old Field Crescent where it meets the A51 again”.</b>
Page 40 Paragraph 2.68	Delete paragraph

Page 40 Table 11	Delete Table 11
Page 41 Paragraph 2.69	Delete last sentence of the paragraph and replace with the following:  <b>“Colwich Parish Council are producing a neighbourhood plan for the Parish of Colwich (which contains 2 KSVs Great Haywood and Little Haywood / Colwich) and are proposing to allocate sites in their Plan, however these are in Great Haywood. The settlement boundary is consistent with Strategic Principle SP7 and in accordance with the emerging Colwich Neighbourhood Plan”.</b>
Page 41 Questions 29- 31	Delete Questions 29- 31
Page 42 Paragraph 2.70	Amend last sentence to paragraph to read:  To the south the boundary runs along the Trent and Mersey canal up to and <b>excludes</b> Church Farm, <b>but</b> includes the Railway cottages.
Page 42 Paragraph 2.71	Delete paragraph
Page 42 Table 12	Delete Table 12
Page 42 Questions 32- 33	Delete Questions 32-33
Page 43 Question 34	Delete Question 34
Page 43 Paragraph 2.72	Amend final sentence to read:  The boundary has been drawn along the boundary of the Green Belt designation. <del>with the exception of the C o E primary school which is outside the green belt and outside the settlement boundary.</del>
Page 43 Paragraph 2.73	Delete paragraph
Page 43 Table 13	Delete Table 13
Page 43 Question 35	Delete Question 35
Page 44 Question 36-37	Delete Questions 36-37
Page 44 Paragraph 2.76	Delete paragraph
Page 44 Table 14	Delete Table 14
Page 45 Questions 38-40	Delete Questions 38-40
Page 46 Paragraph 2.78	Delete paragraph
Page 46 Table 15	Delete Table 15
Page 46 Questions 41-42	Delete Questions 41-42

Page 47 Question 43	Delete Question 43
Page 47 Paragraph 2.80	Delete paragraph
Page 47 Table 16	Delete Table 16
Page 47 Question 44	Delete Question
Page 48 Questions 45 and 46	Delete Questions 45 and 46

Page 49 Paragraph 3.3	Delete paragraph and replace with the following:
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**“The adopted Plan for Stafford Borough, at paragraph 7.15, states that the need for a primary and secondary frontage policy (and the location of defined frontages if a different approach is appropriate) will be considered in the subsequent Site Allocation development plan Document. A retail frontage policy is not explicitly required by the NPPF: Local authorities are required to *‘define the extent of town centres and primary shopping areas, based on a clear definition of primary and secondary frontages in designated centres, and set policies that make clear which uses will be permitted in such locations.’* The retail sector is changing quickly, and identifying frontages may restrict flexibility and could have a negative impact upon the vitality and viability of Stafford and Stone Town Centres. Therefore no additional policy is required for retail frontages, with decision-making on planning applications based on Policy E8 in the adopted Plan for Stafford Borough”.**

Page 49 Title, paragraphs 3.4-3.6	Delete title and paragraphs
Page 50 Plan	Delete Stafford Town Centre Retail Frontages
Page 51 Plan	Delete Stafford Town Centre Retail Frontages
Page 52 Paragraph 3.7	Delete paragraph
Page 52 Paragraph 3.8	Delete paragraph
Page 52 Table 17	Delete Table 17
Page 52 Paragraph 3.9	Delete paragraph
Page 52 Policy RET1	Delete policy
Page 52 Paragraph 3.10	Delete paragraph

Page 53 Question 47	Delete Question 47
Page 53 Question 48	Delete Question 48
Page 54 Question 49	Delete Question 49
Page 55 Paragraph 55	Amend final sentence to read:  Therefore boundaries for all RIEs (except Moorfields) <del>will be</del> have been established in this document.
Page 56 Question 50	Delete Question 50
Page 57 Question 51	Delete Question 51
Page 58 Paragraph 5.1	Amend paragraph as follows:  A Gypsy and Traveller Accommodation Needs Assessment (GTAA) was published in <del>2013</del> <b>2015</b> as evidence to support the Plan for Stafford Borough. This document demonstrated a need for <del>44</del> <b>43</b> new pitches over the Plan period. The Council has already made significant progress towards meeting the requirement of <del>44</del> <b>43</b> new pitches over the Plan period with the granting of permission for 36 new pitches at St Albans Road (13/19256/FUL). This means that there are only <del>8</del> <b>7</b> pitches required to meet the identified need up to 2031.
Page 58 Paragraph 5.2	Delete Paragraph
Page 58 Paragraph 5.3	Delete first sentence of paragraph
Page 58 Paragraph 5.4	The intention at the time of writing the Plan for Stafford Borough was that this Part 2 document would identify specific sites for allocation as gypsy and traveller sites. However, because the site at St Albans Road has been granted planning permission, which meets 81% of the identified needs, the remaining requirement over the Plan period is now for only <del>8</del> <b>7</b> pitches. It is anticipated that this small number of pitches can be provided through windfall sites prior to 2031. Therefore no further allocation is being made for gypsy and traveller sites.
Page 58 Paragraph 5.5	Delete paragraph
Page 58 Question 52	Delete Question 52
Page 59 Paragraph 6.1	Amend paragraph and insert new table  The purpose of monitoring and review is to assess the delivery and implementation of the new Local Plan. The Stafford

Borough Authority Monitoring Report provides a robust and effective review and monitoring approach.

Policy SB2 is relevant for monitoring using the following indicator and target for implementation. Policies SB1, SB3 and RIE1 will be monitored through the adopted Plan for Stafford Borough.

Indicator	Target	Implementation
Amount of community land and floorspace lost to other uses	Minimise loss of social and community facilities to other uses	Through Stafford Borough Council Forward Planning section in conjunction with the development management decision making process and local partnership organisations

#### Inset Plans Amendments

1. Stafford Settlement Boundary: Amend Stafford eastern settlement boundary so that it runs along Blackheath Lane.
2. Stafford Settlement Boundary: amend settlement boundary to include land with outline planning permission at Leonards Avenue adjacent to the Alston Grid site (09/12207/OUT).
3. Stafford Settlement Boundary: Omit Staffordshire University, the police headquarters from the employment zone.
4. Stafford Settlement Boundary: amend MOD zone to reflect land ownership discrepancy south of Hopton Lane and amend settlement boundary.
5. Ladfordfield Industrial Estate RIE – inclusion of land within the RIE boundary to take into account planning permission (12/16590/COU) to use the land for storage/parking.
6. Colwich Settlement Boundary: Amend the boundary to omit Church farm so that it is aligned with the Neighbourhood Plan.
7. Great Haywood Settlement Boundary: Amend boundary to align with the Neighbourhood Plan.
8. Hixon Settlement Boundary: Amend boundary at to include land that was granted planning permission for an additional; dwelling at Chase Farm View, Puddle Hill.
9. Tittensor Settlement Boundary: amend the boundary to include the primary school.
10. Remove primary and secondary retail frontages plans for Stafford and Stone.
11. Omit all Local Green Space from Inset plans.
12. Omit all community facilities from inset plans.

**ITEM NO 4(b)(ii)**

**ITEM NO 4(b)(ii)**

<b>Contact Officer:</b>	<b>Amanda Turner</b>
<b>Telephone No:</b>	<b>01785 619537</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 5/11/15 (Only)</b>
<b>Key Decision:</b>	<b>Yes</b>

**SUBMISSION BY COUNCILLOR F BEATTY  
PLANNING AND REGENERATION PORTFOLIO**

**CABINET  
5 NOVEMBER 2015  
Community Infrastructure Levy Draft Charging Schedule - Update**

**1 Purpose of Report**

- 1.1 To note the Government's publication of the Housing and Planning Bill on 13 October 2015, and its impact on the Stafford Borough Community Infrastructure Levy - Draft Charging Schedule.
- 1.2 To note the restrictions arising from the pooling limits on Section S106 agreements, and the need to ensure effective delivery of strategic infrastructure across Stafford Borough, in line with the adopted Plan.
- 1.3 To agree an assessment in progressing the Community Infrastructure Levy for Stafford Borough, subject to further work on viability modelling being undertaken to re-consider CIL rates in the light of the above two issues.

**2 Proposal of Cabinet Member**

- 2.1 As a consequence of taking into account of the new Housing and Planning Bill (and other issues outlined in this report) the Cabinet's previous decision on 8 October 2015 to progress the Community Infrastructure Levy Charging Schedule is revisited.
- 2.2 That the Draft Charging Schedule agreed by Cabinet on 8 October 2015 is not progressed to Full Council on 24 November 2015 but re-assessed in light of the Housing and Planning Bill when the details and full implications are known.

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

- 3.1 On 8 October 2015 Cabinet agreed for the Community Infrastructure Levy Draft Charging Schedule to progress to Council on 24 November 2015 including specific CIL rates.
- 3.2 However, the Housing and Planning Bill published by the Government on 13 October 2015 seeks to promote greater home ownership through starter homes and increase the level of house building. This will have an impact on the Community Infrastructure Levy rates because developers will be able to build starter homes on reasonably sized housing sites as part of the affordable housing requirement. As a result sites are likely to be more viable so will have the capacity to pay higher CIL rates. Starter homes will be classified as affordable housing at 20% discount of market value of homes up to £250,000.
- 3.3 The viability modelling that underpins the current proposed CIL rates is based on 30% and 40% affordable housing delivery rates with the majority being social rent. Consequently, it is necessary to update the CIL rates based on the anticipated increase in starter homes
- 3.4 In addition, the local authority needs to ensure that strategic infrastructure is delivered for the North and West strategic development sites. Currently the proposed CIL charging rate is zero for these sites. If the strategic infrastructure is not secured through the Section 106 route then a CIL rate may be necessary for these locations.

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

- 4.1 The Community Infrastructure Levy Charging Schedule will provide infrastructure funding to support the Corporate Priorities of Prosperity, Community Safety and Management of Public Spaces.

### **5 Report Detail**

#### **Background**

- 5.1 Details of the Community Infrastructure Levy were introduced by legislation in 2010. The CIL is a charge that can be levied by Councils to support the infrastructure needs of an area, as defined by the Plan for Stafford Borough. In September 2014 Cabinet agreed to implement a new tariff to complement existing funding streams.
- 5.2 The CIL charge is being introduced because the rules on the use of Section 106 agreements have recently changed. As of April 2015 it is no longer possible to pool more than 5 Section 106 agreements to support a specific project for local infrastructure needs, such as a new school or leisure facility. In addition, Section 106 agreements are being scaled back to those that are directly related to the development in question.

5.3 The CIL regime enables funds to be collected through planning permissions for infrastructure projects that will support the growth of the Borough.

5.4 The Council have progressed with the implementation of the Community Infrastructure Levy over the last year. The Preliminary Draft Charging Schedule was consulted upon in June / July 2015. The consultation responses were considered, and a Draft Charging Schedule was produced and approved for consultation by Cabinet on 8 October 2015.

### **The Housing and Planning Bill 2015**

5.5 Publication of the Planning and Housing Bill on 13 October 2015 has meant that the CIL rates set out in the proposed Draft Charging Schedule need to be re-assessed. This is because the Government are introducing a requirement into legislation for housing sites to provide starter homes, which will potentially have viability benefits for the developers.

### **Implications of delaying CIL**

5.6 The implications of delaying CIL will be limited, due to the fact that the Council has more than a five year supply of housing land, and has achieved its housing requirements of 10,000 new homes through completions, commitments and Plan allocations. In essence, there will be limited new housing sites coming through the system that will be CIL liable during the Plan period because the majority have already gained permission prior to the CIL charging schedule being implemented. The progression of Part 2 of the Local Plan and establishing settlement boundaries will not significantly change this picture.

### **Implications of not delaying CIL**

5.7 The authority could lose out on a valuable increased level of CIL contributions towards infrastructure if the Housing and Planning Bill's emphasis on starter home provision increases site viability.

5.8 The authority could risk the provision of the strategic infrastructure if the S106 mechanism fails to provide the infrastructure needed to support the Strategic Development Locations.

### **Next Steps**

5.9 Following additional CIL viability modelling to assess potential rates a revised Community Infrastructure Levy Draft Charging Schedule will be reported back to Cabinet in early 2016, subject to details through the Housing and Planning Bill.

<b>6 Implications</b>
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<b>6.1 Financial</b>	Potential increase in CIL funding achieved by the Council for strategic infrastructure in the future
<b>Legal</b>	CIL is subject to an independent Examination
<b>Human Resources</b>	None identified
<b>Human Rights Act</b>	CIL is subject to public consultation in line with Statement of Community Involvement and NPPF
<b>Data Protection</b>	None identified
<b>Risk Management</b>	Legal Challenges and / or Appeals

<b>6.2 Equality and Diversity</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 Planning and Regeneration</b>
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**ITEM NO 4(b)(iii)**

**ITEM NO 4(b)(iii)**

<b>Contact Officer:</b>	<b>Raj Bains</b>
<b>Telephone No:</b>	<b>01785 619591</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 5/11/15 Council 24/11/15</b>
<b>Key Decision:</b>	<b>Yes</b>

**SUBMISSION BY COUNCILLOR MRS F BEATTY  
PLANNING AND REGENERATION PORTFOLIO**

**CABINET  
5 NOVEMBER 2015  
Gnosall Neighbourhood Plan - Adoption**

**1 Purpose of Report**

- 1.1 To recommend to Council that the Gnosall Neighbourhood Plan be formally adopted as part of the statutory development plan for Stafford Borough following a successful referendum held on 22 October 2015.

**2 Proposal of Cabinet Member**

- 2.1 That the Gnosall Neighbourhood Plan be recommended to Council for adoption to form part of statutory development plan for Stafford Borough and used when determining planning applications in Gnosall Parish;
- 2.2 That the Decision Statement (set out in the **APPENDIX**) be recommended to Council for approval and be published with the Gnosall Neighbourhood Plan (circulated as a separate [BOOKLET](#)).

**3 Key Issues and Reasons for Recommendation**

- 3.1 The Gnosall Neighbourhood Plan has been informed by a robust community consultation. It has undergone successful Examination to ensure it satisfies the basic conditions set out below:-
- (a) The plan must have regard to national policies and advice contained in guidance issued by the Secretary of State;
  - (b) Contribute to the achievement of sustainable development;

- (c) Be in general conformity with strategic policies of the development plan for the area;
  - (d) Be compatible with European Rights (EU) and European Convention on Human Rights (EUCR) obligations.
- 3.2 Following a successful Examination, the Gnosall Neighbourhood Plan received a resounding yes vote in favour of the plan at a referendum held on 22 October 2015. Local people endorsed the plan with 895 yes votes, to 69 people who voted no. It is the first Neighbourhood Plan in Stafford Borough to pass a referendum.
- 3.3 To comply with the Localism Act 2011 local planning authorities are required to 'make' a Neighbourhood Development Plan as soon as reasonably practicable following a successful referendum.
- 3.4 As with any planning decision, there is a risk of a legal challenge to the Neighbourhood Plan, and / or judicial review of the Council's decision to agree or refuse to make the Neighbourhood Plan. At all stages of preparing the Gnosall Neighbourhood Plan the Council has ensured that the process meets the statutory requirements and follows Regulations, so that the decision making process is clear and transparent.

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

- 4.1 Once the Gnosall Neighbourhood Plan is made (adopted) it will contribute towards achieving the Corporate Priorities of Prosperity, Community Safety, and Management of Public Spaces.

#### **5 Report Detail**

##### **Development of Gnosall Neighbourhood Plan**

- 5.1 In May 2013 Gnosall Parish Council applied to designate the Parish as a Neighbourhood Plan Area, which was approved by the Council in July 2013. Subsequently a Neighbourhood Plan Working Group consisting of local volunteers was established to produce the Neighbourhood Plan.
- 5.2 The Gnosall Neighbourhood Plan has been subject to extensive community consultation, and supported by a robust evidence base. The Parish Council published a pre-submission version of the Neighbourhood Plan and invited the public to comment between 10 December 2014 to 22 January 2015. Following the consultation, Gnosall Parish Council made subsequent amendments in order to produce the submission version of the plan.
- 5.3 In February 2015 Gnosall Parish Council submitted their Neighbourhood Plan, with supporting documents (Basic Conditions Statement, Consultation Statement and a Screening Assessment), to the Council for a six week publication period of consultation between 24 February and 8 April 2015. In May 2015 the independent Examination took place when the appointed

Examiner considered the representations received and all of the relevant documents.

- 5.4 On the 8 June, the Council received the Examiner's Report on the Gnosall Neighbourhood Plan, which recommended that the Neighbourhood Plan, subject to the Examiner's recommended modifications, should proceed to Referendum.
- 5.5 Gnosall Parish Council has considered the Examiner's Report and its recommendations, and is satisfied with the proposed amendments to the Plan.
- 5.6 After considering the Examiner's Report, the Council are satisfied that the modifications made to the Gnosall Neighbourhood Plan satisfy the basic conditions and subsequently published a decision statement to take forward the Neighbourhood Plan and proceed to referendum.
- 5.7 A referendum was held on 22 October 2015 to enable local people within the Parish to vote on adopting the Gnosall Neighbourhood Plan.

<b>6</b>	<b>Implications</b>
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<b>6.1 Financial</b>	To support Parish Councils with Neighbourhood Plans and arrange an independent Examination and Referendum are supported by the Department for Communities and Local Government (DCLG): £5k at Designation of Neighbourhood Area, £5k at submission of a Plan prior to Examination and £20k after successful Examination. Therefore no costs will be required by the Council.
<b>Legal</b>	The Gnosall Neighbourhood Plan meets the legal requirements and Basic Conditions of the Neighbourhood Planning Regulations. As stated above, there is a risk of a legal challenge to the Neighbourhood Plan, and / or judicial review of the Council's decision to proceed or not proceed with the Referendum.
<b>Human Resources</b>	The Council appointed a full time member of staff to support Parish Councils through the Neighbourhood Planning process and administer the legislative requirements. The Elections and Corporate Support Team have provided support throughout the referendum.
<b>Human Rights Act</b>	Nil
<b>Data Protection</b>	Nil
<b>Risk Management</b>	The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register.

<b>6.2 Equality and Diversity</b>	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.
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**Previous Consideration** - Cabinet - 3 September 2015 - Minute No CAB19

**Background Papers** - File available in Planning and Regeneration



## **Gnosall Neighbourhood Development Plan**

### ***Decision Statement published pursuant to the Localism Act 2011 Schedule 38A (9) and Regulations 19 and 20 of the Neighbourhood Planning (General) Regulations 2012.***

At a Cabinet meeting on 5 November 2015, Stafford Borough Council formally decided to make (adopt) the Gnosall Neighbourhood Development Plan under Section 38A (4) of the Planning and Compulsory Purchase Act 2004 (as amended). This means the Gnosall Neighbourhood Development Plan has now been brought into legal force, forming part of the statutory development plan for Stafford Borough. Consequently the plan will be used to determine planning applications in Gnosall Parish.

#### **Reasons for decision:**

The Gnosall Neighbourhood Development Plan meets the basic conditions and is compliant with legal and procedural requirements. Paragraph 38A (4) (a) of the Planning and Compulsory Purchase Act 2004 requires the Council to make the Neighbourhood Plan if more than half of those voting in the referendum upon the plan have voted in favour of the plan being used to inform planning applications in the area. The Plan was endorsed by more than the required threshold in the referendum held on 22 October 2015.

This statement and the Gnosall Development Plan (adopted version) can be viewed on the Stafford Borough Council website: <http://www.staffordbc.gov.uk/gnosall-neighbourhood-plan>

Hard copies can be viewed at:

Stafford Borough Council  
Civic Centre,  
Riverside  
Stafford  
ST16 3AQ

Please telephone 01785 619000 for up to date opening times.

ITEM NO 4(b)(iv)

ITEM NO 4(b)(iv)

<b>Contact Officer:</b>	<b>Julie Lynn</b>
<b>Telephone No:</b>	<b>01785 619538</b>
<b>Ward Interest:</b>	<b>Fulford</b>
<b>Report Track:</b>	<b>Cabinet 5/11/15 (Only)</b>
<b>Key Decision:</b>	<b>No</b>

**SUBMISSION BY COUNCILLOR F BEATTY  
PLANNING AND REGENERATION PORTFOLIO**

<p><b>CABINET</b></p> <p><b>5 NOVEMBER 2015</b></p> <p><b>The Fulford Conservation Area Appraisal and Proposed Boundary Revisions</b></p>
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<b>1 Purpose of Report</b>
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- 1.1 To report on the results of the public consultation exercise.
- 1.2 To consider adoption of the Fulford Conservation Area Appraisal as a material consideration in development management decisions.
- 1.3 To designate the revised Fulford Conservation Area boundary.

<b>2 Proposal of Cabinet Member</b>
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- 2.1 That:-
  - (a) The revised proposed boundary to Fulford Conservation Area as indicated in **APPENDIX 2**, is designated as a conservation area.
  - (b) Fulford Conservation Area Appraisal is approved as a formal Council document, to be used as a material consideration and included within the Local Plan evidence base.
  - (c) The revised designation is advertised and the relevant bodies notified in accordance with the guidance of the Planning (Listed Buildings and Conservation Areas) Act 1990.
  - (d) The owner/occupiers of all properties affected by the revisions to the Fulford Conservation Area are notified of the revised designations and the planning implications.

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

- 3.1 It is the statutory duty of the Council to review its existing conservation areas from time to time and designate further areas as necessary.
- 3.2 Stafford Borough Council is updating its existing conservation area appraisals. This renewal process ensures the Council complies with current good practice and has up-to-date, factually accurate appraisal documents to refer to in planning decisions.
- 3.3 The appraisal assesses the historical and architectural character of Fulford Conservation Area, reviews its boundaries and makes general recommendations for future management of the character of the conservation area, to be used by owners/occupiers, developers and the Council in assessing proposals for change.
- 3.4 Twenty six responses were received in total. Six respondents supported the conservation area boundary changes whilst twenty objected. These responses, plus the Council's response and actions, are included in **APPENDIX 3**.

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

- 4.1 The management of conservation areas contributes to the Corporate Priorities of Prosperity and Management of Public Spaces.

### **5 Report Detail**

- 5.1 The Planning (Listed Buildings and Conservation Areas) Act 1990 places a duty upon every local planning authority, from time to time, to review and to determine whether any parts, or further parts, of their area are of special architectural and/or historic interest, the character of which it is desirable to preserve or enhance, and to designate them as conservation areas.
- 5.2 The designation of conservation area imposes certain duties on authorities. These duties are two-fold. Firstly, to formulate and publish from time to time, proposals for the preservation and enhancement of conservation areas in their district and submit them for public consultation. Secondly, in exercising their planning powers, to pay special attention to the desirability of preserving or enhancing the character or appearance of the conservation area.
- 5.3 The Conservation Area Appraisal has been produced in accordance with "*Understanding Place: Conservation Area Designation, Appraisal and Management*" (English Heritage, 2011). This sets out the importance of defining and assessing a conservation area's character and the need to record it in some detail. The objectives are: to provide a sound basis for rational and consistent judgments when considering planning applications within the conservation area, and to inform management proposals for the area.

- 5.4 A six week public consultation was carried out between 12 June 2015 and 24 July 2015. The owners or occupiers of all properties within or adjacent to the Conservation Area, and other key stakeholders, were consulted by letter and invited to respond on the appraisal and proposed revised boundary as reproduced at **APPENDIX 1**. The full appraisal was made available via the Council website. A public exhibition was also held at Fulford Village Hall on 1 July 2015.
- 5.5 Twenty six written responses were received in total, raising a number of issues which are summarised in the attached **APPENDIX 3**. The majority of respondents opposed the proposed boundary revision for reasons which included; rejecting the removal of the field to the north of Tudor Hollow to ensure a continued protection of the land surrounding Fulford Hall, and to accurately reflect the field boundary to the rear of the village hall.
- 5.6 The Parish Council objected to the deletion of the field to the rear of Tudor Hollow and recommended it be retained to contribute to the open character of the area. The Parish Council agreed to the proposed exclusion from the conservation area of modern housing along Tudor Hollow and recommended exclusion of modern housing on Dale View Court from the conservation area. Some incorrect street, house and field names were noted for amendment and the proposed inclusion of the pool to the west of the conservation area was rejected.
- 5.7 During the consultation period, representation was also made by some members of the Parish Council and members of the public to include Fulford Primary School in the conservation area. A further three week period of consultation was offered to the primary school and Staffordshire County Council Education department from 7 September to 30 September to provide a further opportunity to comment.
- 5.8 The majority of residents agreed with the exclusion of houses along Tudor Hollow from the conservation area, although many thought the houses of Dale View Court should also be excluded from the conservation area to provide a consistency within the Appraisal.
- 5.9 Concern was raised by members of the public, both in writing and verbally, with regards to the deletion of the field to the rear of Tudor Hollow, many believing this would attract future development to this area. A number of residents felt that the east side of the conservation area had been overlooked within the Appraisal, despite offering positive views and vistas which residents felt were integral to the setting of the conservation area. Several residents suggested that the field to the rear of Tudor Hollow provided evidence of a medieval field system
- 5.10 A number of residents queried the adjustment of the field boundary to the south of the conservation area at the rear of the village hall, suggesting the proposed boundary did not follow existing field boundaries.

- 5.11 To address these various points, a further site visit was carried out with the opportunity to view the field to the north of Tudor Hollow from the rear garden of a resident, and from the public footpath to the east of the conservation area. Views across the field in all directions were considered to contribute positively to the conservation area and have been added to the Appraisal.
  
- 5.12 In addition, Staffordshire County Council Historic Environment Records (HER) Department were contacted and asked to provide detailed information with regards to the field to the rear of Tudor hollow. The HER department confirmed medieval field systems were still evident from aerial photography. It is therefore proposed to retain the field to the rear of Tudor Hollow in its entirety, as it provides evidence of an historic man-made feature.
  
- 5.13 The removal from the conservation area of modern housing on Dale View Court was reconsidered by the Conservation Department. However, it was felt that, at this time, these houses are to remain within the conservation area as they may provide potential future enhancement opportunities for the conservation area.
  
- 5.14 Following the extended consultation period for Fulford Primary School, the school's representation is to support the proposal to include the school in the conservation area. The school have some minor concerns over access to the school from Baulk Lane, and potential restricted access to the school should there be any future major development.
  
- 5.15 The proposed boundary has therefore been amended in light of the comments received and is shown at **APPENDIX 2**.
  
