

Prosperous Overview and Scrutiny Committee

Friday 3 February 2023

10:00

Oak Room, County Buildings, Stafford

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<https://staffordshire.public-i.tv/core/portal/home>

John Tradewell
Director of Corporate Services
26 January 2023

A G E N D A

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of meeting held on 9 January 2023** (Pages 1 - 8)
4. **HS2 Impact on Staffordshire - Update**

Oral report/presentation of HS2

NB. The Chairman requests that Members confine their debate to matters relating to Education, Skills and Prosperity only.
5. **Staffordshire History Centre Update** (Pages 9 - 30)

Report of Cabinet Member for Communities and Culture
6. **Work Programme** (Pages 31 - 52)
7. **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 Schedule 12A (as amended) of the Local Government Act

1972 indicated below".

Part Two

(All reports in this section are exempt)

Nil

Membership

Tina Clements (Chair)	Peter Kruskonjic (Vice-Chair (Overview))
Mike Deakin	Rev. Preb. M. Metcalf
Philippa Haden	Jessica Shulman
Philip Hudson	David Smith
Syed Hussain	Ross Ward (Vice-Chair (Scrutiny))
Graham Hutton	Bernard Williams

Notes for Members of the Press and Public

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Minutes of the Prosperous Overview and Scrutiny Committee Meeting held on 9 January 2023

Present: Tina Clements (Chair)

Attendance

Philippa Haden
Philip Hudson
Graham Hutton

Peter Kruskonjic (Vice-Chair (Overview))
Bernard Williams

Also in attendance: Darryl Eyers, Jonathan Lindop and David Williams

Apologies: Rev. Preb. M. Metcalf and David Smith

PART ONE

40. Declarations of Interest

There were no Declarations of Interest made.

41. Minutes of meeting held on 10 November 2022

RESOLVED – That the minutes of the meeting held on 10 November 2022 be confirmed and signed by the Chairman.

42. Staffordshire Sustainability Board Communication Plan 2023

The Committee considered a report of the Cabinet Member for Environment Infrastructure and Climate Change regarding the development of a Staffordshire Sustainability Board Communication Plan by Partner Authorities represented on the Staffordshire Sustainability Board (schedule 1 to the signed minutes).

The Board was established in January 2022 with the aim of encouraging and supporting partnership working between Staffordshire District/Borough and County Council's in their efforts to tackle climate change and reduce carbon emissions towards a net zero target. In March 2022 the Board adopted a vision together with ten commitments for action during 2022/23 ie:-

"The Staffordshire Sustainability Board (SSB) is to facilitate the collaborative forum, to work together, as the democratically elected bodies in Staffordshire, to influence change and to encourage

organisations and individuals to ensure that Staffordshire is net carbon zero by at least 2050 or before.

The board will also work as a collective to address climate change adaptation measures that are within individual organisations leverage, to influence and facilitate change with adaptation to climatic changes that are already locked in Sustainability and habitat biodiversity will be reviewed throughout 2022 and shall be considered in a revised vision in January 2023.

- *"1. **Baseline and Reporting** – All Councils will prepare and publish an annual baseline analysis of their organisation's carbon footprint. All Councils will assess and publish progress in reducing their carbon footprint in October each year.*
- *2. **Carbon Literacy Training & Awareness** – All Councillors and Senior Management Teams will undertake carbon literacy training to build corporate awareness of the issue and the Council's role in securing carbon reduction. All Councils will conduct a community impact assessment for key projects and proposals and include an assessment of Climate Change Implications in all key decision reports.*
- *3. **Ambassadors** - All Councils will encourage members to act as climate change ambassadors, to encourage reduction in organisational carbon footprints and champion this in their own division/ward areas.*
- *4. **Green Travel Planning** – All Councils will support and facilitate green travel by members, employees, and their communities through promotion of green travel planning. Policy implementation on green transport and ways of working.*
- *5. **Communications** – All Councils will contribute to a countywide communications group who will plan to deliver and manage a countywide Communications Plan, working together to drive our collective net zero visions forward, throughout the County.*
- *6. **Green Energy** – All the Councils will commit to procure 100% green energy supplies for their electricity as soon as existing contract commitments allow.*
- *7. **Energy Reduction** – By January 2023, all Councils will have established plans to reduce energy consumption across their estates.*

- **8. Low carbon fuelled fleet vehicles** – *Moving towards an aspirational zero emission operational vehicle fleet, the Councils will by 2025, establish a plan to move to low carbon fuels within their internal fleets by 2030.*
- **9. Waste & Recycling** – *By 2025 there will be a countywide waste strategy that all authorities will adhere to. This strategy will cover all aspects of the countywide waste operation, to reduce residual waste creation, increase recycling rates, promote composting of food waste at home and establish food waste collections throughout the County.*
- **10. Innovation and Technology** – *Working collaboratively with research institutions, businesses and partners the Councils will encourage both innovation and technology development, that will assist the delivery of our combined net zero visions”.*

On 10 October 2022 the Board provisionally agreed a Joint Climate Change Communication Plan for 2023. Whilst Partner Authorities were responsible for communicating their climate change responsibilities and actions, it was recognised that by working together, they could have a greater reach and impact. Therefore, the Plan set out a co-ordinated calendar of unified and consistent communications activity to be delivered throughout the year to raise awareness, deepen understanding and inspire action on climate change.

Each Partner Authority had been asked to make arrangements to formally adopt the Plan and accordingly Staffordshire County Council’s Cabinet were to give it consideration at their meeting on 18 January 2023.

In the full and wide-ranging discussion which ensued, Members gave detailed scrutiny to the Plan asking questions, seeking clarification and raising areas of concern as necessary including:- (i) specific measures aimed at reducing emissions of potent ‘green house’ gases such as Methane and; (ii) the public engagement initiatives being promoted enabling residents to give their views on the work of Partners generally and programme of activities contained in the Plan.

In conclusion, they welcomed the joined-up approach which was being adopted by the Board together with the various initiatives listed in the Plan which they hoped would assist Staffordshire in meeting its ‘green house’ gas reduction targets so that the worst effects of climate change could be avoided. They noted that the first campaign identified in the Plan was intended to be run on 14 February 2023 ie Valentine’s Day and also welcomed the pace of the schedule of work.

RESOLVED – (a) That the report be received and noted.

(b) That the Staffordshire Sustainability Board Communications Plan be supported in terms of the Partnership approach to be adopted, its content and pace of activities which had been identified.

43. Electric Vehicle Charging Infrastructure Strategy

The Committee considered a joint report of the Cabinet Members for Environment, Infrastructure and Climate Change and Highways and Transportation regarding a draft Staffordshire public Electric Vehicle (EV) Charging Infrastructure Strategy (schedule 2 to the signed minutes).

The draft Strategy set out the Authority's priorities for the installation of EV charging points across the County through an analysis of policy, funding and technology. The Strategy referenced both current and forecast demand for facilities in each Staffordshire District/Borough together with the County as a whole, in order to inform strategic decision making by key stakeholders. It went on to recommend general locations across the County that should be considered for charging infrastructure and the optimal solutions appropriate to match demand.

Recognising that, whilst the Council could coordinate the installation of EV charging points in on-street locations, the Strategy outlined how support was required from Parish, District and Borough Councils, residents, workplaces, retail and leisure destinations in order to provide points where need was greatest. In addition, the Strategy set out how the Council intended to engage with residents and ensure that they had access to informative material about EVs and EV charging infrastructure and were encouraged to transition to the use of EVs.

The adoption of the strategy also helped the Council monitor progress and manage expectations from residents and stakeholders with regard to EV infrastructure, support other strategies to deliver their vision, aims and objectives including the emerging Local Transport Plan.

During their presentation, the Cabinet Members highlighted: - (i) The Role of a Local Authority in the Delivery of EV Charging; (ii) Strategy Development since 2019; (iii) the contents of The Strategy document; (iv) Why the Need for a Strategy; (v) the Current Picture; (vi) current Staffordshire Public Chargepoints; (vii) Where do We (the County Council) Want to get to and How and; (viii) Conclusions.

