

BOUNDARY COMMISSION REVIEW
DRAFT WORKING PAPER

SUMMARY

This working paper was designed to help the Boundary Commission Working Group and Reference Group to prepare an effective submission to the Boundary Commission. It addresses the issues raised in the Local Government Boundary Commission document 'Council Size – Helping You Make the Strongest Possible Case to the Commission'.

The working paper mirrors the guidance document and is divided into four parts:

- Governance and Decision Making
- Scrutiny Arrangements
- Representational Role of Councillors
- The Future

The introduction to each section (written in bold) and the questions in grey boxes are taken directly from the Boundary Commission guidance.

The final submission on Council size will need to be one that delivers convenient and effective local government for the long term as opposed to one that simply reflects current arrangements. Therefore account must be taken of current trends including reduced service provision, localism, shared services and commissioning.

Part One: Governance and Decision Making

The Commission aims to ensure that Councils have the right number of councillors to take decisions and manage their business in an effective way. It therefore looks at how decisions are taken across the Authority to assess the volume and distribution of responsibility amongst elected members and staff

Q1. What kind of Governance arrangements are in place for your authority?

1.1. Summary of Governance Arrangements

- 1.1.1 The Council currently has 56 Councillors elected every four years at a single election, the most recent being in May 2011
- 1.1.2 All 56 Councillors meet together as Full Council which is responsible for appointing the Leader for a four year term, appointing the Cabinet and Committees and setting the overall budget and policy framework for the Council. Full Council is also the forum where Chairmen of Scrutiny Committees report on the activities of those Committees. Full Council meets on average six times in a municipal year.
- 1.1.3 The Cabinet makes decisions within the framework set by the Council while Overview and Scrutiny Committees advise on policy formulation and hold the Cabinet to account in relation to specific matters. These committees may also review areas of Council activity which are not the responsibility of the Cabinet or matters of wider local concern.
- 1.1.5 Most regulatory decisions are made by committees of the Council; which will also deal with staffing and other matters.
- 1.1.6 A Standards Committee promotes high standards of conduct and support Members' observation of their Code of Conduct.
- 1.1.7. The Council has a number of Partnership Panels and forums to engage with the Community and advise the Cabinet.

Q2. How many portfolios are there?

1.2. Cabinet

1.2.2 The Cabinet comprises:

- Leader of Cabinet and Cabinet Member for Finance Revenues & Benefits
- Deputy Leader and Cabinet Member for Leisure Services & Communications
- Cabinet Member for Operational Services and Tourism
- Cabinet Member for Organisational Development & Community
- Cabinet Member for Housing, Health & Environmental Protection
- Cabinet Member for Development Services
- Cabinet Member for Democratic & Legal Services
- Assistant to Cabinet Member for Finance, Revenues & Benefits

Q3. To what extent are decisions delegated to portfolio holders or are most decisions taken by Cabinet?

- 1.2.3 The Cabinet is responsible for most day to day decisions and meets on a monthly basis to perform its collective executive function. When major decisions are to be discussed or made these are published in the Cabinet's Forward Plan.
- 1.2.4 Members of the Cabinet can also make decisions relating to their portfolio using Portfolio Holder Decision Notices with prior notification being given to the chair of the relevant scrutiny committee before these are signed. Portfolio Holder Decision Notices account for 12% of the Cabinet Decision Notices issued.
- 1.2.5 The constitution makes provision for decisions to be delegated to committees of the Cabinet, officers, joint arrangements, other authorities, or contracted out.

Q4. Do Cabinet or other members serve on other decision making partnerships, sub-regional, regional or national bodies?

- 1.2.6 A list of proposed outside representatives for 2013/2014 is attached at appendix A.

Q5. Are leadership and portfolio roles considered to be full time roles?

- 1.2.7 Leadership and portfolio roles are not considered to be full time roles.

Q6. In relation to licensing, planning and other regulatory responsibilities, to what extent are decisions delegated to officers?

1.3. Regulatory Functions

- 1.3.1 Regulatory Committees deal with a range of functions that the Cabinet cannot deal with by law. These functions include matters such as development control (including planning applications), licensing, health and safety and employment issues relating to Council staff.
- 1.3.2 Statutory and Regulatory Committees and their composition are set out below:
- Planning – 22 Members
 - Regulatory and Licensing – 15 Members
 - Employment – 11 Members
 - Standards – 8 Members
 - Audit – 5 Members
- 1.3.3 The delegation of functions to officers is set out in Schedule 4 of Part 3 of the Council's constitution.

Q7. How many members are involved in Committees?

- 1.3.3 There are currently 113 posts on Overview and Scrutiny Committee's and key statutory Committees (this figure excludes Cabinet, Council, Panels etc).
- 1.3.4 The table below summarises the key Committees and their Membership.

Table 1: Committees and their Membership:

Full Council	Cabinet	Planning	Licensing & Regulatory	Employment	Standards	Audit	Overview & Scrutiny (x4)
56	8	22	15	11	8	5	13 each

- 1.3.5 Many of these Committees serve as the parent body for further panels and task groups. Committees and Panels are shown at Appendix B.

Q8. Is the Committee membership standing or rotating?

- 1.3.6 The Membership of regulatory and statutory Committees is determined on an annual basis at Annual Council.

Q9. Are meetings add hoc, frequent and/or area based?

- 1.3.7 Meetings are set out in the Annual Calendar of Meetings (see Appendix C) although on occasion special meetings may need to be arranged. There were 85 meetings included in the calendar for 2011/2012 (the Audit Commission nearest neighbour group average was 82).

