

**Stoke-on-Trent City Council**



# **CITY COUNCIL MEETING**

## **SUMMONS**

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|                                |   |
|--------------------------------|---|
| <b>To:</b>                     | All Members of the City Council   |
| <b>Date and Time:</b>          | Thursday, 26 March 2020 at 2.30 pm  |
| <b>Venue</b>                   | Council Chamber, Civic Centre, Glebe Street, Stoke-on-Trent   |
| <b>Agenda Contact Officer:</b> | Helen Barr (Team Leader - Governance and Democratic Support)<br>(01782) 232784<br>helen.barr@stoke.gov.uk |

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The Council Chamber is wheelchair accessible and induction loops are fitted in this room.

**Please switch off your mobile phone.**

By Order of the Lord Mayor

A handwritten signature in black ink, appearing to read 'J. Rowe'.

City Director

## GUIDANCE FOR COUNCILLORS ON DECLARING INTERESTS AT MEETINGS

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### WHEN SHOULD YOU DECLARE AN INTEREST AT A MEETING?

You will need to declare an interest if an item of business to be transacted at the meeting relates to or affects any of your registered interests and in particular any of your Disclosable Pecuniary Interests.

### DISCLOSABLE PECUNIARY INTEREST (DPI)

A DPI is an interest that directly affects the financial position of you or your partner or spouse. Your interest may be a DPI if a decision is likely to affect your employment, employers, businesses, shares, land or property owned or rented, or an ongoing contract of yours or your partner or spouse. For a detailed description of DPIs, you should refer to Part 2a of the Members Code of Conduct contained in Part 5a of the Council's [Constitution](#).

You must declare a DPI at the beginning of the meeting, or as soon as you are aware that you have a DPI in the matter being discussed, whether or not this is in your Register of Interest. **If you have a DPI you are unable to take part in the discussion or vote at the meeting and you must withdraw from the meeting by leaving the meeting room during the relevant item.** In certain limited circumstances you may apply for a dispensation to be granted by the Standards Committee, which would enable you to participate and vote on a matter in which you have a DPI.

### PERSONAL INTEREST

You will need to declare a personal interest in an item of business if it relates to a body that you have been appointed to by the City Council; a public, charitable or political body or trade union of which you are a member or in a position of management; or the interests of a person you have received a gift valued at £25 or above from. You should also declare a personal interest if it could reasonably be considered that the decision affects the wellbeing or financial position of you, a member of your family or any person with whom you have a close association, more so than the majority of other council tax payers or inhabitants of the area affected by the decision.

Personal interests must be declared at the meeting. Unless your personal interest is also pecuniary (see below) you can remain in the meeting, take part in the debate and vote as usual.

### OTHER PECUNIARY INTEREST

A personal interest will also be a pecuniary interest if the decision is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and where the matter affects your financial position or the financial position of your partner or spouse, a member of your family, a person with whom you have a close association or any person or firm that that individual is employed by or involved with or where it relates to the determination of any approval, consent, licence, permission or registration in relation to you or that person.

You should declare a pecuniary interest at the beginning of the meeting, or as soon as you are aware that you have a pecuniary interest in the matter being discussed. **If you have a pecuniary interest you are unable to take part in discussion or vote at the meeting and you must withdraw from the meeting by leaving the meeting room during the relevant item.**

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| <i>If you have any queries in relation to the above, please seek further advice from the Monitoring Officer or Democratic Services well in advance of the meeting.</i> |
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# AGENDA

**Please Note:** This meeting may be filmed for live or subsequent broadcast via Stoke-on-Trent City Council's website – at the start of the meeting the Chair will confirm if all or part of the meeting is being filmed. The images and sound recording may be used for training purposes within the Council.

Generally, the public seating areas at the rear of the Chamber are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

**Recording by Press and Public:** Recording is permitted by press representatives and members of the public from the public and press areas, subject to the Chair of the meeting having been notified in advance. Recording must cease at the request of the Chair and making a recording must not be disruptive to the meeting.

If you have any questions about this, or you wish to advise the Chair that you will be recording the meeting, please contact the officer named on the front of the Council agenda.

***N.B. Questions for the next Council meeting on 9/7/20 must reach the Assistant Director - Governance, Civic Centre, Glebe Street, Stoke-on-Trent ST4 1HH by e-mail to [your.questions@stoke.gov.uk](mailto:your.questions@stoke.gov.uk) by 12 noon on 17/6/20. The deadline for petitions is 24/6/20 and the deadline for motions is 1700 hours on 26/6/20.***

1. Minutes of a previous meetings of the City Council held on 23/1/20 and 27/2/20 - reconvened on 6/3/20 (PAGES 1 - 24)
2. Apologies for absence
3. To welcome visitors (if any)
4. To receive any announcements from the Lord Mayor, the Leader of the Council or the Head of Paid Service
5. To transact business of a non-contentious and/or urgent nature specially brought forward by the Lord Mayor or Chairman
6. Disclosure of Interests  
Members to give notice of any interest and the nature of that interest relating to any item on the agenda in accordance with the adopted Code of Conduct.
7. Members' Questions (PAGES 25 - 26)
8. Report of Petitions Received (PAGES 27 - 32)
9. Appointments to Committees and Outside Bodies (as necessary)

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|------------|---|------------------------|
| <b>10.</b> | <b>Amendments to Parts 2 and 3 of the Council's Constitution</b>  | <b>(PAGES 33 - 38)</b> |
| <b>11.</b> | <b>Report of the Chairman of the Police, Fire and Crime Panel</b> | <b>(PAGES 39 - 42)</b> |

***ANNEX***

- |            |   |                         |
|------------|---|-------------------------|
| <b>12.</b> | <b>Minutes of the Cabinet (14.1.20, 11.2.20, 19.2.20 and 27.2.20 (reconvened on 6.3.20))</b>  | <b>(PAGES 47 - 72)</b>  |
| <b>13.</b> | <b>Minutes of Committees</b> <ul style="list-style-type: none"><li>• Minutes of the Audit Committee (30.1.20)</li><li>• Minutes of the Health and Wellbeing Board (21.1.20)</li><li>• Minutes of the Human Resources Committee (23.1.20)</li><li>• Minutes of the Licensing and General Purposes Committee (21.1.20 and 3.3.20)</li><li>• Minutes of the Planning Committee - Development Management (8.1.20, 5.2.20, 6.2.20 and 4.3.20)</li><li>• Minutes of the Adults and Neighbourhoods Overview and Scrutiny Committee (16.1.20)</li><li>• Minutes of the Children's and Young People's Overview and Scrutiny Committee (24.1.20)</li><li>• Minutes of the City Renewal Overview and Scrutiny Committee (16.1.20 and 6.2.20)</li><li>• Minutes of the Corporate Services Overview and Scrutiny Committee (15.1.20 and 12.3.20)</li></ul> | <b>(PAGES 73 - 176)</b> |



**City of Stoke-on-Trent****MINUTES OF PROCEEDINGS OF THE  
CITY COUNCIL MEETING**

Minutes of a meeting of the City Council held on Thursday, 23 January 2020 at the Civic Centre, Glebe Street, Stoke-on-Trent.

**In Attendance:****THE LORD MAYOR**

Councillor Jackie Barnes

|  |                                  |
|--|----------------------------------|
| Councillor Melanie Baddeley (Vice-Chair) | Councillor Stephen Funnell       |
| Councillor Lesley Adams                  | Councillor Faisal Hussain        |
| Councillor Asman Ali                     | Councillor Gurmeet Singh Kallar  |
| Councillor Jane Ashworth OBE             | Councillor Chandra Kanneganti    |
| Councillor Craig Beardmore               | Councillor Rachel Kelsall        |
| Councillor Lorraine Beardmore            | Councillor Majid Khan            |
| Councillor Shaun Bennett                 | Councillor Sadaqat Maqsoom       |
| Councillor Heather Blurton               | Councillor Mohammed Pervez       |
| Councillor Sabrina Bowers                | Councillor Sheila Pitt           |
| Councillor Janine Bridges                | Councillor Andy Platt            |
| Councillor Abi Brown                     | Councillor Joanne Powell-Beckett |
| Councillor Candi Chetwynd                | Councillor James Smith           |
| Councillor Maxine Clark                  | Councillor Paul Shotton          |
| Councillor Randolph Conteh               | Councillor Lee Wanger            |
| Councillor Lilian Dodd                   | Councillor Alastair Watson       |
| Councillor David Evans                   | Councillor Amjid Wazir           |
| Councillor Carl Edwards                  | Councillor David Williams        |
| Councillor Desiree Elliott               | Councillor Jo Woolner            |

**Apologies submitted**

|                           |                            |
|---------------------------|----------------------------|
| Councillor Jean Bowers    | Councillor Daniel Jellyman |
| Councillor Cheryl Gerrard | Councillor Shaun Pender    |
| Councillor Ross Irving    | Councillor Ally Simcock    |
| Councillor Ann James      |                            |

**77 MINUTES OF A PREVIOUS MEETING OF THE CITY COUNCIL HELD ON 5/12/19**

***RESOLVED THAT:***

***The minutes of the previous meeting of the City Council held on 5 December 2019, be approved.***

**78 TO WELCOME VISITORS (IF ANY)**

The Lord Mayor welcomed members of the public and representatives of organisations to the Council meeting.

**79 TO RECEIVE OFFICIAL ANNOUNCEMENTS FROM THE LORD MAYOR, THE LEADER OF THE COUNCIL OR THE HEAD OF PAID SERVICES**

The Leader of the Council, Councillor Abi Brown, provided an update to members on activities since the last meeting, including the Civic Carol Service held at Stoke Minster, a visit to the Macari Centre with Councillor Conteh (Cabinet Member for Communities and Safer City), the launch of the new year budget proposals, the opportunity taken to raise awareness of mental health issues earlier that week on Blue Monday 2020, and the announcement that, for the second year running, employment growth in Stoke-on-Trent had been recognised as the fastest in the UK, with 8,000 jobs created in the past five years.

She went on to outline some of the very positive work that was taking place around children's services, which had included an informative member briefing session earlier that day and ongoing work with school leaders. She also referred to a national event that she had spoken at in relation to the State of Girls Rights in the UK and commented on some of the findings of the 2020 report.

She concluded by advising the council of the imminent start dates for the new Director of Children's Services, Sarah Parker, and the new City Director, Jon Rouse, and she took the opportunity to echo comments made by colleagues in appreciation of the work that had been undertaken by the interim Director of Children's Services, Mark Barratt.

**80 TO TRANSACT BUSINESS OF A NON-CONTENTIOUS AND/OR URGENT NATURE SPECIALLY BROUGHT FORWARD BY THE LORD MAYOR OR CHAIRMAN**

The Lord Mayor referred to Holocaust Memorial Day which would be on Monday 27<sup>th</sup> January. She advised that the theme was 'Stand Together' and it explored how genocidal regimes throughout history had deliberately fractured societies by marginalising certain groups, and how those tactics could be challenged by individuals standing together speaking out against oppression.

**City Council**  
**Thursday, 23 January 2020**

She added that Holocaust Memorial Day 2020 marked the 75th anniversary of the liberation of Auschwitz and also marked the 25th anniversary of the Genocide in Bosnia, and she reminded Members that the book of Commemoration was available for them to sign.

**81 DISCLOSURE OF INTERESTS**

The Monitoring Officer advised the City Council that Councillors Bridges, Elliott, Platt, Simcock and the Lord Mayor had each registered a Disposable Pecuniary Interest (DPI) as a result of a tenancy interest in the City and had previously been granted a dispensation by the Standards Committee to enable them to vote on the item relating to the Housing Revenue Account Rent Setting (Ref. para. 86).

Members declared other interests, as indicated, in accordance with the provisions of the City Council's Constitution on the issued listed below:

| <b>Name</b>                     | <b>Item</b> | <b>Interest</b> | <b>Nature</b>   |
|---------------------------------|-------------|-----------------|---|
| Councillor Funnell              | Para. 86    | Personal        | Chair of Empowering People Inspiring Communities Board.       |
| Councillors Hussain and Maqsoom | Para. 82    | Personal        | Resident of Chaplin Road but not a signatory to the petition. |
| Councillor Brown                | Para. 91    | Personal        | Director of Fortior Homes Limited                             |

**82 REPORT OF PETITIONS RECEIVED**

The City Council received details of three petitions received since the last ordinary full City Council meeting, in relation to the issues listed below:-

- (a) Petition suggesting that the traffic lights on Stoke-On-Trent Station Road should have a better time system in place where the green walking figure shuts off when the red traffic light does.
- (b) Petition requesting double yellow lines on Mayfair Gardens (Tunstall) to be exchanged for residential parking.
- (c) Petition requesting traffic calming measures on Chaplin Road and the surrounding area.

On the motion of Councillor Baddeley, seconded by Councillor Smith, it was:-

**RESOLVED THAT:-**

***The petitions be noted.***

### 83 MEMBERS' QUESTIONS

The City Council received details of three Member questions submitted under Council Procedure Rule 9 and responses provided by the Leader of the Council, as set out below:

**Question 1: Submitted by Councillor Pervez addressed to the Leader of the Council (Councillor Brown)**

“For many months now, residents have complained about being mistreated by Solarplicity in the way the solar panels and energy have been sold to them and the poor customer service that they have received. Residents have also been very vocal about the poor advice that this council has given them with respect to the way this contract actually works.

If this wasn't enough, the council are now allowing Solarplicity to put solar panels on void properties which means that a new tenant has to accept a 25-year contract with Solarplicity as a condition for securing a particular council property to live in. If they refuse the solar panels, they are then turned down from obtaining that council property. The council say that an alternative property is offered, but that property may not be suitable for other reasons (e.g. location) and in any case the council does not have that many properties to offer to potential tenants in a timely manner.

- 1) Given the extent of the issues with Solarplicity and the Council, will you now agree to holding a constructive public meeting where residents can collectively and directly raise issues with you so that you can hear for yourself the plight of our residents and hopefully take greater responsibility in resolving their issues? Please note the call here is for a **public meeting NOT** a meeting behind closed doors.
- 2) What is the **truthful** reason behind the council deciding to allow Solarplicity to put Solar panels on vacant council properties?
- 3) Is it fair that potential tenants, identified with a housing need by the council, are now in effect being forced into a contract with a private company (i.e. Solarplicity) against their will or risk having the offer of the house being withdrawn?
- 4) Isn't it about time the council did the right thing and terminated the contract with Solarplicity?”

**Response provided by the Council Leader (Councillor Brown):**

An Overview & Scrutiny task and finish group was specifically established to look at the Community Energy Scheme to hear those concerns in an open and transparent way that invited customers and users of the scheme to share their experience.

**City Council**  
**Thursday, 23 January 2020**

The Task and Finish Group consisted of the Chair, Councillor Lee Wanger, and Councillors: Jean Bowers, Ross Irving, Mohammed Pervez and Jo Woolner

Specifically the task and finish group:

- Met City Council officers to find out in detail about the background and operation of the Community Energy Scheme.
- Communicated with councillors and requested details of the contact they had with residents and customers about the scheme.
- The task group also requested that councillors nominate people who are customers of the scheme to talk directly to the task and finish group.
- Held an evidence session with customers of the scheme to hear first-hand about their experiences
- Held a public session that was web-cast live where questions were put to representatives of Solarplicity.
- Held a public session with City Council officers who responded to questions from the task and finish group.

The City Council is assisting its householders in facilitating cheaper energy and to address those residents that are in fuel poverty.

The council is obliged under the contract to offer any suitable property which meets the qualification criteria and is unlet as a potential property for solar installation. But will only enter into a lease agreement where the occupier has entered into the solar agreement and it subsequently becomes an Installed property.

Potential tenants are offered properties, if there are panels fitted they have to decide whether to accept the property and a contract with Solarplicity or reject the property in which case this does not count against them, they maintain their housing points and will be offered another property as they become available.

It is important to note the benefits for the customer in signing up to the scheme.

- The householder benefits by purchasing the solar energy that is guaranteed or at or below the average standard variable tariff of the Big 6 providers.
- The Price Match Promise and Fair Market Price.
- The customer is also supplied with free LED lightbulbs that are also replaced free of charge when required.
- There is also a bonus credit applied to the energy account in December.
- A smart meter is fitted to help the consumer make further savings.
- No standing charge (saving an average of £73 per household per year).
- New customers receive £50 off their first bill.
- The company report average annual savings are £300.

**City Council**  
**Thursday, 23 January 2020**

- If the householder is eligible for the Warm Home Scheme discount of £140 a year, the householder can still sign up to the scheme, and have grid energy supplied by a provider that can apply the warm home discount to the grid supply.

The Council and Cabinet is awaiting the results and deliberations of the Task and Finish group. Stoke-on-Trent City Council takes overview and scrutiny very seriously and it would not be appropriate to make any decisions until the views of scrutiny, which has taken views in public, have been presented.

In a supplementary question, Councillor Pervez asked why tenants were being blackmailed into signing contracts when nowhere in the original council contract did it say that solar panels would be fitted to council properties and there was no guarantee that residents would sign up to the scheme. In response the Leader advised of the process of the offer of a property to tenants and confirmed that their choice to sign for the tenancy or not.

**Question 2: Submitted by Councillor Pervez addressed to the Leader of the Council (Councillor Brown)**

“Regarding road works:

- 1) For the years 2016-2017, 2017-18 and 2018-19, please can you tell us the names of the streets and roads that have been re-surfaced partly or completely including any protective works (e.g. sealing works) that have been carried out. Please categorise the streets/roads by the wards in which they are in and also mark clearly the type of work carried out on each road or street.
- 2) For the years 2019-2020 and 2020-2021, please list the roads and streets that have been or are due to be resurfaced either partly or completely including those where protective works (e.g. sealing) have been / will be carried out. Please categorise the streets/roads by the wards in which they are in and also clearly mark the type of work carried out or to be carried out on each road or street.”

**Response provided by the Council Leader (Councillor Brown):**

- 1) Table of 2016-17 completed schemes
- 2) Table of 2017-18 completed schemes (See [Agenda Papers](#) for details)
- 3) Table of 2018-19 completed schemes
- 4) Table of 2019-20 completed schemes

In a supplementary question Councillor Pervez asked why details of the 2020/21 had been excluded due to their draft form and he commented on errors that he had found in the tables

**City Council**  
**Thursday, 23 January 2020**

provided. The Leader advised that she would be happy to go through the 2020/21 list with Councillor Pervez if he wished her to and confirmed that officers would also be able to assist with this.

**Question 3 submitted by Councillor Wazir addressed to the Leader of the Council (Councillor Brown):**

“Can you please outline the reasons for the delays in the District Heating Network implementation in the city and give the revised timelines on when various phases will be completed including some detail around the various phases and what they will include.

During the laying down of the piping in the Shelton area for the DHN, substantial road closures were undertaken which impacted small businesses badly for several months. Business owners have called for compensation. As someone who claims to be a supporter of small business in the city, will you support a compensation package for those businesses that have suffered badly in the areas where road works have taken place?”

**Response provided by the Council Leader (Councillor Brown):**

To ensure that residents are not unduly impacted by the construction phases of the works to install the DHN, the programme has been extended.

Aside from the technicalities of the pipe installation, the contractors are dealing with some difficult issues in the ground. College Road for example has been a road for at least a hundred years before Stoke-on-Trent was a city. Over time the amount of pipework, cables and other things buried under the road have grown and changed and been developed and adapted many times; often without accurate recording of where they are precisely located or of what else was left in the ground.

Whilst modern technology has improved the ability to detect underground cables and pipes it is often only by digging that the exact nature of what is there can be identified.

Clashes with other utilities and issues relating e.g. Water main bursts and collapsing road surfaces have therefore directly impacted on programme and future planning. In addition, efforts to co-ordinate with other planned works have also impacted on start and finish dates but this is with the clear intention to ensure where possible duplication of digging and re-instatement is avoided.

For example, flooding issues on College road are to be addressed alongside the works saving time and money for the council and residents.

The current works on College Road will complete Spring 2020.

The next phase of works will be undertaken in Stoke town Winter 2020.

**City Council**  
**Thursday, 23 January 2020**

Future works will be agreed and aligned with planned road and other works across the city and programmed accordingly.

During the laying down of the piping in the Shelton area for the DHN, substantial road closures were undertaken which impacted small businesses badly for several months. Business owners have called for compensation. As someone who claims to be a supporter of small business in the city, will you support a compensation package for those businesses that have suffered badly in the areas where road works have taken place?

The position that the council does not provide compensation related to works in highways in accordance with the requirements for such work to be undertaken.

Whilst some road closures were required to ensure safe working access has always been maintained with alternative routes being managed to ensure minimum impact

The works will finish on schedule Spring 2020.

The DHN team and contractor are engaging directly with the local community and ward councillor to ensure any immediate concerns are listened to and acted on and where improvements can be made to the programme or general working arrangements these are quickly implemented.

The resolution of a local flooding issue and helping to address fly tipping are clear examples of this in practice.

Our Engineer has maintained regular face to face contact with the businesses to provide updates, feedback on progress of the works and also to listen directly to concerns and complaints and ensure where adjustments can be made that they are undertaken quickly and with minimum impact. In addition weekly newsletters are distributed with clear plans of work outlined and timings.

The team have worked hard to maintain access and parking for businesses and we have received positive feedback from some of those businesses with regards to the efforts being made and how it has minimised impact and not unduly affected them.

In a supplementary question Councillor Wazir referred to a business member in his area that had been promised that he would receive compensation and he asked how this would work. The Leader of the Council advised that she was unable to comment on specific cases and added that she had helped one of her own constituents on a similar matter and would be happy to advise Councillor Wazir.



**84 APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES (AS NECESSARY)**

The Lord Mayor reported that there were no appointments to be brought forward.

**85 PETITIONS STATISTICS - 2018/19**

The City Council received statistical information in relation to all petitions received in accordance with the Council's Petitions Scheme during 2018/19. The report submitted also provided details of the decisions that had been made in relation to each of the petitions listed. Councillor Elliott highlighted a couple of specific issues in relation to two of the petitions that were listed, including one concerning the path behind Gladstone Primary School and one concerning trees in Colclough Road.

On the motion of Councillor Brown, seconded by Councillor Conteh, it was:-

***RESOLVED THAT:***

***The information contained within the report be noted.***

**86 HOUSING REVENUE ACCOUNT (HRA) - RENT SETTING REPORT 2020/21**

The City Council received details of the annual rent review 2020/21 for all council dwellings within the Housing Revenue Account, which had been undertaken in accordance with relevant policy, statutory guidance and legislative obligations.

It was proposed that the annual rent for 2020/21 was increased by up to Consumer Price Index (CPI) as at the end of September 1.7% + 1% or, if the tenant exceeded the rent flexibility level, just CPI as defined by the Direction of Rent Standard 2019 set by the Ministry of Housing, Communities and Local Government (MHCLG).

It was further proposed that the charges for other services and facilities, lock up garages and garage plots were increased by CPI as at the end of September 2019 1.7% +1% (2.7%) in 2020/21 in line with the Policy Statement on Rents for Social Housing February 2019 set by the Ministry of Housing, Communities and Local Government (MHCLG).

The Council was advised that from 2020/21 the Ministry of Housing, Communities and Local Government (MHCLG) had advised that social rent would be limited to an increase of CPI + 1% for five years.

Members commented on the importance of residents receiving an appropriate level of service in return for the charge on communal gardens and green spaces and concerns were expressed about the potential negative impact that the rent increases would have on small businesses located on housing estates.

A motion to approve the recommendations as set out in the report submitted was moved by Councillor Powell-Beckett and seconded by Councillor A. Brown and on being put to the vote it was:-

***RESOLVED THAT:***

City Council  
Thursday, 23 January 2020

- (i) Approval is given for social housing rent to be increased from 1 April 2020 by CPI 1.7% (at September 2019) + 1 percentage point in any year equalling 2.7% as guided by the Policy Statement on Rents for Social Housing February 2019.*
- (ii) Approval is given for the increase in charges for services and facilities, lock up garages and garage plots as at September 2019 CPI of 1.7% + 1% (2.7%) in 2020/21 in line with the Policy Statement on Rents for Social Housing Feb 2019 set by the Ministry of Housing, Communities and Local Government (MHCLG) which advises "The limit on rent changes, of CPI + 1 percentage point, to help keep charges affordable".*

#### **87 LOCAL COUNCIL TAX SUPPORT SCHEME 2020/21**

Approval was sought to retain and administer the Authority's Local Council Tax Support (LCTS) scheme under section 13A (2) of Local Government Finance Act 1992. The report submitted outlined the financial implications of operating the existing Council Tax Support scheme in 2020/21 and beyond and provided context around the administration of the scheme and its ability to deliver against its initial purpose following the progression of Welfare Reforms, including the potential impact of Universal Credit.

On the motion of Councillor Brown, seconded by Councillor Conteh, it was:-

##### **RESOLVED THAT:-**

- (i) The Council extends the application of Sections 69 and 102 of the current scheme in relation to the use of electronic communication; using information submitted electronically by the DWP as a claim for LCTS.*
- (ii) The scheme continues in its current format with the above amendment.*

#### **88 MINUTES OF THE CABINET (19/11/19 AND 17/12/19)**

On the motion of Councillor Conteh, seconded by Councillor Evans, it was:-

##### **RESOLVED THAT:**

*The minutes of the Cabinet meetings held on 19 November and 17 December 2019, be noted.*

#### **89 MINUTES OF COMMITTEES**

On the motion of Councillor Kallar, seconded by Councillor Wazir, it was:-

##### **RESOLVED THAT:**

*The minutes of the meetings of the committees of the Council be noted.*

#### **90 EXCLUSION OF THE PUBLIC**

On the motion of the Lord Mayor, seconded by Councillor Wazir, it was:-

City Council  
Thursday, 23 January 2020

**RESOLVED THAT:-**

***Under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the paragraph(s) of Part 1 of Schedule 12(A) of such Act indicated, as now amended by the Local Government (Access to Information) (Variation) Order 2006.***

**91 FORTIOR HOMES BUSINESS PLAN 2020-21 (PARA. 3)**

*(Having declared an interest, Councillor Brown was not present for consideration of this item.)*

The City Council received the Fortior Homes Business Plan that had been approved by the Cabinet in December 2019. The report submitted document reviewed the company's achievements, set out its financial position and outlined its intentions for the period 2020/21 onwards.

During the debate on this item of business, members raised specific queries regarding the funding arrangements and commented on the limitations of not being able to question the Lead Member. The Monitoring Officer confirmed that he would review how the information being requested could be presented in a format that the full Council meetings didn't provide for.

**RESOLVED THAT:**

- (i) The Council notes the content of the cabinet report considered on 17 December 2019.***
- (ii) The Council recognises the progress that has been made with regards the delivery of the outcomes set out in the Fortior Homes Business Plan.***

COUNCILLOR JACKIE BARNES (LORD MAYOR)

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**City of Stoke-on-Trent**

**MINUTES OF PROCEEDINGS OF THE  
EXTRAORDINARY CITY COUNCIL MEETING**

Minutes of a meeting of the City Council held on Thursday, 27 February 2020 at the Civic Centre, Glebe Street, Stoke-on-Trent and reconvened on Friday, 6 March 2020.

**In Attendance:**

**THE LORD MAYOR**

Councillor Jackie Barnes

|  |                                  |
|--|----------------------------------|
| Councillor Melanie Baddeley (Vice-Chair) | Councillor Ross Irving           |
| Councillor Lesley Adams                  | Councillor Ann James             |
| Councillor Asman Ali                     | Councillor Daniel Jellyman       |
| Councillor Jane Ashworth OBE             | Councillor Gurmeet Singh Kallar  |
| Councillor Craig Beardmore               | Councillor Chandra Kanneganti    |
| Councillor Lorraine Beardmore            | Councillor Rachel Kelsall        |
| Councillor Shaun Bennett                 | Councillor Sadaqat Maqsoom       |
| Councillor Heather Blurton               | Councillor Shaun Pender          |
| Councillor Jean Bowers                   | Councillor Mohammed Pervez       |
| Councillor Sabrina Bowers                | Councillor Sheila Pitt           |
| Councillor Janine Bridges                | Councillor Andy Platt            |
| Councillor Abi Brown                     | Councillor Joanne Powell-Beckett |
| Councillor Candi Chetwynd                | Councillor Ally Simcock          |
| Councillor Maxine Clark                  | Councillor James Smith           |
| Councillor Randolph Conteh               | Councillor Paul Shotton          |
| Councillor Lilian Dodd                   | Councillor Lee Wanger            |
| Councillor David Evans                   | Councillor Alastair Watson       |
| Councillor Desiree Elliott               | Councillor Amjid Wazir           |
| Councillor Stephen Funnell               | Councillor David Williams        |
| Councillor Cheryl Gerrard                | Councillor Jo Woolner            |
| Councillor Faisal Hussain                |                                  |

**Apologies submitted**

Councillor Carl Edwards

Councillor Majid Khan

**Extraordinary City Council**  
**Thursday, 27 February 2020 (Reconvened on Friday, 6 March 2020)**

**92 TO WELCOME VISITORS (IF ANY)**

The Lord Mayor welcomed members of the public and representatives of organisations to the Council meeting.

**93 DISCLOSURE OF INTERESTS**

The Monitoring Officer advised the Council that, whilst it was assumed that all members were council tax payers and/or non-domestic rate payers, it had previously been confirmed in government guidance that this did not constitute an interest and therefore members were not required to declare an interest or leave the meeting.

Members declared interests, as indicated, in accordance with the provisions of the City Council's Constitution on the issued listed below:

| <b>Name</b>   | <b>Item</b> | <b>Interest</b> | <b>Nature</b>  |
|---|-------------|-----------------|--|
| Councillors Blurton, Conteh, Dodd and Smith                                 | Para. 96    | Personal        | Family member employed by the City Council.                    |
| Councillor Elliott, Platt and Simcock                                       | Para. 96    | Personal        | Council tenant   |
| Councillor Elliott  | Para. 96    | Personal        | Member of the SENDIAS Steering Group                           |
| Councillors Chetwynd, Elliott, Funnell, Pervez, Platt, Simcock and Woolner. | Para. 96    | Personal        | Members of the Unite Union.                                    |
| Councillors Pervez, Pitt, Wazir and Woolner.                                | Para. 96    | Personal        | Member of the GMB Union.                                       |
| Councillors Kallar and Shotton,   | Para. 96    | Personal        | Member of Unison   |
| Councillor Pender   | Para. 96    | Personal        | Employed by Unite Union (no members affected by the proposals) |
| Councillor Gerrard  | Para. 96    | Personal        | Family member in receipt of SEN transport.                     |
| Councillor Shotton  | Para. 96    | Personal        | Signatory to a number of petitions opposing budget cuts.       |

**Extraordinary City Council**  
**Thursday, 27 February 2020 (Reconvened on Friday, 6 March 2020)**

|                   |          |          |   |
|-------------------|----------|----------|---|
| Councillor Conteh | Para. 96 | Personal | Member of the Staffordshire Police, Fire and Crime Panel. |
|-------------------|----------|----------|---|

Councillor Williams referred to CMS 07 in the Medium Term Financial Strategy which concerned housing related support. He advised that although he was not required to declare an interest, for transparency purposes he wanted it noted that he was employed by the YMCA.

#### **94 MEDIUM TERM FINANCIAL STRATEGY AND COUNCIL TAX SETTING 2020/21**

The City Council considered the Medium Term Financial Strategy for the General Fund Revenue budgets and the calculation of the council tax requirement for 2020/21.

The report submitted also addressed the Housing Revenue Account budget for 2020/21 and the Medium Term Financial Strategy for the Capital Investment Programme 2020/21 - 2024/25, incorporating the Housing Revenue Account capital programme; the proposed Treasury Management Annual Borrowing and Investment Strategy 2020/21; the prudential indicators; the Minimum Revenue Provision (MRP) Policy Statement 2020/21 and the proposed capital strategy.

It was noted that the budget proposals had been formally launched on 6 January 2020, with consultation continuing until 19 February 2020, and details of the feedback received as part of the consultation process were provided, including full feedback from the Overview and Scrutiny Committee meetings at which all the proposals had been considered.

Members were reminded that the budget had been aligned to the Stronger Together priorities so that it could be seen how much money was spent in those areas and the report provided details of the investment in each priority. A number of annexes were attached to the report to provide Members with the necessary information on all elements of the proposals under consideration, which included a comprehensive risk register and, in accordance with statutory requirements, a report on the robustness of the budget and the adequacy of the proposed reserves as prepared by the Section 151 Officer.

Prior to the deliberations on the proposals, the Lord Mayor gave consent to the lead speaker from each of the three political groups exceeding the five minute rule set out in Council Procedure Rule 13.04, to allow them to speak for up to ten minutes each on the budget proposals.

In moving a motion to support the proposals as submitted, the Leader of the Council, Councillor Brown - Cabinet Member for Corporate Resource, Strategy and Partnerships, referred to the scale of the challenge to present a balanced budget, which was set against a lack of clarity over the sustainability of the local government funding system and increasing

**Extraordinary City Council**  
**Thursday, 27 February 2020 (Reconvened on Friday, 6 March 2020)**

pressures on social care, local challenges around children's social care and the necessary increases faced every year such as pay rises and inflation. She reminded members of the importance of keeping children and young people as the number one priority when taking any decisions on the budget and she advised that, although the December 2019 local government settlement had provided the authority with more funding, this had to be rightly directed to social care. She explained that 61% of the council's budget was being spent on adult and children's social care, which was an increase of 55% over the last ten years against a 68% decrease in general funding. She talked about the impact of the council tax increase given the high number of band A and B properties in the city and she stressed the importance of supporting economic growth whilst highlighting the planned investment of over £20million over the next four years. She also commented on the importance of the asset maximisation programme, the guardianship of the city's heritage and the significance of the investments made in community projects with support from the community investment fund. The importance of the growth strategy that underpinned investment was outlined and the reasons for continued investment in capital projects were explained.

The Leader commented on the difficult decisions that had needed to be made and advised that, following consultation, the Cabinet had agreed to amend the original proposals around the SENDIAS advice service and Meir Library. The Leader moved that the recommendations as set out in the report submitted be approved and this was seconded by Councillor Conteh, the Deputy Leader of the City Independent Group.

Councillor Pervez, Leader of the Labour Group, referred to the previous year's budget which was followed by a mid-year budget refresh and he described some of the cuts put forward in the proposals under consideration as 'brutal'. He expressed concern about the adequacy of the level of reserves and expressed disappointment that the authority had not taken advantage of the Adult Social Care Precept when it had the opportunity to do so. He went on to highlight those features of the proposed budget that he and his political group disagreed with, which included job cuts, a reduction in the number of Small Group Homes, the closure of neighbourhood centres, the increase in some fees and charges and a council tax increase above inflation, and he advised that he and his colleagues would be voting against the proposals. He did however want to point out the parts of proposals that he did support which included investment in housing and highways and support for jobs and economic growth.

The majority of members in attendance took an opportunity to speak on the proposals and one of the key topics referred to in the debate was the review of terms and conditions, with those members that were opposed to this being concerned about the negative financial impact on low paid staff.

Councillor Conteh talked about the consequences of the Council not being able to set a lawful budget and he referred to the work that had been undertaken by the Cabinet on each of the proposals, explaining that the reality was that the savings had to be found. He



**Extraordinary City Council**  
**Thursday, 27 February 2020 (Reconvened on Friday, 6 March 2020)**

advised that the saving identified from the terms and conditions review would equate to the loss of approximately 31 jobs and he spoke about the significant investment programme that was a key feature of the proposals whilst warning of the reputational damage that would be risked if the council failed to set a budget. He also talked about the additional funding that had been provided by central government for the Prevent duty, for homelessness and for housing and the promised funding in relation to the transformation programme, that could be jeopardised. He also referred to the risk that not setting a budget would present to the capital investment programme and the community investment fund and the impact that it would have on the residents of the city and the whole of the council's workforce.

