

Dear Members

Economic Development and Planning Scrutiny Committee

A meeting of the Economic Development and Planning Scrutiny Committee will be held in the **Craddock Room, Civic Centre, Riverside Stafford** on **Tuesday 8 February 2022 at 6.30pm** to deal with the business as set out on the agenda.

Please note that this meeting will be recorded.

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



Head of Law and Administration

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE

8 FEBRUARY 2022

Chair - Councillor W J Kemp

A G E N D A

- 1 Minutes of 14 December 2021 as previously published on the Council's website.
- 2 Apologies
- 3 Public Question Time - Nil
- 4 Councillor Session - Nil
- 5 Members' Items - Nil
- 6 Called In Items - Nil

	Page Nos
7 Officers' Reports	
ITEM NO 7(a) Section 106 Agreements - Update	?? - ??
HEAD OF DEVELOPMENT	
ITEM NO 7(b) Quarter 3 Performance Reporting	?? - ??
CORPORATE BUSINESS AND PARTNERSHIPS MANAGER / INTERIM HEAD OF FINANCE	
ITEM NO 7(c) Work Programme - Economic Development and Planning Scrutiny Committee	?? - ??
HEAD OF LAW AND ADMINISTRATION	

Membership

Chair - Councillor W J Kemp

C A Baron	W J Kemp
J A Barron	P A Leason
B M Cross	D McNaughton
A S Harp	M Phillips
E G R Jones	M J Winnington

Cabinet Members:-

Councillor F Beatty - Economic Development and Planning
Councillor J M Pert - Community and Health

ITEM NO 7(a)

ITEM NO 7(a)

Report of:	Head of Development
Contact Officer:	Alex Yendole
Telephone No:	07800 619530
Ward Interest:	All
Report Track:	Econ Dev and Plg 08/02/2022 (Only)

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE

8 FEBRUARY 2022

Section 106 Agreements - Update

1 Purpose of Report

- 1.1 To provide an update on the Section 106 agreements process and securing developer contributions for key projects across Stafford Borough, including key information from the Infrastructure Funding Statement published in December 2021. The paper also updates Members on work undertaken to ensure there is additional capacity in place within the Strategic Planning and Placemaking Team to enable the necessary professional input into the development of new leisure and environmental projects, with a particular focus on delivering smaller scale open space projects funded by s106 monies.

2 Recommendation

- 2.1 That the content of this report at Committee be noted.

3 Relationship to Corporate Priorities

- 3.1 Work of the Strategic Planning and Placemaking Team supports delivery of the Corporate Business Plan's vision 2021-2024, in particular the key objectives:

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

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

“To continue work towards our Climate Change and Green Recovery objectives, integrating them into our activities and strategic plans”

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

4 Details

- 4.1 A key role that the Strategic Planning and Placemaking team undertakes is the monitoring and compliance of s106 planning obligations as well as project delivery, with further details in **APPENDIX 1** and **2**.
- 4.2 Over recent months a number of ‘behind the scenes’ updates have occurred, specifically:
- Leisure Policy and Implementation Officer in post since October 2021;
 - Ongoing work with legal and Development Management to compile a list of Section 106 agreements, all of which will then need to be recorded on Uniform to create a definitive list of applications with associated agreements;
 - Drafting the legal protocol to facilitate Section 106 monies being transferred to 3rd parties in order to deliver schemes of less than £50,000;
 - A Project Initiation Document has been created for internal officer use;
 - Exacom software:
 - Update to the system’s software
 - 4 members of the Strategic Planning and Placemaking team are now trained to use the software
 - Data inputting of Section 106 into Exacom has commenced, starting with those agreements signed between 1 April 2020 and 31 March 2021
- 4.3 The team have also complied this year’s mandatory annual Infrastructure Funding Statement for the period 1 April 2020 to 31 March 2021. This report sets out monies collected and spent on projects, including the following key headline information agreed for this period:
- A total of £248,465.10 Section 106 monies secured this year;
 - 24 affordable housing units secured;
 - A total of £555,566.98 have been received in financial contributions and 102 affordable housing units have been delivered in the financial year.
 - A total of £119,867.33 have been spent on various projects in the financial year.
 - A total of £4,604,617.58 remains unspent. Of this:
 - £1,401,016.94 are allocated to projects; and
 - £3,203,600.64 remain within the project pipeline.
- 4.4 It should be noted that whilst work has been progressing on advancing the process for collecting, monitoring and allocating financial contributions from existing and future Planning Obligations, this work is cross departmental and is having to be incorporated into other priorities.