In the full and wide-ranging discussion which ensued, Members gave detailed scrutiny to the draft Strategy, asking questions, seeking clarification and raising areas of concern as necessary, including: - (i) the joint working with Local Planning Authorities necessary to ensure new development eg carparks etc incorporated facilities for EV charging, where

appropriate; (ii) the various challenges faced by Local Authorities in helping to co-ordinate the provision of appropriate on and off street EV charging points; (iii) the extent to which the Cabinet Members had collaborated with Partners such as National Grid in developing the Strategy; (iv) the importance of joint working with mobility organisations to ensure that the needs of residents with disabilities were adequately provided for and; (v) how the County Council's car lease scheme could be adapted to promote the use of electric vehicles.

In conclusion, Members expressed their support for the draft Strategy whilst acknowledging the County Council's role was not to provide EV charging points themselves. They looked forward to the Authority providing assistance to other key stakeholders in ensuring appropriate EV charging point coverage throughout the County having regard to the contribution it would make towards sustaining prosperity in the future.

RESOLVED – (a) That the report be received and noted.

(b) That the Cabinet Members be urged to have regard to the above-mentioned comments in their work to finalise the draft Staffordshire Electric Vehicle Infrastructure Strategy.

44. Highways Transformation - Quarter 3 Progress Update

The Committee considered an oral report and PowerPoint presentation (slides attached at Appendix 1 to the signed minutes) of the Cabinet Member for Highways and Transport updating them on the progress made with regard to the Highways Transformation Programme.

During his presentation and report the Cabinet Member highlighted:- (i) the Future Highways Delivery Model (including an overview of the Hybrid Mixed Economy; a Contract Extension Update; a Review of Organisational Structure and; Functional Management Aligned to Local Patch); (ii) Transforming the Current Offer; (iii) Additional Investment Update (including Capital Investment; Structural Maintenance; Minor Capital Maintenance and Work Stack Reduction; Repairing Places Pilot; Customer Services Improvements and; Revenue Investment) and; (iv) Priorities for Quarter Four 2022/23.

In the full and wide-ranging discussion which ensued Members gave detailed scrutiny to the progress made in the Programme to date, asking questions, seeking clarification and raising areas of concern as necessary, including:- (i) the importance of communication with local residents and customer satisfaction; (ii) management of highway works by statutory undertakers and quality controls and; (iii) the need for a County-wide traffic and transport management strategy to reduce 'rat-runs' and divert heavy goods vehicles from minor roads.

In reply, the Cabinet Member acknowledged the concerns of Members stating that perceptions of the existing delivery arrangements were often poor. However, he reassured them that future arrangements would prioritise quality in order to arrest the decline in the condition of the highway network which had occurred in recent years. He went on to urge Members to use the various channels provided to report highways defects and confirmed that the new emphasis on quality had been communicated to the Authority's existing Highways Strategic Partner. However, the Council's ability to control operations by statutory undertakers was limited.

With regard to 'pot-holes', the Cabinet Member confirmed that new technology had been trialled with a view to improving the speed and effectiveness of repairs and outlined the new approach to communications and 'Local' Member involvement.

In conclusion, the Committee agreed that satisfactory progress had been made in the Highways Transformation Programme to date but urged the Cabinet Member to have regard to their comments, particularly in respect of the need to build confidence and improve quality, in his work to implement the future delivery model for the service.

RESOLVED – (i) That the oral report and presentation be received and noted.

(ii) That satisfactory progress had been made in the Highways Transformation Programme to date.

(iii) That the Cabinet Member be urged to have regard to the above-mentioned comments in his work to implement the new future delivery model for Staffordshire Highways.

45. Request for Scrutiny Review - Civil Parking Enforcement in Staffordshire

The Committee considered an oral report of the Cabinet Member for Highways and Transport regarding his previous request for them to give scrutiny to the Civil Parking Enforcement (CPE) arrangements in the County, together with a joint presentation by the Deputy Chief Executive and Director of Corporate Services and Director for Environment Infrastructure and Skills giving background information on:- (i) the strategic role of parking; (ii) CPE legislation; (iii) current arrangements for CPE and; (iv) relevant considerations for scrutiny.

RESOLVED – (a) That the oral report and presentation be received and noted.

(b) That the Committee hold an Inquiry Day on a date and at a time and venue to be arranged to take evidence from key stakeholders and inform the scope of a Prosperous Overview and Scrutiny Committee Civil Parking Enforcement Working Group to be convened in response to the above-mentioned request.

46. Work Programme

That the updated Work Programme (schedule 4 to the signed minutes) be approved.

47. Date of Next Meeting - Friday 3 February 2023 at 10.00 am, County Buildings, Stafford

Chairman

Prosperous Overview and Scrutiny Committee - Wednesday 3 February 2023

Staffordshire History Centre Update

Recommendations

I recommend that the Committee:

- a. Notes the progress of the project so far, including: procurement of contracts, and strategies to mitigate costs and increase funding for the project.

Local Member Interest: N/A

Report of Cllr Victoria Wilson, Cabinet Member for Communities and Culture

Summary

What is the Overview and Scrutiny Committee being asked to do and why?

1. The Prosperous Overview and Scrutiny Committee is being asked to note the first-year progress of the Staffordshire History Centre project. The committee is asked to scrutinise and comment on the activity so far to inform the next year of the project. It is also asked to note the impact of cost increases and the strategy to mitigate these and increase funding for the project.
2. The comments of the Overview and Scrutiny Committee will be reported to the Joint Archives Committee at their meeting on the 28th February 2023.

Report

Background

3. Staffordshire Archives and Heritage Service comprises:
 - a. Staffordshire and Stoke-on-Trent Archive Service jointly funded and delivered by Staffordshire County Council and Stoke-on-Trent City Council. The Joint Archives Committee has delegated powers from the cabinets of both local authorities to set the budget, approve plans, policies and service direction. It has two cabinet members from

Staffordshire County Council and one cabinet member from Stoke-on-Trent City Council.

- b. Staffordshire County Museum which is funded and delivered by Staffordshire County Council.
 - c. The William Salt Library collection and building which are owned by the William Salt Library charitable trust. The service is delivered by Staffordshire County Council and the building is currently maintained by the Council under a 99-year full repairing lease.
4. Since 2015 Staffordshire County Council and the William Salt Library have been working in partnership to create and deliver the Staffordshire History Centre project. The new Centre will be located on Eastgate Street in Stafford and will bring the three collections together for the first time. The project will also deliver a four-year programme of activities across the county.
 5. The Centre will be a new attraction and become a key part of Staffordshire's cultural and heritage visitor offer. To achieve this, the project will preserve and repurpose the Grade II* listed William Salt Library town house and cottage in Stafford. The ground floor will be developed as an integral part of the History Centre under a new lease with the County Council. A new link between the Library and Record Office buildings will provide bright, welcoming, spaces for activities and create exhibition and refreshment areas, a shop and browsing space which will encourage visits.
 6. The William Salt Library Trust will let the upper floors as offices for start-ups, freelancers etc. and the Cottage as a residential letting providing an income stream to support the running costs of the project.
 7. New archive storage will be constructed that will protect and conserve documents and collections and enable growth of the collections for the next 55 years. The storage will enable at risk library collections to be held securely for future generations and bring library, archive and photographic collections onto one site at the History Centre.
 8. At the Grade II* listed building we will tell the story of William Salt, his family, collection and library, together with the story of the Georgian town house at 18-19 Eastgate Street. We will encourage visitors to explore the wider building, its garden and local wildlife, and to take part in activities and stay longer.
 9. The Staffordshire History Centre project funding application was submitted to the National Lottery Heritage Fund in March 2021 with an

original grant of £3.9m awarded in June 2021. Staffordshire County Council's contribution is £2.2m, partnership funding totals £0.234m with £0.721m of volunteer time. The total project costs in November 2021 were £7.1m.

10. The project received permission to start in November 2021 and this report is updating the Committee on progress so far including the activities, and procurement of contracts. The report outlines the recent grant uplift received from the Heritage Fund and strategies to mitigate rising costs due to inflation. Please see paragraph 28 for changes to the costs and funding.