Following a detailed and passionate member debate, the Leader of the Council exercised her right of reply to respond to some of the comments made and further explain the reasoning associated with the proposals submitted and the plans in place. With regard to the comments that had been made about the £5.5 million savings secured in the summer of 2019, she made it clear that this was not taken away from services but was invested in children's services and she reminded colleagues about Ofsted's presence within the organisation. She reiterated the message around terms and conditions and referred to a list of alternative proposals that had been put forward by the council's employees. She concluded the debate with a reminder about the expectations of the electorate in the city with regard to members making difficult decisions and managing the council's business effectively.

The Lord Mayor called for a recorded vote to be taken in relation to the motion, in accordance with legislative requirements. On being put to the vote the outcome was as follows:

**For the motion (19):-** Lord Mayor, Councillors Adams, Ali, Baddeley, C. Beardmore, L. Beardmore, Blurton, Bridges, Brown, Clark, Conteh, Evans, Hussain, Irving, Jellyman, Kanneganti, Kelsall, Maqsoom and Smith.

**Against the motion (22):-** Councillors Ashworth, J. Bowers, S. Bowers, Chetwynd, Dodd, Elliott, Funnell, Gerrard, James, Kallar, Pender, Pervez, Pitt, Platt, Powell-Beckett, Shotton, Simcock, Wanger, Watson, Wazir, Williams and Woolner.

**Abstention (1):-** Councillor Bennett

The motion was not therefore supported and the Monitoring Officer advised that, given that the budget had fallen, the City Director as the Head of Paid Service had a statement that needed to be made.

The City Director explained that as the budget proposals had not been agreed the budget would need to be discussed at a reconvened meeting on 6 March 2020. He reminded members that the budget process included setting the council tax for the City for 2020/21 and, under the Local Government Act 1972, the council had a responsibility to set council

**Extraordinary City Council**  
**Thursday, 27 February 2020 (Reconvened on Friday, 6 March 2020)**

tax for the financial year ahead before 11 March 2020. He advised that written information would be provided for all councillors on the implications of not setting a budget and council tax and he explained that it was the duty of all councillors to come together to set a budget and council tax. He explained that, as statutory officers, the Section 151 Officer, the Monitoring Officer and himself as Head of Paid Service, would urge councillors to come together for discussions to reach proposals that could be considered at the reconvened meeting and enable the council to meet its legal obligation.

The Monitoring Officer explained that a Cabinet meeting had been called to take place that afternoon if required and he advised the Cabinet to open that meeting immediately after the closing of the Council meeting and then adjourn until 12 noon on Friday 6 March 2020, to formally consider any proposals prior to Council reconvening to receive them.

On the motion of the Lord Mayor, seconded by Councillor Baddeley, it was:-

***RESOLVED THAT:***

***The City Council meeting be adjourned until 2.30pm on Friday, 6 March 2020.***

COUNCILLOR JACKIE BARNES (LORD MAYOR)

The meeting reconvened at 2.30pm on Friday, 6 March 2020 at the Civic Centre, Glebe Street, Stoke-on-Trent.

**In Attendance:**

Councillor Jackie Barnes (Lord Mayor)  
Councillor Melanie Baddeley (Vice-Chair)  
Councillor Lesley Adams  
Councillor Asman Ali  
Councillor Jane Ashworth OBE  
Councillor Craig Beardmore  
Councillor Lorraine Beardmore  
Councillor Shaun Bennett  
Councillor Heather Blurton  
Councillor Jean Bowers  
Councillor Sabrina Bowers  
Councillor Janine Bridges  
Councillor Abi Brown  
Councillor Candi Chetwynd  
Councillor Maxine Clark  
Councillor Randolph Conteh  
Councillor Lilian Dodd  
Councillor Carl Edwards  
Councillor David Evans  
Councillor Desiree Elliott

Councillor Cheryl Gerrard  
Councillor Faisal Hussain  
Councillor Ross Irving  
Councillor Ann James  
Councillor Daniel Jellyman  
Councillor Gurmeet Singh Kallar  
Councillor Chandra Kanneganti  
Councillor Rachel Kelsall  
Councillor Sadaqat Maqsoom  
Councillor Shaun Pender  
Councillor Mohammed Pervez  
Councillor Sheila Pitt  
Councillor Andy Platt  
Councillor Joanne Powell-Beckett  
Councillor Ally Simcock  
Councillor James Smith  
Councillor Paul Shotton  
Councillor Lee Wanger  
Councillor Alastair Watson  
Councillor David Williams

**Extraordinary City Council**  
**Thursday, 27 February 2020 (Reconvened on Friday, 6 March 2020)**

Councillor Stephen Funnell  
Councillor Cheryl Gerrard

Councillor Jo Woolner

**Apologies submitted:** Majid Khan and Councillor Amjid Wazir

**MEDIUM TERM FINANCIAL STRATEGY AND COUNCIL TAX SETTING 2020/21**  
**(Continued)**

The City Council received an addendum, which had been published that day following a reconvened meeting of the Cabinet. The addendum set out proposed amendments to the medium term financial strategy and council tax setting 2020/21 proposals and outlined the implications that the changes had on the overall savings to be delivered in 2020/21, the planned contribution to the general reserve and the planned level of general reserve.

The Leader of the Council, Councillor Brown, expressed thanks to all those that had come together to support the proposals as now submitted and she moved a motion to approve the recommendations as written. Councillor Conteh seconded the motion.

During the debate on the amended proposals, clarification was sought on the meaning of the reference made in the addendum submitted to sustainable ongoing savings proposals totalling £934,000 being developed and consulted on to replace the intended contribution to reserves.

The Leader of the council responded to the issues raised during the debate and, with regard to the specific request for clarification on the savings proposal, she drew attention to page 5 of the addendum circulated, which included a refinement to the Section 151 Officer's statement on the robustness of the reserves, which stated that "the use of reserves to support permanent savings must only ever be seen as a one-off temporary measure and must not be used as a substitute for the delivery of ongoing sustainable alternatives. The City Council must take the steps necessary and the difficult decisions required over the coming financial year to ensure ongoing savings are delivered as planned to provide a viable alternative to the use of reserves to secure future financial sustainability and resilience".

The Leader referred to the confirmation provided in the submitted addendum that the savings proposal 'CS02\_2021 – Review of terms and conditions across the council' had been removed and she explained that the reality was that the use of reserves was a temporary measure and that choices around what needed to be achieved needed to come forward. She advised that a number of ideas around terms and conditions had been brought forward by staff which would be considered.

In closing the debate, the Leader of the Council also responded to the other matters that had been raised during the debate.

**Extraordinary City Council**  
**Thursday, 27 February 2020 (Reconvened on Friday, 6 March 2020)**

In accordance with legislative requirements, a recorded vote was conducted and the outcome was as follows:

**For the motion (27):-** Lord Mayor, Councillors Adams, Ali, Baddeley, C. Beardmore, L. Beardmore, Blurton, J. Bowers, S. Bowers, Bridges, Brown, Clark, Conteh, Dodd. Edwards, Evans, Gerrard, Hussain, Irving, James, Jellyman, Kanneganti, Kelsall, Maqsoom, Powell-Beckett, Smith and Wanger.

**Against the motion (14):-** Councillors Ashworth, Chetwynd, Elliott, Funnell, Kallar, Pender, Pervez, Pitt, Platt, Shotton, Simcock, Watson, Williams and Woolner.

**Abstention (1):-** Councillor Bennett.

The motion was therefore supported and it was:-

**RESOLVED THAT:**

- (i) ***That City Council sets the General Fund gross expenditure budget at £610,639,013 and the gross income budget at £520,294,681 for 2020/21, as detailed in annexes D to H as amended by schedule 1 of the addendum submitted to the reconvened meeting on 6 March 2020.***
- (ii) ***That City Council notes that the Section 151 Officer has calculated the tax base (band D equivalents) to be 66,541.7 for 2020/21. [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the “Act”)].***
- (iii) ***That City Council approves the following amounts for the year 2020/21 in accordance with Sections 31 to 36 of the Act. (Please note that these calculations exclude HRA).***
  - a. ***£610,639,013 Gross Expenditure - being the aggregate of the amounts for the items set out in Section 31A (2).***
  - b. ***£520,294,681 Gross Income - being the aggregate of the amounts for the items set out in Section 31A (3) .***
  - c. ***£90,344,332 Net Expenditure - being the amount by which (iii)a. (£610,639,013) exceeds (iii)b above. (£520,294,681), calculated as the council tax requirement for the year in accordance with Section 31A (4). [Item R in the formula].***

Extraordinary City Council  
Thursday, 27 February 2020 (Reconvened on Friday, 6 March 2020)

- d. £1,357.71      *Basic amount of council tax for 2020/21 - being the amount at (iii)c above (Item R), divided by the tax base (Item T at (ii) above), in accordance with Section 31B(1),*

i.e.                      £90,344,332      =      £1,357.71

66,541.7

- e. *That City Council notes that for 2020/21, under the governance of the Staffordshire Commissioner, the Office of the Police and Crime Commissioner and the Fire and Rescue Authority have stated the amounts shown below in precepts issued to the council in accordance with Section 40 of the Act.*
- f. *That City Council sets the following amounts of council tax for the year 2020/21, in accordance with Section 36(1) of the Act, for its own part, and in accordance with Section 30(2) of the Act, for the purposes of the aggregate amount of council tax.*

| Band | No. of properties | % No. of properties | City Council | Staffordshire Commissioner Police and Crime Precept as Stated | Staffordshire Commissioner Fire and Rescue Precept as Stated | Aggregate Council Tax |
|------|-------------------|---------------------|--------------|---|--|-----------------------|
|      |                   | %                   | £            | £   | £  | £                     |
| A    | 70,160            | 59.37               | 905.14       | 150.06  | 51.49  | 1,106.69              |
| B    | 24,871            | 21.05               | 1,055.99     | 175.07  | 60.08  | 1,291.14              |
| C    | 15,549            | 13.16               | 1,206.85     | 200.08  | 68.66  | 1,475.59              |
| D    | 5,048             | 4.27                | 1,357.71     | 225.09  | 77.24  | 1,660.04              |
| E    | 1,820             | 1.54                | 1,659.43     | 275.11  | 94.40  | 2,028.94              |
| F    | 508               | 0.43                | 1,961.14     | 325.13  | 111.57   | 2,397.84              |
| G    | 172               | 0.14                | 2,262.85     | 375.15  | 128.73   | 2,766.73              |
| H    | 44                | 0.04                | 2,715.42     | 450.18  | 154.48   | 3,320.08              |
|      | 118,172           | 100.00              |              |   |  |                       |

- (iv) *That City Council notes that the increase in the city council element of council tax for 2020/21 represents 2% adult social care precept and 1.99% general increase which will be directed towards supporting the most vulnerable within the city.*
- (v) *That City Council notes that the city council's relevant basic amount of council tax for 2020/21 is not 'excessive' in accordance with the principles approved under Section 52ZC of the Act.*

Extraordinary City Council  
Thursday, 27 February 2020 (Reconvened on Friday, 6 March 2020)

- (vi) That City Council authorises the Assistant Director - Finance (Section 151 Officer), or their duly appointed representative:**

  - a. To collect and recover charges payable in respect of any council tax set by the council.**
  - b. To collect and recover any non-domestic rate set.**
  - c. To collect and recover any council tax set by council in previous years.**
  - d. To prosecute and appear on behalf of the council at the hearing of any legal proceedings in respect of unpaid council tax and Non-Domestic Rate under the Local Government Finance Acts of 1988 and 1992.**
- (vii) That City Council approves the Transformation Plan set out at Section 11 of Appendix A of the report submitted which takes advantage of the Government's policy in respect of flexible use of capital receipts to fund transformation.**
- (viii) That City Council sets the Housing Revenue Account budget for at £67,021,000 for 2020/21, as set out at annex I of the report submitted.**
- (ix) That City Council approves the Capital Strategy, as contained in the report submitted at annex J.**
- (x) That City Council approves the Capital Investment Programme 2020/21 – 2024/25, as contained in the report submitted at annex K(i) and K(ii), and the Capital Programme Funding at annex L.**
- (xi) That City Council approves, if the bid is successful, the addition of the Transforming Cities Tranche 2 grant award and up to £6.589 million of city council match funding to the Capital Programme. (Cabinet approved the Transforming Cities Bid at its meeting on 19 November 2019.)**
- (xii) That City Council approves the Prudential Indicators for 2020/21 - 2024/25 (in accordance with the Prudential Code for Capital Finance in Local Authorities 2017) as at annex M of the report submitted.**
- (xiii) That City Council approves the Minimum Revenue Provision Policy Statement 2020/21 as at annex N of the report submitted as amended by schedule 1 to the addendum submitted to the reconvened meeting (in accordance with Statutory Guidance covering MRP published by the Department for Communities and Local Government, February 2012).**
- (xiv) That City Council approves the Treasury Management Policy Statement 2020/21 as at annex O of the report submitted (in accordance with the City Council Financial Regulations and the Treasury Management Code of Practice).**

Extraordinary City Council  
Thursday, 27 February 2020 (Reconvened on Friday, 6 March 2020)

- (xv) ***That City Council notes the professional opinion of the Assistant Director - Finance (Section 151 Officer) on the robustness of budget estimates and the adequacy of the city council's reserves.***

**95 PAY POLICY STATEMENT 2020/21**

In accordance with the requirements placed on the City Council under the provisions of the Localism Act 2011 (Chapter 8), consideration was given to a Pay Policy Statement which set out the Council's approach to its pay policy with the purpose of providing transparency in respect of the setting of the pay of its employees (excluding those managed by local authority schools).

Updates that had been made to the Statement were outlined and it was confirmed that it had been considered by the Human Resources Committee prior to submission for approval.

On the motion of Councillor Dodd, seconded by Councillor Brown, it was:-

***RESOLVED THAT:***

***That the Pay Policy Statement for 2020/21 attached at Appendix 1 of the report submitted, be approved.***

COUNCILLOR JACKIE BARNES (LORD MAYOR)

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**CITY COUNCIL****THURSDAY 26 MARCH 2020****MEMBER QUESTION UNDER COUNCIL PROCEDURE RULE 9**

The following question has been received under Council Procedure Rule 9.

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**QUESTION: From Councillor Blurton addressed to the Cabinet Member for Regeneration, Infrastructure and Heritage (Councillor Jellyman):**

Could the cabinet member give me an update on site analysis for the local plan?

**Response provided by the Cabinet Member (Councillor Jellyman):**

As set out within the report that was approved at Cabinet on 11 February 2020 seeking approval to go out to consultation on the Joint Local Plan – Part One Strategy and Policies Document; the Joint Local Plan has been split into two parts with consultation on part one commencing on 31 March 2020 for just over 6 weeks to 15 May 2020 and then a further consultation on Part Two – Site Allocations is planned for late Autumn 2020.

As members are aware the Part One plan does not contain site allocations and therefore further site analysis is currently being undertaken as well as gaining information from the upcoming consultation on the strategy and policies which will help direct development decisions.

With regard to the site analysis being undertaken the council presented some site options in March 2018 as part of its Preferred Options consultation, the feedback from this consultation on the status of those sites and other sites presented to us has helped update the position on the supply of sites. Information has also been updated on site constraints such as whether it is a good quality greenspace space site; required for playing pitches or subject to flooding etc this is following the production of further evidence on these and other constraints as part of the plan. Alongside these updates to the suitability and achievability of sites for development the planning team have also been contacting site owners for updates on the availability and viability of the sites for development and whether the sites could be developed during the plan period. Again updating the site details to get an accurate position at this stage of the plan production.

All these updates are being taken account of within the refreshed Strategic Housing Land Availability Assessment (SHLAA) which is the council's evidence on the supply

of development sites to meet the planned demand for housing. The SHLAA includes a schedule of sites and an electronic map to identify where sites are located and whether they are considered deliverable or developable in line with the SHLAA methodology. The SHLAA does not select sites for allocation within the Part Two plan but identifies the potential supply at this point in time.

## Open Report

City of  
Stoke-on-Trent

City Council

26 March 2020

## Petitions Received since the Last Meeting of City Council

|  |                                  |
|--|----------------------------------|
| <b>Report of</b>   | City Director                    |
| <b>Report Author</b>   | Craig Sands – Governance Officer |
| <b>Type of Decision</b>  | For Information                  |
| <b>Wards Affected</b>  | All Wards                        |
| <b>Stronger Together Priorities and how they are applicable:</b>   |                                  |
| Enable our residents to fulfil their potential   |                                  |
| Work with our communities to make them healthier, safer and more sustainable   |                                  |
| Help businesses to thrive and make our city more prosperous  |                                  |
| An innovative and commercial council, providing effective leadership to help transform outcomes                                    |                                  |
| <i>The Council welcomes petitions, and recognises that they are one way in which people can communicate feedback and concerns.</i> |                                  |

**1.0 Reason and Purpose of Report:**

|     |   |
|-----|---|
| 1.1 | To notify City Council of the petitions received since its last ordinary meeting. |
|-----|---|

**2.0 Recommendation(s):**

|     |                                 |
|-----|---------------------------------|
| 2.1 | To note the petitions received. |
|-----|---------------------------------|

**3.0 Summary of Main Points:**

|     |  |
|-----|--|
| 3.1 | There are no direct costs associated with this report.   |
| 3.2 | There are no direct actions arising from this report.  |
| 3.3 | The City Council welcomes petitions, and recognises that they are one way in which people can communicate feedback and concerns.   |
| 3.4 | Petitions may take the form of a traditional paper based petition, or a web-based electronic petition hosted via the City Council's website (known as an e-petition). The two formats can also be combined to make one single petition.  |
| 3.5 | If the petition applies to a planning or licensing application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as council tax banding and non-domestic rates, other procedures apply. |

|      |   |
|------|---|
| 3.6  | The petitions in this report are those which, subject to the City Council's Constitution, have been received by the Democratic & Committee Support Team, and have been signed by <b>5 or more</b> people.   |
| 3.7  | If a petition contains <b>between 5 and 99</b> valid signatures it will be reported to Council and referred to the relevant officer who will be responsible for ensuring that the petition is responded to and a final decision made.   |
| 3.8  | If a petition contains <b>at least 100</b> signatures (but less than 5,000) it will be reported to Council, and the lead petitioner will be allowed a maximum of three minutes to speak on the petition. This will be confined to reading out, or summarising, the substance of the petition and making relevant further supporting remarks. The petition will not be the subject of a debate or decision by Council, and Members will not ask questions of the Lead Petitioner. The matter will also be referred to the relevant officer who will be responsible for ensuring that the petition is responded to and a final decision made. |
| 3.9  | If a petition contains <b>5,000 or more</b> signatures it will be reported to Council, and the lead petitioner will be allowed a maximum of five minutes to speak on the petition. This will be confined to reading out, or summarising, the substance of the petition and making relevant further supporting remarks. The petition can also be debated by the full Council and it will decide how to respond to the petition at this meeting, and may decide to take the action the petition requests (provided it is within its power to do so).  |
| 3.10 | Petitions received since the last ordinary meeting of the City Council ( <b>23 January 2020</b> ) are listed within the appendix to this report.  |

**Technical Appendix:**

|  |
|--|
| <b>List of Background papers</b> <i>(information not already published):</i> |
| None   |
| <b>List the appendices included as part of this report:</b>                  |
| Appendix A – Petitions Received  |

**Implications taken into consideration in this report:**

|   |
|---|
| <b>Financial and Commercial:</b>                                  |
| There are none arising directly from this report.                 |
| <b>Legal:</b>   |
| There are none arising directly from this report.                 |
| <b>Human Resources:</b>   |
| There are none arising directly from this report.                 |
| <b>Public Health and Public Services (Social Value) Act 2012:</b> |
| There are none arising directly from this report.                 |
| <b>Equality Impact or Environmental Impact Assessments:</b>       |
| There are none arising directly from this report.                 |
| <b>Key Risks:</b>   |
| There are none arising directly from this report.                 |

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**APPENDIX A****Petitions Received****Purpose of Petition:****'Ruxley Road and Malthouse Lane Junction'**

| <b>Received</b> | <b>Ward(s)</b> | <b>Lead Petitioner</b>  | <b>Decision Making Director</b>         | <b>Contact Officer</b>     |
|-----------------|----------------|---|---|----------------------------|
| 05/02/2020      | Eaton Park     | Mr R. and Mrs M. A. Picken<br>Ruxley Road<br>Bucknall<br>Stoke-on-Trent | Director - Place, Growth and Prosperity | Network Management Officer |

*"We below are the surrounding neighbours of the above named junction and are in full agreement that we need the council to do more to slow the traffic down where we live. We feel at risk and need to be taken seriously in our quest to have a safe environment to live in."*

**Signatures:****6****Purpose of Petition:****'Stoke on Trent Potholes'**

| <b>Received</b> | <b>Ward(s)</b> | <b>Lead Petitioner</b>                              | <b>Decision Making Director</b>         | <b>Contact Officer</b>                                    |
|-----------------|----------------|---|---|---|
| 10/03/2020      | All Wards      | David Fletcher-Salt<br>Candy Lane<br>Stoke-on-Trent | Director - Place, Growth and Prosperity | Strategic Manager - Environment, Waste and Fleet services |

*"We the undersigned petition the council to Check and repair the local roads in a timely manner. We request that Stoke on Trent Council check and repair the local road system (fill/fix potholes) to avoid damaging residents motor vehicles"*

**Signatures:****806**

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## Open Report

City of  
Stoke-on-Trent

City Council

26 March 2020

## Amendments to Parts 2 and 3 of the Council's Constitution

|   |  |
|---|--|
| <b>Report of</b>  | Monitoring Officer   |
| <b>Report Author</b>  | Helen Barr – Team Leader Governance and Democratic Support |
| <b>Type of Decision</b>   | Council Decision   |
| <b>Wards Affected</b>   | All wards  |
| <b>Stronger Together Priorities and how they are applicable:</b>  |  |
| <i>The Council's Constitution underpins all of the council's areas of activity by supporting statutory and effective governance arrangements.</i> |  |

**1.0 Reason and Purpose of Report:**

|            |  |
|------------|--|
| <b>1.1</b> | This report sets out proposed amendments to Parts 2, 3a and 3b of the Council's constitution. The suggested changes form part of a series of proposed amendments to be brought forward under a comprehensive review of the Constitution that is currently being undertaken. Council has already agreed the first set of changes to the Local Choice Functions and changes to the Audit Committee terms of reference in December 2019 and further changes will be brought forward through the Constitution Working Group in due course. The Working Group has been consulted on the specific changes set out in this report by electronic means and no objections have been received. |
|------------|--|

**2.0 Recommendation:**

|            |   |
|------------|---|
| <b>2.1</b> | That the Constitution be amended in accordance with the changes set out in Appendix 1 of this report. |
|------------|---|

**3.0 Summary of Main Points:**

|            |   |
|------------|---|
| <b>3.1</b> | It is proposed that the Constitution should clearly define the levels of contingency to be applied in any circumstances when the number of elected members being able to act is limited for any reason and that provision is made in the Constitution for an Emergency General Purposes Committee to be established to take non-executive decisions in the event that level 2 or level 3 of the proposed contingency arrangements were to be triggered. |
| <b>3.2</b> | The Council's constitution currently makes provision for extended executive decision making by the Head of Paid Service, if necessary, in the event of the Emergency Plan being activated and it is proposed that this existing provision is extended to include non-executive decision making for completeness.  |
| <b>3.3</b> | Appendix 1 to this report clearly sets out the changes that would need to be made to the Constitution in order to accommodate the proposals in paragraphs 3.1 and 3.2 above,  |

|  |   |
|--|---|
|  | which affect Part 2 - Articles and Part 3 – Responsibility for Functions, including the proposed membership of the committee. |
|--|---|

**Technical Appendix:**

| <b>List of Background papers</b> <i>(information not already published):</i>       |  |
|--|--|
| None   |  |
| <b>List the appendices included as part of this report:</b>                        |  |
| Appendix 1: Proposed amendments to Part 2 and Part 3 of the Council's Constitution |  |

**Implications taken into consideration in this report** *(Please list as separate appendix if required):*

| <b>Financial and Commercial:</b>   |  |
|--|--|
| There are no direct implications as a result of this report.   |  |
| <b>Legal:</b>  |  |
| The City Council's democratic decision making arrangements operate in accordance with statutory requirements. It is important that the arrangements are regularly reviewed to ensure that they remain fit for purpose and, linked to this, it is essential that contingency plans are in place to enable lawful decisions to be taken in emergency situations. |  |
| <b>Human Resources:</b>  |  |
| There are no human resources implications associated with this report.   |  |
| <b>Public Health and Public Services (Social Value) Act 2012:</b>  |  |
| There are no direct implications as a result of this report.   |  |
| <b>Equality Impact or Environmental Impact Assessments:</b>  |  |
| There are no direct implications as a result of this report.   |  |
| <b>Key Risks:</b>  |  |
| Agreeing a contingency plan for effective decision making in an emergency situation helps to alleviate the risk of the Council acting unlawfully or being unable to operate.   |  |

| <b>Options Considered:</b> |   |
|----------------------------|---|
| 1.                         | To approve the contingency plans proposed in this report, which will include the establishment of an Emergency General Purposes Committee |
| 2.                         | To reject the proposals or to request officers to consider alternative arrangements to be submitted to a future meeting.                  |

**PART 2 - ARTICLES****Article 9 – Regulatory and Other Committees**

The Council will appoint the Committees listed below and set out in the left hand column of the table Responsibility for Council Functions in Section 2 of Part 3 of this Constitution to discharge the functions described in column 3 of that table.

1. Licensing and General Purposes Committee
2. Audit Committee
3. Planning Committee - Development Management
4. Human Resources Committee
5. Standards Committee
6. Emergency General Purposes Committee

**PART 3a - RESPONSIBILITY FOR FUNCTIONS****2. Responsibility for Council Functions** *(Additional Committee)*

| COMMITTEE   | MEMBERSHIP  | FUNCTIONS   |
|---|---|---|
| <b>Emergency General Purposes Committee</b>   | <p>Leader of Council<sup>1</sup></p> <p>Deputy Leader of Council<sup>2</sup></p> <p>Leader of Opposition<sup>3</sup></p> <p><i>Substitutes:</i></p> <p><sup>1</sup><i>Any member of Leader's Group</i></p> <p><sup>2</sup><i>Any member of the Deputy Leader's Group</i></p> <p><sup>3</sup><i>Any member of Opposition Group</i></p> | In the event of a Level 2 or 3 contingency to make any decisions within the power of Stoke-on-Trent City Council or its committees that are not part of the Cabinet functions or reserved in legislation to full Council. |
| <p><b>Decision Making Contingency Plans</b></p> <p><b>Level 1 Contingency - Essential Decisions Only (for maintaining essential council services and dealing with the contingency) – members unable to act</b></p> <ul style="list-style-type: none"> <li>Head of Paid Service (or a Chief Officer in their absence) to make all decisions under urgency provisions in the constitution.</li> </ul> |   |   |

- Informal consultation process with Leader and Cabinet Members by whatever means possible.
- Decisions formally reported and published at a later date.
- No Governance and Democratic Support staff required

**Level 2 Contingency - Normal Business Suspended – very few members able to act**

- Suspension of all Committees except for the Emergency General Purposes Committee and Cabinet. Call-in to be waived
- Cabinet meetings to continue with a quorum of 3 including the Leader of the Council or Deputy Leader where possible.
- Meetings convened with less than 5 days' notice if required, but this should be avoided wherever possible.
- Chief Officer decisions could be used as normal and could be maximised.
- Non-urgent Cabinet business rescheduled
- Emergency General Purposes Committee to take urgent decisions outside the scope of the Cabinet.
- Full Council to be summoned for urgent matters reserved to Full Council e.g. setting Council Tax, quorum is 11.
- Minimal Governance and Democratic Support staff required

**Level 3 Contingency - Meetings without pressing business cancelled – limited number of members able to act**

- Regulatory committees and Cabinet meet to consider pressing business, all other business rescheduled
- Other meetings suspended
- Minimal Governance and Democratic Support staff required

For situations below level 3, normal meetings continue.

Level of Contingency to be declared by Head of Paid Service or Monitoring Officer or in their absence their appointed deputies.

**PART 3b – SCHEME OF DELEGATION**

**Delegations to Directors**

General

13. In the event of the Council failing to establish an Administration, or the Emergency Plan being activated, the Head of Paid Service **or in his absence a Chief Officer** may exercise the powers of the Leader and Cabinet, **Council and its committees within the limitations set by statute.**
14. The Head of Paid Service **or in his absence a Chief Officer** may assume any of the delegations listed, unless the officer is acting in pursuance of a statutory capacity.

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**Staffordshire Police, Fire and Crime Panel**

Report of the Chairman of the Police, Fire and Crime Panel

To All Member Authorities

This report summarises issues considered at the Staffordshire Police, Fire and Crime Panel meeting on 10 February 2020, particularly the Commissioners proposed Budgets and Precepts for the Policing and Fire and Rescue Services for 2020/21.

*(NB For each Precept the Commissioner is required to submit his proposals to the Panel. The Panel has the power to veto that Precept if they consider it to be too high or too low. The veto has to be approved by two-thirds of the Panel membership (ie 8 of the 12 members). If the veto is exercised a process set out by Regulation has to be followed for the submission/consideration of alternative proposals).*

**Proposed Police Service Precept 2019/20**

The Home Office Grant Settlement for Staffordshire has been set at £131.479million, an increase of £10.5million on the previous year. The total policing requirement was £212.402 million with the Commissioner proposing to part fund the balance from an increase in Precept of 3.94% (£8.53 pa per Band D property). The Commissioner acknowledged that this figure was marginally below the Referendum limit of £10 but felt that it struck a balance between what could reasonably be asked of Council tax payers and the investment required in local policing.

The Home Office Settlement was noted to include £2.532million ring fenced for the recruitment of 90 additional officers by 31 March 2021. This is Staffordshire's target number for the first phase of the 20,000 additional officers promised in the Governments manifesto. Receipt of the ringfenced funding is dependent on the 90 officers being recruited however the sum available would not fully fund that number of posts. More details on the funding and conditions attached were awaited therefore the Commissioner was unable to answer queries raised by panel members as to whether it might be awarded on a pro rata basis should it not prove possible to recruit 90 officers in one year. The Commissioner was confident that the target could be met with a recruitment programme being developed.

For the remainder of the increased funding the Commissioner's proposals included: investment in the Special Constabulary to enhance their role in the community, investment in ANPR (Automatic Number Plate Recognition) to support the further growth of the Team and its capability in terms of tracking offenders throughout the County and beyond, further expenditure on technology and digital capability in order to maximise their benefits (eg. purchasing the most up to date mobile devices), and investment in IT software to assist with demand management and prioritising the deployment of resources.

The Panel noted that the Settlement was for one year only in view of Government's Capital Spending Review and acknowledged the increased level of risk built into the 2020/21 Budgets due to uncertainty around future funding.

The Commissioner submitted an updated MTFS for the period 2020/21 – 2023/24 which showed a reduced budget deficit of £3.328m by 2024.

The Policing Precept proposals were supported by Treasury Management and Capital and Reserves Strategies, the key points of which were the intention to reduce the level of borrowing by funding a number of developments from cash reserves and the gradual increase in the level of Reserves with the General Reserve to be maintained at £5.9m and the Earmarked Reserve fluctuating during the next 5 year period and forecast to be around £2.9m by 2024.

The Panel unanimously agreed to support the proposal to increase the Policing Precept by 3.94% for 2020/21.

### **Fire and Rescue Authority Precept 2020/21**

The Service was reported to need a total net revenue budget of £42.404m for 2020/2021, of which £14.618m was Settlement funding made up of Revenue Support Grant, 1% allocation of local business rates and a top up of Business rates by Government. Of note was the first, albeit relatively minor, increase in central Government funding since 2012/13. The balance (£27.785M) was to be met from the Precept hence the Commissioner intended to apply the full 1.99% permitted increase (ie £1.51pa for a Band D property). The Commissioner explained his wish to build an element of flexibility into the Fire and Rescue Budget to help accommodate a number of uncertainties such as the final pay award to firefighters compared to the 2.5% assumption built into the budget, and the outcome of ongoing legal challenges around Firefighters' pensions.

The £0.3m budget gap for 2020/21 was acknowledged with assurances given that measure would be implemented to achieve the necessary savings. The MTFS predicted a widening budget gap to £1.5m by 2024/25 reflecting the anticipated outcome of the next Comprehensive Spending Review and the effect which the Fair Funding Review might have on the Staffordshire's funding position.

Of note was the anticipated savings which would result from the Police and Fire and Rescue shared use of Fire Stations at Hanley and Tamworth, which had not been factored into budgets for 2020/21, and the re-investment of savings realised from Shared Service arrangements into three new fire safety audit roles within the Prevent Team. We will monitor the effect on future years' budgets of the new Governance arrangements for the Fire and Rescue Service.



The proposed Precept was supported by the Treasury Management, Reserves and Capital Strategies for the Service. Main points to note included the gradual reduction in the overall debt position over recent years and the fact that no additional borrowing would be required during 2020/21. The Treasury Management and Capital Strategies were unchanged from the current year.

The Panel unanimously agreed to support the 1.99% increase in the Fire and Rescue Authority Precept for 2020/21.

**Other issues discussed:**

***The Commissioner's Annual Report*** – As this was the Commissioner's last meeting with the Panel/last Annual Report, the Report summarised the progress made throughout his period in office on initiatives under each of the 5 themes of his Strategy. He highlighted a number of projects which he considered to have made a major impact on policing, the public's confidence in policing, and support to the community. These included the implementation of mobile technology across the Force, raising awareness of Domestic abuse and improved support for its victims, changes to the way in which individuals with mental health issues were dealt with/assisted by the Police, the Cadets Scheme, including the Junior Cadets initiative, and the revival of the SPACE scheme and its proven effect on reducing Anti-Social Behaviour during the periods when it is in operation.

The Panel is required to formally report (and publish) its views on the Commissioner's Annual Report. As the Commissioner reported to Panel considerably earlier that would be the 'norm' I will be consulted on the Final version prior to its publication.

***Termination of IT Transformation contract with Boeing*** – The Panel sought more information on a published decision of the Commissioner to terminate the IT Transformation Project entered into with Boeing in 2016 originally for a ten year period. Boeing had been appointed to modernise, develop and deliver IT services to Staffordshire Police. The Commissioner reported that over time the Force requirements and aspirations had changed. This had coincided with Boeing reviewing their Business model therefore both parties had mutually agreed to terminate the contract. Boeing have an involvement in the implementation of the Niche Project which is due to go live in April 2020 (bringing together 11 different IT database systems) and would honour their commitment to that project. We have requested details of the spend and achievements of the Project during the period that the contract ran.

***HMICFRS Review of Staffordshire Fire and Rescue Service (SFRS) 2018/19*** – Following a new Inspection Regime, Her Majesty's Inspectorate carried out its first inspection of the SFRS with the brief- to assess how effectively and efficiently the Service prevents, protects the public against and responds to fires and other emergencies, and assesses how well it looks after the people who work for the Service.

The Inspection had judged the SFRS to be 'Good' in all 3 core questions (Effectiveness, Efficiency and People), 'Good' in 10 of the 11 elements of those 3 core

questions, and 'Outstanding' at the 11<sup>th</sup> element – promoting the right values and culture.

Whilst welcoming the favourable outcomes of the inspection the Commissioner stressed that he and the Chief Fire Officer would work to maintain those standards, seek improvements where needed and explore options for developing the service, maximising any benefits which collaborative working with the Police and other agencies might provide.

For more information on this meeting or on the Police and Crime Panel in general please contact Julie Plant (01785 276135 e mail [Julie.plant@staffordshire.gov.uk](mailto:Julie.plant@staffordshire.gov.uk)) or Helen Phillips (01785 276143 or [helen.phillips@staffordshire.gov.uk](mailto:helen.phillips@staffordshire.gov.uk))

*Details of Panel meetings are issued to contact officers in each of the District/Borough Councils in the County and Stoke-on-Trent City Council for posting on their own web sites.*

Stephen Sweeney

Staffordshire Police, Fire and Crime Panel Chairman

Staffordshire County Council



## **GUIDANCE FOR COUNCILLORS/MEMBERS OF THE PUBLIC**

### **1. FIRE/SECURITY ALERT**

In the event of the fire alarm sounding, leave the building immediately, following the fire exit signs. Do not stop to collect personal belongings, do not use lifts, do not re-enter the building until told to do so. The assembly point is The Cenotaph, Kingsway.