- 5.16 Some factual errors of street, house and field names within the text of the draft Appraisal were identified by various people during the consultation, and have been amended as a consequence

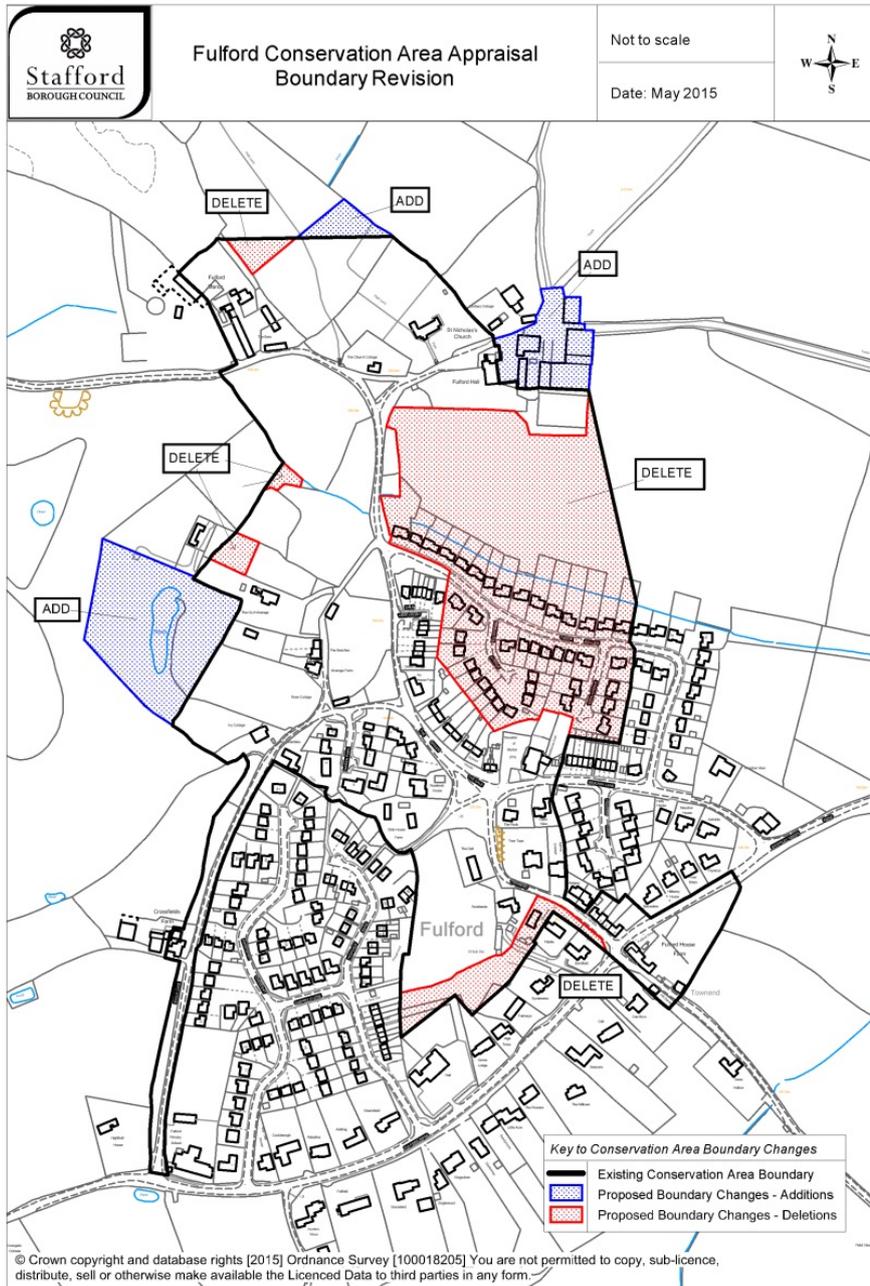
<b>6 Implications</b>	
6.1 <b>Financial</b>	Advertisements, notifications, publication and revised designation can be carried out using existing resources
<b>Legal</b>	
<b>Human Resources</b>	
<b>Human Rights Act</b>	
<b>Data Protection</b>	
<b>Risk Management</b>	
6.2 <b>Equality and Diversity</b>	The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:- Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

**Previous Consideration** - Nil

**Background Papers** - File available in Forward Planning

**CABINET**  
**5 NOVEMBER 2015**  
**The Fulford Conservation Area Appraisal and Proposed Boundary Revisions**

As consulted upon





<p><b>CABINET</b></p> <p><b>5 NOVEMBER 2015</b></p> <p><b>The Fulford Conservation Area Appraisal and Proposed Boundary Revisions</b></p>
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	<b>Consultee</b>	<b>Support proposed boundary</b>	<b>Comment</b>	<b>Discussion/Action</b>
1	Resident	Yes	No comment.	
2	Resident	Yes	No comment.	
3	Resident	Yes	Suggest open field proposed for removal remain in CA and the exclusion of houses in Dale View Court.	Considered.
4	Resident	Yes	Land behind village hall not currently managed and overgrown revised boundary would remove red tape for management of trees.	
5	Resident	Yes	Recommend inclusion of Fulford School and exclusion of Dale View Court modern housing. Highlighted some street and area naming errors.	Inclusion of Fulford School supported based on historic associations to the village and early 20 <sup>th</sup> century architecture. Dale View Court to be retained to offer potential enhancement opportunities within the CA. Street and naming errors corrected in text.
6	Resident	No	Boundaries are being revised so houses can be built.	Boundary revision is being carried out as part of the council's duty to revise and update its

	<b>Consultee</b>	<b>Support proposed boundary</b>	<b>Comment</b>	<b>Discussion/Action</b>
			Concern over wildlife habitat.	CA not in order to build houses. Wildlife habitat is not affected by the revision of CA boundaries.
7	Resident	No	No logical reason for alteration of boundary. Field to rear of Tudor Hollow has not been properly viewed or visited.	Reason for boundary revision is to ensure CA boundary accurately reflects the special interest, character and appearance of the CA and does not include arbitrary elements. Further site visit was carried out to review said field and HER contacted. Field recommended to remain in the CA.
8	Resident	No	Area to rear of Tudor Hollow not properly investigated. Process appears to be an ad-hoc box ticking exercise. Could negatively impact on village. Fields to rear of Tudor Hollow may have links to Medieval times.	Site was revisited and Staffordshire HER contacted. Elements of medieval field systems have been confirmed as still evident. Field recommended to remain in CA. The updating of the appraisal and boundary revision is a considered process and involves no ad-hoc box ticking of any kind.
			Suggest map is inaccurate and should be reviewed. Boundary revisions could have negative impact on village and fail to provide a sound basis for development.	All mapping has been reviewed and appropriate and relevant amendments made. All proposed boundary revisions are made to positively reinforce the special character of the CA. The special historic and architectural character of the CA has been defined in detail in the revised appraisal which provides a sound basis for development.
			Want village to remain as it is, difficult to chop down trees or alter views. The proposal	The Appraisal does not open up Fulford to inappropriate development.

	<b>Consultee</b>	<b>Support proposed boundary</b>	<b>Comment</b>	<b>Discussion/Action</b>
			opens up to inappropriate development although denied by the officer.	
9	Resident	No	Area of land between Fulford Hall and Tudor Hollow must remain in CA to protect important views. Land to rear of village hall must remain within CA to protect important green space.	The area of land between Fulford Hall and Tudor Hollow has been identified as a positive view and the CA boundary extended to include the entire field based on HER evidence. Land to rear of village hall proposed to be retained in CA, boundary to be re-aligned to follow correct field boundary.
10	Resident	No	Proposed boundary changes to field to rear of properties fronting Fulford Road do not follow correct field boundaries. Concerned over removal of any part of this field and keen for this area to be preserved as an open space.	Boundary amended to reflect correct field boundaries. All of field remains in conservation area.
11	Resident	No	Concerned that the field to the rear of Tudor Hollow be removed from CA. Strip of land to rear of resident's garden now proposed for inclusion why? Offered opportunity to view field proposed for removal from residents back garden.	Field was proposed for removal based on the building of houses along Tudor Hollow on open fields following designation in 1978. The original boundary cut through a larger field and this is not good practice. The strip of land in question is included in original CA boundary. Recommend removal from proposed boundary as the land forms part of resident's property. Field to the rear of Tudor Hollow was viewed from resident's back garden and view considered.

	<b>Consultee</b>	<b>Support proposed boundary</b>	<b>Comment</b>	<b>Discussion/Action</b>
12	Resident	No	Proposed revisions need to be reviewed in light of opinions expressed at public exhibition.	All representation both verbal and in writing have been considered throughout the public consultation process.
13	Resident	No	Old Vicarage pond recently dug out and landscaped. Dale View Court should not be included. The village school should be included as is considered part of history of Fulford. Suggest that the people making proposals should ask residents for correct information, history and comments before making any decisions.	Pond no longer recommended for inclusion based on further evidence. Dale View Court recommended to remain in CA to provide enhancement opportunities. Village school put forward for inclusion. Residents are given a six week public consultation period which allows them to put forward further information and clarify any points either historic or current. Residents have this period to provide comments to the decision makers.
14	Resident	No	Proposed boundary revisions will make an opening to build more houses. Do not want another housing estate. Modern houses are built in Tudor Style.	The revisions proposed are not based on any proposals for building a housing estate but to accurately reflect the historic and architectural character of the area. Modern Tudor style houses do not contribute to the special character of the CA as stated in the appraisal.
15	Resident	No	Concerned about proposed deletion of field between Fulford Hall and Tudor Hollow. Field is vital to setting of two listed buildings. Advised to include the entire field.	The setting of the listed buildings remain a strong material consideration whether in or out of the CA. The whole field is now recommended for inclusion based on HER evidence of man-made field systems.
16	Resident	No	Concerned that proposed areas of deletion will open up	Areas of deletion have not been proposed to open up the village for future development.

	<b>Consultee</b>	<b>Support proposed boundary</b>	<b>Comment</b>	<b>Discussion/Action</b>
			village for future development. At public exhibition no compelling arguments were put forward for the deletions and we request SBC to reconsider the proposals.	The argument, whether compelling or not, to remove the large area of modern housing in Tudor Hollow and the partial section of field behind Tudor Hollow, is based on Historic England guidance and good practice in CA designation. Proposals have been reconsidered and relevant amendments made where justified.
			Highlights references in text to effect of slight changes, negative impact of 20 <sup>th</sup> century housing and impact of change to historic boundaries and views.	These references are to physical changes within the CA not to changes to CA boundaries. The overall purpose of CA designation and CA appraisals is to positively manage change and protect and enhance CA.
			First sentence of section 8.3 is untrue. CA boundaries are not confusing for property owners and does not make management of the CA difficult. The proposed adjustment is excessive in the extreme.	The current CA boundary cuts through a large estate of modern housing. It would not be good practice to include some but not other houses on this estate in the CA boundary.
			The proposed boundary revision to the rear of the village hall goes beyond reasonable adjustment leaving field susceptible to future development applications.	The proposed boundary has been adjusted to follow existing field boundary lines.

	<b>Consultee</b>	<b>Support proposed boundary</b>	<b>Comment</b>	<b>Discussion/Action</b>
17	Resident	No	Incomplete analysis of area behind Tudor Hollow. There is a natural vista across this land that could be harmed if not protected. The County Council explained this has not previously been investigated or considered.	Further analysis and investigation carried out and vistas taken into consideration.
			There are natural boundaries within the area behind Tudor hollow; the tributary brook and 19 <sup>th</sup> c track connected to Fulford Manor both of which define the edges of the farmland associated with Fulford Hall.	The tributary is proposed to form the revised proposed boundary.
			The land itself has not changed since original preservation order in 1978. This is change for change sake and will have an overall detrimental effect. The change in use of the land around the grade II Fulford Hall and Garden House will have a detrimental effect on the historic and farming character.	Conservation Areas are not preservation orders. Conservation is the management of change and any changes made are based on current CA guidance. The landscape of Fulford has changed since original designation in 1978 and boundary revisions are required in order to maintain the character and appearance of the CA. The proposed removal of the land around Fulford Hall from the CA does not 'change the use of the land', it remains agricultural land.
18	Resident	No	Barn conversion at Fulford Dale, the old quarry at Dales	The Shoulder of Mutton and green space behind village hall are included. All other

	<b>Consultee</b>	<b>Support proposed boundary</b>	<b>Comment</b>	<b>Discussion/Action</b>
			Farm and 3 storey farmhouse, the shoulder of Mutton, the green space behind village hall, location of bear baiting pit in the field opposite end of Meadow Lane all worthy of inclusion in CA.	recommended inclusions, whilst noteworthy, are felt to extend too widely from the core of historic buildings and inclusion would also mean inclusion of other arbitrary areas which would dilute character.
19	Resident	No	Field between Fulford Hall and Tudor Hollow have strip and furrow meadow system. Certain changes open village up to housing development in green areas and older parts of the village.	Further investigation carried out including site visit and advice from Staffordshire HER. Evidence of Medieval ridge and furrow identified.
			Field to NW is a menarge not a paddock and would create a building plot. Majority of property and land are in CA why take this out.	The present boundary cuts through property boundaries and requires rationalisation. This has been discussed with property owner and relevant adjustments made. Removal of areas from CA does not automatically create a 'building plot'.
			Field to S is one field, helps to make the village, no boundary through, removal would open area to development.	Adjustment to this boundary has been made.
20	Resident	No	Historic pool is a former watering hole, now much changed and of no historic value. Field proposed for inclusion has recent field	Discussion with resident to clarify appropriate boundary lines within property boundary. Viewed pictures of pool which has been much changed and is no longer of historic value. Recommend exclusion of this pool from

	<b>Consultee</b>	<b>Support proposed boundary</b>	<b>Comment</b>	<b>Discussion/Action</b>
			boundaries put in by resident and are of no historic importance. The rationalisation of boundaries to NW cuts through resident's land and does nothing for property owner clarity or efficient management of CA.	proposed boundary revision.
21	Resident	No	Existing southern boundary incorrectly identified. Locations of The Green and The Dale need clarification. Townend not Town End.	Discussion with resident at public meeting to explain boundary. Text amendments carried out to road names.
22	Resident	No	Questions exclusion of houses in Tudor Hollow and not those of Dale View Court which are of similar age and design. Makes Appraisal appear inconsistent.	Dale View Court is recommended to remain within the CA as this small area of modern housing may offer future opportunity for enhancement of the CA and of the immediate vicinity of Ivy House Farm.
22	Staffordshire Historic Buildings Trust	No	Strategy which underpins proposed changes is sound, no objection to majority of proposed boundary revisions. Consider land to north of Tudor Hollow worthy of CA status and wish to retain road frontage to the crossroads to include stone walls and verges.	Land to be retained based on HER discussion. Road frontage to be retained.

	<b>Consultee</b>	<b>Support proposed boundary</b>	<b>Comment</b>	<b>Discussion/Action</b>
			Recommend telephone kiosk for listing and adding to local list.	Currently no local list. Telephone kiosk can be put forward for listing with Historic England.
23	Staffordshire HER	No	Field to rear of Tudor Hollow likely to have lain within Fulford's open field system during medieval period. Visible earthworks represent remains of ridge and furrow. The field system and earthworks fall within the landscape associated with Fulford Hall. Post-medieval enclosure is evident as is irregular linear earthworks considered to represent evidence of later drainage activity overlying earlier ridge and furrow.	Information provided by Staffordshire HER department confirms man-made strip field systems which relate to the agricultural development of the settlement of Fulford. Based on this evidence it is now proposed to include the whole of this field within the CA as opposed to removing the section of field which was included in the original designation in 1978.
24	Fulford Parish Council	No	Highlighted some incorrect Street names and some minor errors to house names and field names.	Text amended.
			Provided DEFRA Rural Land Register Map 2014 showing definitive field boundaries not shown on MapInfo.	Revised boundary redrawn to reflect correct field boundaries. GIS department notified.
			Noted historic pond was extended in 2008 and	Recommend pond remains excluded from the CA as per original designation.

	<b>Consultee</b>	<b>Support proposed boundary</b>	<b>Comment</b>	<b>Discussion/Action</b>
			included into the DEFRA environmental stewardship scheme and specifically declared non-historic by the County and should not be included in CA.	
			Believe open view across fields in NE of CA be retained for open character of area.	The view across the field to the NE has been added to the CA Appraisal.
			Agree to exclusion of houses in Tudor Hollow. Recommend exclusion of houses at Dale View Court.	Dale View Court is recommended to remain within the CA as this small area of modern housing may offer future opportunity for enhancement of the CA and of the immediate vicinity of Ivy House Farm.
25	SCC- Commissioner for Highways & the Built Environment	Yes	No comments to make on appraisal associated with any highways issues.	
26	Fulford Primary School	Yes	Understands there will be little impact on the school. Understand trees on Baulk Lane are protected and may prevent increased numbers of vehicles accessing the lane. Lane will be maintained for families to access the school.	Protection of trees in CA is in relation to lopping or felling a tree which requires permission.
			Concern there may be restricted access to school	Outside the remit of CA Appraisal

	<b>Consultee</b>	<b>Support proposed boundary</b>	<b>Comment</b>	<b>Discussion/Action</b>
			grounds should there be any future major building work.	

**ITEM NO 4(b)(v)**

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<b>Contact Officer:</b>	<b>Julie Lynn</b>
<b>Telephone No:</b>	<b>01785 619538</b>
<b>Ward Interest:</b>	<b>Milwich</b>
<b>Report Track:</b>	<b>Cabinet 5/11/15 (Only)</b>
<b>Key Decision:</b>	<b>No</b>

**SUBMISSION BY COUNCILLOR F BEATTY  
PLANNING AND REGENERATION PORTFOLIO**

**CABINET  
5 NOVEMBER 2015  
The Tixall Conservation Area Appraisal and Proposed Boundary Revisions**

**1 Purpose of Report**

- 1.1 To report on the results of the public consultation exercise.
- 1.2 To consider adoption of the Tixall Conservation Area Appraisal as a material consideration in development management decisions.
- 1.3 To designate the revised Tixall Conservation Area boundary.

**2 Proposal of Cabinet Member**

2.1 That:-

- (a) The revised proposed boundary to Tixall Conservation Area as indicated in **APPENDIX 2**, is designated as a conservation area.
- (b) Tixall Conservation Area Appraisal is approved as a formal Council document, to be used as a material consideration and included within the Local Plan evidence base.
- (c) The revised designation is advertised and the relevant bodies notified in accordance with the guidance of the Planning (Listed Buildings and Conservation Areas) Act 1990.
- (d) The owner/occupiers of all properties affected by the revisions to the Tixall Conservation Area are notified of the revised designations and the planning implications.

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

- 3.1 It is the statutory duty of the Council to review its existing conservation areas from time to time and designate further areas as necessary.
- 3.2 Stafford Borough Council is updating its existing conservation area appraisals. This renewal process ensures the Council complies with current good practice and has up-to-date, factually accurate appraisal documents to refer to in planning decisions.
- 3.3 The appraisal assesses the historical and architectural character of Tixall Conservation Area, reviews its boundaries and makes general recommendations for future management of the character of the conservation area, to be used by owners/occupiers, developers and the Council in assessing proposals for change.
- 3.4 Five written responses were received in total. No respondents supported the conservation area boundary changes. These responses, plus the Council's response and actions, are included in **APPENDIX 3**.

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

- 4.1 The management of conservation areas contributes to the Corporate Priorities of Prosperity and Management of Public Spaces.

### **5 Report Detail**

- 5.1 The Planning (Listed Buildings and Conservation Areas) Act 1990 places a duty upon every local planning authority, from time to time, to review and to determine whether any parts, or further parts, of their area are of special architectural and/or historic interest, the character of which it is desirable to preserve or enhance, and to designate them as conservation areas.
- 5.2 The designation of conservation area imposes certain duties on authorities. These duties are two-fold. Firstly, to formulate and publish from time to time, proposals for the preservation and enhancement of conservation areas in their district and submit them for public consultation. Secondly, in exercising their planning powers, to pay special attention to the desirability of preserving or enhancing the character or appearance of the conservation area.
- 5.3 The Conservation Area Appraisal has been produced in accordance with "*Understanding Place: Conservation Area Designation, Appraisal and Management*" (English Heritage, 2011). This sets out the importance of defining and assessing a conservation area's character and the need to record it in some detail. The objectives are: to provide a sound basis for rational and consistent judgments when considering planning applications within the conservation area, and to inform management proposals for the area.

- 5.4 A six week public consultation was carried out between 29 July 2015 and 9 September 2015. The owners or occupiers of all properties within or adjacent to the Conservation Area, and other key stakeholders, were consulted by letter and invited to respond on the appraisal and proposed revised boundary as reproduced at **APPENDIX 1**. The consultation was advertised on the Council website, and the full appraisal was made available via the Council website. A public exhibition was also held at Tixall Village Hall on 12 August 2015.
- 5.5 Five responses were received in total, raising a number of issues which are summarised in the attached **APPENDIX 3**. Three residents opposed the inclusion of the property of Berry Hill in the CA. One resident recommended an extension to the boundary at Tixall Court and one resident opposed the adjustment of the boundary at Tixall Mews.
- 5.6 Tixall Parish Council supports the revised Conservation Area Appraisal and boundary revision, after consideration at a meeting of the Parish Council on 8 July 2015.
- 5.7 At the public exhibition held on 12 August 2015 at Tixall Village Hall, three residents made representations that they opposed the inclusion of the property of Berry Hill on the Holdiford Road in the conservation area. The residents felt that the designation will impose too many restrictions upon the home owner, particularly with reference to the additional requirements on permissions for the lopping or felling of trees within a conservation area. The residents also questioned the architectural merit of Berry Hill and why other properties of a similar age situated along the same road have not been proposed for inclusion. The implications of conservation area designation were explained to the residents and the architectural merit of Berry Hill reiterated. The other properties along the Holdiford Road were discussed and it was explained to residents that these properties were felt to be too far dispersed from the character area and were therefore not considered for inclusion.
- 5.8 The residents, as above, made a representation that the slight adjustment to the boundary to the west of Berry Hill, in order to follow physical field boundaries, was not an actual field boundary and as such was an unnecessary proposed inclusion to the conservation area.
- 5.9 At the public exhibition, a representation was made with regards to the proposed adjustment of boundaries to the north of the conservation area. The interested party was not clear on the reasons for these adjustments. It was explained that these adjustments were realignments to follow physical field and/or property boundaries. The response was accepted.
- 5.10 At the public exhibition, several residents verbally supported the inclusion of Berry Hill in the conservation area, stating that the property holds historic interest to Tixall based on its associations with the local Mynor family, having been built for William Towers Mynor, private secretary to the 20<sup>th</sup> Earl of Shrewsbury.

5.11 As a result of all the verbal and written responses, the proposed revised boundary has been further analysed and discussed, and summarised as follows:-

- (a) Inclusion of Berry Hill in the revised Tixall Conservation Area boundary: the building has been correctly identified as an Edwardian Period property and therefore has architectural interest. Furthermore, discussion has highlighted that Berry Hill has an historic link to Tixall as the original house of the Mynor family and therefore has historic interest.
- (b) Inclusion of an historic route leading from main entrance of the farm buildings at Tixall Court through to Tixall Farm: re-investigation of historic and present day mapping found visible evidence of this, recognised by present day hedge line which provides a tangible link to this historic route. Recommendation supported.
- (c) Exclusion of a section of field to the east of Tixall Mews: this section of field is part of a much larger field to the northeast of the conservation area and it is proposed to exclude this small section of field from the revised boundary in order to accurately reflect the physical field boundary. The open space is significant to the setting of the conservation area and this would be considered in any planning application.
- (d) Exclusion of a small section of field to the west of Berry Hill: further GIS mapping investigation carried out which showed this not to be an actual field boundary. The boundary should be amended to follow the actual field boundary. Recommendation supported.

5.12 The proposed revised boundary has therefore been amended in accordance with the above, to include amendments a) to d) and shown at **APPENDIX 2**.

<b>6 Implications</b>	
<b>6.1 Financial</b>	Advertisements, notifications, publication and revised designation can be carried out using existing resources
<b>Legal</b>	
<b>Human Resources</b>	
<b>Human Rights Act</b>	
<b>Data Protection</b>	
<b>Risk Management</b>	
<b>6.2 Equality and Diversity</b>	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

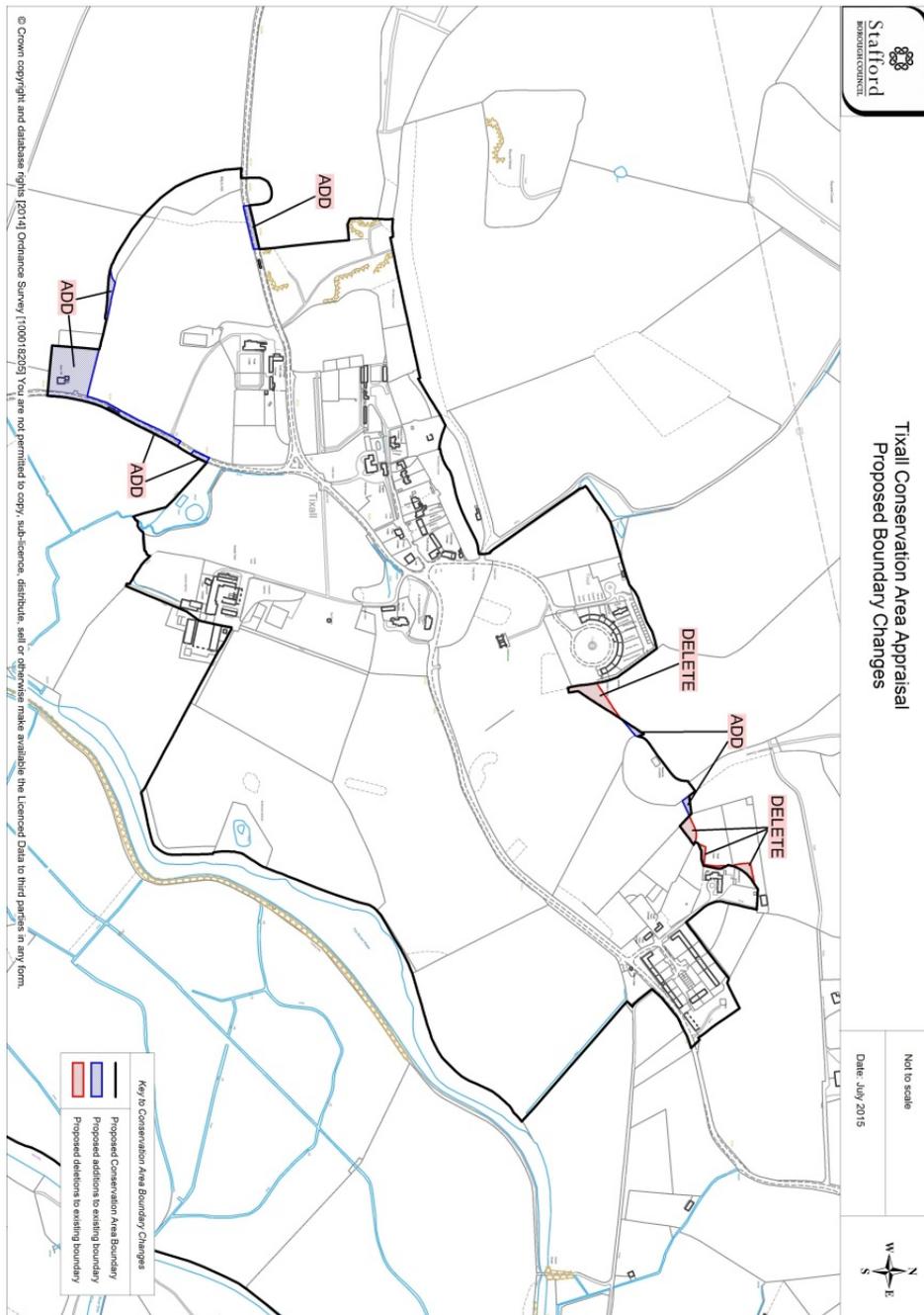
	and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
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<b>Previous Consideration - Nil</b>
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<b>Background Papers - File available in Forward Planning</b>
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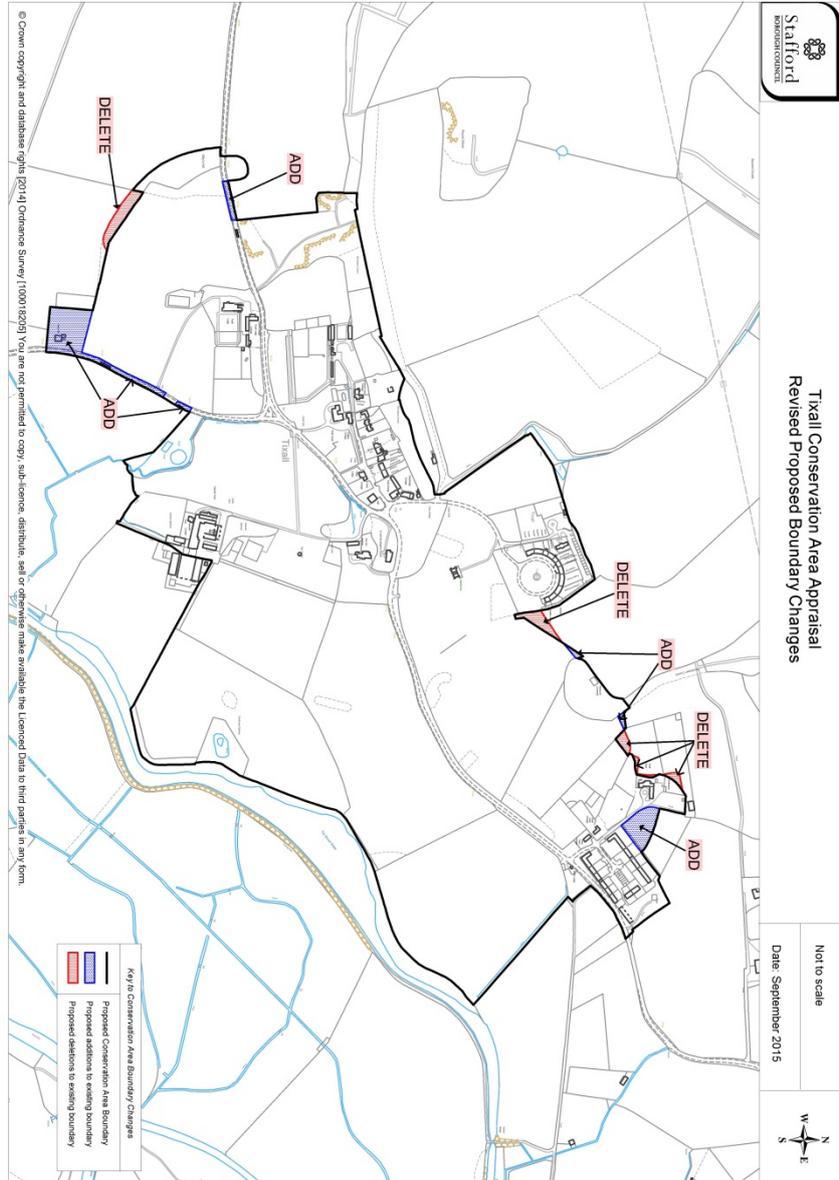
**CABINET**  
**5 NOVEMBER 2015**  
**The Tixall Conservation Area Appraisal and Proposed Boundary Revisions**

Plan showing proposed boundary revisions as consulted upon



**CABINET**  
**5 NOVEMBER 2015**  
**The Tixall Conservation Area Appraisal and Proposed Boundary Revisions**

**Boundary proposed for adoption following consultee responses**



**CABINET**  
**5 NOVEMBER 2015**  
**The Tixall Conservation Area Appraisal and Proposed Boundary Revisions**

	Consultee	Support proposed boundary	Comment	Discussion/Action
1	Resident	No	Suggests information regarding architectural merit of Berry Hill is incorrect, it is a mock-Tudor style property of the Edwardian period imitating a previous architectural style	Berry Hill is of architectural merit as an Edwardian Period property. Mock Tudor was a particularly distinctive feature of the Edwardian Period.
			Suggests if Berry Hill were to be included then so should other properties further along the Holdiford Road	The other properties form a character group geographically dispersed from the Tixall character area.
			Inclusion of Berry Hill seems unnecessary. The property is seen as outside the CA and a large hedge line of Beech trees has been planted to block the sight of the house from the conservation area. If Berry Hill included would the Beech trees be removed and a new boundary put in place? Questions why such a clear boundary which protects the CA is	The Beech trees follow an historic field boundary line and are within the existing CA boundary. There would be no change in the status of these trees should proposed boundary extension be adopted. There is no planned removal of the Beech trees. The proposed new boundary

			being overlooked.	would follow existing property boundary lines and need not be defined through tree or hedge planting.
			Berry Hill has been move improved over the last 20 years includes features from the 20 <sup>th</sup> and 21 <sup>st</sup> century- to which date is the house to be maintained- a paradox in conservational architecture will lead to confusion and deterioration of the perceived style of the house.	The aim would be to protect and enhance the original character of the building. CA designation is designed to help prevent deterioration to architectural style through the management of change.
			Berry Hill has been maintained without formerly being part of the CA and inclusion in the CA will only serve to hinder essential maintenance leading to the demise of the house unnecessarily.	CA designation does not hinder essential maintenance which is in fact encouraged, as are enhancement opportunities.
2	Resident	No	Objects specifically to the inclusion of Berry Hill in the CA. Tixall CA is set up to protect the heritage such as Tixall Gatehouse and ensure surrounding area and views remain unspoilt. The boundary is clear at Holdiford Road and Beech trees keep CA unspoilt and separates and masks Berry Hill from the CA.	The CA was designated to protect the special architectural and historic character of Tixall, this includes many properties of varying architectural styles and ranging in date from the 16 <sup>th</sup> to 20 <sup>th</sup> century.
			The addition of Berry Hill does not improve the CA and property cannot be seen from the central hub of Tixall which is the area that the CA designation is trying to protect.	Property does not need to be seen from central hub of Tixall to be included in CA. Many other buildings in Tixall CA are dispersed.

