

2 October 2017

Dear Sir/Madam

CABINET MEETING

A meeting of the Cabinet has been arranged to take place on **TUESDAY 10 OCTOBER 2017** at **6.00 PM** in **THE COMMITTEE ROOM, DISTRICT COUNCIL HOUSE, LICHFIELD** to consider the following business.

Access to the Committee Room is via the Members' Entrance.

Yours faithfully



Neil Turner BSc (Hons) MSc
Director of Transformation & Resources

To: Members of the Cabinet

Councillors: Wilcox (Leader), Pritchard (Deputy Leader), Eadie, Pullen, Smith and Spruce.

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1. Apologies for Absence
 2. Declarations of Interest
 3. Civic Function Review (copy attached)
 4. Acceptance of External Funds - Better Care Fund 2017-18 (copy attached)
 5. Procurement of District Valuer Services (copy attached)
 6. Increased Expenditure on Framework Planning Consultants (copy attached)
 7. Public Arts Funding (copy attached)
 8. Funding for a Review of Council Accommodation (copy attached)
 9. Surveyor Support for Property Services (copy attached)
 10. To Receive the Minutes of the Meeting of the District Board held on 22 June 2017 (copy attached)



11. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED: "That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following items of business, which would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972"

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|--|-----------------|
| 12. Leisure Review | (copy attached) |
| 13. Procuring a Committee Management System | (copy attached) |
| 14. Contract Award - Provision of Agency Staff for the Joint Waste Service and Operational Services. | (copy attached) |

(A copy of the Council's 'Strategic Plan at a Glance' is attached for information).



Recommendations from Strategic (O&S) Committee – Civic Function Review



Report of the Chairman of Strategic (Overview & Scrutiny) Committee

Date:	10 October 2017
Agenda Item:	3
Contact Officer:	Christine Lewis
Tel Number:	01543 308065
Email:	Christine.lewis@lichfielddc.gov.uk
Key Decision?	NO
Local Ward Members	N/a

CABINET

1. Executive Summary

- 1.1 The Strategic (Overview & Scrutiny) Committee established a Member Task Group to investigate the Civic Function at Lichfield District Council in 2015/16 following the need to consider the lease renewal of the civic car. This led to a number of recommendations being approved by Council in April 2016 which were introduced for the Civic year 2016/17.
- 1.2 The Task Group wished to see the impact of these changes reported in 12 months and the Strategic Overview and Scrutiny meeting of 12th June 2017 agreed that this same task group would be re-established to consider the outcomes.
- 1.3 This evaluation was completed and a report considered by Strategic O&S on the 6th September 2017 with further suggestions for improvement presented.
- 1.4 The Strategic O&S Committee discussed the report of the task group and agreed to recommend to Cabinet a number of these further suggestions.

2. Recommendations

- 2.1 Strategic (O&S) Committee recommends to Cabinet that the following recommendations are considered and adopted:
- 2.2 That no nominated charity and charity events, including Burntwood Town Council and Lichfield City Council, are attended unless in very exceptional circumstances which are justified by the Chairman in writing and agreed by the Leader of the Council. In normal circumstances, this role can be carried out by Parish equivalents.
- 2.3 That the role of Chairman be a representative role and not a social one with emphasis on meeting the Strategic needs of the Council through networking opportunities and publicity. This would also link into the Commercialisation agenda of the Council. To achieve this, training should be provided to prospective Chairmen along with Chairing skills training to aid the role in Full Council meetings.

3. Background

1. During the original review in 2015/16, many changes were implemented to streamline the function and as a result, savings were realised.
2. These changes included the introduction of an events matrix and reduced level of expenses. These changes were investigated in this 12 month review task group meeting and the findings are shown below.

2.1 Matrix

It was noted that the matrix as devised by the Task group, was working well and was a useful aid to the Civic Officer. It was reported that when required, the Leader of the Council was supportive of decisions made.

2.2 Number of Events

In Civic year 2016/17 - 135 events were attended by the Chairman (127) and the Vice Chairman (8). This compares to 150 in the year of comparison (2014/15 used in the previous report). The aim of the change was to reduce the number to nearer 100 events per year and it is clear the numbers are reducing and monitoring should continue.

As Councillors will be aware the Annual Dinner was cancelled due to lack of support, as the event would have needed to be subsidised and this is not possible. The Civic Service was attended by 180 people and LDC organised visits to Wall and the NMA attracted 24 and 35 civics respectively. In Civic year 2015/16 - 177 events were attended by the Chairman (158) and the Vice Chairman (19).

2.3 Expenses

There have been no issues with the reduced level of expenses following the recommendation by the IRP and it is assumed that these are proving adequate.

The Chairman's Allowance was reduced to £3000 from £6510 and Vice Chairman's Allowance reduced to £1500 from £2780.

2.4 Impact on Function

There has been very little feedback from communities, other councils or our own councillors on the impact, if any of the changes made. There have been no complaints about refusal of invitations or lack of attendance. Other civic officers that we have spoken to have also identified that there is a reduction in their own activities locally and that their own Mayor/Chairman is restricting activities more to their own area.

Alternative Options	<ul style="list-style-type: none">• The function to remain as it is
Consultation	The Task Group heard evidence from the current and previous year's Chairman

Financial Implications	None directly from this report. As reported, savings have been made
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Contribution to the Delivery of the Strategic Plan	The role of the Chairman could aid the meeting of the Strategic needs of the Council.
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Equality, Diversity and Human Rights Implications	The role of Chairman is open for all current Members of the Council regardless of any personal circumstance eg disability and steps are made to ensure this.
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Crime & Safety Issues	N/A
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	Risk Description	How We Manage It	Severity of Risk (RYG)
A	No Member wishes to take on the role of Chairman	Give support to allow all Members equal opportunity to take on role regardless of personal circumstance eg working. Give support in representative role and provide information of what role will entail.	yellow

Relevant web links :

Acceptance of External Funds - Better Care Fund 2017-18



Report of the Cabinet Member for Regulatory Services, Housing and Wellbeing and the Cabinet Member for Finance and Democratic Services

Date:	10th October 2017
Agenda Item:	4
Contact Officers:	Gareth Davies/ Lucy Robinson/ Anthony Thomas
Tel Number:	01543 308741 / 01543 308710/01543 308012
Email:	gareth.davies@lichfielddc.gov.uk lucy.robinson@lichfielddc.gov.uk anthony.thomas@lichfielddc.gov.uk
Key Decision?	YES
Local Ward Members	Relevant to all Members

CABINET

1. Executive Summary

To advise Members that the District Council has been awarded Better Care Funding (BCF) totalling £752,000 by the Better Care Fund Partnership Board to support expenditure on Disabled Facilities Grants (DFG's) in 2017-18.