- 4.5 Turning to project delivery relating to Section 106 monies received by the Council for the environment and leisure projects, officers are aware that Members have a range of potential projects which may be suitable for S106 monies. At present these projects are being delivered in chronological order however officers would welcome further information about potential projects, allowing them to be considered as part of the future project list. Officers from the Strategic Planning and Placemaking Team will be contacting all Members in wards where S106 funding is in the future project pipeline to seek further information to demonstrate the case for potential projects so they can assess their eligibility for s106 funding and to inform prioritisation of the future project list.
- 4.6 It should be noted that the Section 106 is a legal agreement between the Council and the developer and it outlines the planning obligations relevant to a particular development. The Council currently secures all planning obligations from developers through the S106 process. Any planning obligations required from a developer through a Section 106 agreement has to fulfil three statutory tests:
- Necessary to make the development acceptable in planning terms;
 - Directly related to the development; and
 - Fairly and reasonably related in scale and kind to the development.
- 4.7 The S106 agreement is made up of a number of schedules which detail the developer's obligation in relation to the following, and any monies received must be spent in relation to these projects:
- Highways
 - Education
 - Sports and Recreation Contributions
 - Open space contributions
 - Affordable Housing
 - Cannock Chase Special Area of Conservation
 - Biodiversity

5 Implications

5.1	Financial	None identified.
	Legal	None identified.
	Human Resources	None identified.
	Human Rights Act	None identified.
	Data Protection	None identified.
	Risk Management	None identified.

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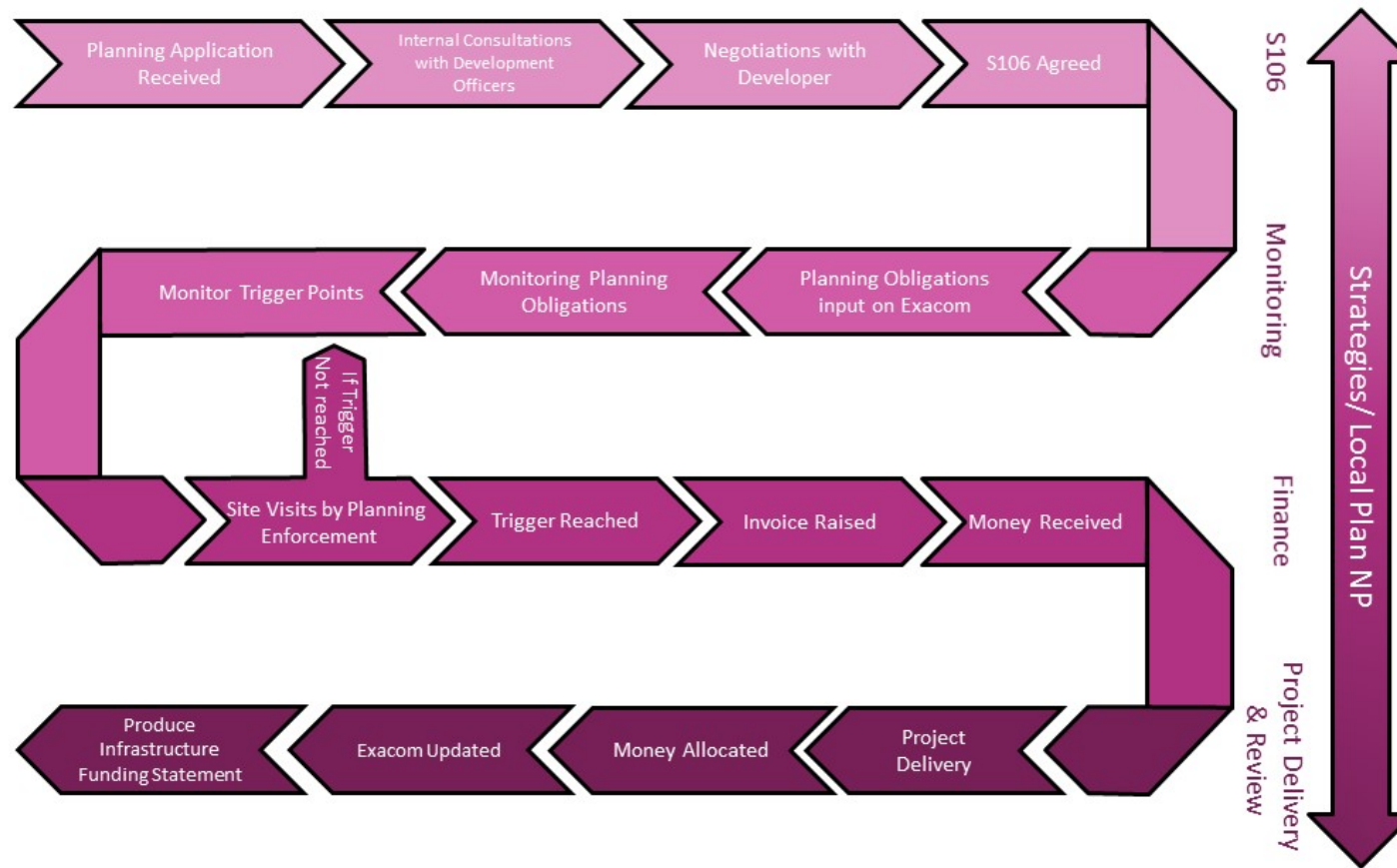
Previous Consideration - Nil