### **2. ATTENDANCE RECORD**

If you are an elected member, please sign the attendance record book, which will be located adjacent to the Council Chamber. However, please note that your attendance will not be recorded in the minutes unless you are present within the Chamber for the meeting.

### **3. MOBILE PHONES**

Please switch off all mobile phones before entering the Council Chamber.

### **4. ATTENDANCE OF THE PUBLIC**

Members of the public should be seated in the public gallery at the rear of the Council Chamber. Members of the public may take photographs, film and audio-record the proceedings and if you intend to make such a recording the Lord Mayor will need to be advised. Members of the public who have submitted a question to the Leader or Cabinet will be advised, on arrival, of where they are to sit and will be shown how to operate the microphones. Once 'Your Question Time' has finished, members of the public will be re-seated in the public gallery.

### **5. QUESTIONS BY THE PUBLIC**

Questions must be addressed to the Leader or Cabinet. Notice in writing or electronic mail of any question must be delivered to the Proper Officer no later than midday fifteen working days before the day of the meeting. All questions and answers will be published before the commencement of the meeting. At any one meeting no person may submit more than two questions and no more than two such questions may be asked on behalf of one organisation. A questioner who has put a question in person, may also put one supplementary question without notice to the member who has replied to his or her original question. Further information on questions can be found in Part 4, Paragraph 8 of the Constitution.

### **6. MOTIONS ON NOTICE**

Except for Motions which can be moved without notice under Rule 13, written notice of every Motion must be delivered to the Proper Officer not later than twelve clear days (including Sunday) before the date of the meeting. The notice will not be valid unless it is received before 1700 hours on the last day fixed for it to be received. Further information on Motions notice can be found in Part 4, Paragraph 11 of the Constitution.

# **Minutes of the Cabinet and Committees**

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## City of **Stoke-on-Trent** **CABINET**

Minutes of a meeting of the Cabinet of the City of Stoke-on-Trent held at the Civic Offices, Stoke-on-Trent, on Tuesday, 14 January 2020

### **RECORD OF ATTENDANCE**

#### **Portfolio Holders:**

Councillor Abi Brown (Leader of the Council and Cabinet Member for Corporate Resource, Strategy and Partnerships) (in the Chair), Councillor Lorraine Beardmore (Cabinet Member for Sport, Culture and Leisure), Councillor Janine Bridges (Cabinet Member for Education and Economy), Councillor Randolph Conteh (Cabinet Member for Communities and Safer City), Councillor David Evans (Cabinet Member for Children and Young People and Lead Member for Children's Services), Councillor Daniel Jellyman (Cabinet Member for Regeneration, Infrastructure and Heritage) and Councillor Joanne Powell-Beckett (Cabinet Member for Housing)

#### **Other Attendees:**

Julie Colclough (Governance Officer) (Secretary), James Doble (Assistant Director - Governance) (Secretary) and Julie Harvey (Senior Governance Officer) (Secretary) Mark Barratt (Interim Director of Children and Family Services), Carl Brazier (Director of Housing and Customer Services), Phil Cresswell (Director of Place, Growth and Prosperity), Nick Edmonds (Assistant Director - Finance (Section 151)), Paul Edmondson-Jones (Interim City Director and Director of Adult Social Care, Health Integration and Wellbeing), Adrian Scarrott (Assistant Director Housing Management and Communities) and Simon Thompson (Assistant Director - Private Sector Housing, Development and Regeneration)

### **159. APOLOGIES**

Apologies were received from Councillor James (Cabinet Member for Health and Social Care) and Councillor Edwards (Cabinet Member for the Environment).

### **160. MINUTES OF LAST MEETING (17/12/19)**

***Agreed – That the minutes of the last meeting of Cabinet held on 17 December 2019 be accepted as a true and correct record of the proceedings.***

### **161. DISCLOSURE OF INTERESTS**

None received.

**162. STRONGER TOGETHER VISION**

The Chair, Councillor Brown, Cabinet Member for Corporate Resource, Strategy and Partnerships introduced this report which presented the strategic vision for the council for the period from 2020 to 2024. She highlighted the successes since 2015 and confirmed that the focus remained on working with residents, communities, businesses and stakeholders to create a stronger city that everyone could be proud of. She commented that in recognition of how far the city had come since 2015, she saw the council's role now as facilitating and enabling, working with partners to ensure the best outcomes of our residents and where needed, prioritising resources to help the most vulnerable. The five Strategic Priorities for 2020-2024 were broadly the same as the existing priorities.

Councillors Bridges and Conteh endorsed the Chair's comments on the work that had taken place since 2015 and that the profile of Stoke-on-Trent had been raised as a result.

**Decision(s):**

***Agreed - That Cabinet approve the Stronger Together Vision.***

**163. BUDGET CONSULTATION 2020/21**

The Chair, Councillor Brown, Cabinet Member for Corporate Resource, Strategy and Partnerships, introduced this report, the purpose of which was to propose the savings outlined for consultation in respect of budget development 2020/21. She referred to the successes and initiatives that had been implemented that had changed the perceptions of the city but acknowledged that there had been challenges along the way such as the 2017 Care Quality Commission report on Adult Social Care which showed a fractured service but today, the city had one of the best records for getting residents home from hospital. She commented on how the 2017 Ofsted report into Children's Social Care had been a watershed moment and although the report did not show that children were directly at risk, she acknowledged that the findings were not good enough and since becoming Leader had been clear that the council would be unstinting in its pursuit of excellent Children's Services. However, addressing these issues and resetting the emphasis for the City Council meant that finances remained challenging. She explained that although December's Local Government settlement provided the council with more funding, this was rightly focussed at Social Care but against this there had been a 68% reduction in General Funding resulting in increasingly difficult decisions to ensure the delivery of the very best services for the benefit of all residents. She referred to the proposed rise in Council Tax by 3.99%, consisting of a 2% Adult Social Care precept and an additional 1.99% which would be targeted towards the most vulnerable in the city. She also commented on the budget for 2020/21 which included a substantial review of the Investment Plan for the next five years and confirmed that she was committed to lobbying Government where needed and had already met with the City's 3 M.P's to further the conversation around the need for greater investment in Stoke-on-Trent. She outlined the planned consultation which was to run until 19<sup>th</sup> February 2020 with the decision being made by Full Council on 27<sup>th</sup> February 2020.



Councillor Conteh took the opportunity to thank his Cabinet colleagues for the work undertaken and commented on the number of meetings that had taken place with both colleagues, officers in respect of this year's budget and on the very difficult role that Councillors had in order to balance the budget. He believed that this year's budget was not just about reductions and cuts but also about opportunities such as the continued investment schemes.

**Decision(s):**

***Agreed - That Cabinet approve the budget proposals for 2020/21 for public consultation, which commenced on 6 January 2020.***

**N.B. THIS IS A BUDGET AND POLICY FRAMEWORK ITEM, AND IS THEREFORE NOT SUBJECT TO CALL-IN.**

**164. STRONGER TOGETHER ANNUAL DELIVERY PLAN 2019/20 MID-YEAR PROGRESS REPORT**

This report, which provided an update on the actions contained within the Stronger Together Annual Delivery Plan 2019/20 and a mid-year update in respect of their implementation, was introduced by the Chair, Councillor Brown, Cabinet Member for Corporate Resource, Strategy and Partnerships.

**Decision(s):**

***Agreed - That Cabinet note the contents of the progress report.***

**N.B. THIS ITEM IS FOR INFORMATION AND THEREFORE NOT SUBJECT TO CALL-IN.**

**165. STRATEGIC MEASURES 2019/20 - QUARTER 2**

The Chair, Councillor Brown, Cabinet Member for Corporate Resource, Strategy and Partnerships introduced this report which provided an update against the Council's Strategic Measures at Quarter 2 and provided a summary of the most up-to-date performance information available for each measure. She also referred to the new format of the document which included both a summary and performance scorecard.

**Decision(s):**

***Agreed – To note the performance information for the Council's Strategic Measures at the end of Quarter 2 2019/20 (September 2019).***

**N.B. THIS ITEM IS FOR INFORMATION AND THEREFORE NOT SUBJECT TO CALL-IN**

**166. FINANCIAL PERFORMANCE 2019/20 - QUARTER 3**

The Chair, Councillor Brown, Cabinet Member for Corporate Resource, Strategy and Partnerships introduced this report which summarised the financial position of the General Fund, Housing Revenue Account and Capital Investment Programme as at the end of December 2019. The report also highlighted where there had been variances to the budget and mitigating actions, the position of the 2019/20 savings proposals and the position of the 2019/20 strategic contingency.

**Decision(s):**

***Agreed (i) – That it be noted that as at the end of December 2019 the net forecast overspend is £2.1 million.***

***Agreed (ii) – That the progress against 2019/20 General Fund saving proposals be noted.***

***Agreed (iii) – That the position on the strategic contingency be noted.***

***Agreed (iv) – That the position on the Dedicated Schools Grant (DSG) be noted.***

***Agreed (v) – That the forecast outturn on the Housing Revenue Account be noted.***

***Agreed (vi) – That the amendments and forecast outturn on the Capital Investment Programme be noted.***

***N.B. THIS ITEM IS FOR INFORMATION AND THEREFORE NOT SUBJECT TO CALL-IN***

**167. INTRODUCING A CHARGE FOR ADMINISTERING APPOINTEESHIPS (NOTICE OF DECISIONS REF: 894)**

The Chair, Councillor Brown, Cabinet Member for Corporate Resource, Strategy and Partnerships introduced this report which sought approval to commence public consultation for the city council to introduce a weekly charge for the administration of Corporate Appointeeships.

**Decision(s):**

***Agreed (i) – That approval is given to consult on the introduction of administration fees.***

***Agreed (ii): That taking into account the outcome of the above consultation, delegation be granted to the City Director in consultation with the Cabinet Members for Corporate Resources, Strategy and Partnerships and Health and Social Care to take the decision whether to introduce the charges set out in this report with effect from 6 April 2020.***

**168. LOCAL SCHOOLS FUNDING FORMULA 2020/21 (NOTICE OF DECISIONS REF: 891)**

Councillor Bridges, Cabinet Member for Education and Economy introduced this report which provided a summary of the changes to the local funding for schools for 2020/21 that was agreed by Schools' Forum in November 2019 and provided details of local authority actions to mitigate current and future pressures on high needs budgets.

**Decision(s):**

***Agreed (i) – That Cabinet approves the changes to the local funding formula for schools 2020/21.***

***Agreed (ii) – That Cabinet supports the local authority actions, with an aim to work more closely with schools, to mitigate current and future pressures on high needs budgets.***

**169. IMPLEMENTING CHARGING FOR COMMUNITY ALARM ELEMENTS OF TELECARE (NOTICE OF DECISIONS REF: 880)**

Councillor Conteh, Cabinet Member for Communities and Safer City introduced this report on behalf of Councillor James, Cabinet Member for Health and Social Care, the purpose of which was to seek approval to consult on a proposal to implement a revised charging policy for the Lifeline and Telecare Service. He proposed that the recommendations as set out be amended as follows:

Recommendation 1 - That Cabinet consult on increasing the standard community alarm rental rate to £18 per month for Stoke-on-Trent citizens and £24 per month for Staffordshire citizens (this charge will be the same rate as that paid by self-funding community alarm users).

Recommendation 2 – That taking into account the outcome of the consultation which is subject to inclusion in the agreed budget, the Director of Adult Social Care, Health Integration and Wellbeing be delegated in consultation with the Cabinet Member for Health and Social Care to take the decision whether to introduce the charging set out in the report.

**Decision(s):**

***Agreed (i) – That Cabinet consult on increasing the standard community alarm rental rate to £18 per month for Stoke-on-Trent citizens and £24 per month for Staffordshire citizens (this charge will be the same rate as that paid by self-funding community alarm users).***

***Agreed (ii) – That taking into account the outcome of the consultation which is subject to inclusion in the agreed budget, the Director of Adult Social Care, Health Integration and Wellbeing be delegated in consultation with the Cabinet Member for***

*Health and Social Care to take the decision whether to introduce the charging set out in the report.*

**170. APPROVAL OF HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2020 - 2025 (NOTICE OF DECISIONS REF: 879)**

This report, which sought approval to the Homelessness and Rough Sleeping Strategy 2020-2025 and implementation in February 2020 was introduced by Councillor Conteh, Cabinet Member for Communities and Safer City.

**Decision(s):**

*Agreed (i) - That the Homelessness and Rough Sleeping Strategy 2020 to 2025 attached as Appendix One to this report be approved for implementation in February 2020. (This is Option One).*

*Agreed (ii) - That approval is given for the Director of Housing and Customer Services to develop and subsequently monitor delivery of an Action Plan for the Strategy in consultation with the Cabinet Member for Communities and Safer City.*

**171. STRATEGIC HOUSING INVESTMENT PROGRAMME (HRA AND HOMEBUYERS SCHEME) (NOTICE OF DECISIONS REF: 853)**

Councillor Powell-Beckett, Cabinet Member for Housing introduced this report which set out the proposed forward programme of investment for the development and acquisition of new homes for social, affordable rent and shared ownership through the Housing Revenue Account (HRA), investment into existing council homes and estates through the HRA and the facilitation of home ownership through an initiative linked to bringing empty homes back into use.

**Decision(s):**

*Agreed (i) – Cabinet recommends to City Council that the approved capital programme for the period 2020/21 – 2023/24, to be proposed as part of the Medium Term Financial Strategy, is increased by £105.3m and notes the proposal to include a further £19.7m in 2024/25, a total increase of £125m in respect of the Housing Revenue Account. (Option 1)*

*Agreed (ii) – Cabinet approves an amendment to the Fenton New Development programme that will deliver twenty eight new homes for the Housing Revenue Account. (3.8 below). (Option 1)*

*Agreed (iii) – Cabinet delegates authority to the Director of Housing and Customer Services, in consultation with the Section 151 Officer, the Cabinet Member for Housing and the Cabinet Member for Corporate Resources, Strategy and Partnerships to:*

- I. Authorise bidding and accepting Homes England Grant funding where deemed applicable.*
- II. Agree financial expenditure, tenure, rent & service charges.*
- III. Tender and appoint all contactors and professional services associated with the proposed development through a procurement compliant process.*
- IV. Authorise a public consultation to consult on the relevant schemes as appropriate.*
- V. Agree sites for the programme.*

**(Option 1)**

*Agreed (iv) – Cabinet notes the change in the Housing Revenue Account Capital Investment Programme of £30m and approves the subsequent virement from new build development to investment in existing stock, with effect from 2020/21, as part of the Medium Term Financial Strategy, for the purpose of bringing forward the key strategic investments associated with our existing council homes (subject to the recommendation at 2.1). (Option 1)*

*Agreed (v) – Cabinet approves the concept of the Stoke-on-Trent Home Buyer's Scheme, and approves officers to draft a detailed Cabinet report for approval as appropriate, undertaking all investigations and enquiries to test the structure and deliverability of the scheme. (Option 1)*

*Agreed (vi) – Cabinet recommends to City Council that the approved capital programme for the period 2020/21 – 2023/24 is revised, reallocating £1m of the existing capital project for Custom Build to a new capital project entitled Stoke-on-Trent Home Buyer's Scheme as part of the Medium Term Financial Strategy. Should full approval not be granted for the detailed cabinet report relating to the Stoke on Trent Home Buyer's Scheme the money will be reallocated to the Custom Build project. (Option1)*

## **172. HOUSING REVENUE ACCOUNT (HRA) - RENT SETTING REPORT 2020/21 (NOTICE OF DECISIONS REF: 896)**

This report, the purpose of which was to present the outcome of the City Council's annual rent review and associated rent setting proposal for all council dwellings within the Housing Revenue Account for 2020/21 and to propose and increase service and facilities charges and rentals for garages and garage plots, was introduced by Councillor Powell-Beckett, Cabinet Member for Housing.

**Decision(s):**

*Agreed (i) – That Cabinet recommends to City Council that as part of the budget setting process, approval is given for social housing rent to be increased from 1 April*

***2020 by CPI 1.7% (at September 2019) + 1 percentage point in any year equalling 2.7% as guided by the Policy Statement on Rents for Social Housing Feb 2019. (Option 1)***

***Agreed (ii) – That Cabinet recommends to City Council that as part of the budget setting process, approval is given for the increase in charges for services and facilities, lock up garages and garage plots as at September 2019 CPI of 1.7% + 1% (2.7%) in 2020/21 in line with the Policy Statement on Rents for Social Housing Feb 2019 set by the Ministry of Housing, Communities and Local Government (MHCLG) which advises “The limit on rent changes, of CPI + 1 percentage point, to help keep charges affordable”. (Option 1).***

### **173. APPROVAL OF TENANCY STRATEGY 2020-2025 (NOTICE OF DECISIONS REF: 885)**

Councillor Powell-Beckett, Cabinet Member for Housing, introduced this report which sought approval to the revised draft Tenancy Strategy 2020-2025 which took account of the feedback received as a result of the consultation exercise undertaken as part of the review. It was proposed that if the Strategy was approved, implementation take place in February 2020.

#### **Decision(s):**

***Agreed (i) – That the revised Tenancy Strategy 2020-2025 (attached as Appendix One) is approved by Cabinet.***

***Agreed (ii) – That approval is given to delegate any subsequent operational changes to the Tenancy Strategy 2020–2025 (and the approval of any changes/amendments) to the Director of Housing and Customer Services in consultation with the relevant Portfolio Holder.***

### **174. ASSET MAXIMISATION PROGRAMME – DISPOSAL OF SURPLUS ASSETS (NOTICE OF DECISIONS REF: 887)**

Councillor Jellyman, Cabinet Member for Regeneration, Infrastructure and Heritage introduced this report, the purpose of which was to obtain approval for the disposal of repurposing of a number of City Council's interests as part of the Asset Maximisation Programme. He confirmed that a number of conditions would be applied to the sales to ensure that suitable purchasers and development partners were appointed.

#### **Decision(s):**

***Agreed (i) – That Cabinet approves, as a part of the Asset Maximisation Programme, the disposal or repurposing of City Council assets and sites, as listed in Section 3.5 of the report.***

***Agreed (ii) – That Cabinet grants delegated authority to the Director of Place, Growth and Prosperity in consultation with the Cabinet Member for Regeneration, Infrastructure and Heritage, to agree the detailed terms for each of the City Council assets, subject to Chief Officer approval.***

#### **175. HIGH STREET HERITAGE ACTION ZONES (NOTICE OF DECISIONS REF 895)**

This report, which requested Cabinet approval to deliver Historic England's High Street Heritage Action Zone Programme for Stoke Town and the Spode Works, was introduced by Councillor Jellyman, Cabinet Member for Regeneration, Infrastructure and Heritage. He proposed an amendment to recommendation 2.5 to delete the word 'refresh' at the end of the sentence.

#### **Decision(s):**

***Agreed (i) – That Cabinet approve the Historic England's High Streets Heritage Action Zone Programme for Stoke Town and the Spode Works as set out in this report.***

***Agreed (ii) – That Cabinet authorise the Section 151 Officer to accept the offer of grant funding from Historic England and to enter into a Grant Funding Agreement to facilitate the delivery of the programme.***

***Agreed (iii) – That Cabinet approve the allocation of City Council match funding in the amount specified within the report, subject to agreement of Council.***

***Agreed (iv) – That subject to (i), (ii) and (iii) above, Cabinet grant delegated authority to Director of Place, Growth and Prosperity in consultation with the Cabinet Member for Regeneration, Infrastructure and Heritage and the City Council's Section 151 Officer to implement delivery of the programme including, the avoidance of doubt to procure any necessary goods, services or works, to enter into any necessary contracts and to provide grant funding to third parties.***

***Agreed (v) – That Cabinet recommends to City Council that the Capital Investment Programme is amended to reflect receipt of the Historic England grant funding. (The City Council match funding as detailed in financial section of this report forms part of the Capital Programme).***

#### **176. STRATEGIC INFRASTRUCTURE – SMITHFIELD, HANLEY (CITY CENTRE) (NOTICE OF DECISIONS REF: 860)**

Councillor Jellyman, Cabinet Member for Regeneration, Infrastructure and Heritage, introduced this report, the purpose of which was to seek Cabinet approval for the required investment capital to deliver a Multi-Storey Car Park on the site of Broad Street Surface Car Park, Hanley. He proposed an amendment to recommendation 2.1 to reflect the approved Capital Programme period of 2020/21 to 2024/25 and not 2019/20 to 2023/24 as stated in the report.



**Decision(s):**

***Agreed (i) – That Cabinet recommends to City Council that the capital programme for the period 2020/21 to 2024/25 is increased by £15 million for the delivery of a 730 space Multi-Storey Car Park on the site of Broad Street Surface Car Park, Hanley.***

***Agreed (ii) – That, subject to (i) above, Cabinet grants delegated authority to the Director of Place, Growth & Prosperity in consultation with the Section 151 Officer and Cabinet Member Regeneration, Infrastructure & Heritage to approve an Outline Business Case and to further develop and approve a Full Business Case which demonstrates that the project can be delivered within the financial and operational parameters set out within the report.***

***Agreed (iii) – That, subject to (ii) above, Cabinet grant delegated authority to the Director of Place Growth & Prosperity in consultation with the Section 151 Officer and Cabinet Member for Regeneration, Infrastructure & Heritage to enter into a contract with GenR8 Developments LLP (the City Council's retained regeneration partner) for the delivery of a Multi-Storey Car Park on the site of Broad Street Surface Car Park.***

**177. EXCLUSION OF THE PUBLIC**

***Agreed – That That under Section 100(A) (4) of the Local Government Act, 1972, the public be excluded from the meeting for the following item(s) of business on the grounds that it/they involve the likely disclosure of exempt information as defined in the paragraph(s) of Part 1 Schedule 12(A) of such Act, as now amended by the Local Government (Access to Information) (Variation) Order 2006.***

**178. UPDATE ON INSTITUTIONAL INVESTMENT MODEL FOR THE DELIVERY OF NEW HOMES (NOTICE OF DECISIONS REF: 890) (PARA. 3)**

This report, which provided an update on the scheme approved by Cabinet in December 2018, was introduced by Councillor Powell-Beckett, Cabinet Member for Housing.

**Decision(s):**

***Agreed (i) – That Cabinet note the progress of the scheme to date.***

***Agreed (ii) – That Cabinet grants authority for a freehold land transfer of the sites, as detailed in the Cabinet report Institutional Investment Model for Providing new homes – December 2018, to Cheyne Capital (or its subsidiary) with an option for the council to acquire the sites back for the sum of £1 after a period of 40 years and delegates authority to the Director of Housing and Customer Services in consultation with the Director of Place, Growth and Prosperity, the Cabinet Member for Housing and the Cabinet Member for Regeneration, Infrastructure & Heritage to agree the terms of such transfer. (Option 1)***



***Agreed (iii) – Subject to full Council approval of the revised Medium Term Financial Strategy (MTFS), Cabinet approves additional funding up to £1million from the Housing Revenue Account (HRA) reserves to cover the estimated additional ground condition costs of developing the site at Pyenest Street. (Option 1)***

***Agreed (iv) – That Cabinet delegates authority to the Director of Housing and Customer Services, in consultation with the Section 151 Officer, the Cabinet Member for Housing and the Cabinet Member for Corporate Resources, Strategy and Partnerships to take all steps necessary in relation to the redevelopment of the sites (option 1) including:***

- I. Authorise bidding and accepting Homes England grant funding where deemed applicable.***
- II. Agree financial expenditure, tenure, rent and service charges.***
- III. Tender and appoint all contractors and professional services associated with the proposed development through a procurement compliant process.***
- IV. Authorise a public consultation to consult on the relevant schemes as appropriate.***

***Agreed (v) – That Cabinet approves an allocation of £813k from the unallocated Housing Zone budget as set out in paragraph 3.10 of the report. (Option 1)***

#### **179. DEVELOPMENT PROGRAMME FOR FORTIOR HOMES (NOTICE OF DECISIONS REF: 853) (PARA. 3)**

Councillor Powell-Beckett, Cabinet Member for Housing introduced this report, the purpose of which was seek Cabinet's support to request additional investment from the City Council for the next phase of development and acquisition of new homes for private rent and open market sale through Fortior Homes.

#### **Decision(s):**

***Agreed – Cabinet recommends to City Council that the capital programme for the period 2020/21 to 2024/25 to be proposed as part of the Medium Term Financial Strategy refresh in February 2020 includes £30 million for a second Fortior Homes development programme.***

#### **180. COMMERCIAL DEVELOPMENT PHASE 3 – SMITHFIELD, HANLEY (CITY CENTRE) (NOTICE OF DECISIONS REF: 888) (PARA. 3)**

Councillor Jellyman, Cabinet Member for Regeneration, Infrastructure and Heritage introduced this report, the purpose of which was to seek Cabinet approval to enter into the necessary agreements as set out in the report in order to develop and construct commercial office space at Smithfield, Hanley.

**Decision(s):**

***Agreed (i) – Cabinet approve in principle to the Council entering into a range of legal agreements as required to bring forward the development.***

***Agreed (ii) – That, subject to (i) above Cabinet grants delegated authority to the Director of Place, Growth and Prosperity in consultation with the Cabinet Member Regeneration, Infrastructure and Heritage to approve: To agree Heads of Terms for the Lease, enter into the Long Lease, any subletting agreements in order to secure commercial tenants to occupy the buildings upon their completion, reversionary Freehold transfer, together with all other agreements necessary.***

COUNCILLOR ABI BROWN (CHAIR)

## City of **Stoke-on-Trent** **CABINET**

Minutes of a meeting of the Cabinet of the City of Stoke-on-Trent held at the Civic Offices, Stoke-on-Trent, on Tuesday, 11 February 2020

### **RECORD OF ATTENDANCE**

#### **Portfolio Holders:**

Councillor Abi Brown (Leader of the Council and Cabinet Member for Corporate Resource, Strategy and Partnerships) (in the Chair), Councillor Ann James (Deputy Leader of the Council and Cabinet Member for Health and Social Care), Councillor Lorraine Beardmore (Cabinet Member for Sport, Culture and Leisure), Councillor Janine Bridges (Cabinet Member for Education and Economy), Councillor Randolph Conteh (Cabinet Member for Communities and Safer City), Councillor Carl Edwards (Cabinet Member for the Environment), Councillor David Evans (Cabinet Member for Children and Young People and Lead Member for Children's Services) and Councillor Daniel Jellyman (Cabinet Member for Regeneration, Infrastructure and Heritage)

#### **Other Attendees:**

Jon Rouse (City Director), Carl Brazier (Director of Housing and Customer Services), Gerry Clarke (Strategic Manager Legal Services), Phil Cresswell (Director of Place, Growth and Prosperity), Nick Edmonds (Assistant Director - Finance (Section 151)), Paul Edmondson-Jones (Director of Adult Social Care, Health Integration and Wellbeing), Sarah Parker (Director of Children and Family Services) and Julie Harvey (Senior Governance Officer) (Secretary)

### **181. APOLOGIES**

Apologies were received from Councillor Powell-Beckett (Cabinet Member for Housing).

### **182. MINUTES OF LAST MEETING (14/1/20)**

***Agreed – That the minutes of the last meeting of the Cabinet held on 14 January 2020 be agreed as a true and correct record of the proceedings.***

### **183. DISCLOSURE OF INTERESTS**

None received.

**184. REGULATION OF SURVEILLANCE ACTIVITIES POLICY (NOTICE OF DECISIONS REF: 903)**

The Chair, Councillor Brown, Cabinet Member for Corporate Resources, Strategy and Partnerships introduced this report which sought approval for the introduction of a new Regulation of Surveillance Activities Policy which consolidated the Council's use of its powers under the Regulatory and Investigatory Powers Act 2002 (RIPA).

The Home Office had published two revised Codes of Practice which recommended that Elected members of a local authority should review the authority's use of the 2000 Act and set the policy at least once a year. It was recommended that internal reports on the use of the 2000 Act should also be reviewed on a regular basis to ensure that it was being used consistently with the local authority's policy and that the policy remained fit for purpose.

**Decision(s):**

***Agreed (i) - That Cabinet note the Council's use of its powers under RIPA as detailed in section 3.19 of the report.***

***Agreed (ii) - That Cabinet approve the following:***

- ***The introduction of a Regulation of Surveillance Activities Policy which provides an overarching framework to consolidate existing surveillance policies (Appendix 1 to the report).***
- ***The Council's policy on the Regulation of Investigatory Powers Act 2000 (RIPA) (Appendix 2 to the report).***

**185. HOME TO SCHOOL TRANSPORT POLICY 2020-2021 (NOTICE OF DECISIONS REF: 889)**

Councillor Bridges, Cabinet member for Education and Economy introduced the report which sought approval in principle to the revised Home to School Travel Assistance Policy.

It was explained that consultation had commenced and that the outcome of the consultation would be taken into account prior to the policy being effective from 6 April 2020.

**Decision(s):**

***Agreed (i) - That approval is given in principle to the revised Home to School Transport Policy and note that consultation has commenced.***

***Agreed (ii) - That, taking into account the outcome of the above consultation, delegated authority be granted to the Director of Children and Family Services, in consultation with Cabinet Member for Education and Economy to implement the revised Home to School Transport policy with effect from 6th April 2020.***

**186. NEWCASTLE-UNDER-LYME AND STOKE-ON-TRENT DRAFT JOINT LOCAL PLAN (NOTICE OF DECISIONS REF: 900)**

Councillor Jellyman, Cabinet Member for Regeneration, Infrastructure and Heritage, introduced this report, the purpose of which was to advise Cabinet of the completion and outcome of the previous formal consultation on the “Preferred Options” stage of the Local Plan.

Approval was sought for the Draft Local Plan (Part 1 – Strategy and Policies) and for the public consultation exercise to be carried out during Spring 2020 in line with the adopted Statement of Community Involvement.

During the meeting, Councillor Jellyman proposed a minor amendment to Appendix 5 of the report (Preferred Options Consultation Responses), to include the response from Thistleberry Residents Association and Question 10, which specifically related to Green Belt release at Keele. It was explained that these comments had inadvertently not been included in the report.

**Decision(s):**

***Agreed (i) - That Cabinet notes the responses to the previous consultation exercise carried out on the Preferred Options Consultation Document (full copy of the Preferred Options Consultation and Responses Document was attached to this pack as background information), and that the document be published on the relevant Joint Local Plan web page.***

***Agreed (ii) - That the presentation of the Draft Local Plan in two parts, Part 1 for strategic and development management policies to be consulted upon in Spring 2020 and Part 2 for proposed site allocations be consulted upon in Autumn 2020.***

***Agreed (iii) - That approval is given for:***

- 1. the Draft Joint Local Plan Part 1 – Strategy and Policies Consultation Document (attached as Appendix 1 to the report) to be published for formal public consultation during Spring 2020.***
- 2. that the consultation be carried out in accordance with the Statement of Community Involvement (SCI);***

***That the results of the consultation exercise be reported back to Cabinet in Summer 2020 to inform the next stage of plan preparation (Part 2 Site Allocations) in partnership with Newcastle-under-Lyme Borough Council.***

**187. LAND AT LOWER SPRING ROAD, NORMACOT**

Prior to introducing the report, Councillor Jellyman, Cabinet Member for Regeneration, Infrastructure and Heritage, referred to a letter from Knight Solicitors dated 6 February 2020, which had been forwarded to the Cabinet. He responded to each of the points raised.

Continuing, he introduced this report, and explained that the purpose of which was to consider and confirm the decision of the Director of Place, Growth and Prosperity, taken on 21 March 2018 to appropriate land at Lower Spring Road, Normacot, from use as public open space to use as a community car park in light of the objections received following the advertisement of the appropriate pursuant to Section 122(2A) of the Local Government Act 1972.

Cabinet Members spoke in support of the recommendation.

**Decision(s):**

***Agreed (i) - That Cabinet note that the land at Lower Spring Road, Normacot, described in paragraph 3.1 of the report, is no longer needed as public open space.***

***Agreed (ii) - Cabinet confirms the decision of the Director of Place, Growth and Prosperity taken on 21 March 2018 to appropriate the land from use as public open space to use as a community car park.***

**188. EXCLUSION OF THE PUBLIC**

***Resolved – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item(s) of business on the grounds that it/they involves the likely disclosure of exempt information as defined in the paragraph(s) of Part 1 of Schedule 12(A) of such Act indicated, as now amended by the Local Government (Access to Information) (Variation) Order 2006.***

**189. CARE HOME FEES – APRIL 2020 (PARA. 3)**

Councillor Conteh, Cabinet Member for Communities and Safer City introduced this report on behalf of Councillor James, Cabinet Member for Health and Social Care. The purpose of which was to provide an update on recent consultations with the care home market about care home fees from April 2020, and receive details of the different commission models that had been considered during the consultation process.

**Decision(s):**

***Agreed (i) - That Cabinet give approval to the introduction of a banding model and an inflationary uplift to manage the care homes market within the City of Stoke-on-Trent. (Option 4).***

***Agreed (ii) - That Cabinet give approval to the adoption of an aligned banding model with the Staffordshire and Stoke-on-Trent Clinical Commissioning Groups and Staffordshire County Council.***

***Agreed (iii) - That Cabinet agree that commissioners can begin formal negotiations with the care market about the banding model with a final decision on the exact level of remuneration for each band and any non-material changes to the categories being***

City of **Stoke-on-Trent**

**CABINET** Tuesday, 11 February 2020

*delegated to the Director of Adult Social Care, Health Integration and Wellbeing in consultation with the Cabinet Member for Health and Social Care.*

COUNCILLOR ABI BROWN (CHAIR)

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## City of *Stoke-on-Trent* **CABINET**

Minutes of a meeting of the Cabinet of the City of Stoke-on-Trent held at the Civic Offices, Stoke-on-Trent, on Wednesday, 19 February 2020

### **RECORD OF ATTENDANCE**

#### **Portfolio Holders:**

Councillor Abi Brown (Leader of the Council and Cabinet Member for Corporate Resource, Strategy and Partnerships) (in the Chair), Councillor Lorraine Beardmore (Cabinet Member for Sport, Culture and Leisure), Councillor Janine Bridges (Cabinet Member for Education and Economy), Councillor Randolph Conteh (Cabinet Member for Communities and Safer City), Councillor Carl Edwards (Cabinet Member for the Environment), Councillor David Evans (Cabinet Member for Children and Young People and Lead Member for Children's Services) and Councillor Daniel Jellyman (Cabinet Member for Regeneration, Infrastructure and Heritage)

#### **Other Attendees:**

Jon Rouse (City Director), Nick Edmonds (Assistant Director - Finance (Section 151)), Carl Brazier (Director of Housing and Customer Services), Phil Cresswell (Director of Place, Growth and Prosperity), Paul Edmondson-Jones (Director of Adult Social Care, Health Integration and Wellbeing), Sarah Parker (Director of Children and Family Services) James Doble (Assistant Director - Governance) (Secretary) and Julie Harvey (Senior Governance Officer) (Secretary)

### **181. APOLOGIES**

Apologies were received from Councillor James (Cabinet Member for Health and Social Care) and Councillor Powell-Beckett (Cabinet Member for Housing).

**182. DISCLOSURE OF INTERESTS**

| Name              | Item No.   | Interest | Nature   |
|-------------------|--|----------|--|
| Councillor Brown  | 184 – Medium Term Financial Strategy and Council Tax Setting 2020/21 | Personal | Board Member – Fortior Homes                         |
| Councillor Conteh | 184 – Medium Term Financial Strategy and Council Tax Setting 2020/21 | Personal | Member of Staffordshire Police, Fire and Crime Panel |

**183. OVERVIEW AND SCRUTINY COMMITTEES' FEEDBACK ON THE 2020/21 BUDGET CONSULTATION PROPOSALS**

James Doble, Assistant Director Governance, introduced this report, the purpose of which was to outline the Overview and Scrutiny Committee's feedback in respect of the Cabinet's Budget Proposals for 2020/21, following consideration by the Overview and Scrutiny committees during January 2020.