2. Recommendations

1. To formally accept the offer of £752,000 by the Better Care Fund Partnership Board to support expenditure on Disabled Facilities Grants in 2017/18.
2. To approve an update to the Capital Programme expenditure budget for Disabled Facilities Grants in 2017/18 to £850,000, funded by £98,000 of council resources and £752,000 of Better Care Fund (BCF).

3. Background

1. The BCF aims to provide people with better integrated care and support and was created from several government budgets. The BCF is allocated to upper tier authorities by the Department of Communities and Local Government (DCLG) and they in turn are required to passport the DFG element through to District Councils so that they can meet their statutory duty to provide DFGs.
2. Staffordshire County Council (SCC) is the accountable body for the Staffordshire BCF; the Better Care Fund Partnership Board, which was set up between SCC and the Staffordshire CCGs and is responsible for the allocation of the BCF funding.
3. A Passport Agreement with SCC dated 26th June 2017 sets out the offer of BCF funding to the council of £752,000. This is less than the DCLG 2017/18 BCF award of £837,000, as following lengthy negotiations we have agreed to a deduction of £85,000 to fund the provision of the service to deliver the county wide DFG service, pay for minor adaptations over £1000 and project manage the countywide DFG review.
4. DFGs are grants to provide adaptations such as stair lifts, level access showers and extensions to provide ground floor bedrooms to enable people to continue to live independently in their own homes with all applicants being means tested to determine their contribution towards the cost of any works.

5. The council has a statutory duty to approve applications for DFGs and they are currently delivered in partnership with Revival¹ Home Improvement Agency (HIA), the Lichfield and Tamworth Therapy Team of the Staffordshire & Stoke on Trent Partnership NHS Trust (SSOPT), Staffordshire County Council Children's OT team (Independent futures) and Bromford.
6. Revival have held the HIA contract for the county from July 2014 following a retendering of the service by SCC and the 8 district and borough councils. This contract ends at 31st March 2018 and as part of a county wide review of DFG's a new service is being designed and procured from the 1st April 2018.²
7. Performance by Revival on delivery of DFG's has continued to improve; during 2016/17 £788,000 (93%) was spent on 90 completed grants compared to £395,000 (52%) on 49 completed grants in 2015/16. We are confident that this year's budget of £850,000 will be spent, as at the end of June £643,000 was already committed on either approved or completed grants.
8. There is ongoing demand for disabled adaptations with 74 requests for assistance being dealt with by Revival and another 24 adaptations currently on site. In Lichfield, SSOPT has a list of 6 adults waiting for an Occupational Therapist (OT) to make an assessment and a further 19 adults waiting for an OT Assistant (OTA) assessment. In addition to this, the Tamworth therapy team which covers Fazeley and Mile Oak has a waiting list of 2 and 23 for OT and OTA respectively. There is also a waiting list for children's adaptations in the district; with 26 cases at the OT assessment stage and 1 case waiting allocation to an OT.

Alternative Options

The council is required by law to provide DFGs in line with the need identified within the district and so no reasonable alternative options are available to this.

Consultation

Members of the Community Housing and Health Overview and Scrutiny committee have been regularly updated on Revival's performance and on the county wide DFG review.

Financial Implications

The Council's approved Capital Programme for 2017/18 includes £912,000 for Disabled Facilities Grant; this comprises LDC capital of £202,000 and an assumed Better Care Fund (BCF) allocation of £710,000. The additional BCF means that a reduction of £104,000 in council capital is required as shown in the table below:

Detail	Approved (£)	Recommended (£)	Change (£)
Expenditure	£912,000	£850,000	(£62,000)
Funded by:			
Council Funding	(£202,000)	(£98,000)	£104,000
Better Care Fund	(£710,000)	(£752,000)	(£42,000)

¹ Revival Home Improvement Agency is part of Staffordshire Housing Association.

² A new partnership comprising Staffordshire County Council, Lichfield District, Newcastle under Lyme Borough, Stafford Borough, Staffs Moorland's Borough, South Staffs District and Tamworth Borough Councils has been set up to procure a Support for Independent Living in Staffordshire (SILIS) Service. The procurement of the new service is currently ongoing with the aim of the new service being live from 1st April 2018.

Contribution to the Delivery of the Strategic Plan	The Strategic Plan 2016-2020 sets out what we want to achieve in four main themes. Delivery of DFG's will contribute to the theme of 'Healthy and safe communities' where "we want local people to be active and live healthy, fulfilled lives. We want to prevent social isolation and loneliness, particularly in older members of our communities". Disabled facilities grants help people remain living safely and independently at home and to gain access into and out of their homes.
Equality, Diversity and Human Rights Implications	DFG's are designed to have a positive impact by assisting disabled people to continue to live safely in their homes and are available to meet the eligible needs of disabled people.
Crime & Safety Issues	None identified.