			<p>Berry Hill built 1902, neighbouring properties further along Holdiford road date to similar early 20<sup>th</sup> century period. If Berry Hill is to be included then other properties along Holdiford Road should also be included.</p>	<p>The other properties form a character group outside the Tixall character area.</p>
			<p>The features of Berry Hill are not traditional Edwardian but mock Tudor. It is symmetrical whereas Edwardian style was often asymmetrical. Property has none of the intricate tiling features associated with this era.</p>	<p>The building is a traditional Edwardian Period house. Mock-Tudor is a particular feature of Edwardian Period properties. Many Edwardian Period properties are Symmetrical.</p>
			<p>At consultation evening the Officer stated that Berry Hill would not have been included in CA if it was located further down the Holdiford Road. I contest that if it is worthy of inclusion it should not matter where it is located in Tixall.</p>	<p>The location of a property in relation to CA designation is a strong consideration. To include buildings which are too dispersed from the historic core and form their own character group can often dilute CA character and include arbitrary areas through default. Therefore not good practice.</p>
			<p>I believe CA should remain as it is with minor, logical changes but not to extend to include further properties. There have been no issues with the area or need to change and extend the existing boundary so question the proposal to extend the boundary further.</p>	<p>The proposed boundary extension forms part of an updated review to ensure designation accurately reflects special architectural and historical character.</p>

			If cause for extending the CA further then whole area should be reviewed properly to thoroughly research and consider areas including whole of Holdiford Road up to canal bridge and 18 <sup>th</sup> century farmhouses along Tixall Road which are in same area and with special character.	The area has been thoroughly researched and all relevant areas and properties considered. Parish Council and well-informed local history group assisted with research. Many of the properties are too geographically dispersed to warrant inclusion within the CA.
			There are more pressing issues in Tixall such as speed and traffic levels and increasing numbers of lorries crossing small canal bridge on Holdiford Road causing damage.	These issues fall outside of the remit of the Tixall CA assessment and review.
			Objects to the inclusion of Berry Hill in the CA as Tixall CA is already clearly defined with a high hedgerow of Beech trees which act as a boundary separating Berry Hill from the core features of Tixall village.	Plantations of trees in Tixall are numerous and are indeed a feature which contributes to its special character.
3	Resident		By extending the boundary to include Berry Hill leaves the property blighted by a tall and light inhibiting tree boundary which it need not have been subjected to.	The tree boundary is currently within the CA boundary and policies affecting trees in CAs already apply. The inclusion of Berry Hill does not affect this.
			The Officer at the public exhibition advised an interested party that there were no boundary changes only realignments to correct boundary to actual fence boundaries. The inclusion of Berry Hill means this	This statement is factually incorrect. The Officer advised the interested party that there were to be realignments to the boundaries to the north of the CA. The inclusion of Berry Hill

			advice is incorrect as the Beech tree line marks the boundary and the addition of the property is therefore an extension.	in the CA was not discussed with this interested party.
			Berry Hill is not the only property on Holdiford built in the Edwardian Period.	Accepted.
			If Berry Hill is singled out for inclusion then other properties of same era should be included CA boundary.	Berry Hill has additional historic merit which contributes to the character of Tixall having been built for the well-known local family, the Mynors, by Lord Shrewsbury.
			When it was asked whether Berry Hill would have been included CA if situated between the other houses on Holdiford Road the answer from Officer was No, even though they were built in same era.	This is correct as it would have been assessed as being within a different character group of buildings and too far dispersed.
			If CA is to be extended down Holdiford Road then it should include all houses built in the same era.	The CA is not being extended down the Holdiford Road as such, it is being proposed to include Berry Hill in the CA based on its architectural and historic merit.
			If boundary area is to be extended outwards from the village of Tixall the 30mph speed limit should also be extended.	This issue is outside the remit of CA appraisal.
			Berry Hill should not be included as it has uPVC windows fitted.	uPVC windows does not preclude a building from being included within a CA.

			If boundary is to be extended to include properties of architectural interest then boundary should also be extended to along Tixall Road to include other properties and farmhouses in Brancote.	This area is considered to be geographically too far to be reasonably considered.
4	Resident	No	Berry Hill has been singled out as the only property proposed to be added to the CA. Property is situated adjacent to S boundary of the CA and in planning terms is already treated as affecting the setting of the CA, the burden of designation is therefore not required in planning terms.	Berry Hill has been recommended for inclusion based on architectural and historic merit. Setting is a material consideration in the planning process, however CA designation carries greater weight in planning terms i.e. demolition.
			The material effect of inclusion in the CA would be an onerous requirement to apply for permission to trim trees. Questions the need for this time consuming, costly and draconian process.	Permission to lop or fell a tree in a CA does require permission in order to prevent the unnecessary loss of important trees and give the borough Arboricultural Officer the opportunity to issue a TPO.
			Berry Hill cannot be seen from Tixall village as S boundary of CA was planted with Beech tree hedge by local landowner in 1984. The inclusion of Berry Hill in CA would break established CA boundary.	CA boundary does not need to be defined by tree or hedge boundary. It is the duty of the Council to revise boundaries were this is felt necessary and justified.
			In a 61 page report referring to buildings with genuine historic structure and architectural merit Berry	Berry Hill was mentioned in a single paragraph as a proposed addition to the CA.

			<p>Hill was only mentioned in a short paragraph on p.61. The Appraisal mentions a stone wall and a beech hedge which are recent additions. I urge Council to reconsider the inclusion of Berry Hill which is unremarkable in the context of the Tixall CA.</p>	<p>Many other positive historic buildings in Tixall CA have descriptions of similar paragraph lengths. Berry Hill has architectural and historic interest to Tixall. The boundary was mentioned for descriptive, not historic purposes.</p>
			<p>At the public exhibition I was informed that Berry Hill is an Art &amp; Crafts house. I do not believe that it is in any way typical of an Arts &amp; Crafts house or of any significance in the context of the buildings of the CA. The detail of the front door is inconsequential in the context of what needs to be preserved in Tixall. The property does not merit inclusion in to the CA and it could be argued that the inclusion of Berry Hill might undermine what the Tixall CA stands for and is known for.</p>	<p>Respondent was not informed that Berry Hill was an Arts and Crafts house but that it was an Edwardian Period property which displayed features from the Arts and Crafts movement as stated in the revised CA Appraisal. The information given is correct. It is the opinion of the conservation department that Berry Hill does warrant inclusion and would not dilute the character of the Tixall CA.</p>
			<p>The consulting Officer did not know the date the house was built and asked me when it was built at the consultation. It appears little time has been given to research or date Berry hill or any other dwelling situated on Holdiford Road prior to inclusion of Berry Hill. I question why Berry Hill is singled out for inclusion when neighbouring houses were also built</p>	<p>The consulting Officer was aware of the period of construction of Berry Hill as had carried out proportionate research. The exact year of construction is inconsequential for the purpose of the Appraisal. The extension of the CA boundary further down the Holdiford Road, to include a</p>

			in the same period and are all in their own way no less or more remarkable examples of rural houses of the same era.	group of Edwardian Period buildings, is geographically too far to be reasonably considered.
			Seems like Berry Hill is a token inclusion with sole intention of trying to justify the time spent on the Tixall CA Appraisal.	Berry Hill has been recommended for inclusion based on architectural and historic merit.
			I urge Council to reconsider the inclusion of Berry Hill which is unremarkable, in both build and location, and is inconsequential in the context of Tixall CA.	The building is suitable for inclusion within the CA based on both build and location.
			The consulting Officer indicated that the inclusion was in part to match the AONB boundary.	This is a factually incorrect statement. The AONB was not considered within the remit of the revised CA Appraisal and boundary review nor discussed within this context.
			Part 3 talks about Tixall being representative of its origins and development as an agricultural community. The restrictions of the CA have not helped to preserve the historic farming community.	CA designation is designed to protect and enhance the special character of an area through its built heritage, landscape setting and views.
			My own farming business is struggling to provide resources to deal with European, environmental, food legislation and local government initiatives. The proposed inclusion of land at Berry Hill will do little more than simply add another layer and	The inclusion of Berry Hill within the CA should have no impact on agricultural business.

			possible duplication of compliance.	
			The CA extension could further restrict the development and possible diversification of my farming business. The recent opposition of a planning application for an agricultural shed on my land shows why farmers are increasingly alienated from their community.	The inclusion of Berry Hill within the CA would not further restrict development on land outside of the CA.
			There needs to be less emphasis on the inclusion of marginally interesting properties such as Berry Hill in the Tixall CA and more focus of the village community and businesses to ensure future of the village.	Not relevant to CA Appraisal.
			The current course is for Tixall to become an historic relic with little or no community and few links to the farming community of its origin.	CA designation is designed to preserve character through the management of change.
4	Resident	No	Highlights an historic route leading historically from what was the main entrance through archway beneath the dovecote through the farm buildings to the farmhouse- a design feature unique to Tixall Court.	Re-consulted historic mapping and identified historic route. The pattern of the route remains clearly visible today and has historic value to the farm buildings and farmhouse. The proposed boundary has been extended to include this route.
			Suggest a closer photograph of Dovecote at Tixall Court.	Photograph added to Architectural style and features section of the appraisal.
			Should CA be contiguous to the	The CA boundary should not

			<p>AONB. Swivel Bridge over canal would be included in CA. Beneficial as fields to the east of current boundary would be included and help preserve character and appearance of the area. Swival Bridge would deserve protection afforded by CA in not the AONB in which it sits.</p>	<p>be contiguous with boundary of AONB as both are designated for different reasons. CA designation exists to protect the built environment and It is not good practice to include large areas of open fields/agricultural land. Swivel Bridge is already included in the Staffordshire and Worcestershire Canal Conservation Area.</p>
			<p>Area to the SW bordered by the canal lock house may benefit from being within the CA.</p>	<p>Tixall Lock is included in the Staffordshire and Worcestershire Canal Conservation Area.</p>
5	Resident	No	<p>Suggest deletions seen on map are not done. The deletion at Tixall Mews will have an impact on the Gatehouse as well as the Mews with possible future development on the nearby land, Be inclusive to preserve the land not exclusive.</p>	<p>The area in question is a rationalisation of boundary to follow physical field boundaries and will have no additional impact on the Gatehouse or Mews. CA designation exists to protect the special character and appearance of the area and not preserve land.</p>

ITEM NO 4(c)(i)

ITEM NO 4(c)(i)

<b>Contact Officer:</b>	<b>Robert Simpson</b>
<b>Telephone No:</b>	<b>01785 619411</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 5/11/15 Community 19/11/2015</b>
<b>Key Decision:</b>	<b>No</b>

**SUBMISSION BY COUNCILLOR F A FINLAY  
ENVIRONMENT AND HEALTH PORTFOLIO**

<p><b>CABINET</b></p> <p><b>5 NOVEMBER 2015</b></p> <p><b>Food Safety Service Plan 2015 - 2018 and Food Safety Annual Report 2014 - 2015</b></p>
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**This report is not subject to the call in procedure and will be referred directly to the Community Services Scrutiny Committee.**

<b>1 Purpose of Report</b>
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1.1 This report sets out:

- (a) The Food Safety Service Plan 2015 - 2018 to be approved by the Cabinet. This is a four-year strategic plan and will be supported by annual work plans and annual reports.
- (b) The Service Plan and Annual Report meets the requirements of the Food Standards Agency for Stafford BC to adopt an annual service plan, which is approved by elected members.
- (c) The Food Safety Annual Report 2014 - 2015 to be noted by the Cabinet.

<b>2 Proposal of Cabinet Member</b>
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2.1 That:-

- (a) the Food Safety Service Plan for 2015 - 2018 be approved;
- (b) the Food Safety Annual Report 2014 - 2015 be noted;
- (c) the Food Safety Service Plan for 2015 - 2018, and Food Safety Annual Report 2014 - 2015 be considered by the Community Services Scrutiny Committee at their meeting on 19 November 2015, and therefore be exempt from call in.

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

3.1 The public expect the highest standards of food safety. They rely on Environmental and Health Services to provide this protection through inspection, sampling and enforcement. To ensure this, the relationship between the Food Standards Agency, the local regulatory enforcers (Environmental and Health Services), and the food businesses of the Borough is paramount to ensure the protection of the consumer's health and wellbeing. The Food Safety Service Plan outlines how we will interact in order to ensure that the food consumed and/or produced within Stafford Borough is safe to eat and will not cause injury or disease. In particular it outlines:-

- The aims and objectives of the food service provided by the Council.
- The organisational structure for and the scope of the services provided.
- The ways in which the service will be delivered and the targets for its delivery.
- The professional staff required to deliver the service.
- The financial resources needed to provide the service.
- How the quality of the service will be monitored.
- The ways in which the service will be reviewed and improved upon.

3.2 The Food Standards Agency requires that all Local Authorities adopt an annual service plan, which is approved by elected members. This Service Plan together with Annual Reports will meet that requirement.

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

4.1 The Food Safety Service Plan will support the following priorities;

#### Priority 1 - Prosperity

“By prosperity we mean we want a flourishing, thriving, successful Borough where we encourage and nurture economic growth and diversification”.

- Provide support to new and existing business on legal requirements
- Provide access to food hygiene training
- Give advice on planning applications
- Promote environmental quality as an economic asset

#### Priority 2 - Clean, Green, Safer

“We want to create an attractive environment in which our community feels safe”.

- Carrying out food hygiene inspections
- Reducing the number of 1 or 0 rated food businesses
- Food sampling
- Infection control

- Work with the licensed trade to ensure compliance through regulatory initiatives/partnership working and development of voluntary schemes.

#### Priority 3 - Health and Wellbeing

“We want our residents to be healthy and happy and have an improved sense of wellbeing”.

- Contribute to the Health Strategy Action Plan
- Partnership working with Staffordshire County Council and others
- Health Promotion work
- Smoke-free enforcement

#### Priority 4 - Leading and Delivering for our Communities

“We want to be a high performing Council that champions the needs and aspirations of its communities”.

- Contribute by meeting its national and local targets
- Look to develop new and innovative ways of working
- Improving our level of customer service
- Use benchmarking to ensure that our services are efficient and effective.

- 4.2 The Council is currently updating and refreshing the Health Strategy for the Borough. The Strategy addresses how the Council will work with local partners to improve the health and wellbeing of local residents and reduce health inequalities. The Food Safety Service Plan can contribute to the strategy in relation to the effects on health of the food produced, and offered for sale in the Borough.

<b>5 Report Detail</b>
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- 5.1 The Food Standard Agency requires that all Local Authorities adopt a service plan covering the food safety work undertaken by the Authority. The Strategic Plan is based on the latest Food Standard Agency guidance to local Authorities, “Food Law Code of Practice - England” which was last updated on 7 April 2015 and the corresponding “Food Law Practice Guidance” dated 2012 (awaiting revised guidance). The Code of Practice also refers to the Government’s Regulators Code (April 2014) which sets out minimum standards for regulatory activities.

- 5.2 The service plan must include, as a minimum:

- Contain a set of clear service standards, setting out what those they regulate should expect from them
- Information about the service provided
- The means by which the Council will provide these service
- The means by which they will meet any relevant performance targets or performance standards
- A review of performance in order to address any variances from meeting the requirements of the service plan.

- An inspection programme for the coming year
- An action plan for activities to be undertaken.

5.3 Annual reports looking back at the previous 12 months of service provision will be produced in April 2016, 2017 and April 2018 and will inform the Action Plan for the following year.

5.4 An Annual Report and Action Plan will be produced in April 2016, 2017 and April 2018 detailing key Food Safety service delivery for the following 12 months.

5.5 A copy of the Service Plan for 2015 - 2018 is set out in **APPENDIX 1**.

5.6 A copy of the Annual Report for 2014 - 2015 is set out in **APPENDIX 2**.

<b>6 Implications</b>
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6.1 <b>Financial</b>	Costs are contained within existing budgetary provision.
<b>Legal</b>	None
<b>Human Resources</b>	None
<b>Human Rights Act</b>	None
<b>Data Protection</b>	None
<b>Risk Management</b>	None

6.2 <b>Equality and Diversity</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 Environmental and Health Services</b>
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## **Stafford Borough Council**

### **Food Safety Service Plan 2015 - 2018**





**Foreword by Councillor Frank Finlay,  
Cabinet Member for Environment and Health**

This four-year Food Safety Service Plan has been produced in order to give clear details of the services to be provided and how they will be carried out in the coming years. It shows how the Food and Safety Team of Regulatory Services Group in Environmental and Health Services contributes to, and supports others in delivering Corporate Objectives to the Community as a whole.

The Food Safety Service Plan supports Stafford Borough Council's (SBC's) priority areas of Prosperity; Clean, Green and Safe; and Health and Wellbeing. To achieve this, the Food and Safety Team will ensure businesses meet legal requirements and raise standards to ensure that food produced, prepared or sold in the Borough is safe and without risks to health.

The implementation of relevant legislation is based on an approach which is targeted, proportionate, consistent, accountable and transparent, while seeking to protect consumers and encourage business growth. A combination of interventions will be utilised including programmed inspections, sampling, education and partnership working.

The team having gained the Customer Service Excellence Award and having recognition from the Federation of Small Business for its work in helping and supporting local small business sector through its work with the Town Centre Partnership is well placed to deliver this Service Plan. Additionally, the expertise within the Food and Safety Team will be used to support local businesses to help them become fully compliant with relevant legislation. Businesses will be provided with information on best practice and innovative solutions to any problems they encounter. The team will continue to work with the Better Regulation Delivery Office, and continue links with the Local Enterprise Partnership (LEP) to ensure the continuing introduction of innovative schemes to maintain effective enforcement whilst reducing red tape burdens on businesses in Stafford Borough.

Health and wellbeing of visitors and residents has been factored into our plans to help people lead healthier lives. The aims and objectives of the Food Safety Service Plan, contribute significantly to the health agenda and the Marmot Policy Review Objectives of 'strengthening the role and impact of ill-health prevention' and to 'create and develop healthy and sustainable places and communities'.

The Food and Safety Team will also have to react to unforeseen events that occur throughout the year such as food poisoning outbreaks and food fraud incidents which will impact upon the resource available for more programmed work.

There will be an increase in information and intelligence gathering by the Service, in order to identify more accurately the needs of the community and the risks that are associated with food activities. It is important that the Council is aware of the potential risks that may present themselves, and then takes the necessary action to reduce them in order to protect and the community. This will almost certainly lead to an increase in targeted interventions and project work involving different trade sectors.

An annual report will be produced at the end of each financial year which will cover and evaluate the previous year's activities. This report we help shape the action plan for the following financial year.

## INTRODUCTION

This Service Plan is produced in the form recommended by the Food Standards Agency (FSA) in accordance with the Agency's Framework Agreement on Local Authority Food Law Enforcement and covers, in detail:

- The aims and objectives of the service provided.
- The organisational structure for and a scope of the services provided.
- The ways in which the service will be delivered and the targets for its delivery.
- The human and financial resources involved in providing the service.
- The ways in which the quality of the service will be monitored.
- The ways in which the service will be reviewed and improved upon.

## MORE INFORMATION

The operational base of the Food and Safety Team is the Council's Civic Centre, Riverside, Stafford ST16 3AQ, which is open Monday to Thursday 8.30am to 5.00pm, and Friday 8.30am to 4.30pm.

The team now has a staff rota to ensure that an Environmental Health Officer is available for customers Monday –Friday between these times.

The Council's Contact Centre (Tel: 01785 619000) operates from 8.00am to 5.00pm on weekdays only.

Requests for service can also be made on the website and Officers of the Food and Safety Team can also be contacted by individual e-mail.

This document is available on the Council's website [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk) or can be obtained from:

The Food and Safety Team  
Stafford Borough Council  
Civic Centre  
Riverside  
Stafford  
ST16 3AQ  
Telephone 01785 619000  
Fax 01785 619319

This document is available in large print, Braille, on tape and in the following languages. Arabic, Hindi, Punjab and Urdu. If you would like a copy in one of these formats, or another language, then contact 01785 619000.

[Arabic]

ولو كنت بحاجة إلى مزيد من المعلومات بخصوص هذا المنشور فيرجى الاتصال بمجلس بلدة ستافورد [Stafford Borough Council] على الرقم 01785 619 000 .

[Hindi]

यदि आपको इस प्रकाशन के बारे में अधिक जानकारी की आवश्यकता हो तो कृपया स्टैफोर्ड बरो परिषद [Stafford Borough Council] से 01785 619 000 पर संपर्क करें।

[Punjabi]

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਪ੍ਰਕਾਸ਼ਨ ਦੇ ਬਾਰੇ ਵਿੱਚ ਹੋਰ ਜਾਣਕਾਰੀ ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਟੈਫੋਰਡ ਬਾਰੋ ਪਰਿਸ਼ਦ [Stafford Borough Council] ਨੂੰ 01785 619 000 ਉੱਤੇ ਸੰਪਰਕ ਕਰੋ।

[Urdu]

اگر آپ کو اس اشاعت کے بارے میں مزید معلومات کی ضرورت ہو تو براہ کرم اسٹیفورڈ بروکونسل [Stafford Borough Council] سے 01785 619 000 پر رابطہ کریں۔

## EQUALITY

Stafford Borough Council is committed to ensuring that the services we provide are relevant to the needs of all sections of the community and that our workforce represents the people we serve. We aim to ensure that our services meet the varied individual needs and expectations of local people and that everyone has equal access to services regardless of their race, ethnic origin, language, gender, disability, age, sexuality, marital status, nationality, religions or non-religious belief, family background or any other individual characteristic which may limit a person's opportunities in life.

## COMPLAINTS ABOUT THE SERVICE

The Council recognises the importance of customer complaints and welcomes complaints as a valuable form of feedback about its services. The Council is committed to using the information it receives to help drive forward improvements

The Council has a documented corporate complaints procedure, which requires that any complaints about the Food Safety Service and any action taken must be recorded.

A summary leaflet outlining the procedure has been printed and copies are readily available to the public and to businesses from the Council's public reception points and website.

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## CHAPTER 1 - FOOD SAFETY SERVICE PLAN

“To promote and support Healthier, Safer and more Sustainable Communities and Business.”

### Aims and Objectives

The aim of the Food and Safety Team is to ensure that the food consumed and/or produced within Stafford Borough is safe to eat and will not cause injury or disease.

The primary means of achieving this aim is by promoting good food safety standards in the commercial food businesses operating in the Borough and by the provision of advice and information and, where necessary, the appropriate use of enforcement action. In particular we will:

- Perform the Council's statutory duties in respect of Food Safety.
- Ensure that food is handled and produced hygienically and processed safely.
- Prevent foreseeable incidents of food poisoning or injury as a consequence of consumption of food.
- Secure the control of communicable disease to reduce preventable ill health and injury and promote healthier lifestyles.

### How do we achieve these aims?

- By maintaining a food premises register and by inspecting all food premises at a minimum frequency as determined by the Food Law Code of Practice and in accordance with the requirements of the Food Safety Act 1990.
- By investigating all complaints relating to food or food hygiene.
- By promoting the Chartered Institute of Environmental Health Level 2 Food Hygiene course and other accredited courses that will assist businesses in complying with food hygiene requirements.
- By promoting the Food Standards Agency (FSA) Safer Food Better Business food safety management system.
- By promoting the National Food Hygiene Rating Scheme and encouraging businesses to display their ratings.
- By investigating cases, or suspected cases of communicable disease, or food poisoning to identify the source of infection and to prevent it's spread.
- By providing information and advice to consumers and food business on food safety and infection control.
- By participating in the Staffordshire and Shropshire Food Group
- By reacting to food alerts from the Food Standards Agency and by taking appropriate action to minimise risk to public health and the consumption of unsafe food.
- By placing current food inspection reports for businesses together with a rating on the website [www.ratemyplace.org.uk](http://www.ratemyplace.org.uk) and a rating on the Food Standards Agency's Food Hygiene Rating Scheme website <http://ratings.food.gov.uk/>
- By promoting healthy eating and promoting the Stafford Borough Council Nurturing Health Award Scheme.
- By responding to national food incidents and priorities and the Food Standards Agency's Strategy for 2015-2020

### Links to Corporate Aims and Plans

The Borough Council in its Corporate Plan 2012 to 2015: Improving the Quality of Life in Stafford Borough sets out the Council's Mission, corporate purpose and core values. The Council's strategic

priorities are set out under a range of headings and the food safety service plan is relevant in helping to achieve all the priorities which are:

- Prosperity;
- Clean, Green, Safe;
- Health and Wellbeing;
- Leading and delivering for our communities

The Food and Safety Team will support these priorities through;

#### Priority 1 - Prosperity

“By prosperity we mean we want a flourishing, thriving, successful Borough where we encourage and nurture economic growth and diversification”.