Background Papers - File available in Development
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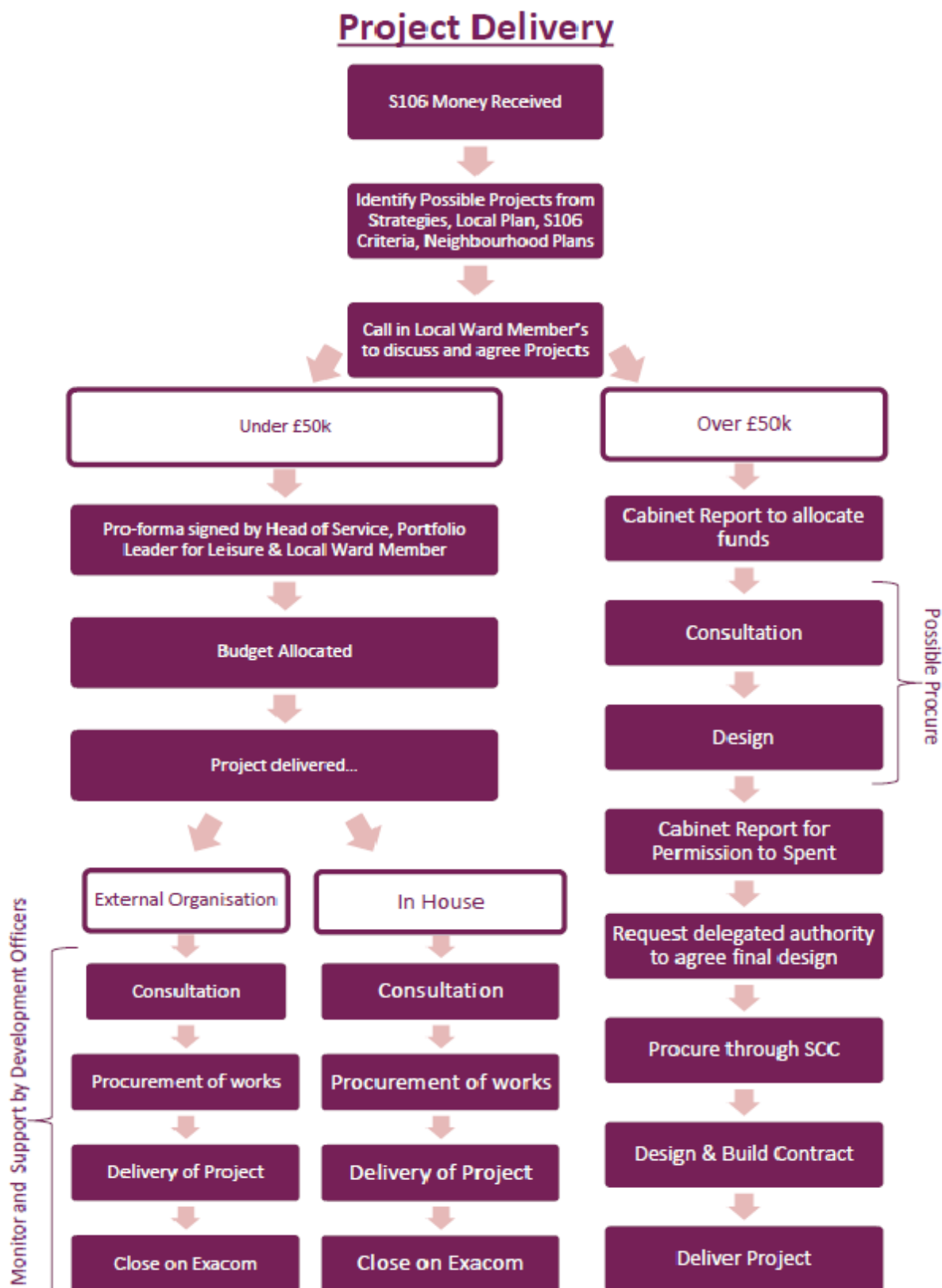
APPENDIX 1