	Risk Description	How we manage it	Severity of Risk (RAG)
A	Insufficient referrals received from SSOTP to enable expenditure to be made	To work in partnership through the HIA steering group and have regular meetings with SSOTP and Revival to monitor referrals and progress of cases.	G
B	Failure to complete sufficient grants to enable budget to be spent resulting in the potential repayment of BCF	Close monitoring of expenditure and compliance with the service level agreement via regular meetings with Revival and contract management via representation on HIA Steering group.	A
C	Insufficient budget is available to assist new referrals that are made	A waiting list would be established to manage excess demand and priority order of cases.	G
Relevant web links	https://www.england.nhs.uk/wp-content/uploads/2017/07/integration-better-care-fund-planning-requirements.pdf		

Procurement of District Valuer Services

Report of the Cabinet Member for Economic Growth, Environment & Development & the Cabinet Member for Finance and Democratic Services



Date:	10 October 2017
Agenda Item:	5
Contact Officer:	Sean Coghlan & Bal Nahal
Tel Number:	01543 308199 & 308002
Email:	Sean.coghlan@lichfielddc.gov.uk Bal.nahal@lichfielddc.gov.uk
Key Decision?	YES

CABINET

1. Executive Summary

- 1.1 The planning department has been engaging the services of the District Valuer (property services arm of the Valuation Agency Office) since 2010 for the independent assessment of development appraisals on planning applications – determining development viability. District Valuer Services (DVS) offer specialist property advice to the public sector (avoiding potential conflicts in interest) and have significant national planning expertise in the assessment of development viability. Over recent years the number of schemes questioning viability (accompanied by development appraisals) has continued to increase – confirming the on-going need for robust independent assessment.
- 1.2 The total expenditure for development appraisal work undertaken by the DVS within the last 4 years is £44,687. This figure is expected to increase with further development appraisals expected before the end of this financial year (31.3.18) and continued submissions for the foreseeable future. This is likely to exceed the £50,000 procurement limit and key spend for officers.
- 1.3 The Council's property team also engages the DVS for a number of valuation services including: rent reviews and agreeing rent for new leases; valuing land for disposals; valuing restrictive covenants and asset valuation for capital accounts. The current agreement with the DVS is for two years expiring on 18 February 2018. The total expenditure for valuation work undertaken by the VOA within the last four years is £48,419, and is expected to increase this year exceeding the £50,000 procurement limit and key spend for officers.
- 1.4 Within this context, it is considered that accessing the DVS (for all Council services) would be more effectively and efficiently procured via a single framework agreement. This process would ensure compliance with procurement rules; demonstrate value for money and better use of resources (avoiding costly separate tender processes). The EPSO Framework Agreement allows local authorities to access the framework and permits direct awards to an unlimited amount. The DVS were successful in being awarded onto this framework and its quoted prices reflect that of our existing contracts (demonstrating value for money).
- 1.5 Cabinet endorsement is therefore sought to enter into the ESPO Framework Agreement to allow Council services to access the DVS within the terms of the Framework (up to 18 April 2021).

2. Recommendations

- 2.2 That Cabinet delegates authority to the Cabinet Members for Economic Growth, Development & Environment and Finance and Democratic Services and Directors of Place and Community and Transformation and Resources to procure District Valuer Services from the ESPO Framework

Agreement 664 (Consultancy Services) up to 18 April 2021, provided that the cost can be contained within existing revenue and capital budgets.

3. Background

Assessment of Development Appraisals

- 3.1 Since the economic downturn in 2008, developers have been assessing the viability of development schemes and in particular the level of planning obligations (secured via S106 agreements) required by Local Authorities to secure planning permission. Within this context, Development Services has been engaging the services of the DVS since 2010 for the independent assessment of development appraisals on planning applications. The Council's costs in procuring the DVS for viability assessments are all recharged and recouped from the Developer (via prior written agreement) – delivered at zero net cost to the Council.
- 3.2 The DVS were procured on the basis on competitive quotes and were chosen in terms of price, quality and experience. The DVS only work for public sector clients and in the field of development appraisal has significant national expertise in local authority planning and no conflict of interest. This is particularly important on major schemes where surveying/development companies often have competing land interests in promoting/valuing land through the planning process (often quoting competing interest as a reason for not tendering).
- 3.3 Over the last four years the number of applications submitted with development appraisals has steadily increased, with the trend predicted to continue. In terms of outcomes, all cases involving the DVS have been resolved to the satisfaction of the Council and Developers, with agreed positions on scheme viability. This independent and robust assessment is becoming increasingly important, as the affordable housing element of the S106 is often targeted in viability cases, and is a key strategic priority for the Council.
- 3.4 The total expenditure for development appraisal work undertaken by the DVS within the last 4 years has been £44,687. This figure is expected to increase with further development appraisals likely to be submitted before the end of this financial year (31.3.18) and is expected to continue for the foreseeable future. This is likely to exceed the £50,000 procurement and key spend limit for officers.
- 3.5 Use of the DVS is commonplace with many Local Authorities (for the reasons quoted above) and in number of cases are procured via framework agreements; avoiding the need for a separate tender process allowing valuable programme benefits (e.g. need to quickly appoint) and better use of resources. The services provided by the DVS are a supplier on the ESPO Framework Agreement 664 (Consultancy Services) which runs up to 18 April 2019, with an option to extend for a further 2 years (18 April 2021). This agreement allows local authorities to use the framework and permits direct awards to an unlimited amount (fully compliant with EU procurement legislation). The DVS prices quoted on this framework reflect existing Council contracts and therefore demonstrate best value in accordance with Council policy.

Valuation Services

- 3.6 Legal, Property and Democratic Services also use the DVS for a number of valuation services including:
 - Rent reviews
 - Agreeing rent for new leases
 - Valuing land for disposals

- Valuing restrictive covenants
- Asset valuation for capital accounts
- The sale of the freehold of properties to their leaseholders

- 3.7 The current agreement with the DVS is for two years expiring on 18 February 2018. This was secured by competitive quotes in accordance with Council policy. The total expenditure for valuation work undertaken by the VOA within the last four years is £48,419, and is expected to increase this year exceeding the £50,000 limit on key spend for officers by the end of the contract. It should, however, be noted that in some instances the valuer's fees, or a proportion of them, are reclaimed as part of the transaction (e.g. when the occupiers of leasehold properties apply to purchase the freehold and when lifting some restrictive covenants).
- 3.8 Whilst in the last few years spend on the DVS had started to decrease, it is expected that greater focus on the Council's assets (aligned to a commercialisation strategy) will see an increase in need for these services.
- 3.9 Valuation services, along with development appraisals and other asset management services are included within the ESPO Framework Agreement 664 - Consultancy Services. The DVS prices quoted on this framework reflect the Council's existing valuation contract, and therefore, whilst not offering direct savings (no proposed reduction in the budget), will result in a more effective use of resources when factoring in the removal of future tendering exercises/costs and ongoing contract management.
- 3.10 Within this context, it is considered that accessing the DVS for both development appraisals and valuation services (Council wide) via a single framework agreement would be a more effective and efficient route; demonstrating compliance with procurement rules; value for money and better use of resources (avoiding costly separate tender processes).
- 3.11 Therefore, Cabinet endorsement is therefore sought to enter into the ESPO Framework Agreement 664 - Consultancy Services to allow access to the DVS within the terms of the Framework up to 18 April 2021.