Project Progress Update on Activities

11. From November 2021 – May 2022 the Archive and Heritage Service team focused on the decant of the whole of the William Salt Library (collections, furniture and equipment) and decant of furniture and equipment from Staffordshire Record Office. The trustees of the William Salt Library closed the service in December 2021 to enable the collection to be removed in stages with monitoring of the structure of the Grade II* listed building through the process. As part of the removal process twenty percent of the collection was cleaned and repackaged by volunteers and staff.
12. The public service at Staffordshire Record Office was suspended from March 2022 and reopened in July on a restricted access basis operating from Eastgate House. The archive collections are still accessible through the copying service, and visits where enquiries meet the criteria for access.
13. 'A Case for the Ordinary', the first touring exhibition for the activity programme, was launched on 12 January 2022 at the Museum of Cannock Chase. The research project and exhibition received funding from the Wellcome Trust. It features documents and objects from the service collections of the three Staffordshire asylum hospitals. The purpose of the project was to unlock the stories of the patient experience of mental health in the 19th century, more details about the project can be found on [the blog based on the research](#) by volunteers and a PhD student from Keele University. The exhibition has toured to the Brampton Museum, Newcastle-under-Lyme and the Nicholson Museum in Leek with a smaller pop-up exhibition touring libraries. Visitors to both exhibitions in 2022 totalled 69,028. Comments from visitors included:

'In this day and age (especially in the last couple of years) it brings home that mental health is not new but has been with us for years'

'Thankful that we have progressed in the medical field and have a better understanding of mental health and the effects it can have on a person'.

14. To test alternative ways of opening up access a new collection store tour was trialled at the County Museum in February with local groups. The positive feedback helped to create the final tour which has been delivered successfully throughout the year. A tour was also developed to offer a unique opportunity to see the William Salt Library without the collection in situ and historic features revealed. A very popular guided visit to the building was developed, with tours selling out in minutes. Feedback included 'it was fascinating to see the building in a different way'; 'surprised that the building was so old'; 'the guide was a mine of information'. Both tours attracted 607 participants in 2022.
15. In July we launched a new Staffordshire History Network with an in-person event at Lichfield. The network is aimed at local museums, societies and groups who either hold a collection or research local history. The initial event was oversubscribed and received positive feedback about the opportunities for networking and sharing ideas. We also launched a weekly network newsletter and have delivered an autumn event. Up to the end of December we have 412 subscribers to the network newsletter with 35 organisations represented.
16. Four project staff were recruited in October 2022 to support the Service team in delivering strands of the activity programme. The roles are supported by the Heritage Fund grant for the duration of the project. They include:
 - a. Learning Officer to co-produce, test and deliver educational sessions with schools and colleges and support informal learning.
 - b. Community History Development Officer to work with the History Network, deliver targeted projects with diverse communities and support the outreach activities.
 - c. Collections Interpretation Assistant to research the collections to identify objects for the onsite and touring exhibition programme.
 - d. Project Cataloguer to catalogue part of the William Salt Library collection to increase public access.
17. From April to December 2022 the project team have delivered 36 activities and engaged 1000 participants. Four student placements have been delivered. In addition, 66 volunteers are working on the project to index, catalogue, digitise, research and preserve our collections. Up to December they have donated 2,826.75 hours which equates to £56,535 in matched funding for the project during 2022.

18. During the first year of the project 200 enclosure maps have been digitised thanks to a grant awarded to our Friends group from Midland Ancestors' Jack Kemp Fund. The maps are a key source for local history research and confirming the existence of rights of way. They are being added to the [Staffordshire Past Track](#) website. Other planned digital work is the development of a new website which will be procured in 2023. A digital engagement plan is also being created to align with the new website.

Progress Update on Capital Work

19. To enable the construction contract to be procured in 2022 the design team and project team focused on detailed design development. This included a review of the project to assess whether ground source heat pumps could be included and replace the gas boilers. The costs to include this within the project were prohibitive therefore the boilers have been upgraded to a more efficient model. The photographic store designs and heating methods for the stores were reviewed. The passive design of the new stores reduces reliance on air-conditioning mitigating some of the impact on the climate. The garden at the site will be re-planted with insect friendly plants and a green roof is being included on the roof of the new link between existing buildings. We are seeking climate change funding to support these elements.
20. In January 2022 pre-construction archaeology was completed on site and the investigations were recorded. A YouTube video of the dig was shared to engage people with the project. A watching brief will be operated during the construction phase and building recording of the Grade II* William Salt Library building will be completed. Additional pre-construction surveys were completed.

Procurement of Contracts

21. The key contracts procured in 2022 were the construction contract and the interpretation contract. Removal companies were also procured with the submission of three quotes as the value was below £25,000.
22. The construction contract was first advertised in December 2021 using a two-stage process. The first stage closed in April 2022 with five suppliers submitting compliant bids. Four were shortlisted and taken through to the second stage. At the second stage one supplier submitted a compliant bid which was significantly over the advertised budget. This reflected the challenging market, suppliers being very busy and prioritising existing projects, and the impact of inflation on prices.

23. The bid was evaluated and the cost consultants compared the prices against their estimates. The panel concluded that the quality of the bid, proposed team and method statements met the specification of the bid. The National Lottery Heritage Fund also confirmed that the procurement process had complied with their guidelines. The tender price was held from August to December 2022 to enable a review of project costs and to seek additional funds. The contract has now been awarded to Pave Aways Limited.
24. The interpretation contract covers the design and fit out of the exhibition space in the History Centre, features at the entrance and within the garden, signage, and within the ground floor of the William Salt Library. The contract was advertised from 1 -31 July 2022 with four suppliers submitting bids. One bid was not compliant, and another supplier withdrew. The contract was awarded to Imagemakers in August 2022. The company were asked to review costs to reflect the impact of inflation to inform the strategy for mitigating costs.

Strategy for Mitigating Costs and Increasing Funding

25. The Staffordshire History Centre was granted permission to start by the Heritage Fund in November 2021 at a time when the United Kingdom was emerging from the COVID-19 pandemic. The Project Board and Team were aware that managing costs in this climate would be challenging. In addition, the impact of rising energy costs in 2022 and inflation contributed to a complex environment.
26. To mitigate against rising costs the team took pre-emptive action by:
- a. Utilising maintenance budgets for the replacement of the boilers in Staffordshire Record Office as they were due for refresh. Using Property Service budgets to support some of the design elements.
 - b. Using Archive and Heritage Service and William Salt Library budgets for some elements of the project.
 - c. Identifying storage for the William Salt Library collection from within Staffordshire County Council's own properties instead of paying for external storage.
 - d. Using Library Service vans and drivers to reduce the amount spent on removal companies.
 - e. Identifying potential funding streams to apply for grants before the construction costs were known.
 - f. Reviewing and monitoring costs at every project board.
 - g. Continually discussing costs with the National Lottery Heritage Fund and Staffordshire County Council to ensure they were aware of pressures.

27. The project team identified the Wolfson Foundation as a potential fund to support the interpretation work within the project. Applicants needed to be fully accredited under the Archive Service Accreditation Scheme and hold a nationally significant collection. Staffordshire and Stoke-on-Trent Archive Service (part of Archives and Heritage) is fully accredited and the entire archive collection is designated as outstanding by Arts Council England. The two-stage application was confirmed as successful in January 2023 and will bring in an additional £100,000.
28. The project team worked with Stafford Borough Council in July 2022 to include the Staffordshire History Centre within their plans for the UK Shared Prosperity Fund. The project will improve the public realm in Eastgate Street, provide a walkway between North Walls and Eastgate Street, and support biodiversity through the replanted garden. These elements were included in the Borough Council's plans which were confirmed by central government in December 2022 and includes £250,000 towards the History Centre.
29. Prior to submission of the construction tender the design team and cost consultants estimated the likely values for elements. Once the bid was received this was reviewed and compared to the bid. Upon acceptance of the bid the consultants and project team reviewed the budget and identified elements which could be delivered in a different way.
30. The increased construction costs were discussed at an early stage with both Staffordshire County Council's Senior Leadership Team and the Heritage Fund. It was agreed an additional contribution could be made by the County Council and the Heritage Fund invited the project team to submit a grant uplift request. The grant uplift request included underwriting the Wolfson and UK Shared Prosperity Funds if they were unsuccessful. The Heritage Fund approved the grant uplift request in November 2022. Staffordshire County Council's Cabinet approved the additional contribution of £250,000 in December.
31. The total cost of the project is now £8,780,239 with a grant of £4,858,699 from the National Lottery Heritage Fund. The total match funding is £3,921,540 which includes Staffordshire County Council funding, grants from other organisations, donations from the friends of the services and in-kind contributions from volunteers.
32. Since the inception of the project in 2015, The Archives and Heritage Team have established a positive working relationship with National Lottery Heritage Fund colleagues. Lottery colleagues provide mentor support, professional advice and offer constructive challenge. This was evidenced through the procurement process and grant uplift application. The Staffordshire History Centre Project Board provide the National

Lottery Heritage Fund with a quarterly update and both teams will continue to meet on a regular basis to ensure that the project timescales are met and that the project is delivered.