- Provide support to new and existing business on legal requirements
- Provide access to food hygiene training
- Give advice on planning applications
- Promote environmental quality as an economic asset

#### Priority 2 - Clean, Green, Safer

“We want to create an attractive environment in which our community feels safe”.

- Carrying out food hygiene inspections
- Reducing the number of 1 or 0 rated food businesses
- Food sampling
- Infection control
- Work with the licensed trade to ensure compliance through regulatory initiatives/partnership working and development of voluntary schemes.

#### Priority 3 - Health and Well-being

“We want our residents to be healthy and happy and have an improved sense of wellbeing”.

- Contribute to the Health Strategy Action Plan
- Partnership working with Staffordshire County Council and others
- Health Promotion work
- Smoke-free enforcement

#### Priority 4 - Leading and Delivering for our Communities

“We want to be a high performing Council that champions the needs and aspirations of its communities”.

- Contribute by meeting its national and local targets
- Look to develop new and innovative ways of working
- Improving our level of customer service
- Use benchmarking to ensure that our services are efficient and effective.

## CHAPTER 2 - BACKGROUND INFORMATION ABOUT THE AREA AND THE SERVICE

### Profile of the Local Authority

The Borough lies in the centre of the county, is home to the county town of 'Stafford', the canal town of Stone and several picturesque rural settlements. It covers an area of approximately 230 square miles. The population of Stafford Borough is 131, 000 which is expected to grow to approximately 142,900 by 2033.

As the sub-regional centre for local service, the public sector currently accounts for almost 40% of all employment in the Borough. Stafford Borough is also well known for its world class companies such as Areva, Alstom Power Services, Perkins Engines, Unicorn Abrasives. There is also the Staffordshire Technology Park on the edge of the town.

The largest social demographic group in Stafford Borough are those termed as 'Wealthy Achievers' which represents some of the most successful people in the UK. There are, however, significant pockets of hardship within a number of wards in the Borough.

Our population is ageing, with the number of people above the age of 65 expected to increase by up to 17,500 people by 2033. In addition by this date the number of people over 85 is expected to triple.

The ethnicity of the population is approximately 94% White British, which is comparable to the population of Staffordshire.

The general health of the population is important to the future prosperity of the Borough. Both males and females in Stafford live for significantly more time in good health compared to the national average. However, estimates indicate that adult obesity rates are increasing with 68% of the population in Staffordshire being overweight or obese in 2014.

In addition only 13% of males and just 6% of females in Stafford Borough achieve the chief medical officer's recommendation of 30 minutes of moderate activity five times a week. Up to 23% of the population are smokers and up to 22% drink beyond recommended limits)

### Organisational Structure of the Council

The Borough Council currently comprises 40 Councillors who are elected every 4 years. The make-up of the Council is 29 Conservative Councillors, 9 Labour Councillors and 2 Independent Councillors.

The Council has appointed a Leader, and 5 Cabinet members; each of the portfolio holders is a member of the Cabinet. The portfolio holder for Environment and Health is responsible for all food safety functions. The Community Services Scrutiny Committee oversees decisions taken by the Cabinet member for Environment and Health.

The Council's senior management structure reflects the present democratic arrangements. The Council's Chief Executive has responsibility for ensuring that the strategic role of the Authority is undertaken, that the Scrutiny Committees are supported and that cross cutting issues are effectively addressed.

Operational services are managed by 7 Heads of Service, who together with the Chief Executive comprise the Corporate Leadership Team. Responsibilities for the Food Safety Service are through the Head of Environment.

### The Food and Safety Team Structure

The Food and Safety Team, which is part of the Regulatory Services Group, presently consists of 3 Environmental Health Officers (EHO's) and 1 trainee EHO post, managed by the Principal Environmental Health Officer and headed by the Regulatory Services Group Manager. The EHO's all hold the Certificate of Registration from the Environmental Health Officers Registration Board.

The Principal Environmental Health Officer and Regulatory Services Group Manager have day-to-day managerial responsibility for the Food and Safety Team and the Regulatory Services Group Manager is the Lead Officer for food safety.

In addition the team is supported by the Technical Support Team that provides administrative support and some technical assistance for Environmental and Health Services. The Structure of the team is shown in Annex 1.

### Service Scope

The Food and Safety Team delivers a wide range of services: -

- Food hygiene inspections of premises; based on risk assessment of the business activity, which will dictate the frequency of visits
- Food hygiene training and advice
- Investigation of complaints regarding food sold or prepared within the Borough,
- Investigation of complaints about food premises
- Voluntary surrenders and condemnation of food to prevent it from entering the human food chain
- Responding to Food Standards Agency Food Alerts
- Food sampling
- Maintaining a register of food businesses
- Infectious disease control
- Commenting on food related planning applications

In addition the team is also responsible for a range of non-food related responsibilities:

- Health and Safety at Work enforcement and advice
- Pollution control including noise
- Licensing of beauty industry businesses
- Supporting local health improvement programmes
- Commenting on liquor licensing applications.

### Enforcement policy

Stafford Borough Council is a signatory to the Enforcement Concordat, which forms the core of the Environmental Health Enforcement Policy. The Enforcement Policy was approved by the Council's Cabinet in March 2008. At that time the Head of Environment was authorised to update the Enforcement Policy in the light of future legislation, codes of practice or Government guidance without affecting the principles contained in the Policy.

In January 2009 the policy was revised to reflect the changes arising from the Hampton review, the Regulatory Enforcement and Sanctions Act 2008 and the Regulators' Compliance Code.

All enforcement officers received further training in the application of the revised Enforcement Policy in February 2010.

The policy can be found on the Councils Website at [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk) or a paper copy is available from the Council Offices, Riverside, Stafford.

Decisions regarding formal action such as prosecutions are subject to discussion with the Principal Environmental Health officer and/ or Regulatory Services Group Manager.

### Equality Issues associated with enforcement

The use of technical or legal terminology can be challenging and may make understanding difficult; efforts will be made, so far as is possible, simple language and expressions in order to aid understanding. Where possible advice and guidance literature will be made available in a range of languages, and in particular the multi-language Safer Food Better Business packs will be used.

In the first instance officers will endeavour to identify the first language and whether English can be used. Where necessary, access to the translation services will be provided through Staffordshire County Council.

### Premise Inspections

Interventions at food establishments are carried out with regard to the relevant codes of practice issues by the Food Standards Agency. However, the authority also recognises the Department for Business, Innovation and Skills' priorities for risk based enforcement, reducing red tape, and earned autonomy for compliant businesses.

The full range of intervention tools will be used to ensure that activities and resources are targeted at perceived Risks. An alternative enforcement strategy for low risk businesses, such as the use of questionnaires relevant to the type of premises will continue, although it is envisaged that project work will be used more. Project work, focussing on geographical areas or similar business types will target resources more effectively. Although this may have a short term impact on other routine activities, resources will always be targeted at premises presenting the greatest risk.

Premises risk category	No. in category in 2014/2015	Change since 2013/2014	Inspection Frequency (months)
A	1	+1	6
B	37	+3	12
C	228	-233	18
D	420	+202	24
E	533	+16	-
Un-rated	28	+4	-
Total	1247	-7	-

(Broadly compliant – those premises that satisfy the food safety requirements on hygiene, and confidence in the business management.)

Risk Category	Frequency of Inspection (months)	% to be inspected	Numbers of inspections in 2015/2016
A	6	100%	2
B	12	100%	31
C – broadly compliant	18	50%	48
C - not broadly compliant	18	100%	3
D - broadly compliant	24	50%	67
D - not broadly compliant	24	100%	0
E	A programme of alternative enforcement strategies or interventions every 3 years		132
Un-rated	Within 28 days	100%	28

Table: number of inspections due in 2015/2016

### Rate My Place/Food Hygiene Rating Scheme (FHRS)

The Council participates in the National Food Hygiene Rating scheme and ratings for businesses are published on the Food Standards Agency's Website and links to this are provided from the authority's web pages. Food safety inspection reports are routinely published on the "Rate my Place" website which runs in tandem to the national scheme.

In 2014/15 a Staffordshire and Shropshire Food Group inter-authority audit of our implementation of the food hygiene rating scheme was carried out. The audit report said that " In summary, Stafford Borough Council has a well managed Food Safety function, running the Food Hygiene Rating Scheme in a professional manner in accordance with the 'Brand Standard'. (Staffordshire and Shropshire Food Group Food Hygiene Rating Scheme Audit Report January 2015)

The Service is receiving an increasing number of requests for re-rating inspections and appeals against the food hygiene rating awarded as consumers become more aware of the scheme with local and national press and media coverage. It is likely that there will be legislation passed to make it mandatory for businesses to display their rating, this has already happened in Wales.

At April 2015 we had:

847 businesses with a rating of 5 – 'very good'

230 businesses with a rating of 4 – ‘good’  
 143 businesses with a rating of 3 – ‘generally satisfactory’  
 13 businesses with a rating of 2 – ‘improvement necessary’  
 18 businesses with a rating of 1 – ‘major improvement necessary’  
 4 businesses with a rating of 0 – ‘urgent improvement necessary’

**Profile of food premises**

Type of business	No. in category in 2014/2015	Change since 2013/2014
Primary Producers	10	+2
Manufacturers and Packers	45	1
Importers/Exporters	1	0
Distributors/Transport	18	-1
Retailers	257	-2
Restaurants/Caterers	925	-1

The Stafford Borough Council area contains 1256 registered food premises as of 1 April 2015. This number fluctuates as new premises open and others cease trading. The register is updated regularly by reference to the local press, publications, social media, information from officers within the wider Service.

The area contains one large manufacturer in Premier Brands and a number of large chilled and frozen food warehouse operators and 2 Motorway Service stations.

There has been an increase in the number of home caterers over the last few days. The majority of these are making and selling low risk foods – baking items and preserves but there are some who make and sell high risk foods.

### Food Premises Database

All food safety activity is recorded on the Service's main computer. The accuracy of the premises database is achieved by,

- Food premises registration applications
- Requests for advice on new business start-ups
- Local knowledge of officer
- Planning and Licensing Act applications
- Interrogation of local news papers
- Information from websites and social media sites
- 

### Service requests

In addition to visits undertaken as part of the programmed inspection regime, inspections are also undertaken in respect of: -

- Complaints regarding food business operations
- Enquiries and requests for advice from food business operations
- Investigation of unsatisfactory sampling results
- Transient stalls and mobiles
- New business operations
- Visits in connection with new or transfers of Liquor licences
- Planning applications.

The Food and Safety Team received 428 food related service requests.

All complaints are investigated in accordance with the Food Safety Code of Practice and detailed guidance produced by the Food and Safety Team.

Arrangements are in place with neighbouring authorities to take complaints and refer them on where Stafford Borough Council is not the appropriate enforcing authority.

### Other demands on the service

During 2014/15 the Food and Safety Team also dealt with a wide range of requests for service. These included,

Request type	No. received
Infectious disease investigations	203
Zoonosis (Infectious disease of animals that can be transmitted to humans e.g. Bovine Tuberculosis)	97

Alleged food poisoning	4
Planning Applications	12
Health and Safety at work	11
Licensing Service requests	4
Miscellaneous	90
Nuisance complaints – relating to food businesses	7
Total	428

### Primary Authority

The Primary Authority scheme offers local authorities the opportunity to develop a constructive partnership with a business that can deliver reliable advice and coordinated and consistent enforcement for the business.

The Council currently has formal Primary Authority agreements with Entrust for food safety.

### Originating Authority

This Authority is the Originating Authority for one large dried milk product producer and one large dairy. These businesses are well managed and problems are infrequent.

### Advice to Business

Advice to businesses is provided on request, at no charge, within a short response time. The authority is keen to work with prospective new businesses to ensure compliance with legislation and the use of best practice at the earliest possible stage. The authority promotes the work of the Local Enterprise Partnership (LEP).

Planning applications relating to food businesses are examined and consultative advice is given to the Council's Planning Service and to developers if appropriate. In addition, the planning application process includes a pre-registration process to ensure that all applications have all the necessary food hygiene detail. This process enables a quicker determination of the application. It also allows the Food and Safety Team to have early notification of proposed food businesses.

### Food Sampling

Food sampling is an important part of surveillance, intelligence corroboration, enforcement and verification for businesses.

Our sampling priorities reflect national and local priorities. In addition, the Food and Safety Team co-operates with Public Health England, FSA and Staffordshire and Shropshire Chief EHO Food Safety Liaison Group programmes and participate in sampling studies when requested or as appropriate. The Service's sampling programme also provides for routine food sampling from all the major food manufacturers in the Borough and premises approved under EU legislation. The Food and Safety Team uses the Staffordshire Public Analyst Laboratory for chemical and foreign body analysis and the Public Health England Laboratory at Good Hope Hospital for microbiological samples. Both laboratories are accredited under the United Kingdom Accreditation Services (UKAS).

During 2014/15, 113 food samples and environmental swabs were taken. Of these 30 samples were found to be unsatisfactory.

Sampling visits are not usually pre-arranged but businesses are informed of the results. Where unsatisfactory results are received, appropriate follow up action is taken.

In 2014/15 the samples taken were:

- Soft fruits(some imported food)
- High Risk/ high volume foods produced in the borough
- Resampling of cooked meat and cheese
- soft ice cream
- Food and env.al swabs from poor-rated takeaways
- Approved premises dairy (milk, cream, ice cream) and meat products
- Sandwiches and environmental swabs from a large sandwich manufacturer
- Foods sampled as an alternative intervention at compliant businesses

Over the next 3 years we will consult with businesses and consumers more to help shape our sampling programme to take account of their priorities and concerns.

### Food Safety incidents

Food Incidents and Alerts are dealt with in accordance with the FSA Code of Practice. The Food and Safety Team is linked to the EHCnet and Senior managers subscribe to the text alert system to maintain a response outside normal working hours.

### Freedom of Information

The Food and Safety Team responds to approximately requests per year. All of the requests have been for copies of the food register or last inspection reports for premises. These requests are now referred directly to the ratemyplace or Food Standards Agency websites, or they are informed that there is a charge for the food register.

### Food Safety and Health Promotion

Project work on aspects of food, nutrition and health to contribute towards public health objectives have been undertaken with the Health and Wellbeing Team and this will continue.

A campaign to reduce salt use at takeaways in the borough and then further extended to include cafes and restaurants in Stone has been carried out. The Food and Safety Team participates in local and national campaigns such as Food Safety week. Talks are also given to business groups and social groups in the Borough.

### Control and Investigation of Outbreaks and food related Infectious Disease

The Food and Safety Team operates its infectious disease investigation policy in accordance with the protocol that has been agreed between the Staffordshire and Shropshire Chief Environmental Health Officers' Food Group and Public Health England. This document was reviewed in 2014 and reprinted.

During 2014/5 the Food and Safety Team received 203 notifications of food poisoning. The highest proportion of notifications received related to Campylobacter and work continues nationally and locally to reduce the incidence of Campylobacter. During 2014/15 no major outbreaks occurred, although there were several large investigations but the cause of the illness was not a food poisoning bacteria. (The investigation of cases of infectious disease is subject to a local performance indicator of 100% initial response in 1 day).

The Food and Safety Team has close links with the Consultant in Communicable Disease Control (CCDC) employed by Public Health England (PHE). Co-ordination meetings between PHE and the local authorities take place 4 times a year. Officers also attend PHE seminars, symposiums and other training events on public health issues.

In the event of a major outbreak the Borough Council/PHE Outbreak Control Plan will be activated. Senior managers provided out of hours contact.

### Community Cohesion

There is a small ethnic minority population (2.6%) within the Borough; no significant food safety or integration issues arise from this section of the community, who are well integrated. However, the Council needs to be aware of the issues, particularly with regard to migrant workers, and to monitor to the extent that any issues that do arise can be dealt with appropriately.

Safer Food Better Business packs are available and provided in various languages. Whilst the area has a significant proportion of restaurants, takeaways and general stores operated by proprietors from the ethnic minorities, language difficulties are not a significant problem.

### Liaison with other organisations

A strong commitment to partnership working and liaison with other enforcers and other local authorities exists. Resilience arrangements exist with neighbouring authorities to ensure that county wide or serious incidents can be appropriately resourced. We will continue to strengthen our links with Public Health England and Staffordshire County Council Trading Standards and look at opportunities for database and information sharing

The Food and Safety Team is represented on the Staffordshire and Shropshire Food Safety Liaison Group. The future of all technical liaison groups is currently under review.

In 2014/15 the Staffordshire and Shropshire Food Safety Liaison Group work programme included the following activities:

- Annual Work Plan
- Intelligence Sharing
- Audits e.g. recent Food Hygiene Rating Scheme
- Benchmarking
- Enforcement Strategies
- Sharing resources with large investigations e.g. E Coli outbreak at school in North Staffs, sharing specialist knowledge
- Organising relevant training based on needs

## CHAPTER 3 - PERFORMANCE MANAGEMENT

### Indicators

The Council has set local indicators to assist in the performance management of the Food and Safety Team:

- Number of food premises inspected A,B,C
- Number of food premises inspected D+E
- Number of food premises inspected that have recorded their lowest possible inspection frequency

These performance figures are reported quarterly and are the performance indicators for the group are currently under review.

(Changes to the Food Safety Act Code of Practice mean that businesses cannot be given a compliance score of 'working towards a food safety management system' more than once so this is likely to have an effect on the "broadly compliant figures" and also is likely to increase the number of Hygiene Improvement Notices served.)

Monthly reports on performance and other work related to food safety are prepared for the Head of Service and Cabinet Member.

### Quality Assessment

In order to ensure the quality of the service provided by the Food and Safety Team a range of quality control measures are used. These include-

- accompanied visits.
- premise file audits.
- team meetings.
- monitoring the service of and auditing Hygiene Improvement Notices
- discussions on particular cases, particularly those involving formal action
- participation in any Staffordshire consistency exercises.
- audit of complaints about food premises investigations.
- audit of unsatisfactory food sample follow-ups.

### Resources for 2015/2018

The Council has set a budget for the work of the Food Safety function:

Expenditure	Total Budget 2015-2016 (£)
Employee costs	181,500
Supplies and services	9,100
Sampling	2,000
Promotional work	16,510
Total	209,110

The introduction of any further legislation will require a review of the Food and Safety Team's priorities if further or new work is imposed.

### **Staffing allocation**

The Food and Safety Team consists of 3 officers and 1 trainee officer, led by a Principal EHO. Taking into account the services provided by the Food and Safety Team it is estimated that 2.6 FTE will be dedicated to Food Safety during the year.

The level of resources is sufficient to carry out all inspections, respond to all service requests and to carry out the 2015/2016 Action plan.

### **Staff Development Plan**

Staff development and training needs are identified during the annual performance development reviews which are undertaken with all staff. In addition the annual service planning process is also used to identify training and development needs of staff to ensure that they are equipped with the skills necessary to support the planned work of the Team. These requirements are then compiled in individual staff development plans. The training needs identified through this process are co-ordinated by the Human Resources.

Through these processes core competency needs of staff are maintained.

The Food and Safety Team is committed to ensuring that all staff receives suitable and appropriate training. Continuous professional development (CPD) is a requirement for all Environmental Health staff. A programme of lunchtime CPD events is held throughout the year that covers a wide range of technical and professional issues.

The Technical Support Team record all staff training.

### **Customer Service Excellence**

Environmental and Health Services retained its Customer Service Excellence award in 2015.

### **Computer System**

The main computer system used by the Environmental and Health Service is provided by Civica APP. Full integration has been developed between the Call Centre software and the APP.

Further work will be undertaken to look at remote working solutions and the IT necessary to support this, particularly in order to assist officers in field work. The use of the Council's mobile App will be used by all Officers, particularly to update the food premises database.

## CHAPTER 4 – REVIEW OF THE WORK PROGRAMME

### Review against the Service Plan

The process of review will be commenced in April each year by the Regulatory Services Group Manager and an Annual Report produced, having regard to:

- performance over the previous 12 months;
- resources available over the previous 12 months;
- the Framework Agreement on Authority Food Law Enforcement,
- guidance from the Food Standards Agency
- results of external audits and peer reviews;
- examples of best practice observed elsewhere;
- responses to customer satisfaction surveys
- consultation with local businesses and the community;
- observations from councillors
- observations from Team members
- Regulatory Services Review

### Identification of Variation from the Service Plan

Quarterly reports on performance against targets will be made to the Cabinet Member and the Community Services Scrutiny Committee, when any variances against this Service Plan, including resource implications, will be addressed.

Details of variation from the Food Law Enforcement Service Plan will be included in the Annual report referred to above.

### Areas of Improvement

These will be identified in the review of performance against the previous years' service plan, which will be reported to members.

## CHAPTER 5 - WORK PROGRAMME for 2015/16

### Work Plan

Annex 2 sets out the key service tasks for 2015/16.

In addition, the following can be considered as our immediate and long term plans:

#### Immediate plans

- To meet the FSA targets for the inspection of food premises and to meet the Council's performance targets
- To review the Food and Safety Team procedures in line with FSA guidance on inspections, to ensure that there is a consistency in relation to "other interventions"
- To provide appropriate training to enable all staff to deliver a first class service
- To address the requirements of the Council's Health Strategy
- To look at mobile working solutions and the IT to enable this

#### Long-range plan

- To develop service delivery in line with customer expectations.
- To investigate alternative methods of delivery to ensure a value for money service is provided.
- To make greater use of the Council's website to promote the service and provide advice and guidance to consumers and local businesses.
- Provide the appropriate training to staff to reflect changes in food safety legislation or commercial methods of operation to ensure staff are able to meet the challenges of delivering a modern and effective food safety service.

## Chapter 6 - Conclusion

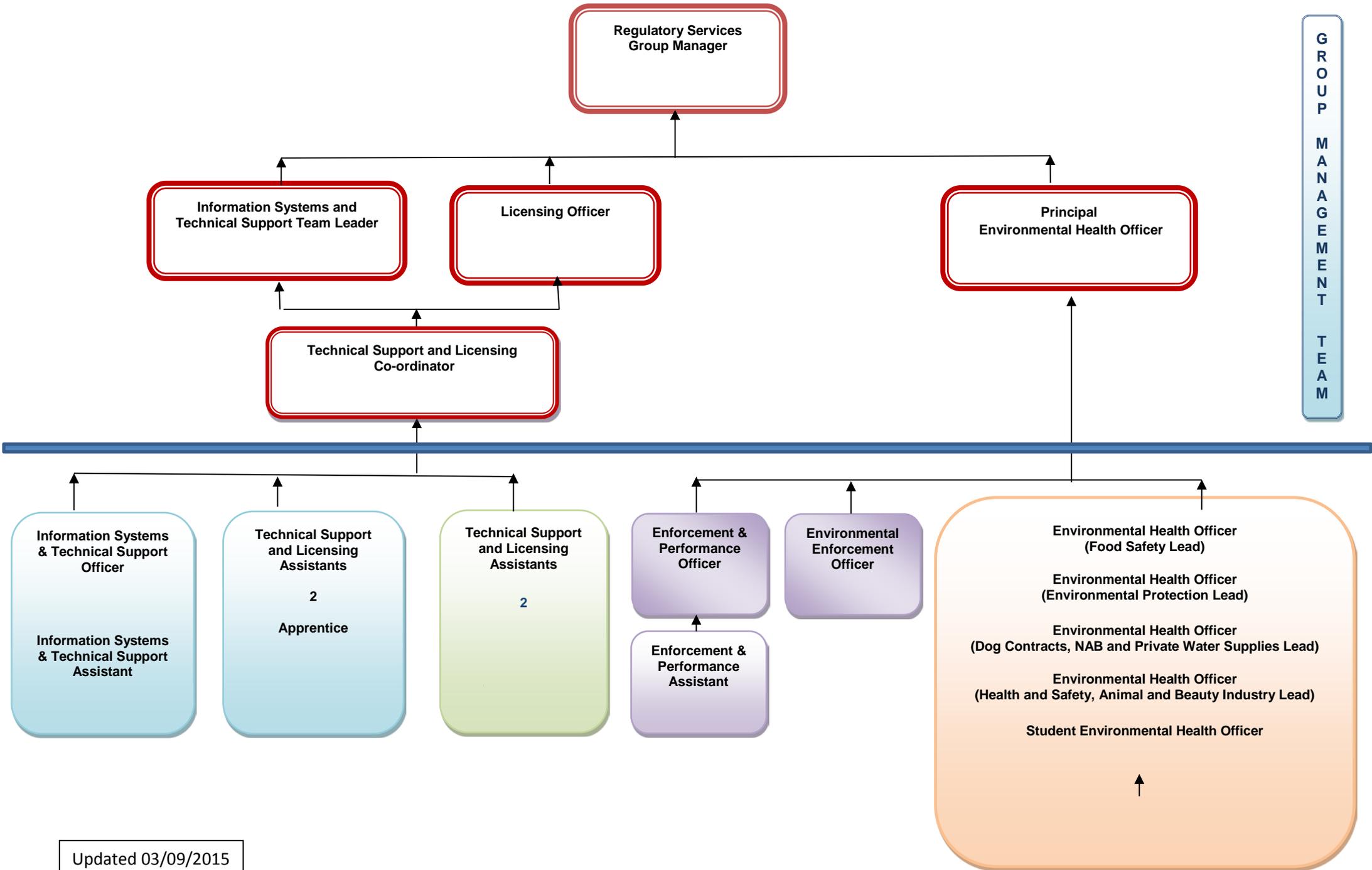
The Service Plan has been written to achieve the following:

- identify changes to the service
- reflect on developments that will take place during the year.
- identify the links between health; and food safety
- sets out the objectives for the coming year.

