

## **Cabinet**

Wednesday, 19 August 2020

**10.00 am**

Virtual Meeting via Microsoft Teams

**NB.** Members are requested to ensure that their Laptops/Tablets are fully charged before the meeting.

John Tradewell  
Director of Corporate Services  
11 August 2020

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## **A G E N D A**

1. **Apologies**
2. **Declarations of Interest in accordance with Standing Order 16**
3. **Decision notice of the meeting held on 15 July 2020** (Pages 1 - 6)
4. **Leader's Update**  
  
Oral report of the Leader of the Council
5. **Minutes of the meeting of the Property Sub-Committee held on 5 August 2020** (Pages 7 - 10)
6. **Treasury Management report for the year ended 31 March 2020** (Pages 11 - 30)  
  
Cabinet Member for Finance
7. **Delegation of authority to issue Directions under the Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020** (Pages 31 - 64)  
  
Cabinet Member for Health, Care and Wellbeing
8. **Update from COVID-19 Member Led Local Outbreak Control Board** (Pages 65 - 66)  
  
Cabinet Member for Health, Care and Wellbeing
9. **Decisions taken by Cabinet Members under Delegated Powers** (Pages 67 - 68)
10. **Forward Plan of Key Decisions** (Pages 69 - 76)
11. **Exclusion of the Public**

The Chairman to move:-

“That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of Local Government Act 1972 indicated below”.

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## **PART TWO**

(All reports in this section are exempt)

12. **Burton Stronger Towns Fund** (Pages 77 - 88)  
(Exemption paragraph 3)  
Deputy Leader and Cabinet Member for Economy and Skills
13. **Review of Future Use of Kingston Centre, Stafford** (Pages 89 - 100)  
(Exemption paragraph 3)  
Cabinet Member for Education (and SEND)

### **Membership**

Alan White (Chairman)	Jonathan Price
Mark Deaville	Charlotte Atkins
Mark Sutton	Johnny McMahon
Mike Sutherland	David Williams
Philip White	Victoria Wilson
Gill Burnett	Julia Jessel

### **Note for Members of the Press and Public**

#### **Filming of Meetings**

The Open (public) section of this meeting may be filmed for live or later broadcasting or other use, and, if you are at the meeting, you may be filmed, and are deemed to have agreed to being filmed and to the use of the recording for broadcast and/or other purposes.

#### **Recording by Press and Public**

Recording (including by the use of social media) by the Press and Public is permitted from the public seating area provided it does not, in the opinion of the chairman, disrupt the meeting.

**DECISION NOTICE**

**Cabinet Meeting - 15 July 2020**

Present: Philip Atkins, OBE (Chairman), Mark Deaville, Helen Fisher, Gill Heath, Mike Sutherland, Mark Sutton, Alan White, Philip White and Mark Winnington.

Cabinet Support Members in attendance: Gill Burnett, Bryan Jones, Jonathan Price and Conor Wileman.

Also in attendance - Charlotte Atkins

**PART ONE**

**148. Decision notice of the meeting held on 17 June 2020**

**Decision** – That the notes of the meeting held on 17 June 2020 be approved.

**149. Leader's Update**

**Decision** – That the oral report of the Leader of the Council giving an update on a range of issues including the how the County Council is working closely with Public Health England and borough councils to manage any new Covid-19 outbreaks and stop the spread of the infection; businesses across Staffordshire reopening their doors in recent weeks and the County Council's continuing work to support them with everything from grants to PPE packs; the reopening of more council services, including some of our libraries, our registrars service for weddings, and our heritage services; and the ongoing work with schools to help them prepare for all children and young people returning to education in September; be noted.

**150. Minutes of the meeting of the Property Sub-Committee held on 1 July 2020**


**Decision** – That the minutes of the meeting of the Property Sub-Committee held on 1 July 2020 be received.

**151. Integrated Performance Report - Quarter 1, 2020-21**



“Before Coronavirus struck, we had allocated two-thirds of this year’s budget to adult care and supporting vulnerable children and young people. The future implications for this authority, particularly around the rising costs of adult care and children’s services, remain a serious concern.


Throughout the pandemic, we have continued to support those who need us the most. This includes the care sector, where we have helped 343 care providers and pledged around £15.5million to help with their day to day duties. We’ve also provided nearly 2 million pieces of PPE to ensure staff can do their job safely. This is in addition to our support for vulnerable families through our Family

	<p>Hubs, and local businesses through our Business Support Fund.</p> <p>Lockdown restrictions are easing, but there is still a long way to go for the economy, both on a local and national level, to recover. We need to work with Central Government to help our communities recover economically in the short term and, in the long term, find a sustainable solution to the national problem of providing social care.</p> <p>We are currently managing our £10 million overspend well, and continue to respond to the crisis and its aftermath.”</p> <p>Philip Atkins OBE, Leader of the Council</p> <p>“The overspend is mostly due to our response to the COVID-19 pandemic, but also due to cost pressures in adult social care and children and families services that were evident before the crisis hit.</p> <p>The Coronavirus pandemic has put extra pressures on council finances as we deal with the crisis, but we continue to do what is needed and to spend on what is required to get through the pandemic. We continue to support and look after those in adult health care who need our support at the same time as protecting vulnerable children in our care, both of which remain our key priority.</p> <p>We continue to ensure that the county council and its finances are managed carefully and effectively. Be assured, wherever spending is necessary, we will always try and get the best value for money for tax-payers and our residents”.</p> <p>Mike Sutherland, Cabinet Member for Finance</p>
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**Reasons for the Decision** – To consider an overview of the Council’s progress, performance and financial position in delivering against its Strategic Plan and Delivery Plan.

**Decision** – That the report be received.

## 152. The Award of the Service and Testing of Domestic Water Systems Framework Agreement

	<p>“Ensuring we get maximum value and benefit from all our contracts is a key priority for this council.</p> <p>This new award will not only do that, but will ensure that water systems in our buildings are inspected, maintained and remain fit for purpose.”</p> <p>Mark Deaville, Cabinet Member for Commercial</p>
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**Reasons for the Decision** – To consider to the procurement process to secure and manage the Framework Agreement for the service and testing of domestic water systems which will commence around 1 September 2020 for up to 4 years.

**Decision** – (a) That the Council concludes its regulated procurement in line with the Public Contracts Regulations 2015 for the Service and Testing of Domestic Water Systems (the “Framework Agreement”), in readiness for an agreement commencement of 1 September 2020.

(b) That, following the conclusion of the procurement, authority be delegated to the Director of Corporate Services to approve:

- i. the Framework Agreement to be awarded and entered into with the successful tenderer to the Framework Agreement; and
- ii. all subsequent call-off contracts under the Framework Agreement to be awarded and entered into with the successful tenderer under this Framework Agreement;
- iii. any novation of the Framework Agreement and call-off contracts to a new provider or variations to the terms of the Framework Agreement or call-off contracts, in accordance with the Public Contract Regulations 2015 (if applicable); and
- iv. the 2 x 1-year extension to the Framework Agreement in accordance with the terms of the Framework Agreement (if applicable).

### 153. Provision of Apprenticeship Services

	<p>“The training and placing of apprentices is one of our top priorities as a council, and is a vital part of our strategy to bring growth and prosperity to Staffordshire.</p> <p>Apprenticeships are high-quality pathways to successful careers. They also provide opportunities for new and existing employees to develop and progress, which helps the county council to meet our current and future skills needs. Having a system that allows us to procure and manage training easily is therefore essential.”</p> <p>Philip White, Cabinet Member for Learning and Employability</p>
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**Reasons for the Decision** – To consider changing to a new Dynamic Purchasing System (DPS) to procure apprenticeship provision as the current system will be not be extended for use after September 2020.

**Decision** – (a) That the Council to join the Eastern Shires Purchasing Organisation’s (ESPO) Apprenticeship Dynamic Purchasing System (ADPS) 554\_18 for the fixed period of 1 October 2020 to 30 September 2024; and

(b) That the Council’s Assistant Director for Skills and Employability continues to be authorised to approve the award of contracts with training providers through the ESPO ADPS, and the release of funds from the apprenticeship levy to fund training.

(c) That authority be delegated to the Cabinet Member for Learning and Employability, in discussion with the Assistant Director for Skills and Employability, to develop a number of asks of Government to decentralise responsibilities and resources to enable Staffordshire to drive the local skills agenda, and that regular updates be provided to Cabinet on progress.

### 154. Update from COVID-19 Member Led Local Outbreak Control Board

**Reasons for the Decision** – To consider an update from the COVID-19 Member Led Local Outbreak Control Board including the development of a Covid-19 Local Outbreak Control Plan to help identify outbreaks, prevent the spread of infection.

**Decision** – That the report be received.

### 155. Decisions taken by Cabinet Members under Delegated Powers

**Decision** – That the following decisions taken by Cabinet Members under delegated powers be noted:

<b>Cabinet Member</b>	<b>Decision</b>
Cabinet Member for Economic Growth	In approving the making of an allocation of £90,000 for the delivery of Emergency Start Back PPE signposting and the distribution of 2,000 free Emergency Start Back PPE Packs for Micro Businesses (9 employees or less) in priority sectors who work in close proximity and unable to maintain social distancing.

## 156. Forward Plan of Key Decisions

The Forward Plan of Key Decisions for the period 19 August to 16 December 2020, which detailed the following issues, was approved:

<b>Subject Matter</b>	<b>Contact</b>
Treasury Management report for the year ended 31 March 2020	Name: Rob Salmon Tel: (01785) 276354
Review of Future Use of Kingston Centre, Stafford	Name: Andrew Marsden/ Ian Turner Tel: (01785) 278787/ 277228
Mitigation Plans for Cannock Chase Special Area of Conservation	Name: Janene Cox Tel: (01785) 278368
North Staffordshire Ministerial Direction for Nitrogen Dioxide - Project Update	Name: Clive Thomson Tel: (01785) 276522
Refurbishment of Council Owned Older People Nursing Home	Name: Andrew Jepps Tel: (01785) 278557
Waste Disposal Arrangements in the North of Staffordshire from 2025	Name: Clive Thomson Tel: (01785) 276522
Nexus Trading Services Limited - Annual Report 2019/2020	Name: Dr Richard Harling/ Helen Riley Tel: (01785) 278700/ 278580
Recommissioning of Home Care Services	Name: Helen Trousdale Tel: (01785) 277008
Adult Learning Disability 2022 Community Offer: Update on Learning Disability Services Directly Provided by Staffordshire County Council	Name: Andrew Jepps Tel: (01785) 278557
Integrated Performance Report 2020-21 - Quarter 2	Name: Andrew Donaldson/ Rob Salmon Tel: (01785) 278399/ 276354
Children's and Families (including SEND) System Transformation – Update	Name: Janene Cox Tel: (01785) 278368

**Philip Atkins OBE**  
**Leader of the County Council**





**Minutes of the Property Sub-Committee Meeting held on 5 August 2020**

Present: Alan White (Chairman)

Mark Deaville  
Julia Jessel

Jonathan Price  
Philip White (Vice-Chairman)

**PART ONE**

**266. Declarations of Interest**

There were no declarations of interest on this occasion.

**267. Minutes of the Meeting held on 1 July 2020**

**RESOLVED** – That the minutes of the meeting held on 1 July 2020 be confirmed and signed by the Chairman.

**268. Property Sub-Committee - Terms of Reference - Update**

The Director of Corporate Services submitted the Terms of Reference for the Sub-Committee showing revisions made to its membership details following the review of Cabinet Member portfolios.

**RESOLVED** – That the updated Terms of Reference be approved.

**269. Exclusion of the Public**

**RESOLVED** – That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraph of Part 1 of Schedule 12A of the Local Government Act, 1972.

**270. Drake Hall (Eagles Park), Badenhall, Eccleshall - Proposed Lease (exemption paragraph 3)**

Proposals were submitted to grant a 60 year Lease for land at Drake Hall (Eagles Park) to the current licence holders for the site, Eccleshall Eagles Junior Football Club Community Interest Company (EEJFC).

The report detailed the development of the site to date by the Club and referred to the wish to further expand and reconfigure the provision of football pitches and provide ancillary facilities in order to accommodate the growth in Club activities.

The background to the County Councils' ownership of the site was explained and details given of a number of other parties holding an interest in the site.

The County Council's obligations under Section 123 of the Local Government Act 1972/General Disposal Consent Order 2003 were deemed to be being complied with

due to the proposed use of the site for the benefit of the local community and taking account of it's overall value given the grant restrictions currently applicable to the site.

**RESOLVED** – That:

- (i) approval be given to the grant of a 60 year lease for the site to EEJFC; the final Terms to be agreed by the Assistant Director for Commercial and Assets
- (ii) the County Council enter into a Deed of Novation with EEJFC and Sport England in order to novate previous grant related obligations and to secure Sport England's consent to the Lease of the site
- (iii) consent to the granting of a lease be sought from the Football Foundation and Lichfield Diocesan Trust as parties with an interest in the site
- (iv) the Assistant Director for Commercial and Assets be authorised to review EEJFC's proposals for the redevelopment of the site, provide Landlord's consent as appropriate, and to enter into a Licence to Alter either simultaneously with the lease or at a later date.

**271. 3-7 Castle View, Stafford - Proposed Sale (exemption paragraph 3)**

The Sub-Committee considered the proposed compilation of a package of properties at Castle View, Stafford to provide for their redevelopment following the abandonment of the proposed Castlefields Link Road Scheme. Those proposals required the sale of no. 7 Castle View and acquisition of no. 3 Castle View the transactions for which were detailed along with information on the overall net gain to the County Council.

**RESOLVED** – That approval be given to the sale of No. 7 Castle View and acquisition of no. 3 Castle View as indicated in the report, the final terms to be agreed by the Assistant Director for Commercial and Assets.

**272. Former Ellison Primary School Detached Playingfields, Lamhouse Way, Wolstanton, Newcastle under Lyme - Proposed Sale (exemption paragraph 3)**

Details were submitted of offers received for the site of the Former Ellison School Detached Playingfield, Newcastle under Lyme.

The background to the marketing of the site, including the securing of Outline Planning Permission for its development for residential purposes was reported together with information on ground condition investigations currently underway.

As the local member for the site, Mr J Cooper had reported his support for the proposed sale.

**RESOLVED** – That approval be given to the sale of the site on the Terms now indicated; the final details of the sale to be agreed by the Assistant Director for Commercial and Assets taking account of the Sub-Committee's comments on the final sale price.