Section 106 Agreement Porcess Flowchart

S106 Process



Section 106 Agreement Project Delivery Process



ITEM NO 7(b)

ITEM NO 7(b)

Report of:	Corporate Business and Partnerships Manager
Contact Officer:	Tracy Redpath
Telephone No:	01785 619 195
Ward Interest:	Nil
Report Track:	Econ Dev and Plg 08/02/2022 (Only)

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE
8 FEBRUARY 2022
Quarter 3 Performance Reporting

1 Purpose of Report

- 1.1 To provide an update to members regarding performance reporting for Quarter 3 2021 - 2022 for Economic Development and Planning Scrutiny Committee.

2 Recommendation

- 2.1 That the information is noted.

3 Key Issues and Reasons for Recommendation

- 3.1 The performance reporting for Quarter 3 2021 - 2022 for the Economic Development and Planning Scrutiny Committee is detailed in the **APPENDIX**.
- 3.2 The Economic Growth team have continued to support local businesses by assessing and paying Business Support Grants, with support still available for business start-ups, rural 'business to business' funding and hospitality and leisure grants.
- 3.3 Caseloads for the Development Management Team continue to remain higher than pre-pandemic levels with another surge in new householder applications. All existing posts are currently covered plus additional resources within the validation team to ensure that performance is maintained.

4 Relationship to Corporate Business Objectives

4.1 Performance reporting interlinks with all corporate business objectives.

5 Report Detail

5.1 Whilst restrictions have eased, the effects of the Covid-19 pandemic continue to have a huge impact on residents living in the Borough and also businesses operating in the Borough.

5.2 Workloads continue to be hugely challenging for the whole of the Development Service as teams continue to support businesses and residents as the teams continue to be working at full capacity to meet the demands brought by the pandemic.

5.3 The Development Management team continue to deal with high numbers of incoming applications and additional staff are now trained and in place supporting the validation element of the process. This is in addition to consultants covering the existing vacancies within the Case Officer teams.

5.4 The Land Charges team have turned around a significant volume of new local searches with 70% of searches received in quarter 3 were completed within the 10-day target.

5.5 Business support has continued during quarter 3 with 8 new enquiries from businesses looking to relocate in the Borough. A total of £138,000 has been paid out to 28 new business start-ups in the Borough utilising the Additional Restrictions Grant (ARG) and support has been provided to Pets At Home to aid with the recruitment of 750 jobs, which is very positive for the Borough.

5.6 Narrative updates are contained within **APPENDIX 1**.

5.7 General Fund Budget Monitoring information up to 31 December 2021 is contained within **APPENDIX 2**.

6 Implications

6.1 Financial	The financial implications of individual actions are being reviewed by the lead organisation for each workstream.
Legal	Nil
Human Resources	Nil
Human Rights Act	Nil
Data Protection	Nil
Risk Management	Nil

6.2 Community Impact Assessment Recommendations	Impact on Public Sector Equality Duty: There are no known impacts. Wider Community Impact: There are no known impacts.
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Previous Consideration – Nil

Background Papers – File available in Corporate Business and Partnerships

APPENDIX 1

Economic Development & Planning

Q3 Narratives

No	Indicator	Responsible Officer	Is good high or low	Q1 Actual	Q1 Target	Q1 Performance	Q2 Actual	Q2 Target	Q2 Performance	Q3 Actual	Q3 Target	Q3 Performance	Year End forecast	Year end target	Direction of Travel
L11	Number of existing business in commercial premises retained	Martyne Manning	H	Update from Q2	20	N/A	20	10	On Track	37	10	Good	TBC	TBC	N/A
L12	Number of new start-ups in commercial premises, shared space or domestic properties	Martyne Manning	H	Update from Q2	20	N/A	20	10	Good	28	10	Good	TBC	TBC	N/A

PLEASE NOTE: The target for Q1 was set pre because of Covid impacts, for Q2 the indicators have been amended in line with economic data.