Appendix 1:

Regulatory Services Group Structure and Staffing

# REGULATORY SERVICES GROUP



GROUP MANAGEMENT TEAM

Updated 03/09/2015

Food Safety Action Plan 2015 to 2016

Ref.	Achievement/Improvement	Date to be completed, achieved, presented	Lead officer	Performance Measure
AA1	Carry out relevant RDNA and GRIPO for all available units with Regulatory Services Group staff then implement training as identified as necessary	March 2016	Principal EHO	All Regulatory Services Group staff complete relevant units
AA11	Review the operation of the functions within the team to ensure effective use of resources	Quarterly	Principal EHO	Review completed
RS1	<p>Continue links with business support organisations across SBC. E.g. Staffordshire and Stoke-on-Trent LEP, Chamber of Commerce, Town Centre Partnership.</p> <p>Work with relevant business support organisations to generate business growth</p> <ul style="list-style-type: none"> <li>• 400 business concerns advised per annum</li> <li>• Support for new food and drink business to ensure regulatory compliance</li> <li>• Continuing support for existing businesses to ensure regulatory compliance.</li> </ul>	March 2016	Regulatory Services Group Manager	<p>400 businesses advised</p> <p>Support for new food and drink businesses to ensure regulatory compliance.</p> <p>Number of issues of pre-start-up/registration packs issued for food and drink businesses</p>
RS6	Produce a Group Consultation and Engagement plan for 2015/16	June 2015	Regulatory Services Group Manager /Environment Officer	Consultation plan produced,
RS16	Review the operation of the functions within the Group to	Quarterly	Regulatory Services Group	Review completed

## Food Safety Action Plan 2015 to 2016

	ensure effective use of resources		Manager	
FS1	Produce a 3 year Service Plan for the Food Safety Function	August 2015	EHO (Food Lead)	Report produced
FS2	Produce an Annual Action Plan for the Food Safety Service Plan	April 2015	EHO (Food Lead)	Report produced
FS3	Produce an Annual Report for the Food Safety Function for 2013/2014	May 2015	EHO (Food Lead)	Report produced
FS4	Website for Food Safety updated to ensure accurate and as much self-service as possible.  Review the information provided on the Ratemyplace site. Change the food hygiene inspection schedule with items listed under the 3 areas of compliance	December 2015  April 2015	EHO (Food Lead)	Reduction in "phone throughs" from Contact Centre  All updates made within 10 days of falling due  Ratemyplace letters improved
FS5	Food premises register in APP/Flare to be updated to improve data on number of premises; risk rating and business use.  Use of greater intelligence  Quality procedure produced	Quarterly Reports	EHO (Food Lead)	Number of new premises on database  Number of premises removed from database  Number of premises where details changed
FS6	Improve partnership working – in addition to attending Food County Liaison Group meetings, links should be made with external bodies e.g. Fire Service, Police to establish any joint priorities, work programmes, etc., where SBC could become involved and vice a versa	March 2016	EHO(H&S Lead)/ EHO (Food Lead)	Develop an All together Better Priority on living accommodation attached to catering

Food Safety Action Plan 2015 to 2016

				premises.
FS7	Improve internal partnerships – establish how Food Safety can further contribute to work undertaken by the Health and Well Being Team.	May 2015	EHO (Food Lead)	Potential Projects identified and developed
FS8	Undertake a transformation project within Food Safety function	March 2016	EHO (Food Lead)	Potential Projects identified and developed and implemented
FS9	Review/report – in addition to the LAEMS returns, run monthly/quarterly reports on complaints/service requests by type, number of improvement notices, accidents reported and/or investigated, update on project work, etc., to be reviewed at 1:1's, PDR's and which will ultimately feed into the Food Safety annual report presented to MT and Scrutiny Committee.	Monthly	EHO (Food Lead)	Report produced
FS10	Continue scheme to Improve the FHRS score of 0, 1 and 2 rated premises (at 1 <sup>st</sup> April 2014) to at least 3	Quarterly report	EHO (Food Lead)	% of premises reaching 3  % premises maintaining a score of 3 or better
FS11	Premises inspections. Ensure an appropriate intervention at all premises that fall due for inspection during the year <ul style="list-style-type: none"> <li>• Category A</li> <li>• Category B</li> <li>• Category C</li> <li>• Category D</li> </ul>	Quarterly report	EHO (Food Lead)	% of interventions carried out

## Food Safety Action Plan 2015 to 2016

	<ul style="list-style-type: none"> <li>• Category E</li> </ul> <p>Review the present inspection/intervention programme and recommend changes to ensure resources are targeted effectively.</p>			
FS12	Annual inspection of approved food premises	Quarterly report	EHO (Food Lead)	% of interventions carried out
FS13	<p>Sampling Programme</p> <p>Involve businesses and consumers on the development of the food sampling plan. Ensure programmes and results are well publicised.</p>	Monthly report	EHO (Food Lead)	<p>Number of samples taken</p> <p>% of samples that are satisfactory</p>
FS14	Review Food Safety Procedures	December 2015	EHO (Food Lead)	New procedures in place
FS15	<p>Ensure that all markets, festivals, and shows involving the sale of food held within the Borough comply with a policy developed by the Service.</p> <p>Festivals and Shows –</p> <p>Cheese and Ale Festival</p> <p>County Show</p> <p>Stone Food and Drink</p>	June 2015 – November 2015	EHO (Food Lead)	Ensure compliance
FS16	Food Safety Week - carryout a food project	June 2015	EHO (Food Lead)	Project implemented
FS17	Food Fraud – to continue to monitor	September 2015	EHO (Food Lead)	Review completed and implemented
FS18	Provide Primary Authority to Entrust	April 2015	EHO (Food Lead)	Support provided

# Annual Food Safety Report 2014/15

Environmental Health Officer (Food Lead)  
June 2015



Environmental and Health

CUSTOMER  
SERVICE  
EXCELLENCE



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## Foreword

This Annual Report has been produced in order provide details of the services provided and the issues encountered by the Food and Safety Team during the past year.

The Team has ensured that new and existing businesses have met legal requirements to make certain that the food produced, prepared and sold in the Borough is safe. All businesses have been given information and guidance on best practice and when necessary, appropriate enforcement action has been taken.

## Food Sampling

Of the **113** samples taken between May 2014 and April 2015, **30** were unsatisfactory according to national microbiological guidelines. Several of these were cleaning cloths and swabs, rather than foods. Unsatisfactory samples are always followed up and investigated further by officers to ensure food safety.

Month	Activity	Number of Samples	Number of Satisfactory	Number of unsatisfactory
<b>May 2014</b>	Public Health England (PHE) Cross Regional Survey Soft fruits(some imported food)	<b>9</b>	<b>9</b>	<b>0</b>
<b>June 2014</b>	High Risk/ high volume foods produced in the borough	<b>9</b>	<b>7</b>	<b>2</b> (Cooked meats – Listeria)
<b>July 2014</b>	Resampling cooked meat and cheese	<b>2</b> meat <b>9</b> cheese	-	9 (see enforcement action)
<b>July 2014</b>	PHE Cross Regional Study soft ice cream	<b>7</b>	<b>6</b>	<b>1</b>
<b>August 2014</b>	Ice cream re-sample	<b>1</b>	<b>1</b>	<b>0</b>
<b>August 2014</b>	Ready to eat foods	<b>5</b>	<b>5</b>	<b>0</b>
<b>September 2014</b>	Food and environmental swabs from poor-rated takeaways as a follow up to Food Standards Agency (FSA) funded coaching	<b>23</b>	<b>12</b>	<b>11</b> (All swabs and cloths)
<b>October 2014</b>	Approved premises dairy (milk, cream, ice cream) and meat products	<b>9</b>	<b>9</b>	-
<b>October 2014</b>	Sandwich Manufacturer	<b>6</b>	<b>2</b>	<b>4</b> (Listeria)
<b>December 2014</b>	Environmental swabs from a sandwich manufacturer	<b>12</b>	<b>12</b>	-
<b>January 2015</b>	Foods sampled as an alternative intervention at compliant businesses	<b>7</b>	<b>7</b>	-
<b>March 2015</b>	foods and swabs from 5 premises as an alternative intervention at compliant businesses	<b>14</b>	<b>11</b>	<b>3</b>

We are now submitting all our samples to the Public Health England laboratory in Birmingham electronically and using a labelling machine to print off the sample reference to attach to the sample. This is more efficient, provides greater traceability and assists with our annual LAEMS (Local Authority Enforcement Monitoring System) return to the Food Standards Agency.

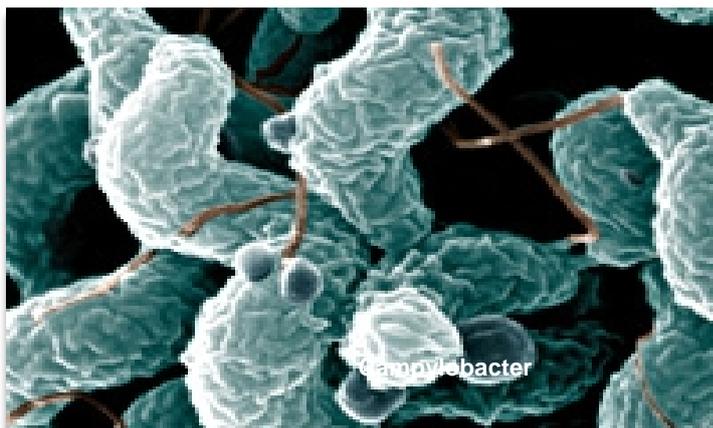
The results of a Public Health England regional study in 2013/14 looking at cleaning cloths published in 2014 show that 315 out of 471 cleaning cloths sampled (67%) in the Midlands area were found to be unsatisfactory. The survey confirmed that reusable cloths such as dishcloth type ones are a problem and we have continued with our advice to businesses that best practice is to use disposable or single use cloths. We have our own advice sheet for businesses which is regularly given out and discussed during visits.

## Infectious Diseases and Zoonoses\* (\*Infectious disease of animals that can be transmitted to humans e.g. Bovine Tuberculosis)

We received 203 notifications of food poisoning including: *Salmonella*, *Campylobacter*, *Giardia* and *Cryptosporidium*.

We also received 3 reports of one of the most serious infections (*E.coli* 0157) which requires an urgent response within 24 hours and close liaison with the patient and Public Health England.

For infectious diseases and zoonoses\* that do not require an immediate response or visit, the process of generating standard letters has been streamlined so that these can be sent out on receipt of notifications by the Technical Support Team.



A substantial investigation was carried out in conjunction with Public Health England following illness amongst guests attending wedding at a health spa in the borough. Both guests and staff were affected but the investigation did not reveal the cause of the illness other than general gastrointestinal symptoms.

Food samples were taken from the business and an inspection of the catering facilities was carried out and these were all found to be satisfactory.



## SALT project

After the success of last year's project encouraging takeaways to use reduced hole salt shakers, this year the salt project was extended to cafes and restaurants in Stone with 23 businesses taking part.

Following up on the original pledges made, 18% of the cafes and restaurants had completely removed salt from the tables; 63% were using the table talkers shown below as a cover up for condiments on the table; 7% were displaying the table talker where condiments are kept. Salt was reduced at the cooking stage by 53% across all the establishments that signed up.



The table talker gives advice on salt and health



Morrisons café in Stone using the table talkers

### Wellbeing a council priority

Salt shakers with fewer holes cut down on intake

Fish and chips are regularly sprinkled with salt

# Attempts on table to cut intake of salt

Neil Brookes controls the Joy Continuous Mining System at Salt Union's Winsford rock salt mine

**IT has been a week when butter, in moderation, is declared good – well actually not bad – for us.**

And a glass of red wine is good too, thank goodness. So who would have thought Stafford Borough Council would one day promote a scheme to lower our salt intake?

And in an area where salt was once an important part of the local economy. Salt is a major contributor to high blood pressure and increases the risk of heart disease and strokes – costing the health service millions, according to council cabinet member for environment and health Frank Finlay.

**Message**

Wellbeing is a priority of the authority and Councillor Finlay has welcomed the support of a number of eating out places in Stone who are promoting the initiative and raising awareness through table talkers, an open plastic box with a message in which restaurants are encouraged to place salt pots and other condiments so customers can learn more about their health.

It follows a scheme which could explain why fish and chips bought locally have tasted different lately.

Apparently the council has been working with local chip shops to replace traditional salt shakers with ones that have fewer holes, reducing the amount that is poured onto our takeaway meals. It is an interesting

**IN MY VIEW**  
**PETER ATKINS**

built almost adjacent to the works in 1776.

In the early part of the 19th century production expanded in nearby Weston but it declined in the 1850s when brine pits were discovered in Stafford and the industry moved towards the edge of town to which we would call green field sites today. One site where a large open pan works was erected by a company called Chance and Hunt was near the present Fillington Hall Hotel on the Ecclesall Road.

The first brine deposits were discovered on Stafford Common in 1877 when a water supply for the town was being sought. Fifteen years later the Stafford Salt and Alkali Co was formed on Common Road and a year later the company opened a second works (down south) in Baswich.

**Investor**

A pipeline was put in, passing through the centre of the town from the Common to Baswich which also supplied the Brine Baths on the site now occupied by the Borough Council's office and the RBS bank.

In 1948 the company, together with a Cheshire investor set up a new company, Vacuum Salt Ltd, which erected a vacuum plant at Baswich.

Ten years later the open pan works in Baswich was closed because the 'new' vacuum plant was more efficient. And some 11 years after that, all salt production in the town ceased, and now, nearly 50 years later, they are working to reduce our salt intake for the sake of our health.

It's a good initiative and one which we could all benefit from.

## Early Years

In June 2014, a training event was organised specifically for nurseries and childminders within Stafford borough to improve their knowledge about healthy eating and food hygiene.



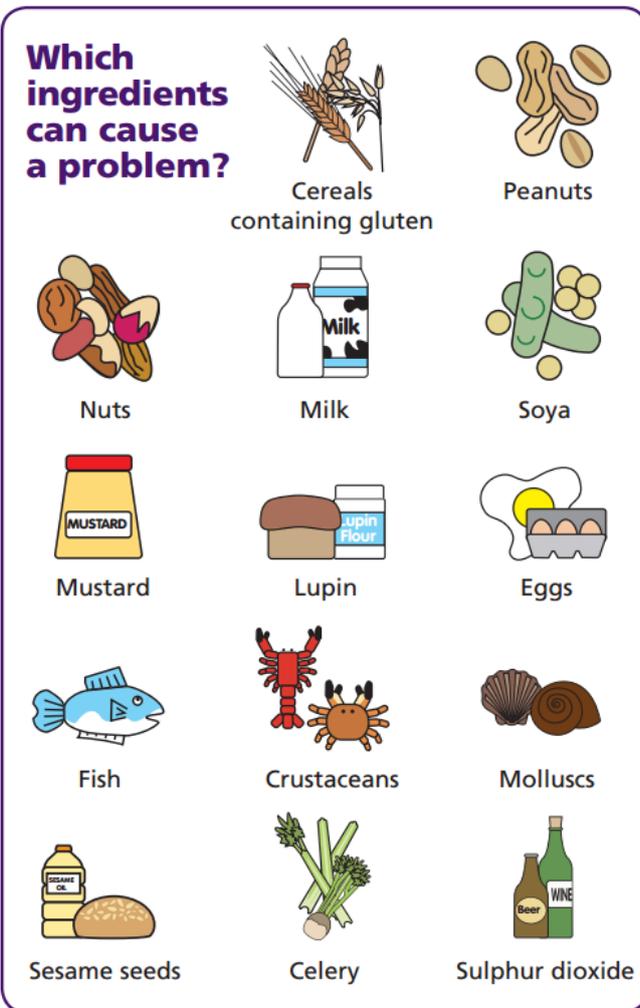
## Festivals and Shows

We have provided advice and guidance, and carried out checks to ensure compliance with food safety requirements, at Stafford Cheese and Ale festival, Stone Food and Drink Festival, Shakespeare at Stafford Castle, Staffordshire County Show and Shugborough Hall events.



# Food Allergens

New Regulations came into force in December 2014 requiring businesses selling loose foods (eg shops, restaurants and takeaways) to provide information for customers on allergens



We worked with Staffordshire County Council Trading Standards to provide information to businesses and this is ongoing.

Team members attended training on the new requirements.

A dedicated Stafford Borough Council (SBC) webpage <http://www.staffordbc.gov.uk/allergyalerts> was set up and a standard paragraph continues to be used in inspection letters.

Information and advice has been provided to Environmental and Health Services colleagues through a lunchtime training event. SBC staff that regularly organise corporate catering and buffets have also been made aware of the new regulations.

In addition, a new web page was produced in advance of the legislation and to date there have been 64 unique page views.

Google Analytics

<http://www.staffordbc.gov.uk> - <http://www.staffordbc.gov.uk> [Go to this report](#)

Aug 1, 2014 - Mar 31, 2015

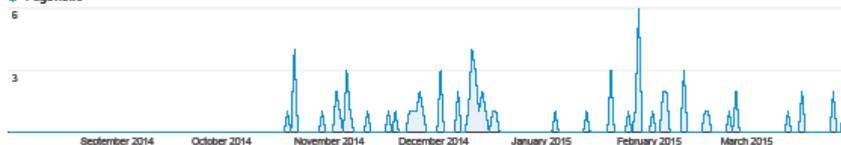
## Pages

ALL » PAGE: /allergyalerts

All Sessions  
0.01%

Explorer

## Pageviews



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	73 % of Total: 0.01% (1,423,396)	64 % of Total: 0.01% (1,264,914)	00:02:41 Avg for View: 00:01:33 (72.22%)	25 % of Total: 0.00% (532,458)	72.00% Avg for View: 53.89% (33.63%)	39.73% Avg for View: 37.41% (6.20%)	\$0.00 % of Total: 0.00% (30.00)

## Inspections

We introduced a new style of inspection letter and schedule following the Food Hygiene Rating scheme audit carried out. The schedule of works required is now set out so that it reflects the compliance categories used for determining the businesses food hygiene rating. In line with the Food Safety Act 1990 Code of Practice, requirements and recommendations/ advice are clearly identified and expected timescales for completion of required works are specified.

Priority is being given to inspecting the highest risk businesses, either due to what they sell or make; or due to previous poor compliance. Unrated businesses (new ones that have registered but haven't yet been inspected) are also visited as soon as possible in order to ensure compliance with legislation and good practice at the earliest possible stage.

Due the large number of home caterers producing low risk foods (cupcakes, celebration cakes) a new intervention letter was devised. These businesses are not required to have an inspection but this is a way of keeping them informed of relevant food safety issues and checking that the details we hold are up to date.

**Number of programmed inspections: 577**

**Number of re-visits and advisory visits: 101**

## FSA coaching

The Food Standards Agency funded food safety coaches to visit 9 out of 10 of the takeaway business we put forward to receive help and improve their poor food hygiene ratings. The aim of the coaching was to improve the businesses food hygiene rating to a 3- 'generally satisfactory' or better.

The food safety advisors spent over 2 hours at each business.

The free coaching was done on a one to one basis with the manager or owner of the business and included the use of video clips, a hygiene monitor to assess cleaning standards and a UV unit to assess the effectiveness of hand washing.

### **Selected feedback from businesses regarding the coaches:**

“*Very good – know a lot more now*”

“*Very helpful*”

“*The coach brought me lots of food safety knowledge that I did not have. The food safety knowledge transfer was made easier, since the coach can speak Cantonese which is also my native dialect*”

“*The coaching was very helpful and informative*”

So far, three of the businesses have improved their food hygiene rating to 'generally satisfactory', 2 closed shortly after the coaching visits and for the others we will determine the food hygiene rating and assess the changes made at the next inspection.

## Food hygiene recognised in the national press

Stafford Borough Council was ranked 13th out of 398 UK Local Authorities in a 'Which' survey. Once again, we were the top performing local authority in Staffordshire.

The league table was devised using percentages of:

- establishments rated for risk (number of businesses not yet rated)
- A,B and C rated premises found to be broadly compliant
- interventions achieved

# Stafford eateries top for hygiene

**By Sarah Marshall**  
sarah.marshall@staffordshirenewspapers.co.uk

STAFFORD Borough has some of the most hygienic eateries in the country, according to a report.

The borough was ranked 13th out of 398 authorities for cleanliness in an investigation by consumer group Which?

The report analysed data submitted to the Food Standards Agency and revealed shocking figures in some areas, with hygiene being a postcode lottery.

But 95.4 per cent of eateries in Stafford Borough were found to be broadly compliant with hygiene standards, making the borough one of the top performers in the country.

Neighbouring South Staffordshire District Council was ranked 28th, with 92.6 per cent of places found to be broadly compliant, while Cannock Chase was ranked 168th, with 91.5 per cent being compliant.

Councillor Frank Finlay, cabinet member for environment and health, said: "The health and wellbeing of our community is one of our top priorities and this new report is fantastic national recognition of one of the ways we help protect our residents and visitors who come to Stafford Borough - which is by ensuring our eating out places have good hygiene standards.

"This new report demonstrates the good work we are carrying out on our local food businesses. But more important to us is the work we do with our businesses, not just to monitor them, but to help improve standards when required.

"We want these food outlets to succeed as they are important to the economy and future prosperity of the borough. And I am glad to see our work has been recognised nationally through this latest report."

**Is Stafford one of the cleanest?**  
 Have your say at [staffordshirenewsletter.co.uk](http://staffordshirenewsletter.co.uk)

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## Downing Street thrill for Daphne

A TRUSTEE of a Stafford Alzheimer's support group has helped highlight dementia care in parliament.

Daphne Sharp was invited by Amanda Milling, prospective MP for Cannock, to visit The Houses of Parliament and 10 Downing Street, as a representative of the Monthly Alzheimer's Support Group (Mase).

Daphne, 65, from Creswell, said: "It was a wonderful experience to have a tour of 10 Downing Street. We could hear the PM in another room but we sat in the cabinet room where they make all the big decisions; it was really awesome to see Maggie Thatcher's room and Tony Blair's room."

Ms Milling met Daphne at the launch of a new Mase Group. The first group in Houghton launched six years ago. A new group will open at Northfield Village community hub, Stafford, on May 11.



**PRIVILEGE...**  
 Daphne Sharp with Aidan Burley MP for Cannock, and Amanda Milling, right, prospective MP for Cannock.

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## Homeopaths hit out at report findings

A REPORT which claims homeopathy is not effective for treating any condition has been slated by practitioners in Stone.

Homeopaths believe treating a person with highly-diluted substances can trigger a healing response in the body.

But Australia's National Health and Medical Research Council (NHMRC) has refuted those claims in a report after reviewing 225 research papers concluding there are no health conditions for which there is reliable evidence that homeopathy is effective. But homeopath Christine Hammersley, who runs Natural Healthcare in Eccleshall Road, Stone, said the report admitted "the evidence base for the majority of clinical conditions was considered of insufficient size to enable clear conclusions of the efficacy of homeopathy to be drawn".

Jennifer Green, who runs a clinic at Highfields Farm, Hilderstone, said: "Homeopathy can be extremely useful, but it's not the solution for everything and we're not saying it is."



Which? Local Authority Food Hygiene Enforcement Rankings; Local Authority Food Hygiene Enforcement Rankings; 2013-2014

Search:

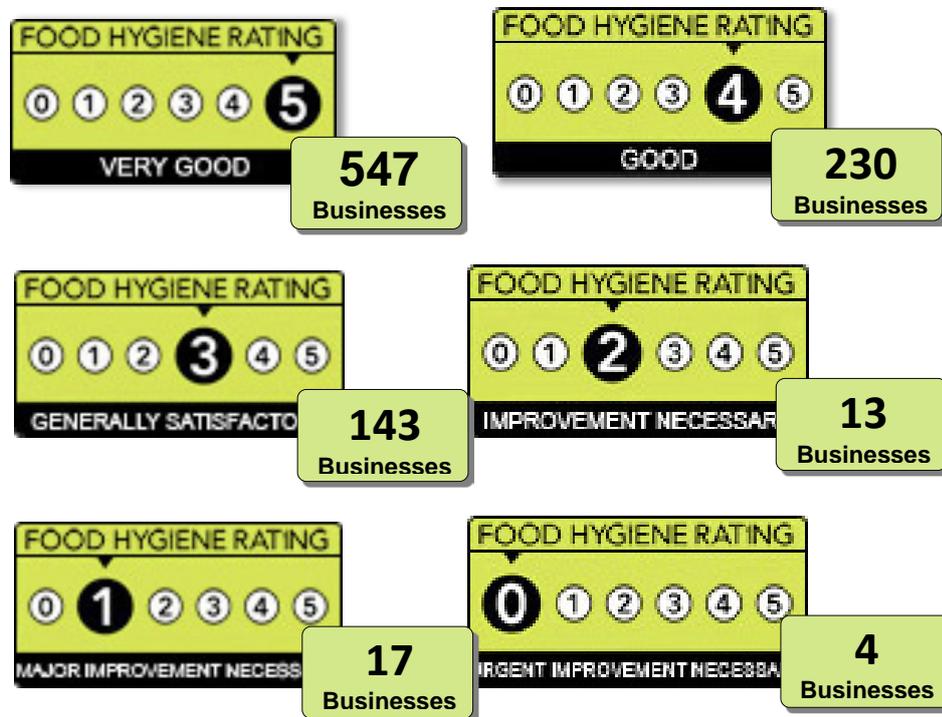
LOCAL AUTHORITY NAME	COUNTRY	REGION	AUTHORITY TYPE	OVERALL RANK (1 = BEST, 398 = WORST)	OVERALL SCORE (0 = AVERAGE)	%GE ESTABLISHMENTS RATED FOR RISK BY LA	%GE OF ABC RATED PERMISES FOUND BROADLY COMPLIANT	%GE INTERVENTIONS ACHIEVED
		England						
Basingstoke and Deane	England	South East	District Council	4	1.2	99.6	96.0	99.5
Hartlepool	England	North East	Unitary Authority	5	1.2	100.0	95.1	100.0
Ballymena	Nothern Ireland	Nothern Ireland	NI Unitary Authority	6	1.1	98.4	97.3	95.6
Gwynedd	Wales	Wales	Welsh Unitary Authority	7	1.1	99.4	94.9	99.6
Rossendale	England	North West	District Council	8	1.1	97.2	96.6	100.0
High Peak	England	East Midlands	District Council	9	1.0	97.8	95.5	99.5
Weymouth and Portland	England	South West	District Council	10	1.0	97.5	96.1	98.2
Ribble Valley	England	North West	District Council	11	1.0	99.2	94.6	96.8
Eden	England	North West	District Council	12	1.0	99.8	92.9	99.4
Stafford	England	West Midlands	District Council	13	1.0	98.1	95.4	95.7
Canterbury	England	South East	District Council	14	1.0	98.6	93.5	99.3

Showing 398

Showing 398 entries

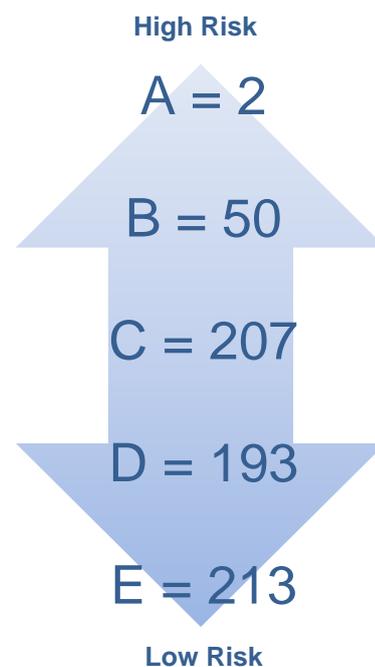
## Food Hygiene Rating Scheme

In 2014/15 we had...



Number of informal written warnings	299
Number of new food business registrations	136
Number of infectious disease notifications	203
Number of food-related service requests (eg FSA general enquiry action, alleged food poisoning etc)	478

Number of food hygiene inspections by risk



## Enforcement

We sent 299 informal written warnings following routine food hygiene inspections and served 14 Hygiene Improvement Notices on 7 different premises.

- Following a Notification from Amber Valley DC that Listeria had been detected in flavoured hard cheese in Belper, Derbyshire, there was concern that some contaminated cheese may be stored in the Stafford BC area.

On investigation, Listeria was detected in 7 out of 9 cheeses sampled at a farm in Stafford; the cheese was voluntarily surrendered and subsequently destroyed.

- An incident at the vehicle inspection depot on the M6, notified to us by Staffordshire Police, resulted in a detention notice for chicken and frozen goods. The refrigeration unit on the van was not working. There was concern over unlabelled foods so the food business operator had to pay for the cost of overnight storage and then voluntarily surrendered the foods for subsequent disposal.



## Food Hygiene Rating Scheme

We participated in the Staffordshire and Shropshire Food Group inter authority auditing of the operation and implementation of the Food Hygiene Rating Scheme. In September 2014 we audited Stoke City Council and then in December 2014 we were audited by Newcastle under Lyme Borough Council.

Following receipt of the audit report an action plan drawn up with timescales and all the recommendations actioned.

“In summary, Stafford Borough Council has a well-managed Food Safety function, running the Food Hygiene Rating Scheme in a professional manner in accordance with the ‘Brand Standard’.”

Staffordshire Newsletter 05/02/15



### Diners urged to check on food quality

Diners and takeaway customers are being urged to check the quality of the food where they are planning to eat, prior to going out.

Stafford Borough Council inspects hundreds of eating venues across the area and with Valentine's Day fast approaching, they want people to check whether potential restaurants are up to scratch.

Each business is given a food hygiene rating on a scale from zero to five with the top rating being five – which means the hygiene standards are very good.

The bottom is zero – which indicates urgent improvement is required.

The council 63 per cent of the total 509 businesses the highest rating and 97 per cent of all the businesses in the borough have a satisfactory rating of three or higher.

Many outlets display their rating via a certificate or sticker on the premises - but they can also be checked out online at [www.food.gov.uk/ratings](http://www.food.gov.uk/ratings).

Councillor Frank Finlay, cabinet member for environment and health said: "The health and wellbeing of our community is one of the council's top priorities.

And you don't want a special occasion to have a nasty after taste due to illness, so I'd urge residents to take the time to check the food hygiene ratings before eating out."

Regulations about allergens in food can also be checked at [www.staffordbc.gov.uk/allergyalerts](http://www.staffordbc.gov.uk/allergyalerts)

Cllr Frank Finlay

### Business booming for music

We have continued to promote both the National Food Hygiene Rating scheme and the local RatemyPlace scheme and regularly write press releases for events such as Mothers' Day, Valentine's Day and Christmas.

## Make Sure Meal for Dad is Five Star

Date: 27 May, 2014

People looking to treat their dad to a meal out in Stafford Borough this Father's Day are being urged to check the quality of where they are eating.



The borough council inspects hundreds of eating out venues across the area to ensure they are up to scratch - with the results displayed at [www.food.gov.uk/ratings](http://www.food.gov.uk/ratings).

Each business is given a food hygiene rating on a scale from 0 to 5 when it is inspected by the borough council. The top rating is '5' – which

means the hygiene standards are very good. The bottom is '0' – which indicates urgent improvement is required.