**273. County Farms Tenancies Panel - Half Yearly Report on Activity (exemption paragraph 3)**

The Sub-Committee considered the first half yearly activity report by the County Farms Tenancies Panel, the Terms of Reference for which had recently been revised to clarify its role in advising on farm tenancy allocations. The report detailed two farm tenancies considered by them since January 2020.

The Director of Corporate Services reported on the Terms of Reference for the Panel and proposed that its membership be increased to provide for 3 elected members and that the Terms of Reference be listed as part of the Executive Arrangements detailed in the County Council's Constitution.

**RESOLVED** – That the report be noted and approval be given to the proposed increase in membership of the Panel and its inclusion in the County Council's Constitution.

**274. County Farm Holding No. 6, Old Wood, Rugeley - Proposed Sale of Land (exemption paragraph 3)**

Details were submitted of the terms for the proposed sale of the bare land Holding No. 6, Old Wood Estate, Blithbury Road, Rugeley. The Holding had been identified as a non-core holding suitable for disposal.

**RESOLVED** – That approval be given to the sale of Holding No. 6, Old Wood Estate, Blithbury Road, Rugeley, comprising 32.99 acres, on the Terms indicated in the report; the detailed contract for the sale to include reference to the purchaser's stated proposed use of the site.

**275. County Farm Holding No. 47 Plardiwick Estate, Gnosall - Proposed Sale of Farmhouse and Paddock (exemption paragraph 3)**

Proposals were submitted to sell 6.62 acres of land, which included the Farmhouse and buildings at Holding No 47 Plardiwick Estate, Gnosall. This was the remaining Lot at the Holding the whole of which had been marketed in accordance with the County Farms Review Programme included in the Medium Term Financial Strategy.

**RESOLVED** – That approval be given to the sale of the Lot comprising 6.62 acres, including Farmhouse and buildings, at Holding No. 47 Plardiwick Estate, Gnosall on the Terms indicated in the report.

***(To avoid any delay in the transaction, the Chairman agreed to the following item being dealt with as urgent)***

**276. Former Restaurant, The Parks, New Road, Uttoxeter - Proposed Sale (exemption paragraph 3)**

Approval was sought to the sale of The Parks, Former Restaurant, New Road, Uttoxeter which had originally been acquired on behalf of Highways England in connection with the A50 Project A Improvement Scheme.

Following completion of the Scheme the property had been declared surplus to requirements. The sale would be cost neutral to the County Council as proceeds would return to Highways England as the funders of the original acquisition.

Detailed Terms for the proposed sale were submitted.

**RESOLVED** – That:

- (i) approval be given to the sale of The Parks, Former Restaurant, New Road Uttoxeter on the Terms now indicated; the final details of the sale to be agreed by the Head of Regeneration and Strategic Projects.
- (ii) approval be given to an Exclusivity Agreement with the proposed purchaser for the period up to exchange of contracts for the sale.

**Chairman**

## Cabinet Meeting on Wednesday 19 August 2020

### Treasury Management Report for the Year Ended 31 March 2020



**Cllr Mike Sutherland, Cabinet Member for Finance said,**

“The UK economy continued to face an uncertain environment in 2019/20, with Brexit deadline extensions and the Covid-19 pandemic. The County Council retained its Treasury Management Policy of using internal cash balances instead of borrowing money. This has delivered significant savings for taxpayers, as the infrastructure to deliver more skilled, better-paid jobs is being funded at a lower cost.”

#### Report Summary:

1. This report describes the County Council’s investment and borrowing activity during 2019/20. It considers both borrowing and investment decisions taken throughout the year considering the interest rates and economic conditions prevailing at the time.
2. These activities involve large sums of money and reflect the huge scale of the County Council’s operations. As at the 31 March 2020, the County Council’s overall debt level stood at £572 million, which reflects capital expenditure decisions made in the past. Temporary investments totalled £184 million.
3. Our treasury management activities were carried out prudently during the year and our policy of funding new borrowing from internal cash balances continues to generate significant savings.
4. As well as being prudent, our low risk investment strategy which focuses on lending to low risk institutions and the need for liquidity and diversification, has ensured the County Council has been strategically placed to deal with market challenges arising from the UK to leaving the European Union and the Covid-19 pandemic.

#### Recommendation(s)

I recommend that:

- a. the treasury management activities for the year ended 31 March 2020, including the Prudential Indicators outturn detailed in **Appendix 4**, be noted.
- b. Cabinet approve the use of the Minimum Revenue Provision at 31 March 2020 as set out in **paragraphs 32 and 33**.

- c. Cabinet note the current Annual Investment Strategy is considered prudent and sufficiently robust to meet any market challenges created by the UK's decision to leave the European Union and pressures caused by the Covid-19 pandemic and that Officers will continue to monitor the position.

Local Members Interest
N/A

## Cabinet – Wednesday 19 August 2020

### Treasury Management Report for the Year Ended 31 March 2020

#### Recommendations of the Cabinet Member for Finance

I recommend that:

- a. the treasury management activities for the year ended 31 March 2020, including the Prudential Indicators outturn detailed in **Appendix 4**, be noted.
- b. Cabinet approve the use of the Minimum Revenue Provision at 31 March 2020 as set out in **paragraphs 32 and 33**.
- c. Cabinet note the current Annual Investment Strategy is considered prudent and sufficiently robust to meet any market challenges created by the UK's decision to leave the European Union and pressures caused by the Covid-19 pandemic and that Officers will continue to monitor the position.

#### Report of the County Treasurer

##### Reasons for Recommendations:

1. At their meeting on 18 January 2012, Cabinet adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code).
2. Treasury risk management at the County Council is conducted within the framework of the revised 2017 Edition of the CIPFA Code. This requires the County Council to approve a treasury management strategy before the start of each financial year and, as a minimum, provide a semi-annual and annual treasury outturn report. This report fulfils the Authority's legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code.
3. This report provides a summary of the County Council's treasury management activities for 2019/20, in the context of the strategy for the year, which was agreed by Cabinet on 30 January 2019. It considers both the borrowing and investment decisions taken throughout the year in the light of the interest rates and economic conditions prevailing at the time.

## External context

4. The UK's exit from the European Union and future trading arrangements, had remained one of major influences on the UK economy and sentiment during 2019/20. The 29<sup>th</sup> March 2019 Brexit deadline was extended to 12<sup>th</sup> April, then to 31<sup>st</sup> October and finally to 31<sup>st</sup> January 2020. Politics played a major role in financial markets over the period as the UK's tenuous progress negotiating its exit from the European Union together with its future trading arrangements drove volatility, particularly in foreign exchange markets. The outcome of December's General Election removed a lot of the uncertainty and looked set to provide a 'bounce' to confidence and activity.
5. The effect of the points outlined above had a positive impact on the economy. The headline rate of UK Consumer Price Inflation fell to 1.7% y/y in February 2020, below the Bank of England's target of 2%. Labour market data remained positive. The ILO unemployment rate was 3.9% in the three months to January 2020 while the employment rate hit a record high of 76.5%. The average annual growth rate for pay excluding bonuses was 3.1% in January 2020 and the same when bonuses were included, providing some evidence that a shortage of labour had been supporting wages. GDP growth in Q4 2019 was reported as flat by the Office for National Statistics and service sector growth slowed and production and construction activity contracted on the back of what at the time were concerns over the impact of global trade tensions on economic activity. The annual rate of GDP growth remained below-trend at 1.1%.
6. The US economy grew at an annualised rate of 2.1% in Q4 2019. After escalating trade wars and a protracted standoff, the signing of Phase 1 of the trade agreement between the US and China in January was initially positive for both economies.
7. Then coronavirus swiftly changed everything. COVID-19, which had first appeared in China in December 2019, started spreading across the globe causing plummeting sentiment and falls in financial markets not seen since the Global Financial Crisis. This caused a flight to quality into sovereign debt and other perceived 'safe' assets. In response to the spread of the virus and a sharp increase in the number of people infected, the government enforced lockdowns and central banks and governments around the world cut interest rates and introduced massive stimulus packages in an attempt to reduce some of the negative economic impact to domestic and global growth.
8. Financial markets sold off sharply as the impact from the coronavirus worsened. After starting positively in 2020, the FTSE 100 fell over 30% at its worst point with stock markets in other countries seeing similar huge falls. In March sterling touch its lowest level against the dollar since 1985. The flight to quality caused gilts yields to fall substantially. The 5-year benchmark falling from 0.75% in April 2019 to 0.26% on 31<sup>st</sup> March. The 10-year benchmark yield fell from 1% to 0.4%, the 20-year benchmark yield from 1.47% to 0.76% over the same period. 1-month, 3-month and 12-month bid rates averaged 0.61%, 0.72% and 0.88% respectively over the period.



9. The Bank of England held rates steady at 0.75% through most of 2019/20 but in March, in response to the Covid-19 outbreak, cut rates to 0.25% from 0.75% and then swiftly thereafter brought them down further to the record low of 0.10%. In conjunction with these cuts, the UK government introduced several measures to help businesses and households impacted by a series of tightening social restrictions.
10. Following a series of five cuts, the largest of which were in March 2020, the Fed Funds rate fell from of 2.5% to a range of 0% - 0.25%. The US government also unleashed a raft of COVID-19 related measures and support for its economy including a \$2 trillion fiscal stimulus package. With interest rates already on (or below) the floor, the European Central Bank held its base rate at 0% and deposit rate at -0.5%. The measures implemented by central banks and governments around the globe helped restore some confidence and financial markets have rebounded after the initial shock but remain extremely volatile.

### Long-term borrowing 2019/20

11. The Treasury Management Strategy Report for 2019/20, approved by Cabinet on 30 January 2019, outlined the long-term borrowing strategy for the year, which was:

“to favour using cash in lieu of borrowing.”

12. The ability to borrow new loans was authorised as it was recognised that cash balances could fall as a result of unexpected changes in;
  - the capital programme;
  - budget pressures;
  - changes in the County Council’s cash funding; and
  - the repayment of Lender Option Borrower Option loans (LOBOs).
13. The following table summarises the use of cash for 2019/20:

2018/19	£m
<b>Balance funded from cash brought forward</b>	<b>108.599</b>
New debt	17.764
Minimum Revenue Provision (MRP) *	(21.386)
Loan repayments at maturity	0.034
Loans taken out	0
<b>Balance funded from cash carried forward</b>	<b>105.011</b>

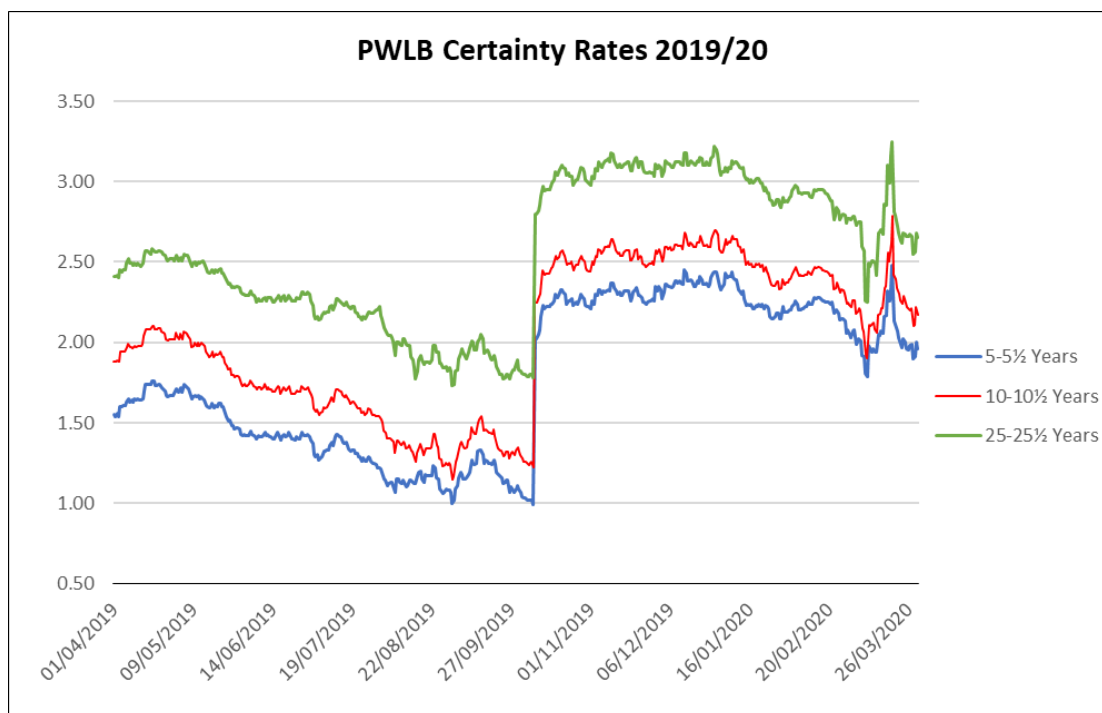
\* £19.286m of the MRP is payable by the County Council, but the treasury team manage the entire position, including MRP for transferred services.

14. In 2019/20, the amount of debt funded from internal cash balances has decreased from £108.899m at the start of the financial year to £105.011m by the end of the year. New debt created was less than MRP and there was a small loan amount maturing meaning that the overall use of cash decreased.

15. The strategy of using cash continues to rely upon two main factors:
  - interest rates, and in particular the difference between short-term investment rates and longer-term borrowing rates; and
  - having cash available to fund the strategy.