There were a number of observations made with regard to the budget proposals and he commented on specific recommendations made by the Overview and Scrutiny Committee's.

**Decision(s):**

***Agreed - That Cabinet notes the feedback from the Overview and Scrutiny Committees on the Cabinet's Budget Proposals for 2020/21.***

***N.B. THIS ITEM IS FOR INFORMATION AND THEREFORE NOT SUBJECT TO CALL-IN***

**184. MEDIUM TERM FINANCIAL STRATEGY AND COUNCIL TAX SETTING 2020/21**

The Cabinet Member for Corporate Resources, Strategy and Partnerships, Councillor Brown presented this item which detailed recommendations to City Council in respect of:

- the Medium Term Financial Strategy for the General Fund Revenue budgets and set out the calculation of the council tax requirement for 2020/21.
- the Housing Revenue Account annual budget for 2020/21, which was funded in the main from council housing rents and was subject to a report to City Council on 23 January 2020, clause 87 refers.
- the Medium Term Financial Strategy for the Capital Investment Programme 2020/21 – 2024/25, incorporating the Housing Revenue Account capital programme and consideration of future investments.

Continuing, the Cabinet Member reported that over the last four years, Stronger Together had helped to transform the city into one of the country's fastest growing local economies, outstripping most other areas in terms of job creation.

It was explained that consultation on the budget proposals started on 6 January 2020 and concluded prior to the Cabinet meeting. The consultation outlined the successes and challenges faced by the authority, with particular focus on social care for both adults and children. Consequently, it was explained that over 60% of the budget would be spent on social care.

The Cabinet Member commented in respect of the main comments and concerns from staff and via public consultation and referred to the recommendations made by the Overview and Scrutiny Committee's. As a result of such, the Cabinet Member confirmed that alternative proposals would be recommended to City Council in respect of the following:-

- PSO3-2021 – Special Education Needs Disability Information Advice and Support Services (SENDIASS) – Changes to the proposed structure including regrading of the lead post and reduction in administration posts. Front line posts will remain. The proposed saving would still be made.
- CMS11-2021 – Review of Library Service - Identified efficiencies reducing the overall operating costs of the service would be achieved, the staffing costs would be met in the short term by an expected reduction to business rates following appeal, whilst consideration is given to the use of volunteers. The proposed saving would still be made.

(During the meeting, an addendum to the report was circulated reflecting the above, and it was confirmed that the report to City Council (27/2/20) would include the above amendments).

Continuing, the Cabinet Member reported that the following items had previously been considered by the Audit Committee (30/1/20 – clause 39 refers) and would be presented to City Council for final approval:-

- the proposed Treasury Management Annual Borrowing and Investment Strategy 2020/21
- the prudential indicators which were prepared to ensure that any borrowing agreed by the authority would be both prudent and affordable.
- the Minimum Revenue Provision (MRP) Policy Statement 2020/21 which set out method by which the costs of past capital expenditure, financed by supported and unsupported borrowing and other credit liabilities were charged to the General Fund balance.
- the proposed capital strategy.

#### **Decision(s):**

***Agreed (i) - That Cabinet notes the public consultation feedback and other channels.***

*Agreed (ii) - That Cabinet notes the recommendations from Overview & Scrutiny.*

*Agreed (iii) - That Cabinet agrees to make the recommendations set out at paragraphs 2.4-2.18 of the report submitted to City Council.*

**N.B. THIS IS A BUDGET AND POLICY FRAMEWORK ITEM AND IS THEREFORE NOT SUBJECT TO CALL-IN**

**185. DISPOSAL OF VEHICLES AND PLANT 2020 (NOTICE OF DECISIONS REF: 899)**

Councillor Edwards, Cabinet Member for Environment introduced this report, the purpose of which was to seek approval to dispose of vehicles, plant and associated assets surplus to operational requirement, to bring the size of the City Council's fleet in-line with staff resource, vehicle expenditure and in line with budget availability.

**Decision(s):**

*Agreed (i) - That Cabinet approve the disposal of the vehicles as referenced within the body of the report, which are no longer operationally required to bring the size of the City Council's fleet in-line with staff resource, vehicle expenditure and in line with budget availability.*

*Agreed (ii) - That subject to 2.1, Cabinet grant authority for the disposal of vehicles, plant and related assets, through auction or direct sale in accordance with the Financial Regulations of the City Council's Constitution - Section 18.04.*

COUNCILLOR ABI BROWN (CHAIR)

## City of *Stoke-on-Trent* **CABINET**

Minutes of a meeting of the Cabinet of the City of Stoke-on-Trent held at the Civic Offices, Stoke-on-Trent, on Thursday, 27 February 2020 and reconvened on Friday, 6 March 2020.

### **RECORD OF ATTENDANCE (27/2/20)**

#### **Portfolio Holders:**

Councillor Abi Brown (Leader of the Council and Cabinet Member for Corporate Resource, Strategy and Partnerships) (in the Chair), Councillor Ann James (Deputy Leader of the Council and Cabinet Member for Health and Social Care), Councillor Lorraine Beardmore (Cabinet Member for Sport, Culture and Leisure), Councillor Janine Bridges (Cabinet Member for Education and Economy), Councillor Randolph Conteh (Cabinet Member for Communities and Safer City), Councillor David Evans (Cabinet Member for Children and Young People and Lead Member for Children's Services), Councillor Daniel Jellyman (Cabinet Member for Regeneration, Infrastructure and Heritage) and Councillor Joanne Powell-Beckett (Cabinet Member for Housing)

#### **Other Attendees:**

Jon Rouse (City Director), James Doble (Assistant Director – Governance) and Helen Barr (Team Leader – Governance and Democratic Support)

The Assistant Director – Governance advised the Cabinet that the budget proposals for 2020/21 had fallen when put to the vote at a full Council meeting that afternoon and he confirmed that arrangements had been made for the Council meeting to adjourn and reconvene at 2.30pm on Friday, 6 March 2020.

The Cabinet meeting was then adjourned until 12 noon on Friday, 6 March 2020 to allow time for proposals to be drawn up that could be considered at the reconvened meeting.

COUNCILLOR ABI BROWN (CHAIR)

The Cabinet of the City of Stoke-on-Trent reconvened at the Civic Offices, Stoke-on-Trent, on Friday 6 March 2020

## **RECORD OF ATTENDANCE (6/3/20)**

### **Portfolio Holders:**

Councillor Abi Brown (Leader of the Council and Cabinet Member for Corporate Resource, Strategy and Partnerships) (in the Chair), Councillor Ann James (Deputy Leader of the Council and Cabinet Member for Health and Social Care), Councillor Lorraine Beardmore (Cabinet Member for Sport, Culture and Leisure), Councillor Janine Bridges (Cabinet Member for Education and Economy), Councillor Randolph Conteh (Cabinet Member for Communities and Safer City), Councillor Carl Edwards (Cabinet Member for Environment), Councillor David Evans (Cabinet Member for Children and Young People and Lead Member for Children's Services), Councillor Daniel Jellyman (Cabinet Member for Regeneration, Infrastructure and Heritage) and Councillor Joanne Powell-Beckett (Cabinet Member for Housing)

### **Other Attendees:**

Jon Rouse (City Director), Nick Edmonds (Assistant Director – Finance (Section 151 Officer)), James Doble (Assistant Director – Governance) and Helen Barr (Team Leader – Governance and Democratic Support).

## **186. APOLOGIES**

There were no apologies for absence.

## **187. DISCLOSURE OF INTERESTS**

| Name              | Item No.   | Interest | Nature   |
|-------------------|--|----------|--|
| Councillor Conteh | 188 – Medium Term Financial Strategy and Council Tax Setting 2020/21 | Personal | Member of Staffordshire Police, Fire and Crime Panel |

## **188. MEDIUM TERM FINANCIAL STRATEGY AND COUNCIL TAX SETTING 2020/21**

The Chair, Councillor Brown - Cabinet Member for Corporate Resource, Strategy and Partnerships, introduced a report setting out proposed amendments to the Medium Term Financial Strategy and Council Tax Setting 2020/21.

The original Medium Term Financial Strategy and Council Tax Setting 2020/21 proposals had been considered at a meeting of full City Council on Thursday, 27 February 2020, when they had not received majority support and a budget had not been agreed. The full Council meeting had been adjourned to be reconvened that afternoon (Friday 6 March 2020).

The proposed changes to the savings proposals were set out in an Appendix to the report submitted and these included:-

- That savings proposal CS02\_2021 - Review of terms and conditions across the council, is removed reducing the total savings proposals by £934,000.
- That the resultant budget gap is funded from a reduction of £934,000 in the planned contribution to the general reserve in 2020-21.
- That sustainable ongoing savings proposals totalling £934,000 are developed and consulted upon to replace the intended contribution to reserves.
- That a commitment is given to increase the general reserve to the planned level of £11m to support the financial resilience and sustainability of the City Council.

The implications of the proposed amendments were set out as follows:

- The overall savings to be delivered in 2020-21 have been reduced by £934,000 from £9.2m to £8.3m.
- The planned contribution to the general reserve in 2020-21 has been reduced from £5.0m to £4.1m.
- The planned level of general reserve held in 2020-21 will be reduced from £11.0m to £10.1m.

The Section 151 Officer statement to members on the robustness of budget estimates and the adequacy of proposed reserves had been updated to reflect the proposed changes and details were provided in the appendices to the report submitted.

**Decision:**

***Agreed - That Cabinet endorses the proposals set out in Appendix 1 of the report submitted to the reconvened meeting on 6 March 2020, and recommends them to City Council for approval.***

COUNCILLOR ABI BROWN (CHAIR)

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## AUDIT COMMITTEE

Minutes of a meeting of the Audit Committee held at the Civic Centre, Glebe Street, Stoke-on-Trent on Thursday, 30 January 2020

### Present

Councillor Stephen Funnell (Chair), Councillor James Smith (Vice-Chair), Councillor Lorraine Beardmore and Councillor Sheila Pitt

### Other Attendees

Nick Edmonds (Assistant Director - Finance (Section 151)), Paul Boden (Strategic Manager - Corporate Finance), Clare Potts (Strategic Manager - Audit and Fraud), Luke Rodgers (Senior Business Partner - Financial Reporting and Treasury) Hassan Rohimun (Ernst Young) and Julie Harvey (Senior Governance Officer)

### 32 APOLOGIES FOR ABSENCE

Apologies were received from Councillors, Adams, Edwards, Elliott and Gerrard and Councillor Brown, Cabinet Member for Corporate Resources, Strategy and Partnerships.

### 33 MINUTES OF LAST MEETING (24/10/19)

*Resolved – That the Chair be authorised to sign the minutes of the last meeting of the Audit Committee held on 24 October 2019 as a true and correct record of the proceedings.*

### 34 DISCLOSURE OF INTERESTS

There were no declarations of interest.

### 35 ANNUAL AUDIT LETTER FOR THE YEAR ENDED 31 MARCH 2019

The Committee received the External Auditor's Annual Audit Letter for the year ended 31 March 2019.

The detailed findings from the 2018/19 audit were reported to the Committee on 25 July 2019 and 24 October 2019 (clauses 15 and 31 refer) and it was confirmed that the certificate was issued on 25 October 2019, to confirm that the audit had been completed in accordance with the requirements of the Local Audit and Accountability Act 2014 and the National Audit Office's 2015 Code of Audit Practice.

The report summarised the findings, comprising of the audit of financial statement, and the arrangements to secure value for money.

The Committee were reminded that the External Auditor had provided an unqualified opinion in respect of the accounts, which gave a true and fair view of the financial position of the Council and Group as at 31 March 2019, and that there had been one none material adjustment in relation to the HRA (Housing Revenue Account) valuation which the authority had chosen not to make as there was no impact on the accounts.

***Resolved – That the Annual Audit Letter (2018/19) be noted.***

### **36 ANNUAL REVIEW OF THE MANAGEMENT OF RISK POLICY**

The Strategic Manager - Audit and Fraud submitted the updated Management of Risk Policy to the Committee for consideration.

It was recognised as best practice for an organisation to review their management of risk arrangements on a regular basis, and to enhance policy and practices to maintain a robust strategy for recognising risks and recording appropriate risk controls.

The Strategic Manager – Audit and Fraud summarised the changes to the policy and confirmed that one of the main additions was a new section in respect of the council's appetite to risk across a variety of risk categories, to support decision making and alignment of risk taking.

Continuing, she confirmed that the policy would be presented to Cabinet for approval in due course.

***Resolved - That the updated Management of Risk Policy be noted and submitted to Cabinet for approval.***

### **37 STRATEGIC RISK REGISTER**

The Strategic Manager – Audit and Fraud submitted the City Council's Strategic Risk Register to the Committee for review and comments.

It was acknowledged that the Strategic Risk Register was an important part of the organisations risk management framework and, in addition, it formed part of the internal control and corporate governance arrangements of the organisation.

The Committee were informed that the Strategic Risk Register was monitored on an on-going basis and recorded risks that could affect the City Council's ability to deliver its corporate priorities and statutory responsibilities.

The Strategic Manager – Audit and Fraud highlighted the recent amendments made to the register.

The Assistant Director Finance (Section 151 Officer) referred to the imminent arrival of the new City Director and suggested that the register would be an area of interest for him. He confirmed that the register was regularly reviewed by the Senior Management Team (SMT), Cabinet and other committees.

The Chair requested that the new City Director be invited to attend a future meeting of this Committee, mindful that it was seen as good practice.

***Resolved – That the contents of the Strategic Risk Register be noted.***

**38 TREASURY MANAGEMENT FORECAST THREE QUARTER REVIEW 2019/20**

The Strategic Manager – Corporate Finance submitted a report detailing the authority's treasury management activity during quarter three of the 2019/20 financial year.

The report detailed the outturn for treasury management as affected by capital expenditure, borrowing and investment decisions measured against the City Council's prudential indicators. The key points to note were:-

- All investment made during the first three quarters of 2019/20 complied with the approved Treasury Management Strategies;
- Interest earned from all investments during the first three quarters of 2019/20 (up to end of December) was £137,000;
- The council had borrowed two amounts of £20 million for a period of 40 years and 41 years at an average rate of 2.215% and two amounts of £10 million for a period of 2 years at an average rate of 1.600%;
- The council had repaid debt of £6.098 million;
- Prudential indicators approved by City Council on 28 February 2019 had been monitored throughout the first three quarters of 2019/20 and at no stage where any limits breached.

***Resolved – That the Treasury Management Forecast Quarter Three review 2019/20 be noted.***

**39 TREASURY MANAGEMENT ANNUAL BORROWING AND INVESTMENT STRATEGY 2020/21 AND MINIMUM REVENUE PROVISION POLICY STATEMENT 2020/21**

The Strategic Manager – Corporate Finance submitted the Treasury Management Annual Borrowing and Investment Strategy 2020/21 and Minimum Revenue Provision

Policy Statement 2020/21 to the Committee for consideration, prior to forming part of the Medium Term Financial Strategy Budget report to be presented to City Council on 27 February 2020.

The Treasury Management (TM) operation involved the management of cash flow, borrowing and investments and the associated risks. Such activities were supported by recommended guidance; CIPFA Code of Practice for Treasury Management in the Public Service.

The Committee were informed that the City Council had operated in accordance with the CIPFA's Prudential Code for Capital Finance in Local Authorities, which required the preparation of a number of prudential indicators. The purpose being to ensure that any borrowing agreed by the authority was prudent and affordable.

The purpose of the Minimum Revenue Provision (MRP) Policy Statement 2020/21 was to set out the method by which the costs of past capital financed by supported and unsupported borrowing and other credit liabilities were charged to the General Fund. The policy had regard to the MRP guidance in line with statutory requirements.

***Resolved – That after considering the governance requirements, the report be endorsed and incorporated into the Medium Term Financial Strategy and Council Tax Setting 2020/21 for submission to Cabinet and final approval by City Council.***

#### **40 INTERNAL AUDIT QUARTERLY MONITORING 2019/20 - OCTOBER TO DECEMBER 2019**

The Strategic Manager – Audit and Fraud submitted a report which provided a summary of the activities of Internal Audit for the period October to December 2019.

During the quarter, the work of internal Audit had resulted in the issuing of ten reviews (seven audits and three health checks) containing 34 recommendations, all of which were classed as either medium or low risk or not evaluated. Of the 10 reviews, only one received an unsatisfactory opinion which was in respect of Adults Safeguarding Training. Members were informed of the main weaknesses which had been identified, and consequently the Committee requested that the relevant Strategic Manager attend a future meeting of the Committee to give further details and future assurance.

Continuing, the Strategic Manager – Audit and Fraud referred to recommendations made in previous years, which were also subject to ongoing monitoring. In response to a question from Councillor Beardmore, she confirmed that all recommendations were monitored and reported against their original deadline date.

***Resolved – That in accordance with the Committee's Terms of Reference, the Internal Audit monitoring report for the period October – December 2019 be noted.***

## **41 ROLES AND RESPONSIBILITIES**

The Strategic Manager – Audit and Fraud submitted a report which detailed previous activities that the Committee had undertaken in relation to assessing their roles and responsibilities in relation to governance.

The Committee were reminded that they held a key role in the authority's Governance Framework and, by undertaking self-assessment against recognised best practice, they were able to measure performance and demonstrate continuous improvement.

The report detailed the options available to the Committee to assess their performance as set out within the Chartered Institute of Public Finance & Accountancy (CIPFA) guidance, 2018 edition.

Continuing, the Strategic Manager – Audit and Fraud confirmed that she had been working with the Vice-Chair, Councillor Smith in relation to the most appropriate ways for the committee to undertake the assessment, and advised that she was mindful that the guidance had changed since the last full self-assessment was undertaken by the Committee in 2017. She suggested that the Committee could undertake individual self-assessment in line with previous years or alternatively could undertake a group self-assessment exercise supported by officers.

After some debate, the Committee agreed to undertake a group 'Self-Assessment of Good Practice' (Appendix A) supported by officers (workshop). The Strategic Manager – Audit and Fraud was asked to identify a suitable date. It was further agreed that Members would individually complete the 'Knowledge and Skills Framework' (Appendix B) at the conclusion of the workshop. The Strategic Manager – Audit and Fraud confirmed that she has reviewed the effectiveness of the Committee as detailed within Appendix C of the report, the outcome of which suggested that the Committee was performing well and scored 5 or 4 across eight of the nine areas identified. The External Auditor confirmed that he was also happy to support the workshop, should the committee desire.

***Resolved – That the report be noted and arrangements be made for members to complete the self-assessments.***

**42 WORK PROGRAMME**

The Assistant Director – Finance (Section 151) submitted the work programme for the period January to October 2020, for the Committee’s consideration.

***Resolved – That the work programme be noted.***

COUNCILLOR STEPHEN FUNNELL (CHAIR)

## HEALTH AND WELLBEING BOARD

Minutes of a meeting of the Health and Wellbeing Board held at the Civic Centre, Glebe Street, Stoke-on-Trent on Tuesday, 21 January 2020

### Present

Councillor David Evans (Chair), Lisa Agell (Midlands Partnership Foundation Trust), Simmy Akhtar (Healthwatch Stoke-on-Trent), Jacquie Ashdown (Assistant Director of Wellbeing and Director of Public Health - Stoke-on-Trent City Council), Mark Barratt (Interim Director Children and Family Services - Stoke-on-Trent City Council), Charlotte Bennett (Voluntary Sector Representative), Tracy Bullock (University Hospitals of North Midlands NHS Trust), Neil Carr (Midlands Partnership Foundation Trust), Lorna Clarson (Clinical Chair for Stoke-on-Trent), Dermot Hogan (Staffordshire Fire and Rescue), Paul Edmondson-Jones (Director of Adult Social Care, Health Integration and Wellbeing), Liz Mellor (North Staffordshire Combined Healthcare), Jeff Moore (Staffordshire Police), Mark Seaton (Stoke-on-Trent Clinical Commissioning Group), Richard Skellern (Commissioning Manager 18+), Dave Wheat (Voluntary Sector Representative) and Craig Sands (Governance Officer)

### 12 WELCOME, APOLOGIES AND INTRODUCTIONS

Apologies were received from Diane Thompson, Councillor James, Peter Axon, Rebecca Bryant and Adrian Scarrott.

Craig Sands confirmed as apologies had been received from both the Chair and Vice-Chair, a Chair for the meeting was required from the floor.

On the motion of Simmy Akhtar, seconded by Mark Seaton, it was:

***Resolved – That Councillor D Evans be appointed as the Chair for this meeting of the Stoke-on-Trent Health & Wellbeing Board.***

### 13 MINUTES OF THE LAST MEETING (15/10/19)

***Resolved – That the minutes of the previous meeting, held on 15/10/19, be approved as an accurate record of proceedings.***

### 14 DISCLOSURE OF INTERESTS

There were no disclosures made.

**15 QUARTERLY PERFORMANCE AND STATUTORY DUTIES UPDATE**

Richard Skellern introduced this item, which provided the Board with an update on progress made towards statutory duties assigned to the Health and Wellbeing Board, namely: Pharmaceutical Needs Assessment, Joint Strategic Needs Assessment, Joint Health and Wellbeing Strategy 2016-20 and Better Care Fund.

**16 PHARMACEUTICAL NEEDS ASSESSMENT**

Stoke-on-Trent's current Pharmaceutical Needs Assessment was published in March 2018 and in the absence of any significant changes in the meantime, will not be required to be refreshed until March 2021.

***Resolved – That the report regarding the Pharmaceutical Needs Assessment be noted.***

**17 JOINT STRATEGIC NEEDS ASSESSMENT**

The 2019 refreshed Joint Strategic Needs Assessment had been published, and a link was provided to Board Members.

***Resolved – That the report regarding the Joint Strategic Needs Assessment be noted.***

**18 JOINT HEALTH & WELLBEING STRATEGY 2020-2024**

A new, refreshed Joint Health and Wellbeing Strategy would be developed and launched during 2020. The original launch date of April 2020 would be delayed to allow the Board to explore the possibility of tailored support via the LGA Health and Wellbeing System Improvement Programme and also to consider the impact of new guidance for Integrated Care Systems recently published by NHS England. The Board were assured a plan would be brought forward later in the year, to the Stoke-on-Trent Health and Wellbeing Board meeting on 23 September 2020.

It was envisaged the new plan would follow a life-course approach, and consultation had commenced with Board Member organisations to understand what they saw as the main challenges and priorities for the City, with a number of overarching themes being considered.

It was noted there had been some delays due to the December election, and this had been the reason the Stoke-on-Trent Health & Wellbeing Board Meeting had been postponed until January.



Liz Mellor appreciated the recognition of the STP and new ICS guidance, and asked if the delay gave an opportunity to align the work of the Local Authority and Health colleagues. It was acknowledged the long-term plan hasn't helped with this, as it was health focussed, but Liz still felt there were opportunities available with an investment of time and engagement.

Paul Edmondson-Jones spoke about an informal steering group which had taken place with a number of partners, including health. The Local Authority had taken those initial thoughts through into their consultation exercise, and had agreed to continue to meet to ensure work was aligned. Paul confirmed the plan was not a Local Authority plan, and was a Health & Wellbeing Board Strategy which must include all partners. Paul also noted there was a statutory requirement for the Health & Wellbeing Board to have a plan for the city.

Richard Skellern confirmed this work was being carried out alongside the development of the Children, Young People and Families Plan, with a development session having been carried out the previous week with partners to start to shape this.

The Chair agreed plans were required, but also felt progress would be down to successful governance. The Chair spoke about a similar Board that sat within the STP for children and young people, but noted he had only become aware of this recently.

The Chair didn't feel there was an accurate map of governance in the city at the moment, and that before addressing any changes, it was important to understand what we already had.

Tracy Bullock questioned the links between Stoke-on-Trent and Staffordshire, asking what work was carried out jointly. Tracy spoke about the Joint Safeguarding Board, confirming this was a recent change.

Lorna Clarson felt there was a real need to take ownership, with governance in place that allowed people to make decisions and make things happen, otherwise Boards were just groups of willing people with no power to push forward with decisions and change.

Lorna noted the CCGs were charged with developing Clinical Commissioning Strategies, and this work was underway. Lorna hoped there would be an opportunity to look at joint priorities and joint resources.

***Resolved (i) – That the report regarding the Joint Health and Wellbeing Strategy be noted.***

***Resolved (ii) – That the Joint Health and Wellbeing Strategy 2020-2024 features on the agenda for the Board meeting on 23 September 2020.***

**19 BETTER CARE FUND**

The Stoke-on-Trent Better Care Fund (BCF) Plan 2019/20 had been classified as approved by NHS England, and the Clinical Commissioning Group BCF funding could therefore be formally released.

The partnership agreement which allows budgets to be pooled between local health and social care organisations and authorities, for the 2019/20 plan, was being developed and must be submitted by 31 January 2020.

The Board were asked to formally approve the plan, which had been approved by the BCF/Joint Commissioning Board in September 2019 prior to submission.

Paul Edmondson-Jones apologised for the delays in this coming forward, and confirmed that work had continued with the CCGs on the basis this would be approved. Paul also confirmed the funding had been released by the CCGs and had not been held back.

Paul gave thanks to the CCG for their understanding and support.

Liz Mellor questioned what the amount of money was, and what would be received the following year.

Richard Skellern confirmed this was approximately £40million, with a similar amount expected the following year with an inflationary uplift. The outcomes from the spending review were expected around May 2020, and there was a feeling plans would then change to 3-year plans, however this had not yet been confirmed.

Tracy Bullock questioned if requirements were being met with the funding rolling over, and asked if we should be looking at confirming delivery and outcomes were as we expect them to be.

Mark Seaton noted services were reviewed and updated on an ongoing basis, with monthly meetings in place to keep on top of this.

Paul Edmondson-Jones noted BCF was a clear programme of work, with clear parameters, and was not linked to Local Authority budgets or CCG Commissioning Intentions. Paul confirmed there were a lot of NHS functions that the BCF supported, and noted there were some margins for discussion. Paul offered to share details of areas the BCF supported, and welcomed feedback on areas we thought were not working as well as they could be.

Simmy Akhtar felt that the BCF information comes to the Health & Wellbeing Board, but that the Board did not really know if it was working or not. Simmy questioned the outcomes and the impact of the BCF, and asked what was actually happening on the ground. Simmy did

not feel the document provided any evidence or assurance.

Richard Skellern noted the structure was mandated to us, along with the measures used.

Mark Seaton referred to previous discussions that had taken place at the Board regarding assurance. Mark questioned what would be needed for the Board to feel assured on this matter.

Tracy Bullock felt health colleagues needed to be more involved, and noted they had data available that could be fed in to help. Tracy also felt they should be involved in monitoring, noting £40million was a lot of money, and there was a clear need to ensure this money was used as effectively as it could be.

Paul Edmondson-Jones confirmed the instruction regarding the rollover had come from the NHS, and we were being told to do the same the following year.

Tracy Bullock felt a wider conversation about the BCF at a future meeting would be useful and welcomed.

Paul Edmondson-Jones offered to provide a future agenda item to look at what the BCF was, what it was required to deliver, information about the national guidance and what we did locally. Paul also offered to look at the work in Staffordshire to see how this could be aligned with Stoke-on-Trent.

Jeff Moore requested the report was process focussed so the Board did not get caught up in the details.

***Resolved (i) – That the Stoke-on-Trent Health and Wellbeing Board formally approve the Stoke-on-Trent Better Care Fund Plan 2019/20.***

***Resolved (ii) - Paul Edmondson-Jones to provide a future agenda item to look at what the BCF is, what it is required to deliver, information about the national guidance and what happens locally. Paul to also consider the work in Staffordshire and how this could be aligned with Stoke-on-Trent.***

## **20 CLINICAL COMMISSIONING GROUP COMMISSIONING INTENTIONS**

Mark Seaton introduced this item, confirming that Clinical Commissioning Groups (CCG's) were required to publish their commissioning intentions to service providers by 30<sup>th</sup> September for delivery within the following financial year.

The CCG commissioning intentions focussed largely on large scale system transformation to deliver both clinical and financial sustainability in line with the NHS long-term plan. This was

to be delivered through collaboration with system partners.

Plans would be refined when the NHS Operational Guidance 2020/21 is published.

Mark acknowledged the plans lacked some detail but noted this was as a result of the guidance being published and the long-term plan being confirmed. Mark did not know what legislative changes would be coming to allow the delivery of the long-term plan. Mark hoped to see more collaboration going forward, with better use of resources and funding.

Jeff Moore spoke about the 111 service, which he felt could be linked wider than just the ambulance service.

Mark Seaton confirmed there were plans to bring systems together, such as 111 & 999. Mark noted the 111 service was different in Staffordshire than it was in the rest of the West Midlands, however West Midlands ambulances operate all over. The West Midlands had proposed others join their arrangement, but this would cost approximately £45million for the same service and the CCG is therefore resisting this change as it would see no benefit to residents in Staffordshire.

Charlotte Bennett did not feel there had been any voluntary sector engagement in this piece of work.

Mark Seaton noted the comments, and confirmed discussions had taken place outside of Board meetings regarding the voluntary sector. Mark confirmed the intentions were there to strengthen this relationship.

***Resolved – That the Stoke-on-Trent Health and Wellbeing Board receive the CCG commissioning intentions.***

## **21 CHILDREN, YOUNG PEOPLE AND FAMILIES STRATEGIC PARTNERSHIP BOARD QUARTERLY UPDATE**

The Chair introduced this item, which provided an update of the activity from the Children, Young People and Families Strategic Partnership Board.

In terms of governance and forward planning, this was being done in parallel with the Stoke-on-Trent Health & Wellbeing plans.

In terms of infant mortality, Jacquie Ashdown noted Stoke-on-Trent were the second lowest now, and not lowest.

The Chair acknowledged this, and confirmed it was still a big issue that needed to be

considered by the Stoke-on-Trent Health & Wellbeing Board to ensure progress was made.

The Chair confirmed the Commissioners Report had been published, and a new permanent partner had been agreed.

Mark Barratt noted there had been a lot of activity, with monthly staff engagement events, work on the threshold document which would be relaunched, a workshop to look at safeguarding arrangements and the improvement board continued to meet. Services had been stabilised, and a monitoring visit was planned for February 2020.

In terms of attendance at the Children, Young People and Families Strategic Partnership Board, the Chair did note there was a lack of attendance from health colleagues, and he asked this was fed back and addressed.

Jeff Moore asked if more detail could be provided about the sessions taking place, and in particular the recent development session. Jeff asked if it would be possible to have an agenda item to discuss this at the next meeting.

The Chair agreed to lead on an 'Improvement Journey' item at the next meeting.

Simmy Akhtar spoke about maternity services, and felt there were gaps in terms of the patient experience. A report had been submitted to UHNM to check for accuracy and it was hoped the report would be available to publish in February 2020.

***Resolved (i) – That the Stoke-on-Trent Health and Wellbeing Board noted the progress made in delivering the priorities of the Children, Young People and Families Plan 2016-20.***

***Resolved (ii) – That the Stoke-on-Trent Health and Wellbeing Board note the progress towards improving children's services.***

***Resolved (iii) - Councillor D Evans to lead on an 'Improvement Journey' item at the next meeting, to include feedback from development sessions that had taken place to inform the new CYPF Plan.***

***Resolved (iv) – That the lack of attendance from health colleagues at the CYPFSPB be fed back and addressed.***

## **22 UPDATE ON THE DELIVERY OF THE SAFER CITY PARTNERSHIP STRATEGY (2017-2020)**

Jeff Moore introduced this item, which provided an update against the delivery of the Safer City Partnership Strategy.

Performance was strong, with a number of key reductions being seen in the data such as the

levels of domestic abuse.

Jeff felt the key to success was place based working, and Jeff felt that locality working was better now than it had ever been before. There had been some real success stories such as Meir, which had seen very strong partnership working.

It was acknowledged there were violence related issues in the city, with gang issues forming a part of this. There were links in place to county lines, and a serious violence group was in place, chaired by Adrian Scarrott.

In terms of Prevent, there was national guidance around terrorism and prevention strategies.

The Chair felt gangs was a huge issue for the city, which needed swift action. The Chair praised the work being done to address this and hoped to see it continue at pace.

In terms of drugs, there was a county-wide drug and alcohol board in place. Drug related deaths remained high, and this was largely due to individuals taking cocktails of drugs, and was not linked to 1 particular substance.

Mark Seaton questioned the amount spent on drug and alcohol services, and noted the outcomes were still poor.

Paul Edmondson-Jones confirmed conversations were taking place with combined healthcare about how services would look going forward. Arrangements had not yet been firmed up, but there was an opportunity to look at things differently, look at the total spend and link in with the work of other partners. It was acknowledged outcomes were not where they needed to be.

Simmy Akhtar asked for clarity on the £1million figure in the consultation document. Simmy had also heard the figure of £0.5million.

Paul Edmondson-Jones confirmed this looked at a package of reductions, to a total of £1million. Paul confirmed the element related to substance misuse was £0.5million.

Simmy did not feel the information was clear, and it was not understood what the model would look like moving forwards or the associated timeframes.

Paul Edmondson-Jones understood the concerns, but highlighted the need for the Local Authority to set a balanced budget. Paul also confirmed this was part of the consultation, and comments on the proposals were welcomed.

Neil Carr spoke about the difficulties being encountered engaging with schools and

headteachers to carry out preventative work.

Mark Seaton questioned if the Local Authority could enforce school participation in these pieces of work.

The Chair confirmed this was only possible for maintained schools, and not academies. The Chair felt the approach was to build solid relationships via the schools forum.

Jeff Moore did not feel there was a clear partnership prevention plan in place, and referenced the work that had been done regarding serious violence which had seen a clear partnership approach to tackling the issue.

Liz Mellor highlighted the mental health in schools programme was operating, and that it is possible to engage with schools.

Paul Edmondson-Jones acknowledged the work referenced by Jeff Moore, and asked if there was a way of tracking the activity the partnership wished to see in schools. Paul also questioned if the partnership knew which schools they wished to target, for which initiatives.

Jeff confirmed the Community Safety Assessment had recently been refreshed. Jeff could not see any big changes relating to the Boards priorities going forward, but assured the Board he would provide updates as appropriate.

***Resolved – That the Stoke-on-Trent Health and Wellbeing Board noted the actions taken to progress the delivery of the Safer City Strategy.***

## **23 STAFFORDSHIRE AND STOKE-ON-TRENT ADULT SAFEGUARDING BOARD ANNUAL REPORT**

This report was provided to the Stoke-on-Trent Health and Wellbeing Board for information only, to comply with the requirement of the Care Act 2014 which states the Staffordshire & Stoke-on-Trent Adult Safeguarding Board must send its Annual Report to a number of bodies including the local Health and Wellbeing Board.

***Resolved – That the Stoke-on-Trent Health and Wellbeing Board note the content of the Staffordshire & Stoke-on-Trent Adult Safeguarding Board Annual Report.***

COUNCILLOR DAVID EVANS  
(CHAIR)



## **HUMAN RESOURCES COMMITTEE**

Minutes of a meeting of the Human Resources Committee held at the Civic Centre, Glebe Street, Stoke-on-Trent on Thursday, 23 January 2020

### **Present**

Councillor Lilian Dodd (Chair), Councillor Sabrina Bowers (Vice-Chair), Councillor Abi Brown, Councillor Rachel Kelsall, Councillor Gurmeet Singh Kallar and Councillor Paul Shotton

### **Other Attendees**

James Doble (Assistant Director - Governance), Ed Pilmore (Strategic Manager Human Resources) and Helen Barr (Team Leader - Governance and Democratic Support)

*Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.*

### **35 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Evans, Pervez and Powell-Beckett.

### **36 MINUTES OF LAST MEETINGS (2/1/20 AND 7/1/20)**

***Resolved – That the minutes of the previous meetings of the Committee held on 2 January and 7 January 2020, be approved as true and correct records of the proceedings.***

### **37 DISCLOSURE OF INTERESTS**

There were no interests disclosed.

### **38 PAY POLICY STATEMENT 2020/2021**

The committee received details of the 2020/21 Pay Policy Statement for consideration and comment prior to it being submitted to a full City Council meeting for approval in accordance with the requirements of the Localism Act 2011. The Statement set out the Council's approach to its pay policy with the purpose of providing transparency in respect of the setting of the pay of its employees (excluding those managed by local authority schools). The updates that had been made to the Statement were clearly set out in the report submitted.