Timescales and Next Steps

33. The programme for completion of construction of the Staffordshire History Centre has been delayed by approximately 9 months. The delay is due to a more complex procurement process, reviewing project costs, and submitting additional grant requests.
34. The activity programme has also been impacted by this delay as whilst some activities are planned to be delivered at other venues across the county a significant number are planned at the Centre once it has opened.
35. Construction is due to start on site in February with an estimated completion of summer 2024 and projected opening of the History Centre in autumn of 2024. The period of funded support for activities from the Heritage Fund is currently to December 2025. The Heritage Fund have indicated this can be extended and it is estimated the activities will continue until spring 2026. Thereafter the History Centre offer will be delivered with the core funding for the Archive and Heritage Service. The William Salt Library building will be maintained by the William Salt Library Trust with part of the ground floor leased to the Staffordshire County Council as part of the Centre.
36. The priorities for 2023 are:
 - a. Procurement of the new website in January
 - b. Progressing construction on site from February.
 - c. Developing the interpretation designs.
 - d. Procurement of evaluation and marketing contracts.
 - e. Continuing to deliver the activity programme and embedding new events.
 - f. Supporting the staff and volunteers working on the project.
 - g. Promoting the project through social media, newsletters and press releases.

Link to Strategic Plan

37. The Staffordshire History Centre project directly links to the following strategic priority: 2 Live in sustainable and thriving communities.

Link to Other Overview and Scrutiny Activity

38. No links identified.

Community Impact

39. Refer to CIA guidance on the [Learning Hub](#)

List of Background Documents/Appendices:

Staffordshire History Centre Project Board minutes (private)

Contact Details

Assistant Director: Catherine Mann, Interim Assistant Director for Culture, Rural and Safer Communities.

Report Author: Joanna Terry
Job Title: Head of Archives and Heritage
Telephone No.: 01785 278370
E-Mail Address: joanna.terry@staffordshire.gov.uk

Community Impact Assessment

Staffordshire History Centre

Author: Joanna Terry, Head of Archives and
Heritage

Date: 7 December 2022

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
<p>Age - older and younger people</p>	<p>Activity plan identifies younger people as a target audience. Includes activities for older people and volunteer opportunities to support well-being</p>	<p>Ensuring current users are not alienated as service model changes.</p>	<p>Current users are key stakeholders as new service model is implemented. Continue to engage with and consult with different age groups. Monitor and evaluate project during the delivery phase.</p>
<p>Disability - people who are living with different conditions and disabilities, such as: mental illnesses, long term conditions, Autism and other neurodiverse conditions, learning disabilities, sensory impairment and physical disabilities.</p>	<p>Development of the SHC will include improved physical access. The project Activity Plan will include community venues across the county such as libraries. Online access will provide an alternative offer for some collections and users.</p> <p>Access Strategy for the project will cover both physical and intellectual access to services, events and collections.</p>	<p>Not all collections will be digitised. Access for visitors will be proportionate to use of service or collection. Cost implications in meeting all demands.</p>	<p>Ensure onsite, online and remote access are provided through the project. Ensure programme of activity can be tailored to be accessible in a variety of ways to meet sensory, neurodiverse, learning disabilities, and physical disabilities as identified in the Access Strategy. Implement recommendations from project Access Strategy.</p>
<p>Gender reassignment - those people in the process of transitioning from one sex to another</p>	<p>Activity plan to target non-users of the service</p>	<p>Lack of awareness of service.</p>	<p>Implement Marketing Strategy for the project. Engage with town centre partnership and Enjoy Staffordshire, and other partners for reciprocal marketing.</p>

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
			Evaluate response during project and adapt strategy.
Marriage & Civil Partnership - people who are married or in a civil partnership should not be treated differently at work	None identified.	None identified.	None identified.
Pregnancy & Maternity - women who are pregnant or who have recently had a baby, including breast feeding mothers	Proposals for new centre include facilities and activities for families	Lack of awareness of service	Marketing plan for the project as above.
Race - people defined by their race, colour, and nationality (including citizenship) ethnic or national origins	The SHC project is targeting new audiences including different ethnic minorities	Ensuring the project is promoted widely to attract groups from different communities. Ensuring the project delivers diversification of collections	Activity Plan outlines target audiences and include consultation with different groups. Conservation Management Plan includes diversification of collections.
Religion or Belief - people with any religious or philosophical belief, including a lack of belief. A belief should affect a person's life choices or the way they live for it to be considered	Activity plan to target non-users of the service.	Lack of awareness of service.	Implement Marketing Strategy for the project. Engage with town centre partnership and Enjoy Staffordshire, and other partners for reciprocal marketing. Evaluate response during project and adapt strategy.
Sex - men or women	Service will continue to attract users of both genders.	Ensuring service remains accessible to both genders	Monitor gender profile through user surveys.

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
Sexual orientation - whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	Activity plan to target non-users of the service.	Lack of awareness of service.	Marketing plan for the project as above.

➤ **Workforce Assessment**

Who will be affected – consider the following protected characteristics: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation	Benefits	Risks	Mitigations / Recommendations
<p>Page 22</p> <p>Current staff and volunteers are impacted by the project. The staffing profile is predominantly female and most staff are older. In May 2021 a new staffing structure was implemented reorganising the service into three teams to deliver the History Centre. Some staff have a disability. Information on race, religion, and sexual orientation is not collected.</p>	Four project posts have been created on a fixed term contract of just over three years. The staff team have been involved in developing the project and shaping the temporary service offer during the temporary closure for construction of the new centre.	Staff team have moved from their usual base to a temporary base located nearby. Staff have had to adapt to change of service delivery and will need to adapt to further changes ahead.	Staff have been involved in the development of the project. Regular team meetings and 1-1s are in place to ensure they are supported through the changes the project will deliver.

➤ **Health and Care Assessment**

Key considerations	Benefits	Risks	Mitigations / Recommendations
<p>The History Centre Activity Plan is organised around target audiences. Key strands of activity include:</p> <ul style="list-style-type: none"> Working with volunteers which will improve their wellbeing both older and young people are being targeted Targeted projects to support people living with dementia 	<p>Range of volunteer opportunities available to promote wellbeing. Life long learning courses available at the centre.</p> <p>Improved physical access to buildings with new building and redevelopment of site. Access Strategy will cover physical access. Review and update risk assessments.</p> <p>Volunteer opportunities to promote social wellbeing and independence. Targeted activities for older people.</p> <p>More activities offered via project. Project staff to support delivery must complete pre-employment checks.</p>	<p>Promoting the offer.</p> <p>Lack of awareness.</p> <p>Access cannot be improved in listed building.</p> <p>Insufficient budget for activities</p>	<p>Marketing plan for the project. Promote volunteer opportunities via voluntary sector agencies.</p> <p>Prioritise resources to promote greater access. Implement Access Strategy and monitor risk assessments.</p>