## **Interest rates**

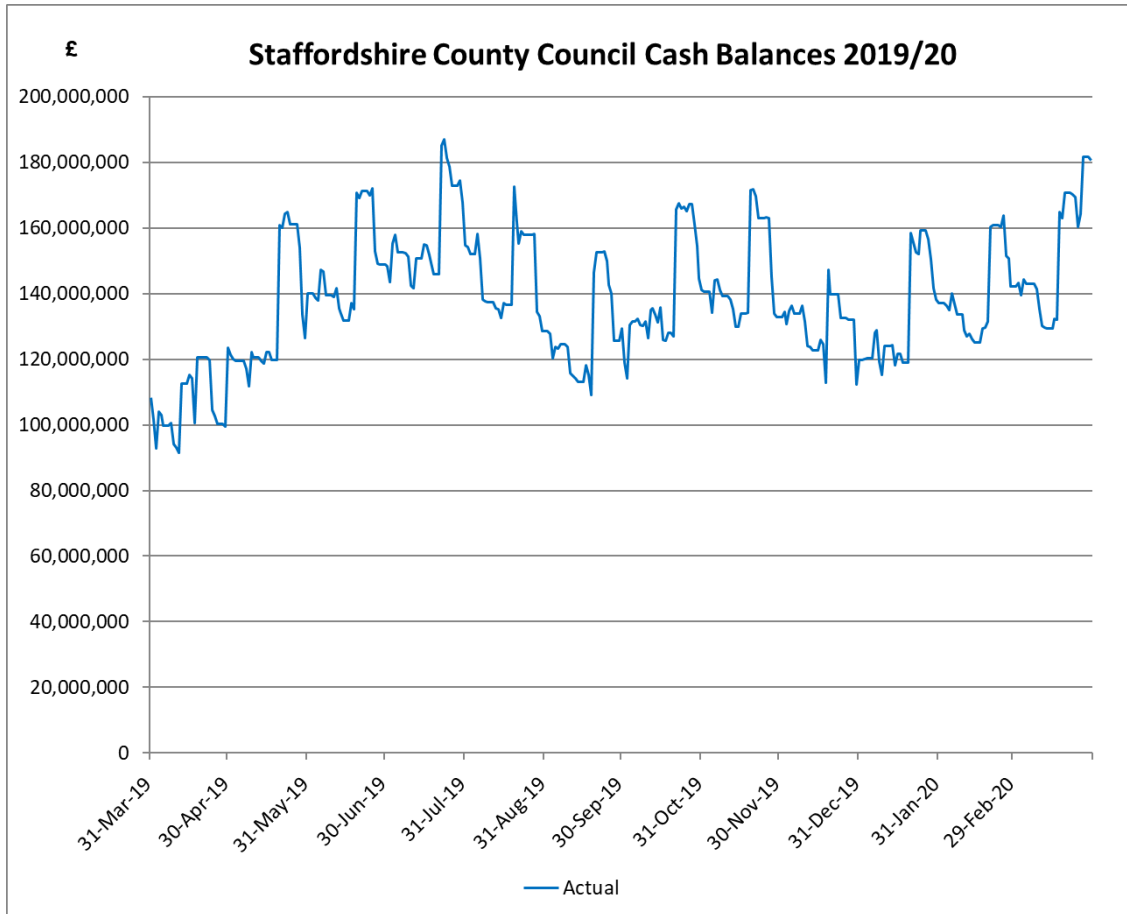
16. The Bank of England's Monetary Policy Committee (MPC) sets monetary policy to meet the 2% inflation target, and in a way that helps to sustain growth and employment. In that context, its challenge was to respond to the severe economic and financial disruption caused by the spread of Covid-19. The Bank of England, in addition to reducing the Bank Rate to 0.1%; introduced a Term Funding scheme with additional incentives for Small and Medium-sized Enterprises (TFSME); and announced a £200 billion increase in the stock of UK government bond and sterling non-financial investment-grade corporate bond purchases known as Quantitative Easing. The current MPC forecast is for the recovery in economic activity to be relatively steep and inflation will rise to around the 2% target in the medium term.
17. The economic global shock caused by the Covid-19 virus has impacted on demand through employment, consumer confidence and on-going social distancing measures. Staffordshire County Council's treasury management advisers expect the Bank of England to maintain Bank Rate at 0.10% for the foreseeable future and that it is likely that central banks across the world will follow this approach.
18. Whilst the economic future is not certain, a strategy of using cash remains supported by the current economic situation and the forecast for relatively low interest rates in the future.
19. Longer term interest rates are more relevant when the County Council wants to take up a new loan; these are mainly sourced from the Public Works Loan Board (PWLB) whose loan interest rates vary daily reflecting changes in gilt yields in the UK Government bond market.
20. On the 9<sup>th</sup> October 2019 the government announced a 1% increase in the interest rate margin on borrowing from the PWLB. Borrowing from the loan facility has increased at a rapid rate in recent years as a result of low interest rates with some borrowers using the money to invest in commercial property to produce a financial return. By taking this action HM Treasury has restored interest rates to those of 2018 to prevent borrowing for commercial purposes. This policy will be kept under review.
21. On the 11 March 2020 HM Treasury released a comprehensive consultation on future lending terms of the PWLB to codify the approach that should be taken towards lending to public bodies in the future in respect of commercial loans. Responses for this were sought by 31 July 2020.
22. The following chart shows PWLB interest rates (at certainty rate) for three indicative loans throughout 2019/20:



23. The chart shows rates fell substantially in the first half of 2019/20, before rising dramatically in the second half of the year due to the change in policy by HM Treasury. PWLB loans are priced with reference to gilt yields and the fall in PWLB rates (excluding the rate hike) and thus gilt yields reflected expectations for Bank Rate not increasing. When Bank Rate is not expected to increase, demand and prices for existing UK Government debt will increase (when gilt prices increase, yields fall). Rates also increased as the Covid-19 pandemic affected markets but then reduced once the initial shock tailed off. As mentioned in **paragraph 17**, expectations for a Bank Rate increase had fallen due to a slow-down in the global economy, risks of a no deal Brexit and Covid-19 pandemic.
24. It is important to understand the current relationship between short-term investment rates and longer-term rates. If borrowing in the form of a loan is taken, the proceeds could only be invested at rates significantly lower than the cost of the borrowing. At present this difference would be around 1.6% to 2.3% depending on the length of the loan, so avoiding raising new loans can result in significant savings (see **paragraph 27**).

### Availability of Cash

25. An equally important consideration to support the policy of using cash in lieu of borrowing, is whether cash is available. The following graph shows the investment balances for 2019/20, which were sufficient to fund the use of cash of £105.011m (see **paragraph 13**).



26. The following table shows the average interest rate incurred on the County Council's loan portfolio, and an adjustment to this to reflect the use of cash.

	<b>2018/19</b> %	<b>2019/20</b> %
Weighted average rate of interest for external loans	4.65%	4.64%
Adjusted for the use of cash	4.20%	4.18%

27. The average rate on external loans is slightly lower than last year as there has been minimal loan maturities in 2019/20 which have not materially affected rates. On average, internally funding from cash balances in lieu of borrowing has saved the County Council £1.448 million in interest payments this year.

28. A graph illustrating the maturity profile of the long-term debt at 31 March 2020 is provided at **Appendix 2**.

29. The financing of the County Council's long-term debt at 31 March 2020 is summarised in the following table.

	<b>£m</b>	<b>% of Total</b>
PWLB fixed maturity loans and other	416.619	72
Lender Option Borrower Option (LOBO) loans	51.000	9
Internal funding from cash	105.011	19
<b>Total debt position</b>	<b>572.630</b>	<b>100</b>

### **Loan rescheduling in 2019/20**

30. Movements in interest rates over time may provide opportunities to restructure the loan portfolio in one of two ways:
- to replace existing loans with new loans at a lower rate (known as loan rescheduling); or
  - to repay loans early, without replacing the loans. This would increase the use of cash.
31. A combination of factors throughout 2019/20 meant that loan restructuring was not financially viable:
- gilt yields were still near historical lows, which means a large penalty would be payable;
  - Government policy is to apply a margin to the early repayment of a PWLB loan, which further increases the penalty payable; and
  - the gap between short-term interest rates and longer-term interest rates meant that no LOBO loans were called.

### **Annual provision for principal repayments (Minimum Revenue Provision)**

32. Under the Local Authorities (Capital Finance and Accounting) (Amendment) (England) Regulations 2008, local authorities are given some flexibility in making an annual revenue provision for the repayment of debt.
33. In accordance with the approved policy, the Minimum Revenue Provision of £21.386 million has been used to reduce the County Council's level of debt.

### **Annual Investment Strategy - Approved lending list**

34. The Annual Investment Strategy (AIS) sets out the parties the County Council will lend its money to. The AIS sets out the requirements of government guidance and the CIPFA Code of Practice for Treasury Management. Both documents set out two prime risk issues:
- the security of capital; and
  - the liquidity of investments.
35. The following characteristics underpin the AIS.

- the use of regulation investments and counterparties recommended by the treasury adviser (high level of security);
- the use of diversified sterling “AAA” Money Market Funds (MMFs) and same day liquidity accounts (high level of security and liquidity); and
- a maximum duration of 12 months for bank and building society investments (high level of security).

## **Treasury Management activity 2019/20**

### Treasury Management Panel

36. The treasury team monitor the financial markets as part of a risk management strategy. Regular reports are provided to the County Treasurer, who chairs the Treasury Management Panel (‘the Panel’) which is attended by senior finance officers and treasury staff.
37. During the year, the Panel reviewed regular bank bail-in analysis reports provided by Arlingclose. Under the Bank Recovery and Resolution Directive (BRRD), a “bail in” of current investors will be forced upon a bank experiencing financial difficulties, instead of a government “bail out”. Bail-in legislation has increased the risk for a local authority as any unsecured fixed-term deposits would be ranked near the bottom of the capital structure, and therefore, one of the first to suffer losses. During the year Arlingclose shortened their recommended durations on some banks due to increased risks from a no-deal Brexit and global economic slowdown, this list did not include any of the banks that the County Council were authorised to invest in.
38. The CIPFA Guidance on Prudential Property Investment was reviewed and it indicated a legal concern over local authorities borrowing to invest in property. It was confirmed that the County Council’s commercial investment strategy was based on the usage of capital receipts and not funded from borrowing. As a result of the practice of some authorities using borrowing to fund commercial investment the treasury team had recently instigated a policy of maximising exposure to £5m per local authority
39. The Panel discussed the high level of County Council cash balances throughout the year and agreed secure ways to hold the funds in line with the AIS.
40. The Panel monitored Brexit developments, as the original deadline to leave the European was extended to October 2019. The Panel considered advice from the County Council’s treasury advisors, Arlingclose, on the implications of a no deal Brexit on short-term investments; foreign domiciled Money Market Funds (MMF) were perceived to have some liquidity risk in the event of a no deal Brexit. As an alternative, the Panel ensured the Council had access to the Government’s DMO deposit account facility with the flexibility to increase limits temporarily for UK domiciled MMFs, near to the original March deadline. As the County Councils investment strategy was viewed as cautious, no additional measures were required.

41. As a result of the Covid-19 pandemic the Panel took the decision to hold more cash on a shorter-term basis so that the Council had the ability to respond rapidly to any situation which may have arisen in an uncertain and changing environment. In addition, the cashflow of the Authority was also reviewed regularly and discussed so that an insight into possible pressures could be gained to further inform decisions.
42. During the year, the Panel discussed the treasury reports required for 2019/20 from the revised CIPFA Codes of Practice on Treasury Management and the Prudential Code, and revised guidance on Local Government Investments and MRP from the Ministry of Housing, Communities and Local Government (MHCLG). In addition to the reports outlined in **paragraph 2**, the Panel approved two new reports for 2019/20; the Capital Strategy and the Commercial Investment Strategy.
43. The Commercial Investment Strategy covers the requirements of MHCLG Guidance, in relation to investments held for service purposes or for commercial profit. Although commercial investments could be considered for 2019/20, the Council's 2019/20 treasury annual investment strategy remained low risk, with a focus on safeguarding assets by investing in low risk institutions, and with a view to liquidity and diversification. The Panel considered there was no need to change this strategy during 2019/20.

#### Credit risk management

44. The following table sets out the credit ratings awarded by credit rating agencies for the counterparties that the County Council was invested with at 31 March.

<b>Credit Rating</b>	<b>31 March 2019</b>	<b>31 March 2020</b>
	<b>£m</b>	<b>£m</b>
AAA	64.0	85.2
'A' range (including 'A+' and 'A-')	3.8	4.7
Local authorities	41.5	94.0
<b>Total investments</b>	<b>109.3</b>	<b>183.9</b>

45. The 2019/20 AIS set the minimum credit-rating of a counterparty at a long-term rating of 'A - ', where available. Counterparties rated below this level were automatically precluded from being on the lending list. From the table above, the highest rating ('AAA') was that given to MMFs, whilst the bank investments were graded in the 'A' range.
46. Whilst most local authorities are unrated by credit rating agencies, both regulations (which list local authorities as acceptable bodies to invest in) and their status as tax raising bodies make them highly creditworthy.
47. A copy of the current lending list (at the time of writing this report) is attached at **Appendix 3**.

## Treasury Management Investment transactions

48. Surplus cash is invested in money market instruments to earn interest in accordance with the AIS. All investments must comply with Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 which ensure authorities cannot 'speculate' with public funds, for example, authorities cannot invest surplus cash directly in the stock market.
49. Treasury officers are authorised to invest in approved counterparties without further approval from the Panel or members. These are called standard investments and include the UK Government, short term Money Market funds and banks and building societies recommended by the County Council's treasury advisors.
50. In addition, the AIS allows investments in non-standard investments subject to approval from the Panel chaired by the County Treasurer. Collective Investment Schemes are a category within non-standard investments that include Enhanced MMFs.
51. The County Council has an investment in the Royal London Cash Plus MMF; this Enhanced MMF has the same characteristics as same day liquidity MMFs but has a 3-day notice period and recommended investment duration of at least 6 months, due to a longer investment horizon. The Royal London Cash Plus MMF has allowed the Council to earn an increased yield in a low interest rate environment.
52. The County Council's same day notice MMFs converted from a Constant Net Asset Value (CNAV) to a Low Volatility Net Asset Value (LVNAV) structure in January 2019. The assets of LVNAV MMFs are marked to market, meaning the dealing NAV (unit price) may fluctuate. However, the regulations confirm they will be allowed to maintain a constant dealing NAV provided they meet strict criteria and minimum liquidity requirements.
53. The following table summarises some key facts about the investment transactions over the last two years.