***Resolved – That the Pay Policy Statement for 2020/21 attached to the report submitted be noted.***

### **39 HUMAN RESOURCES SUB-COMMITTEE (APPOINTMENTS)**

Consideration was given to the arrangements for establishing Human Resources Sub-Committees (Appointments). It was noted that the Committee's terms of reference provided for appointments to tier two posts – Deputy Chief Officers/Assistant Directors (with the exception of those Assistant Director posts that are designated as the Monitoring Officer or Section 151 Officer) to be delegated to a sub-committee.

Further to the Committee considering the delegated arrangements in August 2019, an updated legal opinion had been provided regarding the appointment of non-committee members onto sub-committees and the report therefore served to clarify that any sub-committee set up for appointments would have a membership of six elected members drawn from the parent committee, including at least one Cabinet Member. It was also confirmed that political proportionality rules would apply.

***Resolved – That the arrangements for establishing a Human Resources Sub-Committee (Appointments) comprising of six members of the parent Committee, appointed on the basis of political proportionality, be approved.***

COUNCILLOR LILIAN DODD (CHAIR)

## **LICENSING AND GENERAL PURPOSES COMMITTEE**

Minutes of a meeting of the Licensing and General Purposes Committee held at the Civic Centre, Glebe Street, Stoke-on-Trent on Tuesday, 21 January 2020

### **Present**

Councillor Amjid Wazir (Chair), Councillor Ally Simcock (Vice-Chair), Councillor Lorraine Beardmore, Councillor Heather Blurton, Councillor Janine Bridges, Councillor Carl Edwards, Councillor Desiree Elliott, Councillor Stephen Funnell, Councillor Majid Khan and Councillor Lee Wanger

### **Other Attendees**

James Doble (Assistant Director - Governance), Ian Tamburello (Strategic Manager - Enforcement and Operations), Rachel Wallwork (Licensing Manager), Jeanette Tsoi (Solicitor) and Angela Gardner (Governance Officer)

### **47 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Melanie Baddeley, Councillor Randolph Conteh, Councillor Ross Irving, Councillor Daniel Jellyman and Councillor Jo Woolner.

### **48 MINUTES OF LAST MEETING (12/11/2019)**

*Resolved – That the Chair be authorised to sign the minutes of the last meeting of the Licensing and General Purposes Committee, held on 12 November 2019, as a true and correct record of the proceedings.*

### **49 DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

### **50 MINUTES OF THE LICENSING SUB-COMMITTEE**

*Resolved – That the Chair of the Licensing Sub-Committees be authorised to sign the minutes of the meetings held on 4 November 2019, 18 November 2019 and reconvened on 2 December 2019 and 9 December 2019, as true and correct records of the proceedings.*

## **51 MINUTES OF THE TENANCY SUB-COMMITTEE**

*Resolved – That the Chair of the Tenancy Sub-Committee be authorised to sign the minutes of the meeting held on 31 October 2019, as a true and correct record of the proceedings.*

## **52 MINUTES OF THE PANELS OF THE LICENSING AND GENERAL PURPOSES COMMITTEE**

*Resolved – That the minutes of the Licensing and Registration Panel, held on 22 October 2019, 5 November 2019, 19 November 2019, 3 December 2019 and 17 December 2019, be noted.*

## **53 PROPOSED STREET COLLECTION POLICY 2020 – 2025**

The Committee was requested to consider and adopt the draft Street Collection Policy 2020 – 2025, as attached at Appendix 1 of the report, in relation to the allocation of street collection permits in accordance with the provisions of The Police, Factories (Miscellaneous Provisions) Act 1916 and The Charitable Collections (Transitional Provisions) Act 1974, to take effect from 3 February 2020.

Public consultation had run from 5 July 2019 to 30 August 2019 which included all parties who had applied for a permit in the previous twelve months, Staffordshire Police, Staffordshire Fire and Rescue Service, the Public Fundraising Regulatory Association, Business Improvement District, local licensing authorities and Stoke-on-Trent Public Protection division, Markets and the City Centre Co-ordinator. One response to the consultation was received from the Public Fundraising Regulatory Association and as a result paragraph 3.4.10 of the draft policy was amended.

Members spoke in support of the Policy and therefore:

*Resolved – That the Street Collection Policy 2020 – 2025, as set out in Appendix 1, be adopted; to take effect from 3 February 2020.*

## **54 MEMBER ATTENDANCE AT THE SUB-COMMITTEES AND PANELS OF THE LICENSING AND GENERAL PURPOSES COMMITTEE**

The Committee received a report which detailed the attendance of elected members serving on the Licensing Sub-Committees, Tenancy Sub-Committees, Licensing and Registration Panel, Public Rights of Way Panel and Registration of Town and Village Greens Panel for the 2019/2020 municipal year, up to and including 6 January 2020.

*Resolved – That the report be noted.*

**55 EXCLUSION OF THE PUBLIC**

*Resolved – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item(s) of business on the grounds that it/they involves the likely disclosure of exempt information as defined in the paragraph(s) of Part 1 of Schedule 12(A) of such Act indicated, as now amended by the Local Government (Access to Information) (Variation) Order 2006.*

**56 NOTES OF THE LICENSING WORKING GROUP (PARAGRAPH 6)**

*Resolved – That the notes of the Licensing Working Group, held on 26 November 2019, be noted.*

COUNCILLOR AMJID WAZIR (CHAIR)

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## **LICENSING AND GENERAL PURPOSES COMMITTEE**

Minutes of a meeting of the Licensing and General Purposes Committee held at the Civic Centre, Glebe Street, Stoke-on-Trent on Tuesday, 3 March 2020

### **Present**

Councillor Amjid Wazir (Chair), Councillor Ally Simcock (Vice-Chair), Councillor Melanie Baddeley, Councillor Lorraine Beardmore, Councillor Heather Blurton, Councillor Janine Bridges, Councillor Stephen Funnell, Councillor Ross Irving and Councillor Lee Wanger

### **Other Attendees**

James Doble (Assistant Director - Governance), Gina Jones (Elections Manager), Ian Tamburello (Strategic Manager - Regulatory Services), Rachel Wallwork (Licensing Manager), Jeanette Tsoi (Solicitor) and Angela Gardner (Governance Officer)

### **57 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Randolph Conteh, Councillor Carl Edwards, Councillor Desiree Elliott and Councillor Majid Khan.

### **58 MINUTES OF LAST MEETING (21/01/2020)**

*Resolved – That the Chair be authorised to sign the minutes of the last meeting of the Licensing and General Purposes Committee, held on 21 January 2020, as a true and correct record of the proceedings.*

### **59 DISCLOSURE OF INTERESTS**

| Councillor    | Minute No.     | Interest | Nature  |
|---------------|----------------|----------|---|
| Wazir (Chair) | Agenda item 62 | Personal | Councillor has been approached for information by a number of licensed drivers with regards to the draft Hackney Carriage and Private Hire Licensing Policy 2020 - 2023 |

## **60 MINUTES OF THE PANELS OF THE LICENSING AND GENERAL PURPOSES COMMITTEE**

*Resolved (i) – That the minutes of the Licensing and Registration Panel, held on 14 and 28 January 2020, be noted.*

*Resolved (ii) – That the minutes of the Public Rights of Way Panel, held on 20 January 2020, be noted.*

## **61 AMENDMENT TO CURRENT POLLING SCHEME**

The Committee was presented with a report which requested that it agree to amend the current polling scheme to include St. Andrew's Church Hall as a replacement polling station for Sneyd Academy in polling district 1MR3.

It was explained that prior to each election, polling station inspectors visited each polling station and carried out an accessibility audit; this was repeated on polling day. Feedback from the public, agents and candidates was also reviewed and, wherever possible, changes and improvements made prior to the next election.

Only very limited complaints were received following the December 2019 general election and these were mainly around the unavoidable use of schools. Wherever a suitable alternative to a school was identified, the opportunity was taken to change the polling station, which was the case with regard to Sneyd Academy.

The Assistant Director – Governance further explained that, since the publication of the agenda, three further changes to polling stations had been identified as follows:

- Polling district 1SG2 – move the polling station from Sneyd Green Academy to Sneyd Green Community Hall to remove any confusion for voters as the three polling districts would be in the same place.
- Polling district 1BM3 – move the polling station to the Foaming Quart due to the financial implication of £500 per day imposed by the care home where a mobile unit was usually in place.
- Polling district 3BW3 – move the polling station from Waterside Day Centre to Newstead Primary Academy due to the previous polling station no longer being available due to it now being a day centre for vulnerable adults.

The Committee was informed that these three polling stations would be approved using officers delegated powers as they had not been included in the report.



The Committee was informed that each of the proposed polling stations had been inspected and deemed to be a suitable alternative venue, complying with the Electoral Commission recommendations that:

- All electors in a constituency in the local authority area have such reasonable facilities for voting as are practicable in the circumstance.
- Ensuring that so far as reasonable and practical the polling place for which it is responsible is accessible to electors who are disabled.

### **Members' Questions and Comments**

Several members of the Committee took this opportunity to thank the Elections team for ensuring the smooth operation of the 2019 General Election.

**Councillor Irving** commented that a number of wards had no public buildings to use as polling stations, relying on mobile units which were not always easily accessible. He asked if this could be reviewed.

**The Assistant Director – Governance** confirmed that the Local Government Boundary Commission for England would be undertaking a full review of all city council wards, and, as a result of this, all polling districts in the city would be likely to change. A full review of polling stations would be carried out at this time.

**Councillor Simcock** welcomed the review, in particular the opportunity for alternative locations to schools to be found. She urged all elected members to actively put forward suggestions for polling stations for their own wards when the review was undertaken.

**The Chair** asked how constituents would be notified of the new locations for polling stations.

**The Assistant Director – Governance** advised that the new locations would be highlighted on polling cards and each location would be well signposted. The City Council's Communications team would also assist in publicising the changes.

**Resolved (i) – That the polling station for polling district 1MR3 be moved to St. Andrew's Church Hall.**

**Resolved (ii) – That the Committee notes that the polling station for polling district 1SG2 will be moved to Sneyd Green Community Hall using officers delegated powers.**

**Resolved (iii) – That the Committee notes that the polling station for polling district 1BM3 will be moved to the Foaming Quart using officers delegated powers.**

**Resolved (iv) – That the Committee notes that the polling station for polling district 3BW3 will be moved to Newstead Primary Academy using officers delegated powers.**

## **62 DRAFT HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY 2020 - 2023**

The Committee was presented with the draft Hackney Carriage and Private Hire Licensing Policy 2020 – 2023 and asked to approve the commencement of a twelve-weeks consultation period.

The significant proposed changes were outlined as follows:

Proposal 1 – That the requirement for ‘All new applicants for a driver’s licence will be required to demonstrate that they have attended and passed the BTEC level 2 in Introduction to the Role of Professional Taxi and Private Hire Driver prior to their application being considered’ be removed and replaced with a one-day driver training course incorporating the current local knowledge test, safeguarding training and specific training on local conditions and customer service.

Proposal 2 – To introduce a three-yearly requirement for all licensed drivers to attend a refresher of the safeguarding training to align with school contracts and other neighbouring authorities.

Proposal 3 – All new Hackney Carriage vehicles remain wheelchair accessible, however, the vehicle specification be amended to allow rear loading vehicles to be licensed as a Hackney Carriage.

Proposal 4 – That an end of life limit of twelve years be introduced to all licensed vehicles.

Proposal 5 – That the Institute of Licensing’s Guidance on Determining the Suitability of Applicants and Licensees in the Hackney Carriage and Private Hire Trades be adopted and included in the proposed Policy.

The Committee was advised that the twelve-week consultation, starting on 9 March 2020, would be specifically carried out with elected members, Highways, Transport and Fleet Operations, Emergency Services, Special Educational Needs, Licensed Operators, Vehicle Proprietors and Drivers, Trade Associations, Stoke-on-Trent Area Network for Disability (STAND) and Members of the Public. Consultation would be carried out broadly via a number of workshops with the trade and elected members, use of a GOV.delivery newsletter, posters in Licensing Services, Cromer Road and large operator bases and visits to the ranks in the city.

### **Members’ Questions and Comments**

In relation to Proposals 2 and 3, **Councillor Wanger** asked what the difference in cost would be to licensed drivers.

**The Licensing Manager** confirmed that Safeguarding training was currently provided at a cost of £15.00 to each licensed driver but this would be increased to approximately £20.

The one-day driver training course would cost each applicant approximately £80 rather than the cost of the BTEC which currently cost several hundred pounds.

**Councillor Simcock** asked how an applicant's understanding of the one-day course would be assessed.

**The Licensing Manager** explained that the one-day course would be made up of a number of elements which would end with a Local Knowledge Test, including a question and answer section. English comprehension would also be an element of the course.

***Resolved (i) – That a twelve-week public consultation period be commenced for the draft Hackney Carriage and Private Hire Licensing Policy 2020 – 2023, starting on 9 March 2020.***

***Resolved (ii) – That, following the public consultation period, all relevant representations be given appropriate weight and a final version of the Policy be presented to the Committee for adoption.***

### **63 MEMBER ATTENDANCE AT THE SUB-COMMITTEES AND PANELS OF THE LICENSING AND GENERAL PURPOSES COMMITTEE**

The Committee received a report which detailed the attendance of elected members serving on the Licensing Sub-Committees, Tenancy Sub-Committees, Licensing and Registration Panel, Public Rights of Way Panel and Registration of Town and Village Greens Panel for the 2019/2020 municipal year, up to and including 14 February 2020.

The Governance Officer advised that all of the information detailed in this report was readily available on the Stoke-on-Trent City Council website and she therefore requested that this regular report no longer be submitted to the Committee.

A motion moved by Councillor Irving and seconded by Councillor Funnell that “the Member Attendance at the Sub-Committees and Panels of the Licensing and General Purposes Committee report be discontinued and no longer reported to the Committee” was carried.

***Resolved (i) – That the report be noted.***

***Resolved (ii) – That the Member Attendance at the Sub-Committees and Panels of the Licensing and General Purposes Committee report be discontinued and no longer reported to the Committee.***

COUNCILLOR AMJID WAZIR (CHAIR)

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## **PLANNING COMMITTEE - DEVELOPMENT MANAGEMENT**

Minutes of a meeting of the Planning Committee - Development Management held at the Civic Centre, Glebe Street, Stoke-on-Trent on Wednesday, 8 January 2020

### **Present**

Councillor Ross Irving (Chair), Councillor Sheila Pitt (Vice-Chair), Councillor Shaun Bennett, Councillor Sabrina Bowers, Councillor Janine Bridges, Councillor David Evans, Councillor Stephen Funnell, Councillor Faisal Hussain, Councillor Sadaqat Maqsoom, Councillor Andy Platt and Councillor Gurmeet Singh Kallar

### **Other Attendees**

Tom Coates (Team Manager - Development Management), Kerry Mee (Planning Enforcement Officer), Trevor Vernon (Solicitor) and Craig Sands (Governance Officer)

### **34 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor's Chetwynd and James.

### **35 MINUTES OF LAST MEETING (11/12/19)**

***Resolved – That the minutes of the previous meeting, held on 11/12/2019, be approved as an accurate record of proceedings.***

### **36 DISCLOSURE OF INTERESTS**

The following disclosures were made:

| <b>Councillor</b>    | <b>Item</b> | <b>Interest</b> | <b>Comments</b>   |
|----------------------|-------------|-----------------|---|
| Councillor S Maqsoom | 37          | Non-pecuniary   | Councillor S Maqsoom confirmed he had been contacted by residents over the last few years regarding the application and that he had spoken to officers to obtain general updates on progress. Councillor S Maqsoom confirmed he remained open-minded about the application. |

**37 64429/FUL - ERECTION OF FOOD STORE WITH ROLLER SHUTTER DOORS, CANOPY AT REAR OF STORE, LAY-BY TO FRONTAGE OF STORE ALONG BELGRAVE ROAD AND ASSOCIATED BOUNDARY TREATMENT WORKS, REFRIGERATION/EXTRACTION FANS, LANDSCAPING AND PARKING (PART-RETROSPECTIVE) AT FORMER DRESDEN PRIMARY SCHOOL, BELGRAVE ROAD, DRESDEN, STOKE-ON-TRENT, ST3 4LR**

Members were advised of an additional condition (18), to ensure that the external security roller shutters, covering the main shopfront glazed areas on the north and western elevations, are left open at all times when the business is open to customers.

Members received representation from Mr Weatherley, Knights plc, The Brampton, Newcastle-under-Lyme, speaking in support of the application.

Members received representation from Councillor L Dodd, speaking as Ward Member.

***Resolved – That the application be approved, subject to the conditions (1-17) as outlined within the report submitted, and subject to an additional condition (18):***

*A condition to ensure that the external security roller shutters, covering the main shopfront glazed areas on the north and western elevations, are left open at all times when the business is open to customers was omitted from the published report and recommendations. Therefore, the following condition was approved to be added:*

***18. The external security roller shutters situated on the north and western elevations shall be fully open at all times when the premises is open to customers.***

***Reason: In the interests of visual amenity.***

COUNCILLOR ROSS IRVING (CHAIR)

## **PLANNING COMMITTEE - DEVELOPMENT MANAGEMENT**

Minutes of a meeting of the Planning Committee - Development Management held at the Civic Centre, Glebe Street, Stoke-on-Trent on Wednesday, 5 February 2020

### **Present**

Councillor Ross Irving (Chair), Councillor Sheila Pitt (Vice-Chair), Councillor Shaun Bennett, Councillor Sabrina Bowers, Councillor Candi Chetwynd, Councillor David Evans, Councillor Stephen Funnell, Councillor Andy Platt and Councillor Gurmeet Singh Kallar

### **Other Attendees**

Tom Coates (Team Manager - Development Management), Harmesh Jassal (Strategic Manager - Planning Services), Claire Simpson (Senior Engineer), Trevor Vernon (Solicitor), Vicky Wootton (Senior Planning Officer) and Craig Sands (Governance Officer)

### **38 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor's Bridges, Hussain, James and Maqsoom.

### **39 MINUTES OF LAST MEETING (08/01/2020)**

*Resolved – That the minutes of the previous meeting, held on 08/01/2020, be approved as an accurate record of proceedings.*

### **40 DISCLOSURE OF INTERESTS**

There were no disclosures.

**41 HYBRID APPLICATION (PART FULL / PART OUTLINE): FULL APPLICATION FOR THE ERECTION OF 29 DWELLINGS INCLUDING LANDSCAPING, OPEN SPACE AND ACCESS (INCLUDING ALTERATIONS) FROM NEW INN LANE. OUTLINE APPLICATION FOR RESIDENTIAL DEVELOPMENT OF UP TO 471 DWELLINGS, PRIMARY SCHOOL, A HEALTH CENTRE AND ASSOCIATED INFRASTRUCTURE, VEHICULAR ACCESS FROM NEW INN LANE AND KINGS ROAD, ASSOCIATED LANDSCAPING, OPEN SPACE AND BIODIVERSITY ENHANCEMENTS (INCLUDING WOODLAND, PARKLAND AND WETLAND), ASSOCIATED INFRASTRUCTURE WORKS INCLUDING OFF-SITE HIGHWAY IMPROVEMENTS AT NEW INN LANE, KINGS ROAD, AND THE JUNCTIONS OF MAYNE STREET, STONE ROAD AND THE A500 HANFORD ROUNDABOUT AT LAND AT NEW INN LANE, HANFORD, STOKE-ON-TRENT ST4 8EX (62889/HYB)**

The Committee undertook an inspection of the site before returning to the Civic Centre to continue with the business of the meeting.

Members received a number of updates, including information regarding site access, additional 3<sup>rd</sup> party representations and a number of changes to proposed conditions.

Members received representation from Dr Alan Wood and Mr Danny McLaughlin (Hands off Hanford and Trentham), speaking in objection to the application. They were supported by two residents for the purpose of questions.

Members received representation from Councillor's D Jellyman and R Kelsall, speaking as Ward Members. Councillor Jellyman submitted an additional document, which was circulated at the meeting.

Members received representation from Mr Gary Deane (Gary Deane Associates Ltd), Mr Don Craven (Oat-NGate Ltd) and Mr Mike Cullington (Pick Everard), speaking in support of the application. They were supported by seven colleagues for the purpose of questions.

***Resolved – That the application be approved, subject to the prior signing of a S106 agreement, and subject to the final conditions (1-38) presented to Committee. The final list of conditions was provided as part of the 'Report Update' sheet, and captured the agreed conditions from the original report, along with revised and additional conditions. For clarity, these are all listed below:***

1. The development of Phase 1 hereby permitted, shall be begun not later than three years from the date of this permission.

**Reason:** In accordance with the requirements of Section 91 of the Town and Country



Planning Committee - Development Management

Wednesday, 5 February 2020

Planning Act, 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. Application for approval of reserved matters must be made within three years of the date of this permission and the development must be started not later than the expiration of two years from the final approval of the reserved matters or, in the case of approval on different dates, the final approval of the last such matter to be approved.

**Reason:** In accordance with Section 92 of the Town and Country Planning Act, 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

3. Prior to the commencement of development on any of the phases pursuant to the outline, the layout, scale and appearance of the proposed buildings, the landscaping of the site, including layout and design of all open land within the site and details of materials and plant species to be used, shall be approved in writing by the Local Planning Authority before any development begins.

**Reason:** To comply with the requirements of Section 92 of the Town and Country Planning Act 1990. A negative, pre-commencement condition is necessary because full details of the above matters have not yet been provided and must be approved before full construction works commence on the site.

4. The development hereby permitted shall be carried out in accordance with the following approved plans and documents:

**Plans:**

- Location Plan, drawing ref: AE(0)1500 Rev A
- Application Site Boundary Plan, drawing ref: AL(0)1514 Rev B
- As Existing, drawing ref: AE(0)1510 Rev A
- Topographical Survey As Existing, drawing ref: AE(0)1511

*Access Drawings:*

- Proposed Layout: New Inn Lane, drawing ref: 294-PE-XX-XX-DR-C-0712 Revision P09
- Proposed Layout: Kings Road, drawing ref: 294-PE-XX-ZZ-DR-C-0721 Revision P03
- New Inn Lane/Rugby Club Entrance Site Access – Swept Path Analysis, drawing ref: 294-PE-XX-ZZ-DR-C-0903 Revision P01

*Highway Works:*

- A34/A500 Roundabout and A34 Mayne Street Extent of Proposed Highways Works, drawing ref: 294-PE-ZZ-XX-DR-C-0710 Revision P02
- A34/A500 Roundabout Design and Stone Road/Mayne Street Junction Proposed New Layout, drawing ref: 294-PE-ZZ-XX-DR-C-0702 Revision P05
- A34/A500 Roundabout Proposed Road Markings, drawing ref: 294-PE-ZZ-XX-DR-C-0703 Revision P08
- A34/A500 Roundabout Traffic Signal Feasibility Design, drawing ref: 1025 Revision 05
- Mayne Street/A34 Traffic Signal Feasibility Junction Design, drawing ref: 1024 Revision 01

Outline Phases

- Proposed Colour Masterplan, drawing ref: AL(0)1510 Rev J
- Proposed Residential Phasing, drawing ref: AL(0)1512 Rev D
- Proposed Leisure Amenity Areas, drawing ref: AL(0)1513 Rev D
- Landscape Strategy Plan, drawing ref: 11247/P12e

Phase 1

- Proposed Phase 1 Layout, drawing ref: AL(0)1520 Rev G

*House Type E (Beech):*

- Proposed Plans and Section, drawing ref: AL(0)2025 Rev A
- Proposed Elevations, drawing ref: AL(0)2026 Rev A
- Proposed Typical Garage, drawing ref: AL(0)2027 Rev A
- Proposed Elevations – With Garage, drawing ref: AL(0)2028

*House Type G (Cedar):*

- Proposed Plans and Section, drawing ref: AL(0)2050 Rev A
- Proposed Elevations, drawing ref: AL(0)2051 Rev A
- Proposed Elevations – With Garage, drawing ref: AL(0)2052

*House Type H (Birch):*

- Proposed Plans and Section, drawing ref: AL(0)2075 Rev A
- Proposed Elevations, drawing ref: AL(0)2076 Rev A
- Proposed Elevations – Garage Plot, drawing ref: AL(0)2077

*House Type J (Ash):*

- Proposed Plans and Section, drawing ref: AL(0)2100 Rev A
- Proposed Elevations, drawing ref: AL(0)2102

*House Type O (Oak):*

- Proposed Plans and Section, drawing ref: AL(0)2125 Rev A
- Proposed Elevations, drawing ref: AL(0)2126 Rev A
- West Elevation to Square Plot 1 @1:50, drawing ref: AL(0)1012
- North Elevation – Plot 1 @1:50, drawing ref: AL(0)1013
- East Elevation – Plot 12 @1:50, drawing ref: AL(0)1014
- North Elevation – Plot 29 @1:50, drawing ref: AL(0)1015
- Types of Boundary Treatment, drawing ref: AL(0)1016
- Biodiversity Zone Sketch, drawing ref: AL(0)1531
- Example Porch Detailing, drawing ref: AL(0)1532
- Plot 12 – Typical Layout Plan, drawing ref: AL(0)10521
- Phase 1 Boulevard Elevation, drawing ref: AL(0)1527 Rev A
- Phase 1 South Boulevard Elevations, drawing ref: AL(0)1528 Rev A
- Street Elevations – South West Elevations + Square, drawing ref: AL(0)1529 Rev A
- Planting Plan for Phase 1 (Sheets 1 and 2), drawing ref: 11247/P11 Rev J
- Preliminary Drainage Layout for Phase 1, drawing ref: 200 Rev C

#### Documents:

- Environmental Statement Volume 1: Non-Technical Summary
- Environmental Statement Volume 2: Main Statement
- Environmental Statement Volume 3: Appendices
- Planning Statement, dated September 2019
- Design and Access Statement, dated September 2019
- Desk Study: Ground Conditions, dated November 2018
- Statement of Community Involvement, dated September 2018
- Transport Assessment (Issue Number 10), dated February 2019
- Addendum Transport Assessment, dated June 2019
- Aboricultural Impact Assessment, dated June 2019
- Aboricultural Method Statement: New Inn Lane Access, dated June 2019
- Flood Risk and Sustainable Drainage Assessments, dated June 2019
- Hydraulic Assessment, dated February 2019
- Landscape Management Plan for Phase 1 – 11247\_R04b, dated July 2019
- Draft Vision and Design Code Rev E, dated October 2019
- Draft Heads of Terms, dated February 2019
- Ecological Assessment, dated February 2019

#### *Supplementary ecological documents:*

- Amphibian Mitigation Strategy, dated January 2019
- Amphibian Mitigation Strategy, drawing ref: G5578.031A
- Ponds Retained, Created and Lost, drawing ref: G5578.030A
- Bat Potential Tree Removal Assessment, drawing ref: G5578/020B
- Hedgerow Impacts, drawing ref: G5578.024C
- Grassland Impacts, drawing ref: G5578.025C
- Winter Bird Survey (Visits 1-4), drawing ref: G5578/032
- Updated Badger Survey (Confidential), dated August 2019
- Note on biodiversity Offsetting, dated November 2019

**Reason:** For the avoidance of doubt and in order to define the permission.

5. Prior to the commencement of any phase of the development hereby permitted, a detailed programme of development within that phase and an accompanying schedule of works (to expressly detail pre-construction and construction phases) shall first be submitted to and approved in writing by the Local Planning Authority. Each phase of development shall then be carried out in full accordance with the respective part of the approved phasing programme only; unless a further phasing programme is submitted to and approved in writing by the Local Planning Authority and then this phasing programme shall be implemented.

**Reason:** To ensure that the development is carried out in an agreed manner to the benefit of the local area.

6. All future reserved matters applications submitted pursuant to the outline planning permission shall not materially depart from the following:

- Vision and Design Code Rev E, dated October 2019
- Proposed Colour Masterplan, drawing ref: AL(0)1510 Rev J

- Proposed Residential Phasing, drawing ref: AL(0)1512 Rev D
- Proposed Leisure Amenity Areas, drawing ref: AL(0)1513 Rev D
- Landscape Strategy Plan, drawing ref: 11247/P12e

**Reason:** To ensure that the reserved matters submission accord with the parameters and principles established through this permission.

7. Any future reserved matters shall deliver a maximum of 471 residential units.

**Reason:** The technical merits of the application have been assessed on this basis and an increase in the total number delivered on the site would require further assessment.

8. Prior to the commencement of each phase of development, a Construction Environmental Management Plan (CEMP) for that phase shall be submitted to and approved in writing by, the Local Planning Authority. The CEMP shall include the following details:

- Hours of construction;
- Routes for construction traffic;
- Any necessary temporary traffic management measures;
- Location of the contractors compounds, cabins, material storage areas and contractors parking;
- Measures for the management and suppression of dust;
- Vehicle wheel washing facilities and road cleaning arrangements;
- Details of good site practice including measures for the mitigation of noise and vibration impacts (as specified within the Environmental Statement);
- Methods of communicating the CEMP to staff, visitors and neighbouring residents and businesses; and
- 24 hour emergency contact details.

All site operations shall then be undertaken strictly in accordance with the approved CEMP for the duration of the construction programme.

**Reason:** In order to minimise the impact of construction activity on the surrounding environment in accordance with section 11 of the National Planning Policy Framework. A negative, pre-commencement condition is necessary because full details of construction management have not yet been provided and must be approved before full construction works commence on the site.

9. Unless otherwise agreed by the Local Planning Authority, no development on any phase (excluding off-site highway or site access works), other than that required to be carried out as part of an approved scheme of remediation, must start until conditions 10 to 12 below have been complied with. If unexpected contamination is found after development has begun, development must be halted on that part of the site affected by the unexpected contamination to the extent specified by the Local Planning

Authority in writing until condition 13 has been complied with in relation to that contamination.

**Reason:** To make sure that the site, when developed is free from contamination, in the interests of public health and safety.

10. An investigation and risk assessment for each phase of development (excluding off-site highway or site access works), in addition to any assessment provided with the planning application, must be completed in accordance with a scheme to assess the nature and extent of any contamination on the site, whether or not it originates on the site. The contents of the scheme are subject to the approval in writing of the Local Planning Authority. The investigation and risk assessment must be undertaken by competent persons and a written report of the findings must be produced. The written report is subject to the approval in writing of the Local Planning Authority. The report of the findings must include:

(i) a survey of the extent, scale and nature of contamination;

(ii) an assessment of the potential risks to:

human health, property (existing or proposed) including buildings, crops, livestock, pets, woodland and service lines and pipes, adjoining land, groundwaters and surface waters, ecological systems, archaeological sites and ancient monuments;

(iii) an appraisal of remedial options, and proposal of the preferred option(s).

This must be conducted in accordance with DEFRA and the Environment Agency's 'Model Procedures for the Management of Land Contamination, CLR 11'.

**Reason:** To prevent unacceptable risks to health and pollution of the environment in accordance with the aims and objectives of the National Planning Policy Framework. Where a site is affected by contamination or land stability issues, responsibility for securing a safe development rests with the developer and/or landowner. A negative, pre-commencement condition is necessary because full details of the above matters have not yet been provided and must be approved before full construction works commence on the site.

11. A detailed remediation scheme for each phase of development (excluding off-site highway or site access works) to bring the site to a condition suitable for the intended use by removing unacceptable risks to human health, buildings and other property and the natural and historical environment must be prepared, and is subject to the approval in writing of the Local Planning Authority. The scheme must include all works to be undertaken, proposed remediation objectives and remediation criteria, timetable of works and site management procedures. The scheme must ensure that the site will not qualify as contaminated land under Part 2A of the Environmental Protection Act 1990 in relation to the intended use of the land after remediation.

**Reason:** To prevent unacceptable risks to health and pollution of the environment in accordance with the aims and objectives of the National Planning Policy Framework. Where a site is affected by contamination or land stability issues, responsibility for securing a safe development rests with the developer and/or landowner. A negative, pre-commencement condition is necessary because full details of the above matters have not yet been provided and must be approved before full construction works commence on the site.

12. The approved remediation scheme for each phase of development must be carried out in accordance with its terms prior to the commencement of development (excluding off-site highway or site access works) other than that required to carry out remediation, unless otherwise agreed in writing by the Local Planning Authority. The Local Planning Authority must be given two weeks written notification of commencement of the remediation scheme works.

Following completion of measures identified in the approved remediation scheme, a verification report that demonstrates the effectiveness of the remediation carried out must be produced, and is subject to the approval in writing of the Local Planning Authority.

**Reason:** To prevent unacceptable risks to health and pollution of the environment in accordance with the aims and objectives of the National Planning Policy Framework. Where a site is affected by contamination or land stability issues, responsibility for securing a safe development rests with the developer and/or landowner.

13. In the event that contamination is found at any time when carrying out the approved development that was not previously identified it must be reported in writing immediately to the Local Planning Authority. An investigation and risk assessment must be undertaken in accordance with the requirements of condition 10, and where remediation is necessary a remediation scheme must be prepared in accordance with the requirements of condition 11, which is subject to the approval in writing of the Local Planning Authority.

Following completion of measures identified in the approved remediation scheme a verification report must be prepared, which is subject to the approval in writing of the Local Planning Authority in accordance with condition 12.

**Reason:** To prevent unacceptable risks to health and pollution of the environment in accordance with the aims and objectives of the National Planning Policy Framework. Where a site is affected by contamination or land stability issues, responsibility for securing a safe development rests with the developer and/or landowner.

14. No development on any phase (excluding off-site highway or site access works) shall take place until further intrusive site investigations to establish the nature and extent of any land instability for that phase have been carried out, in accordance with a methodology which has previously been submitted to and approved in writing by the Local Planning Authority. The results of the site investigation shall be made available to the Local Planning Authority before any development begins. If any land instability issues are found resulting from, for example past mining activity, during the site investigation, a report specifying the measures to be taken to remediate the site to render it suitable for the development hereby permitted shall be submitted to and approved in writing by the Local Planning Authority. Each phase of the site shall be remediated in accordance with the approved measures before development begins.

If, during the course of development, any unexpected hazards are found which have not been identified in the site investigation, additional measures for their remediation shall be submitted to and approved in writing by the Local Planning Authority. The remediation of the site shall incorporate the approved additional measures.

**Reason:** To ensure that risks from land instability and mining related hazards to the

future users of the land and neighbouring land are minimised, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and the general public. A negative, pre-commencement condition is necessary because full details of land instability have not yet been provided and must be approved before full construction works commence on the site.

15. No development of any phase (excluding off-site highway or site access works) shall commence until a programme of archaeological work for that phase, including a Written Scheme of Investigation, has been submitted to and approved in writing by the Local Planning Authority. The Written Scheme of Investigation shall include:

- An assessment of significance and research questions;
- The programme and methodology of site investigation and recording, including any phasing of works;
- The programme for post investigation assessment;
- Provision to be made for analysis of the site investigation and recording;
- Provision to be made for publication and dissemination of the analysis and records of the site investigation; and
- Provision to be made for archive deposition of the analysis and records of the site investigation.

**Reason:** In the interests of identifying, investigating and recording features of archaeological interest. A negative, pre-commencement condition is necessary because full details of necessary archaeological work have not yet been provided and must be approved before full construction works commence on the site.

16. Development of any phase of the works shall only take place in accordance with the Written Scheme of Investigation, as approved by the above Condition. Any part of the development shall not thereafter be brought into use until the site investigation and post investigation report has been completed for that element, in accordance with the programme set out in the approved Written Scheme of Investigation.

**Reason:** In the interests of identifying, investigating and recording features of archaeological interest.

17. No development on any phase (excluding site investigations, site preparatory works and off-site highway or site access works), shall begin on site until such time as full details of the way in which foul and surface water is to be disposed of from the site have been submitted to and approved in writing by the Local Planning Authority. The scheme shall make provision for the use of sustainable drainage systems (SuDS) to improve water quality, create and maintain space for biodiversity and amenity and to control water quantity, to reduce the peak rate of surface water runoff from the development. The submitted details shall accord with the overall strategy (as set out within the approved Flood Risk and Sustainable Drainage Assessment) and shall include the following:

- The results of the ground investigation reports which confirm the depth of groundwater on the site and results of percolation tests that demonstrate the suitability of infiltration drainage techniques.