➤ **Communities Assessment**

Key consideration	Benefits	Risks	Mitigations / Recommendations
<p>Communities across the county will be targeted by the project with service delivery especially in Stafford and Lichfield.</p> <p>Schools and young people will be engaged through the learning programme.</p> <p>Residents and visitors to the county will be attracted to the History Centre</p> <p>Current and new volunteers targeted</p> <p>Families engaged especially during school holidays</p> <p>Rural remote users engaged</p>	<p>Countywide activity programme including touring exhibitions and offsite events will increase opportunities to work with communities. New online offer to reach and engage with communities. Targeted projects for rural communities.</p> <p>New learning programme will be developed. Links with local universities will be strengthened to encourage students to use facilities, encourage and support work placements, offer volunteer opportunities for young people.</p>	<p>Not all communities can easily access facilities in Stafford.</p> <p>Poor take up by schools and young people, lack of awareness of offer.</p> <p>Lack of awareness of facilities and poor take-up.</p> <p>Volunteers not aware of opportunities, costs of and finding parking are barriers to access opportunities.</p> <p>Lack of awareness of facilities and poor take up, lack of engagement from rural communities.</p>	<p>Ensure activity plan and online services are developed and promoted, influence parking provision near to the Centre. Include stakeholders and communities in development of new facilities and activity plan. Implement and embed targeted projects. Monitor and evaluate throughout project.</p> <p>Develop programme in consultation with schools and young people. Some activities have been piloted. Promote new offer with strong marketing plan.</p> <p>New Marketing Plan and budget to promote across the county, work with partners to implement reciprocal marketing. Monitor and review during project.</p> <p>Promote volunteer opportunities through voluntary sector. Ensure</p>

Key consideration	Benefits	Risks	Mitigations / Recommendations
	<p>History Centre will offer new cultural facility for the county with wide range of events and activities for people to enjoy. Programme will be countywide.</p> <p>There will be a wider range of volunteer opportunities and new facilities to support volunteer activities. Project staff will support volunteers.</p> <p>Families are a target audience for the project with new activities and facilities planned to attract them.</p> <p>The project will offer a countywide programme and potentially include a project to target migrant</p>		<p>project includes expenses and training for volunteers. Influence planners around parking facilities.</p> <p>Promote new facilities through strong marketing plan. Evaluate project throughout and adapt in response.</p> <p>Develop programme in consultation with rural communities. Pilot activities. Promote new offer with strong marketing plan. Promote digital services and new website.</p>

Key consideration	Benefits	Risks	Mitigations / Recommendations
	workers in rural communities.		

➤ **Economic Assessment**

Key consideration	Benefits	Risks	Mitigations / Recommendations
<p>Residents and visitors to the county will be attracted to visit the History Centre and promote Staffordshire as a destination.</p> <p>The project will stimulate high street recovery in Stafford town centre and form part of the Eastgate Quarter development.</p> <p>New jobs will be created through the construction contract and four project posts.</p>	<p>New visitor attraction created, business start-up space available.</p> <p>Activities designed to target low/ non-user groups including those from lower income groups.</p> <p>New opportunities for staff. Consultancy work, design team and eventually construction opportunities.</p>	<p>Lack of awareness of offer and take up of new business space.</p> <p>Four project posts only funded for three years, requiring funding plan to continue activities.</p>	<p>Ensure Business Plan includes robust research and analysis to test new model. Use partner organisations to promote new offer and social media.</p> <p>Marketing plan for the project.</p> <p>Regular staff briefings, training plan, promotion of opportunities for staff within the project.</p>

➤ **Climate Change Assessment**

Key considerations	Benefits	Risks	Mitigations / Recommendations
<p>The construction of the History Centre re-purposes two buildings: the 1960s Staffordshire Record Office and grade II* listed William Salt Library. New build elements incorporate new technologies to reduce climate change impact.</p>	<p>New strongrooms will be built using passive methods to reduce reliance on air conditioning and impact on the environment.</p> <p>The new extension link will include a green roof to contribute to carbon sequestration. The benefits of green roofs start to accrue after seven years due to the cost of creating the roof. It is estimated that the sedum roof would capture 353.3kg of carbon by 2050. In addition it would help reduce energy consumption, provide some benefits to biodiversity and absorption of other urban pollutants.</p> <p>The SHC will use high efficiency LED lighting throughout all of the archives which provides</p>	<p>New building fails to meet passive standards.</p> <p>Green roof is too expensive, carbon capture cannot be confirmed.</p> <p>PIRs do not fit working patterns in the</p>	<p>Ensure testing and modelling of designs at early stage, use tried and tested solutions.</p> <p>Use ecology report with baseline to monitor impact. Work with sustainability team to calculate carbon capture.</p>

Key considerations	Benefits	Risks	Mitigations / Recommendations
	<p>a higher lumens per watt output than a fluorescent lamp solution, thereby requiring less power for the same lighting output. PIR presence sensors will be used to automatically switch off when no presence is detected.</p> <p>The Staffordshire History Centre grounds will feature external green urban spaces, including a green walkway linking North Walls with Eastgate Street and a small garden area. The location of the centre means the green walkway has the potential to act as a partial wildlife corridor between the marshes, River Sow and town</p>	<p>strongroom or other areas leaving areas dark.</p> <p>Insufficient funding to deliver landscaping effectively. Maintenance of external green spaces to ensure they meet species requirements.</p>	<p>Ensure PIRs are checked and set appropriate for working patterns.</p> <p>UK Shared Prosperity Funding with Stafford BC covers the costs of this work. Partnership between developed with Victoria Park and National Trust at Shugborough to work volunteers around maintenance of the garden.</p>

Key considerations	Benefits	Risks	Mitigations / Recommendations
	<p>park. Green urban spaces have shown to mitigate against air pollution, rising temperatures and flooding events in addition to improving wellbeing for residents.</p>		

Environment Assessment

Key considerations	Benefits	Risks	Mitigations / Recommendations
<p>The History Centre extends an existing site in Stafford town centre. It benefits from transport links in the town whilst also providing online access for those unable to travel to the Centre.</p>	<p>Project will deliver more services online and will close some sites.</p> <p>Stafford is accessible by bus and rail. Project will deliver activity plan with events and exhibitions provided at community venues and use digital services.</p> <p>The project will also support a reduction in</p>	<p>Not all users of the building will recycle waste correctly.</p> <p>People may be unable to travel from remote and rural areas of the county.</p>	<p>Promote recycling on the site, staff training.</p> <p>Promote community-based activities delivered through the project.</p> <p>Promote online offer of the project.</p>

Key considerations	Benefits	Risks	Mitigations / Recommendations
	<p>car use. Having all of the archive collections on one site will reduce the need to move material from the outstore at Beacon Business Park on an average of two visits per week. The Centre benefits from transport links into Stafford town centre and also has car parks nearby as well as a bus stand immediately opposite to the site.</p>	<p>Staff still use cars to get to work.</p>	<p>Promote use of public transport or active travel.</p>

WORK PROGRAMME

Prosperous Overview and Scrutiny Committee – 2022/2023

This document sets out the work programme for Prosperous Overview and Scrutiny Committee for 2022/2023.

Prosperous Overview and Scrutiny Committee are responsible for scrutiny of highways infrastructure and connectivity, flood and water management, education, learning and skills. As such, the statutory education co-optees will sit on this committee. The Work Programme is linked to the Vision, Outcomes and Priorities detailed in the Council's Strategic Plan 2022-26.

We review our Work Programme at every meeting. Sometimes we change it - if something important comes up during the year that we think we should investigate as a priority. Our work results in recommendations for the County Council and other organisations about how what they do can be improved, for the benefit of the people and communities of Staffordshire.

Councillor Tina Clements

Chairman of Prosperous Overview and Scrutiny Committee

If you would like to know more about our Work Programme or how to raise issues for potential inclusion on a Work Programme, then please contact Jonathan Lindop, Scrutiny and Support Officer (jonathan.lindop@staffordshire.gov.uk).

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
Thursday 26 May 2022 at 10.00 am	Work Programme Planning		
	Rural Economic Strategy Cabinet Member: Philip White Lead Officers: Darryl Evers/Anthony Hodge	Requested by email (Cabinet Member 17 March 2022).	(a) That the report be received and noted. (b) That the County Council's draft Rural Economic Strategy 2022/2030 be supported. (c) That the Cabinet Member have regard to their comments (see minutes of meeting) in the final version (and its Implementation Plan) expected to be published in late Summer/early Autumn 2022. (d) That further update reports on the progress made in implementation of the Strategy be brought to the Committee on a quarterly basis.
Wednesday 15 June 2022 at 2.00 pm (additional meeting)	Highways Transformation – Update Cabinet Member: David Williams Lead Officers: Darryl Evers/James Bailey	Requested by Cabinet Member at 14 April 2022 Committee Meeting.	(a) That the report be received and noted. (b) That satisfactory progress had been made in the Highways Transformation Programme to date.