Alternative Options	Alternative options to the use of a framework agreement would be to procure consultancy support on a traditional tender basis. This would add delay to the process; increase the resources required (officer time) and give no guarantee that appropriate (without conflicts of interest) and more cost effective consultants could be procured.
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Consultation	None.
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Financial Implications		2017/18	2018/19	2019/20	2020/21
	Expenditure				
	Legal, Property & Democratic	10,610	10,610	10,610	10,610
	Development Services	15,000	15,000	15,000	15,000
	Total Expenditure	25,610	25,610	25,610	25,610
	Income				
	Development Services	(15,000)	(15,000)	(15,000)	(15,000)
	Total Income	(15,000)	(15,000)	(15,000)	(15,000)
	Net Budget	10,610	10,610	10,610	10,610
The current approved budgets are identified in the tables above and these can be					

	<p>revised through budget monitoring in Money Matters reports or the Medium Term Financial Strategy process to reflect current service demands.</p> <p>Viability work for Development Services is delivered at zero-net cost to the Authority. The valuation work for Legal, Property and Democratic Services is to be procured off the framework at rates comparable to the existing contract - within existing approved budget limits.</p>
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Contribution to the Delivery of the Strategic Plan	Securing the most effective and efficient procurement route demonstrates good value for money and a Council that is fit for the future.
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Equality, Diversity and Human Rights Implications	None.
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Crime & Safety Issues	None.
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	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Failure to procure the DVS via a framework agreement would not present the most cost effective and efficient procurement route – with an associated increase in costs.	To secure the DVS via a framework agreement.	Amber. The Council would be at risk of failing to effectively manage its resources.

Background documents:

Relevant web links: https://www.espo.org/Frameworks/Professional-services/664-Consultancy-Services

Increased Expenditure on Framework Planning Consultants

Report of Councillor I Pritchard

Cabinet Member for Economic Growth, Environment & Development



Date:	10 October 2017
Agenda Item:	6
Contact Officer:	Sean Coghlan
Tel Number:	01543 308199
Email:	Sean.coghlan@lichfielddc.gov.uk
Key Decision?	YES

CABINET

1. Executive Summary

- 1.1 Development Services has been engaging the services of Urban Vision Partnership Ltd (Urban Vision) through a Framework agreement since 13 October 2015. This has included work related to defending major planning appeals; capacity support in the processing planning applications; 5 year housing land supply; landscape assessment and CIL. Urban Vision only provides consultancy support to Local Authorities – avoiding any potential conflict of interest (a common issue with planning consultancies).
- 1.2 On 17 January 2017, Cabinet approved a level of expenditure of up to £150,000 with Urban Vision to 31 March 2018. However, due to a significant rise in workloads (including planning appeals and applications) and the turnover of planning posts, expenditure has increased above predicted levels and is currently at £147,402 (for the last four years). The recent turnover of two planning officer posts allied to an increasing workload and challenging recruitment market, means that this essential capacity support is still required to process planning applications and appeals; ensuring the continued effective and efficient delivery of the Development Management Service.
- 1.3 Cabinet's endorsement is therefore sought to increase expenditure by £70,000 up to £220,000 on Urban Vision to 31 March 2018.

2. Recommendations

- 2.1 That Cabinet approves an increase in expenditure of £70,000 up to £220,000 for Urban Vision Partnership Ltd up to 31 March 2018, provided that the cost can be contained within existing revenue and capital budgets.

3. Background

- 3.1 Service areas within the Place & Community Directorate have been using Urban Vision via a Framework agreement (NHS Construction Consultancy Framework) to provide consultancy support on a range of specialist planning and environmental matters since October 2015. This has included work for major planning appeals (including 5 year housing land supply); landscape visual impact assessment; capacity support in the processing of major and minor planning applications during staff vacancies and peaks in workload; and cover for vacant posts in planning policy (assisting with the CIL charging schedule and preparation of the Planning Obligations SPD).

- 3.2 Urban Vision is a multi-disciplinary consultancy providing development and regeneration services for the public sector. The partnership is a joint venture between Capita, Galliford Try and Salford City Council. Capita is the majority shareholder (50.1%).
- 3.3 As previously noted, Urban Vision only work with public sector clients and therefore have a wealth of experience and expertise in local authority planning, and most importantly – no conflict of interest. This is particularly important in major planning appeals where almost all major planning consultancies have competing land interests and a collective interest in challenging the Council's 5 year housing supply. This is a major consideration in the success of housing appeals. The Council has previously sought competitive quotes from the private sector for expert planning witnesses (5 year housing supply) – none were received; all quoting 'conflict of interest' as the reason for not tendering.
- 3.4 The NHS Construction Consultancy Framework was procured via an OJEU process in April 2013. The framework runs from 1 April 2014 to 31 March 2018. A review of the OJEU indicates that the framework permits any local authority to use a wide range of services - including planning consultancy. Capita were successful in tendering to be placed on the framework, which allows direct unlimited awards to specific consultants (including Urban Vision) or following a mini-competition process. Where the direct award is used the consultant must use the competitively tendered rates submitted to the NHS during the procurement exercise – ensuring value for money is obtained. Through avoiding a separate tendering process, yet accessing competitively tendered fee rates, the Council gains valuable programme benefits (e.g. the need to quickly appoint expert witnesses to comply with strict appeal timetables and urgent capacity support for processing planning applications) - avoiding the costs and resources required for separate procurement exercises.
- 3.5 Lichfield District has registered with the NHS Shared Business Service as an Associate Member (13 October 2015) - entitling the authority to access the Framework's services to 31 March 2018). Cabinet has agreed a level of expenditure up to £150,000 and granted delegated authority to the Cabinet Member to allow continued access to the Framework to 31 March 2018. The level of expenditure is currently at £147,402 (for the last four years) due to a significant rise in workloads (including planning appeals and applications) and the turnover of planning posts. The Framework has no upper expenditure limit for direct awards.
- 3.6 The recent turnover of two planning officer posts allied to an increasing workload and challenging recruitment market, means that this essential capacity support is still required to process planning applications and appeals – ensuring the continued effective and efficient delivery of the Development Management Service. Within this context, Cabinet approval is required to increase expenditure by £70,000 up to £220,000 for Urban Vision to 31 March 2018. All costs will continue to be planned within budget limits – funded through additional planning applications fee income and earmarked appeal reserves. This year continues to see healthy planning fee income exceeding projected income budgets – enabling ongoing capacity support to be delivered within existing revenue budgets.
- 3.7 This essential ongoing support will assist in the effective and efficient service delivery of planned sustainable growth – a key priority of the Council's Strategic Plan.