Q10. What level of attendance is achieved? Are meetings always quorate

- 1.3.8 Problems have not been encountered with meetings not being quorate.

Q11. Does the Council believe that changes to legislation, national or local policy will have influence on the workload of committees and their members which would have an impact on council size?

- 1.3.9 Looking ahead, increased emphasise on localism through legislation (the Localism Act), national and local policy is likely to reduce the Council's role and devolve power to local communities.

- 1.3.10 As a result of these changes the role of the 'Community Champion' has become increasingly important.
- 1.3.11 The Community Champion may be the local Councillor. The role of the Councillor as community champion will be especially important in instances and communities where other interested groups and volunteers are not forthcoming.

Q12. Is there a formal role description for councillors in your authority?

1.5 Role of the Councillor and Demands on Time

- 1.5.1 Role descriptions exist for the Chairman and Vice-Chairman of Council, Members of the Cabinet and the Chairmen of the Council's four Scrutiny Committees.
- 1.5.2 The Constitution sets out the key roles and functions of Councillors. It states that Councillors will:
- Collectively be the ultimate policy makers and carry out a number of strategic and corporate management functions
 - Contribute to good governance of the area and actively encourage community participation and citizen involvement in decision making
 - Effectively represent the interests of their ward and of individual constituents and act as an advocate for their communities
 - Respond to constituents enquiries and representations, fairly and impartially
 - Participate in the governance and management of the Council and be involved in decision making.
 - Be available to represent the Council on outside bodies
 - Maintain the highest standards of conduct and ethics.
- 1.5.3 The Constitution makes clear that the overriding duty of Councillors is to the whole community, but they have a special duty to their constituent's, including those that did not vote for them.
- 1.5.4 Previous research has indicated that for non-cabinet members the amount of time spent on general ward work can equal the time spent attending formal council meetings.
- 1.5.5 Historically Member meetings have taken place during the evening; however appeals meetings, some regulatory meetings, and preparation meetings often meet during the day.

Q13. Do councillors receive formal training for all or any roles at the Council?

- 1.5.6 Once elected Members are given induction training. Beyond this there is a Member Development Programme, which is informed by an on going training needs analysis.
- 1.5.7 The Council recognises that modern and effective local governance requires a training programme that enables Members to fulfil their responsibilities to the local community, provide clear leadership and ensure effective scrutiny.

- 1.5.8 The key training priorities of the Council are planning, audit, overview and scrutiny, fraud awareness, equality and diversity and regulatory and licensing. Other priorities identified by Members include localism and responding to emergencies.
- 1.5.9 The essential training together with the development areas selected by Members forms the basis of a Member Development Plan for the year ahead, and is supported by an individual training record for each Councillor. This identifies both the training undertaken and specific training that has been requested.

Q14. Do councillors generally find the time they spend on council business is what they expected

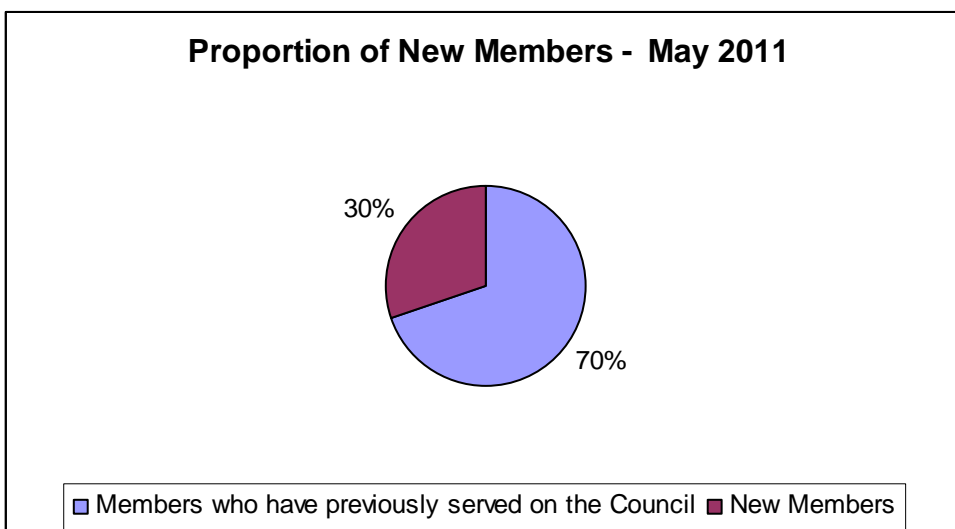
- 1.5.10 Initial expectations about the demands of Council business tend to vary from Member to Member. Members level of involvement is often constrained by the time they have available. Many Councillors have commented on the large number of emails they receive and the volume of information they are presented with.
- 1.5.11 There is a realisation that Members cannot possibly be involved in everything and need to focus in certain areas. Likewise, within their communities it is often a case of providing guidance and acting as facilitator rather than becoming involved in every single project and issue.

Q15. Does the council appoint members to outside bodies? If so how many councillors are involved in this activity and what is there expected workload?

- 1.6.1 Members appointed to outside bodies are listed at Appendix A. There has been a 49 % reduction in the number of such appointments since 2010, especially to charitable organisations where there was a duplication of membership with Lichfield City Council.
- 1.6.2 In addition there are advisory panels and forums (for the Arts, people with disabilities and the Parishes) which meet and engage with members of the public, parishes and external organisations.

Q16. Does the Council attract and retain members?