The council has given nearly 500 businesses in the borough – which is 61% - the highest rating. Many outlets display their rating via a sticker on the premises but they can also be checked out online.

And with Father's Day (15 June) approaching, the council is encouraging people to go online and find out about eating out places.

Councillor Frank Finlay, Cabinet Member for Environment and Health said: "The health and wellbeing of our community is one of the council's top priorities. And you don't want a special occasion to have a nasty after taste due to illness, so I'd urge residents to take the time to check the food hygiene ratings before eating out."

Information on all eating out places across Stafford Borough can be found at [www.food.gov.uk/ratings](http://www.food.gov.uk/ratings).

Press Release No 4884

## Food Fraud

This was a service wide priority for 2014/15

The outcomes were:

- An officer attended the Waste Management, Streetscene Seniors and Housing Group's meetings to Increase awareness amongst staff in Regulatory Services on the subject and ways of reporting concerns, particularly for staff that are field based such as pest control officers and Streetscene operatives. An information sheet was put together and used at the meetings and this has also been displayed on notice boards.
- Increased awareness amongst businesses from the traceability checks done during food inspections and sampling visits and also press coverage of food fraud, including local incidents
- The Food and Safety Team have been using the full range of food safety inspection/interventions to cover the issue. The team are carrying out more in depth and intelligence led inspections on food supplies to businesses, particularly regarding meat. Additional health mark checks on meat and meat products are being carried out during inspections. This work will continue.
- For businesses and residents there is a dedicated Stafford Borough Council webpage on 'food fraud' and the ways businesses and consumers can report concerns.
- There is increased inter-authority sharing of information and intelligence at liaison meetings. This will continue.

We will respond to any national priorities and work programmes from the new National Food Crime Unit.

## New food business

We had 136 new food business registrations (very similar to the 137 received in 2013/14).

We continue to work with food businesses at the earliest opportunity to ensure compliance with legislative requirements and good practice.

ITEM NO 4(c)(ii)

ITEM NO 4(c)(ii)

<b>Contact Officer:</b>	<b>Robert Simpson</b>
<b>Telephone No:</b>	<b>01785 619411</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 5/11/15 Community 19/11/2015</b>
<b>Key Decision:</b>	<b>No</b>

**SUBMISSION BY COUNCILLOR F A FINLAY  
ENVIRONMENT AND HEALTH PORTFOLIO**

<p><b>CABINET</b></p> <p><b>5 NOVEMBER 2015</b></p> <p><b>Health and Safety Service Plan 2015 - 2018 and Health and Safety Annual Report 2014 - 2015</b></p>
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**This report is not subject to the call in procedure and will be referred directly to the Community Services Scrutiny Committee.**

<b>1 Purpose of Report</b>
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1.1 This report sets out:-

- (a) Details of the Health and Safety Service Plan 2015 - 2018 to be approved by the Cabinet. This is a four year strategic plan and will be supported by annual work plans and annual reports.
- (b) The Service Plan and Annual Report meets the requirements of the Health and Safety Executive for Stafford BC to adopt an annual service plan, which is approved by elected members.
- (c) Details of the Health and Safety Annual Report 2015 which is to be noted by the Cabinet.

<b>2 Proposal of Cabinet Member</b>
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2.1 That:-

- (a) the Health and Safety Service Plan for 2015 - 2018 be approved;
- (b) the Health and Safety Annual Report 2015 be noted.

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

- 3.1 The working environment should give protection from disease or infirmity, and there should be a sense of wellbeing where everyone is safe from accident or injury. The aim of the Council is to ensure that the health and safety of those who live, visit, and work within the Borough is not 'so far as is reasonably practicable' adversely affected by the work or activities undertaken by any employer, employees or self-employed persons.
- 3.2 This Service plan outlines how we will help protect the working community by the use of regulatory powers, through a combination of interventions. These include programmed inspections, partnership working, education and enforcement. In all cases these will be applied sensibly, proportionately and using risk based and intelligence led action. Additionally, the expertise within the Environmental and Health Service will be used to support local businesses to help them become fully compliant with relevant legislation. Businesses will be provided with information on best practice and innovative solutions to any problems they encounter. Improved standards will help businesses to gain a competitive edge and therefore to become more prosperous, which will benefit the community as a whole.
- 3.3 The Health and Safety Executive (HSE) requires that all Local Authorities (LAs) adopt an annual service plan outlining how they will implement the enforcement of Health and Safety law. The plan should be approved by elected members. This Service Plan together with the Annual reports will satisfy this requirement.

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

- 4.1 The Health and Safety Service Plan will support the following priorities;

#### Priority 1 - Prosperity

"By prosperity we mean we want a flourishing, thriving, successful Borough where we encourage and nurture economic growth and diversification".

- Provide support to new and existing business on legal requirements
- Give advice on planning applications
- Promote environmental quality as an economic asset

#### Priority 2 - Clean, Green, Safer

"We want to create an attractive environment in which our community feels safe".

- Carrying out health and safety inspections
- Work with the licensed trade to ensure compliance through regulatory initiatives/partnership working and development of voluntary schemes.

### Priority 3 - Health and Wellbeing

“We want our residents to be healthy and happy and have an improved sense of wellbeing”.

- Contribute to the Health Strategy Action Plan
- Partnership working with Staffordshire County Council and others
- Health Promotion work
- Smoke-free enforcement

### Priority 4 - Leading and Delivering for our Communities

“We want to be a high performing Council that champions the needs and aspirations of its communities”.

- Contribute by meeting its national and local targets
- Look to develop new and innovative ways of working
- Improving our level of customer service
- Use benchmarking to ensure that our services are efficient and effective.

- 4.2 The Council is currently updating and refreshing the Health Strategy for the Borough. The Strategy addresses how the Council will work with local partners to improve the health and wellbeing of local residents and reduce health inequalities. The Health and Safety Service Plan can contribute to the health and wellbeing of employees and residents by ensuring Healthy Workplaces.

<b>5 Report Detail</b>
------------------------

- 5.1 This is Stafford Borough Council's 2015 - 2018 Health and Safety Service Plan dedicated to the health and safety enforcement function. It covers all elements of safety relating to premises and functions falling within this local authority's remit for health and safety enforcement (refer to the Health and Safety (Enforcing Authority) Regulations 1998, Operational Guidance - Health and Safety (Enforcing Authority) Regulations 1998 and Local Authority Circular 23-15.
- 5.2 The Health and Safety Service Plan is an expression of this authority's commitment to the development of the Health and Safety Service and is a requirement of the HSE as the body that monitors and audits local authorities' activities on health and safety enforcement.
- 5.3 The format and content of this service plan incorporates mandatory guidance issued by the HSE under Section 18 of The Health and Safety at Work etc. Act 1974. This section is the standard which local authorities must reach in relation to priorities and planning.
- 5.4 Significantly, there is a requirement for HSE and LAs to reduce the number of inspections carried out, but in turn; to have greater targeting where proactive

inspections continue; and to increase information provision to small businesses in a form that is both accessible and relevant to their needs.

- 5.5 It is important to note that this does not translate into a requirement for less officers employed within local authorities, as although the number of inspections should reduce, this should be matched by a corresponding increase in health and safety intervention types carried out (as an alternative to inspections). It is the intention of this Service to provide more advice to businesses in order to help them comply with legal requirements and help them develop a competitive edge.
- 5.6 Therefore in the next 4 years there will be an increase in information and intelligence gathering by this Service, in order to identify more accurately the needs of the community and the risks that are associated with work activities. This will almost certainly lead to an increase in targeted interventions and project work involving different work sectors. This type of work is already being undertaken at this Authority and it will be developed further in 2015/16 and beyond to form the mainstay of all health and safety work undertaken.
- 5.7 Additionally, HSE document LAC 67/2 (rev4.1) - "Targeting local authority interventions" states that:-
- LA's should construct their work plan for a given year to deliver specific outcomes. The plan is likely to consist of work to deliver those national priorities set by HSE, work to deliver local priorities and be accompanied by an inspection programme that meets the requirements of the Code.
  - LAs should use the range of techniques (interventions) available to increase their impact and reach to influence behaviours and improve the management of risk. LAs should decide, plan and target their health and safety interventions based on the outcomes and priorities that they are trying to address.
- 5.8 Local authorities are being encouraged to use a range of different interventions within their communities. These are itemised under the LAC and include different innovative ways of working with businesses to assist them towards compliance in addition to a traditional inspection. These include:-
- partnership working
  - motivation of senior managers in businesses,
  - education and awareness raising
  - working with those who are most at risk
  - working with other regulators
  - encouraging, recognising and promoting compliance
  - dealing with concerns, complaints
  - ill-health and incident investigations

5.9 The choice and use of these interventions is ultimately for local authorities to decide, however, they are expected to be targeted towards the areas of highest risk. Full inspections are now only reserved for the highest risk premises (category A). As a consequence, authorities will now need to identify key areas for attention and this may be accomplished by:-

- the use of local and national accident statistics and occurrences;
- identifying particular health risks across the Borough;
- using data from other similar/surrounding Boroughs to identify risk,
- using local surveys.

This type of work is already being undertaken at this authority and it will be developed further in the next four years to form the mainstay of health and safety work undertaken. These will be included in the annual action plans.

5.10 Annual reports looking back at the previous 12 months of service provision will be produced in April 2016, 2017 and 2018 and will inform the action plans for the corresponding following years.

5.11 An Action Plan will be produced in April 2016, 2017 and 2018 detailing key Health and Safety service delivery for the following 12 months.

5.10 A copy of the Service Plan for 2015 - 2018 is set out in **APPENDIX 1**.

5.11 A copy of the Annual Report for 2014 - 2015 is set out in **APPENDIX 2**.

<b>6</b>	<b>Implications</b>
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6.1	<b>Financial</b>	Costs are contained within existing budgetary provision.
	<b>Legal</b>	None
	<b>Human Resources</b>	None
	<b>Human Rights Act</b>	None
	<b>Data Protection</b>	None
	<b>Risk Management</b>	None

6.2	<b>Equality and Diversity</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 Environmental and Health Services</b>
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# Stafford Borough Council

## Health and Safety Service Plan

### 2015 - 2018



Drawn up in accordance with the  
Health and Safety Executive's  
Guidance issued under  
Section 18 of  
Health and Safety at Work etc Act 1974

[www.staffordbc.gov.uk/hsstrategicplan](http://www.staffordbc.gov.uk/hsstrategicplan)



**Foreword by Councillor Frank Finlay,  
Cabinet Member for Environment and Health**

This four-year Health and Safety Service Plan has been produced in order to give clear details of the services to be provided and how they will be carried out in the coming years. It shows how the Regulatory Services Group of Environmental and Health Services contributes to, and supports others in delivering Corporate Objectives to the Community as a whole.

The Service Plan supports Stafford Borough Council's (SBC's) priority areas of Prosperity; Clean, Green and Safe; and Health and Wellbeing. To achieve this it ensures businesses meet legal requirements and raise standards to provide safer workplaces. Improved standards help businesses to become more prosperous, which can benefit the whole community.

The implementation of relevant legislation is based on an approach which is targeted, proportionate, consistent, accountable and transparent, while seeking to protect consumers and encourage business growth. A combination of interventions will be utilised including programmed inspections, sampling, education and partnership working.

The team having gained the Customer Service Excellence Award and having recognition from the Federation of Small Business for its work in helping and supporting local small business sector through its work with the Town Centre Partnership is well placed to deliver this Service Plan. As well as enforcement, the expertise within the team will be used to support and advise local businesses to help them become fully compliant with relevant legislation. Businesses will be provided with information on best practice and innovative solutions to problems they encounter. The team will continue to work with the Better Regulation Delivery Office, and continue links with the Local Enterprise Partnership (LEP) to ensure the continuing introduction of innovative schemes to maintain effective enforcement whilst reducing red tape burdens on businesses in Stafford Borough.

Health and wellbeing of employees, visitors and residents has been factored into our plans to help people lead healthier lives. The aims and objectives of the Health and Safety Service Plan, contribute significantly to the health agenda and the Marmot Policy Review Objectives of 'strengthening the role and impact of ill-health prevention' and to 'create and develop healthy and sustainable places and communities'.

A number of planned projects will focus on the areas of concern within work sectors. Our immediate work is to address concerns in the following areas:

- Firework Safety,
- Beauty industry investigating the possible hazards associated with their use, including Tattooists, and Tanning Centres,
- Warehousing and in particular storage systems and work place transport.

The team will also have to react to unforeseen events that occur throughout the year such as accidents, dangerous occurrences and service requests, which impact upon the resource available for programmed work. They are tasked with the additional duty of responding to and supporting other Staffordshire Local Authorities and the Health and Safety Executive (HSE) during catastrophes and other major incidence by carrying out investigations and effective enforcement.

There will be an increase in information and intelligence gathering by the Service, in order to identify more accurately the needs of the community and the risks that are associated with work activities. It

is important that the Council is aware of the potential risks that may present themselves in the workplace, and then takes the necessary action to reduce them in order to protect employers in particular, and the community in general. This will almost certainly lead to an increase in targeted interventions and project work involving different work sectors.

An annual report will be produced at the end of each financial year, which will report on and evaluate the previous year's activities. This report will help shape the action plan for the following financial year.

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## 1. INTRODUCTION

1.1 This is Stafford Borough Council's 4-year Health and Safety Strategic Plan 2015/18 dedicated to the health and safety enforcement function. It covers all elements of health and safety relating to premises and functions falling within this local authority's remit for health and safety enforcement (refer to the *Health and Safety (Enforcing Authority) Regulations 1998, Operational Guidance - Health and Safety (Enforcing Authority) Regulations 1998* – (see <http://www.hse.gov.uk/foi/internalops/og/og-00073.htm>) and *Local Authority Circular 23-15* (see <http://www.hse.gov.uk/lau/lacs/23-15.htm>).

1.2 The 4-year Health and Safety Strategic Plan 2015/18 is an expression of this authority's commitment to the development of the Health and Safety Service and is a requirement of the Health and Safety Executive (HSE) as the body that monitors and audits local authorities' activities on health and safety enforcement.

1.3 The format and content of this strategic plan incorporates mandatory guidance issued by the HSE under Section 18 of The Health and Safety at Work etc. Act 1974. This section is the standard to which local authorities must reach in relation to priorities and planning.

1.4 The health and safety scene within the UK is rapidly changing to reduce the burdens on business and help to maintain competitiveness. In November 2011 the Government produced the Löfstedt Report entitled: 'Reclaiming health and safety for all: An independent review of health and safety legislation'. The report paved the way for changes to be made to the delivery of health and safety enforcement.

1.5 It remains a key priority for the Government to ease the burden of bureaucracy on business as part of its goal of making Britain more growth focused. The Government is committed to continuing to transform the way in which it delivers regulation at the frontline and an important part of the deregulatory agenda is to change the culture of health and safety. However, the Government is committed to protecting people in the workplace and in society but, the focus of the health and safety regime will move to a lighter touch approach concentrating on higher risk industries and on tackling serious breaches of the rules.

1.5.1 Significantly, there is a requirement for HSE and LAs to reduce the number of inspections carried out, but in turn; to have greater targeting where proactive inspections continue; and to increase information provision to small businesses in a form that is both accessible and relevant to their needs.

1.5.2 It is important to note that this does not translate into a requirement for less officers employed within local authorities, as although the number of inspections should reduce, this should be matched by a corresponding increase in health and safety intervention types carried out (as an alternative to inspections). It is the intention for more advice to be given to businesses in order to help them comply with legal requirements, and develop a competitive edge.

1.6 Local authorities under this new direction have been given a range of interventions they can use in managing risks within their communities. These are itemised under guidance given to local authorities and include innovative ways of working with businesses to assist them towards compliance. This includes; partnership working, motivation of senior managers in businesses, education and awareness and working with those who are at risk. The choice and use of these interventions is ultimately for local authorities to decide, however, they are expected to be targeted towards the areas of highest risk. Full inspections are now only reserved for the highest risk premises (*category A*).

1.6.1 As a consequence, authorities will now need to identify key areas for attention and this may be accomplished by: the use of local and national accident statistics and occurrences; identifying

particular health risks across the Borough; using data from other similar/surrounding Boroughs to identify risk, and using local surveys.

1.6.2 Therefore in the next 4 years there will be an increase in information and intelligence gathering by this Service, in order to identify more accurately the needs of the community and the risks that are associated with work activities. This will almost certainly lead to an increase over previous years in targeted interventions and project work involving different work sectors. This type of work is already being undertaken at this authority and it will be developed further in 2015/16 and beyond to form the mainstay of health and safety work undertaken. It is important that the Service provides local reassurance, targeted on intelligence led, and risk-based interventions.

1.7 In 2014/15 the Council undertook 96 inspections and as well as carrying out special project interventions. The projects included: Safety in Warehouse Project, Review of Animal Licensing Conditions, Legionella in Birthing Pools, Safety training on Fatal Accidents and associated procedures. These and other projects will be continued as necessary to ensure that on-going progress in these areas remains demonstrable and representative of the Council's pledge to continually improve the safety of employees, residents and consumers within the Borough.



1.8 The Service provision has been shaped by the Environmental and Health Service having gained the Customer Service Excellence Award. Additionally, it has been recognised by the Federation of Small Business by winning the Regional Award for the public sector organisation giving most help and support to the local small business sector.

1.9 In drawing up this document regard has been given to the Council's mission, core values and corporate priorities, which are contained in the Borough's Corporate Plan. The Service Vision statement for the whole of Environmental and Health is included as well as an aspirational aim for this individual service area. The general Service objectives are designed to reflect and contribute towards the achievement of Corporate Priorities whilst covering on-going service activity or potential new areas of service activity. In order to give a contextual framework, reference is made to links with the Corporate Plan. This is followed by a section, which outlines the authority's policy approach to various elements of the Health and Safety Service.

## **SECTION 1: Service Vision Statement**

1.1 The Environmental and Health Services Vision Statement is: -

To ensure that health, safety, environmental and housing issues within the remit of the Service are undertaken to support a community which is Prosperous, Safe, Healthy, Clean and Green.

## **SECTION 2: Service Aims and Objectives**

### **2.1 Aim**

2.1.1 The aim of Regulatory Services is to ensure that the health and safety of those who live, visit, and work within the Borough is not adversely affected by the work or activities undertaken by any employer – *'so far as is reasonably practicable'*.

### **2.2 Objectives**

The objectives of Regulatory Services are: -

2.2.1 To secure *'so far as is reasonably practicable'* compliance with health and safety legislation and seek to ensure that regard is had to Approved Codes of practice and guidance issued by the Health and Safety Executive.

2.2.2 To support the Government's strategy for health and safety:  
This sets the following targets: -

- To develop new ways to establish and maintain an effective health and safety culture in a changing economy, so that all employers take their responsibilities seriously, the workforce is fully involved and risks are properly managed;
- To do more to address the new and emerging work-related health issues;
- To achieve higher levels of recognition and respect for health and safety as an integral part of a modern, competitive business and public sector and as a contribution to social justice and inclusion.

2.2.3 To increase the awareness of workers, including safety representatives, and managers in respect of:-

- Health and safety issues
- Specific skills in risk assessment and risk management
- Skills related to the hazards of particular tasks and occupations.

2.2.4 To raise awareness of the importance of health and safety training, encourage substantial improvements in the quality and quantity of health and safety training, and promote an awareness of the importance of competence in controlling risk.

2.2.5 To ensure regular and effective information and intelligence gathering in order to maintain an up to date database that enables effective targeting of resources in order to reduce potential harm to employees, visitors and residents.

2.2.6 To provide health and safety interventions that form part of the national strategy to reduce accidents, ill health and sickness absence through participation in major and local campaigns.

### **2.3 Links to Corporate Objectives and Plans**

2.3.1 The Corporate Plan 2012 to 2015: Improving the Quality of Life in Stafford Borough, sets out the Council's Mission, corporate purpose and core values. The Council's strategic priorities are set out under a range of headings and the health and safety service plan is particularly relevant in helping to achieve,

- Prosperity
- Clean, Green, Safe
- Health and Wellbeing

2.3.2 The Regulatory Services Group aims to reduce lost days through work-related ill health and work-related accidents and support economic development. We aim to take a balanced approach to health and safety enforcement, which safeguards health but does not act as a disincentive to business.

## **SECTION 3: Background**

### **3.1 Organisational Structure**

3.1.1 A structure diagram for the Regulatory Services Group is attached as Annex 1.

3.1.2 The Borough Council comprises 40 Councillors who are elected every 4 years. The make-up of the Council is 29 Conservative, 9 Labour, and 2 Independent Councillors. (01.09.2015)

3.1.3 The Council has appointed a Leader, and 5 Cabinet members; each of the portfolio holders is a member of the Cabinet. The portfolio holder for Environment and Health is responsible for all health and safety functions. The Community Services Scrutiny Committee oversees decisions taken by the Cabinet Member for Environment and Health.

3.1.4 The Council's senior management structure reflects the present democratic arrangements and provides specific support for the Cabinet and Scrutiny committees. The Council's Chief Executive has responsibility for ensuring that the strategic role of the Authority is undertaken, that the Scrutiny Committees are supported and that cross cutting issues are effectively addressed.

3.1.5 Operational services are managed by 7 Heads of Service, who together with the Chief Executive comprise the Corporate Leadership Team. Responsibilities for the Health and Safety Service are through the Head of Environment.

3.1.6 The Environmental and Health Service provides many services to both residents and businesses within the Stafford Borough Council area. The Regulatory Services Group is part of Environmental and Health Services and is responsible for the health and safety function.

### **3.2 Scope of the Health and Safety Service**

3.2.1 To carry out a risk based health and safety interventions programme having regard to Local Authority Circular LAC 67/2 (revision 4.1) (see <http://www.hse.gov.uk/lau/lacs/67-2.htm>).

3.2.2 To investigate and resolve complaints about breaches of health and safety legislation having regard to HSC's guidance regarding 'Incident selection criteria' stipulated under HELA Circular LAC 22/13 (rev 1) (see <http://www.hse.gov.uk/lau/lacs/22-13.htm>).

3.2.3 To investigate and take appropriate action following receipt of a notification of reportable accidents, diseases or dangerous occurrences.

3.2.4 To investigate and take appropriate action following receipt of asbestos removal notifications and unsatisfactory lift inspection and pressure systems reports.

3.2.5 Attend premises where allocated to local authorities and perform interventions, inspections, special visits, and revisits in relation to results and other investigations.

3.2.6 Take informal or statutory action including notices, seizure, prohibition, prosecution or issuing simple cautions to secure compliance with the legislation having regard to the Service's Enforcement Policy and Health and Safety Executive's (HSE's) guidance on the 'choice of appropriate enforcement procedure'.

3.2.7 Maintain an accurate database of health and safety premises in the Borough (so far as is possible) and record information to enable the completion of the annual LAE1 return to the Health and Safety Executive's (HSE) Local Authority Unit.

3.2.8 Receive and act upon all warnings sent by the HSE about dangerous practices or equipment as appropriate.

3.2.9 Provide advice and assistance to businesses and the public on health and safety issues.

3.2.10 Provide or arrange for the provision of health and safety training courses and one off courses designed for specifically targeted groups and promote both trade and public education of health and safety issues.

3.2.11 Comment on proposed health and safety legislation, codes of practice and other official documents as necessary and as requested.

3.2.12 To liaise with other organisations such as the Chartered Institute of Environmental Health, HSE, Staffordshire County Council, other Staffordshire and Shropshire Authorities, the Staffordshire and Shropshire Chief Officers Health and Safety Group and the Fire Authority to ensure a consistent approach to the enforcement of health and safety issues.

3.2.13 To advise and inform the Cabinet of Stafford Borough Council, and in particular the Cabinet Member for Environment and Health of all relevant health and safety related issues that have an effect on businesses in the Borough.

### 3.3 Demands on the Service

3.3.1 Demands on the Service include: - carrying out proactive inspections and interventions based on risk categorisation; carrying out health and safety projects targeting certain types of premises and activities for inspections and, responding to and investigating work related accidents and incidents. Planned interventions account for the major demand.

### 3.4 Proactive Planned Interventions Programme

3.4.1 There are currently 1758 known premises for which this Local Authority are responsible for enforcing health and safety legislation. The work involving greater intelligence and information gathering is likely to lead to an increase in the number of known premises. These premises can be categorised as follows: -

Type of premises	Number
Retail shops	539
Warehouses	42
Offices	319
Catering Services	407
Hotels	23
Residential Accommodation	40
Leisure & Cultural Service	64

Consumer Services & other Services	217
Other Services	107
<b>Total</b>	<b>1758</b>

Figure 1.0: Number of premises in Borough by type

3.4.2 Inspections have been carried out in 1518 of the above-mentioned known premises and a risk rating has been assigned to them in accordance with the nationally recognised scheme.

3.4.3 Although records indicate that this proportion of premises have been inspected, undoubtedly, a very high proportion of the premises will have changed hands since many of the inspections would have been carried out over ten or more years ago. With only limited resources available only the information currently held on the LA database may be used. There is no premises registration system within the UK to assist health and safety inspections, hence the authority receives no notification of businesses as they open or cease trading. The Health and Safety Executive are aware of this. However, in order to improve the information held –the authority will from this year (2015) carry out extensive surveys in the Borough with a view to identifying previously unknown premises for local authority enforcement. The exercise will provide much needed information and enable many businesses to be visited which would otherwise have gone unrecognised and uninspected.

3.4.4 Under Local Authority Circular LAC 67/2 (rev 4.1) the joint HSE/LGG guidance requires LAs to use both national planning priority information and local information to determine the key causes of serious workplace accidents, injuries and ill-health, and to develop intervention plans targeted to poorly performing businesses. The nature of the intervention appropriate to particular premises will be primarily determined by the rating assigned to the premises. Under the guidance, if the premises has been rated as Category A then it will continue to receive a full programmed inspection. However, if the premises is rated as Category B (1 or 2) then it must receive an appropriate 'intervention' instead (this can include inspection). If the premise is rated as Category C then it should only receive reactive interventions (such as following up after a reported accident/incident/the sending of a questionnaire). Premises may only be rated during full inspections. LAs are directed to plan and target their health & safety interventions by considering the risks that they are trying to address and having regard to the range of interventions available, the risk profile of the business/sector, national information (accident statistics, national priorities, Primary/Lead Authority inspection plans) and local knowledge and priorities. Figure 2.0 below illustrates the appropriate interventions with regard to premises risk.

Category A	Suitable for proactive inspection - Identify the risk and consider the use of all interventions to address
Category B	<b>Not</b> suitable for proactive inspection - identify the risk and consider if it might be addressed using the remaining 12 interventions.
Category C	Use reactive interventions only.

Figure 2.0 Appropriate interventions with regard to premises risk

The following numbers of premises currently have received risk ratings within the Borough: -

Risk rating category	No. of Premises in each category
A	2
B1	34
B2	272
C	1210
TOTAL	1518

Figure 3.0 Present number of premises in each risk rating

3.4.5 The LAC states that; ‘It is important that LAs are able to justify any inspections they undertake and to conform to the general Hampton principle of; *“no inspection should take place without a reason”* - ‘it is no longer acceptable to target the inspection of a premises on health and safety grounds solely because:- another inspection is happening within the area or; an inspection is happening for another purpose or; there is no evidence or intelligence to suggest that there are significant risk factors present or; to undertake random checks on premises or new premises’. Inspections and interventions then will only therefore be carried out in relation to clear evidence of risk in each case.

3.4.6 Authorities are now required to consider the full range of interventions at their disposal for managing health & safety risks in their community, these are: -

**Proactive interventions:**

1. Partnership working
2. Motivating senior managers
3. Supply chain
4. Design and supply
5. Sector and industry wide initiatives
6. Working with those at risk
7. Education and awareness
8. Inspection (restricted to category A premises only)
9. Intermediaries
10. Best practice
11. Recognising good performance

**Reactive interventions:**

1. Incident and ill-health investigation
2. Dealing with issues of concern that are raised and complaints

Annexe C to LAC 67/2 (rev 4.1) provides further detailed guidance on this range of interventions and is available at <http://www.hse.gov.uk/lau/lacs/67-2-annexc.htm>.

3.4.7 As a consequence of this new guidance this authority intends carrying out a mixture of inspections and interventions within premises where the greatest health and safety risk within the Borough has been identified. All Category A premises ‘due’ will receive a full inspection. All Category B1 premises will also receive an inspection, however a number of chosen interventions will form the basis of the remaining topic based interventions programme.