Alternative Options	Alternative options to the continued use of framework consultants (Urban Vision) would be to tender for alternative consultancy support. This would add delay to the process (impacting on service delivery); incur additional costs (additional resources to undertake the tendering exercise); and give no guarantee that appropriate consultants would be procured (without conflicts of interest).
Consultation	None.

Financial Implications

The current approved budgets are identified in the tables below and these can be revised through budget monitoring in Money Matters reports or the Medium Term Financial Strategy process to reflect current service demands.

	2017/18	2018/19	2019/20	2020/21
Expenditure Budget				
Development Services (Consultants)	35,500	35,500	35,500	35,500
Total Expenditure	35,500	35,500	35,500	35,500

Contribution to the Delivery of the Strategic Plan	The processing of planning applications and defending appeals in an effective and efficient manner ensures the delivery of additional housing, businesses and essential infrastructure for the District – enabling planned economic growth (a key aim of the Strategic Plan).
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Equality, Diversity and Human Rights Implications	None.
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Crime & Safety Issues	None.
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	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Failure to provide timely capacity support would undermine the Council's ability to effectively and efficiently deliver the Development Management Service – impacting upon the delivery of planned economic growth.	To increase expenditure within budget limits on framework consultants to provide timely capacity support.	Yellow. The Council would be at risk of failing to effectively deliver the Development Management Service – impacting upon the delivery of planned economic growth.

Background documents: Cabinet 17 January 2017 – Key Decision: Expenditure in excess of £50,000 on Framework Planning Consultants and Temporary Senior Planning Officer.

Relevant web links: None

Public Arts funding

Report of the Cabinet Member for Economic Growth, Environment & Development Services



Date:	10 October 2017
Agenda Item:	Item 7
Contact Officer:	Craig Jordan
Tel Number:	01543 308202
Email:	Craig.jordan@lichfielddc.gov.uk
Key Decision?	YES
Local Ward Members	All

CABINET

1. Executive Summary

- 1.1 Lichfield District Council is in receipt of monies associated with the sale of the statue Donna Che Trattiene il Tempo (known locally as 'Old Father Time'). which was bequeathed to the people Lichfield City.
- 1.2 Previous approvals ensured that the capital income generated from the sale would support the delivery of a wide range of arts related projects within Lichfield City (boundary indicated in APPENDIX A to follow), including new and more appropriate local artwork.
- 1.3 Parameters for appropriate public art for Lichfield City have been developed in partnership with the Swinfen Broun Trust. These parameters are articulated within the funding allocation document (as indicated within APPENDIX B Lichfield City Art fund).

2. Recommendations

- 2.1 Cabinet note the geographical area that projects should be located within in order to benefit from funding support, as indicated in APPENDIX A (to follow).
- 2.2 That Cabinet approve the content of the funding allocations document (APPENDIX B) which sets out governance arrangements of the allocation of funding to support public art within Lichfield City.
- 2.3 That Cabinet delegate authority to the allocation of funding to the Lichfield District Council and Swinfen Broun working group in consultation with the Cabinet Member for Economic Growth, Environment & Development Services.

3. Background

- 3.1 In 2008 Lichfield District Council sold the statue: Donna Che Trattiene il Tempo (known locally as 'Old Father Time'). The statue had been bequeathed to the people of the City of Lichfield by Colonel Swinfen Broun. Within the sale report, the District Council confirmed that: "The sale of the marble would release capital funds which could be reused within the community to deliver a wide range of arts related projects, including new and more appropriate local artwork."
- 3.2 The capital fund generated from the sale currently resides with the District Council. In 2009 Cabinet approved the allocation of a small sum of money to be used to help redisplay the Lichfield Angel and Gospel at Lichfield Cathedral. There currently remains £134,000 of funding available to support arts related projects.

- 3.3 A number of meetings have taken place with Swinfen Broun Trust in order to move forward the process of allocating appropriately the remaining funding. Lichfield District Council and Swinfen Broun Trust have agreed to work in partnership to oversee the transparent distribution of the monies.
- 3.4 In summer of this year representatives from the Swinfen Broun Trust and Councillors from Lichfield District Council attended a development session with the remit of identifying the parameters of appropriate public art which may benefit from funding allocations. The session was facilitated by an independent expert, Public Artist Limited, who have in depth of knowledge in the relevant field.
- 3.5 Following the meeting administration arrangements for the allocation of the funding have been developed to articulate the requirements to potential applicants (APPENDIX B).

Alternative Options	<ol style="list-style-type: none"> 1. The funding remains unallocated until the District Council is approached by a public art provider requesting funding. 2. The funding remains unallocated until the District Council identify and deliver an appropriate public art requirement. 3. That a competitive commission process is commenced to identify a single response.
Consultation	<ol style="list-style-type: none"> 1. Initial consultation has been undertaken with Trustees of Swinfen Broun, however it should be noted that this consultation related to the development session cited at 3.4.
Financial Implications	<ol style="list-style-type: none"> 1. None currently identified.
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> 1. Supports the priority of a vibrant and prosperous economy as any future investment in public art is likely to attract people to the District increasing spend, while also improving the offer within the City.
Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> 1. None at this point in the project development.
Crime & Safety Issues	<ol style="list-style-type: none"> 1. None at this point in the project development.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	An approach to the investment of monies is not agreed.	Proceed to agree approach to investing monies	Yellow
B	Organisations identified are unable to take forward/ oversee the process.	Officers maintain regular dialogue with relevant organisations to ensure delivery is achieved.	Yellow
C	Spending of monies is not undertaken in line with approved grant framework	Monitoring of project implementation will be required.	Yellow

Background documents:

Lichfield City Centre Development Strategy & Action Plan 2016-2020
Local Plan Strategy

Relevant web links:

[Lichfield City Centre Development Strategy & Action Plan 2016-2020](#)
[Local Plan Strategy](#)

Lichfield City Art Fund 2017

Financial support for new public art commissions
within Lichfield City



Swinfen Broun
Charitable Trust

Appendix B

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Foreword

Welcome to the Lichfield City Art Fund Prospectus.