	<b>2018/19</b>	<b>2019/20</b>
Total Transactions in year	£1.180 billion	£0.934 billion
Total Interest receipts	£1.735 million	£2.019 million
Average return on investments	1.49%	1.46%
7-day LIBID* (benchmark)	0.51%	0.50%
Additional return generated	0.98%	0.96%
Adjusted without long-term local authority investments	0.61%	0.67%



\* *London Interbank BID interest rate*

54. The previous table shows that the level of total interest receipts in 2019/20 was higher than in the previous year. The total interest receipts figure includes interest receipts from £30m of long-term local authority investments. These were made at an average rate of 4.02%, significantly higher than current market interest rates.
55. Although interest receipts were higher in 2019/20, the average return on investments was lower. This is because long-term local authority investment interest receipts, which paid a higher rate of interest, formed a lower proportion of total interest receipts; hence when long-term local authority investments are excluded, the yield was higher than in the previous year. In addition, the County Council also held a higher balance of cash throughout 2019/20, allowing higher balances to invest giving greater returns and savings on borrowing costs.
56. The long-term local authority investments were originally approved by Cabinet in 2013, for a maximum of £45m. Although the County Council made a number of short-term local authority investments during 2019/20, no further long-term investments were made due to a lack of demand from borrowers.
57. Approved investments at 31 March 2020 stood at £183.910 million (£109.328 million at 31 March 2019) and these can be analysed as follows:

<b><i>Long-term local authority</i></b>	<b>£m</b>	<b>Term</b>
Derby City Council	7.500	28/11/2030
Derby City Council	7.500	28/11/2031
Redcar and Cleveland Borough Council	7.500	29/11/2032
Redcar and Cleveland Borough Council	7.500	29/11/2033
<b><i>Short-term local authority</i></b>		
West Dunbartonshire Council	5.000	29/05/2020
Uttlesford District Council	3.000	01/05/2020
South Somerset District Council	5.000	17/04/2020
Windsor and Maidenhead Royal Borough Council	5.000	27/07/2020
Kingston upon Hull City Council	5.000	19/08/2020
Kingston upon Hull City Council	5.000	19/09/2020
Nottingham City Council	3.000	08/06/2020
Plymouth City Council	5.000	29/06/2020
Kirklees Council	5.000	15/05/2020
Fife Council	5.000	19/08/2020
Highland Council	3.000	07/09/2020
Warrington Borough Council	5.000	09/04/2020
London Borough of Southwark	5.000	23/06/2020
Surrey County Council	5.000	01/06/2020
<b><i>Banks and building societies</i></b>		
Lloyds (as banking provider)	4.660	Instant Access
<b><i>Money Market Funds</i></b>		
Black Rock	13.250	Instant Access

Insight	16.000	Instant Access
Federated	17.000	Instant Access
Aberdeen	17.000	Instant Access
State Street	17.000	Instant Access
<b><i>Enhanced Money Market Funds</i></b>		
Royal London Cash Plus	5.000	2-day notice
<b>TOTAL</b>	<b>183.910</b>	

## Compliance with other matters

58. The following other matters can be confirmed:

- (i) In accordance with financial regulations, the Treasury Management Panel, chaired by the Section 151 Officer and comprising other senior finance officers, met regularly to consider treasury matters;
- (ii) All treasury related transactions were undertaken by authorised officers and within the limits approved by the County Council;
- (iii) All investments were to counterparties on the approved lending list current at the time and fully met the requirements of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2008; and
- (iv) The County Council operated within the limits and Prudential Indicators for treasury management as set out in the County Council's Treasury Management Practices except for variable interest rates. This indicator is calculated based on the highest expected cash balance in the year which was surpassed as a result of a government grant for additional costs in respect of the Covid-19 pandemic for £22.296m. This fact was discussed by the Treasury Management Panel and arrangements made for the secure deposit of funds in line with the AIS. The outturn for all Prudential Indicators is shown in **Appendix 4**.

## List of Background Documents

1. Treasury Management in the Public Services: Code of Practice (CIPFA) (2017)
2. Prudential Code for Capital Finance in Local Authorities (CIPFA) (2017)
3. The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003
4. Statutory Guidance on Local Government Investments – Issued under Section 15(1) (a) of the Local Government Act 2003 (2018)
5. Statutory Guidance on Minimum Revenue Provision – Issued under section 21 (1A) of the Local Government Act 2003 (2018)
6. Localism Act 2011 – Guidance on the General Power of Competence in sections 1 to 6.

## Contact Details

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**Equalities implications** – There are no equalities implications arising from this report.

**Legal implications** – There are no legal implications arising from this report.

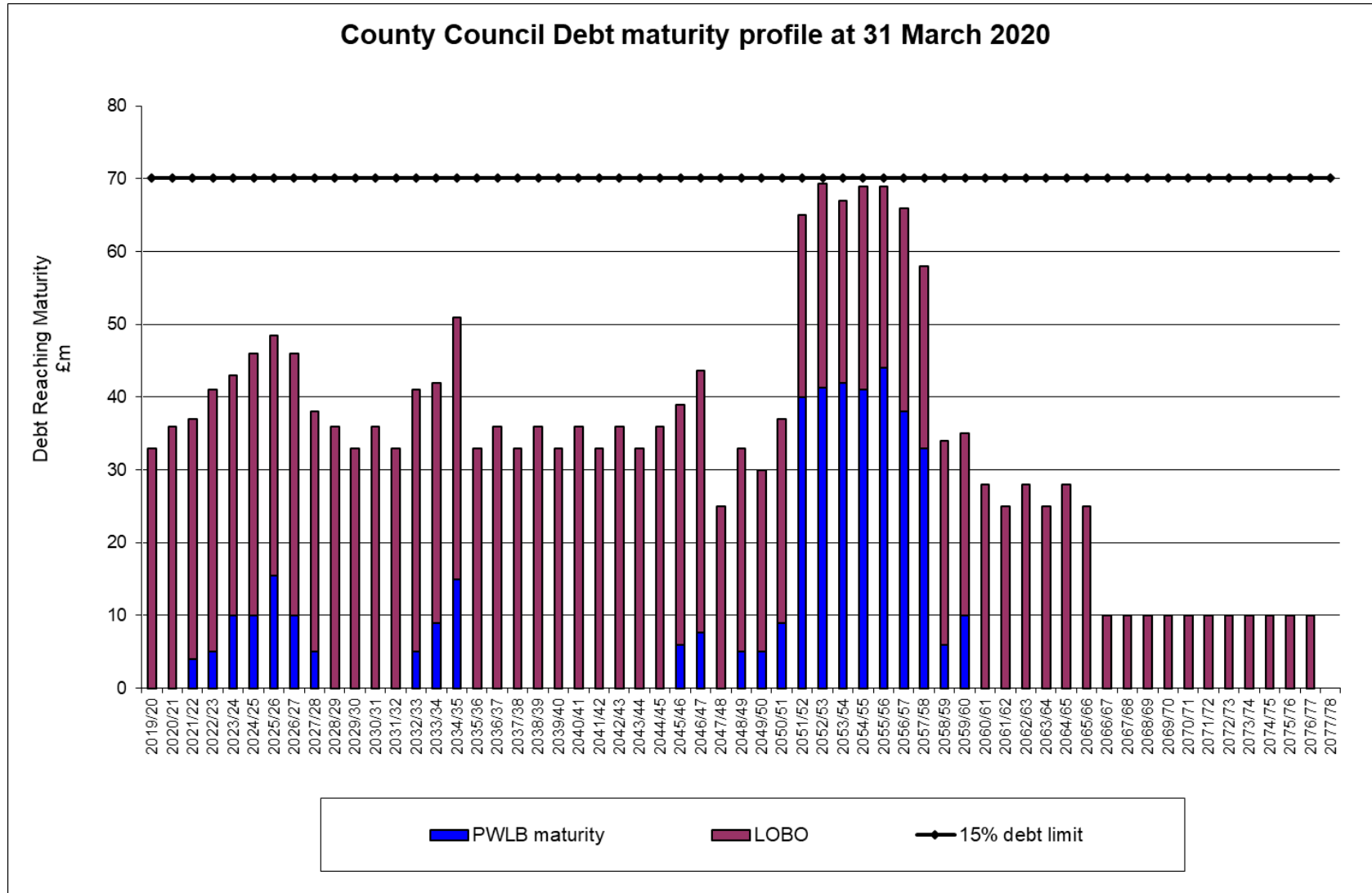
**Resource and value for money implications** – The resource and value for money implications are contained within the body of the report.

**Risk implications** – Counterparty, interest rate and refinancing risk arising because of treasury management activity have been considered in the body of this report.

**Climate change implications** – There are no climate change implications arising from this report.

**Health impact assessment screening** – There are no health impact assessment implications arising from this report.

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## Cabinet 19 August 2020

<b>Approved lending list - July 2020</b>	
	<b>Time limit</b>
<b><i>Regulation investments</i></b>	
DMADF account	6 months
UK Government Treasury Bills	6 months
UK local authority	12 months
<b><i>Banks and building societies</i></b>	
Barclays	35 days
Lloyds	35 days
Nationwide	35 days
Santander	35 days
<b><i>MMF's</i></b>	
Black Rock	same day
Insight	same day
Federated	same day
Aberdeen	same day
State Street	same day
<b><i>Enhanced MMF's</i></b>	
Royal London Cash Plus	3-day notice

## Cabinet 19 August 2020

**Prudential Indicators for Treasury Management**

Indicator	Estimate 2019/20	Actual Position at 31/03/20
<b>1. External debt</b>		
Authorised Limit for borrowing	£632m	£468m
Authorised Limit for other liabilities	£249m	£242m
<b>TOTAL</b>	<b>£881m</b>	<b>£710m</b>
Operational Boundary for borrowing	£515m	£468m
Operational Boundary for other liabilities	£249m	£242m
<b>TOTAL</b>	<b>£764m</b>	<b>£710m</b>
<b>External loans</b>	<b>£468m</b>	<b>£468m</b>
<p><i>The Authorised Limit is the maximum level of external borrowing which should not be exceeded. It is linked to the estimated level of borrowing assumed in the capital programme.</i></p> <p><i>The Operational Boundary represents an estimate of the day to day limit for treasury management borrowing activity based on the most likely i.e. prudent but not worst-case scenario.</i></p> <p><i>“Other liabilities” relate to PFI schemes which are recorded in the County Council’s accounts.</i></p>		
<b>2. Interest rate exposures</b>		
a. Upper Limit (Fixed)	£557m	£438m
b. Upper Limit (Variable)	(£170m)	(£183m)
<p><i>The County Council has set upper limits of fixed and variable borrowing and investments. The effect of setting these upper limits is to provide ranges within which the County Council will manage its exposure to fixed and variable rates of interest. Negative figures are shown in brackets; these relate to the ‘high- point’ of investments at a variable rate which are not offset by variable borrowings. The exposure to variable rate movements has been reduced using cash in lieu of borrowing.</i></p>		
<b>3. Maturity structure of borrowing</b>		
See Graph at <b>Appendix 2</b>		
<p><i>This indicator relates to the amount of loans maturing in specified periods. The overarching principle is that steps should be taken from a risk management point of view to limit exposure to significant refinancing risk in any short period of time. The County Council currently applies the practice of ensuring that no more than 15% of its total gross fixed rate loans mature in any one financial year.</i></p> <p><i>Because this is a complex situation for the County Council, involving PWLB loans, LOBO loans with uncertain call dates and the use of internal cash, specific indicators have not been set. Instead the County Council will manage its exposures within the limits shown in the graph at <b>Appendix 2</b>. This graph shows all LOBO call options on a cumulative basis; in fact, the actual pattern of repayment, although uncertain, will not be of this magnitude.</i></p>		
<b>4. Upper limit for total principal sums invested for longer than a year (from maturity)</b>		
<i>This limit has been set at the total amount that could be invested in non-standard investments as per the County Council’s policy which is the maximum that could be invested for 1 year or over.</i>	£95m	£30m





## Cabinet Meeting on Wednesday 19 August 2020

### Delegation of authority to issue Directions under the Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020



**Cllr Johnny McMahon, Cabinet Member for Health, Care and Wellbeing said,**

“Everyone has a part to play in halting the spread of Covid-19. Whilst the vast majority of businesses are complying with the guidance, we have been made aware of a number of premises that aren’t following it, and potentially putting the people who use them at risk.

This paper details how we are stepping up our powers to ensure businesses, premises, events and activities are following the guidance to keep people safe. Any potential closure will be a last resort—we

will continue to work with businesses to help them comply with the regulations, but the safety of the public has to come first”

#### **Report Summary:**

The Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations 2020 (The Regulations) came into force on 18th July 2020 and expire on 17th January 2021. The regulations grant upper tier local authorities power to give specific directions which have the effect of imposing prohibitions, requirements or restrictions.

#### **Recommendations**

I recommend that:

- a. The process for the issuing of direction notices under the Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations 2020 by Staffordshire Council is approved.
- b. That authority to issue direction notices, restricted to direction notices that do not constitute key decisions, as well as the review of those direction notices, be delegated to the Chief Executive, in consultation with the Director for Health and Care in his capacity as director of Public Health.
- c. That in the event of the Chief Executive not being available for any reason, authority to issue and review direction notices, may be exercised by the Deputy Chief Executive and Director for Children’s Services or the Director for Environment, Infrastructure and Skills, in consultation with the Director for Health and Care in his capacity as director of Public Health.

d. That in the event of the Director of Public Health not being available, for any reason, the consultation for the issue of the direction shall be deputised to a Consultant in Public Health in accordance with his sub scheme of delegation.

<b>Local Members Interest</b>
N/A

## **Cabinet – Wednesday 19 August 2020**

### **Delegation of authority to issue Directions under the Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020**

#### **Recommendations of the Cabinet Member for Health, Care and Wellbeing**

I recommend that:

- a. The process for the issuing of direction notices under the Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations 2020 by Staffordshire Council is approved.
- b. That authority to issue direction notices, restricted to direction notices that do not constitute key decisions, as well as the review of those direction notices, be delegated to the Chief Executive, in consultation with the Director for Health and Care in his capacity as director of Public Health.
- c. That in the event of the Chief Executive not being available for any reason, authority to issue and review direction notices, may be exercised by the Deputy Chief Executive and Director for Children’s Services or the Director for Environment, Infrastructure and Skills, in consultation with the Director for Health and Care in his capacity as director of Public Health.
- d. That in the event of the Director of Public Health not being available, for any reason, the consultation for the issue of the direction shall be deputised to a Consultant in Public Health in accordance with his sub scheme of delegation.