Performance direction of travel - Key	
Performance 10% or more above target	Good
Doing Well	On Track
Performance 10% or more below target	Below Target

Q3 Economic Development & Planning

Narratives

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
1.1.1	Monitor the Economic Growth Strategy/Implementation plan	Michelle Smith	From April 2021 and then on-going	On Track	A significant element of the implementation plan relates to major projects and these continue to progress in line with project plans.
1.1.2	Review and assess all key programmes and major projects	Michelle Smith	From April 2021 and then on-going	On Track	Any exceptions to agreed project plans are reported through the respective project governance
1.1.3	Review all land ownership, maintenance and strategic car parking	Michelle Smith	From July 2021 and then on-going	N/A	The Covid-19 pandemic has had an impact on a number of things for this key deliverable including the demand for car parking in the Borough and this is being continually monitored by officers as part of the work being undertaken on economic recovery. This means that work in relation to this project will not commence until there is a clearer picture on the true impact and the effect this may have had on the strategic visioning for economic growth.
1.2.1	Complete five year land supply statement	Alex Yendole	July 2021	On Track	Five year housing land supply statement completed and published
1.2.2	Work with Registered Providers, Developers and Homes England to deliver 210 affordable homes per year	Anna Nevin	On-going	On Track	130 affordable units were delivered in Q3, bringing the annual cumulative total to 221 completions, exceeding the annual target of 210. 68 units are forecast to be delivered in Q4.
1.2.3	Improve and maintain performance of development management	John Holmes	On-going	On Track	Development Management performance is subject to a national league table which is published on a rolling 2 year snapshot. As at 31/12/21 performance is as follows: 86.7% Major applications processed on time (an decrease from 90% in Q1; national target 60%); 88.1% of non-Major applications processed on time (a decrease from 89% in Q4; national target is 70%).T Caseloads remain higher than pre-pandemic levels with another surge in new householder applications. With agency staff all existing posts are currently covered plus additional resource within the validation team.
1.2.4	Improve and maintain performance of local land charges	Victoria Barraclough	On-going	On Track	70% of searches received in the period were completed within the 10 day target. Of those over 10 days the longest was 14 which is significantly lower than earlier in the year when the team were dealing with a backlog. Position as of 12/01/22 is 2 outstanding with oldest being 6 days.
1.3.1	Delivery of the Stafford Town Centre Transformation Programme	Michelle Smith	31/03/2024	On Track	The procurement exercises reported for Q2 were completed as programmed by the end of Q3 and inception meetings have taken place on all workstreams. One project is experiencing issues in delivery but this is being managed via the Programme Board who meet monthly

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
1.3.2	Delivery of the Stafford Station Gateway	Tara Hollingsworth	Commences June 2021 until February 2022	On Track	The Partners have engaged consultants to develop the Strategic Regeneration Framework (SRF) for the Stafford Gateway Area. Stakeholder Engagement and Public Consultation Strategies have been produced. Procurement has been completed for the provision of items to support the development of the SRF.
1.3.3	Supporting the development of Meecebrook Garden Community	Maxine Turley	On-going	On Track	Further Funding application submitted to Homes England to secure capacity and local infrastructure business funding. Water commission on track draft report due mid Jan 2022. Rail feasibility study commissioned, report due end of March 2022. Transport modelling methodology received, Transport Issues Opportunities and Constraints report received. Technical studies site visits completed, reports due mid January. Planning Strategy commissioned. Best practice advice across a range of delivery issues received from Homes England. Viability brief completed. Masterplan brief near to completion. Sourcing plan for further technical studies received.
1.3.4	Provide support for Stafford Western Access Route	John Holmes	Due for completion Autumn 2021	Completed	The final phase from Doxey Road to Stone Road opened in November 2021 and the project is therefore completed.
1.3.6	Stone Leisure	Karen Tierney	TBC	On Track	7.10.2021 Cabinet approved report. Preparation of procurement documentation. Liaised with key stakeholders. 16.12.2021 Re-established Stone Leisure Board Meeting. Re-evaluating Timeline.
1.3.7	Monitor land sales for potential new Gypsy and Traveller site	Tara Hollingsworth	Dependent on availability of a suitable site	On Track	Regular searches continue to be undertaken of available land in the Borough.
1.3.8	Identify and prioritise sources of external funding for economic growth projects	Tara Hollingsworth	On-going	On Track	This is ongoing and regularly monitored.
1.3.9	Compliance with individual Project Plans	Michelle Smith	On-going	On Track	Any exceptions to agreed project plans are reported through the respective project governance
1.4.1	Develop Stafford as a hub of productivity to help businesses develop, grow and thrive	Martyne Manning	On-going	On Track	8 New enquiries from businesses looking to relocate into the Borough. One to one Business Support provided to Woolcool, Bri-stor and Alpha Manufacturing to relocate to larger sites in the Borough. Support provided to Pets At Home to aid recruitment of 750 positions. £138,000 paid out to 28 new start-ups in the Borough utilising Additional Restrictions Grant (ARG) grants. New relationship with Make It Stoke and Staffs working alongside Investment Officer to create investment prospectus. 37 businesses were added to the Business Rates register in Q3
1.4.2	Promote our visitor economy to demonstrate the offer in the Borough	Martyne Manning	On-going	On Track	Continuation of Additional Restrictions Grant (ARG) grants and one to one business advice supporting start-ups. Q3 saw 100 Expressions of Interest received from Hospitality, Tourism and Leisure sectors Grants paid and funds committed since September from ARG total £633,600 to this sector.