- Full details of the surface water drainage strategy for the whole site to ensure that the drainage strategy supporting this and future development proposals aligns with the recommendations of the site-specific flood risk and sustainable drainage assessment and the SuDS proposals. The drainage strategy shall incorporate existing drainage features, while protective existing habitats and provide multiple points of discharge into the receiving watercourses.
- Full details of the proposed drainage layout plans and construction drawings of the site specific SuDS and other drainage features.
- Full hydraulic calculations to confirm the drainage system has been designed to accommodate storm events up to and including the 1 in 100 year event plus 40% allowance for climate change and allowances for urban creep, (as set out in the City Council's Local SuDS Handbook).
- Details of any exceedance flows (overland flows), if allowed for in the design,
- Full details the methods of controlling surface water runoff during the construction phase(s) of the development.
- Full detail of the adoption and maintenance requirements of the drainage system.

The development shall take place in full accordance with the approved details only.

**Reason:** To make sure that the site can be drained in a satisfactory way. A negative, pre-commencement condition is necessary because full details of drainage methods have not yet been provided and must be approved before full construction works commence on the site.

18. The development hereby permitted shall be carried out in accordance with the submitted Flood Risk Assessment (FRA) by Betts Hydro dated June 2019, and the following mitigation measures it details.

- All built development is outside the floodplain (section 7.2).

These mitigation measures shall be fully implemented prior to the first occupation of any dwelling and in accordance with the scheme's phasing arrangements. The measures detailed above shall be retained in perpetuity.

**Reason:** To reduce the risk of flooding to the proposed development and future occupants.

19. There shall be no ground raising in the floodplain within the 1 in 100 year plus climate change flood extent, as shown in Drawing No. 419, Rev B, dated 14 February 2019, included in Appendix G of the Hydraulic Assessment by Betts Hydro, dated May 2019, until such a time as a scheme for the detailed design of compensatory floodplain storage has been submitted to, and approved in writing by the Local Planning Authority.

The approved scheme shall be fully implemented and subsequently maintained, in accordance with the scheme's timing/phasing arrangements, or within any other period as may subsequently be agreed in writing by the Local Planning Authority.

**Reason:** To prevent flooding elsewhere by ensuring that compensatory storage of



flood water is provided.

20. No construction operations within 10 metres of the site boundary with the Trent and Mersey Canal shall take place until a Method Statement detailing the means of construction of the foundations for any buildings within this area, any associated earthmoving and excavation works required and the operation of any heavy plant and machinery within this area, has first been submitted to and agreed in writing by the Local Planning Authority. The development shall thereafter only be carried out in accordance with the agreed Method Statement.

**Reason:** In the interests of minimising the risk of creating land instability arising from any adverse impacts from foundation construction, earthmoving, excavations or other construction operations which could adversely affect the structural integrity of the adjacent Trent and Mersey Canal, or could otherwise create land instability which would adversely affect the canal structure, in accordance with the advice and guidance on land stability contained in paragraph 170 of the National Planning Policy Framework and in the National Planning Practice Guidance.

21. Prior to the first occupation of any dwelling, a Travel Plan comprising immediate, continuing and long-term measures to promote and encourage alternatives to single-occupancy car use has been prepared, submitted to and approved in writing by the Local Planning Authority. The approved Travel Plan shall be implemented, monitored and reviewed in accordance with the agreed Travel Plan Targets to the satisfaction of the Local Planning Authority.

**Reason:** To promote sustainable forms of travel and reduce reliance on the private car.

22. No development on any phase shall take place (including ground works and vegetation clearance) until a Construction Environmental Management Plan (Biodiversity) for that phase, has been submitted to and approved in writing by the Local Planning Authority for that phase of development. The CEMP (Biodiversity) shall include the following:

- Risk assessment of potentially damaging construction activities;
- Identification of “biodiversity protection zones”;
- Practical measures (both physical measures and sensitive working practices) to avoid or reduce impacts during construction;
- The location and timing of sensitive works to avoid harm to biodiversity features;
- The times during construction when specialist ecologists need to be present on site to oversee works;
- Responsible persons and lines of communication;
- The role and responsibilities on site of an ecological clerk of works (ECoW) or similarly competent person; and
- Use of protective fences, exclusion barriers and warning signs.

The approved CEMP (Biodiversity) shall be adhered to and implemented throughout the construction period strictly in accordance with the approved details, unless

otherwise agreed in writing by the Local Planning Authority.

**Reason:** To mitigate against the loss of existing biodiversity and nature habitats, in accordance with Policy CSP4 of the CSS and paragraph 17 and Section 11 of the National Planning Policy Framework.

23. Prior to the commencement of development on any phase (excluding Phase 1), further supplementary ecological surveys for amphibians, reptiles, birds (including barn owls), badgers and bats shall be undertaken. The supplementary surveys shall be of an appropriate type for the above species and survey methods shall follow national good practice guidelines.

**Reason:** The details are required to ensure that the Local Planning Authority has the most up to date information on the status of protected species within the site, in accordance with Policy CSP4 of the CSS, the NPPF and in accordance with BS42020:2013.

24. The development hereby permitted shall be carried out in strict accordance with the ecological mitigation measures specified within Chapter 12 of the ES and the following documents, unless modified by subsequent updated surveys:

- Ecological Assessment (and associated Appendices)
- Amphibian Mitigation Strategy
- Biodiversity Zone Sketch

**Reason:** To secure suitable mitigation and enhancement measures for biodiversity, in accordance with Policy CSP4 of the CSS, the NPPF and in accordance with BS42020:2013.

25. No development shall take place on any part of the site (including ground works and vegetation clearance, but excluding off-site highways or site access works), until a biodiversity monitoring strategy has been submitted to, and approved in writing by, the Local Planning Authority. The purpose of the strategy shall be to ensure the proposed development delivers the fully functioning biodiversity outcomes set out in the planning application. It should include:

- Aims and objectives of monitoring to match the stated purpose.
- Identification of adequate baseline conditions prior to the start of development.
- Appropriate success criteria, thresholds, triggers and targets against which the effectiveness of the various conservation measures being monitored can be judged.
- Method for data gathering and analysis.
- Location of monitoring.
- Timing and duration of monitoring.
- Responsible persons and lines of communication.
- Review, and where appropriate, publication of results and outcomes

A report describing the results of monitoring shall be submitted to the Local Planning Authority at intervals identified in the strategy. The report shall also set out (where the results from monitoring show that conservation aims and objectives were not being met) how contingencies and/or remedial action will be identified, agreed with the Local Planning Authority, and then implemented so that the development still delivers the

fully functioning biodiversity objectives of the approved scheme. The monitoring strategy will be implemented in full accordance with the approved details.

**Reason:** To secure suitable monitoring of the biodiversity outcomes, in accordance with Policy CSP4 of the CSS, the NPPF and in accordance with BS42020:2013.

26. Prior to the commencement of each phase of the development (excluding off-site highway or site access works), a Landscape and Ecological Management Plan (LEMP) for that phase shall be submitted to, and be approved in writing by, the Local Planning Authority. The content of the LEMP shall include the following:

- Description and evaluation of features to be managed;
- Ecological trends and constraints on site that might influence management;
- Aims and objectives of management;
- Appropriate management options for achieving aims and objectives;
- Prescriptions for management actions;
- Preparation of a work schedule (including an annual work plan capable of being rolled forward over a ten-year period);
- Details of the body or organisation responsible for implementation of the plan; and
- Ongoing monitoring and remedial measures.

The LEMP shall also include details of the legal and funding mechanism(s) by which the long term implementation of the plan will be secured by the developer with the management body(ies) responsible for its delivery. The plan shall also set out (where the results from monitoring show that conservation aims and objectives of the LEMP are not being met) how contingencies and/or remedial action will be identified, agreed and implemented so that the development still delivers the fully functioning biodiversity objectives of the originally approved scheme.

**Reason:** To ensure that suitable mechanisms are secured for the long-term management and maintenance of the ecological features on the site.

27. Prior to the commencement of the development of Phase 1, an updated Arboricultural Method Statement and full details of the proposed tree protection measures shall be submitted to and approved in writing by the Local Planning Authority.

The development shall then be implemented in full accordance with the approved details.

**Reason:** In the interests of protecting trees in accordance with CSS Policy CSP4 and the NPPF.

28. All future reserved matters submissions for Layout and/or Landscape shall include tree surveys accurately identifying all trees and hedgerows within that phase. The submission/s should also include an Arboricultural Method Statement which provides:

- Full details of measures to protect trees and hedgerows during the construction

phases;

- Full details of any proposed works to trees; and
- Details of management/maintenance, including replacement planting if trees die within 10 years of planting.

The development shall be carried out in full accordance with the approved details.

**Reason:** To ensure that works are carried out in line with good arboricultural practice and to avoid works that may cause harm, and in accordance with the requirements of Part 4 of the Town and Country Planning Act (Tree Preservation) (England) Regulations 2012.

29. No phase of development, hereby permitted, shall be occupied until details of any external lighting proposed for that phase have been submitted to and approved in writing by the Local Planning Authority. The submitted details shall include an isolux figure and all lighting shall be designed and sited to minimise impact on green corridors and nesting/roosting areas. Any lighting to be installed shall only be in accordance with the approved details.

**Reason:** In the interests of both the safety of the future occupiers/users of the development hereby permitted/approved, and in the interests of traffic and pedestrian safety and to minimise impacts upon biodiversity.

30. Prior to the commencement of any phase of residential development hereby permitted, samples of the facing bricks, render, tiles, windows, doors and any other materials to be used on the external walls and roofs of the proposed dwellings shall have been submitted to and approved in writing by the Local Planning Authority. Only materials approved in writing by the Local Planning Authority shall then be used in carrying out the development.

**Reason:** To make sure that the appearance of the completed development is satisfactory.

31. No occupation of any dwelling shall take place until such time as the associated driveway for that dwelling has been surfaced in a bound material, in accordance with details previously approved in writing by the Local Planning Authority.

**Reason:** In the interests of highway safety.

32. No development on any phase (excluding off-site highway or site access works) shall commence until full details of the access roads (including surfacing, construction, lighting and footways) for that phase of development have been submitted to and approved in writing by the Local Planning Authority. The approved details shall then be fully implemented in accordance with a timetable that shall have first been approved in writing by the Local Planning Authority.

**Reason:** In the interests of visual amenity and highway safety.

33. The garages of the dwellings hereby permitted on Phase 1 shall be retained for the parking of vehicles and shall at no time be converted to living accommodation.

**Reason:** To retain adequate off-street parking and in the interests of the character of the area.

34. Prior to the first occupation of any phase of the development hereby permitted, the specification, location and number of electric vehicle charging points to be made available for dwellings within that phase shall be submitted to, and approved in writing by the Local Planning Authority.

These facilities shall then be installed in full accordance with the approved details and shall be retained at all times thereafter.

**Reason:** In order to improve air quality and mitigate for the impacts of development in accordance with Section 15 of the NPPF.

35. No dwelling shall be constructed until such time as a scheme for the treatment of the site boundaries for that particular plot, including boundaries between adjacent plots, has been submitted to and approved in writing by the Local Planning Authority. The approved boundary treatments for each plot shall then be fully implemented prior to the first occupation of that dwelling and retained in perpetuity.

**Reason:** To deliver high quality design and to ensure the satisfactory, overall appearance of the completed development having regard to the submitted Design and Access Statement, Design Code and Environmental Statement.

36. Prior to the first occupation of any residential development precise details of the sub-stations for that phase shall be submitted to and approved in writing by the Local Planning Authority. Only the approved details shall then be implemented.

**Reason:** In the interest of visual amenity and to ensure that the high quality design is retained/delivered having regard to the submitted Design and Access Statement, Design Code and Environmental Statement.

37. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 or any order revoking or re-enacting that Order, with or without modifications, no enlargement, improvement or other alteration of any dwelling hereby approved shall be carried out, no hard-surface shall be constructed on land forward of the principal elevation of any dwelling, and no building, enclosure or other structure shall be erected within its curtilage.

**Reason:** To ensure that the high quality design is retained having regard to the submitted Design and Access Statement, Design Code and Environmental Statement.

38. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 or any order revoking or re-enacting that Order, with or without modifications, no gate, wall, fence or other means of enclosure shall be constructed or erected within any part of the application site other than that approved through any conditions attached to this permission or any subsequent Reserved Matters consent.

**Reason:** To deliver high quality design and to ensure the satisfactory, overall appearance of the completed development having regard to the submitted Design and Access Statement, Design Code and Environmental Statement.

COUNCILLOR ROSS IRVING (CHAIR)

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## **PLANNING COMMITTEE - DEVELOPMENT MANAGEMENT**

Minutes of a meeting of the Planning Committee - Development Management held at the Civic Centre, Glebe Street, Stoke-on-Trent on Thursday, 6 February 2020

### **Present**

Councillor Ross Irving (Chair), Councillor Sheila Pitt (Vice-Chair), Councillor Sabrina Bowers, Councillor Candi Chetwynd, Councillor David Evans, Councillor Stephen Funnell, Councillor Faisal Hussain, Councillor Sadaqat Maqsoom, Councillor Andy Platt and Councillor Gurmeet Singh Kallar

### **Other Attendees**

James Dunn (Assistant Director - Investment, Planning and Regeneration), Harmesh Jassal (Strategic Manager - Planning Services), Tom Lewis (Senior Planning Policy Officer), Jemma March (Team Manager - Planning Policy - Newcastle Borough Council), Joanne Mayne (Team Manager - Planning Policy), Scott Moran (Planning Policy Officer), Trevor Vernon (Solicitor) and Craig Sands (Governance Officer)

### **42 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Bennett Bridges and James.

### **43 DISCLOSURE OF INTERESTS**

There were no disclosures to be noted.

### **44 NEWCASTLE-UNDER-LYME AND STOKE-ON-TRENT DRAFT JOINT LOCAL PLAN**

Members received a presentation to accompany the published report, which:

- advised on the completion and outcome of the previous formal consultation on the "Preferred Options" stage of the Joint Local Plan
- provided an update on the plan-making process for the Newcastle-under-Lyme and Stoke-on-Trent Joint Local Plan
- sought support for the Draft Local Plan (Part 1 – Strategy and Policies) and for the public consultation exercise to be carried out during Spring 2020 in line with the adopted Statement of Community Involvement
- sought recommendations to Cabinet on the Draft Local Plan (Part 1 – Strategy and Policies), for these recommendations to be reported to the Cabinet meeting on 11<sup>th</sup> February 2020, where a decision would be made whether to approve the document for public consultation

- confirmed results of the consultation exercise on the Draft Joint Local Plan (Part 1 – Strategy and Policies) would be reported back to Planning Committee – Development Management, in September 2020.

***Resolved (i) – That the responses to the previous consultation exercise carried out on the Preferred Options Consultation Document be noted.***

***Resolved (ii) – That the presentation of the Draft Local Plan in two parts, Part 1 for strategic and development management policies to be consulted upon in spring 2020 and Part 2 for proposed site allocations be consulted upon in Autumn 2020, be noted.***

***Resolved (iii) – That support is given for:***

- 1. The Draft Joint Local Plan Part 1 – Strategy and Policies Consultation Document, to be published for formal public consultation during Spring 2020.*
- 2. That the consultation be carried out in accordance with the Statement of Community Involvement (SCI).*
- 3. That the results of the consultation exercise be reported back to Planning Committee in Summer 2020 to inform the next stage of plan preparation (Part 2 – Site Allocations) in partnership with Newcastle-under-Lyme Borough Council.*

COUNCILLOR ROSS IRVING (CHAIR)



## **ADULTS AND NEIGHBOURHOODS OVERVIEW AND SCRUTINY COMMITTEE**

Minutes of a meeting of the Adults and Neighbourhoods Overview and Scrutiny Committee held at the Civic Centre, Glebe Street, Stoke-on-Trent on Thursday, 16 January 2020

### **Present**

Councillor Jean Bowers (Chair), Councillor Asman Ali, Councillor Sabrina Bowers, Councillor Lilian Dodd, Councillor Mohammed Pervez, Councillor Ally Simcock, Councillor James Smith, Councillor Randolph Conteh (Cabinet Member for Communities and Safer City) (Cabinet Representative), Councillor Joanne Powell-Beckett (Cabinet Member for Housing) (Cabinet Representative), Councillor Lorraine Beardmore (Cabinet Member for Sport, Leisure and Culture) (Cabinet Representative) and Councillor David Evans (Cabinet Member for Children and Young People and Lead Member for Children's Services)

### **Other Attendees**

Paul Edmondson-Jones (Director of Adult Social Care, Health Integration and Wellbeing), Peter Tomlin (Assistant Director - Adult Social Care), Carl Brazier (Director of Housing and Customer Services), Steve Wilson (Project Director Repairs Company), Adrian Scarrott (Assistant Director Housing Management and Communities), Nick Edmonds (Assistant Director - Finance (Section 151)), Kerry Cartlidge (Strategic Manager - Financial Strategy and Business Partnering), Iain Robinson (Policy Manager), Robert Campbell (Lead Business Analyst - Adult and Neighbourhood Services), Ellen Washington (Scrutiny Officer), Simmy Akhtar (Healthwatch Stoke-on-Trent) and Julie Harvey (Senior Governance Officer)

*Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.*

### **40 APOLOGIES FOR ABSENCE**

Apologies were received from the Vice-Chair (Councillor Kanneganti) and Councillors Candi Chetwynd, and Ann James (Cabinet Member for Health and Social Care).

### **41 MINUTES OF LAST MEETING (31/10/19)**

#### ***Item 33 – Fire and Police Crime Commissioner's Annual Strategic Briefing:-***

Councillor Sabrina Bowers reported that the question she asked of Matthew Ellis, Staffordshire Fire and Police Crime Commissioner had not been recorded in the minutes.

Councillor Conteh agreed to chase all responses from Matthew Ellis.

**Item 35 - Draft Homelessness and Rough Sleeping Strategy 2020-2025****Consultation:-**

The Committee requested that a copy of the strategy referencing difficult to house people be emailed to them.

**Agreed** – That the minutes of the previous meeting of the Adults and Neighbourhoods Overview and Scrutiny Committee held on 31 October 2019 be agreed as a true and correct record of the proceedings, subject to the above.

**42 DISCLOSURE OF INTERESTS**

| Name                             | Item   | Interest | Nature   |
|----------------------------------|--|----------|--|
| Chair, Councillor<br>Jean Bowers | No. 47 - Budget<br>Consultation 2020/20  | Personal | Family member<br>employed by the<br>City Council |
| Councillor Dodd                  | No. 44 - Financial<br>Performance 2019/20<br><br>No. 47 - Budget<br>Consultation 2020/21 | Personal | Family member<br>employed by the<br>City Council |
| Councillor Smith                 | No. 44 - Financial<br>Performance 2019/20<br><br>No. 47 - Budget<br>Consultation 2020/21 | Personal | Partner is<br>employed by the<br>City Council    |

**43 STRATEGIC MEASURES 2019/20 - QUARTER 2**

The Committee gave consideration to the Strategic Measures 2019/20 Quarter 2 update. It was explained that the reporting format had been revised to a scorecard approach to enable easier assessment of performance, and that benchmark information had also been included where available. Moving forward, Officers confirmed that targets would also be added where possible.

**Agreed** – That the performance information for the Council's Strategic Measures at the end of Quarter 2 2019/20 (September 2019) be noted.

**44 FINANCIAL PERFORMANCE 2019/20 - QUARTER 3 (MONTH 9)**

The Committee received the Financial Performance 2019/20 Quarter 3 (month 9) report which summarised the financial position of the General Fund, Housing Revenue

Account and Capital Investment Programme under the remit of the committee as at the end of December 2019.

The report highlighted variances together with details of mitigating actions, resulting in a forecasted underspend of £0.418m. Reference was also made to the 2019/20 savings proposals approved for delivery under the remit of the committee.

A replacement for Appendix B of the report was submitted during the course of the meeting, and it was explained that an error had been made in relation to page 83 of the agenda (Annex Dii), which related to the Corporate Services Overview and Scrutiny Committee.

In response to **Councillor Pervez**, it was confirmed that the mid year saving proposals were on target to be delivered by the end of the financial year.

***Agreed (i) – That the general fund revenue position forecasted underspend of £0.418 million at the end of December 2019 for the services under the remit of this committee be noted.***

***Agreed (ii) – That the position of the 2019/20 General Fund saving proposals be noted.***

***Agreed (iii) – That the projected overspend of £0.199 million for the Housing Revenue Account as at the end of December 2019 be offset by the HRA reserves be noted.***

***Agreed (iv) – That the outturn on the Capital Investment Programme be noted.***

## **45 STRONGER TOGETHER ANNUAL DELIVERY PLAN 2019/20 MID-YEAR PROGRESS REPORT**

Iain Robinson, Policy Officer reported on the mid-year progress of the Stronger Together Annual Delivery Plan 2019/20. He reported that of the 68 actions contained within the 2019/20 Annual Delivery Plan, 31 of the actions were under the remit of this Committee. Of those, 27 had been implemented or were on track to be delivered before April 2020. One action was forecast to be completed within the first quarter of 2020/21 and one was predicted to slip beyond the first quarter. Two actions were no longer being delivered as originally intended due to changes in circumstances.

***Agreed – That the report be noted.***

## **46 STRONGER TOGETHER VISION**

On behalf of the Cabinet Member for Health and Social Care, Councillor Conteh commented on the City Council's strategic priorities and objectives that the Council planned to achieve during 2020 to 2024. He referenced the five priorities and 25

strategic objectives that had been developed in consultation with portfolio holders and the Strategic Management Team to form the Stronger Together Vision. Councillor Conteh added that partnership working was at the heart of the Stronger Together vision and confirmed that success would be dependent on all partners, stakeholders and residents playing their part.

**Councillor Pervez** agreed with the One Council, One Vision, One Team approach and the need for stakeholders to have early involvement. He questioned what consultation had taken place with stakeholders prior to the approval of the vision. In response, **Councillor Conteh** confirmed that there had been regular dialogue with stakeholders and suggested that the plan was an evolving document which could be added to. He added that the official launch would be later in the year.

***Agreed – That the Stronger Together Vision be noted.***

## **47 BUDGET CONSULTATION 2020/21**

Nick Edmonds, Assistant Director Finance gave an overview of the general fund revenue budget and capital investment proposals with specific reference to the proposals under the remit of this committee. He confirmed that the government had confirmed a one-year settlement for 2020/21 before moving to a longer term outlook from 2021/22. He added that that total financial savings for 2020/21 was circa £9.2m which included savings and council tax.

Savings proposals being consulted on totalled £4.2 million for services under the remit of this committee.

The Chair proposed that the Committee go through each of the budget savings and Capital investment proposals that were within the Committee's remit.

- *VS04 – Charges will be raised for the use of non-statutory Adult Day Care Services.*

Both **Councillors Dodd and Pervez** sought assurance that the quality of the meals provided within Learning Disability Day Services would not reduce due to meals being sourced from an alternative provider, City Catering, at a reduced cost.

**Councillor Pervez** questioned the in-house provision of transport and voluntary drivers. He was mindful that the use of public transport was not always possible due to some individuals' disabilities and the lack of direct transport links. He was concerned that no service users should become isolated as a result of the proposals. Whilst accepting that some service users may be able to access public transport following training, he suggested that equality impact assessments were needed. The Director of Adult Social Care, Health Integration and Wellbeing commented on the robust assessment process which was based on national criteria.

The **Committee** expressed concern in relation to the increase for day care from £57 to £88. Members were reassured that a financial assessment would be carried out as part of the Social Worker's Statutory Review and that the Council would pay for those individuals who could not afford the increased fee.

The Committee were informed that the proposals were in line with the charges made by other comparable authorities. Following a request from Members, Officers agreed to forward the Committee a list of the comparable authorities.

***Agreed – That Council review the situation regarding the use of public transport and only progress with the proposed savings where a direct transport link between the service user's home and the day centre is identified.***

- VS05 - Telecare service (community alarm and pendant) charges

The **Chair** expressed concern for individuals who live alone and the lack of facility to check on their welfare via the system.

**Councillor Simcock** suggested that there was a difference between those who want the service and those who need it, and was keen that each individual should be assessed on their own merits. Officers acknowledged that some service users required the service under the Care Act.

Concern was expressed in relation to the proposed increase for day care services, Telecare and Lifeline charges and appointeeships which could result in some of the most vulnerable service users being impacted by multiple increases in fees. Consequently, officers were asked to carry out a cross reference exercise to identify individuals who may be subject to multiple increased fees. The Director of Adult Social Care, Health Integration and Wellbeing confirmed that a financial assessment was undertaken as part of an individual's assessment and suggested that the consultation offered the opportunity for service users and their families to have their say.

The Committee were informed that the proposals were based on a 40% uptake and that the aim was to provide the service on a break-even basis. There had been no price increase since 2014.

***Agreed – That the proposal be noted.***

- VS06 – Review of Mental Health Section 75 Contract

This proposal was welcomed by the Committee as an excellent example of bringing the services back in-house to achieve savings.

***Agreed – That the proposal be noted.***

- VS07 – Restructure of the Wellbeing Support Worker Service

The Committee were informed that following an agreement with the Clinical Commissioning Group (CCG) to fund a pilot scheme, the CCG had chosen to withdraw funding for the existing service, and alternatively fund a Social Prescribing service through the Primary Care Networks (PCNs). Reference was made to the reduction in staff and the alternative way the service would be provided.

***Agreed – That the proposal be noted.***

- VS08 – Creation of 14-25 Year Old Service

**Councillor Evans** commented on the need for 14-25 year olds to be prepared to live independent lives as they transferred into adulthood.

Whilst the principal of the proposal was welcomed by the Committee, concern was expressed in relation to the deliverability of the savings within the proposed timescale.

**Councillor Pervez** made reference to the number of children in care and the impact the proposal would have on those with mental health issues.

**Councillor Simcock** spoke of the benefits of extending the service from 18-25 years to 14-25 years.

***Agreed – That the proposal be noted.***

- PS04- 0-19 years Public Health Review of contracts and Services

The Committee were informed of the mandatory and non-mandatory services and the way in which they could be delivered in the future in one contract, in order to deliver the projected savings. **Councillor Pervez** requested that the Committee be informed of the services that would cease to be delivered as a result of the saving proposal.

***Agreed – That the proposal be noted.***

- PS05 – Review of service charges to the Coroners Service

The Committee were informed that the Coroners Service had relocated into the Town Hall and that there were proposals to increase the number of digital autopsies which would result in an improved service and saving efficiencies. It was explained that the cost was shared between the City Council and Staffordshire County Council.

***Agreed – That the proposal be noted.***

- PS06 – Review of Public Protection Fees and Charges

The Committee were concerned that the cost of burial was expensive at present and felt that the proposed 5% increase would be a further burden to many families. It was explained that a benchmarking exercises had been undertaken and that the proposed

charges were below other comparable authorities. Members were also reminded of the need to cover the cost of providing the service.

***Agreed – That the proposal be noted.***

- PS07 – Review of Public Health Contracts including Community Drug and Alcohol Service and Stop Smoking Service

The Committee were of the opinion that the savings proposal was ‘adventurous’ and expressed concern in relation to the impact on local communities, mindful that drug, alcohol and smoking dependencies were all big issues in the City. In response, it was explained that Stoke-on-Trent had been highlighted as being one of the highest spenders on such services, with poor outcomes, which was not value for money. It was further explained that by working with a trust, spend could be reduced and hopefully outcomes improved.

**Councillor Pervez** questioned the use of the ringfenced Public Health funding. Assurances were given to confirm that the use of the funding was appropriate.

***Agreed – That the proposal be noted.***

- CMS07 – Reduction in Housing Related Support (HRS) services and certain Citizens Advice Bureau (CAB) grants

The Committee were informed that whilst an additional £140k Government funding had been received compared to the previous year, the proposed saving remained and the CAB would have the opportunity to apply for funding via the tender process.

***Agreed – That the proposal be noted.***

- CMS10 – Review of Local Centres

The Committee were informed of the reduction in footfall and the use of alternative facilities.

***Agreed – That the proposal be noted.***

## **48 HOUSING REVENUE ACCOUNT (HRA) - RENT SETTING REPORT 2020/21**

Councillor Powell-Beckett, Cabinet Member for Housing presented the report which set out the proposed annual rent for 2020/21 and the charges for other services and facilities, lock up garages and garage plots.

**Comments and Questions from Committee Members:**

In response to a question from the **Chair, Councillor Powell-Beckett** confirmed that year on year there had been a significant reduction in the turn around of void properties. The **Director of Housing and Customer Services** confirmed that during the last 12 months, response times had greatly improved and referenced the benefits of quality housing.

***Agreed (i) – That the Committee notes the proposed 2020/21 rent increase of CPI of 1.7% (at September 2019) + 1 percentage point in any year equalling 2.7% as guided by the Policy Statement on Rents for Social Housing February 2019.***

***Agreed (ii) – That the Committee notes the proposed increase in charges for services and facilities, lock up garages and garage plots as at September 2019 CPI of 1.7% + 1% (2.7%) in 2020/21 in line with the Policy Statement on Rents for Social Housing February 2019 set by the Ministry of Housing, Communities and Local Government (MHCLG) which advises “The limit on rent charges, of CPI + 1 percentage point , to help keep charges affordable.***

## **49 WORK PROGRAMME**

Ellen Washington, Scrutiny Officer introduced the report which set out the Committee's Work Programme. She made reference to the items proposed for the next meeting on 19 March 2020, one of which had been previously scheduled for December 2019 but deferred due to the general election.

Continuing, Ellen updated the Committee in respect of the two Task and Finish reviews. She confirmed that following her departure, James Doble, Assistant Director Governance would lead on the Mental Health and Homelessness review.

With regards to the business listed under 'topic suggestions' the Committee agreed to delete 'Empty Homes'.

The Chair expressed a vote of thanks to Ellen Washington for her hard work and support, which was echoed by the Committee.

***Agreed – That the Work Programme be updated and agreed.***

COUNCILLOR JEAN BOWERS (CHAIR)



## **CHILDREN AND YOUNG PEOPLE'S OVERVIEW AND SCRUTINY COMMITTEE**

Minutes of a meeting of the Children and Young People's Overview and Scrutiny Committee held at the Civic Centre, Glebe Street, Stoke-on-Trent on Friday, 24 January 2020

### **Present**

Councillor Maxine Clark (Chair), Councillor Lilian Dodd (Vice-Chair), Councillor Lesley Adams, Councillor Desiree Elliott, Councillor Chandra Kanneganti, Councillor Shaun Pender and Councillor David Williams.

### **Other Attendees**

Councillor Janine Bridges (Cabinet Member for Education and Economy) (Cabinet Representative) and Councillor David Evans (Cabinet Member for Children and Young People) (Cabinet Representative) Jen Lomas (Assistant Director - Learning Services), Philip Segurola (Interim Assistant Director - Early Intervention and Childrens Social Care), Nick Edmonds (Assistant Director - Finance (Section 151)), Matthew Hoeksma (Accountant - Vulnerable Children and Corporate Parenting), Amanda Evans (Lead Analyst), Iain Robinson (Policy Manager), Ellen Washington (Scrutiny Officer) and Helen Barr (Team Leader - Governance and Democratic Support)

### **36 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors S. Bowers, Blurton and Conteh (Cabinet Member for Communities and Safer City).

### **37 MINUTES OF LAST MEETING (17/10/19)**

***Agreed – That the minutes of the previous meeting of the Children and Young People's Overview and Scrutiny Committee held on 17 October 2019 be agreed as a true and correct record of the proceedings.***

**38 DISCLOSURE OF INTERESTS**

| Name                | Item   | Nature of Interest  |
|---------------------|--|---|
| Councillor Dodd     | Agenda Item 9 (Clause 44 refers) – Budget Consultation 2020/21 | Personal Interest – Family member works in the Children and Family Services Directorate.                    |
| Councillor Elliott  | Agenda Item 4 (Clause 39) – Petition – Youth Hub               | Personal Interest – An acquaintance of the Lead Petitioner through involvement with the same church.        |
| Councillor Williams | Agenda Item 4 (Clause 39) – Petition – Youth Hub               | Personal Interest – Signatory to the petition and employed by an organisation that provides youth services. |

**39 PETITION - YOUTH HUB**

Details of a petition that full Council had referred to the Committee for consideration were received. The petition had been reported to full Council on 17 October 2019 requesting the Council to “*scrap the proposed £3.25million ‘youth hub’ in Hanley City Centre and instead invest in the provision of effective, local youth services across the whole of Stoke-on-Trent in neighbourhoods and the six towns.*”

In accordance with normal practice, Councillor Evans (Cabinet Member for Children and Young People) set out the latest position regarding the proposals that the petition was linked to. He explained that the £3.25million referred to by the petitioners was a capital programme allocation towards youth provision that had been approved by full Council when the capital funding arrangements to acquire the site of Unity Walk, Hanley had been agreed. He advised that whilst the future development of the site would continue to put children at the heart of the city, this did not mean that youth facilities elsewhere in city would close as a result. He gave assurances that he and his colleagues remained very much committed to youth services and working with partners to enhance youth provision.

Given the significant level of work the committee had already agreed to as part of its work programming activity, there was acknowledgement that further work on this topic could not be easily prioritised within the activities of the full Committee. However there was an opportunity for individual members to lead on a project that looked at the issues addressed in the petition.

Councillor Elliott confirmed that she would like to take the matter forward as the Lead Member for a separate project and Councillors Adams and Williams both agreed to be part of that task and finish work.

***Agreed – That the subject matter of the petition be addressed as part of a separate task and finish project to be conducted by Councillors Elliott (Leader Member), Adams and Williams.***

## **40 STRATEGIC MEASURES 2019/20 QUARTER 2**

Amanda Evans, Lead Business Analyst, reported on progress that had been made against the Council's Strategic Measures during quarter two, which covered the period from July to the end of September 2019. The report submitted presented the information using a scorecard approach to enable an at a glance assessment of performance, benchmark information where available and targets where they existed. A replacement scorecard was submitted at the meeting which showed performance against only those strategic measures that fell within the remit of the Committee and it was confirmed that in future only children and young people specific data would be presented.

### **Comments and Questions from Committee Members:**

The Committee commented on the fact that the quarter two information was out of date, making it difficult for Members to assess the current situation, particularly in relation to those areas that were reflecting an under performance.

It was confirmed that a recent performance analysis had shown that the gap in performance against the measures for the number of children in care and troubled families had reduced.

Councillor Bridges (Cabinet Member for Education and Economy) commented on apprenticeship participation in the city explaining that one of the problems was getting employers on board and she outlined some targeted work that was being undertaken with small businesses in the city over the coming weeks.

Jen Lomas, Assistant Director – Learning Services, referred to the impact that the changes allowing levy payers to distribute 25% of their unused levy pot to businesses of their choice would have. In terms of the number of apprenticeships within the council, she advised that although this was above average there was still an aim to increase the numbers further, including higher level apprenticeships.

**Councillor Williams** commented on the reduction in the number of apprenticeships showing from Quarter 2 in 2018/19 to the same period in 2019/20. He referred to the

performance being recorded as above average and asked if the percentage was above average. Jen Lomas confirmed that, compared to national figures, the council's uptake was higher. Amanda Evans advised that future reports would include additional detail under the current performance figures to provide the clarification that Councillor Williams was seeking.

Jen Lomas explained that it was also about retention and part of the process was to go back to the young people that had undertaken apprenticeships to help establish if they had been fit for purpose.

**Councillor Williams** commented on the impact that organisational structure changes resulting from the Mid-Year budget update had had in terms of removing some of apprenticeship positions. **Councillor Elliott** explained that she had looked into this at the time and where the apprentices had been removed from directorates' structures it was where the apprenticeships didn't fit well with the functions of the directorate.

**The Chair** agreed that it was about effective modelling. She also referred to a separate meeting that was planned to look at the action plan around further education and skills and suggested that the issues raised were picked up at that session.