In 2008 Lichfield District Council sold the statue: Donna Che Trattiene il Tempo ,known locally as 'Old Father Time' after an unsuccessful appeal for an appropriate long term home for the artwork. The statue had been bequeathed to the people of the City of Lichfield by Colonel Swinfen Broun.

The Lichfield City Art Fund has brought together Swinfen Broun Charitable Trust and Lichfield District Council with the aim of reinvesting the proceeds of the sale into supporting new art projects that will benefit and celebrate the people of Lichfield, and also contribute to ensuring Lichfield remains a vibrant place.

We have developed this funding prospectus to provide future applicants with a helpful guide to support their funding submissions. We hope this will encourage suitable, good quality proposals to come forward.

We look forward to receiving your applications.

Councillor Mike Wilcox & Cllr David Smedley

Leader of Lichfield District Council and Member of the Lichfield City Centre Development Partnership

Chairman of Swinfen Broun Charitable Trust

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Lichfield City

The Vision is that by 2029 Lichfield City will be strengthened as a prestigious centre. The historic city centre will be the cultural and economic heart of the District, surrounded by thriving suburbs, villages and countryside. New retail, office and mixed-used developments will be delivered through regeneration of the City Centre and its fringe.

Lichfield City is compact and has a strong identity based on its history and attractiveness. Surrounded by Green Belt and open countryside, it is nationally significant particularly due to its unique three-spired Cathedral, and as the birthplace of its most famous son, Doctor Samuel Johnson. Its heritage is rich and varied, stemming from medieval times and this is reflected in the range of Listed buildings and Conservation areas within the City. The City's high quality environment, wide range of attractive open green spaces and civic areas encourage active community participation in a range of cultural events and celebrations, some of which have historic roots and others which are more modern in origin. Many of these events attract large numbers of visitors from outside the City and indeed from well beyond the District.

The main focus for development within the city centre, Friarsgate, will provide a retail-led mixed use scheme, including new leisure and tourism facilities. This will reinforce and build upon the city's existing strengths, whilst providing a development of a size which will enhance Lichfield City's status as a strategic centre.

Lichfield City Centre Development Strategy & Action Plan identifies Lichfield as a 'cultural city' with a strong tradition of involvement in, and presentation of, the arts with cultural activity making a significant contribution to the local economy.

About the Fund

In 2008 Lichfield District Council sold a statue: Donna Che Trattiene il Tempo (Marble group of Beauty Holding back Time) also known locally as 'Old Father Time'. The statue had been bequeathed to the people of the city of Lichfield by Colonel Swinfen Broun. Within the sale report, the District Council confirmed that: **"The sale of the marble would release capital funds which could be reused within the community to deliver a wide range of arts related projects, including new and more appropriate local artwork."**

In 2016 the Lichfield City Centre Development Strategy and Action Plan was adopted. The document commissioned by the Lichfield City Centre Development Partnership articulates a set of shared strategic objectives. The strategy recognises the importance of cultural activities and the significant contribution they make to the local economy. It is within the context of the Strategy that the Lichfield City Art Fund seeks to identify and support commissions that seek to strengthen and expand on the identified opportunities.

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The Value of the Fund

The fund is not infinite. It is of a set amount of £134,000 and the intention is that the monies will all be allocated in 2017/18. The fund will focus contributions on a small number of commissions to ensure the greatest impact.

Funding Timescales

Applications for funding will need to be submitted to Lichfield District Council in an electronic format no later than 5pm on the 31st January 2018. Applications should be submitted to **xxxxxxx@Lichfielddc.gov.uk**.

Allocated funding awards must should be spent within a year of the award, however this may be able to be extended up to three years from approval, subject to satisfactory progress and the continued availability of the funding. Any extension would be subject to a full review by the funding panel.

What We Want to Fund

Public Art is wide-ranging and the quality of commissions measured through a wide range of parameters. The fund wishes to support a range of public art commission that will provide a lasting legacy for the people of Lichfield City and directly reflect the historic and local distinctiveness of the place. Applications should aim to build on the existing strong cultural traditions, endeavour to add to the local economy and offer a response to needs identified within the Lichfield City Centre Development Strategy. In particular commissions that focus on creating art space, or result in three dimensional visual art will be encouraged.

In detail applications are invited that meet the following criteria:

- The funding can only be used for the delivery of arts related projects that will be located/take place within the City of Lichfield (Appendix A provides a plan illustrating the geographical area of focus).
- Proposals will be required to be in conformity with the adopted [Local Plan Strategy](#) and in particular Core Policy 8 Our Centres and Core Policy 12: Provision for Arts and Culture of the Local Plan Strategy 2008-2029.
- Proposals will be required to contribute to the place priorities related to Lichfield City identified within the [Economic Development Strategy 2016-2020](#).
- Proposals will seek to contribute to the outcomes identified within the [Lichfield City Centre Development Strategy & Action Plan 2016-2020](#) in particular elements relating to making more of cultural activity in the city.
- Proposals should aim to assist in the delivery of the objectives set out in the [Lichfield](#)

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[District Council Strategic Plan 2016-2020](#) having regard to creating a vibrant and prosperous economy for the District.