- 1.6.3 There is a low turnover of Members between elections, with no by-elections being called since the last District elections in May 2011.
- 1.6.4 The Council continues to attract new Members, with 30% of the Members elected at the last election in May 2011 taking a place on the Council for the first time. In addition there are also a number of long serving Councillors with 30 Members having served more than two full terms.
- 1.6.5 In the May 2011 50 of the 56 seats were contested, with a total of 129 candidates standing for election.



Q17. Have there been any instances of where the council has been unable to discharge duties due to a lack of councillors?

- 1.6.6 There have been no instances where the Council has been unable to discharge its duties due to a lack of Councillors.

Q18. Do councillors have an individual or ward budget for allocation in their area? If so, how is such a system administered?

- 1.6.7 The Authority does not currently administer a system of Ward budgets.

Part Two: Scrutiny Functions

Every Council has mechanisms to scrutinise the executive functions of the council and other bodies. They also have significant discretion over the kind (and extent) of activities involved in that process. In considering council size, the Commission will want to satisfy itself that these responsibilities can be administered in a convenient and effective way through the number of councillors it recommends.

Q1. How do scrutiny arrangements operate in the authority? How many committees are there and what is their membership?

2.1. Overview & Scrutiny Committees

- 2.1.1 The Council's Overview and Scrutiny Committees are designed to support the work of the Cabinet and the Council as a whole. They can allow citizens to have a greater say in Council matters by holding inquiries into matters of local concern. These lead to reports and recommendations which advise the Cabinet and the Council as a whole on its policies, budget and service delivery.
- 2.1.2 The Overview and Scrutiny Committees also monitor the decisions of the Cabinet. They can 'call-in' a decision which has been made by the Cabinet but not yet implemented. This enables them to consider whether the decision is appropriate. They may recommend that the Cabinet reconsider the decision. They may also be consulted by the Cabinet or the Council on forthcoming decisions and the development of policy.
- 2.1.3 'Call-ins' have been relatively rare in the past, which is a reflection of the efforts made to consult Overview and Scrutiny Committees before final decisions are made, and to make sure that they are properly involved in the decision making process.
- 2.1.4 The District Council has four politically balanced Committees aligned with Council services, each with thirteen Members:
- Strategic (Overview and Scrutiny) Committee
 - Environment and Development (Overview and Scrutiny) Committee
 - Community, Housing and Health (Overview and Scrutiny) Committee
 - Operational Services, Leisure Parks and Play (Overview and Scrutiny) Committee

Q2. What is the general workload of scrutiny committees? Has the council ever found that it has too many active projects for the scrutiny committee process to function effectively?

- 2.1.5 The workload of scrutiny Committees was found to be too heavy in the past. Briefing Papers have now been introduced to reduce the number of items on each agenda and better focus the work of the Committees. In addition Overview and Scrutiny Committees establish task groups which reduce the workload of the parent committee and enable issues to be explored in greater depth.

Q3. How is the work of scrutiny committees programmed? Is the work strictly timetabled?

- 2.1.6 Meetings of Scrutiny Committees are timetabled at Annual Council (see Appendix C) although special meetings sometimes need to be arranged.
- 2.1.7 Each Overview and Scrutiny Committee agrees an annual work programme at the start of the municipal year (see example at Appendix D) this plan is then reviewed as the year progresses. An Overview and Scrutiny Co-ordinating Committee comprising the Chairmen and Vice-Chairmen of the Scrutiny Committees ensures that there is no duplication of work.
- 2.1.8 Each Overview & Scrutiny Committee also considers the Service Plans of the Services within its remit. These are then incorporated into the annual action plan for the year ahead.

Q4. What activities are scrutiny committee members expected to carry out between formal meetings?

- 2.1.9 Overview & Scrutiny Task Groups meet between timetabled formal meetings to consider issues in more depth and report back the parent committee (Task Groups for 2012/13 are shown at Appendix B)

Part Three: The Representational Role of Councillors in the Local Community

The Commission understands that there is no single approach to representation and members will represent and provide leadership to their communities in different ways. However, they are interested in hearing about the extent to which Members are routinely expected to engage with Communities and how this affects workload and responsibilities. In particular, the Commission has indicated that where councils have defined a role for elected Members, it will find that evidence interesting.

Q1. In general terms, how do councillors carry out their representational roles with electors? Do members mainly respond to casework from constituents or do they have a more active role in the community?

- 3.1.1 Members represent their constituents and perform a community leadership role. They have regular contact with their constituents and keep abreast of issues through meetings, email, telephone and surgeries. Ward Members engage via appropriate mechanisms and structures (e.g. community groups and parish councils) and are heavily involved in local initiatives such as the North Lichfield Initiative.

Table 2: Member Representation - Comparison to other Authorities (2011)

Council	Population	Number of Members	Ratio
Family Group*			
South Staffordshire District Council	108,100	49	1:2206
High Peak Borough Council	90,900	43	1:2114
Stafford Borough Council	130,800	59	1:2217
Hinckley & Bosworth Borough Council	105,100	34	1:3091
Stroud	112,800	50	1:2256
South Ribble Borough Council	109,100	55	1:1984
Wychavon District Council	116,900	45	1:2598
Rugby Borough Council	100,100	48	1:2085
Tewksbury Council	81,900	38	1:2155
St Edmundsbury	111,000	45	1:2467
Selby Council	83,500	41	1:2037
Newark and Sherwood	114,800	46	1:2496
Chorley District Council	107,200	47	1:2281
<i>Lichfield District Council</i>	100,700	56	1:1798
Average **			1:2287
Average Ratio***			1:2307
Other Staffordshire Councils			
Cannock Chase District Council	97,500	41	1:2378
Tamworth Borough Council****	76,800	30	1:2560

* Audit Commission 'Nearest Neighbour Group'

** calculated using the total population of the family group and the total number of Members (excluding Lichfield District)

***average family group ratio (excluding Lichfield District)

****unparished

- 3.1.2 The District is parished with twenty five parish councils comprising 251 Councillors. This includes Lichfield City Council (28 Councillors) and Burntwood Town Council (22 Councillors).
- 3.1.3 The District is divided into eight County Council Divisions, with each Division represented by a Councillor on Staffordshire County Council.