#### **Report of the Director of Corporate Services**

##### **Reasons for Recommendations:**

1. The Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations 2020 (The Regulations) came into force on 18<sup>th</sup> July 2020 and expire on 17<sup>th</sup> January 2021. The regulations grant upper tier local authorities power to give specific directions which have the effect of imposing prohibitions, requirements or restrictions.
2. The Regulations were made in response to the serious and imminent threat to public health which is posed by the incidence and spread of severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) in England.
3. The Regulations allow Staffordshire County Council to issue directions imposing prohibitions, or restrictions in relation to premises, events, activities or open spaces without needing to apply to the Court. In the most serious of cases, the county council will have the ability to close business who are deemed to be

posting a risk to public health. To make a direction under the regulations, a local authority needs to be satisfied that all of the following three conditions are met:

- a. That giving direction responds to a serious and imminent threat to public health in the local authority's area (regulation 2(1)(a)), and;
  - b. That the direction is necessary to prevent, protect against, control or provide a public health response to the spread of infection in the local authority's area of coronavirus (regulation 2(1)(b)), and;
  - c. That the prohibitions, requirements or restrictions imposed by the direction are a proportionate means of achieving that purpose (regulation 2(1)(c))
4. There are currently a number of premises in the Staffordshire area where concerns have been escalated to the County Council by partners (such as the Police, District and Borough Environmental Health Officers) alleging that those premises are not complying with Public Health Guidance in relation to the safe operation of their premises and businesses. Under the regulations the county council can take measures to act to protect public health. A process is required to ensure that strong evidence and good governance underpins the decision-making process.
  5. A process has been drafted, which includes the issue of a non statutory warning letter. Although not a requirement of the Regulations the warning letter is intended to give businesses an opportunity to immediately rectify any identified concerns, or access further support that could potentially avoid closure.
  6. Legal review has been built in from the outset of the process to ensure that scrutiny is in place to reduce the risk of successful legal challenge to the decisions made.
  7. The warning letter is not a statutory part of the legislative provisions or statutory guidance and so if required a direction could and would be issued immediately and without warning. Equally, where a warning letter is issued we must review the compliance required in a timely fashion in order to ensure that a decision to issue a direction can be made without undermining the grounds for immediacy of action.
  8. If a direction is issued then the need for the continuance of the direction must be reviewed every 7 days.

#### **Who makes the decision?**

9. Our governance arrangements require that our Cabinet must take key decisions.
10. Decisions which are not key may be delegated to Executive Officers under the scheme of delegation. Any of the powers that are delegated to Offices are recorded in the Scheme of Delegation to Officers in s11 of the Constitution.

11. The recommendation is that where the issue of decisions do not fall within the category of key decisions that they are delegated to the Chief Executive, or another member of SLT in his absence.
12. Where any individual decision in respect of a Direction is classified as a key decision it will be brought to Cabinet for a decision.
13. For information it should be noted that the Secretary of State also has powers with the Regulations to direct Staffordshire County Council to issue a direction under the Regulations. In the event that the Secretary of State exercises his powers in this way then the County Council do not have to determine whether or not there are evidential grounds for the issue of a direction and they do not have consult with the Director of Public Health. The Secretary of State must however have consulted with the Chief Medical Officer or one of the Deputy Chief Medical Offices of the Department of Health and Social Care.

### **Legal Implications/Risks**

14. The process has been developed in co-operative working between the Director of Public Health and Legal Services Unit. The following risks have been identified:
  - a. Decisions are subject to appeal by application to the Magistrates Court.
  - b. Decisions are also subject to review by means of an affected party making representations to the Secretary of State
  - c. There is a risk of judicial review or claims by businesses being made against the County Council for loss of income arising if decisions are made without following due process.
  - d. There is a risk of reputational damage arising from any successful challenge.

### **Financial Implications**

15. The work required and cost of legal officer time and disbursements (such as any Court or Counsel fee) in supporting the issue of the directions and incurred as a result of defending any challenges to the process has not been factored into budgets within legal services.
16. There is a potential risk of cost orders being made against the County Council should a decision be made that does not follow due process.
17. The work required in the role of coordinating the Localised Lockdown process by a Trading Standards Manager has not been factored in to the Trading Standards budget. Furthermore there is an expectation that trading standards officers will be required to provide mutual aid to support the work of environmental health in the districts and boroughs. The costs incurred in delivering the support have not been factored on to the Trading Standards budget.

### **List of Background Documents/Appendices:**

- Appendix 1 – Written Process
- Appendix 2 – Warning Letter

Appendix 3 – Direction Notice  
Appendix 4 – Report Template  
Appendix 5 – Flowchart

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## **STAGE 1 – EVIDENCE GATHERING**

- 1.1 A report needs to bring together the evidential concerns and statutory considerations.
- 1.2 The statutory guidance sets out examples of the range of sources that the evidence could be provided from.

**“... Before making a direction, local authorities will need to gather sufficient evidence to demonstrate that these tests have been met. This evidence may come from a range of sources, including information provided to the local authority from local experts, through the Local Resilience Forum, from NHS Test and Trace (including the Joint Biosecurity Centre (JBC)), from Public Health England (PHE) and from other sources. A local authority must consult with the director of public health, and assess whether the conditions for taking action have been met. It must have regard to any advice given to it prior to issuing a direction, or to revoke such a direction.”**

- 1.3 The report must provide primary (first hand) evidence of the concerns and the report should also highlight and consider any particular Equality Act implications for any decision as well as balancing out Human Rights implications.
- 1.4 The report should set out exactly what directions, prohibitions, requirements or restrictions are being asked for and it should explain that the directions are proportionate and necessary because one of the following factors applies
  - That giving direction responds to a serious and imminent threat to public health in the local authority’s area (regulation 2(1)(a))
  - That the direction is necessary to prevent, protect against, control or provide a public health response to the incidence or spread of infection in the local authority’s area of coronavirus (regulation 2(1)(b))
  - That the prohibitions, requirements or restrictions imposed by the direction are a proportionate means of achieving that purpose (regulation 2(1)(c))
- 1.5 The report should also set out where the notice should be published (and why), and set out anyone else who should receive notice of the direction.

- 1.6 The report should confirm that consultation has taken place with all necessary parties as set out in the statutory guidance and it should confirm that the Director of Public Health has been consulted with and supports the issuing of the direction.

**The reports may be prepared and submitted to Staffordshire County Council by any agency.**

**Staffordshire County Council Trading Standards will receive and collate the reports.**

**Where the need for a direction is identified the evidence will be submitted to the Director of Public Health and to the Legal Services Unit for review.**

## **2. STAGE 2 – WARNING LETTER**

- 2.1 Legal Services Unit must be asked to review the evidence base and must be asked to review any warning letter prior to submission.
- 2.2 Once legal are able to advise that the three conditions have been met the warning letter should be personally served. We would suggest that the service be undertaken by the person who has co-ordinated and collated the evidence.
- 2.3 If the subject complies with the warning letter then the process will end although it is anticipated that there will be ongoing monitoring by the Police and Districts and Boroughs.
- 2.4 If there is no compliance then the report must be updated to go to the Decision Maker.

## **3. STAGE 3 - WRITING AND SUBMISSION OF REPORT FOR DECISION**

- 3.1 A report must be submitted to the relevant decision maker depending on whether or not the individual decision falls within the definition of a key decision. Sufficient information must be provided to the decision maker to make an informed decision and this must include at least the following information:



1. The evidence gathered both prior and post to the submission of the warning letter;
2. What (if any) actions or compliance have been taken by the subject as well as any non-compliance;
3. Whether the subject approached SCC for advice and guidance;
4. Whether an equality impact assessment been done;
5. Whether equality implications and human rights (with particular reference to s6 Human Rights Act 1988) been considered. It is important to assess what impact (if any) the direction will have and how the local authority consider it will be justified.
6. Confirmation that the making of a decision will not negatively impact on infrastructure, as defined within statutory guidance.
7. What (specifically) directions, prohibitions or restrictions are being asked for and how long should they last.
8. Where should any decision be published and to whom should notice be given.

#### **4. STAGE 4 – DECISION**

- 4.1 Legal Services in conjunction with the Director of Public Health will review the updating evidence following the issue of the warning letter.
- 4.2 [Subject to Cabinet approval] If an individual decision to issue a direction falls within the category of a key decision then the decision will be taken by Cabinet in consultation with the Director for Health and Care in his capacity as director of Public Health.
- 4.3 If the issuing of an individual direction does not fall within the category of key decisions then that decision will be made by the Chief Executive (or The Deputy Chief Executive and and Director for Children’s Services or the Director for Environment, Infrastructure and Skills, in consultation with the Director for Health and Care in his capacity as director of Public Health.
- 4.4 If the decision to issue the direction is made then the notice should be personally served, where service is required.
- 4.5 Notice should be provided to the Secretary of State within 24 hours.
- 4.6 The decision must be published in accordance with statutory obligations and others may be notified and other publications may take place as determined by SCC.

#### **5. STAGE 5 – REVIEW**

Staffordshire County Council  
Evidential process for issue of a Direction under

The Health Protection (Coronavirus Restrictions)(England) (No. 3) Regulations 2020

- 5.1 The decision, once made, does need to be reviewed at least every 7 days. This is to ensure that the three conditions are still met. If they are not met, then the direction will need to be revoked. Directions can also be replaced dependant on improvements or deterioration.
- 5.2 The subject may fail to improve in which case the direction could continue. In the event of any breach of the direction then enforcement needs to be commenced.

**Enforcement**

- 5.3 Either the police or SCC LADO (Designated Trading Standards Officers) may take enforcement action. The appropriate mechanism or sanction is defined by statute and will depend upon the breach.

**Protective Marking Scheme Level 3**

Staffordshire Legal Services  
Staffordshire County Council  
2 Staffordshire Place  
Tipping Street  
Stafford, ST16 2DH

DX 712320 Stafford 5  
Fax No. (01785) 276179  
Please ask for: DocOwnerName  
Telephone: DocOwnerTelephone  
e-mail: DocOwnerEmail

**My Ref:** MatterRef

**Your Ref:**

**Date:**

Dear ,

**LETTER OF CONCERN  
(INDIVIDUAL PREMISES)  
URGENT ACTION REQUIRED**

**RE:**

Business/Premises [Name]  
Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations  
2020.

I am writing to notify you that Staffordshire County Council is concerned about the operation of the business/premises set out above. The concern is that the operation of your business is posing a serious and imminent threat to public health.

I am writing to notify you that Staffordshire County Council is considering the issuing of a direction against you which will contain prohibitions, requirements or restrictions which may impact on the continuing operation of your business.

The directions could operate to close your business, restrict entry to your premises or place restrictions on the location of persons within your premises.

There are things that you must do to stop this happening.

Please immediately review your risk assessment and please make immediate changes in relation to the operation of your business. The specific concerns relating to your business are as follows;



1  
2  
3  
4  
5

You can find details of guidance and support that may be available to you together with information about with your legal obligations on the Public Health website <https://www.gov.uk/coronavirus>

#### WHAT WILL HAPPEN IF NO CHANGES ARE MADE

If you do nothing, due to the level of concern that is present in relation to the operation of your business, Staffordshire County Council will seek authority to issue a direction against your business within the next seven days.

Staffordshire County Council is required by law to notify you of any direction imposed in writing. We may also publish the notification in such a manner as we consider appropriate to bring the direction to the attention of other persons who may be affected by it.

Staffordshire County Council is required by law to publish any direction made against you on its website. We may also publish the direction made against you in such other manner as we consider appropriate to bring it to the attention of persons who may be affected by the direction.

You should consider taking urgent legal advice upon receipt of this letter. You can find details of lawyers who may be able to assist you in your area on the Law Society Find a Solicitor webpage <https://solicitors.lawsociety.org.uk/>

Yours faithfully, sincerely,

NOTIFICATION LETTERS

The Health Protection (Coronavirus Restrictions)(England) (No. 3) Regulations 2020

Regulation 4 Letter – Direction Relating to Individual Premises

Email/Letter to be sent to

1. a person carrying on a business from the premises to which the direction relates
2. any person who owns or occupies the premises, if different from 1.
3. Any person specified by name in any prohibition, requirement or restriction

Dear Sirs

**NOTIFICATION OF DECISION OF STAFFORDSHIRE COUNTY COUNCIL TO GIVE A DIRECTION PURSUANT TO R.2 AND R.4 OF THE HEALTH PROTECTION (CORONAVIRUS, RESTRICTIONS) (ENGLAND) (NO.3) REGULATIONS 2020**

Re [INSERT DETAILS OF SPECIFIED PREMISES]

Staffordshire County Council (“the Council”), having regard to the advice of its Director of Public Health, considers that it is necessary to give a direction in relation to the above premises because:

- (1) There is a serious and imminent threat to public health to which the direction responds namely [INSERT];
- (2) The direction is necessary for the purpose of preventing, protecting against, controlling or providing a public health response to the incidence or spread of infection by coronavirus in the Staffordshire County Council area;
- (3) The prohibitions, requirements or restrictions imposed by the direction are a proportionate means of achieving that purpose.

In giving this direction the Council has had regard to the need to ensure that members of the public have access to essential public services and goods and is

NOTIFICATION LETTERS

The Health Protection (Coronavirus Restrictions)(England) (No. 3) Regulations 2020

satisfied that the public shall continue to have such access once the Direction comes into force.

In addition the Council has had due regard to its public sector equality duty under s.149 Equality Act 2010.

You are being notified of this direction as a person carrying on business from the premises to which the direction relates, and/or as a person who occupies the premises and/or as a person specified by name upon whom a prohibition, restriction or requirement has been imposed.

**Commencement:**

Date that prohibitions, requirements or restrictions will come into effect [DATE]

Time that prohibitions, requirements or restrictions will come into effect [TIME]

**Expiry**

Date that prohibitions, requirements or restrictions will end [DATE]

Time that prohibitions, requirements or restrictions will end [TIME]

**Review**

The Council is required to review this direction at least once every seven days to consider whether the conditions for the making of the direction under regulation 2(1) of the Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations 2020 continue to be met. If the Council considers, having had regard to any advice from its Director of Public Health, that one or more of the conditions are no longer satisfied it must by notice:-

- (a) revoke the direction without replacement, or
- (b) revoke the direction and replace it with a further direction under regulation 4(1), 5(1) or 6(1) in relation to which the Council considers that the conditions in regulation 2(1) are met.

### **Appeal/Representations to the Secretary of State**

If you are a person on whom this direction imposes a prohibition, requirement or restriction then you may:

- (1) Make representations to the Secretary of State about the direction by direct email directed to [directionnotification@dhsc.gov.uk](mailto:directionnotification@dhsc.gov.uk). You can find guidance about what information you must provide when making these representations in the Statutory Guidance on Health Protection which you can find [here](#) (website listed separately below):

<https://www.gov.uk/government/publications/local-authority-powers-to-impose-restrictions-under-coronavirus-regulations/local-authority-powers-to-impose-restrictions-health-protection-coronavirus-restrictions-england-no3-regulations-2020>

- (2) Appeal against the direction to a Magistrates Court by way of complaint which should be lodged as soon as possible and where possible within 7 days of receipt of this letter. You can find useful information set out within the statutory guidance and you can find contact details for your local court [here](#), (website and address listed below) but we would advise you to take legal advice on receipt of this direction.