**3.5 Topic Based Interventions Work Plan**

3.5.1 Each year at least 5 topic based intervention projects will be incorporated into the annual work plan. The topics will be selected using the improved information and intelligence gathering that we will be implementing. Taking this information, we will discuss priorities with our partners, and then evaluate a potential project against the needs of the community and the risk that is involved.

3.5.2 For 2015/2016 the following 6 topic based intervention projects will be carried out:

**1. Fireworks**

	<p>Following the major firework incident in Stafford in October 2014, the Service in partnership with Staffordshire County Council Trading Standards, and Staffordshire and Stoke-on Trent Fire and Rescue Service will be carrying out a fireworks project in the run up to 5<sup>th</sup> November 2015. This will include:</p> <p>health and safety visits to all known premises selling fireworks, training for health and safety officers in firework safety, visits to all known fire work displays to evaluate the event management plan and gain information on fireworks suppliers, issuing of advice and information to display holders, intelligence sharing between partners.</p>
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**2. Beauty Industry- sun tanning**

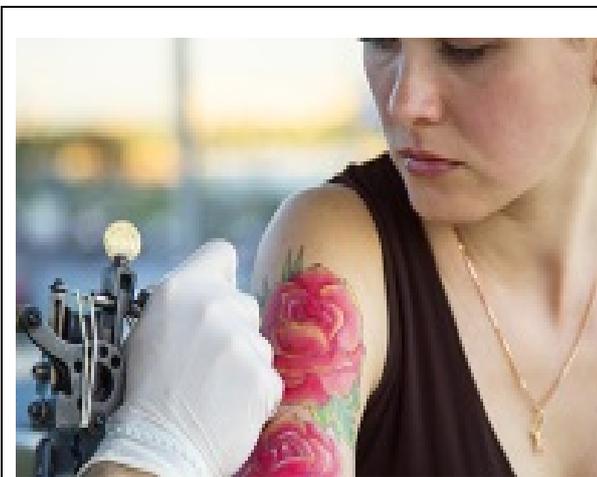
	<p>Safety issues have been identified via accident reports, complaints and routine inspections concerning premises offering sun tanning. The Service in partnership with Staffordshire County Council Trading Standards will be carrying out a project during 2015. This will involve: intelligence gathering of premises offering the service, joint visits to the premises, sampling of products and testing of equipment, issuing of advice and information to premises, intelligence sharing between partners, issuing advice and information to potential users.</p>
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**3. Tyre fitting centres**



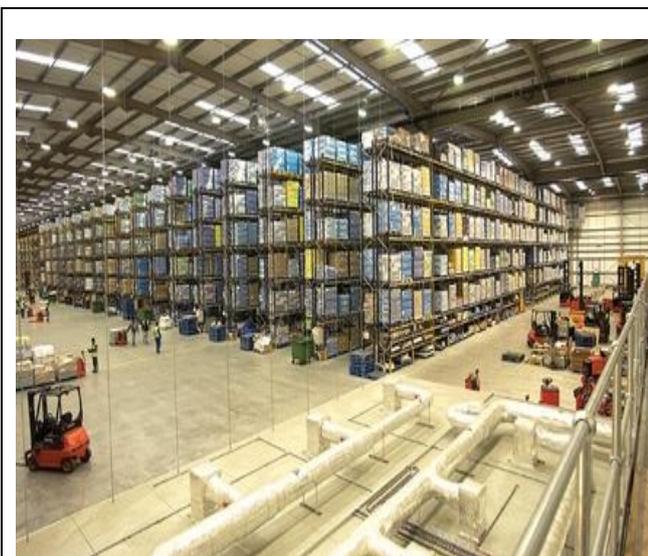
The fitting of tyres involves a number of high risk activities including the use of mechanical lifting equipment, pressure systems, the use of chemicals, the use of hand tools, and manual handling.  
A project will involve intelligence gathering of premises offering the service, visits to the premises, testing of equipment, issuing of advice and information to premises, intelligence sharing between partners.

#### 4. Tattooists



A new ratings scheme will be running the rule over tattoo parlours in Stafford Borough. Officers will be visiting tattoo premises and scoring them based on a number of categories such as hygiene, record keeping and infection control. The ratings will be from 1 – meaning very poor and could face enforcement action, up to 4 – which is very good. The project will also involve intelligence gathering of premises offering the service, visits to the premises, testing of equipment, issuing of advice and information to premises, intelligence sharing between partners, issuing educational advice to potential users.

#### 5. Warehousing – local retail distribution



Stafford and Stone, being in the centre of the Country, and having good motorway and road links, is an attractive location for the distribution industry. A number of large warehousing units to service this industry have been developed in the Borough.  
This year's project will follow the delivery of goods from the large warehouses to the local retail outlets. Inspections will be made on the suitability of loading/unloading areas, work place transport, the use of lifts and other mechanical equipment and manual handling. Additionally, issuing of advice and information to premises, intelligence sharing between partners.

## 6. Animal licensing

	<p>Safety concerns have been identified about premises that are licenced to breed, sell, or to provide boarding for animals. Issues include the transmission of zoonosis, fire risks, and the health of the animals. The Service in partnership with other animal agencies and charities will be carrying out a project during 2015. This will involve: intelligence gathering of premises offering the services, joint visit to the premises, testing of equipment, issuing of advice and information to premises, intelligence sharing between partners, issuing advice and information to potential users/buyers.</p>
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### 3.6 Service hours

3.6.1 The Service is based in the Civic Offices, Riverside, Stafford. The normal hours of service are 8.30 a.m. to 5.00 p.m. Monday to Thursday and 8.30am to 4.30pm on Friday. Where necessary arrangements are made to deliver the service outside of these hours (e.g. in the case of routine inspections to premises which are only open in the evenings). Formal arrangements exist to guarantee emergency cover out of normal hours in connection with the investigation of fatalities and serious incidents and disasters. Additionally, the Authority has a designated Director on Call. Senior Officers will also respond to the request for assistance from the Civil Contingencies Unit (CCU).

### 3.7 Enforcement Policy

3.8.1 This Service operates to the documented Enforcement Policy which forms part of the Service's specification The policy has been reviewed having regard to the Government's 'Enforcement Concordat'.

## **SECTION 4: Service Delivery**

### **4.1 Health and Safety Inspection Programme**

4.1.1 The system by which premises are proactively inspected has been explained earlier along with the categories of premises to be inspected. The advice as to the appropriate form of local authority action is contained within HELA Circular LAC 67/1 (revision3).

4.1.2 All 'A' rated premises will be visited at least once every 12 months (this may be part of a programme directed approach or in accordance with any reactive work and the Incident Selection Criteria (LAC 22/13). If at an 'A' rated premises conditions have either deteriorated or not improved since the last visit, enforcement action will be strongly considered to achieve improvements in conditions and systems, thereby enabling the premises to be re-rated to a lower category.

4.1.3 If a premise that was previously rated 'B1' is re-rated as an 'A', the chosen intervention(s) will aim to reduce the risk profile of the business or duty holder. There is an expectation that enforcement action will be taken in these circumstances. It is not acceptable for a premise to be rated at a higher risk level with no relevant intervention-taking place before a revisit is made. This also applies if a premises moves from 'B2' to 'B1'.

4.1.4 Although the guidance indicates that B1 rated premises need not be inspected (but receive an intervention) – as these are high-risk premises the Council will inspect these during the year to provide additional public protection.

4.1.5 During visits officers will also check that smoke free legislation is being complied with i.e. the display of appropriate signage and that smoking is not being allowed in public places and enclosed spaces. In addition, checks will be carried out in premises to ensure compliance with the Licensing Act 2003.

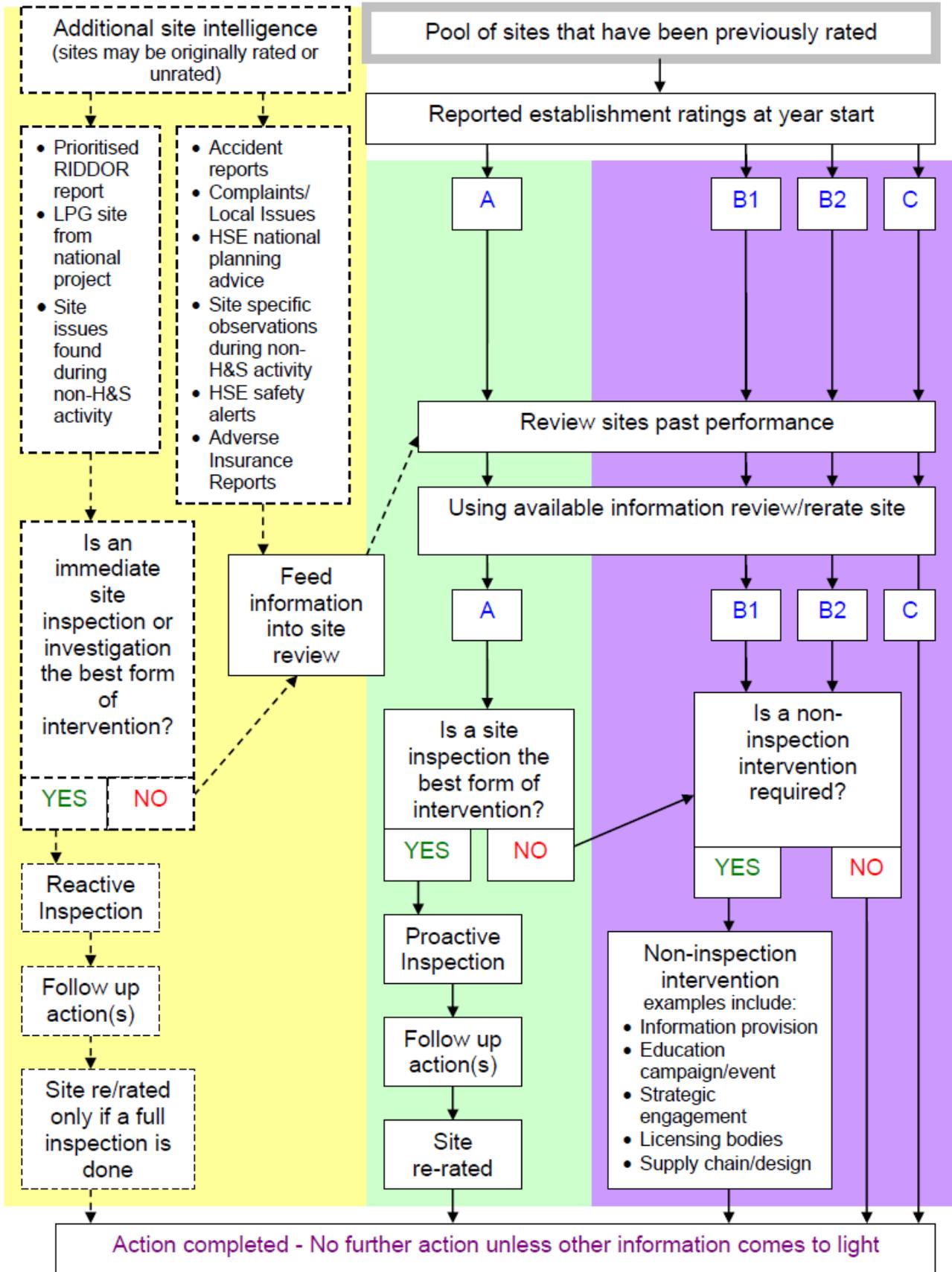


Figure 3.0: Overview advice on local authority planning

## 4.2 Revisits

4.2.1 It is estimated that of those premises which receive a proactive inspection approximately 10% will require revisits.

## 4.3 Non-programmed Inspections

4.3.1 It is estimated that there will be at least 200 non-programmed inspections for new premises to be carried out during 2015/16 and subsequent years. This is a 300% increase over 2014/2015, and is based on increased field work, intelligence gathering and more businesses due to the economic regeneration that Stafford Borough is undergoing. This includes food premises. These will be inspected but only where they are likely to present discernible risk relative to a judgment of their undertaking and activities beforehand. It is no longer an automatic that all new food premises will receive a full health and safety inspection at the same time as a food inspection (refer to 3.4.5) although officers may spot for general hazards.

## 4.4 Health and Safety Related Complaints

4.4.1 The Service seeks to investigate all health and safety related complaints within the target period. It is estimated that there will be 150 such complaints during 2015/16 and subsequent years.

## 4.5 Reports of Accidents Diseases and Dangerous Occurrences

4.5.1 Notifications of accidents, diseases and dangerous occurrences are all considered upon receipt as soon as is reasonably practicable. A decision as to whether a full investigation is required is then made in accordance with the 'Incident Selection Criteria' (to be found within LAC 22/13). It is estimated that there will be 160 such notifications during 2015/16 and subsequent years.

## 4.6 Lead Authority Principles (Primary Authority)

4.6.1 The Council supports the principle of the Lead Authority system and currently the Service has a formal Lead Authority Agreement with Screwfix.

## 4.7 Local Enterprise Partnership Regulatory Charter

4.7.1 The Service was a key player in the production of the Charter, and is a signatory.

## 4.8 Advice to Businesses

4.8.1 The Service encourages businesses to seek advice. It is preferable to resolve problems through co-operation at an early stage before the situation becomes serious, when formalised enforcement action may have to be considered. The Service would like to be perceived by businesses as supportive and helpful.

4.8.2 Advice is mainly delivered on a one-to-one basis whilst officers are carrying out inspections, interventions and other visits but may also be given via telephone calls, seminars, newsletters, leaflets, letters or telephone calls. Officers give advice in accordance with recognised guidance and codes of practice. Currently advice is given to the Stafford Town Centre Partnership.

## 4.9 Liaison with other Organisations

4.9.1 Arrangements are in place to ensure that enforcement action taken by the Service in the Stafford Borough is consistent with enforcement action carried out in the neighbouring local authorities. This is achieved by: -

- Active support to the Staffordshire and Shropshire CIEH Chief Group, which includes regular

Meetings and contact between authorities.

- Partnership working with the Health and Safety Executive e.g. joint inspections.
- Peer review bench marking exercises with other Staffordshire and Shropshire Local Authorities.
- Regular discussions amongst officers in respect of HSE and HSC guidance.
- Attending Chartered Institute of Environmental Health's branch meetings, monitoring and responding to e-mail messages on the Environmental Health Computer Network (EHC Net).
- Liaison as deemed necessary with Staffordshire County Council's Trading Standards Service, and Staffordshire and Stoke-on-Trent Fire and Rescue Service.

#### **4.10 New Public Health Agenda**

4.10.1 The work of Regulatory Services in enforcing the Health and Safety at Work Act has a direct input into the priorities of the public health agenda. In particular:

- Workplace health initiatives,
- Smoking,
- Accidents,
- Working time directive,
- Noise at work.

## SECTION 5: Resources

### 5.1 Financial Allocation

5.1.1 The financial allocation for 2015/16 is as follows: -

Supplies and Services	£2630
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Figure 5.0 Financial allocation

### 5.2 Staffing Allocation

5.2.1 There are three full time employed officers and two part-time officers who as a part of their duties carry out health and safety interventions: -

- Principal Environmental Health Officer and
- 2 District Environmental Health Officer (one of whom is Health and Safety Lead)
- 1 District Environmental Health Officer (30 hours a week)
- 1 District Environmental Health Officer (22.5 hours a week)

Additionally, the officers can call on the support of technical officers from other parts of the Regulatory Services Group. A triage system has been developed in the Group where officers carrying out other regulatory functions will escalate a health and safety issue that they may observe to one of the EHO's.

5.2.2 Officers in these posts are authorised to enforce health and safety legislation consistent with their qualifications in accordance with the health and safety statute in place.

5.2.3 In addition to health and safety work they form a team which carries out duties in respect of food safety, infectious disease control, environmental protection, licensing animal welfare and smoke free requirements etc.

4.2.4 In addition to the field staff officers above there is also an allocation for administration and senior management support.

4.2.6 The number of staff and financial allocation available at these levels are deemed adequate to carry out the health and safety function as required.

### 5.3 Staff Development Plan

5.3.1 The Service ensures the necessary training is given to officers to enable them to carry out their duties competently. Annual appraisals of staff, during which training needs are assessed takes place.

5.3.2 In addition regular team meetings take place during which training needs are discussed. A representative from the Regulatory Services Group regularly attends the Staffordshire and Shropshire CIEH Chief Officers Group Meetings. These meetings provide a useful forum for identifying common training needs for health and safety enforcement officers throughout the county. Suitable low-cost courses are then organised to meet these needs. Internal training has proved to be a successful way of meeting training needs.

5.3.3 Currently the Environmental Health Officers in this team are voting members of the Chartered Institute of Environmental Health (CIEH). The Service supports officers wishing to obtain Corporate Membership of the CIEH by taking the Assessment of Professional Competence (APC).

5.3.4 All Environmental Health Officers that are members of the CIEH are required to undergo at least 20 hours of continuous professional development (CPD) per year. Officers wishing to maintain their chartered status must undergo at least 30 hours.

#### **5.4 Section 18 Compliance**

5.4.1 Both the Health and Safety Executive and Local Authorities have a duty to 'make adequate arrangements for enforcement' under Section 18 of the Health and Safety at Work Act. Local Authorities are required to perform this duty in accordance with mandatory guidance from Health and Safety Commission. To this end 'Local Government Regulation' has in partnership with the Health and Safety Commission produced a toolkit with which Local Authorities may assess their current level of service against a prescribed standard. This in turn enables an action plan to be produced in order to address any shortcomings identified and participate in a joint peer review process. The Borough completed this assessment in 2011/12 and received peer review upon it in 2011/12.

#### **5.5 Regulators' Development Needs Analysis RDNA**

5.5.1 Under Section 18 every enforcing authority must: -

- (a) have a system to train, appoint, authorise, monitor and maintain a competent inspectorate, and
- (b) have a documented policy and procedures covering appointment, authorisation and competence.

5.5.2 To meet this standard the authority must put in to place systems for appointing and authorising suitably qualified inspectors under Section 19 HSWA; implementing standards of competence, and making arrangements so that competence levels may be maintained. This will require regular appropriate officer training.

## **SECTION 6: Quality Assessment**

### **6.1 Assessing Levels of Quality**

6.1.1 In recognition of the need to provide an effective health and safety enforcement service to both the public and proprietors of businesses, various systems are in place or are being considered to ensure that the quality expected by service recipients and the Council is delivered.

6.1.2 The following systems assist in assessing and ensuring the correct level of quality is provided:-

- Bench marking (peer review) exercises with other health and safety services in Staffordshire and Shropshire,
- A small number of joint inspections with the health and safety enforcement officers' line manager which provides an opportunity to assess the officers' inspection techniques and to discuss the outcome,
- Monitoring the quality of inspection reports and risk-rating,
- A Section 18 assessment of the health and safety service,
- Implementation of the RDNA tool for officer competencies,
- Team meetings for sharing good practice and consistency,
- Counter signing of formal enforcement notices prior to service,
- Monitoring of copy letters which have been sent out by officers,
- Development of an aide-memoir form, providing permanent record of the findings of each inspection, which can be monitored and discussed,
- Customer satisfaction surveys,
- Documentation of various procedures,
- Peer reviews,
- Training.

6.1.3 The Service has been awarded Customer Service Excellence.

6.1.4 Additionally, it has been recognised by the Federation of Small Business by winning the Regional Award for the public sector organisation giving most help and support to the local small business sector through its work with the Town Centre Partnership.

## **Section 7: Review**

### **7.1 Review against the Strategic Plan**

7.1.1 Under the current performance management framework service plans included a number of targets and performance indicators. During the course of the year the Environmental and Health Service formally monitors its performance against targets on a quarterly basis. Performance indicators in relation to the Health & Safety Service that are currently in the corporate performance management framework document, Performance Plus will be reported to members during that year. A review will be carried out in April 2016, April 2017 and April 2018 and be included in the Annual Reports

### **7.2 Identification of any Variation from the Strategic Plan**

7.2.1 The performance levels for inspections during the period 2015/2016 will be reported at year end, as will the performance for subsequent years.

### **7.3 Areas of Improvement**

7.3.1 Business proprietors' opinion about the health and safety service will continue to be sought by customer satisfaction surveys. The service delivery will be reviewed in the light of this feedback.

7.3.2 The Service will continue to develop and review documented internal quality management system in respect of its core processes.

### **7.4 Enforcement Policy and Practices**

7.4.1 The Council's Enforcement Policy embraces the principles of the enforcement concordat. As a consequence the Service will: -

- Continue to develop policies and procedures to compliment the enforcement policy and aid consistency.
- Implement further systems for ensuring consistency between officers including: -
  - i. Reviewing and developing checklists/aide memoirs for sector specific inspections, e.g.in relation to the various project areas identified.
  - ii. Revisit premises that have been given deadlines for compliance, particularly if non-compliance would result in formal action such as a Health and Safety Improvement Notice/prosecution.

### **7.5 Managed Work Programme and Service Plans**

7.5.1 The Service will review how enforcement activity can be aimed at lower risk premises which are not targeted for inspections, e.g. by the use of questionnaires.

### **7.6 Training and Competence**

7.6.1. In association with its application towards the Section 18 Standard the Borough Council will review its written policy for the authorisation of officers to enforce health and safety law, incorporating a statement on competence, authorisation, appointment, training and supervision of officers. The Council will demonstrate that it only appoints inspectors who possess the necessary competencies to perform the tasks, which they are authorised to carry out.

7.6.2 In association with the peer review assessments, the Council will carry out competency assessments of its authorised officers that incorporate the standards outlined in Annex 2 of the Section 18 guidance. In particular, it will detail how the Council ensures that officers: -

- Can identify the authority's objectives, plans and priorities and contributed to them effectively.
- Manage their time effectively to ensure efficient use of resources.
- Adequately report their findings from inspections.
- Are able to investigate accidents, incidents, ill health and complaints.
- Can plan, gather evidence and prepare prosecution reports.
- Can draft and serve Health and Safety Notices and similar documents.

7.6.3 The Council will keep written records for all officers, detailing the results of any competency assessments that have been made. It will similarly review and update assessments on a regular basis.

7.6.4 To avoid any conflicts of interest all officers must disclose any other organisation for which they undertake work as is the policy of this Council. All officers must comply with their professional code of conduct.

### **7.7 Investigations and Accidents, Complaints etc.**

7.7.1 The Council will: -

- Maintain a documented policy for responding to reported accidents and complaints.
- Specify in the procedure response times to accidents. The procedure should take account of the HSE publication 'Work-Related Deaths, A Protocol for Liaison' when investigating fatalities.

### **7.8 Maintain an accurate database**

7.8.1 The Council will develop practices and procedures to improve and maintain the accuracy of its database.

## Section 8: Targets and Standards

### 8.1 Targets and standards applied

8.1.1 The following targets and standards are utilised: -

- i) To complete all interventions within the Categories 'A', and 'B1' where due.
- ii) To carry out identified topic-based interventions projects
- iii) To carry out interventions and inspect as necessary new premises
- iv) To take informal or statutory action including prosecution to secure effective and speedy compliance with legislation having regard to Approved Codes of Practice, HSC and HELA guidance and Environmental and Health Services Enforcement Policy.
- v) To assess and respond to health and safety related complaints including notifications of accidents, asbestos removals, lift reports and other requests for service according to the initial assessment of urgency based upon the information available, but in any event not later than 2 working days following the day of receipt.
- vi) To attend Staffordshire and Shropshire CIEH Chief Group and to liaise with other District Councils, Staffordshire County Council's Trading Standards Department and Fire Authority, and HSE.
- vii) To accurately record and submit annual LAE1 returns of all the information requested by the HSE local authority unit based on the performance of the Service.
- viii) To regularly update the database of known premises that fall within the Council's responsibility for enforcement.

### 8.1 Performance indicators applied: -

9.1.1 The following performance indicators are utilised: -

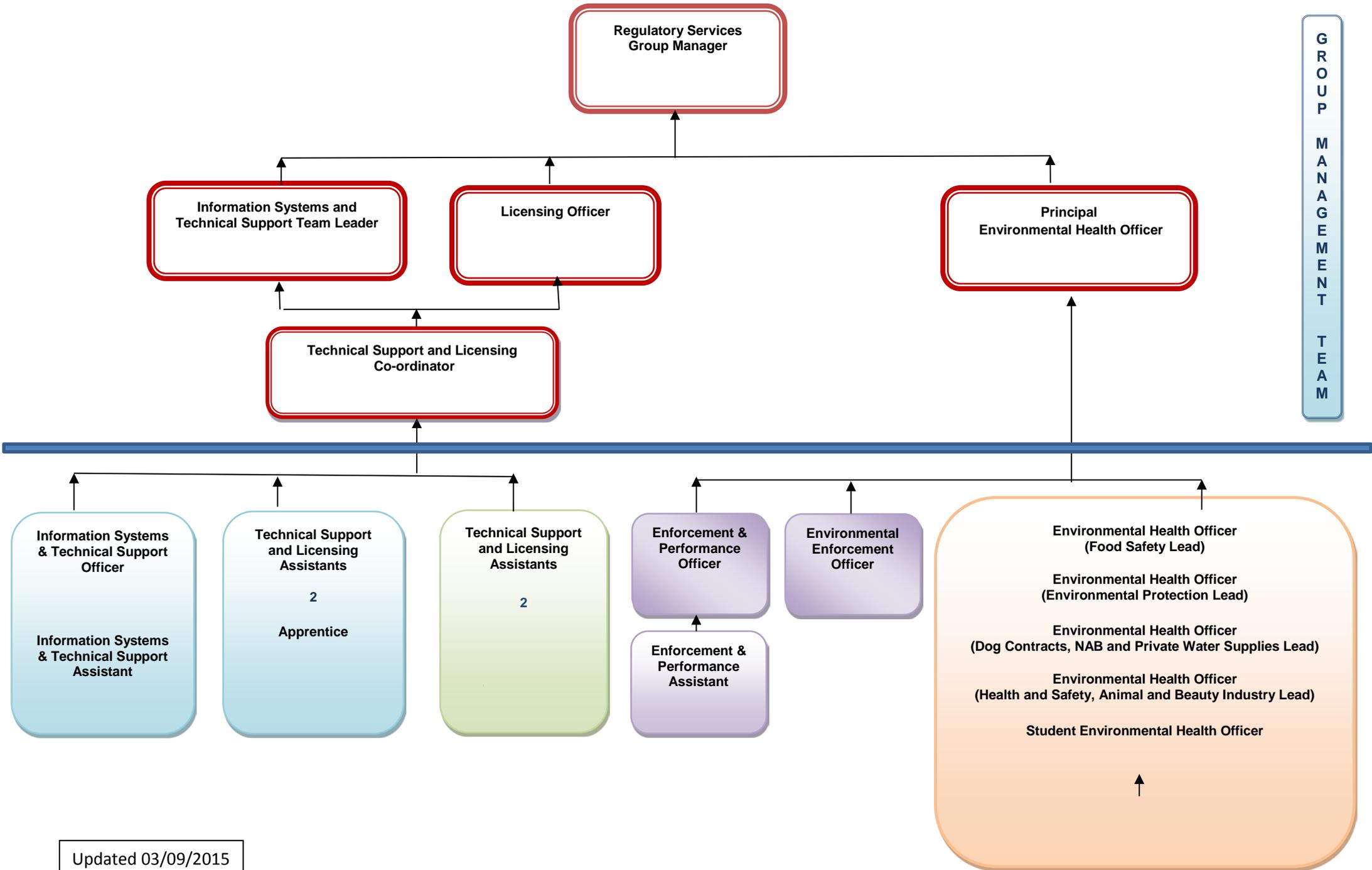
- i. The numbers and percentage of health and safety inspections/interventions planned to be carried out which were carried out.
- ii. The number and percentage of accident notifications, which were responded to or assessed.
- iii. The number and percentage of complaints or statutory reports about health and safety, which were responded to within 2 working days following the day of receipt.