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
Page 33			<p>(c) That the Cabinet Member be urged to have regard to the above-mentioned comments in his work to identify the most appropriate future delivery model for the Highways maintenance service.</p> <p>(d) That progress in the Highways Transformation Programme Continue to be monitored closely and further update reports be brought the Committee, as necessary.</p>
	<p>SEND Green Paper – Staffordshire’s response Cabinet Member: Jonathan Price Lead Officers: Helen Riley/Tim Moss</p>	<p>Proposed by Cabinet Member at 12 May 2022 Triangulation Meeting.</p>	<p>(a) That the report be received and noted.</p> <p>(b) That the contents of the County Council’s proposed response to the Government’s White Paper entitled “SEND review: right support, right place, right time”, as set out in the report, be supported.</p> <p>(c) That the various measures contained in the White Paper already being implemented by Staffordshire, making them an exemplar, be welcomed.</p>

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
			(d) That the Cabinet Member for Education (and SEND) be urged to continue his efforts to lobby Central Government for additional resources so that the various other aspirations contained in the White Paper can be successfully delivered within a satisfactory time-scale.
Thursday 7 July 2022 at 10.00 am Page 34	Highways Transformation Programme – Three Strands Progress Cabinet Member: David Williams Lead Officers: Darryl Evers/James Bailey	Requested at 13 January 2022 Committee Meeting.	(a) That the oral report and presentation be received and noted. (b) That satisfactory progress had been made in the Highways Transformation Programme to date. (c) That the Cabinet Member be urged to have regard to the above-mentioned comments in his work to implement the new future delivery model for Staffordshire Highways.
	Town Centre Regeneration Programmes (Working with District and Borough Partners – Update	Requested at 29 November 2021 Triangulation Meeting. Postponed until late summer at the request of Cabinet Member (via email from Anthony Hodge 1 February	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	<p>Cabinet Member: Phillip White Lead Officers: Darryl Eyers/Anthony Hodge</p>	<p>2022). Further identified at 26 May 2022 Committee Meeting. Postponed at the request of Cabinet Member (email from Anthony Hodge, 10 June 2022) at 15 June 2022 Committee meeting.</p>	
<p>Page 35</p>	<p>HS2 Connectivity with existing 'classic' Network Cabinet Member: David Williams Lead Officers: Darryl Eyers/Clive Thompson</p>	<p>Raised at 13 January 2022 Committee meeting; offer of engagement with Avanti West Coast received 28 February 2022 (email from Jason Pacey, HS2); provisionally accepted by Chairman 4 March 2022.</p>	<p>(a) That the oral report and presentation be received and noted.</p> <p>(b) That the efforts made to date to maximise the opportunities available to Staffordshire residents from the construction of the high-speed rail line by HS2 be welcomed.</p> <p>(c) That a further update be brought to the Committee in January/February 2023.</p> <p>(d) That the Deputy Leader and Cabinet Member for Economy and Skills continue to be held to account for his efforts to maximise the opportunities available to Staffordshire residents from the construction of the line, where possible.</p>

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
<p>Page 36</p>	<p>Flood Risk Management Strategy 2021/27 Outcome Measures – Progress Cabinet Member: Simon Tagg Lead Officers: Darryl Evers/Jamie Cooper</p>	<p>Requested at 29 November 2021 Committee meeting.</p>	<p>(a) That the oral report and presentation be received and noted.</p> <p>(b) That the news of additional Government Funding which had been made available in support of flood risk management in Staffordshire and the progress made to date in this respect, be welcomed.</p> <p>(c) That the Cabinet Member be urged to have regard to the Committee’s comments in his on-going work towards ensuring effective flood risk management in the County.</p> <p>(d) That the issue of flood risk management be kept under close review and further scrutiny be undertaken, as necessary.</p>
<p>Thursday 29 September 2022 at 10.00 am</p>	<p>North Staffordshire Local Air Quality Plan Cabinet Member: David Williams Lead Officers: Darryl Evers/Clive Thomson</p>	<p>Requested by email 4 February 2022 (Joanne Keay on behalf of Cabinet Member). Postponed at the request of Cabinet Member (email from Darryl Evers via Joanne Keay 12 July 2022) until Autumn 2022.</p>	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
Page 37	Petition - Management of HGV's on Cemetery Road, Silverdale, Newcastle-under-Lyme Cabinet Member: David Williams Lead Officers: Darryl Evers	Constitutional requirement for petition to be considered by Scrutiny owing to it containing between 2,500 and 5000 signatures.	That the petition be noted; (b) That the petition organiser be thanked for his attendance at the meeting; (c) That no further action be taken by the Committee pending determination of the above-mentioned Planning Application No. SCC/22/0078/FULL-MAJ by the County Planning Committee.
	Schools White Paper Cabinet Member: Jonathan Price Lead Officers: Tim Moss	Identified at 26 May 2022 Committee meeting.	That the report be received and noted. (b) That the Cabinet Member be urged to have regard to their comments in his on-going correspondence with Government in implementing their new ambitions for the school system in England.
	Countryside Review – Update Cabinet Member: Victoria Wilson Lead Officers: Helen Riley/Sarah Bentley	Requested at 24 February 2022 Committee Meeting. Programmed for early Autumn at 26 May 2022 Committee meeting. Reprogrammed for additional 19 October 2022 Committee meeting at 15 June 2022 Committee meeting.	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	<p>Staffordshire History Centre – Update Cabinet Member: Victoria Wilson Lead Officers: Catherine Mann</p>	<p>Proposed by Cabinet Member at 12 May 2022 Triangulation Meeting. Programmed for early Autumn at 26 May 2022 Committee meeting. Reprogrammed for additional 19 October 2022 Committee meeting at 15 June 2022 Committee meeting.</p>	
Page 38	<p>Libraries & Arts – Update (Burton-on-Trent, Cannock and Tamworth) Cabinet Member: Victoria Wilson Lead Officers: Catherine Mann</p>	<p>Proposed by Cabinet Member at 12 May 2022 Triangulation Meeting. Programmed for early Autumn at 26 May 2022 Committee meeting. Reprogrammed for additional 19 October 2022 Committee meeting at 15 June 2022 Committee meeting.</p>	
	<p>Highways Transformation Progress and Performance Quarterly Update. Cabinet Member: David Williams Lead Officers: Darryl Evers/James Bailey</p>	<p>Identified at 26 May 2022 Committee meeting. Update for Q2 postponed until later in Q3 at request of Director (email from James Bailey 18 August 2022).</p>	
	<p>Economic Recovery Renewal and Transformation/Economic and Rural Strategies Six-Monthly Progress Update (incorporating former APMG Report – Future Economy and Enterprise – Update)</p>	<p>Requested at 15 July 2020 Triangulation meeting (amended at 23 July 2021 and 13 January 2022 Committee meetings). Further update incorporated into County Economic Strategy report to 23 March 2022 Committee meeting. Postponed at the request of Cabinet Member on 20 June</p>	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	<p>Cabinet Member: Philip White Leads Officer: Anthony Hodge</p>	<p>2022 to 19 October 2022 Committee Meeting.</p>	
<p>Page 39</p>	<p>SEND High Needs Capital Funding 2022-24 Cabinet Member: Jonathan Price Lead Officers: Neelam Bhardwaja/Debbie Nash</p>	<p>Requested by email 19 July 2022 (Debbie Nash on behalf of Cabinet Member). Agreed by Chairman 21 July 2022</p>	<p>(a) That the report be received and noted.</p> <p>(b) That the utilisation of funding within Staffordshire’s educational settings to support the delivery of new places and improve existing provision for children and young people with special educational needs and disabilities (SEND), in line with the SEND Strategy, be supported.</p>
<p>Wednesday 19 October 2022 at 2.00 pm</p>	<p>Countryside Review Update including Chasewater Vision Cabinet Member: Victoria Wilson Lead Officers: Darryl Eyers/Sarah Bentley</p>	<p>Requested at 24 February 2022 Committee Meeting. Programmed for early Autumn at 26 May 2022 Committee meeting. Reprogrammed for additional 19 October 2022 Committee meeting at 15 June 2022 Committee meeting.</p>	<p>(a) That the report be received and noted.</p> <p>(b) That the key actions identified in the Future Vision for the Countryside Estate’s Delivery Plan be supported.</p> <p>(c) That progress against the various key actions and on-going performance of the service be monitored closely and further scrutiny be undertaken at the appropriate time, as necessary.</p>