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
1.4.3	Unlock economic opportunities in our rural areas	Martyne Manning	October 2021	On Track	Funding and dedicated business support officer to the rural economy for October/November/December. £188,702 paid in grants to the rural B2B sector. On going business support by the officer to provide further advice on business growth and refer to partners for additional support.
1.4.4	Support the facilitation of lifelong learning to create a local workforce with specialist skills that can respond to growth ambitions	Martyne Manning	September 2021	On Track	All Stafford Borough businesses who applied for apprenticeship funding have now taken on and started their apprentices. No new HR1 have been issued indicating no major redundancies in the Borough. Countywide Redundancy Task force to realign to support skills shortage. Work continuing with Stafford College to look at addressing skills shortage in hospitality.
1.5.1	Revise and refresh the Local Plan	Alex Yendole	On-going	On Track	New Local Plan timetable published in November 2021 for future key stages. New Local Plan issues and options consultation responses and site assessment studies for evidence base completed. Whole Plan Viability and Sustainability Appraisal progressing. Planning White Paper proposals and changes to current planning system including July 2021 NPPF assessed for implications on next stage of the New Local Plan.
1.5.2	Embed high quality design into Planning Policy to ensure that Stafford is an attractive place that people want to live in, promoting healthy lifestyles and supporting future investment	Alex Yendole	On-going	On Track	Site assessment evidence based work completed to inform the New Local Plan preferred option, with viability assessment progressing. Government's published National Model Design Code considered at the local level.

Explanation for Narrative Performance
Exceptional - Good
Doing well - On Track
Below what it should be - Below Target

APPENDIX 2

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE

8 FEBRUARY 2022

Performance Update

GENERAL FUND - BUDGET MONITORING TO 31 DECEMBER 2021

The Council agreed a Net Spending Budget for 2021/22 of £15.529 million in January 2021 when the Council Tax was set for the year. Of this figure, the net Revenue Budget covered by this committee is £248,000. The profiled budget to the end of December 2021 is £382,930. The monitoring position for 2021/22 is illustrated in the following table with a full year forecast:

Portfolio	Original Budget 2021/22	Approved Budget 2021/22	Profiled Budget to 31 Dec	Actual Spend to 31 Dec	Variance from profiled budget	Forecast Outturn
	£000	£000	£000	£000	£000	£000
Planning and Regeneration	248	248	383	988	606	1,013

There is provision within the Resources Portfolio for a loss of some of the income identified within the above forecast. The provision includes £404,000 for a loss of parking income and £71,000 for a loss of market income for the year. Taking account of current shortfalls and part year effect this reduces the period 9 forecast to £268k and reduces the full year forecast to £560k.

The key issues identified in the forecast as at December monitoring are set out below:-

Planning and Regeneration

There is an unfavourable forecast variance of approximately £606,000 on this portfolio. This is primarily due to:

- Parking reduced income £653,000
- Development Management reduced income £21,000
- Markets reduced income £18,000
- Farmers markets reduced income £17,000
- Development Management agency costs £144,000

Offset by

- Staffing variations (£129,000)
- Transport general underspends (£13,000)
- Supplies and services general underspends (£104,000)

Forecast Outturn 2021/22

The forecast outturn provides an indication of what we expect the final outturn to be by the end of the financial year. We currently anticipate that net spending will be £1.013 million higher than expected, primarily as a result of anticipated reduction in income (mainly parking and markets) partly offset by saving on employees, premises and supplies. There is provision within the Resources Portfolio for a loss of some of the income identified within the above forecast. The provision includes £404,000 for a loss of parking income and £71,000 for a loss of market income for the year. Taking account of forecast shortfalls this reduces the forecast outturn to £560k.

Detailed monitoring

Annex 1 sets out the revenue budget monitoring forecast position based on expenditure to the 31 December 2021 including explanations for individual variances that meet the monitoring criteria. It includes an analysis of services in the portfolio. In addition, capital monitoring information to the 31 December 2021 on the capital schemes