**Councillor Williams** commented on the performance showing against the adult education achievements in the original paperwork which referenced adult skills as 85% without an explanation of what this meant and assurances were given that in the future more narrative would be provided in the scorecard.

***Agreed – That the performance information for the Council's Strategic Measures at the end of Quarter 2 2019/20 (September 2019) be noted.***

#### **41 FINANCIAL PERFORMANCE 2019/20 - QUARTER 3**

The Committee received details of the financial position of the General Fund, the Dedicated Schools Grant and the Capital Investment Programme under the remit of the committee as at the end of December 2019.

The report highlighted variances together with details of mitigating actions, resulting in a forecast overspend £4.135 million at the end of period three. Reference was also made to the 2019/20 savings proposals that had been approved for delivery under the remit of the committee.

#### **Comments and Questions from Committee Members:**

**Councillor Pender** referred to the deficit showing for the Dedicated Schools Grant (DSG) and asked about plans that were in place to get that back on target. Jen Lomas, Assistant Director – Learning Services, commented on how the DSG was

structured and advised the committee of a recovery plan relating to the high needs block. She further outlined work that was ongoing to bring the budget back in line.

***Agreed (i) - That it be noted that the general fund revenue position for the services under the remit of the Children and Young People's Overview and Scrutiny Committee is a forecast overspend of £4.135 million at the end of December 2019.***

***Agreed (ii) – That progress against the 2019/20 General Fund saving proposals be noted.***

***Agreed (iii) - That the position on the Dedicated Schools Grant (DSG) be noted.***

***Agreed (iv) - That the forecast outturn on the Capital Investment Programme under the remit of the Children and Young People's Overview and Scrutiny Committee be noted.***

## **42 ANNUAL DELIVERY PLAN 2019/20 MID-YEAR PROGRESS REPORT**

Iain Robinson, Policy Officer, reported on the actions contained within the Stronger Together Annual Delivery Plan and provided a mid-year status update regarding its implementation. He advised that there were 15 actions falling within the remit of the Children and Young People's Overview and Scrutiny Committee and, of these, 13 (87%) had been implemented or were on target to be delivered before April 2020. He advised that one action had slipped and was now on target for implementation during the first quarter of 2020/21 and one further action was no longer being delivered as originally intended due to changes in circumstances.

***Agreed – That the report be noted.***

## **43 STRONGER TOGETHER VISION**

The Committee considered the strategic vision of the council for the period 2020 to 2024. The Cabinet Member for Children and Young People, Councillor Evans, explained that the Stronger Together Vision was a statement of the political ambition of the local authority which built on the previous four years and set out objectives for the following four years. In referencing the 25 strategic objectives that sat within the five priorities, he explained that success would not just depend on the local authority playing its part but it would also be dependent on all partners, stakeholders and residents playing their part.

Iain Robinson, Policy Officer, advised that the vision was about consolidation and continuous improvement and he reported that a more detailed strategic plan would be developed early in 2020.

**Councillor Williams** asked how priorities had been reviewed, he referred to the impact of the Mid-Year budget update and associated cuts in services and queried whether the impact had been updated. It was confirmed that updates were being made but the timing of reporting had impacted.

**Agreed – That the Stronger Together Vision as presented be noted.**

#### **44 BUDGET CONSULTATION 2020/21**

Nick Edmonds, Assistant Director Finance gave an overview of the general fund revenue budget and capital investment proposals with specific reference to the proposals under the remit of the Children and Young People's Overview and Scrutiny committee. He advised that the government had confirmed a one-year settlement for 2020/21 before moving to the longer-term outlook from 2021/22. The Committee was advised that the total financial savings requirement for 2020/21 was circa £9.2m and it was noted that a full breakdown had been provided in the public consultation document.

Savings proposals being consulted on totalled £1.893 million in 2020/21 for services under the remit of the committee.

A document setting out questions that had been submitted prior to the meeting, with details of the responses provided, was circulated.

#### **Comments and Questions from Committee Members:**

**Councillor Kanneganti** queried why the savings proposals associated with school nurses and health visitors were not presented in the report submitted and it was confirmed that these proposals had been considered by the Adults and Neighbourhoods Overview and Scrutiny Committee.

**The Chair** commented that she would have expected to see the proposals around transition (preparation for adulthood) to be included within the consultation proposals for consideration by the Committee and suggested that in the future thought needed to be given to proposals that impacted on the remit of more than one committee.

**Councillor Elliot** asked if assumptions had been made within the budget proposals for potential alternatives and she queried if there was a tolerance level in relation to any variance.

Nick Edmonds advised that a tolerance level had not been built in and the gap was £9.2 million which would have to be found. Councillor Evans explained that the consultation provided an opportunity for those potential alternatives to be put forward so that they could be looked at in the context of still achieving the £9.2 million required.

**Councillor Pender** asked about the process for capturing salient points as part of the Committee's feedback on the proposals. Ellen Washington, Scrutiny Officer, advised that the proposal was to address each of the savings individually and any specific recommendations would be noted. She would also send details of any actions agreed to committee members following the meeting and include the feedback in a report being prepared for submission to the Cabinet.

**Councillor Williams** asked if, where possible, proposals for future budget cuts could include within the narrative an actual percentage of the overall budget.

***Action – That it be recommended that officers be requested to look at budget proposals where there is crossover with more than one committee and, in future, submit those budget proposals to all relevant committees, where appropriate.***

***Action – That it be recommended that proposals for future budget cuts include an actual percentage of the overall budget, where possible, in order to help scrutiny to understand the impact/weight of any proposal.***

The Committee raised the following issues in relation to the specific budget savings and Capital investment proposals set out in the report submitted, which were within the Committee's remit.

- **VS01-2021 – Contributions by non-statutory school age users of SEN Transport**

**Councillor Williams** queried how low income was defined within the policy in relation to the application of the 50% discount. The Committee was advised that the Home to School Transport Policy was currently subject to consultation and it was confirmed that definitions in relation to benefits were being considered as part of the process. Individual applications would undergo an individual assessment. Delegated authority would provide for the Policy's implementation following consultation.

**Councillor Elliott** commented on the impact on families and it was noted that the proposal only applied to non-statutory users. The Committee was advised that the policy would incorporate arrangements in respect of applications for a bursary.

**The Chair** queried how the information in relation to available grants and funding assistance would be published and she asked what support would be available for parents of SEND children. The Committee was advised that the SEND Local Offer

included information in relation to transport and that this had been co-produced with parents to ensure it was accessible. There was also the SENDIAS group and if a parent had SEN requirements, appropriate support measures would be put in place. It was noted that transport was reviewed every year to ensure that the right pathway and support was in place and assurances were provided that the arrangements were closely monitored.

***Action – The proposal be noted.***

- **VS02-2021 – Review of Small Group Homes**

**Councillor Dodd** referred to the timescales involved in finding foster care for a child and asked about the impact that the proposal might have on children if suitable foster care could not be arranged in time.

The Committee sought assurances that the capacity existed in respect of foster care provision to accommodate the reduction in Small Group Homes and it was advised of the processes in place to ensure that children went to the right destination appropriate to their needs and requirements.

**Councillor Williams** referred to budget savings that had been put forward twelve months previously in relation to fostering and adoption querying the change in policy. He also referred to key performance indicators that had been considered by the Corporate Parenting Panel in relation to placement stability and advised that, although he recognised that outcomes were better when children were placed in a family setting, his question was about the timing.

It was noted that in the intervening period since the setting of the 2019/20 budget, the Council had received the findings and recommendations set out in the 2019 Ofsted report and it was pointed out that, in those circumstances, it would not be unusual to expect a change in policy. The proposals under consideration had a more immediate impact on eight children and the Committee was assured that the management of their future care would be robustly monitored. Assurances were also given that the eight children were not being moved to save money but because their care plans were indicating that a move was needed.

**Councillor Williams** asked about the retainment of foster carers and queried if more were being recruited than lost. Reference was made to a press article that highlighted the net loss of foster carers and it was explained that the statistics that formed the basis of that article had covered a longer period of time and for the current year a net gain in foster carers was being reported.



**Councillor Pender** expressed concern that the council could be left with a capacity issue, particularly in circumstances where children had complex needs and challenging behaviour. He referred to a correlation between austerity and family breakdown and the impact that continued austerity could have.

The Committee was advised that the council had received additional funding for social care in the region of £6 million and decisions on where to concentrate time and resources could impact positively on the number of children needing to be placed in care.

In response to questioning, the Committee was advised that the buildings involved were all HRA properties and would therefore return to the HRA estate. It was further confirmed that although the details of the eight children concerned could not be shared, the Committee could receive an update report later in the year (September/October) setting out how the implementation of the proposal had been managed, assuming they were approved as part of the budget setting.

***Action – The proposal be noted and an update on implementation and management of the proposal be submitted to a future meeting in Autumn 2020.***

- **VS03-2021 – Review of Commissioning Contracts**

In response to questioning by **the Chair**, clarification was provided by officers that this proposal was about how the City Council negotiated its contracts. It was acknowledged that the wording used in the business impact description in relation to respite was ambiguous and it was not the case that what was currently commissioned was not fit for purpose or that there would be an impact on respite provision, but it was more a case of ensuring value for money and effective negotiation when commissioning placements. Changes to the way that commissioning was managed and the way that contracts were monitored were outlined.

**Councillor Williams** referred to the £250,000 saving identified which was specific to contracts for children and young people's services, and he asked about contracts commissioned in other service areas. Nick Edmonds confirmed that in terms of the wider organisation, this was something that was being looked at and he advised that the challenge was not confined to that one service area.

***Action – The proposal be noted.***

- **PS01-2021 – Introduction of a fully traded models for non-statutory services offered to schools and academies**

**The Chair** sought clarity on which elements of the services listed were non-statutory, referring in particular to the education welfare service and admissions. It was explained that in relation to education welfare the local authority's offer had increased to provide a range of non-statutory activities that would help schools to improve their education welfare function and with regard to admissions, it was explained that the local authority had a statutory duty to coordinate normal round admissions but schools would be charged if the admissions service was used for in year admissions.

**Councillor Elliott** welcomed the proposal. She advised that people she has spoken to would be willing to pay for the services they received.

**Councillor Williams** asked if an assumption had been made that people would buy council services and he queried whether or not the proposals factored in 100% take up by schools. **The Chair** followed up with a question on the risk assessments and whether a loss in income had been factored in.

The committee received an assurance that soft market testing had been carried out with schools in order to evaluate the risks. It was explained that the Council's offer provided continuity for schools and that a recent survey had showed that the Council services were regarded as 'good quality'.

It was confirmed that Service Level Agreements (SLAs) would be signed in April 2020 providing the Council with a realistic early indication of the expected take up and it was confirmed that an assessment of what would need to be achieved had been conducted.

**Councillor Williams** commented that the £228,000 identified was an income as opposed to a saving and he asked if it was realistic in terms of a percentage of the overall budget and if it had been broken down.

The Committee was advised that the breakdown was slightly different for each area and a breakdown of the numbers involved could be presented to the Committee at a later date with risk indicators included.

***Action – The proposal be noted and a further breakdown of the figures involved for each area be provided at a future meeting (May/June).***

- **PS02-2021 – Early years Support team (training element) traded model and minor restructure**

The Committee expressed concern that the continuation of the excellent provision provided by the PVI sector in areas such as school readiness, along with the good and outstanding ratings achieved within the sector, were at risk should PVI sector organisations not take up the training. Given that the quality of provision in the PVI

sector had been achieved through the previous investment by the City Council, it was questioned whether the potential risk to the quality of future provision within the sector was worth a £50k saving. The Committee was assured that the need to maintain quality was recognised and there was confidence that the proposed new approach would work.

**The Chair** suggested that the Committee received an interim update so that the impact could be monitored.

***Action – The proposal be noted and an interim progress report be submitted to a future meeting of the Committee.***

- **PS03-2021 – Special Education Needs Disability, Information, Advice and Support Services (SENDIASS) restructure**

**The Chair** advised that her concerns were around the safeguards in place to support parents and she needed to be reassured that the views of families were being taken into consideration and that communication with the service users was being managed effectively. Jen Lomas referred to discussions that had taken place with engagement group leads and meetings with staff to look at alternative options. She hoped to be in a position to present an alternative option to parents the following week and assurances were given that parents were being kept fully informed.

Jen Lomas was clear that face to face support was appropriate for parents that couldn't advocate for themselves and advised that a review of the need for face to face support had resulted in a reduction in cases from 30 to nine. She also advised that the virtual media facility would be an outward facing facility only, with no two-way interaction, and assurances were given that it would be properly supported.

**Councillor Williams** commented that in instances such as this, where it was clear that the proposals were going to be emotive, it was important to engage early and reconnect with communities rather than dropping proposals on them later in the process.

**The Chair** referred to the amount of social media activity taking place around the issue and sought assurances that effective communication channels were in place.

***Action – The proposal be noted and it be recommended that the Council does more to connect with communities and communicate potential proposals much earlier in order to put ownership back to residents.***

- **Capital Investment Proposals 2019/20 to 2024/25**

Committee members had no specific comments on the capital investment proposals.

***Action – The proposal be noted.***

The Committee noted that it was the last committee meeting that Jen Lomas would attend before she left the City Council. Members thanked Jen for the work that she had done and wished her every success in her future

## **45 WORK PROGRAMME**

Ellen Washington, Scrutiny Officer, introduced the report setting out the committee's work programme. She referred to the arrangements for the next meeting which it had been agreed would focus on the Early Help and Prevention topic and she advised that a project brief and background information had been sent to members separately.

The Chair explained that it was Ellen's last meeting before she left the City Council in February 2020 and she wanted it placing on record how appreciative she was for the invaluable support that Ellen had provided to her personally as a new Chair, and for the advice and support that she had always provided to the Committee members. The Chair's sentiments were echoed by the Committee and everyone present wished Ellen all the very best for her future.

***Agreed – That the work programme be noted.***

COUNCILLOR MAXINE CLARK (CHAIR)

## **CITY RENEWAL OVERVIEW AND SCRUTINY COMMITTEE**

Minutes of a meeting of the City Renewal Overview and Scrutiny Committee held at the Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1RN on Thursday, 16 January 2020

### **Present**

Councillor Lee Wanger (Chair), Councillor Alastair Watson (Vice-Chair), Councillor Lesley Adams, Councillor Asman Ali, Councillor Jane Ashworth OBE, Councillor Lilian Dodd, Councillor Faisal Hussain, Councillor Jo Woolner, Councillor Lorraine Beardmore (Cabinet Member for Sport, Culture and Leisure) (Cabinet Representative), Councillor Janine Bridges (Cabinet Member for Education and Economy) (Cabinet Representative) and Councillor Daniel Jellyman (Cabinet Member for Regeneration, Infrastructure and Heritage) (Cabinet Representative)

### **Other Attendees**

Phil Cresswell (Director of Place, Growth and Prosperity), Paul Baddeley (Scrutiny Officer), Kerry Cartlidge (Strategic Manager - Financial Strategy and Business Partnering), James Dunn (Assistant Director - Investment, Planning and Regeneration), Alistair Fisher (Strategic Manager, Health and Leisure), Carol Gibbs (Strategic Manager - Waste Services), Iain Robinson (Policy Manager), Ian Tamburello (Strategic Manager - Regulatory Services) and Craig Sands (Governance Officer)

## **27 APOLOGIES**

Apologies were received from Councillor's Conteh, Edwards, Irving and Powell-Beckett.

## **28 MINUTES OF LAST MEETINGS (26/9/19 & 8/10/19)**

***Resolved – That the minutes of the previous meetings, held on 26 September 2019 & 8 October 2019, be approved as an accurate record of proceedings.***

## **29 DISCLOSURE OF INTERESTS**

The following disclosures were made:

| <b>Councillor</b>    | <b>Minute No.</b> | <b>Disclosure</b> | <b>Comments</b>   |
|----------------------|-------------------|-------------------|---|
| Councillor L Dodd    | 34                | Personal          | Councillor L Dodd confirmed she had a family member who worked for the Local Authority.     |
| Councillor J Woolner | 34                | Personal          | Councillor J Woolner confirmed she had a personal interest in a single element of the item. |

**30 STRATEGIC MEASURES 2019/20 - QUARTER 2**

The Committee received the Strategic Measures 2019/20 Quarter 2 report, which summarised the most up-to-date performance information available for each measure and referenced any targets and benchmarks that were available.

Kerry Cartlidge explained the revised format for this item, which had moved towards a scorecard method. The direction of travel and targets would be included in the future.

The Vice-Chair questioned if detailed information would be available from officers at each meeting, or if the Committee would need to request this to be circulated or brought back at a later date.

Kerry Cartlidge felt as this was a new approach, this would need to be tested and the approach amended as appropriate.

The Vice-Chair asked for clarity on 'high' vs 'low', and which should be viewed as good.

Kerry Cartlidge confirmed this was to give an indication, per measure, if Committee should be looking for figures to be high or low. Each measure was noted with this information individually.

Kerry Cartlidge also confirmed that any areas shown in pale grey did not have an update for this quarter.

In terms of line 7, the Chair felt it would have been useful to see the amount of jobs lost.

In terms of line 30, Councillor Ashworth asked if data was available on a site by site basis. Alistair Fisher confirmed data could be made available looking at attendance by leisure centre.

Councillor Ashworth requested this information be provided.

Councillor Adams asked if the target for the number of memberships was on track.

Alistair Fisher confirmed it was, and that there had been a positive opening of the new facility.

Councillor Ashworth asked to see information against the national benchmark.

Councillor Dodd requested checks were put in place to ensure all those attending Fenton Manor were paying correctly. Councillor Dodd confirmed expired member cards had previously still been working and granting access, and this needed to be checked.

In terms of line 31, the Vice-Chair did not feel this information was meaningful against the comparatives, and asked if there was anything relevant available that could be used to assess this.

In terms of line 23, Councillor Adams felt pothole repairs were going well in terms of the numbers actioned, but felt that some were not repaired well and needed to be done again within a short timeframe.

Councillor Jellyman confirmed that temporary repairs were sometimes used for safety and/or traffic management.

Phil Cresswell explained that potholes were inspected, classified (1, 2 or 3) then logged for repair.

Councillor Woolner noted duplicate reports were being removed from the system, so it was not possible to provide updates when potholes were getting worse.

The Chair agreed and noted category 1 potholes would quickly escalate to categories 2 and 3. It was felt important to action these quickly to stop deterioration.

Councillor Jellyman confirmed plans were in place to update the software used in the next financial year, and agreed to ensure this point was captured and addressed within the new system.

Phil Cresswell acknowledged the points, and highlighted there was a finite resource available to carry out a lot of work.

Councillor Dodd asked if pothole reporting would still be available via the app when the new system was in place.

Councillor Jellyman confirmed the app would not change, and the new system would be linked.

***Resolved (i) – That the performance information for the Council's Strategic Measures at the end of Quarter 2 2019/20 (September 2019), be noted.***

***Resolved (ii) – Alistair Fisher to provide attendance data per leisure centre site.***

***Resolved (iii) – Alistair Fisher to ensure appropriate checks are in place to ensure all those attending Fenton Manor were paying correctly, and that expired member cards no longer granted access.***

***Resolved (iv) - Councillor Jellyman to ensure duplicate reports and the ability to update the condition of potholes is captured and addressed within the new system.***

## **31 FINANCIAL PERFORMANCE 2019/20 - QUARTER 3**

The Committee received the Financial Performance 2019/20 Quarter 3 (Month 9) report, which summarised the financial position of the General Fund and Capital Investment Programme for the services relating to this committee as at the end of December 2019. This included services under the Place, Growth & Prosperity Directorate and Leisure & Cultural Services.

The report highlighted areas there had been variances to the budget, and the mitigating actions, and also summarised the position of the 2019/20 savings proposals.

City Renewal Overview and Scrutiny Committee

Thursday, 16 January 2020

Kerry Cartlidge confirmed this covered the period up to December 2019, and that services under the remit of this Committee had a forecast underspend. Variances were noted within the appendix to the report. Appendix C lighted the approved savings, including those from the mid-year budget.

The Chair was pleased to see no red RAG ratings.

The Committee sought assurances on any items rated as Amber.

It was confirmed some of these would remain amber until the end of the financial year, to ensure income, such as that generated via the Planning Team, was received.

In terms of CS15, Phil Cresswell confirmed 1 organisation had moved in this year. Another was due to take a lease, but these plans had been put on hold. Other potential tenants were engaged, and Phil was hopeful these would come forward within 6 months, so the shortfall would be made back up.

The Vice-Chair questioned if this was the original tenant whose plans were on hold.

Phil confirmed they would still be taking some space, less than previously thought, but that other new potential tenants were engaged and on track.

In terms of PS05\_1819, the Chair asked if this was linked to demolition works.

Phil Cresswell confirmed it was, and this was amber as the works needed to run the full year followed by reconciliation.

Councillor Ashworth asked what we expect to dispose of to meet this target.

Phil Cresswell confirmed this included a cocktail of assets, and details could be shared with Committee Members outside of the meeting.

In terms of CS08\_1920, information was requested as to what this was.

Phil Cresswell confirmed this was £35k at risk due to market pricing and consumption.

In terms of GPS05\_1920MID, Councillor Ashworth asked for detail of how we would make immediate savings when a review of tariffs had not yet been to Cabinet. Councillor Ashworth had hoped to scrutinise this, but meetings to do so had been cancelled.

Councillor Jellyman confirmed this had been to Cabinet, and had been agreed in July as part of the mid-year budget.

Councillor Ashworth felt the agreement had been to a review, but nothing more.

Councillor Jellyman confirmed this was a full agreement.

Phil Cresswell offered to circulate the information consulted on, agreed and implemented.

***Resolved (i) – That the forecast overspend for the services under the remit of the City Renewal Overview and Scrutiny Committee, be noted.***

***Resolved (ii) – That the progress on the 2019/20 General Fund savings proposals, be noted.***

***Resolved (iii) – That the forecast outturn on the Capital Investment Programme under***



*the remit of this committee, be noted.*

*Resolved (iv) - Phil Cresswell to provide details of the assets related to PS05\_1819.*

*Resolved (v) - Phil Cresswell to provide the information consulted on, agreed and implemented, relating to GPS05\_1920MID.*

### **32 STRONGER TOGETHER ANNUAL DELIVERY PLAN 2019/20 MID-YEAR PROGRESS REPORT**

The Committee received an update on the actions contained within the Stronger Together Annual Delivery Plan 2019/20, and were provided with a mid-year status update regarding implementation. The report highlighted any areas of activity where there may be early indications of delayed implementation in order to enable mitigating steps to be taken where necessary.

The Vice-Chair questioned why the objective 'Ensure our city is clean and well maintained, with high quality green spaces and parks' was no longer being delivered.

It was confirmed this had been a specific initiative, and that further details were provided on page 62 of the agenda pack.

*Resolved – That the Committee considered and noted the contents of the Stronger Together Annual Delivery Plan 2019/20 Mid-year Progress Report.*

### **33 STRONGER TOGETHER VISION**

The Committee received a report presenting the strategic vision for the council for the period from 2020 to 2024.

Councillor Jellyman explained this built upon the previous priorities, with there being 5 priorities and 25 strategic objectives. A full plan would follow later in 2020.

Councillor Ashworth asked if there would be consultation on the proposals.

Councillor Jellyman confirmed there would be, and this would form part of the budget consultation.

*Resolved – That the Committee considered and noted the contents of Stronger Together Vision Report.*

### **34 BUDGET CONSULTATION 2020/21**

Councillor J Ashworth was not present for the consideration of this item, and Councillor A Ali was not present for the full consideration of this item.

The Committee received an overview of the general fund revenue budget and capital investment proposals with specific reference to the proposals under the remit of the Committee. A document showing the questions that had been submitted in advance, along with the responses, was provided for information.

It was confirmed there was a legal requirement for a balanced budget to be set by 11 March 2020 with savings of £9.2million needed.

It was confirmed an increase in council tax was proposed, based on the 2% Adult Social Care.

In terms of proposal CMS01, the Vice-Chair questioned if this saw a blanket percentage uplift.

Councillor L Beardmore confirmed there would be a 2.5% increase on general bookings and a 50p increase for swimming levels. There would not be any increase for gym memberships.

The Vice-Chair asked how this meant we compared to other authorities, and if with a 50p increase to swimming lessons, if we were still cheaper than others.

Councillor L Beardmore confirmed that yes, Stoke-on-Trent were still cheaper than comparable authorities.

Alistair Fisher noted swimming lessons were a strong part of our business, referenced the Energise Plus card and noted there had been 2 'free swimming' campaigns carried out in the summer.

**Proposal CMS01 was accepted.**

In terms of proposal BS01, Councillor L Dodd questioned how much profit had been made in the previous years. Councillor L Dodd spoke about local companies who were receiving a good service and were happy with the price they paid, and this proposal looked to outsource this, including staff, meaning it was likely the local companies would have to pay more.

Phil Creswell confirmed the market share served by the City Council was decreasing, with around 89% of the businesses in city not using the local authority for this service. Phil confirmed it was an expensive service to run, with economies of scale reducing. It was also confirmed this was not a statutory duty, which a number of other authorities had stopped providing some time ago.

Phil Cresswell and Carol Gibbs confirmed the service did make money, but the Local

Authority were limited in what they could offer, and as a result our service is not as competitive as some private providers. There is also scope for money to be made in other ways, such as allowing other companies to bring waste to our plant for processing.

Councillor Woolner asked for clarity on the amount of trade waste planned to go to landfill. Carol Gibbs confirmed there were no plans to use landfill.

The Vice-Chair asked for clarity about the cost to local businesses, and the amount they were currently paying.

Phil Cresswell agreed to circulate the price confidentially, but confirmed that as a tender exercise was about to commence, this information could not be shared publicly.

Councillor Dodd asked if the 6 staff would be made redundant.

Phil Cresswell confirmed this would not be the case, and there would be a TUPE arrangement.

Councillor Woolner asked for details of the amount of trade waste being fly tipped.

Phil Cresswell agreed to access this information and share it, but noted it was not always possible to know who has carried out the fly tipping.

### **Proposal BS01 was noted**

In terms of proposal CS01, the Vice-Chair asked for information about the projections and supporting business plans.

James Dunn confirmed there would be 3 elements to the £30million investment.

Phil Cresswell offered to circulate further details to the Committee, and offered to share target assets with Committee Members confidentially.

### **Proposal CS01 was accepted**

In terms of proposal CMS02, Councillor L Adams requested an explanation of the proposals.

Phil Cresswell explained this looked at a number of service redesigns, a reduction in duplication and opportunities to bring new roles forward.

Carol Gibbs confirmed the Section 188 agreement was available online, and that some savings were as a result of vacancies.

Councillor Adams asked for assurances all aspects of the work were going to be adequately covered.

Carol Gibbs confirmed it would be.

Ian Tamburello noted there were no functions ceasing.

**Proposal CMS02 was noted**

In terms of proposal CMS03, Councillor J Woolner questioned the ecological elements, and spoke about global warming.

Councillor J Woolner questioned why the authority was not looking to charge for brown bin collections.

Councillor D Jellyman confirmed he did not believe it would be right to charge for this basic service.

Councillor Woolner questioned if the brown bin collections were a statutory service.

Carol Gibbs confirmed this was not a statutory service, and there were other Local Authorities who did charge for these collections.

Phil Creswell noted the costs associated with winter collections were a lot higher, and the proposal addresses this issue.

Carol Gibbs noted staff were currently on 9 month contracts, and this would be amended to 7 month contracts.

Councillor Adams noted terraced streets often did not have brown bins.

Councillor Woolner felt that those living in larger houses, with gardens, were in a position to afford to pay a brown bin collection charge.

The Chair asked about the availability of composters.

Councillor Jellyman confirmed there could be purchased by residents at a reduced fee.

**Proposal CMS03 was noted**

In terms of proposal CMS04, the Chair spoke about the hotel on the Spode Site, and the associated car parking.

Councillor Adams felt this had been covered on the site visit.

**Proposal CMS04 was accepted**

In terms of proposal CMS05, the Vice-Chair questioned if a profit was now being made.

Councillor Jellyman confirmed no profit was made, and this was still a subsidised service.

The Vice-Chair asked why a payment increase was required, if costs had not increased for providing the service.

Councillor Jellyman confirmed costs had increased in terms of fuel, maintenance, inflation, living wage and staff costs, and confirmed the charge had not been increased for 4 years, with costs increasing in that time.

The Vice-Chair questioned if there was an option to unjoin the scheme.

Councillor Jellyman confirmed this would be possible, but it would need to be done as a bulk TRO, and there may be a delay before this was possible.

Ian Tamburello confirmed the majority of schemes were resident requested, with a limit in place for visitor passes which must be linked to a resident permit.

Councillor Adams asked for clarity that it was only residents who could purchase visitor passes.

Ian Tamburello agreed to confirm this.

Councillor Dodd asked if the increased charges would see an improved service.

Ian Tamburello confirmed there would be improvements.

Phil Cresswell confirmed the increase equated to 67p a week, and noted this service had been heavily subsidised previously.

The Chair felt it would have been better to raise the amount gradually over time.

Phil Cresswell accepted the point, and agreed to review this more regularly.

The Vice-Chair questioned what the charge would need to be, for this to be a break-even service.

Phil Cresswell agreed to confirm this.

### **Proposal CMS05 was noted**

In terms of proposal CMS06, previous questions and answers had been provided to Committee Members.

Phil Cresswell confirmed extra time and resource had been put in place to deal with the Christmas catch up, which saw an increased in tonnage collected. The service was delivering in-line with its policy. It had previously been exceeding expectations.

Councillor Adams asked if neighbours were able to book one collection to have a number of items collected from a variety of points.

Carol Gibbs confirmed this was not possible, and a booking was for a single visit to a single place.

The Chair noted this was a 150% increase, and felt the majority of people only had 1 item to be collected.

Phil Cresswell confirmed this was a subsidised service, which could be stopped. Phil also confirmed the service was significantly cheaper than neighbouring authorities.

Councillor Adams asked if more work could be done to promote upcycling.

Phil Cresswell felt this was a sensible idea.

The Chair felt the policy could be more flexible around small items and black bags.

#### **Proposal CMS06 was noted**

In terms of proposal CMS08, Councillor Dodd confirmed she had seen the Christmas collection letter.

Councillor Woolner spoke about the changes, and did not feel Monday's were the problem, as the collection day was just amended and the collection was not missed.

Carol Gibbs confirmed crews currently collect on bank holidays, but the proposal would look to move these collections to the Saturday before instead, leading to a saving of £25k. Staff would be paid at a rate of 1.5, but would not receive the day off in lieu that they currently do for working a Bank Holiday.

Councillor Woolner asked if it was possible to collect on the Saturday after the Bank Holiday so that staff could enjoy a full Bank Holiday weekend off work.

Carol Gibbs agreed this was an option, but it would impact on more residents as a number of collection days would need to be amended.

The Vice-Chair asked why the plan was for the Saturday before and not the Tuesday after the Bank Holiday Monday.

Carol Gibbs confirmed there was no available capacity.

Councillor Woolner raised concerns that if a resident forgot to put the bin out early, they would wait a month for a collection altogether.

Phil Cresswell agreed to look at the option of collecting on the following Saturday instead of the one before.

**Proposal CMS08 was noted, with a recommendation to consider a collection on the Saturday after the Bank Holiday, instead of the Saturday before, to allow staff a full Bank Holiday weekend off work.**

In terms of proposal VS09, the Vice-Chair felt a comparator would be useful, and asked where evidence could be shown of this working.

Ian Tamburello noted this was a discretionary service, and there were plans to look at corporate sponsorship. Deals were often possible with companies looking to sell mobility based products such as mobility cars, and targeting the potential users of the service.

The Vice-Chair asked if there were any examples the Committee could look at.

Ian Tamburello thought that Hartfield Parish Council had this sponsorship in operation.

The Vice-Chair questioned that if no sponsors came forward, if plans would be made for the service to cease.

Ian Tamburello felt there were other options available and did not wish to see the service stopped.

Councillor Woolner asked about the impact of winter wonderland, and if any of the shortfall was due to this.

Ian Tamburello confirmed the service did not shut, alternative parking was provided and a full service was in operation.

**Proposal VS09 was noted**

In terms of capital investment and asset maximisation, Councillor Hussain raised queries regarding Meir Library and if this would be disposed of.

James Dunn confirmed this was part of the consultation.

Councillor Hussain asked for information about the savings which would be made from the building.

James Dunn confirmed the day to day running costs equally just under £23k per year.

Councillor Hussain was aware of plans to relocate to the community centre, and questioned if this was big enough. Councillor Hussain also asked that if the building was not big enough, if there would be investment to ensure it was extended.

James Dunn confirmed this would all depend on the outcomes from the consultation, but that appropriate plans would be in place to ensure adequate space for services.

Councillor Hussain questioned what would happen with the existing building if the service was relocated.

James Dunn confirmed the building would be rented or sold.

Councillor Hussain asked how much revenue this would generate.

James Dunn confirmed approximately £15k rent or £150k – £160k if sold.

***Resolved (i) – That the Committee note the report, with relevant comments and recommendations to be provided to Cabinet.***

***Resolved (ii) – Phil Cresswell to provide clarity about the cost to local businesses for using the Trade Waste Disposal Service.***

***Resolved (iii) – Phil Cresswell to provide information regarding the amount of trade waste being fly tipped in the City.***

***Resolved (iv) – Ian Tamburello to seek assurances and clarity that it is only residents who are able to purchase associated visitor passes for parking schemes.***

***Resolved (v) – Phil Cresswell to confirm what cost would need to be in place to residents, for residents parking schemes to be a break-even service, unsubsidised.***

## **35 WORK PROGRAMME**

Councillors J Ashworth, A Ali and F Hussain were not present for the consideration of this item.

The Chair noted this would be Paul Baddeley's last meeting with the Committee before retiring, and wished to give thanks to Paul for all his hard work and support to the Overview and Scrutiny function. These comments were echoed by Committee Members.

It was confirmed the next meeting would take place on 6 February 2020, with the Joint Local Plan and Community Energy Scheme (Task and Finish Group Report) being the main items of business.

The Committee noted there was a presentation outstanding regarding Asset Management, and it was requested this was brought to a future meeting.

The Committee requested additional meetings were considered, if this was needed to carry



out business in a timely manner.

The Vice-Chair wished to look in more detail at car parking.

Councillor Ashworth agreed and wished to specifically look at car parking charges in Burslem.

The Chair raised a number of items for consideration, including: The East/West Precinct, District Heat Network, the future of the Smithfield development and the Hanford Waste Energy Plant.

It was agreed Craig Sands would look to arrange meetings with relevant officers to being scoping these topics, ahead of Committee deciding if they wished to take these forward.

***Resolved (i) – That the outstanding presentation regarding Asset Management be brought to a future meeting.***

***Resolved (ii) – That the topics discussed be looked at in terms of scoping, ahead of Committee deciding if they wish to take these forward.***

COUNCILLOR LEE WANGER (CHAIR)

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## **CITY RENEWAL OVERVIEW AND SCRUTINY COMMITTEE**

Minutes of a meeting of the City Renewal Overview and Scrutiny Committee held at the Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1RN on Thursday, 6 February 2020

### **Present**

Councillor Lee Wanger (Chair), Councillor Alastair Watson (Vice-Chair), Councillor Lesley Adams, Councillor Asman Ali, Councillor Jane Ashworth OBE, Councillor Lilian Dodd, Councillor Ross Irving, Councillor Jo Woolner, Councillor Janine Bridges (Cabinet Member for Education and Economy) (Cabinet Representative) and Councillor Carl Edwards (Cabinet Member for the Environment) (Cabinet Representative)

### **Other Attendees**

Phil Cresswell (Director of Place, Growth and Prosperity), Julie Colclough (Governance Officer), Craig Sands (Governance Officer), Andrew Briggs (Sector Development Manager), Gerry Clarke (Strategic Manager Legal Services), James Dunn (Assistant Director - Investment, Planning and Regeneration), Harmesh Jassal (Strategic Manager - Planning Services) and Joanne Mayne (Team Manager - Planning Policy), Scott Moran (Planning Policy Officer) and Jemma March (Team Manager – Planning Policy – Newcastle-under-Lyme Borough Council).

*Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.*

### **36 APOLOGIES**

Apologies were received from Councillor Hussain and Councillor Jellyman (Cabinet Member for Regeneration, Infrastructure and Heritage).

### **37 DISCLOSURE OF INTERESTS**

Non received.

**38 STOKE-ON-TRENT AND NEWCASTLE-UNDER-LYME DRAFT JOINT LOCAL PLAN - PART ONE - STRATEGY AND POLICIES 2020**

Joanne Mayne, Team Manager Planning Policy gave an in-depth presentation which provided an update on the plan-making process for the Newcastle-under-Lyme and Stoke-on-Trent Joint Local Plan (A copy of the presentation slides are available on request). She explained that during February and March 2019, they had gone out to consultation on the preferred options which had resulted in over 820 representations making over 5000 separate points, all of which had been responded to. She referred to the progress made to date and confirmed that part 1 did not include site allocations and that this detail would be included in part 2 which was due out in Autumn 2020. She also confirmed that the vision had not changed from previously published documents but had been extended to 2037 to reflect the need for the plan to cover a 15 year period once adopted. Continuing, the Team Manager Planning Policy referred to the two Strategic Policies that were 'golden threads' throughout the plan and also to the policies that covered nine different areas. Both a policies map and the supporting documents would be developed throughout the consultation process.

**Comments and Questions from Committee Members:**

**Councillor Ashworth** referred to the two Strategic Policies and questioned where the conversation was to take place about the role, function and future of the six towns and city as a whole including Heritage and Tourism and queried whether there should be a third Strategic Policy on climate change. She believed that there was a need to have a way of consulting with the public on the vision of the city as a whole and did not think that the current documentation would work as a consultation document. The Committee heard that climate change was one of the overarching aims and that there were also policies to be included on flood risk and energy systems both of which talked about climate change. It was also presumed that the Climate Change Commission would produce a response to the consultation.

**Councillor Watson** queried where facilities such as schools and surgeries were referred to and believed that these aspects should be front and centre and highlighted that other areas and principles such as the railway were mentioned. The **Team Manager Planning Policy** explained that these elements were included at this stage within the infrastructure section and would also be included in part 2 within the detail on sites. They were currently working with education and health colleagues to gather evidence but from a planning perspective, until the site selections had taken place, the demand was unknown. The infrastructure policy outlined the expectation but did not identify individual sites. The **Director of Place, Growth and Prosperity** confirmed that they would look at making community infrastructure clearer in the documentation. However, any detailed planning matters would be looked into at the time. He commented that any new school was likely to be an Academy and therefore this would

be in consultation with education commissioners outside of strategic and spatial planning.

**Councillor Woolner** referred to Government's recent announcement on ceasing the use of petrol and diesel vehicles in 2040 and asked what the city would be doing in preparation of this, particularly for those residents who lived in terraced streets who were unable to have electric cars as they could not have a charging point installed. She felt that learning should be taken from other cities such as Budapest where they had changed street layouts in order to accommodate charging points. The **Strategic Manager Planning Services** acknowledged that further work needed to be done in respect of charging points across the city and that they would look at learning from other cities.

In response to further discussion that took place in respect of the inclusion of public services within the Local Plan at this stage, the **Director of Place, Growth and Prosperity** explained that documents such as the Local Plan supported the overarching Spatial Strategy. The ratios for specific public services would be detailed in specific planning applications and the Supplementary Planning Documents would support the Neighbourhood Plan at that time.

**Jemma March, Team Manager Planning Policy (Newcastle-under-Lyme Borough Council)** believed that a wider member consultation would be helpful moving forward to explain in more detail what could and could not be done through the Local Plan. She explained that this was the consultation stage and that there was time to shape the different policies before the final Local Plan document was approved.

In response to an update request from **Councillor Dodd** regarding the District Heat Network, the **Strategic Manager Energy and Sustainable Infrastructure** confirmed that they were currently working to deliver the second phase of the base infrastructure which they were due to complete on schedule.

With the agreement of the Committee, **Councillor Pervez** who was present at the meeting addressed the Committee. He commented that as part of the Local Plan vision on houses and jobs, schools should be integral to this. He also commented that development on greenfield and greenbelt was always contentious and queried whether this would result in Stoke-on-Trent would have a larger development allocation as it had less greenfield and greenbelt land than Newcastle. The **Strategic Manager, Planning Services** explained that colleagues in Newcastle were doing a lot of work to find land in the Borough and also talking to Neighbouring Authorities. **The Team Manager Planning Policy (Newcastle-under-Lyme Borough Council)** added that in terms of the Local Plan, it was one Plan and the Local Authorities needed to be thought of as one area. However, both Local Authorities were looking for the most sustainable areas.

The **Chair** suggested that arrangements be made for this Committee to meet with Newcastle Borough Council colleagues on an annual basis.

**Councillor Watson** indicated that although he was minded to support the recommendations to go out to consultation, he was disappointed that neighbourhood public services were not mentioned in the documentation at this stage.

The **Director of Place Growth and Prosperity** took the opportunity to inform the Committee that Joanne Mayne would soon be leaving the Authority and wished for it to be placed on record, the great work that she had done. Councillor Irving echoed the Director's sentiments and agreed that the Authority was losing an exemplary and dedicated officer.

***Agreed (i) – That the responses to the previous consultation exercise carried out on the Preferred Options Consultation Document be noted.***

***Agreed (ii) – That the presentation on the Draft Local Plan in two parts, Part 1 for Strategic and development management policies to be consulted upon in Spring 2020 and Part 2 for proposed site allocations be consulted upon in Autumn 2020 be noted.***

***Agreed (iii) – That support is given for:***

- 1. The Draft Joint Local Plan Part 1 – Strategy and Policies Consultation Document to be published for formal public consultation during Spring 2020***
- 2. That the consultation be carried out in accordance with the Statement of Community Involvement (SCI)***
- 3. That the results of the consultation exercise be reported back to the City Renewal Overview and Scrutiny Committee in Summer 2020, to inform the next stage of plan preparation (Part 2 Site Allocations) in partnership with Newcastle-under-Lyme Borough Council.***

***Agreed (iv) – That arrangements be made for a joint meeting to take place with Newcastle Borough Council on an Annual basis***

***Agreed (v) – That the Committee look to undertake further work on Heritage and Tourism and the identity/roles of the six towns.***

## **39 COMMUNITY ENERGY SCHEME: TASK & FINISH GROUP - FINAL REPORT**

Councillor Wanger, Chair of the Task and Finish Group for the Community Energy Scheme introduced the Task and Finish Group's final report. He explained that overall, the scheme had looked to be a really good scheme with the Panel's helping to create a greener environment and residents getting discounted electricity bills.

However, when the installation of the panels had commenced, he had begun to receive complaints from residents about different aspects of the scheme and that the topic had been high on the agenda with residents at election time. The Chair further explained that the Task and Finish Group had taken a phased approach with their review, meeting separately with Officers, complainants, Solarplicity and Officers again. The review had been in-depth resulting in the Task and Finish Group making a number of recommendations. He commented on the number of properties that had had Panels installed and the number of complaints he believed had been made.

Councillor Pervez, a member of the Task and Finish Group also addressed the Committee. He stressed the importance of managing resident's expectations in undertaking the review in that the role of the Task and Finish Group was not a Court trial. Given the strength of feeling from the public, the Group had taken evidence from the different parties and noted the issues and made a number of recommendations. He believed that the principles of the scheme were sound and that the problems had arisen with the implementation. He explained that as part of the review, the Group had looked at how Solarplicity had been procured. They had been informed that the scheme was voluntary with no-one obligated to have the Solar Panels and there was also no target figure for the number of installations. However, the Task Group were also aware of numerous complaints on how the contract had been sold including residents not knowing that the scheme was voluntary, signatures allegedly copied and residents not knowing that they would be tied into the contract for 25 years. He therefore believed that there was a question over the contract and that the Local Authority needed to look at how the situation could be resolved. Councillor Pervez further commented that was nothing in the contract with Solarplicity to say that Panels would be fitted to empty properties and that the Task and Finish Group were concerned about why this was happening. Empty properties were allocated based on need and therefore the future residents of the property should not have to be tied into a 25 year contract with a private company. He also questioned the value for money aspect for some residents as during the evidence gathering, the Task and Finish Group had been made aware that those residents with Solar Panels were not then eligible for Winter Fuel allowance. Other complaints from residents included issues with contacting Customer Services as Solarplicity had gone into liquidation, a partnership then developed with Toto before OFGEM appointed EDF to take over the accounts. However, at the time residents had been left not knowing who their grid supplier was and when they would be billed. In some instances, residents had not been billed for months and then suddenly received a large bill.

#### **Comments and Questions from Committee Members:**

**Councillor Edwards, Cabinet Member for the Environment** confirmed that in respect of the number of complaints, the City Council had received 54 complaints about the Community Energy Scheme.

**Gerry Clarke, Strategic Manager Legal Services** reported that there were specific provisions within the contract that if there were breaches or mis-selling, the Council would have the right to terminate the contract. He confirmed that to his knowledge, none of the complaints received on mis-selling had gone through the courts and the contracts overturned. However, he was aware of one case that had been taken to the Ombudsman but the determination did not rule that the contract had been mis-sold but said 'if what you are saying is true, then you have been mis-sold'.

**Councillor Pervez** commented that if this was merely a private scheme and the council had not been involved then it would be a private matter. However, this was a scheme that the council procured and therefore questioned if it was right for council to back away. The **Strategic Manager Legal Services** confirmed that Officers had held a number of meetings with residents and Solarplicity but the financial consequences of acting without definite proof could cost the Local Authority a great deal of money.

**Councillor Woolner** confirmed that as a member of the Task and Finish Group, she had heard evidence from all parties and indicated that some of the comments made to Solarplicity had been acted upon. However, they had not made all of the changes that residents wanted. She went on to refer to the fitting of Panels on empty houses and commented that because of the halt put on installations whilst the review took place, it now looked like the Council were trying to recoup the numbers through void properties. She further commented that although this would not make a difference to where people were on the housing waiting list, it would make a massive difference to how long people waited if they did not want a property with Solar Panels already fitted. The **Strategic Manager Legal Services** stressed that the inclusion of void properties was not to recoup any costs but was to compensate Solarplicity for the pause/delay in the contract which was a voluntary arrangement as the City Council had no right to ask Solarplicity to stop promoting the scheme. **Andrew Briggs, Strategic Manager Energy and Sustainable Infrastructure** confirmed that there were approximately 30 void properties per week and 11 of these were offered to Solarplicity.

**Councillor Ashworth** expressed her view that residents were in unequal power relationships and that Solarplicity had rested on the good laurels of the Local Authority to get into resident's homes. She asked (i) what the Local Authority was going to say to the people who thought they had been mis-sold and (ii) the number of people that had refused a void property with Solar Panels, how many of these had been bungalows and what had happened to these people. She also questioned what checks the council had done to ensure that residents would save money if they took part in the Community Energy Scheme.

**Councillor Irving** moved the recommendations of the report and an additional recommendation 'Having noted that solar panels will be installed on up to circa 240 void Council properties, and having received complaints from potential tenants of such properties, Members still have concerns and therefore recommend to Cabinet that



Cabinet review the position with a view to this practice ceasing'. This was seconded by Councillor Woolner.

In response to a request from **Councillor Ashworth** to move a further additional recommendation in respect of the Council providing advice and a support structure for those that think they are mis-sold, the **Strategic Manager Legal Services** advised that as a motion had already been moved and seconded, there was a requirement for this to be voted upon first.

**Councillor Pervez** suggested that Councillor Ashworth's recommendation be put forward as a recommendation from the Committee outside of the Task and Finish Group's recommendations.

**Councillor Edwards, Cabinet Member for the Environment** took the opportunity to thank everyone who had been involved in the review and believed that the report was fair and balanced. He confirmed that the recommendations would be given the serious consideration that they deserved.

***Agreed (i) – That the Committee accept the recommendations of the Community Energy Scheme Task and Finish Group report with the addition of the following recommendation (recommendation 10) and refer the report to the Cabinet for consideration:***

***Recommendation 10 'Having noted that solar panels will be installed on up to circa 240 void Council properties, and having received complaints from potential tenants of such properties, Members still have concerns and therefore recommend to Cabinet that Cabinet review the position with a view to this practice ceasing***

***Agreed (ii) – That this Committee recommends that Cabinet review the approach of support given by the Council to those that feel they have been mis-sold.***

COUNCILLOR LEE WANGER (CHAIR)

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## **CORPORATE SERVICES OVERVIEW AND SCRUTINY COMMITTEE**

Minutes of a meeting of the Corporate Services Overview and Scrutiny Committee held at the Civic Centre, Glebe Street, Stoke-on-Trent on Wednesday, 15 January 2020

### **Present**

Councillor Mohammed Pervez (Chair), Councillor Jane Ashworth OBE, Councillor Jean Bowers, Councillor Lilian Dodd, Councillor Paul Shotton, Councillor James Smith and Councillor Lee Wanger

### **Other Attendees**

Councillor Abi Brown (Cabinet Member for Corporate Resource, Strategy and Partnerships) Nick Edmonds (Assistant Director - Finance (Section 151)), Paul Baddeley (Scrutiny Officer), Paul Edmondson-Jones (Director of Adult Social Care, Health Integration and Wellbeing), James Doble (Assistant Director - Governance), Neil Mason (Assistant Director - ICT, Customer Services, Libraries, Museums and Culture), Kerry Cartlidge (Strategic Manager - Financial Strategy and Business Partnering), Ed Pilmore (Strategic Manager Human Resources), Naomi Wood (Strategic Manager Human Resources) and Julie Colclough (Governance Officer)

*Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.*

## **26 APOLOGIES**

Apologies were received from the Vice-Chair (Councillor Kelsall), Councillors Ashworth, C Beardmore, and Councillors L Beardmore, Cabinet Member for Sport, Leisure and Culture and Conteh, Cabinet Member for Communities and Safer City.

## **27 MINUTES OF PREVIOUS MEETINGS (26/09/19 AND 7/11/19)**

***Agreed – That the minutes of the previous meetings of the Corporate Services Overview and Scrutiny Committee held on 26 September 2019 and 7 November 2019 be agreed as a true and correct record of the proceedings.***

## **28 DISCLOSURE OF INTERESTS**

Councillors J Bowers, Dodd and Smith declared a Personal Interest in Agenda Item 8 (Clause 33 refers) 'Budget Consultation 2020/21' as they have a family member who works for the Local Authority.

**29 STRATEGIC MEASURES 2019/20 - QUARTER 2**

This report, which provided an update on the Council's Strategic Measures as at the end of Quarter 2 was introduced by Councillor Brown, Cabinet Member for Corporate Resource, Strategy and Partnerships.

**Comments and Questions from Committee Members:**

The **Chair** commented on the new presentation format for the measures and proceeded to ask a number of questions on the summary document, namely in respect of eligible residents receiving an NHS Health Check; jobs created and safeguarded; and homes bought back into use. He explained that as the information had been presented to this Committee, he wished to ask questions on the Measures as he was not necessarily a member of the Committee whose remit those measures were under. The **Assistant Director - Finance (Section 151)** confirmed that although the format had changed, the narrative in respect of each particular measure had been included on the scorecard and that as before, the relevant measures would be reported to the relevant committee. The challenge of asking questions on the measures outside of the remit of this Committee meant that the right officers were not necessarily present to enable those questions to be answered.

The **Chair** referred to the measure on Voter Registration and asked how many people that were actually eligible to vote were registered as he was aware of residents that should be on the register but who were not. The **Monitoring Officer** confirmed that it was a fineable offence not to register if eligible and that 94% of properties had responded to the 2018 Electoral Registration Canvass. He reported on work being done nationally by the Electoral Commission and also a pilot project that this Local Authority would be participating in with Cabinet Office to quantify the number of eligible voters verses those that were on the Electoral Register.

In response to a request for further information on Business Rates Growth, the **Assistant Director - Finance (Section 151)** confirmed that the figures included within the report were the net figure and excluded any business rate reliefs. He explained that broadly, growth was in the region of circa £1 million per year, of which this Local Authority received 49%.

The **Chair** asked questions regarding Council Tax arrears. The **Assistant Director - Finance (Section 151)** confirmed that the report only contained the in-year position. However, details of historic debt could be provided at any time. Hardship Relief was still available under strict criteria that was set out in Policy.

The **Chair** referred to the proportion of spend with local businesses which was down from 2017/18 and questioned the reasons for this. He also asked if there was any

appetite for more contracts to be delivered in-house and felt that there should be a review. The **Assistant Director - Finance (Section 151)** explained that performance could be subject to the types of contracts awarded and the timelines of these. Furthermore, the Procurement and Commissioning Teams had now been brought back together. The **Cabinet Member for Corporate Resource, Strategy and Partnerships** added that there were also contracts awarded just outside of the city and therefore not included in the figures but likely to include Stoke-on-Trent residents such as the NHS Contract which had Newcastle as its base location. She also commented on the need to engage with local businesses to show that the City Council was interested in working with them and that she would be refreshing the conversation with the Chamber of Trade in this regard.

**Councillor J Bowers** expressed the wish to see more targets included within the measures where possible.

The **Chair** referred to Contact Centre accessibility which he believed also linked to the 2020/21 budget proposal to review Local Centres as this included a reduction in staffing numbers which he felt would have a knock-on effect. He referred to the budget proposal in the previous year which had resulted in redundancies at the Contact Centre and asked whether the Quarter 2 call waiting data covered the period following this reduction in staffing. The **Assistant Director ICT, Customer Services, Libraries, Museums and Culture** reported that there had been a reduction of 10 staff at the Contact Centre and that the Local Centres primarily dealt with face to face contacts. He did not expect that the changes that had already taken place or were planned would have an impact on members of the public being able to contact the council.

The **Committee** went on to discuss in-depth the call waiting times for the Contact Centre and believed that there was a significant difference in the times reported and their own experiences and reports from members of the public. Councillor J Bowers informed the Committee that the City Independent Group had done its own research by calling the Contact Centre at different times and that on a number of occasions they had given up and ended the call when they had been waiting 30 minutes or more. The **Assistant Director ICT, Customer Services, Libraries, Museums and Culture** confirmed that the waiting times were the average waiting times for the quarter and that the call statistics were monitored on a regular basis and were monitored from when the call first connected. He acknowledged that at peak times there could be long waiting times and that at known times such as between April and May, additional staff were put in. He confirmed that within the last 5 years there had only been a few official complaints received in respect of call waiting times. They had previously trialled technology to inform the caller of the wait time and to give them the option of being called back. However, there had been very little take-up. The **Cabinet Member for Corporate Resource, Strategy and Partnerships** added that as the relevant Cabinet

Member she had always made the offer for any member to report the specific instances when they had had difficulty getting through to the Contact Centre so that these calls could be traced.

The **Chair** commented that a lot of people used Local Centres and queried where they would go if the Centres closed. The **Cabinet Member for Corporate Resource, Strategy and Partnerships** gave assurances that the proposed reduction in staffing was from across all Centres and that they would not be closing the busiest centres.

***Agreed – That the Committee notes the performance information for the Council's Strategic Measures under the remit of this Committee as at the end of Quarter 2 2019/20***

### **30 FINANCIAL PERFORMANCE 2019/20 - QUARTER 3**

The Assistant Director - Finance (Section 151) introduced this report which summarised the financial position of the services under the remit of this committee and included details of the variances to budget and the mitigating actions taken, a summary position of the 2019/20 saving proposals under the remit of this Committee and the overall financial position of the city council.

#### **Comments and Questions from Committee Members:**

The **Chair** commented on the challenges within the Children and Family Services Directorate and the significant pressures on the budget. The **Assistant Director – Finance (Section 151)** confirmed that there was a clear plan on how to redress the challenges as the numbers of children in care continued to rise. He explained that all cases had been reviewed and some placements had been reallocated. The **Cabinet Member for Corporate Resource, Strategy and Partnerships** added that the number of children in care had started to stabilise over the past few weeks. She commented on the need for more Foster Carers in the city as the right place for a child was with a family. She confirmed that the authority was working with multiple partners on multiple facets such as with Essex County Council on culture and Stockport Metropolitan Borough Council on Auditing and Quality of Practice. A new Director of Children and Family Services had now been appointed and the two Assistant Director posts were currently out to advert. She went on to comment that the authority had received an increased settlement from Government and an element for Children and Young People. However, Stoke-on-Trent was not the only Local Authority with pressures on their Social Care budgets.

***Agreed – That the report be noted.***

**31 STRONGER TOGETHER ANNUAL DELIVERY PLAN 2019/20 MID-YEAR PROGRESS REPORT**

Councillor Brown, Cabinet Member for Corporate Resource, Strategy and Partnerships introduced this report which provided an update on the actions contained within the Stronger Together Annual Delivery Plan 2019/20 and a mid-year status update regarding implementation.

**Comments and Questions from Committee Members:**

The **Chair** referred to action 3.1 under the priority 'Work with residents to make our towns and communities great places to live'. He questioned why the action to ensure that the city was clean, well maintained, with high quality green spaces and parks was no longer to be delivered as a clean city was a basic requirement. The **Cabinet Member for Corporate Resource, Strategy and Partnerships** explained that the aim of the actions was to deliver on aspects above operational requirements and with the current budgetary pressures facing the council questioned whether it was right to challenge officers over and above what was already a good service. She believed that the document had become a prospectus of projects rather than a Delivery Plan.

*Agreed – That the report be noted.*

**32 STRONGER TOGETHER VISION**

Councillor Brown, Cabinet Member for Corporate Resource, Strategy and Partnerships presented the strategic vision for the council over the period 2020 to 2024.

**Comments and Questions from Committee Members:**

Councillor Shotton queried whether the services delivered by the council would be more demand driven. He gave an example of the street cleaning service which was currently a scheduled service and did not seem to take account that some areas would benefit from more frequent visits from the team than others. The Cabinet Member for Corporate Resource, Strategy and Partnerships confirmed that proposals on locality working and a more demand led service would be coming forward in the future.

In response to a comment from the Chair regarding Elected Member input in respect of ward budgets, the Cabinet Member for Corporate Resource, Strategy and Partnerships confirmed that she appreciated and valued the input from Scrutiny on such matters.

*Agreed – That the report be noted.*

**33 BUDGET CONSULTATION 2020/21**

Nick Edmonds, Assistant Director – Finance (Section 151) gave an overview of the general fund revenue budget and capital investment proposals with specific reference to the proposals under the remit of this committee. He confirmed that the launch of the budget proposals had taken place on 6 January 2020 and consultation would continue until 19 February 2020 as there was a legal requirement for the City Council to set a balanced budget by 11 March 2020. The Government had confirmed a one-year settlement for 2020/21 before moving to a longer term outlook from 2021/22. He added that that total financial savings for 2020/21 was circa £9.2m which included savings and council tax.

The Committee proceeded to go through each of the budget savings and Capital investment proposals that were within the Committee's remit.

- VS10-2021 - Charges for a corporate appointeeship service will be introduced.

The Committee heard that there were currently 333 Service users of the appointeeship service, of which 215 lived in the community and 118 were in residential care. In response to questioning, the Committee were assured that matters such as the cost of raising the charge, and a possible reduction in the number of users if a charge was introduced, had been taken into account in the savings calculation. The committee were concerned about the affordability of the charges and how they might impact vulnerable residents. It was suggested that as a 'caring' council this did not seem to be the right thing to do. Concerns were also expressed as to where residents would go for this support should they choose not to continue receiving this service from the council.

***Agreed – That the savings proposal be noted.***

- CMS09-2021 – Review of grants to cultural organisations.

The Committee heard that discussions had taken place with the three organisations, all of whom accepted the proposal but questioned why a new Grant Funding Pot was being proposed. It was explained that it was about providing smaller organisations with support to get them to a position whereby they were able to bid for other funds. The Grant Funding Pot was different to the Community Investment Fund (CIF) in that the CIF was capital monies and the Grant Funding Pot was revenue funding.

***Agreed – That the savings proposal be noted.***

- CS02-2021 – Review of terms and conditions across the council

The HR Business Manager reported on the National Joint Council (NJC) arrangements and Parts 2 and 3 under the Single Status Agreement. The Committee discussed at length the specific allowances and enhancements that were under re-examination and also the two proposals that had been submitted by the Trade Unions, namely ceasing the use of consultants and a review of overtime. The Committee believed that overtime payments could be open to abuse and were assured that a line by line review was to be



undertaken and that Managers had already been asked to provide a full breakdown of the overtime payments. The Committee felt strongly that the proposal would impact on the goodwill of staff leading to jobs not getting done as there were many instances where weekend working was required. They also believed that the proposal would mainly affect the lowest paid and suggested that other areas could be looked at to make the savings such as procurement and using furniture that was in storage rather than buying new.

***Agreed – That the savings proposal be noted.***

- CS03-2021 – Restructure of Revenue and Benefits Service

The Committee believed that the number of posts affected was significant in the context of supporting communities and went against the Welfare Reform recommendations. The Assistant Director - Finance (Section 151) explained that 4 of the posts had been vacant for some time and that there had been a reduction in workload relating to overpayments as people moved over to Universal Credit. A Universal Support Officer was also to be retained and a Courts and Appeals Officer post was to be created together with a regrading of posts across the team.

***Agreed – That the savings proposal be noted.***

- CS04-2021 – A Restructure of Financial Assessments and review of service delivery

***Agreed – That the savings proposal be noted.***

- CMS10-2021 – Review of Local Centres

Councillor Shotton referred specifically to Fenton Local Centre which had already closed and felt that the way that the initial consultation had taken place had been disingenuous as it had been undertaken on the basis that if the building closed to allow redevelopment of the site, a facility would be provided at the Town Hall, it was not about ceasing the service in Fenton altogether which was now the case. The Committee questioned the impact on the Contact Centre and heard that staff worked on a rota basis. The Committee were advised that 70% of the transactions at Local Centres were payments. The Chair expressed concerns around residents losing face to face contact with council officers and when long call times are factored in then it would make it difficult for residents to contact the council in a timely way. Loss of footfall in town centres was also an issue for members and the Chair commented that this went against the motto of 'equal respect for all towns'.

***Agreed – That the savings proposal be noted.***

- CMS11-2021 – Review of library service provision

The Chair questioned the opening of a library in Trentham whilst closing another library facility in Meir. The Cabinet Member for Corporate Resource, Strategy and Partnerships advised that Trentham library was a community facility on the school site and was managed by the community itself. Furthermore, officers were looking to relocate Meir library to Meir Education Centre and that there was on-going dialogue with the

community as there was a wish to replicate what was already being done but in a more sustainable environment.

***Agreed – That the savings proposal be noted.***

**34 HEALTH, SAFETY AND WELLBEING PERFORMANCE UPDATE**

James Doble, Monitoring Officer suggested due to the time constraints of this meeting, he email the Committee a commentary on the report and that increased data be included in the next update report to the Committee.

***Agreed – That the Assistant Director Governance provide a commentary on this report.***

**35 WORK PROGRAMME**

The Chair, Councillor Pervez introduced the Work Programme which included the topics under consideration by the Committee and the reports scheduled for future meetings.

***Agreed – That the report be noted.***

COUNCILLOR MOHAMMED PERVEZ (CHAIR)

## **CORPORATE SERVICES OVERVIEW AND SCRUTINY COMMITTEE**

Minutes of a meeting of the Corporate Services Overview and Scrutiny Committee held at the Civic Centre, Glebe Street, Stoke-on-Trent on Thursday, 12 March 2020

### **Present**

Councillor Mohammed Pervez (Chair), Councillor Jane Ashworth OBE, Councillor Craig Beardmore, Councillor Lilian Dodd, Councillor James Smith and Councillor Lee Wanger

### **Other Attendees**

Councillor Abi Brown (Cabinet Representative), Nick Edmonds (Assistant Director - Finance (Section 151)), James Doble (Assistant Director - Governance), Neil Mason (Assistant Director - ICT, Customer Services, Libraries and Museums), Clare Potts (Strategic Manager - Audit and Fraud), Emma Rodgers (Strategic Manager – Communications and Marketing), Julie Colclough (Scrutiny Support Officer) and Angela Gardner (Governance Officer)

*Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.*

### **36 APOLOGIES**

Apologies were received from Councillor Rachel Kelsall (Vice-Chair), Councillor Jean Bowers, Councillor Paul Shotton and Councillor Lorraine Beardmore, Cabinet Member for Sport, Leisure and Culture and Councillor Randolph Conteh, Cabinet Member for Communities and Safer City.

### **37 MINUTES OF LAST MEETING (15/01/2020)**

***Agreed – That the minutes of the last meeting of the Corporate Services Overview and Scrutiny Committee, held on 15 January 2020, be agreed as a true and correct record of the proceedings.***

### **38 DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

### 39 PRESENTATION - THE WORK OF AUDIT AND FRAUD

The Strategic Manager – Audit and Fraud attended the Committee to present information on the work of the Internal Audit and Corporate Fraud team to further the Committee's understanding of the areas of work undertaken by this service. (A copy of the presentation is available on request).

The main functions of the Internal Audit team were outlined as follows:

- To carry out planned audits.
- To process requests for unplanned work.
- To undertake grant work which would lead to certification / declarations required by funding bodies.
- To provide advice on Financial Regulations and controls.
- To maintain a database of reports and recommendations made in audit reports.
- To undertake verification of recommendations implemented.
- To include third party reports, such as Ofsted, within the database.

The main functions of the Corporate Fraud team were outlined as follows:

- To investigate criminal cases through to prosecution.
- To carry out joint investigations with HR.
- To investigate instances of fraud referred to the team; mainly via the on-line form or telephone hotline.
- To raise awareness of key fraud risks across the Council.
- To undertake proactive work based on fraud landscape.

#### Comments and Questions from Committee Members:

The **Chair** referred to the definition of internal audit; "Internal auditing is an independent, objective assurance and consulting activity designed to add value to and improve an organisations' operations". He asked how the team could be truly independent when reporting to an officer at the City Council. The **Strategic Manager – Audit and Fraud** explained that although she did report to the Section 151 officer she also had a direct reporting line to the City Director. She also had the option to take any issues to external audit if she had any serious concerns. The **Assistant Director – Finance (Section 151)** advised that the Governance Statement was signed off annually by external audit and the Chartered Institute of Public Finance (CIPFA) had recently undertaken a review of the internal audit service.

**Councillor Wanger** asked if there were external independent people appointed to the Audit Committee. The **Strategic Manager – Audit and Fraud** confirmed that there were not however this was an option that could be considered in the future.

**Councillor Dodd** asked if the city council provided an external consultancy service. The **Strategic Manager – Audit and Fraud** confirmed that they did, providing a service to Newcastle-under-Lyme Borough Council and others. The **Chair** asked if the service had enough capacity to undertake external work to which the **Strategic Manager – Audit and Fraud** confirmed that they did.

In response to a question from **Councillor Wanger** with regards to the opinions of good, satisfactory, marginal, unsatisfactory and unsound, the **Strategic Manager – Audit and Fraud** advised that it was very rare that an audit was undertaken with no recommendations being put forward, however any recommendations had to add value.

The **Chair** asked if the findings of the Internal Audit team were presented to the Audit Committee and asked if elected members could request that investigations be undertaken if they had concerns with regards to a particular area of work. The **Strategic Manager – Audit and Fraud** confirmed that a summary all findings were submitted to the Audit Committee on a quarterly basis. Service managers could be requested to attend which was a good opportunity for elected members to challenge. The **Assistant Director – Finance (Section 151)** asked that elected members approach either himself or the Strategic Manager – Audit and Fraud if they had any concerns with regards to a service area.

The **Chair** asked if the Corporate Fraud team was mainly proactive or reactive in regards to housing tenancy fraud. He also asked if there was a mechanism to check that the team was carrying out enough enforcement in this area. The **Strategic Manager – Audit and Fraud** advised that the team did both proactive and reactive work. Benchmarking was carried out with other local authorities and the city council was usually above average in terms of number of cases identified or investigated. The **Assistant Director – Finance (Section 151)** also explained that the 27 housing tenancy fraud cases were ones that had been identified, investigated and found to be a fraud case. He also referred to a national fraud initiative that was now being used to proactively identify fraud.

The **Chair** referred to complaints that came into the authority via the Customer Feedback team. He asked how often these types of complaints were referred to the Corporate Fraud team for investigation. The **Strategic Manager – Audit and Fraud** stated that she was confident that any complaints that came in via this route were fully investigated. She could not however guarantee that all relevant complaints were passed on to her team as this was not her service area. The **Assistant Director – ICT, Customer Services, Libraries and Museums** agreed to test this and report back to the Committee. The **Assistant Director – Finance (Section 151)** advised that the Whistleblowing Policy gave clear direction as to where officers should direct fraud allegations. The **Chair** suggested that the Whistleblowing Policy be submitted to a future meeting of the Corporate Services Overview and Scrutiny Committee which was agreed.

**Agreed (i) – That the presentation be noted.**

***Agreed (ii) – That the Whistleblowing Policy be submitted to a future meeting of the Corporate Services Overview and Scrutiny Committee.***

#### **40 PRESENTATION - THE WORK OF PR AND COMMUNICATIONS**

The Strategic Manager – Marketing and Communications attended the Committee to present information on the work of the PR and Communications team to further the Committee's understanding of the areas of work undertaken by this service. (A copy of the presentation is available on request).

Councillor Lilian Dodd, as the Lead Committee Member for this topic, explained that she had spent time with the team to understand more about what they did and had been pleasantly surprised with the scope of the work.

The main functions of each of the teams were outlined as follows:

- To provide strategic communications advice
- Marketing campaign development and delivery
- Marketing services for traded services
- Branding
- Multi-platform advertising
- Digital services including on-line services such as web, email (including a number of e-newsletters) and social media
- Internal communications and change communications
- External communications including media, stakeholder communications and elements of public affairs
- Reputational management
- Translation and interpretation services
- Graphic design and the management of a supplementary framework agreement
- Event delivery and support
- Sell services externally

The overall aims of the service were to protect and enhance the reputation of the council, help reinforce the value for money provided by the council, keep people informed and demonstrate how people could influence decision making.

Case studies explaining the work of the function were shared.

#### **Comments and Questions from Committee Members:**

**Councillor Wanger** asked why public notices were still being published in the local newspaper at great expense to the local authority. The **Strategic Manager – Marketing and Communications** explained that the city council had previously taken part in a pilot with regards to this and a submission had been put to government to amend this legal requirement; unfortunately, it had never changed. The **Assistant Director – Governance**

further explained that government had received a massive backlash from newspapers, because of the loss of revenue that this change would cause, and therefore no further action had been taken. The Strategic Manager – Marketing and Communications agreed that this was being re-considered by the Local Government Association.

**Councillor Ashworth** commented that approximately 30% of people living in the north of the city had no access to digital media and therefore were unaware of issues in their local area. She asked how the local authority communicated with these constituents. The **Strategic Manager – Marketing and Communications** confirmed that a strategy was currently being developed to try to address these issues. Officers worked with local organisations to try and understand an area and use the appropriate media.

The **Chair** commented that press releases were very often attributed to a 'council spokesperson', especially in relation to negative news, which he believed was not open and transparent. The **Strategic Manager – Marketing and Communications** advised that in certain circumstances, such as the purdah period or when elected members could not be contacted by a deadline, then the term 'council spokesperson' would be used. She agreed to look into this further.

***Agreed – That the presentation be noted.***

#### **41 WORK PROGRAMME**

The **Chair, Councillor Pervez**, introduced the Work Programme which included the topics under consideration by the Committee and the reports scheduled for future meetings.

Contact Centre – The **Chair** suggested that arrangements be made for the Committee to visit the contact centre on 30 April 2020. Agreed.

Elected Member Support - The **Assistant Director – Governance** advised that the recent restructure of the Member, Governance and Civic Support team meant that this topic would not be ready for several months. It was agreed that this topic remain on the work programme.

The Chair asked that the Whistleblowing Policy be submitted to the meeting scheduled for 30 April 2020. Agreed.

***Agreed – That the work programme be updated as agreed.***

COUNCILLOR MOHAMMED PERVEZ (CHAIR)

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