<https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service>

[INSERT ADDRESS OF LOCAL MAGISTRATES COURT]

You can find a list of solicitors in your area by accessing the Law Society's Find a Solicitor pages that you can find [here](#) (full website is <https://solicitors.lawsociety.org.uk/>) Their listed telephone number is 020 7320 5650.

**DETAILS OF DIRECTION IMPOSING PROHIBITIONS, REQUIREMENTS OR RESTRICTIONS IN RELATION TO THE ENTRY INTO, DEPARTURE FROM, OR LOCATION OF PERSONS IN THE SPECIFIED PREMISES – R.2 AND R.4 OF THE HEALTH PROTECTION (CORONAVIRUS, RESTRICTIONS) (ENGLAND) (NO.3) REGULATIONS 2020**

*DIRECTION CAN ONLY BE FOR THE PURPOSES OF:*

- *CLOSING THE PREMISES*
- *RESTRICTING ENTRY TO THE PREMISES*
- *SECURING RESTRICTIONS IN RELATION TO THE LOCATION OF THE PREMISES*

*DIRECTION MAY ONLY HAVE THE EFFECT OF IMPOSING A PROHIBITION, REQUIREMENT, OR RESTRICTION ON:*

- *(A) THE OWNER OR ANY OCCUPIER OF PREMISES TO WHICH THE DIRECTION RELATES, AND*
- *(B) ANY OTHER PERSON INVOLVED IN MANAGING ENTRY INTO, OR DEPARTURE FROM, SUCH PREMISES OR THE LOCATION OF PERSONS IN THEM.*

*DIRECTION MAY IMPOSE A PROHIBITION, REQUIREMENT OR RESTRICTION BY REFERENCE TO, AMONG OTHER THINGS:*

- *(A) THE NUMBER OF PERSONS IN THE PREMISES,*
- *(B) THE PURPOSE FOR WHICH A PERSON IS IN THE PREMISES, AND*
- *(C) THE FACILITIES IN THE PREMISES.*



NOTIFICATION LETTERS

The Health Protection (Coronavirus Restrictions)(England) (No. 3) Regulations 2020

*DIRECTION CANNOT BE IN RELATION TO*

*(A) ANY PREMISES WHICH FORMS PART OF ESSENTIAL INFRASTRUCTURE,*

*(B) ANY PREMISES CONSISTING OF VEHICLES, TRAINS, VESSELS OR  
AIRCRAFT USED FOR PUBLIC TRANSPORT*

*OR THE CARRIAGE OR HAULAGE OF GOODS, OR*

*(C) A VESSEL NOT FALLING WITHIN PARAGRAPH (B), WHERE THE  
DIRECTION WOULD BE LIKELY TO HAVE THE EFFECT OF PREVENTING A  
CHANGE-OVER OF CREW.*

*SEE THE EXAMPLES OF PREMISES WHICH WOULD FORM PART OF  
ESSENTIAL INFRASTRUCTURE SET OUT IN THE STATUTORY GUIDANCE.*

Regulation 5 Letter – Direction Relating to Events

Email/Letter to be sent to

1. the organiser of the event, and
2. if different, any person who owns or occupies the premises for the event.
3. Any person specified by name in any prohibition, requirement or restriction

Dear Sirs

**NOTIFICATION OF DECISION OF STAFFORDSHIRE COUNTY COUNCIL TO GIVE A DIRECTION PURSUANT TO R.2 AND R. 5 OF THE HEALTH PROTECTION (CORONAVIRUS, RESTRICTIONS) (ENGLAND) (NO.3) REGULATIONS 2020**

Re [INSERT DETAILS OF A SPECIFIED EVENT OR EVENTS OF A SPECIFIED DESCRIPTION]

Staffordshire County Council ('the Council'), having regard to the advice of its Director of Public Health, considers that it is necessary to give a direction in relation to the [event specified above / events of the description specified above]:

• *Delete as applicable*

- (1) There is a serious and imminent threat to public health to which the direction responds namely [INSERT];
- (2) The direction is necessary for the purpose of preventing, protecting against, controlling or providing a public health response to the incidence or spread of infection by coronavirus in the Staffordshire County Council area;
- (3) The prohibitions, requirements or restrictions imposed by the direction are a proportionate means of achieving that purpose.

NOTIFICATION LETTERS

The Health Protection (Coronavirus Restrictions)(England) (No. 3) Regulations 2020

In giving this direction the Council has had regard to the need to ensure that members of the public have access to essential public services and goods and is satisfied that the public shall continue to have such access once the Direction comes into force.

In addition the Council has had due regard to its public sector equality duty under s.149 Equality Act 2010.

You are being notified of this direction as the organiser of the event or events of the specified description, and/or a person who owns or occupies the premises for the event and/or as a person specified by name upon whom a prohibition, restriction or requirement has been imposed.

**Commencement:**

Date that prohibitions, requirements or restrictions will come into effect [DATE]

Time that prohibitions, requirements or restrictions will come into effect [TIME]

**Expiry**

Date that prohibitions, requirements or restrictions will end [DATE]

Time that prohibitions, requirements or restrictions will end [TIME]

**Review**

The Council is required to review this direction at least once every seven days to consider whether the conditions for the making of the direction under regulation 2(1) of the Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations 2020 continue to be met. If the Council considers, having had regard to any advice from its Director of Public Health, that one or more of the conditions are no longer satisfied it must by notice:-

- (a) revoke the direction without replacement, or
- (b) revoke the direction and replace it with a further direction under regulation 4(1), 5(1) or 6(1) in relation to which the Council considers that the conditions in regulation 2(1) are met.

## **Appeal/Representations to the Secretary of State**

If you are a person on whom this direction imposes a prohibition, requirement or restriction then you may:

- (1) Make representations to the Secretary of State about the direction by direct email directed to [directionnotification@dhsc.gov.uk](mailto:directionnotification@dhsc.gov.uk). You can find guidance about what information you must provide when making these representations in the Statutory Guidance on Health Protection which you can find [here](#) (website listed separately below):

<https://www.gov.uk/government/publications/local-authority-powers-to-impose-restrictions-under-coronavirus-regulations/local-authority-powers-to-impose-restrictions-health-protection-coronavirus-restrictions-england-no3-regulations-2020>

- (2) Appeal against the direction to a Magistrates Court by way of complaint which should be lodged as soon as possible and where possible within 7 days of receipt of this letter. You can find useful information set out within the statutory guidance and you can find contact details for your local court [here](#), (website and address listed below) but we would advise you to take legal advice on receipt of this direction.

<https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service>

[INSERT ADDRESS OF LOCAL MAGISTRATES COURT]

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<https://www.gov.uk/government/publications/local-authority-powers-to-impose-restrictions-under-coronavirus-regulations/local-authority-powers-to-impose-restrictions-health-protection-coronavirus-restrictions-england-no3-regulations-2020>

**DETAILS OF DIRECTION IMPOSING PROHIBITIONS, REQUIREMENTS OR RESTRICTIONS IN RELATION TO A SPECIFIED EVENT OR EVENTS OF A SPECIFIED DESCRIPTION – R.2 AND R.5 THE HEALTH PROTECTION (CORONAVIRUS, RESTRICTIONS) (ENGLAND) (NO.3) REGULATIONS 2020**

*DIRECTION MAY BE GIVEN IN RELATION TO (A) A SPECIFIED EVENT OR (B) EVENTS OF A SPECIFIED DESCRIPTION.*

*EVENTS MAY BE DESCRIBED:*

- *BY REFERENCE TO THE NUMBER OF PEOPLE ATTENDING THE EVENT*
- *BY REFERENCE TO A REQUIREMENT FOR MEDICAL OR EMERGENCY SERVICES TO ATTEND THE EVENT*
- *IN ANY OTHER WAY*

*DIRECTION MAY ONLY HAVE THE EFFECT OF IMPOSING A PROHIBITION, REQUIREMENT, OR RESTRICTION ON:*

- *(A) THE OWNER OR ANY OCCUPIER OF PREMISES FOR AN EVENT TO WHICH THE DIRECTION RELATES;*
- *(B) THE ORGANISER OF SUCH AN EVENT*
- *(C) ANY OTHER PERSON INVOLVED IN HOLDING SUCH AN EVENT WHO IS NOT SIMPLY ATTENDING THE EVENT*

*DIRECTION MAY AMONGST OTHER THINGS IMPOSE REQUIREMENTS ABOUT INFORMING PERSONS WHO MAY BE PLANNING TO ATTEND AN EVENT OF ANY PROHIBITIONS, REQUIREMENTS OR RESTRICTIONS IMPOSED IN RELATION TO THE HOLDING OF IT.*

NOTIFICATION LETTERS

The Health Protection (Coronavirus Restrictions)(England) (No. 3) Regulations 2020

Regulation 6 Letter – Direction Relating to Public Outdoor Places

Email/Letter to be sent to

1. Any person carrying on business from premises within a public outdoor place to which the direction relates
2. Any person who owns, occupies or is responsible for any land or premises in a public outdoor place to which the direction relates.
3. Any person specified by name in any prohibition, requirement or restriction

Dear Sirs

**NOTIFICATION OF DECISION OF STAFFORDSHIRE COUNTY COUNCIL TO GIVE A DIRECTION PURSUANT TO R.2 AND R.6 OF THE HEALTH PROTECTION (CORONAVIRUS, RESTRICTIONS) (ENGLAND) (NO.3) REGULATIONS 2020**

Re [SPECIFY THE PUBLIC OUTDOOR PLACE OR PLACES TO WHICH THE DIRECTION RELATES IN SUFFICIENT DETAIL TO ENABLE THE BOUNDARIES OF THE PLACE OR PLACES TO BE DETERMINED – CONSIDER ATTACHING A PLAN]

Staffordshire County Council (“the Council”), having regard to the advice of its Director of Public Health, considers that it is necessary to give a direction in relation to access to [the above specified public outdoor place in its area / public outdoor places in its area of the above specified description]•:

• *Delete as applicable*

- (1) There is a serious and imminent threat to public health to which the direction responds namely [INSERT];
- (2) The direction is necessary for the purpose of preventing, protecting against, controlling or providing a public health response to the incidence or spread of infection by coronavirus in the Staffordshire County Council area;

NOTIFICATION LETTERS

The Health Protection (Coronavirus Restrictions)(England) (No. 3) Regulations 2020

- (3) The prohibitions, requirements or restrictions imposed by the direction are a proportionate means of achieving that purpose.

In giving this direction the Council has had regard to the need to ensure that members of the public have access to essential public services and goods and is satisfied that the public shall continue to have such access once the Direction comes into force.

In addition the Council has had due regard to its public sector equality duty under s.149 Equality Act 2010.

You are being notified of this direction as a person carrying on business from premises within a public outdoor place to which this direction relates, and/or a person who owns, occupies or is responsible for any land or premises in a public outdoor place to which this direction relates and/or ad a person specified by name upon whom a prohibition, restriction or requirement has been imposed.

**Commencement:**

Date that prohibitions, requirements or restrictions will come into effect [DATE]

Time that prohibitions, requirements or restrictions will come into effect [TIME]

**Expiry**

Date that prohibitions, requirements or restrictions will end [DATE]

Time that prohibitions, requirements or restrictions will end [TIME]

**Review**

The Council is required to review this direction at least once every seven days to consider whether the conditions for the making of the direction under regulation 2(1) of the Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations 2020 continue to be met. If the Council considers, having had regard to any advice from its Director of Public Health, that one or more of the conditions are no longer satisfied it must by notice:-

NOTIFICATION LETTERS

The Health Protection (Coronavirus Restrictions)(England) (No. 3) Regulations 2020

- (a) revoke the direction without replacement, or
- (b) revoke the direction and replace it with a further direction under regulation 4(1), 5(1) or 6(1) in relation to which the Council considers that the conditions in regulation 2(1) are met.

### **Appeal/Representations to the Secretary of State**

If you are a person who owns, occupies or is responsible for land or premises in a public outdoor place to which this direction relates then you may:

- (1) Make representations to the Secretary of State about the direction by direct email directed to [directionnotification@dhsc.gov.uk](mailto:directionnotification@dhsc.gov.uk). You can find guidance about what information you must provide when making these representations in the Statutory Guidance on Health Protection which you can find [here](#) (website listed separately below):

<https://www.gov.uk/government/publications/local-authority-powers-to-impose-restrictions-under-coronavirus-regulations/local-authority-powers-to-impose-restrictions-health-protection-coronavirus-restrictions-england-no3-regulations-2020>

- (2) Appeal against the direction to a Magistrates Court by way of complaint which should be lodged as soon as possible and where possible within 7 days of receipt of this letter. You can find useful information set out within the statutory guidance and you can find contact details for your local court [here](#), (website and address listed below) but we would advise you to take legal advice on receipt of this direction.

<https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service>

[INSERT ADDRESS OF LOCAL MAGISTRATES COURT]



NOTIFICATION LETTERS

The Health Protection (Coronavirus Restrictions)(England) (No. 3) Regulations 2020

You can find a list of solicitors in your area by accessing the Law Society's Find a Solicitor pages that you can find [here](#) (full website is <https://solicitors.lawsociety.org.uk/>) Their listed telephone number is 020 7320 5650.

- (1) Make representations to the Secretary of State about the direction by direct email directed to [directionnotification@dhsc.gov.uk](mailto:directionnotification@dhsc.gov.uk). You can find guidance about what information you must provide when making these representations in the Statutory Guidance on Health Protection which you can find [here](#) (website listed separately below):

<https://www.gov.uk/government/publications/local-authority-powers-to-impose-restrictions-under-coronavirus-regulations/local-authority-powers-to-impose-restrictions-health-protection-coronavirus-restrictions-england-no3-regulations-2020>

- (2) Appeal against the direction to a Magistrates Court by way of complaint which should be lodged as soon as possible and where possible within 7 days of receipt of this letter. You can find useful information set out within the statutory guidance and you can find contact details for your local court [here](#) (address listed below) but we would advise you to take legal advice on receipt of this direction.

[INSERT ADDRESS OF LOCAL MAGISTRATES COURT]

You can find a list of solicitors in your area by accessing the Law Society's Find a Solicitor pages that you can find [here](#). Their listed telephone number is 020 7320 5650.