PERFORMANCE UPDATE - PLANNING AND REGENERATION PORTFOLIO

Budget Monitoring 2021-2022 - Period 9 - December

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments (variances > 10% and £5,000)
	£	£	£	£	%	£	
Management and Support							
Expenditure	520,890	391,691	301,721	(89,970)	(23.0%)	448,320	Staffing variations (£65k), car allowances (£3k) and general S&S underspends (£22k)
Income	(28,160)	(17,043)	(20,143)	(3,100)	18.2%	(28,160)	
Net	492,730	374,648	281,579	(93,069)		420,160	
Building Control							
Expenditure	152,850	114,653	113,089	(1,564)	(1.4%)	152,850	
Income	-	-	-	-	n/a	-	
Net	152,850	114,653	113,089	(1,564)		152,850	
Development Management							
Expenditure	1,095,950	843,728	912,229	68,501	8.1%	1,158,960	Staffing variations (£55k), agency costs £144k, legal fees (£13k) and transport (£7k)
Income	(840,830)	(755,698)	(734,449)	21,249	(2.8%)	(840,830)	Reduced planning fees
Net	255,120	88,030	177,781	89,751		318,130	
Forward Planning							
Expenditure	473,830	369,757	335,835	(33,922)	(9.2%)	409,730	Staffing variations (£44k) and compensation payment £11k
Income	(158,170)	(23,700)	(23,702)	(2)	0.0%	(158,170)	
Net	315,660	346,057	312,134	(33,923)		251,560	
Land Charges - Local Searches							
Expenditure	120,270	94,190	76,487	(17,703)	(18.8%)	120,270	Reduced search fee costs due to activity (£19k) and minor variations
Income	(120,270)	(100,495)	(89,474)	11,021	(11.0%)	(120,270)	Reduced search fees due to activity £11k
Net	-	(6,305)	(12,987)	(6,682)		-	

PERFORMANCE UPDATE - PLANNING AND REGENERATION PORTFOLIO

Budget Monitoring 2021-2022 - Period 9 - December

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments (variances > 10% and £5,000)
	£	£	£	£	%	£	
Off Street Parking Services							
Expenditure	1,394,650	1,093,963	1,109,756	15,793	1.4%	1,382,080	General premises overspends £38k offset by supplies and services underspends (£22k)
Income	(2,717,780)	(2,128,758)	(1,475,796)	652,962	(30.7%)	(1,894,020)	General car parks £337k, Waterfront £147k and Riverside £169k
Net	(1,323,130)	(1,034,795)	(366,039)	668,756		(511,940)	
Land & Properties							
Expenditure	63,140	23,628	28,017	4,389	18.6%	57,640	
Income	(53,290)	(39,975)	(39,745)	230	(0.6%)	(53,290)	
Net	9,850	(16,347)	(11,728)	4,619		4,350	
Economic Growth & Projects							
Expenditure	601,540	523,400	482,853	(40,547)	(7.7%)	601,540	Staffing variations (£20k) and supplies and services general underspends (£20k)
Income	(338,230)	(47,423)	(47,420)	3	0.0%	(338,230)	
Net	263,310	475,977	435,433	(40,544)		263,310	
Borough Markets							
Expenditure	343,220	237,436	220,165	(17,271)	(7.3%)	327,080	Supplies and services variations (£21k) and electricity £4k
Income	(261,860)	(196,424)	(160,972)	35,452	(18.0%)	(212,640)	Reduced income due to pandemic
Net	81,360	41,012	59,193	18,181		114,440	
Portfolio Total	247,750	382,930	988,453	605,523	158.1%	1,012,860	

PERFORMANCE UPDATE - PLANNING & REGENERATION CAPITAL PORTFOLIO

Budget Monitoring 2021-2022 - Period 9 December

	Latest	Budget to	Total Spend	Variance to	Forecast	Comments
	Budget	Date	to Date	Date	Outturn	
	£	£	£	£	£	
Growth Point	£50,000	£7,500	£7,500	£0	£7,500	Project balance to slip to 2022/23
Stafford Town Centre Enhancements	£19,000	£0	£0	£0	£19,000	
Pearl Brook Path Improvements	£75,000	£0	£0	£0	£0	Project likely to slip to 2022/23
Gypsy and Traveller Site	£150,000	£0	£0	£0	£150,000	No viable site yet identified
Total for Planning	£294,000	£7,500	£7,500	£0	£176,500	

ITEM NO 7(c)

ITEM NO 7(c)

Report of:	Head of Law and Administration
Contact Officer:	Andrew Bailey
Telephone No:	01785 619212
Ward Interest:	Nil
Report Track:	Econ Dev and Plg 08/02/2022 (Only)

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE
8 FEBRUARY 2022
Work Programme

1 Purpose of Report

- 1.1 The purpose of this report is to present the Economic Development and Planning Scrutiny Committee's Work Programme.

2 Recommendation

- 2.1 That the Economic Development and Planning Scrutiny Committee considers and comments upon their Work Programme.