- Proposals are required to be fully accessible to the public (physically and intellectually).
- Proposals will be required to provide evidence that landowner consent or any other required approvals have been secured.
- Proposals will be required to provide evidence that a long term maintenance regime has been determined and secured where relevant.
- Proposals will be required to provide evidence of both project and financial management skills to support the delivery of the project.
- Proposals will be required to provide a statement clarifying the ownership of the work including any copyright issues where relevant.
- The Lichfield City Arts Fund will not fund full project costs. Proposals are required to illustrate a strong funding package to support all elements of delivery.

The remit of the fund is narrow and as such it is considered that applicants should be informed at the beginning of the process that certain types of commissions are unable to be supported through the fund. In addition successful applications will need to ensure that they respect the values of both Swinfen Broun and Lichfield District Council. As such a short bullet point list has been included to offer a guide for future applicants.

- We will not fund school – based projects unless applicants can illustrate significant impact on the local community.
- We will not fund projects for the sole benefit of individuals/ businesses.
- We will not fund projects of a political nature.
- We will not fund projects that undermine or challenge the district council's approach to equality, fairness, respect and tolerance of all communities, faiths, religious and races.
- We will not fund projects that have already commenced or been delivered/ completed.

In addition the funding available can only be used to support capital activities. The following offers an example of elements of commission development which will not be supported:

- Any preliminary work, drawings, sketches or plans.
- Any consultation work that supports the project.
- Any ongoing maintenance or repair works.
- Any insurance costs.

Professional fees - It is recognised that there may be artist's fees included with any commission. These could be covered by funding however they should be proportionate when compared to the legacy element of the commission.

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Selection Process and Criteria

All funding applications will be considered by a funding panel comprised of members of the Lichfield District Council, and representatives from the Swinfen Broun Charitable Trust.

The funding panel will assess each application against the criteria set out below:

- **Art:** High quality submission of an artistic nature in line with the aspirations identified within the “What We Want to Fund” section.
- **Legacy:** The ability of the commission to develop and sustain a public art feature(s) which continues to contribute to the cultural heritage of Lichfield City following completion.
- **Engagement:** The ability of the commission to capture and fully reflect community engagement.
- **Regulatory Evidence:** The ability of the commission to provide landowner consent, maintenance regime, financial information, ethics and values information.
- **Strategic Fit:** The ability of the commission to illustrate a sound strategic fit with identified strategies.
- **Geographical Fit:** within the designated area (as articulated with **Appendix A**).
- **Delivery profile:** The ability of the commission to provide a timeline for delivery which reflects the funds aspirations.
- **Funding profile:** The ability of the commission to provide match funding evidence of secured and potential, articulated against delivery profile.

Successful Applicants

Successful applicants will be required to enter into a formal agreement with Lichfield District Council to ensure appropriate delivery, the detail of which will be disclosed at award.

The following requirements however may prove useful to potential applicants.

- Payment and monitoring will be determined and agreed with the successful applicant and form part of the grant agreement post award.
- Successful applicants will be required to attend a pre-funding award meeting.
- Successful applicants will be required to commence delivery immediately after the funding agreement is signed.
- Successful applicants will be required to acknowledge the support of Lichfield District Council and Swinfen Broun Charitable Trust and the Lichfield City Arts Fund in any publicity relating to the project.
- Successful applicants will be required to be subject to relevant auditing if requested by Lichfield District Council.
- Successful applicants must ensure that a project is delivered in accordance with all

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relevant legislation (including in respect of safeguarding and equalities).

Any Questions

If you have any questions, please email xxxxxxxxxxxxxxxxxx@Lichfielddc.gov.uk or call 01543 308 xxx.

FUNDING FOR A REVIEW OF COUNCIL ACCOMMODATION

Cabinet Member for Corporate Services & Customer Services, Revenues and Benefits

Date:	10 October 2017
Agenda Item:	8
Contact Officer:	Billy Webster
Tel Number:	01543 308225
Email:	billy.webster@lichfielddc.gov.uk
Key Decision?	YES
Local Ward Members	Cllr. Colin Greatorex Cllr. Jon O'Hagan Cllr. David Smedley



CABINET

1. Executive Summary

- 1.1. The District Council House has been used as offices for the Council since the end of the First World War. The building has been expanded over time with the growth in activity and workforce.
- 1.2. As the Council has begun to decrease in size, the workforce is much smaller and so is the space requirements, meaning the current office is far greater than is required.
- 1.3. The nature of the building, with three listed sections along with an aging extension has led to high running costs along with major potential capital investment in the years up to 2021-22.
- 1.4. A desk-top market assessment has shown alternative provision could be available to more appropriately meet the ongoing needs of the Council at a significantly reduced cost, while supporting modern and flexible working practices and cultural change.
- 1.5. With decreasing demands and increasing costs, it appears appropriate to undertake a detailed assessment and options appraisal for our future office accommodation to ensure we obtain best value for the Council and meet our ongoing needs.

2. Recommendations

- 2.1. Cabinet approve an investment of up to £50,000 from the revenue earmarked reserve for property condition work at the District Council House in the development of an options appraisal for the Council's Office Accommodation.

3. Background

- 3.1. The District Council House contains several distinct buildings with some dating back to 1682. Two of Lichfield's most historic buildings are included within the estate, these being the Old Grammar School and the School Master's House.
- 3.2. The site was used as the Grammar School until 1903 when the lack of land meant the school moved. Lichfield Rural District Council bought the property in 1917, when it was immediately taken over by the army. After the war, the Rural District Council (which subsequently became the District Council) regained ownership of the building, since which time it has been used for the Council Offices with the School House now holding the Council Chamber.