**DETAILS OF DIRECTION IMPOSING PROHIBITIONS, REQUIREMENTS OR RESTRICTIONS IN RELATION TO ACCESS TO A SPECIFIED PUBLIC OUTDOOR PLACE OR PUBLIC OUTDOOR PLACES IN THE COUNCIL AREA OF A SPECIFIED DESCRIPTION – R.2 AND R.6 OF THE HEALTH PROTECTION (CORONAVIRUS, RESTRICTIONS) (ENGLAND) (NO.3) REGULATIONS 2020**

*DIRECTION MAY BE GIVEN IN RELATION TO (A) A SPECIFIED PUBLIC OUTDOOR PLACE OR (B) PUBLIC OUTDOOR PLACES IN THE COUNCIL AREA OF A SPECIFIED DESCRIPTION*

*THE SPECIFIED PUBLIC OUTDOOR PLACE OR PLACES TO WHICH THE DIRECTION RELATES MUST BE DESCRIBED IN SUFFICIENT DETAIL TO ENABLE THE BOUNDARIES OF THE PLACE OR PLACES TO BE DETERMINED*

*WITHOUT THE AGREEMENT OF THE APPROPRIATE AUTHORITY, THE COUNCIL MAY NOT GIVE A DIRECTION UNDER REGULATION 6(1) IN RELATION TO A PUBLIC OUTDOOR PLACE WHICH FORMS PART OF CROWN LAND AND INCLUDES PROPERTY TO WHICH SECTION 73 OF THE PUBLIC HEALTH (CONTROL OF DISEASE) ACT 1984 (CROWN PROPERTY) APPLIES.*

REPORT TEMPLATE

[The Health Protection \(Coronavirus Restrictions\)\(England\) \(No. 3\) Regulations 2020](#)

Name of Investigating Officer	
Professional Title and Professional Address of Investigating Officer	
<b>Name of Establishment/Premises/Location</b>	
Address	
Contact Number	
<b>Owner Name</b>	
Address	
Contact Number	
<b>Manager Name</b>	
Address	
Contact Number	
<b>Nature of Business</b>	
Licensed Premises Y/N	
Are any premises used for any other purpose other than for the operation of the main business (for community groups etc)?	Yes/No If Yes provide details
Would any members or groups of the public with protected characteristics be adversely affected by any closure of or restrictions applied to the premises. With particular reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.  Provide Details.  <a href="#">Please refer to s 6 Human Rights Act 1998 Public Authority duty.</a>	Yes/No  If Yes provide details
Do the premises form part of essential infrastructure (see attached list for suggested definition)	Yes/No

1. Has a warning letter already been issued? If so

(i) What date was it issued?

(ii) what grounds were set out in the warning letter.

2. Please state the reason for your visit, including details of any background concerns.

3. What support or guidance has been provided previously?

4. Has a Risk Assessment been completed and are copies of the Risk Assessment on display as appropriate? **Yes/No/N/A**

If no Risk Assessment has been completed in contravention of guidance please confirm that the HSE have been alerted. **Yes/No/N/A**

5. Is there evidence of non-compliance with the Risk Assessment? If so please provide details.

6. What concerns/issues are present during your investigatory visit?

7. What response is given by the business to the concerns raised?

8. If you are recommending that a direction is required, then please;

(i) set out why giving such a direction responds to a serious and imminent threat to public health.

(ii) explain why the direction is necessary for the purpose of preventing, protecting against, controlling or providing a public health response to the incidence or spread of infection by coronavirus in the local authority's area, and

(iii) confirm that in your opinion the prohibitions, requirements or restrictions imposed by the direction are a proportionate means of achieving that purpose

(iv) How long should any direction last for? What circumstances would enable the restrictions to end or is there a specific date when the restrictions could end?

8 Notice of any direction must be served on the subject and it must also be published on the Staffordshire County Council website. Where should any decision be published in addition to the website and should notice be given to anyone else other than the owner/occupier of the premises and if so why?.

Do you have any other comments or observations?

Signed .....

Full Name .....

Dated .....

## LIST OF ESSENTIAL INFRASTRUCTURE as defined by Statutory Guidance

If in doubt refer to NHS Test and Trace Regional Support and Assurance Teams

“Examples of premises which would form part of essential infrastructure:

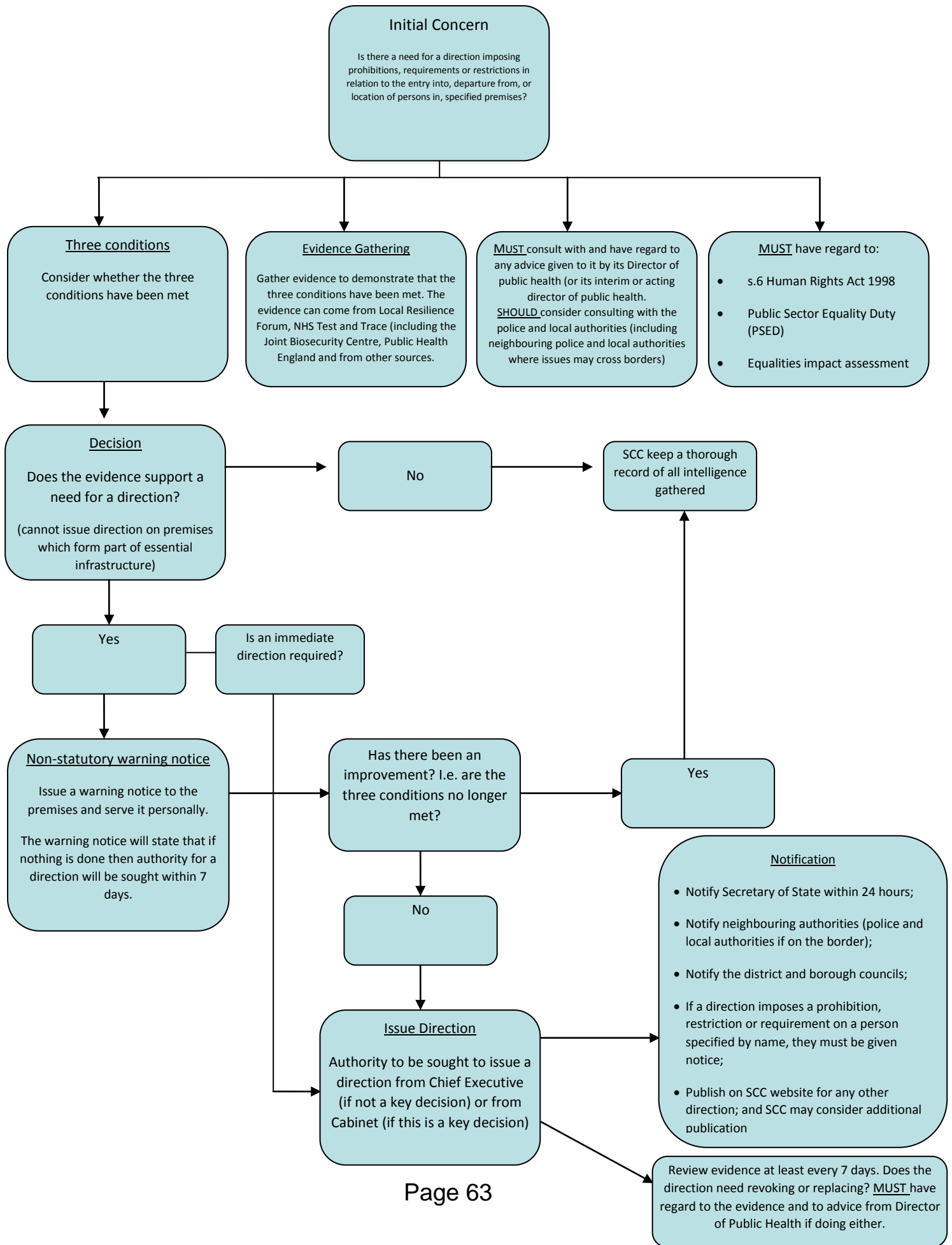
- buildings owned or occupied by central or local government bodies, or part of the building owned or occupied by such bodies, including Parliament, to the extent that they are so occupied
- border infrastructure – including border and inland facilities to support the checking of goods (border control points)
- buildings that are occupied by agencies that are responsible for maintaining national security
- premises from which a health care professional operates, as defined in regulation 8 of the Human Medicines Regulations 2012
- premises of a registered childcare provider (as defined in paragraph 2(9) of Schedule 16 of the Coronavirus Act 2020)
- premises of an educational institution (as defined in paragraph 1(11) of schedule 16 of the Coronavirus Act 2020)
- children’s homes within the meaning of section 1 of the Care Standards Act 2000
- premises of a water undertaker, sewerage undertaker, water supply licensee or sewerage licensee, and any other facility, premises or setting which are used in connection with the provision of water supplies or sewerage services, such as for the management, treatment, testing and distribution of water, and management, treatment, testing and disposal of sewage.
- premises owned or occupied by a risk management authority in connection with its flood and coastal erosion risk management functions (as defined in sections 4 to 6 of the Flood and Water Management Act 2010)
- any facility or setting which produces, manufactures, distributes or sells food other than food retailers smaller than 280sqm (in smaller towns and villages, local authorities should ensure the exercise of this power does not prevent residents from accessing core food supplies)
- commercial energy generation, distribution or importation infrastructure, including with respect to electricity, gas, oil, other heat sources (for example, wood), petrol and recharging stations and similar fuel sources, and district and communal heating/electricity
- nuclear sites, which have been granted a nuclear site licence as defined in section 1 of the Nuclear Installations Act 1965
- sites or locations where command and control of a space launch vehicle or spacecraft for nominal operations, collision avoidance or anomalies are conducted, or where space situational awareness activities are conducted
- commercial passenger and freight airports, and airfields used for emergency service operations
- commercial ports or ports used for emergency service operations
- sites or locations that support the safe and secure operation of ‘offshore installations’ as defined in section 44 of the Petroleum Act 1998, or ‘upstream petroleum infrastructure’ as defined in section 9H of the Petroleum Act 1998, or ‘wells’ as defined in section 45A(10) of the Petroleum Act 1998
- premises connected with the provision of emergency services

- waste facilities, including waste collections and management facilities used for the management, sorting, treatment, recovery, transport, storage, or disposal of waste (including energy from waste)
- a facility used for the manufacture, distribution etc of medicine (including veterinary) and surgeries
- a downstream oil facility that has a capacity in excess of 10 tonnes
- a site or location operated by or on behalf of a postal operator, as defined in section 27(3) of the Postal Services Act 2011
- a site or location involved in the continued production, supply, movement, manufacture, storage or preservation of goods, including ports and/or sites associated with the movement of freight
- buildings used for the detention, management or supervision of offenders and the supply of equipment to enable such
- data centres, information technology, cybersecurity centres and telecommunications facilities
- all national, regional and local heavy rail – this includes the entire High Speed 1 rail link from the Channel Tunnel to St Pancras station, together with its maintenance facilities and train depots – and light rail networks, heavy rail and light rail stations, heavy rail and light rail maintenance depots and rail freight terminals and interchanges
- the Channel Tunnel infrastructure system, consisting of the tunnel rail link, together with its associated terminal area, service and maintenance area, clearance depot and associated road and rail links with the wider UK transport network
- Dollands Moor Freight Yard”

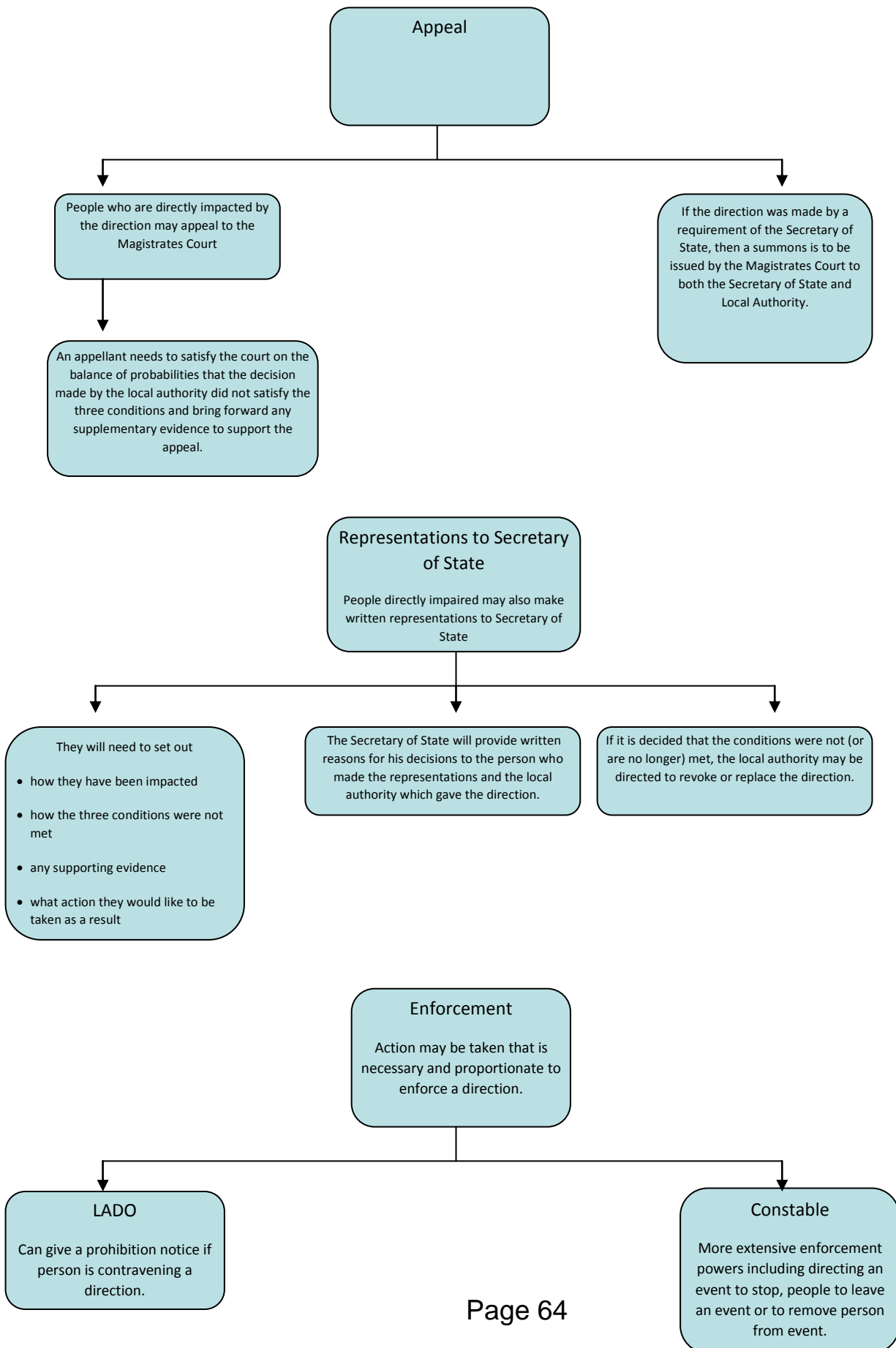


FLOWCHART – Decision Making process for issue of a Direction under

The Health Protection (Coronavirus Restrictions)(England) (No. 3) Regulations 2020



FLOWCHART – Decision Making process for issue of a Direction under  
The Health Protection (Coronavirus Restrictions)(England) (No. 3) Regulations 2020



<b>Local Members Interest</b>
N/A

## **Cabinet - Wednesday 19 August 2020**

### **Update from COVID-19 Member Led Local Outbreak Control Board**

#### **Introduction**

1. The Council continues its efforts to prevent and control the spread of Covid-19. It remains very important that we follow national guidance to avoid a resurgence of infections and any consequent restrictions on our lives and our economy. Stick to the rules. This means washing your hands regularly, sticking to 2 metre social distancing, self-isolating and booking a test if you have any Covid-19 symptoms, and self-isolating for 14 days if you have been in close contact with a confirmed case.