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
Page 40	<p>Staffordshire History Centre – Update Cabinet Member: Victoria Wilson Lead Officers: Darryl Evers/Catherine Mann</p>	<p>Proposed by Cabinet Member at 12 May 2022 Triangulation Meeting. Programmed for early Autumn at 26 May 2022 Committee meeting. Reprogrammed for additional 19 October 2022 Committee meeting at 15 June 2022 Committee meeting. Postponed until December 2022 meeting at request of Cabinet Member on 8 September 2022.</p>	
	<p>Libraries & Arts – Update (Burton-on-Trent, Cannock and Tamworth) Cabinet Member: Victoria Wilson Lead Officers: Darryl Evers/Catherine Mann</p>	<p>Proposed by Cabinet Member at 12 May 2022 Triangulation Meeting. Programmed for early Autumn at 26 May 2022 Committee meeting. Reprogrammed for additional 19 October 2022 Committee meeting at 15 June 2022 Committee meeting.</p>	<p>(a) That the report be received and noted.</p> <p>(b) That the future direction of travel for the Libraries and Art Service during the period of the Strategic Plan 2022-2026, be supported.</p> <p>(c) That the Cabinet Member be urged to have regard to their comments in seeking to improve the operational performance of the Service, particularly in respect of communication with ‘Local’ Members.</p>
	<p>Chasewater Vision Cabinet Member: Victoria Wilson</p>	<p>Proposed by Cabinet Member at 12 May 2022 Triangulation Meeting. Programmed at 15 June 2022 Committee meeting. To be included in</p>	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
Page 41	Lead Officers: Darryl Evers/Catherine Mann	Countryside Vision – Update (see above)	
	Economic Recovery Renewal and Transformation/Economic and Rural Strategies Six-Monthly Progress Update (incorporating: (i) former APMG Report – Future Economy and Enterprise – Update and; (ii) National Numeracy Programme Cabinet Member: Philip White Leads Officer: Darryl Evers/Anthony Hodge	Requested at 15 July 2020 Triangulation meeting (amended at 23 July 2021 and 13 January 2022 Committee meetings). Further update incorporated into County Economic Strategy report to 23 March 2022 Committee meeting. Postponed at the request of Cabinet Member on 20 June 2022 to 19 October 2022 Committee Meeting. Revised content (Economic Strategy only) agreed at Pre-Agenda preview on 27 September 2022.	(a) That the report be received and noted. (b) That the good progress made towards delivery of the County Council’s Economic Strategy 2022-2030, be welcomed. (c) That further updates on the various ambitions set out in the Strategy and targets in the accompanying Delivery Plan be brought to the Committee at six-monthly intervals.
	Civil Parking Enforcement – Proposed Scrutiny Review Cabinet Member: David Williams Lead Officers: Darryl Evers/James Bailey	Requested by Cabinet Member on 10 August 2022. Postponed at request of Cabinet Member (email from Darryl Evers, 4 October 2022).	
Site Visits - Monday 7 November 2022 at 2.20 pm on site	Site Visits to Household Waste Recycling Centres.	Requested at 18 August 2022 Triangulation Meeting.	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
Thursday 10 November 2022 at 10.00 am	Household Waste Recycling Centres – New Service Performance against Key Performance Indicators. Report to also include details of five-year investment plan and significant policy changes, at request of Cabinet Member on 7 September 2022. Cabinet Member: Simon Tagg Lead Officers: Darryl Evers/Clive Thomson	April 2022 update requested at 16 September 2021 Committee meeting. Postponed at request of Cabinet Member until reconfigured service operational (email from Clive Thomson/Carole Smith 8 March 2022).	
Page 42	Digital Infrastructure - Update Cabinet Member: Simon Tagg Lead Officers: Darryl Evers	Proposed by Cabinet Member at 12 May 2022 Triangulation Meeting.	
	Tree Planting Net Zero by Nature Cabinet Member: Simon Tagg Lead Officers: Darryl Evers/Clive Thomson	Proposed by Cabinet Member at 18 August 2022 Triangulation Meeting. Programmed for 10 November 2022 Committee meeting at 29 September Committee meeting. Postponed until April 2023 (indicative) Committee meeting at request of Cabinet Member (email from Sarah Bentley 18 October 2022) owing to national delays in funding settlement.	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
<p>Thursday 22 Friday 16 December 2022 at 10.00 am (Re-scheduled at request of Chairman) Monday 9 January 2023 at 7.00 pm (re- scheduled at request of Leader)</p>	<p>Staffordshire History Centre – Update Cabinet Member: Victoria Wilson Lead Officers: Darryl Eyers/Catherine Mann</p>	<p>Proposed by Cabinet Member at 12 May 2022 Triangulation Meeting. Programmed for early Autumn at 26 May 2022 Committee meeting. Reprogrammed for additional 19 October 2022 Committee meeting at 15 June 2022 Committee meeting. Postponed from 19 October 2022 Committee meeting at request of Cabinet Member on 8 September 2022. Postponed until 3 February 2023 meeting at request of Cabinet Member owing to funding shortfall.</p>	
	<p>Highways Transformation Progress and Performance Quarterly Update. Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey</p>	<p>Identified at 26 May 2022 Committee meeting. Last reported to 7 July 2022 Committee meeting. Update for Q2 postponed until later in Q3 at request of Director (email from James Bailey 18 August 2022).</p>	
	<p>Electric Vehicle Charging Infrastructure Strategy Cabinet Members: Simon Tagg and David Williams Lead Officers: Darryl Eyers/Richard Rea</p>	<p>Requested by email on 12 October 2022 (Richard Rea on behalf of Cabinet Member).</p>	
	<p>Civil Parking Enforcement – Scope of Proposed Scrutiny Review</p>	<p>Requested by Cabinet Member on 10 August 2022. Postponed from 19 October 2022 Committee meeting at request of Cabinet Member (email</p>	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	Cabinet Member: David Williams Lead Officers: Darryl Evers/James Bailey	from Darryl Evers 4 October 2022). Target date for Briefing note - February 2023 Committee meeting. Initial scoping item requested by Chairman at 2 November 2022 Triangulation Meeting.	
	Sustainability Board Communications Plan Cabinet Member – Simon Tagg Lead Officers: John Tradewell/Rose Hampton	Requested by Chairman following inclusion of item on Forward Plan of Key Decisions 14 December 2022 - 19 April 2023 December 2022	
Friday 3 February 2023 at 10.00 am Page 44	Civil Parking Enforcement – Proposed Scrutiny Review Briefing Note Cabinet Member: David Williams Lead Officers: Darryl Evers/James Bailey	Requested by Cabinet Member on 10 August 2022. Postponed from 19 October 2022 Committee meeting at request of Cabinet Member (email from Darryl Evers 4 October 2022). Target date for note - February 2023 Committee meeting. Considered at 16 December 2022 Committee Meeting.	
	HS2 Six-monthly Update – Impact on Staffordshire Cabinet Member: Philip White/David Williams Lead Officer: Darryl Evers/Sarah Mallen	Requested at 26 February 2021 Committee meeting (amended at 23 July 2021 Committee meeting).	
	Staffordshire History Centre – Update Cabinet Member: Victoria Wilson	Proposed by Cabinet Member at 12 May 2022 Triangulation Meeting. Programmed for early Autumn at 26 May 2022 Committee meeting.	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	Lead Officers: Darryl Eyers/Catherine Mann	Reprogrammed for additional 19 October 2022 Committee meeting at 15 June 2022 Committee meeting. Postponed from 19 October 2022 Committee meeting at request of Cabinet Member on 8 September 2022. Re-scheduled at request of Cabinet Member at 2 November 2022 Triangulation meeting owing to funding shortfall.	
Page 45	Highways Transformation Progress and Performance Quarterly Update. Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at 26 May 2022 Committee meeting. Last reported to 16 December 2022 9 January 2023 Committee meeting. Scheduled at request of Chairman at 2 November 2022 Triangulation Meeting.	
Wednesday 22 March 2023 at 2.00 pm (additional meeting)	Highways Transformation Progress and Performance Quarterly Update. Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at 26 May 2022 Committee meeting. Last reported to 16 December 2022 9 January 2023 Committee meeting. Scheduled at request of Chairman at 2 November 2022 Triangulation Meeting. Re-scheduled at 30 November 2022 Pre-Agenda Preview (James Bailey on behalf of Cabinet Member).	
	Staffordshire Community Learning Service's annual self-assessment report for 21/22	Requested by email 28 September 2021 (Amanda Darlington on behalf of Cabinet Member). Re-scheduled from 27 April 2023 Committee meeting.	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	Cabinet Member: Philip White Lead Officers: Darryl Evers		
Thursday 27 April 2023 at 10.00 am	Staffordshire Community Learning Service's annual self-assessment report for 21/22 Cabinet Member: Philip White Lead Officers: Darryl Evers	Requested by email 28 September 2021 (Amanda Darlington on behalf of Cabinet Member).	
Page 46	Tree Planting Net Zero by Nature Cabinet Member: Simon Tagg Lead Officers: Darryl Evers/Clive Thomson	Proposed by Cabinet Member at 18 August 2022 Triangulation Meeting. Programmed for 10 November 2022 Committee meeting at 29 September Committee meeting. Postponed until April 2023 (indicative) Committee meeting at request of Cabinet Member (email from Sarah Bentley 18 October 2022) owing to national delays in funding settlement.	
	Local Flood Risk Management Strategy – Update Cabinet Member: Simon Tagg Lead Officers: Darryl Evers/Jamie Cooper	Requested by Chairman at 2 November 2022 Triangulation Meeting.	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	Household Waste Recycling Centres - Outcome of the Public Consultation and Policy Changes for 2023/24. Cabinet Member: Simon Tagg Lead Officers: Darryl Evers/Clive Thomson	Requested by email 21 November 2022 (Carole Smith on behalf of Cabinet Member).	