**Annex 1 - Structure Diagram of Regulatory Services Group**

**Annex 2 - Action plan for 2015/2016.**

**Annex 3 - An annual report on 2014/2016**

# REGULATORY SERVICES GROUP



GROUP MANAGEMENT TEAM

Updated 03/09/2015

Annexe 2 – Health and Safety Work Plan 2015/2016

Ref.	Achievement/Improvement	Date to be completed, achieved, presented	Lead officer
AA1	Carry out relevant RDNA and GRIP for all available units with Regulatory Services Group staff then implement training as identified as necessary	March 2016	Principal EHO
AA11	Review the operation of the functions within the team to ensure effective use of resources	Quarterly	Principal EHO
HS1	Produce a 4 year Strategic Plan for the Health and Safety Function	August 2015	EHO (H&S Lead)/ Principal EHO
HS2	Produce an Annual Action Plan for the Health and Safety Service Plan	April 2015	EHO (H&S Lead)
HS3	Produce an Annual Report for the Health and Safety Function for 2014/2015	May 2015	EHO (H&S Lead)
HS4	Health and Safety Inspection Programme <ul style="list-style-type: none"> <li>Carry out an intervention at all premises that fall due for inspection during the year</li> </ul>	Quarterly report	EHO (H&S Lead)
HS5	Identify at least 5 topic based intervention projects	July 2015	EHO (H&S Lead)
HS6	Website for HSW updated to ensure accurate and as much self-service as possible	December 2015	EHO (H&S Lead)
HS7	HSW premises register in APP/Flare to be updated to improve data on number of premises; risk rating and business use.  Use of greater intelligence  Quality procedure produced	Quarterly Reports	EHO (H&S Lead)
HS8	Premises inspected for smoke free compliance. <ul style="list-style-type: none"> <li>500 premises and vehicles inspected</li> </ul>	Quarterly report	EHO (H&S Lead)
HS11	Review the conditions attached to the Licences Cat Boarding Establishments	July 2015	EHO (H&S Lead)/Licensing Officer

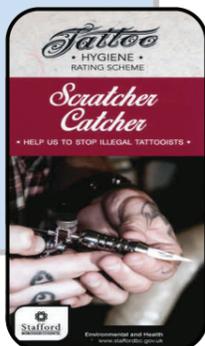
## Annexe 2 – Health and Safety Work Plan 2015/2016

HS12	Improve partnership working – in addition to attending H&S County Liaison Group meetings, links should be made with external bodies e.g. Fire Service, Police to establish any joint priorities, work programmes, etc., where SBC could become involved and vice a versa	March 2016	EHO (H&S Lead)/ EHO (Food Lead)
HS13	Improve internal partnerships – establish how H&S can further contribute to work undertaken by the Health and Well Being Team.	May 2015	EHO (H&S Lead)
HS14	Undertake a transformation project within Health and Safety function	March 2016	EHO (H&S Lead)
HS15	Review/report – in addition to the LAE1 6 monthly returns, run monthly/quarterly reports on complaints/service requests by type, number of improvement notices, accidents reported and/or investigated, update on project work, etc., to be reviewed at 1:1's, PDR's and which will ultimately feed into the H&S annual report presented to MT and Scrutiny Committee.	Monthly	EHO (H&S Lead)
RS1	<p>Continue links with business support organisations across SBC. E.g. Staffordshire and Stoke-on-Trent LEP, Chamber of Commerce, Town Centre Partnership.</p> <p>Work with relevant business support organisations to generate business growth</p> <ul style="list-style-type: none"> <li>• 400 business concerns advised per annum</li> <li>• Support for new food and drink business to ensure regulatory compliance</li> <li>• Continuing support for existing businesses to ensure regulatory compliance.</li> </ul>	March 2016	Regulatory Services Group Manager
IT5	Carryout feasibility study for the introduction of hand held technology for food/health and safety inspections with Newcastle-under-lyme BC	December 2015	Technical Support and Information Systems Team Leader

Raise public awareness

**Tattoo Hygiene Rating Scheme**

- Currently implementing the scheme.
- All tattoo parlours to be rated from 1-4.
- Premises to be rated on cleanliness, structure, staff training, infection control.
- Certificates and window stickers to be provided with rating and must be displayed.
- Working in partnership with the CIEH and Public Health England.



Stamp out illegal tattooists 'scratchers'



**Sunbed Project Working in partnership with Staffordshire County Council**

Raise awareness of:

- Sunbed regulations 2010.
- Underage use.
- Restricted zones.
- General health and safety.
- UV strength of bulbs used in sunbeds.



Trading Standards

**Extension of the Warehouse Project from 2014/15 to include retail shops.**



Poundland



Topical areas:

- Storage.
- Use of work place transport.
- Manual handling.

**Tyre Fitters Project**



Inspect:

- Lifting equipment.
- Pressure systems.

**Cracking down on illegal dog breeders and pet shops**

Intelligence gathering:

- Officers gathering intelligence while out on site.
- Details of complaints concerning animals highlighted and referred to appropriate investigating officer.
- Consulting with licensed pet shops, animal boarders and dog breeders.
- Adverts noted on websites, in newspapers, etc.
- Freedom of information request submitted and support requested from the RSPCA.
- Relevant enforcement action will be taken.

**Appointment of Student Environmental Health Officer (EHO)**

Working in partnership with:



- 12 month placement.
- Providing stable, dedicated training and assistance in completing the CIEH professional portfolio to become a registered EHO.



UNIVERSITY OF BIRMINGHAM

**Firework Safety**



- Provide training for enforcement officers.
- Provide training sessions for licensed premises on safe storage and sale of fireworks.
- Provide training sessions for small event organisers.
- Gather intelligence on suppliers of fireworks and share with Trading Standards.

Aug 2015

# Health and Safety Annual Report

2014 - 2015



Environmental Health Officer  
(Health and Safety Lead)  
Regulatory Services



Environmental and Health



100%

Inspection/intervention rate for highest risk premises

- Shops
- Offices
- Warehouses
- Garden Centres

5

Health and safety improvement notices served for poor welfare facilities.

2

Asbestos removal notifications



174

Smoke free Inspections  
100% compliance rate



- 2 fatalities.
- SBC enforcement officer attended the incident.
- Environmental Health involved in securing the site after the incident.
- Police investigation still ongoing.
- Information on the safe storage and handling of fireworks sent to all licensed premises.

**SP Fireworks**



Trading Standards



2

Tattoo parlour Inspections

- Tattoo parlour registration
- Tattoo parlour complaint



1

Zoo licence inspection



6 Vet inspections  
• Horse riding establishments

**Licensing Activities**

2 Vet inspections  
• Dog breeding establishments  
• Licensing conditions updated

5



- Pet shop licences issued
- Licensing conditions updated

25

Vet inspections  
• Animal boarding establishments



New procedure in place for an Environmental Health Officer to inspect all licence renewals.

**Review of Animal Licensing Conditions**

- SBC's conditions for pet shops and dog breeders were updated in line with the Chartered Institute of Environmental Health (CIEH) model conditions, reflecting best practice.



**Warehouse Safety Project**

- Booklet produced highlighting common issues within a warehouse and sent to 25 premises.
- 30 enforcement officers received practical training at a local warehouse.



Health and Safety **WEB UPDATES**

To assist with self service



**Health and Safety Training Programme**

Family liaison officer training arranged for 17 enforcement officers from 11 different Local Authorities. SBC organised and hosted the training session which was delivered by Bespoke Safety.



**We are all E.A.R.S**

**ENFORCEMENT**

**ADVICE**

**REGULATION**

**SUPPORT**



**Review of In-house Health and Safety**

Reviewed the following:

**Pest Control**

- Personal protective equipment provided for staff.
- Handling of hazardous substances.
- Written systems and procedures.
- Audit system for pest control.

**Streetscene**

- Risk assessments for fire and explosion.
- Manual handling in house clearances.



**Legionella in Birthing Pools**

SBC formed a project in response to a legionella alert issued by Public Health England highlighting the risks associated with birthing pools that re-circulate heated water.

- Contacted 3 businesses offering antenatal classes advising them of the risks.
- No businesses identified within the borough selling the pools in question.



109

Accident Notifications received.

7

Of which were investigated

- Slips, trips and falls
- Falling objects.
- Incident involving workplace transport.



105

**Service requests**

**Advice/complaints**

Examples:

- Poor heating.
- Legionella concerns.
- Advice on correct reporting of accidents.
- Poor welfare facilities.
- Poor emergency procedures in relation to violence.
- Lack of after care advice for tattooing.
- Concerns about asbestos.



TOILETS

ITEM NO 4(d)(i)

ITEM NO 4(d)(i)

<b>Contact Officer:</b>	<b>Jim Arnold</b>
<b>Telephone No:</b>	<b>01785 619350</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 5/11/15 (Only)</b>
<b>Key Decision:</b>	<b>Yes</b>

**SUBMISSION BY COUNCILLOR R M SMITH  
LEISURE AND CULTURE PORTFOLIO**

**CABINET  
5 NOVEMBER 2015  
Sport and Recreation Strategy**

**1 Purpose of Report**

- 1.1 To agree and approve a methodology towards finalising the draft Sport and Leisure strategy.

**2 Proposal of Cabinet Member**

- 2.1 To endorse the draft Sport and Leisure strategy (circulated as a separate **BOOKLET**) in principle.
- 2.2. To procure an appropriate independent source to undertake a comprehensive Boroughwide consultation exercise involving community sporting and recreational clubs and appropriate external sporting and recreational organisations.

**3 Key Issues and Reasons for Recommendation**

- 3.1 The Open Space, Sport and Recreation Assessment (O.S.S.R.A.) update 2013 undertaken by Kit Campbell provided the evidence base that underpins the open space, sports and recreation elements of the Plan for Stafford Borough and also the Greenspaces ,Green Infrastructure Strategy.
- 3.2 Accordingly the Open Space Sport and Recreation Assessment;
- Summarised the national and local policy contexts relating to sport and recreation provision,
  - Reviewed the amount, distribution and quality of existing provision,
  - Identified where there is a need for more or improved provision,

- Highlighted the scale and type of enhancements which will most benefit existing facilities and spaces,
- Suggested appropriate provision standards for the Borough Council to use as part of the planning process and
- Identified new provision that the Council should require Developers to provide or fund in Stafford and Stone (including the proposed strategic Development Locations to the North, West and East of Stafford and Stone) and the Borough's Key Service Villages.

3.3 Based upon the findings the Assessment outlined the need for the Council to target 3 main priorities;

- Priority 1. - Development of a network of Outdoor sporting and recreational opportunities
- Priority 2. - Development of an appropriate level of Indoor leisure provision,
- Priority 3. - Development of a network of Destination Parks.

3.4 This approach would enable the Council to initially focus upon key strategic elements of major sporting and recreational infrastructure including;

- Indoor sport shall provision
- Indoor swimming pools,
- Artificial grass pitches (A.G.P),
- Grass pitches,
- Destination Parks.

3.5 With regard to progressing a more strategic approach to the provision of play areas for children and young people throughout the Borough it is considered that this will require a more extensive and hierarchical approach and would best be undertaken as part of a separate review of the Parks and Greenspaces strategy.

3.6 Whilst the Assessment provided an excellent compilation/summary of the major issues facing the Borough in sporting and recreational terms over the next 10 years it is limited in its ability to offer a clear steer as to timescales and priorities.

3.7 What is now needed to upgrade the Assessment into a deliverable strategy will include the following;

- A set of comprehensive site-specific action plans with clear priorities for the study area,
- An indication of which organisation is responsible for delivery of each action and how it can be delivered and sustained,
- Challenging but realistic delivery actions,

- Indication of the resource implications of each action together with how the necessary funding can be secured,
- Timescale for the delivery of the action plans based on short, medium and long term parameters,
- Action plans to be updated as projects are delivered or developed.

This approach is recognised and supported by Sport England.

- 3.8 A key element of the project will be to ensure that the development and implementation of the strategy is part of a collaborative process involving a range of Boroughwide voluntary, public and private sector sporting and recreational partners including external agencies such as Sport England and relevant National and Regional Governing Bodies for Sports.
- 3.9 It is highly likely that the delivery of the recommendations arising from the strategy will require the resources and expertise of these parties and organisations and therefore it is imperative that they are signed up to the key principles arising from the strategy at the consultation stage.
- 3.10 Whilst the Council remains one of the major providers of indoor and outdoor sporting and recreational facilities within the Borough it is certainly not the sole provider. On this basis it would seem pragmatic for the Council to engage suitably qualified and experienced independent support to undertake a comprehensive Boroughwide consultation with all relevant partner agencies to collate and coordinate the necessary information to upgrade the Assessment into a deliverable strategy.
- 3.11 In the past the Council has engaged the support of the local Sports Council- Sport Stafford Borough - to act as a focal point for driving the consultation process and this method of delivery has proved to be both efficient and effective. It is recommended that a broadly similar approach would be incorporated as part of the process of procuring external support.
- 3.12 The likely cost of procuring an appropriate external agency to carry out the key elements as set out in 3.7 is anticipated to be around £10k.

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

- 4.1 The proposal will contribute directly towards a strategic approach to the provision of sporting and recreational facilities throughout the Borough and impact significantly on the Council's Health and Wellbeing agenda.

#### **5 Report Detail**

- 5.1 The Open Space Sports and Recreation strategy sets out how the Borough Council and its partner agencies intends to ensure that there is an adequate supply of sport and recreational provision in the Borough over the next twenty years.

5.2 It sits below a “planning cascade” including the National Planning Policy Framework, the Local Strategic Partnerships Sustainable Futures Strategy, Shaping the Borough for the Future and the Plan for Stafford Borough.

5.3. The Council is required to deliver against a number of key objectives contained within the strategies including the need to;

- Deliver the social, recreational and cultural facilities and services the community needs,
- To base their planning policies on robust and up-to-date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision.

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

6.2	<b>Equality and Diversity</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 Leisure and Culture Services</b>
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**ITEM NO 4(d)(ii)**

**ITEM NO 4(d)(ii)**

<b>Contact Officer:</b>	<b>Norman Jones</b>
<b>Telephone No:</b>	<b>01785 619199</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 5/11/15 (Only)</b>
<b>Key Decision:</b>	<b>Yes</b>

**SUBMISSION BY THE LEISURE REVIEW PROJECT BOARD**

<p style="text-align: center;"><b>CABINET</b> <b>5 NOVEMBER 2015</b> <b>Review of Leisure and Culture Services</b></p>
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**1 Purpose of Report**

- 1.1 To outline the findings and recommendations of the review into Leisure and Culture Services.

**2 Proposals of Cabinet Member**

- 2.1 That in connection with the review into the Leisure and Culture Services it is recommended:-
- (a) That the principle of the future provision of Leisure and Culture Services should be through a Charitable Trust arrangement be approved.
  - (b) That formal parks, play areas, corporate events organisation and the administration of Section 106 resources be excluded from the trust arrangement and be retained in-house.
  - (c) That a project team be established to oversee the process of transferring the Leisure and Culture Services to a Charitable Trust including any necessary procurement process and the implications for staff, with an intended implementation date not later than October 2017.
  - (d) That the Council be recommended to establish a budget of £150,000 for the project to be partially financed in 2015-16 by the £100,000 reserve set aside as part of the 2014-15 review of service delivery for front line services.

- (e) That the implications of the decision to transfer the Leisure and Culture Services to a Charitable Trust be considered, in particular in relation to those staff within scope of the transfer arrangements and those staff remaining with the Council and establish an appropriate communications plan to ensure that differing staffing groups are kept informed of progress and the implementation timetable.
- (f) That consideration to be given to the protection of terms and conditions of employment including the on-going protection and access to pension rights and benefits for those staff transferring to a Charitable Trust by stipulating the requirement to provide membership of the Local government Pension Scheme via admitted body status.
- (g) That the financial and structural consequences on the residual Council of transferring the Leisure and Culture Services to a Charitable Trust be considered at the earliest opportunity to ensure that services (including shared services) remain fit for purpose.

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

- 3.1 The reasons for the recommendations contained in this Executive Summary are outlined in the findings of the review which forms a **CONFIDENTIAL APPENDIX** to this report.

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

- 4.1 The Service reviewed contributes to all of the Council's corporate priorities with emphasis upon health and wellbeing.

### **5 Report Detail**

#### **5.1 The reason for the review**

- 5.1.1 The Borough Council aims to provide the services expected by the local community to a given quality at the most economic cost. Facing increasing pressure on its finances, particularly from 2018-19, the Council, having made a commitment to protecting front line services, wishes to continue with the present leisure and cultural provision but identify how this can be maintained at a lower net cost.
- 5.1.2 The Borough population will be increasing over the next few years, with approximately 10,000 new homes being built by 2025 and the planned influx of an additional 1000 military personnel and their families to MOD Stafford. This means the Council must consider appropriate provision for a population rise of 20% (26,120 new residents based on 2011 Census figure of 130,600) over the next 10 years.
- 5.1.3 Since 2010 Leisure and Culture Services have continued to manage the income and expenditure and has seen a real term reduction of over £355,000 in terms of its subsidy. A Net Saving of £115,000 on the net expenditure (see Table below) is reflected in the Budget with the £355,000 Gross Saving being offset by the

costs of inflation; increases in Employer Contribution Rates and other cost pressures of some £240,000. Nevertheless the percentage of the Council budget has increased since 2010/11 as shown in the table below.

Information Source	Budget £	Reduction of £	Percentage of Council Budget
Budget book 10/11	2,292,000	_____	14.23
Budget book 11/12	2,051,000	241,000	14.83
Budget book 12/13	2,137,000	+86,000*	15.49
Budget book 13/14	2,097,000	40,000	15.34
Budget book 14/15	2,177,000	+£80,000	15.99
Total Savings		£115,000	

*\*Harmonization was included this year with an additional £100,000 added to the leisure and culture budget*

## 5.2 Terms of reference

5.2.1 In brief, the Terms of Reference for the review were to:-

- Examine the current operation and check that the services are appropriate, fit for purpose and meets the expectations of the residents.
- Identifying areas of efficiencies to ensure the services are run at the lowest cost without reducing services or quality
- Identify alternative operational delivery options such the benefits of externalising services.

The full terms of reference can be found in **ANNEX 1** of the attached Red Quadrant Report.

5.5.2 Mike Poole of Red Quadrant was appointed to undertake the review and submit his findings to the Service Review Project Board comprising Councillors Jeremy Pert (Chairman), Mike Smith (Cabinet Portfolio holder for Leisure and Culture) together with Adam Hill (Head of Leisure and Culture) and Norman Jones (Head of Policy and Improvement) acting as critical friend.

## 5.3 General findings

5.3.1 Services appear to be appropriate to the needs of the local community and fit for purpose in both delivery and provision particularly for Stafford. It is recognised that there are opportunities to enhance service provision and delivery in the north of the Borough via implementation of the Stone Leisure Strategy. The services are similar to those found elsewhere in the country, but the absence of easy comparison data (no CIPFA stats, and almost all authorities unwilling to benchmark) makes assessing the relative costs difficult.

- 5.3.2 The service contributes to the Council’s corporate priorities in particular Health and Wellbeing. Details on the background and achievements of all services can be found in **ANNEX 2** of the Red Quadrant Report.
- 5.3.3 As part of the Leisure Review a public perception survey was undertaken using the Stafford Borough residents of the Staffordshire Police Citizens Panel. This survey was undertaken during Jan – March 2015 with over 600 successful surveys received
- 5.3.4 In excess of 93% of respondents indicated that ” some of their leisure time” was given to leisure and Culture Services in Stafford Borough. However, fewer than 1 in 10 chose “all or most of my leisure time” was spent in the Borough.
- 5.3.5 The awareness of the service generally is very good. There appears to be high levels of interest in all service options however, more than half the respondents indicate that they were not able to fulfil that interest for reasons of time and accessibility - having to go outside the area to have their preferences met. In terms of influences “choice of what’s on” is the greater factor however, there is price sensitivity with the lower age groups. With respect to communication channels, new media appears to be developing with the younger users but traditional channels for older people and word of mouth is still strong. An analysis of the findings of the survey can be found at **ANNEX 3** of the Red Quadrant Report.
- 5.3.6 The objective of the Council is to maintain the current level of services in the long term in a sustainable and cost effective manner. The review has identified a number of ways this can be achieved:-

<b>Efficiencies</b>	<b>Timescale</b>	<b>Savings</b>
Short term savings through efficiencies outlined in Annex 5 that can be realised via a time recording system	Short term (12 months)	Estimated Saving up to £30,000 that could be achieved in the timescale
Potential restructure of the Council leading to reduced management and synergies in staffing	Medium Term (18 months)	Estimated Saving £36,000 in the first 2 years (£90,000 in the long term once restructuring costs accounted for)
Partnership through a different delivery model based on a Trust	Long term (2 Years)	Estimated Total Saving £540,000

These are individual savings

- 5.3.7 There are other potential savings identified in **ANNEX 5** of the Red Quadrant Report, however, further investigation and decisions would be required to realise them.
- 5.4 **Recommendations arising from the review**

5.4.1 The information obtained and the consultant's findings have been analysed by the Service Review Project Board. It is considered that the strategic focus of the recommendations should relate to a long term delivery mechanism for Leisure and Culture Services. In respect of the short and medium term savings, at present the effort and time to implement them may outweigh the benefits at a time when resources are required to develop and implement the Stone Leisure Strategy and any form of outsourcing. Restructuring proposals should form part of a more comprehensive review of the Authority's senior management structure to be undertaken in the future.

5.4.2 It is recognised in the review that the present Leisure and Culture Service is fit for purpose meeting customer needs, however, future budgetary pressure dictates that they will have to be delivered more effectively;

5.4.3 It is recommended, therefore, that the Council undertake a procurement exercise in order to establish a different method of delivery through partnership Leisure and Culture Services with the exclusion of formal parks, play areas, events and the administration of Section 106 resources. Excluded areas are due to the following reasons:-

- (i) Formal Parks
  - Not income generating,
  - Forms an important part of our town centre offer in the Borough,
  - Victoria Park is at present the subject of an application for lottery funding.
- (ii) Play Areas
  - These areas will in all probability prove unattractive to any potential bidder.
- (iii) Events
  - Some of the events are linked to the Mayoral function and promote Stafford's county town status,
  - Need to keep a flexible approach to events rather than a fixed programme.
- (iv) Administration of Section 106 Resources
  - Member involvement in the use of this important resource should continue.

In addition areas from other services are not recommended for inclusion in order to keep the exercise focussed and attainable within the timescales.

5.4.4 This should provide a cost saving of at least £540,000 based on current budget without the loss of any service.

The breakdown of this cost is as follows:-

	£	
<b>Direct Saving</b>		
Business Rates	150,000	
VAT	110,000	Minimum
<b>Savings Dependant on Model</b>		
Commercial Enterprise /Income and Management (5%)	150,000	
Management	80,000	
Support Services	100,000	
<b>Gross Saving</b>	<b>590,000</b>	
Client Management	(50,000)	
<b>Net Saving</b>	<b>£540,000</b>	

5.4.5 In respect of partnership there are a number of advantages and disadvantages which are listed below. On balance the benefits to both the Authority and the community of partnership outweighs the option for retaining the service in-house.

The potential advantages that a partner could bring include:-

- A specialist focus on providing Leisure and Culture Services as part of a national network of leisure facilities
- A focused national marketing system that uses specific campaigns to increase memberships and participation in sport and physical activities
- Lower cost overheads as corporate services provided on a national basis and lower costs from national procurement of supplies and services on a scale that the Council may find it difficult to match
- The ability to apply for certain funds for which other local authorities are not eligible to bid
- Operating within a charitable trust and Council framework that releases revenue savings
- Potentially lower subsidy levels than existing 'in house' provision (subject to testing via a procurement process).
- Predictability of financial commitment to the provision of Leisure and Culture Services in the District (i.e. financial commitment set out in service level agreements and provider accepts revenue financial risk)

The potential disadvantages that a partner could bring include:-

- Loss of control over the day to day direct provision of Leisure and Culture Services and their quality
- Potential tensions as a result of a sharper commercial focus, particularly in the field of pricing controls and any potential profit split on excess profits generated by the provision of additional services by the private sector partner
- Development of services based on commercial rather than community needs
- Risk of failure if company dissolves
- Public and staff concerns about partnership services
- Council needs to develop new skills to manage a client - provider split

- Risk of dispute and legal proceedings involving service level agreements and leases

5.4.6 It would be for the Panel to recommend the form of trust whether it be an arm's length trust with a degree of Council involvement, an independent local trust or an established trust such as Wigan Leisure who operate the Leisure and Culture Services for Cannock Chase District Council amongst others. In the latter two examples, the Authority would have to determine the extent and position in the Authority of the client side of Leisure and Culture.

5.4.7 In establishing a viable partnership plan, future developments must be recognised such as the Stone Leisure Strategy proposals. The elements of this package include a new leisure centre at Westbridge Park, improvements to Walton Common, and a 3G pitch at Alleyne's where the swimming pool will also be converted into a sports hall. The establishment of a Leisure and Culture Trust should not prejudice these negotiations and developments at Stone. It is, therefore, proposed that they be developed separately and incorporated into any trust arrangement at the appropriate time.

## 5.5 **Proposed Way forward**

5.5.1 Subject to agreement of the recommendations arising from the review it is proposed that a Project Team is established to oversee the identification of a suitable partner for the management of Leisure and Culture Services.

5.5.2 The Leisure and Cultural facilities would remain in the ownership of the Council but would be leased to the operator who would manage the services. The level of provision to be determined and outlined in a Service Level Agreement for a set time frame. In addition, various staffing issues would also have to be determined as the employees within this Service and back office support constitutes a significant proportion of the current Borough Council establishment. The following points would require consideration:-

- the implications of the decision to transfer the Leisure and Culture Services to a Charitable Trust be considered, in particular in relation to those staff within scope of the transfer arrangements and those staff remaining with the Council and establish an appropriate communications plan to ensure that differing staffing groups are kept informed of progress and the implementation timetable.
- consideration to be given to the protection of terms and conditions of employment including the on-going protection and access to pension rights and benefits for those staff transferring to a Charitable Trust by stipulating the requirement to provide membership of the Local Government Pension Scheme via admitted body status.
- The financial and structural consequences on the residual Council of transferring the Leisure and Culture Services to a Charitable Trust be considered at the earliest opportunity to ensure that services (including shared services) remain fit for purpose.

5.5.3 It is important that a transparent procurement process is followed that secures value for money for the Council for the duration of the operation of the services. Taking all factors into consideration, the recommended procurement route is advertisement nationally for interested parties to manage Leisure and Culture Services. It would be for interested parties to detail any proposals concerning the establishment of a charitable trust.

5.5.4 Contracts for services procured by public authorities that are in excess of the EU threshold (currently £172,514 for services) must comply with The Public Contracts Regulations 2015. Therefore in order to ensure that the Council both receives value for money and maintains as a minimum the current level of service it will be essential that a detailed technical specification is produced and the proposed contract is advertised.

5.5.5 The estimated additional cost of undertaking the procurement of a partner is as follows:-

<b>Item</b>	<b>Estimated Cost (£)</b>
Surveys	15,000
Tender Advertisements	5,000
Legal Support	55,000
Project Management	50,000
HR Support	15,000
Contingency	10,000
	_____
<b>TOTAL</b>	<b>£150,000</b>
	_____

## 5.6 Conclusion

5.6.1 In order to preserve current and future Leisure and Culture provision, the partnership to a trust has many advantages. Without the anticipated savings of £540,00 the Authority would have some difficult financial decisions to make in 2018/19 onwards. With most Leisure and Culture provision being discretionary spend a reduction in service levels would be the probable outcome. The proposals in this report are a way of continuing those services for our community for the future.

<b>6 Implications</b>
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<p><b>6.1 Financial</b></p>	<p>In considering the findings of Red Quadrant in relation to the Leisure Review it will be necessary to take into account the medium term financial position of the Council. The current financial regime of the Government reflects Councils becoming self-sufficient and although it is envisaged that the Council will have a balanced budget until 2017-18. A material shortfall has been identified in the Medium Term Financial Plan from 2018-19. The shortfall arises from the anticipated withdrawal of Revenue Support Grant and the levelling out of the New Homes Bonus (Six year rolling programme) and Business Rates Retention schemes</p> <p>The Council should drive out efficiency savings as soon as possible however the clear focus should be providing a sustainable service provision over the long term.</p> <p>Subject to the agreement of the recommendations £150,000 will need to be allocated to oversee its implementation. Provision of £100,000 exists in the 2015-16 budget to review service delivery and hence a further £50,000 will need to be included as part of the 2016/17 budget process.</p>
<p><b>Legal</b></p>	
<p><b>Human Resources</b></p>	
<p><b>Human Rights Act</b></p>	
<p><b>Data Protection</b></p>	
<p><b>Risk Management</b></p>	

<p><b>6.2 Equality and Diversity</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>
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<b>Previous Consideration - Nil</b>
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<b>Background Papers - Policy and Improvement Service</b>
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