Q2. How do councillors generally deal with casework? Do they pass on issues directly to staff or take a more in depth approach to resolving issues?

- 3.1.4 Councillors actively give advice, information and signpost where appropriate. This can be done without reference to the Council or Council officers.
- 3.1.5 However, when technical advice or support is needed, or when Councillors become aware of specific or recurrent problems they will alert officers and/or the relevant Cabinet Member. In this way Councillors help facilitate the resolution of problems that cannot be solved on an individual basis.
- 3.1.6 Furthermore, local experience and knowledge gained by Members through casework is then shared during consideration of policy issues, contributing to more informed decision making.

Q3. What support do councillors receive in discharging their duties in relation to casework and their representational role in their ward

- 3.1.7 The Council aims to support individual Councillors with their casework and representational role through the provision of technical advice, timely information and relevant training.

Q4. How do councillors engage with constituents? Do they hold surgeries, distribute newsletters, hold public meetings, write blogs etc?

- 3.1.8 Councillors communicate with constituents by telephone, email and post, and some Members hold surgeries. Some also communicate via blogs and other social media including Twitter. Contact details are frequently published in parish magazines and newsletters. Approaches are flexible and adapted for local circumstances according to what works best.
- 3.1.9 The Council's website is designed to make it easy for constituents to identify and contact their Ward Members.

Q5. How has the role of councillors changed since the council last considered how many elected members it should have?

- 3.1.10 The Council has not considered how many elected Members it should have since the changes in Governance introduced by the Local Government Act 2000 which resulted in a change from a Committee structure to the current Leader and Cabinet arrangements.
- 3.1.11 Over this time access to Councillors has become easier with the increasing use of email. The Council has become more accessible both for Councillors and Members of the public as a result of online access and improved customer support systems.
- 2.1.12 For the Council as a whole it has been a period of considerable change with some areas of work decreasing while others have increased.
- 3.1.13 Although the overall population has not changed significantly it is likely to increase in the future. The demographics are also changing with an increasing number of elderly people.

Q6. Has the council put in place any mechanisms for councillors to interact with young people, those not on the electoral register or minority groups or their representative bodies?

- 3.1.14 The Council has established a Disability Partnership Panel to consult with disabled people. The Panel raises issues with agencies and partners, and helps to resolve any matters of concern.
- 3.1.15 The Council also supports the Young Enterprise Initiative. Members have previously acted as mentors to young people and the Chairman of the Council always attends annual events such as Trade Fairs and Presentations.

Q7. Are councillors expected to attend meetings of community bodies such as parish councils or residents associations? If so, what is the level of their involvement and what role are they expected to play?

- 3.1.16 Councillors attend the meetings of various community bodies either to represent the Council or as part of their individual community engagement and representation role.
- 3.1.17 The Council seeks to work closely with Parish Councils and has mechanisms to achieve this such as the Parish Forum. A number of District Councillors attend Parish Council meetings in their Ward, and some are also Parish Councillors. There is a general expectation that Councillors will keep up with developments and events in their communities.

Part Four: The Future

The Commission understands that the role of local authorities is constantly changing and equally many local authorities have not seriously considered the size of their council since the introduction of Executive/Scrutiny arrangements over a decade ago. The pace of change for authorities is likely to continue into the foreseeable future. That is why councils should consider future trends and developments when coming to a conclusion on council size.

Questions of Interest to the Commission – The Future

Q1. Localism and Policy Development

1.1 What impact do you think the localism agenda might have on the scope and conduct of council business and how do you think this might affect councillors?

1.2 Does the council have any plans to devolve responsibilities and/or assets to community organisations? Or does the council expect to take on more responsibilities in the medium term or long term?

- 4.1.1 Both the localism agenda and the drive to reduce expenditure are likely to result in more functions being transferred to other bodies and local communities. This gives greater scope for the involvement of Parish Councillors and there will be opportunities for giving residents a more direct voice.
- 4.1.2 Capacity building within local communities is underway and four local areas are in the process of applying to be formally designated Neighbourhood Areas (Stonnall, Alrewas, Little Aston and Shenstone with Stonnall already progressing as a Neighbourhood Planning 'front runner'). A number of other parishes are preparing Parish Plans or preparing to apply for Neighbourhood Area designations and Burntwood is preparing a Town Strategy.
- 4.1.3 In line with national policy and to address budgetary pressures, the council is devolving responsibilities and assets where appropriate. For example, the Council has recently transferred the Garrick Theatre to a Charitable Trust, disposed of premises to the City Council and is negotiating with a local Church Group with a view to transferring one of its park pavilions. It is also exploring the possibility of transferring the ownership of bowls pavilions to local bowls clubs.

Q2. Service Delivery

2.1 Have changes to the arrangements for local delivery of services led to significant changes to councillors' workloads? (For example, control of housing stock or sharing services with neighbouring authorities).

2.2 Are there any developments in policy ongoing that might significantly affect the role of elected members in the future?