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Any provisional matter requiring Committee confirmation/approval are shown in green

Items for Consideration – Work Programme 2022/2023

Suggested Item	Details (Background)	Proposed Date of Meeting
Delivering Housing in Staffordshire Cabinet Member: Mark Deaville Lead Officers: Anthony Hodge/ Mark Parkinson/Matthew Shufflebotham	Programmed for consideration at November 2020 Committee Meeting but Agenda full. However, nothing further to report at present.	To be advised.
Live Labs Cabinet Member: Julia Jessel/Jonathan Price/David Williams Lead Officers: Clive Thomson/Louise Clayton/Nick Dawson	Carried forward from 2020/21 and 2021/22 Work Programmes.	To be advised
Safer Roads Partnership Update Cabinet Member: David Williams Lead Officers: Darryl Evers	Requested at 16 September 2021 Committee meeting.	To be advised
Bus Transport for Young People Cabinet Member: David Williams	Requested at 29 November 2021 Triangulation Meeting. Further identified at 26 May 2022 Committee meeting.	To be advised

Items for Consideration – Work Programme 2022/2023		
Suggested Item	Details (Background)	Proposed Date of Meeting
Lead Officers: Darryl Eyers/Clive Thomson		
OFSTED 2022 Inspection No. 2 Progress Plan – Education for All Pupils including Specialist Provision. Cabinet Member: Jonathan Price Lead Officers: Neelam Baghwaja	Identified at 26 May 2022 Committee meeting.	To be advised.
Local Transport Plan Refresh. Cabinet Member: David Williams Lead Officer: Darryl Eyers/Clive Thomson	Identified at 26 May 2022 Committee meeting.	To be advised.
Digital Infrastructure Plan Progress Update. Cabinet Member: Simon Tagg Lead Officers: Darryl Eyers/Anthony Baines	Identified at 26 May 2022 Committee Meeting. Considered at 10 November 2022 Committee Meeting. Next six-monthly update due May 2023 Committee meeting.	
Tourism and Visitor Economy: Cabinet Member: Phillip White Lead Officers: Darryl Eyers	Identified at 26 May 2022 Committee meeting.	To be advised.
School Age Education – Development Post Pandemic Cabinet Member: Jonathan Price Lead Officers: Neelam Bhardwaja/Tim Moss	Identified at 15 June 2022 Committee meeting	To be advised.
Tree Planting Net Zero by Nature Cabinet Member: Simon Tagg Lead Officers: Darryl Eyers/Sarah Bentley	Identified at 18 August 2022 Triangulation Meeting. Programmed for 27 April 2023 Committee Meeting (see above).	Programmed for 10 November 2022 Committee meeting at 29 September Committee meeting. Postponed at request of Cabinet Member (email from Sarah Bentley, 6 October 2022)

Any provisional matter requiring Committee confirmation/approval are shown in green

Standing Items 2022/2023

Item	Details (Background)	Action / Outcome
<p>HS2 Six-monthly Update – Impact on Staffordshire Cabinet Member: Philip White Lead Officer: Darryl Eyers/ Sarah Mallen</p>	<p>Requested at 26 February 2021 Committee meeting (amended at 23 July 2021 Committee Meeting). Next update due January/February 2023.</p>	
<p>Economic Recovery Renewal and Transformation Six-Monthly Progress Update (incorporating former APMG Report – Future Economy and Enterprise – Update) Cabinet Member: Philip White Leads Officer: Darryl Eyers/ Anthony Lodge</p>	<p>Requested at 15 July 2020 Triangulation meeting (amended at 23 July 2021 and 13 January 2022 Committee meetings). Further update incorporated into County Economic Strategy report to 23 March 2022 Committee meeting. Next update due at September 2022 Committee meeting.</p>	
<p>Highways Transformation Progress and Performance Quarterly Update. Cabinet Member: David Williams Lead Officers: Darryl Eyers/ James Bailey</p>	<p>Identified at 26 May 2022 Committee meeting. Next Update due September 2022 (Update for Q2 postponed until later in Q3 at request of Director (email from James Bailey 18 August 2022). Considered at 16 December 2023 Committee Meeting. Next Update due March 2023.</p>	

Any provisional matter requiring Committee confirmation/approval are shown in green

Briefing Notes / Updates / Visits 2022/2023

Date	Item	Details (Background)	Action / Outcome

Working Groups / Inquiry Days 2022/2023

Date	Item	Details (Background)	Action / Outcome
Ongoing	Sexual Harassment in Staffordshire Schools	Participation requested by Safeguarding Overview and Scrutiny Committee. Rev Michael Metcalf (Prosperous Scrutiny representative).	Final draft report considered at 14 April 2022 Committee meeting. Sign-off to be notified and monitoring arrangements to be agreed.
Cancelled	'Bus Back Better' – Enhanced Partnership for Staffordshire Cabinet Member: David Williams Lead Officers: Darryl Eyers/Clive Thomson	Requested by email 5 January 2022 (Louise Clayton on behalf of Cabinet Member). Postponed until March 2022 meeting following delay in announcing Bus Service Improvement Plan (BSIP) settlement by Central Government. Further delay in announcing Settlement received (email from Louise Clayton 8 March 2022). Notified of unsuccessful BSIP Bid by email 12 April 2022 (Louise Clayton on behalf of Cabinet Member). Cabinet Member evaluating consequences for Staffordshire.	
	Civil Parking Enforcement	Requested by Cabinet Member on 10 August 2022.	

Membership – County Councillors 2022-2023	Calendar of Committee Meetings - 2022-2023 (All meetings to be held at County Buildings, Stafford unless otherwise stated)
Tina Clements (Chairman) Ross Ward (Vice-Chairman – Scrutiny) Peter Kruskonjic (Vice-Chairman – Overview) Philippa Hadden Philip Hudson Syed Hussain Graham Hutton David Smith Bernard Williams Mike Deakin (Co-optee) Rev. Preb. Michael Metcalf (Co-optee) Jessica Shulman (Co-optee)	Thursday 26 May 2022 at 10.00 am
	Wednesday 15 June 2022 at 2.00 pm (additional meeting)
	Thursday 7 July 2022 at 10.00 am
	Thursday 29 September 2022 at 10.00 am
	Wednesday 19 October 2022 at 2.00 pm (additional meeting)
	Thursday 10 November 2022 at 10.00 am
	Thursday 22 Friday 16 December 2022 at 10.00 am CANCELLED
	Monday 9 January 2022 at 2.00 pm
	Friday 3 February 2023 at 10.00 am
	Thursday 27 April 2023 at 10.00 am