#### **Latest Situation**

2. The number of new confirmed cases in Staffordshire remains low at around 5-10 a day. We continue to deal with a steady stream of Incidents related to care providers, educational settings, businesses and communities.
3. In the last month, the most significant Incidents have been an outbreak related to the Crown and Anchor pub in Stone, and an ongoing elevated level of infections in parts of Burton.
4. We will continue to provide further details to local Elected Members about the most significant Incidents as well as a weekly summary of the current situation.
5. We continue to raise issues about the completeness and timeliness of the NHS test and trace service with the Department of Health and Social Care. We have put in place systems to mitigate this with the Council tracing some cases and contacts in order to be sure that they are self-isolating, and we will be proceeding with a Local Enhanced Contact Tracing pilot to trace those cases and contacts that the national service has been unable to reach.
6. We have also developed a process for implementing our new powers under the Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations 2020. We would prefer to avoid having to use these, however if poor compliance with Covid-19 guidance by individual businesses poses a risk to people's health and a risk of restrictions being imposed on our whole economy, then we will have to take action.

#### **List of Background Documents/Appendices:**

[COVID-19 Local Outbreak Control Plan](#)

## Contact Details

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**Cabinet – 19 August 2020**

**Decisions Taken by Cabinet Members under Delegated Powers**

**Recommendation of the Leader of the Council**

1. That the decisions taken by Cabinet Members under delegated powers, as detailed in paragraph 3 below, be noted.

**Report of the Director of Corporate Services**

**Reasons for Recommendations**

2. To inform Cabinet of recent decisions taken by Cabinet Members under delegated powers.

**Background**

3. Cabinet are requested to note the following decisions taken by Cabinet Members under delegated powers:

<b>Cabinet Member</b>	<b>Decision</b>
Cabinet Member for Learning and Employability	In approving Staffordshire County Council's Community Learning funding allocation and distribution 2020 to 2021
Cabinet Member for Commercial	In approving the gifting of supplies of emergency food parcels (approximate value £40,000) to the eight District "anchor" voluntary organisations (or their associated food banks) to support the on-going provision of food to these residents in order to release County Council staff back to their business as usual activities as part of the Council's recovery plan.
Cabinet Member for Health, Care and Wellbeing	In approving the repayment of £6,400 of Housing Benefit as recommended by the Local Government Ombudsman
Cabinet Member for Children and Young People	In approving for the special purpose vehicle to provide a step down service for moving children from residential care to foster care. It is a payment by results model, where outcomes are paid for when stability milestones are met. Part of the outcome payments are funded by the Life Chances Fund, which was awarded by the Big Lottery. The Local Authority is using this special purpose vehicle which will commission, manage and work with foster care provider(s) to source placements

**Report author:**

Author's Name: Mike Bradbury  
 Telephone No: (01785) 276133

**List of Background Papers - Cabinet Members Delegated Decision Nos. 504 - 507.**



## FORWARD PLAN OF KEY DECISIONS

**Period: 16 September 2020 - 20 January 2021**

The Forward Plan of Key Decisions is prepared on a monthly basis and published at least 28 days before the start of the period covered.

“Key Decisions” are defined as those Executive decisions which are likely:

- (a) to result in the County Council incurring expenditure which is, or the making of savings which are, significant having regard to the relevant budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in the County’s area.

The Forward Plan will contain **ALL** matters which the Leader of the Council has reason to believe will be the subject of a Key Decision to be taken by the Cabinet. It may also include decisions that are not key decisions but are intended to be determined by the Cabinet. Part of the Cabinet meetings listed in this Forward Plan may be held in private where a report for the meeting contains exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. If you would like to make representations about any particular decision to be conducted in private then please email: [michael.bradbury@staffordshire.gov.uk](mailto:michael.bradbury@staffordshire.gov.uk). Such representations must be received in advance 6 clear working days before the date on which the decision is scheduled to be taken.

The Membership of the Cabinet consists of:

Leader of the County Council – Alan White  
Deputy Leader and Cabinet Member for Economy and Skills – Philip White  
Cabinet Member for Health, Care and Wellbeing – Johnny McMahon  
Cabinet Member for Finance – Mike Sutherland  
Cabinet Member for Highways and Transport – David Williams  
Cabinet Member for Children and Young People – Mark Sutton  
Cabinet Member for Education (and SEND) – Jonathan Price  
Cabinet Member for Commercial – Mark Deaville  
Cabinet Member for Communities and Culture – Victoria Wilson  
Cabinet Member for Environment, Infrastructure and Climate Change – Julia Jessel

A copy of the Forward Plan of Key Decisions may be inspected, free of charge, at the Member and Democratic Services office, County Buildings, Martin Street, Stafford, during normal office hours Monday to Friday. A copy of the notice will also be available on Staffordshire County Council’s Website at [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk).

Documents submitted for decision will be a formal report which will be available on the County Council’s website at least 5 clear working days before the date the decision is to be made, unless that report is subject to any prohibition or restriction on its disclosure. Other relevant background documents used in compiling the report will also be made available in the same way unless they are subject to any prohibition or restriction on their disclosure.

Minutes of Cabinet meetings will be published within three working days and will be subject to call-in. The call-in period lasts for three working days. If the decision is not called-in it will be implemented on the fourth working day. Special urgency items are exempt from call-in.

**John Tradewell**  
**Director of Corporate Services**

**Forward Plan of Key Decisions**  
**Period: 16 September 2020 - 20 January 2021**

**NOTE:**

- (1) The Forward Plan of Key Decisions sets out all Key Decisions intended to be made by Cabinet during the above period.
- (2) The Cabinet date can be provisional and items may move/roll forward to another meeting date but this will be monitored.
- (3) Items should remain on the Notice until a decision is made by Cabinet or is formally removed.
- (4) Where there is an intention to make a decision in private the exemption paragraph relied upon will be included within this notice

Anticipated Date of Decision	Public or Private Decision	Title and Description	Background Documents	Consultation	Contact Officer
September 2020	Public	<p><b>Consulation on Proposals for Changes to Marshlands School and Greenhall Nursery (Mark Sutton, Jonathan Price)</b>  Proposed changes as outlined below to Marshlands School and Greenhall Nursery in order to maximise the use of the learning environments in both settings:</p> <p>Marshlands Primary School – a change of age range from the current Early Years to Year 6 to focus on children in Year 1 to Year 6 by removing Early Years and Reception provision and specialising in Key Stage 1 and Key Stage 2 provision.</p> <p>and</p> <p>Greenhall Nursery– a change of designation of types of special education needs and disabilities catered for – to include children with needs in the Early Years Foundation Stage prime areas of learning, physical, communication and language and personal, social and emotional development.</p>		Parents/carers of children attending Marshalls School and Greenhall Nursery Staff at Marshalls School and Greenhall Nursery Governors at Marshalls School and Greenhall Nursery All schools Early Years settings Clinical Commissioning Group Midlands Psychology Foundation Trust – speech and language therapy, physios SEND Partnership	Tim Moss (Tel: 01785 277963) <b>Service Area:</b> SEND and Inclusion, Families First



Anticipated Date of Decision	Public or Private Decision	Title and Description	Background Documents	Consultation	Contact Officer
		The proposal is supported by the governing bodies of both schools.		Board Local Councillor MP Entrust SENDIASS – SEND Information and Advice Service for children and parents Voice for Change – SEND Parents Forum Trade Unions	
September 2020	Public	<p><b>Strategic Review of the Older People Care Home Market in Staffordshire 2020 (Johnny McMahon)</b></p> <p>Staffordshire County Council supports 2,300 older people to manage their assessed eligible social care needs in a care home. The Council is reviewing the care home market following the pressures and impacts presented by the coronavirus pandemic.</p> <p>The Council will review the intentions and recommendations of future delivery previously presented to Cabinet in 2019 in light of the impacts from the pandemic to understand whether the Council needs to change the previously presented strategy to ensure the most appropriate care will be in place to support the most vulnerable older people in our communities for the future years</p>		N/A	Andrew Jepps (Tel: 01785 278557) <b>Service Area:</b> Adult Social Care

Anticipated Date of Decision	Public or Private Decision	Title and Description	Background Documents	Consultation	Contact Officer
		to come. The recommendations in this report aim to support the development and stability of the care home market to ensure Staffordshire has a marketplace that can withstand the required changes resulting from coronavirus (Covid-19) and the county has sufficient supply to meet those with the eligible care needs within the most suitable delivery model.			
September 2020	Private	<b>Midlands Engine - Accountable Body Arrangements (Alan White)</b> Report setting out the details of the proposal for Staffordshire County Council to take over the responsibility of Accountable Body for the Midlands Engine.		None	Rob Salmon (Tel: (01785) 27 6354) <b>Service Area:</b> Corporate Services
September 2020	Private	<b>Nexus Trading Services Limited - Annual Report 2019/2020 (Mark Deaville)</b> A) Giving details of the Company's (i) performance against annual objectives and; (ii) key achievements for the year; B) Communicating their vision and values going forward and; C) Setting out a proposed business case for the use of profits to the County Council as sole share-owner.		N/A	Dr Richard Harling, Helen Riley (Tel: 01785 278700, Tel: 01785 27 8580) <b>Service Area:</b> Health and Care
September 2020	Private	<b>Recommissioning of Home Care Services (Johnny McMahon)</b> To seek agreement to the proposed arrangements for the recommissioning of Home Care Services and delegate approval to award contracts to Dr Richard Harling,		N/A	Helen Trousdale (Tel: 01785 277008) <b>Service Area:</b> Care Commissioning

Anticipated Date of Decision	Public or Private Decision	Title and Description	Background Documents	Consultation	Contact Officer
		Director of Health and Care.			
October 2020	Public	<p><b>Integrated Performance Report 2020-21 - Quarter 2 (Mike Sutherland, Alan White)</b></p> <p>This Quarterly Integrated Performance Report provides an overview of Staffordshire County Council's progress, performance and financial position in delivering against our Strategic Plan.</p>		N/A	<p>Andrew Donaldson, Rob Salmon (Tel: 01785 278399, Tel: (01785) 27 6354)</p> <p><b>Service Area:</b> Corporate Services</p>
October 2020	Public	<p><b>SCC COVID-19 Planning and Recovery - Progress Update (Alan White)</b></p> <p>The impact of COVID-19 on the Local Authority services and progress towards recovery.</p>		N/A	<p>Janene Cox, Andrew Donaldson (Tel: (01785) 278368, Tel: 01785 278399)</p> <p><b>Service Area:</b> All Directorates</p>
November 2020	Public	<p><b>Adult Learning Disability 2022 Community Offer: Update on Learning Disability Services Directly Provided by Staffordshire County Council (Johnny McMahon)</b></p> <p>Update on progress of October 2019 recommendations taking into account the implications of COVID-19.</p>		N/A	<p>Andrew Jepps (Tel: 01785 278557)</p> <p><b>Service Area:</b> Adult Social Care and Safeguarding</p>
November 2020	Public	<p><b>Children's and Families (including SEND) System Transformation – Update (Mark Sutton, Jonathan Price)</b></p> <p>Plans and progress to deliver Phase 2 of the whole Children and Families System</p>		N/A	<p>Janene Cox (Tel: (01785) 278368)</p> <p><b>Service Area:</b> Children's Services and</p>

Anticipated Date of Decision	Public or Private Decision	Title and Description	Background Documents	Consultation	Contact Officer
		Transformation, (described in Cabinet Paper 20 November 2019) including details of the progress against the business case, a proposed district model, the SEND Written Statement of Action (WSoA) and the functional arrangement which will provide and deliver support to Staffordshire's Children, Young People and Families as appropriate.			SEND
December 2020	Public	<p><b>Mitigation Plans for Cannock Chase Special Area of Conservation (Victoria Wilson)</b></p> <p>To consider proposals to mitigate the impacts of increased visitor numbers to Cannock Chase Special Area of Conservation, including changes to visitor infrastructure at the Council-owned country park such as car parking and site infrastructure.</p>		N/A	Janene Cox (Tel: (01785) 278368) <b>Service Area:</b> Rural County
December 2020	Public	<p><b>North Staffordshire Ministerial Direction for Nitrogen Dioxide - Project Update (Julia Jessel, David Williams)</b></p> <p>Officers from Newcastle Borough Council, Stoke City Council and Staffordshire County Council (SCC) are jointly working under a ministerial direction. to improve transport related air pollution in North Staffordshire. DEFRA have advised that nitrogen dioxide emissions must be brought within EU levels of compliance in the shortest possible time. The program to deliver the business case that will finance remedial transport interventions has been reviewed and refreshed. SCC</p>		N/A	Clive Thomson (Tel: 01785 276522) <b>Service Area:</b> Connected and Sustainable County

Anticipated Date of Decision	Public or Private Decision	Title and Description	Background Documents	Consultation	Contact Officer
		Cabinet are asked to approve it.			
December 2020	Private	<p><b>Waste Disposal Arrangements in the North of Staffordshire from 2025 (Mark Deaville, Julia Jessel)</b></p> <p>Options for the future involvement of SCC with the project to replace SOTCC Hanford ERF plant, to ensure capacity is available to SCC for the disposal of its waste into the future.</p>		None	<p>Clive Thomson (Tel: 01785 276522)</p> <p><b>Service Area:</b> Sustainability and Waste Management</p>



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of the Local Government Act 1972

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