4.1.4 The Council has entered into a number of shared service arrangements including:

- Building Control - lead authority
- Conservation
- Health and Safety – lead authority
- Business Support
- Payroll
- Parking enforcement
- Printing
- Internal audit – lead authority
- Out of hours service
- Finance system
- Waste – joint service

4.1.5 It is expected that the number of shared service will increase in future.

4.1.6 Experience with shared services to date indicates that workloads generally increase when the District Council is the Lead Authority and decreases where another Authority takes the lead.

4.2 Financial Implications

Q1. What has been the impact of recent financial constraints on the council's activities? Would a reduction in the scope and/or scale of council businesses warrant a reduction in the number of councillors?

4.2.1 The scope and scale of the Council's business will reduce commensurate with budget pressures. Since 2008, the Financial Strategy has identified savings up to 2013/14 of £12.486m.

4.2.2 There is a total Funding Gap of £3.664m over the three year period 2013/14 to 2015/16 after having used Reserves. In addition the Council will need to factor in the eventual loss of Revenue Support Grant by 2019/20 amounting to £2.780m based on 2013/14 Settlement.

4.2.3 This Settlement means the Council must now consider a fundamental change in its strategic approach as a Council, resulting in the scaling back of operations and changing

our view on the type of Council we are. This responds to the Government's view of a small state, and a new relationship between citizens and the state.

4.2.4 Table 2 below summarises current costs associated with Democratic Representation.

Table 3 – Costs associated with Democratic Representation 2011-2012

2011-2012 OUTTURN	
Democratic Representation and Management	
Cost Centres	£
Planning Committee	36,876
Cabinet	94,303
Full Council	40,636
Regulatory and Licensing	29,050
Overview and Scrutiny	138,549
Audit Committee	40,140
Members Allowances	412,483
Civic Services	55,967
Members Training	1,719
Total	£849,723

Q2. If you are proposing a reduction in the number of councillors for your authority, to what extent is this a reflection of reduced activity of the council overall, an anticipation of efficiency plans, or a statement to local people? Or none of these things?

4.2.5 The majority view of the Boundary Commission Review Working Group is that 56 Councillors are required to represent local communities and deliver services in an effective way.

Outside Body	File	Notes	No. of Reps	Period of Office (Years)	Appointed Representatives	Date Appointed	Appointment Ends	Approved Duty (Y/N)	Proposals - 2013/2014
Cannock Chase AONB Advisory Panel	A62a		1	1	Boyle Mrs MG	May, 2012	May, 2013	Y	Boyle Mrs M G
Cannock Chase AONB Joint Committee	A62		1	1	Richards Mrs V	May, 2012	May, 2013	Y	Richards Mrs V
Council for the Protection of Rural England - Staffordshire	A6		1	1	Stanhope Mrs M (Substitute Pritchard I M P)	May, 2012	May, 2013	Y	Stanhope Mrs M (Substitute Pritchard I M P)
Erasmus Darwin Foundation	A93		1	1	Stanhope Mrs M (Substitute Smith D S)	May, 2012	May, 2013	Y	Stanhope Mrs M (Substitute Smith D S)
Greater Birmingham Local Enterprise Partnership (LEP)			1		Wilcox W J, Roberts NJ (alternate)	May, 2012	May, 2013	Y	Wilcox W J, Roberts N J (alternate)
Guild of St. Mary's Centre	A48		1	1	Chairman of the Council	May, 2012	May, 2013	Y	Chairman of the Council
Lichfield and District Council for Voluntary Service	A53		2	1	Drinkwater E N, Fryers M	May, 2012	May, 2013	Y	Drinkwater E N, Fryers M
Lichfield District Board	A103	Other Members of Cabinet to be invited to attend meetings on an ad hoc basis, when there is business to be considered which directly relates to their Portfolio	2	1	Leader and Community Cabinet Member	May, 2012	May, 2013	Y	Leader and Community Cabinet Member
Lichfield District Tourism Association - Executive Committee	A78		1	n/a	Flowith Mrs L E	May, 2012	n/a	Y	Flowith Mrs L E
Local Government Association General Assembly	A59		1	1	Leader of the Council (or nominee)	May, 2012	May, 2013	Y	Leader of the Council (or nominee)
North Lichfield Initiative Board	95a		1	3	Fryers M J	May, 2011	May, 2014	Y	Fryers M,
Police Authority Community Consultation Committees	A42		2	1	Leytham D (Lichfield), Stanhope Mrs M (Chasetown)	May, 2012	May, 2013	Y	Leytham D (Lichfield), Stanhope Mrs M (Chasetown) (Possible finish July 2012)