3 Key Issues and Reasons for Recommendation

- 3.1 The first stage in achieving a Member-led Overview and Scrutiny process is to develop a Work Programme for the Members of the Committee to own.
- 3.2 Accordingly, an up-to-date copy of the Economic Development and Planning Scrutiny Committee's Work Programme is provided for Members to consider or amend as appropriate.

4 Relationship to Corporate Business Objectives

- 4.1 This report is most closely associated with the following Corporate Business Objective 1:-
- To deliver sustainable economic and housing growth to provide income and jobs.

5 Report Detail

- 5.1 Members will recall that one of the fundamental philosophies behind the creation of Overview and Scrutiny is that the process should be Member-led and the first stage in achieving this is to develop a Work Programme that is:-
- Owned by all Members of the Scrutiny Committee;
 - Flexible to allow the Committee to react to urgent items;
 - Contain aspects of both Overview and Scrutiny.
- 5.2 Therefore, at each scheduled meeting of the Economic Development and Planning Scrutiny Committee, an up-to-date copy of the Work Programme will be provided for Members to consider or amend as appropriate.
- 5.3 The Work Programme includes provision for the Committee to scrutinise appropriate items delivered through the Council's Service Delivery Plan up to twelve months in advance, whilst maintaining the flexibility to respond to any issues that may arise.
- 5.4 Accordingly, attached at **APPENDIX** is the Economic Development and Planning Scrutiny Committee's current Work Programme to consider or amend as appropriate.

6 Implications

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

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

Background Papers - File available in Law and Administration

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE
8 FEBRUARY 2022
Work Programme

THURSDAY 30 JUNE 2022 at 6:30 PM

Minutes of Last Meeting:	8 February 2022
Officer Items by:	Wednesday 15 June 2022
Call-in Deadline:	Tuesday 21 June 2022
Member/Public Items by:	Monday 20 June 2022
Agenda Despatch on:	Wednesday 22 June 2022
Officer Reports	<ul style="list-style-type: none"> • Rural Strategy Head of Development • High Street and Markets Update Head of Development • Performance Update Report Only (No Financial Information) Corporate Business and Partnerships Manager • Business Planning Report Scrutiny Officer • Work Programme Scrutiny Officer

THURSDAY 1 SEPTEMBER 2022 at 6:30 PM

Minutes of Last Meeting:	30 June 2022
Officer Items by:	Tuesday 16 August 2022
Call-in Deadline:	Tuesday 16 August 2022
Member/Public Items by:	Friday 19 August 2022
Agenda Despatch on:	Tuesday 23 August 2022
Officer Reports	<ul style="list-style-type: none"> • Final Accounts 2021/22 Head of Finance • Performance Update /Budget Monitoring Report Corporate Business and Partnerships Manager /Head of Finance • Work Programme Scrutiny Officer

TUESDAY 15 NOVEMBER 2022 at 6:30 PM

Minutes of Last Meeting:	1 September 2022
Officer Items by:	Monday 31 October 2022
Call-in Deadline:	Tuesday 18 October 2022
Member/Public Items by:	Thursday 3 November 2022

Agenda Despatch on:	Monday 7 November 2022
Officer Reports	<ul style="list-style-type: none"> • Fees and Charges Review 2023 Head of Finance • Performance Update/Budget Monitoring Report Corporate Business and Partnerships Manager /Head of Finance • Work Programme Scrutiny Officer

THURSDAY 5 JANUARY 2023 at 6:30 PM

Minutes of Last Meeting:	15 November 2022
Officer Items by:	Tuesday 13 December 2022
Call-in Deadline:	Tuesday 13 December 2022
Member/Public Items by:	Thursday 15 December 2022
Agenda Despatch on:	Tuesday 20 December 2022
Officer Reports	<ul style="list-style-type: none"> • Economic Development and Planning Portfolio - General Fund Revenue Budget 2022-23 to 2025-26 and Capital Programme 2022-23 - 2025-26 Head of Finance • Work Programme Scrutiny Officer

TUESDAY 7 MARCH 2023 at 6:30 PM
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Minutes of Last Meeting:	5 January 2023
Officer Items by:	Monday 20 February 2023
Call-in Deadline:	Tuesday 21 February 2023
Member/Public Items by:	Thursday 23 February 2023
Agenda Despatch on:	Monday 27 February 2023
Officer Reports	<ul style="list-style-type: none"> • Performance Update/Budget Monitoring Report Corporate Business and Partnerships Manager /Head of Finance • Work Programme Scrutiny Officer

FUTURE ITEMS

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| <ul style="list-style-type: none"> • Stafford Station Gateway
Head of Development • Garden Communities Project
Head of Development |
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