Outside Body	File	Notes	No. of Reps	Period of Office (Years)	Appointed Representatives	Date Appointed	Appointment Ends	Approved Duty (Y/N)	Proposals - 2013/2014
South East Staffs Citizens' Advice Bureau	A8		1	1	Tittley M	May, 2012	May, 2013	Y	Tittley M
Southern Staffordshire Partnership	A86		2	n/a	Leader of the Council (Substitute Development Portfolio Holder), Chief Executive (or nominee)	n/a	n/a	Y	Leader of the Council (Substitute Development Portfolio Holder), Chief Executive (or nominee)
Staffordshire and Stoke on Trent Joint Waste Board	A98		1	1	Flowith Mrs L E	May, 2012	May, 2013	Y	Flowith Mrs L E
Staffordshire Connects	A97		1	n/a	Greatorex C	May, 2012	n/a	Y	Greatorex C
Staffordshire County Council - Communities Scrutiny Committee	102		1		Greatorex C	May, 2012	May, 2013		Greatorex C
Staffordshire County Council Health Scrutiny Committee	A100		1	1	Constable Mrs BL	May, 2012	May, 2013	Y	Constable Mrs B L
Staffordshire Joint Parking Board	A106		1	1	Flowith Mrs L E	May, 2012	May, 2013	Y	Flowith Mrs L E
Staffordshire and Stoke-on-Trent Planning Forum	A2a		1	1	White A G (Substitute Cox R)	May, 2012	May, 2013	Y	White A G, (Substitute Cox R)
Staffordshire Playing Fields Association	A26		2	1	Boyle Mrs MG, Richards Mrs V	May, 2012	May, 2013	Y	Boyle Mrs M G, Richards Mrs V
Staffordshire Police & Crime Panel		New	1	1	Greatorex C	July, 2012	May, 2013		Greatorex C (New appointment from July)
Stoke on Trent and Staffordshire Local Enterprise Partnership (LEP)			1		Wilcox W J, Roberts NJ (alternate)	May, 2012	May, 2013		Wilcox W J, Roberts N J (alternate)
West Midlands Local Government Association - Leaders Board	A3d		1	1	Wilcox W J, Roberts NJ (alternate)	May, 2012	May, 2013	Y	Wilcox W J, Roberts N J (alternate)

Cabinet, Committees, Panels, Forums and Task Groups

CABINET
Leader of Cabinet and Cabinet Member for Finance, Revenues and Benefits
Deputy Leader of Cabinet and Cabinet Member for Leisure Services and Communications
Cabinet Member for Operational Services and Tourism
Cabinet Member for Organisational Development and Community
Cabinet Member for Housing, Health and Environmental Protection
Cabinet Member for Development Services
Cabinet Member for Democratic & Legal Services
Assistant to Cabinet Member for Development Services

Committees/Panels/Forums	Number of Members
Strategic (Overview & Scrutiny) Committee	13
Environment & Development (Overview & Scrutiny) Committee	13
Community Housing And Health (Overview & Scrutiny) Committee	13
Operational Services Leisure Parks And Play (Overview & Scrutiny) Committee	13
Employment Committee	11
Planning Committee	22
Regulatory & Licensing Committee	15
Standards Committee	8
Audit Committee	5
Employment Appeals Committee	5
Employee Investigating Suspension And Disciplinary Committee	3
Employee Joint Consultative Committee	6

Appointments Sub-Committee	5
Lichfield District Arts Partnership	7
Lichfield Disability Partnership Panel	5
Lichfield District Venture	5
Lichfield Garrick	8
Parish Forum	11
Licensing & Consents Appeals Committee	3
Local Parking Board	4
Joint Committee For Waste Management	2
District Board	2

Task Groups (2012 – 2013):

Community Housing & Health (Overview & Scrutiny):

Allocation Policy and Tenancy Strategy Task Group
 Fuel Poverty and Affordable Warmth Task Group
 Affordable Housing Policy Task Group
 Community and Voluntary Sector Funding Task Group
 Service and Financial Plans – Housing and Environmental Health
 Service and Financial Plans - Community and Partnerships

Environment & Development (Overview & Scrutiny):

Carbon Reduction Task Group (Joint Task Group with Operational Services, Leisure, Parks and Play Overview & Scrutiny Committee)
 Local Development Framework Task Group
 Sustainable Development Supplementary Planning Document Task Group
 Rural Development Supplementary Planning Document Task Group
 Trees and Woodlands Supplementary Planning Document Task Group
 Biodiversity and Development Supplementary Planning Document Task Group
 Community and Partnerships
 Service and Financial Plans

Operational Services, Leisure, Parks and Play (Overview & Scrutiny):

Waste Task Group
 Streetscene Task Group
 Carbon Reduction Task Group (Joint with Environment & Development)
 Service and Financial Plans – Operational Services
 Strategic (Overview & Scrutiny):
 Local Government Resource Review Task Group
 Service and Financial Plans
 Service and Financial Plans – Leisure, Parks and Play

CALENDAR OF MEETINGS
May 2013 – May 2014

Date	Meeting
TUESDAY 7TH MAY 2013	ANNUAL COUNCIL
Tuesday 14th May 2013	Cabinet
Thursday 16 th May 2013	Regulatory and Licensing Committee
Monday 20 th May 2013	Planning Committee
Tuesday 21 st May 2013	Audit Committee
Wednesday 22 nd May 2013	Overview & Scrutiny Co-ordinating Group
Tuesday 4 th June 2013	Planning Training
Wednesday 5 th June 2013	Environment & Development (Overview & Scrutiny) Committee
Thursday 6 th June 2013	Lichfield District Parking Board
Monday 10 th June 2013	Planning Committee
Tuesday 11th June 2013	Cabinet
Wednesday 12 th June 2013	Community, Housing & Health (Overview & Scrutiny) Committee
Tuesday 18 th June 2013	Provisional Date
Thursday 20 th June 2013	Strategic (Overview & Scrutiny) Committee
Monday 24 th June 2013	Lichfield District Board
Wednesday 26 th June 2013	Operational Services, Leisure, Parks & Play (Overview & Scrutiny) Committee
Monday 1 st July 2013	Planning Committee
Tuesday 2nd July 2013	Cabinet
Wednesday 3 rd July 2013	Provisional Date
Thursday 4 th July 2013	Members Training
TUESDAY 9TH JULY 2013	COUNCIL
Monday 15 th July 2013	Parish Forum
Thursday 18 th July 2013	Employment Committee
Monday 22 nd July 2013	Planning Committee
Monday 12 August 2013	Planning Committee
Monday 9 th September 2013	Planning Committee
Tuesday 10 th September 2013	Cabinet
Wednesday 11 th September 2013	Environment & Development (Overview & Scrutiny) Committee
Thursday 12 th September 2013	Strategic (Overview & Scrutiny) Committee
Tuesday 17 th September 2013	Planning Training
Wednesday 18 th September 2013	Audit
Thursday 19 th September 2013	Operational Services, Leisure, Parks & Play (Overview & Scrutiny) Committee
Tuesday 24 th September 2013	Community Housing & Health (Overview & Scrutiny) Committee
THURSDAY 26TH SEPTEMBER 2013	COUNCIL – STATEMENT OF ACCOUNTS
Monday 30 th September 2013	Planning Committee
Tuesday 1st October 2013	Cabinet
Wednesday 2 October 2013	Parish Forum
Monday 7 th October 2013	Regulatory and Licensing
TUESDAY 8TH OCTOBER 2013	COUNCIL
Thursday 10 th October 2013	Member Training
Wednesday 16 th October 2013	Provisional Date
Thursday 17 th October 2013	Lichfield District Parking Board

Monday 21 October 2013	Planning Committee
Wednesday 23 rd October 2013	Employment Committee
Tuesday 5th November 2013	Cabinet
Monday 11 th November 2013	Planning Committee
Wednesday 13 th November 2013	Environment and Development (Overview & Scrutiny) Committee
Tuesday 19 th November 2013	Lichfield District Board
Tuesday 26 th November 2013	Strategic (Overview & Scrutiny) Committee
Thursday 28 th November 2013	Regulatory & Licensing Committee
Monday 2nd December 2013	Operational Services, Leisure Parks & Play (Overview & Scrutiny) Financial Plans Meeting
Tuesday 3rd December 2013	Cabinet
Wednesday 4 th December 2013	Planning Training
Thursday 5 th December 2013	Operational Services, Leisure Parks & Play (Overview & Scrutiny) Service Plan Meeting
Monday 9 th December 2013	Planning Committee
TUESDAY 10TH DECEMBER 2013	COUNCIL
Wednesday 11 th December 2013	Strategic (Overview & Scrutiny) Service Plan Meeting
Thursday 12 th December 2013	Community, Housing & Health (Overview & Scrutiny) Service Plan Meeting
Monday 16 th December 2013	Environment & Development (Overview & Scrutiny) Service Plan meeting
Tuesday 17th December 2013	Cabinet
Monday 6 th January 2014	Planning Committee
Thursday 9 th January 2014	Operational Services, Leisure, Parks & Play (Overview & Scrutiny) Committee
Tuesday 14th January 2014	Cabinet
Wednesday 15 th January 2014	Environment & Development (Overview & Scrutiny) Committee
Thursday 16 th January 2014	Parish Forum
Tuesday 21st January 2014	Audit Committee
Wednesday 22 nd January 2014	Community, Housing & Health (Overview & Scrutiny) Committee
Monday 27 th January 2014	Planning Committee
Wednesday 29 th January 2014	Strategic (Overview & Scrutiny) Committee
Tuesday 4th February 2014	Cabinet
Thursday 6 th February 2014	Regulatory & Licensing Committee
Monday 10 th February 2014	Lichfield District Parking Board
Wednesday 12 th February 2014	Member Training
Thursday 13 th February 2014	Employment Committee
Monday 17 th February 2014	Planning Committee
MONDAY 24TH FEBRUARY 2014	COUNCIL
Tuesday 25 th February 2014	Overview & Scrutiny Coordinating Group
Tuesday 4th March 2014	Cabinet
Wednesday 5 th March 2014	Operational Services, Leisure, Parks & Play (Overview & Scrutiny) Committee
Monday 10 th March 2014	Planning Committee
Tuesday 11 th March 2014	Planning Training
Wednesday 12 th March 2014	Environment & Development (Overview & Scrutiny) Committee
Tuesday 18 th March 2014	Audit
Wednesday 19 th March 2014	Community, Housing & Health (Overview & Scrutiny) Committee
Tuesday 25 th March 2014	Lichfield District Board
Monday 31 st March 2014	Planning Committee

Tuesday 1 st April 2014	Cabinet
Wednesday 2 nd April 2014	Member Training
TUESDAY 8TH APRIL 2014	COUNCIL
Thursday 10 th April 2014	Parish Forum
Wednesday 23 rd April 2014	Member Training
Monday 28 th April 2013	Planning Committee
TUESDAY 6TH MAY 2014	ANNUAL COUNCIL
Tuesday 13th May 2014	Cabinet
Monday 19 th May 2014	Planning Committee
Tuesday 20 th May 2014	Regulatory and Licensing Committee

COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2012-13

Item	Jun 13	Sep 24	Jan 21	Mar 18 *	Details	Link to 2012/13 One Year Action Plan	Officer	Member Lead
Policy Development								
Terms of reference	✓				To remind the Committee of the terms of reference and suggest any amendments		HS	
Police and Crime Commissioner	✓		✓	✓	The election to the new role of Police and Crime Commissioner took place in November 2012. The PCC is required to produce and consult upon a Police and Crime Plan and subject to this being available by January, this Plan will be brought to the Committee for consideration and comment. Members will also be provided with the highlights and key messages from the Strategic Assessment for Lichfield District to inform their consideration of the Plan.	Prepare and run the election for the Police and Crime Commissioner and actively support the new Police and Crime Panel	HS	Cllr Greatorex
Review of Housing Allocation Policy	✓		✓		The Localism Act and government guidance means LDC needs to consider who should have priority for social rented housing. A Member Task Group was established in January 2012	Revise Housing Allocation Policy	CG	Cllr Pritchard Cllr Mrs Woodward (Task Group Chairman)
Core Strategy - affordable housing policy	✓				To consider the affordable housing policy as part of the development of the Core Strategy. A short life Member Task Group was established January 2012	Prepare Local Development Framework Core Strategy Deliver increased levels of affordable housing to meet varied requirements across the District	CG	Cllr Pritchard Cllr Leytham (Task Group Chairman)

COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2012-13

Item	Jun 13	Sep 24	Jan 21	Mar 18 *	Details	Link to 2012/13 One Year Action Plan	Officer	Member Lead
Health scrutiny - fuel poverty and affordable warmth		✓			To review the initiatives undertaken by LDC and in partnership to reduce excess winter deaths, tackle fuel poverty and promote affordable warmth. Beat the Cold / Marches Energy to be invited as an 'expert' witness? Member Task Group	Continue to address home and lifestyle risks through the Lichfield One Place projects - the risk of excess cold Review Warmer Homes Greener District Scheme in preparation for the introduction of the Green New Deal	CG	Cllr Pritchard
Troubled Families		✓			To understand the local approach to implementation of the national 'Troubled Families' programme and the associated financial impact Wayne Mortiboys, District Commissioning lead to be invited to attend	We'll help and support vulnerable adults, families and children to live independent and fulfilled lives in their own homes and communities (long term outcome in Plan for Lichfield District) Also links to preventing and diverting people from anti social behaviour, identifying lifestyle risks through the Let's Work Together project and developing partnership arrangements	HS / LB	Cllr Greatorex
Positioning Lichfield District as a good place to do business		✓			LDC has been leading on the development of a business support website on behalf of the Greater Birmingham Local Enterprise Partnership – "Talk to Reg"	Developing working together for business growth in partnership with the Better Regulation Delivery Office.	TM	Cllr Pritchard
Housing Strategy			✓		The Council has a statutory duty to have a Housing Strategy which provides a framework for housing policy and development.	Develop Housing Strategy 2012 / 2016	CG	Cllr Pritchard
Feedback from Service Plan Member Panels			✓		To summarise the conclusions made by the Service Group Panels at their meetings in December		HS	Cllr Mrs Arnold & Cllr Warfield

COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2012-13

Item	Jun 13	Sep 24	Jan 21	Mar 18 *	Details	Link to 2012/13 One Year Action Plan	Officer	Member Lead
Local impact of Welfare reforms - Discretionary Housing Payments policy				✓	The Council need to approve a Discretionary Housing Payments policy which can be used to top up shortfalls in housing benefit 9and therefore prevent homelessness0	Links to homeless prevention and assistance	CG	Cllr Pritchard
Health scrutiny - unemployment trends and getting people back into work				✓	LDC has been working with Bromford Living and other partners on developing Work Clubs across the District; this item to focus on outcomes	Continue to address home and lifestyle risks - unemployment	LB	Cllr Greatorex
Funding the Community and Voluntary Sector			✓		The Member Task Group - Funding the Community and Voluntary Sector requested to reconvene in 2012 to assess the impact of the commissioning decisions made including consideration of unintended consequences	Support community and voluntary organisations to embed new Service Level Agreements and monitor the delivery of agreed outcomes	LB	Cllr Greatorex (Cllr Mrs Woodward)
Services for Older People				✓	There is a significant growth in older people underway within the District; the aim of this item is to summarise the services delivered by the District Council which are particularly beneficial for or targeted towards older residents and enable Members to identify issues which they would wish to investigate further. This is also consistent with the pledge made to support the Manifesto for Older People's Housing (Full Council, April 2012). Potential for meeting to be held at Beacon Park Village to be investigated	Various links, including earlier completion of Disabled Facilities Grant, providing accessible, affordable and popular sports and leisure activities, addressing home and lifestyle risks through Lichfield One Place projects etc	HS	Cllr Pritchard
Briefing Papers								

COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2012-13

Item	Jun 13	Sep 24	Jan 21	Mar 18 *	Details	Link to 2012/13 One Year Action Plan	Officer	Member Lead
Annual Performance Review meeting with Bromford Housing		✓			To keep Members in touch with the performance of Bromford Housing in its capacity as largest social housing provider in Lichfield District	Bromford is a key partner which has a key role in helping the District Council to meet its statutory duties in relation to homelessness and in the development of social housing; Councillors Pritchard, Greatorex and Smedley represent LDC at a quarterly Forum with Bromford	HS	Cllr Pritchard
Emerging Work Programme 13/14								
Partnership working - Lichfield District Strategic Partnership (<i>deferred from March 2013</i>)					To update Members on local partnerships, what their purpose is and what they achieve	Develop and strengthen partnership arrangements especially through the District Board	LB	Cllr Greatorex
Services for younger people (<i>suggested topic, January 2013</i>)					To consider what steps the District Council takes to support young people, including enabling them to remain living (and where possible working) in Lichfield District		CG / LB	Cllrs Greatorex and Pritchard
Police and Crime Commissioner update					To consider and comment on the Police and Crime Plan 9expected in June)	Links to aspirations to maintain anti social behaviour at the performance level achieved in 12/13	LB	Cllr Greatorex