- 3.3. The building has been expanded over time with the growth in activity and workforce, however it is now dated and does not provide a conducive environment for modern ways of working and would need significant investment to do so.
- 3.4. As the Council has begun to decrease in size, the workforce is much smaller and so is the space requirements, meaning the current office with a footprint of 37,417 square foot is far greater than that required.
- 3.5. The workforce based at the District Council House consists of around 183 people, or 159 full time equivalents (FTE). Current best practice and guidance suggests we should require around 19,000 square foot of office space, half of our current footprint. However, this outline figure would benefit from a more detailed assessment.
- 3.6. The nature of the building, with three listed sections along with an aging extension has led to high running costs of around £343,000 per annum. A recent condition survey has shown the need for some essential maintenance costing around £200,000 in the near future, along with potential capital investment of up to £700,000 in the years up to 2021-22.
- 3.7. A desk-top market assessment has shown alternative provision could be available to more appropriately meet the ongoing needs of the Council at a significantly reduced cost. These alternative options would also provide modern working environments that could enable agile and flexible working, as well as supporting the cultural change required to ensure we are fit for future.
- 3.8. With decreasing demands and increasing costs, it appears appropriate to undertake a detailed assessment of requirements and options for our future office accommodation. This work could cost up to £50,000 in relation to professional guidance, valuation costs and market appraisal, although officers will do everything possible to reduce costs where possible and ensure value for money.
- 3.9. It is suggested that funding the work is funded from the £154k revenue earmarked reserve for property condition work at the District Council House, which is not fully committed at this stage.
- 3.10. There may be an opportunity to offset this investment against any funding allocated by the One Public Estate (OPE) programme, if the bid for funding is approved, as this analysis is included within that submission. However, the timescales for the OPE funding allocation do not align to our immediate need to make a decision on the District Council House, hence the desire to proceed with our own analysis.
- 3.11. The outcome of the review would be brought back to Cabinet, with clear business case and recommendation, by January 2018 to enable any outcome to be taken to Council in February 2018.

Alternative Options	<ol style="list-style-type: none"> 1. Undertake a 'light' assessment using information available and so save costs. This would not provide assurance around the metrics and increase the risk of making an incorrect decision and potentially wasting public funds. 2. Do nothing, and remain at the District Council House. This would not appear to provide assurance of best value for the Council and could lead to a significant waste of public funds.
Consultation	<ol style="list-style-type: none"> 1. Consultation would be undertaken with all stakeholders as part of the course of the options assessment and reflected in the final report.
Financial Implications	<ol style="list-style-type: none"> 1. A one-off cost of up to £50,000. 2. Potential revenue savings of over £150,000 over 5 years 3. Potential capital saving of over £700,000
Contribution to the Delivery of the	<ol style="list-style-type: none"> 1. The work will ensure we are fit for the future, and support our objective of financial sustainability.

Strategic Plan	2. Relocation could support the delivery of our Local Plan, and the regeneration of the city centre.
Equality, Diversity and Human Rights Implications	1. It is not foreseen that the recommendations will have any implications for equality, diversity and human rights at this stage. These would be fully considered in the detailed assessment.
Crime & Safety Issues	1. It is not foreseen that the recommendations will have any implications on our duty to prevent crime and disorder within the District at this stage. These would be fully considered in the detailed assessment.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Risk that the options assessment would not provide any practical alternative solutions.	Monitor progress of assessment and cease early should the return on investment not prove to be value for money.	Green (tolerable)
B	Risk of capital spend being required before action can be taken and reducing the potential benefits of the assessment.	Monitor progress of assessment and cease early should the return on investment not prove to be value for money. Refrain from undertaking any non-essential investment until assessment is complete.	Green (tolerable)

4. Background documents
<ul style="list-style-type: none"> Medium Term Financial Strategy (https://www.lichfielddc.gov.uk/Council/Meetings-committees-and-papers/FullCouncil/2017/02/21/Agenda/Council-21-February-2017-final-Public.pdf)
5. Relevant web links
<ul style="list-style-type: none"> None

Appendix 1 - Frequently Asked Questions

In an attempt to address likely concerns and queries that may arise, a group of questions has been answered below.

What property will be included in the review?

The review will include all of the operational property in our estate, these being the buildings that we use as offices, where we provide services or store equipment or vehicles.

What property will not be included in the review?

The review will not consider any of our land, open space, parks or those properties that are used as part of our commercial estate i.e. where they are leased or let to others. Property may be included if it has the potential to provide a solution for our future accommodation needs.

How will members be involved in the review?

There will be an opportunity for members to contribute to the development of our future requirements. The exact nature of this is being determine but may include a workshop and/or survey. There will also be an opportunity to consider the review and recommendations as part of the reporting process through Cabinet and Council.

What will happen to the Frog Lane if we were to move?

No decision has been made on whether it is appropriate to relocate from our Frog Lane site, although this will be considered within the review. We need to undertake an assessment of the Frog Lane site and determine the best potential use. This will be considered within the review and will include the listed buildings.

What would happen to the Council Chamber if we move?

No decision has been made on whether it is appropriate to relocate from our Frog Lane site, although this will be considered within the review. Such a review would need to determine the best potential use of the council chamber.

Where will the Council offices be located if we were to move from Frog lane?

No decision has been made on whether it is appropriate to relocate from our Frog Lane site, although this will be considered within the review. If we were to move it would need to be to a location that met our needs, the need of our communities, and our ambitions for the future.

Where would the Council meet if we were to leave Frog Lane?

No decision has been made on whether it is appropriate to relocate from our Frog Lane site, although this will be considered within the review. If we were to move we would need to ensure that any new location could provide suitable facilities to enable the council to undertake its duties, including hosting council meetings.

Surveyor Support for Property Services

Report of the Cabinet Member for Finance and Democratic Services

Date: 10 October 2017

Agenda Item: 9

Contact Officer: Bal Nahal

Tel Number: 308002

Email: Bal.nahal@lichfielddc.gov.uk

Key Decision? YES



CABINET

1. Executive Summary

- 1.1 Surveyor support for Property Services is currently provided by Kier PLC. The total expenditure for the work undertaken by the Surveyor from 31 May 2016 to 30 September 2017 was £47,600, funded from vacancies within Legal, Property and Democratic Services.
- 1.2 It is anticipated that the current arrangement will continue until the end of March 2018 while longer term arrangements for asset management are determined as part the refreshed Fit for the Future Programme. As a consequence Cabinet endorsement is sought for expenditure on the contract to continue to an overall total of £68,000.

2. Recommendations

- 2.1 That approval be given for continued expenditure on surveyor support for Property Services by Kier Plc up to an overall total of £68,000.

3. Background

- 3.1 Following the retirement of the Council's Land and Property Manager in April 2016 asset management arrangements were put in place with Kier PLC.
- 3.2 The arrangements for surveyor support were made in the context of wider discussions with Kier PLC regarding the potential benefits of the Penda Property Partnership which comprises Kier PLC, Staffordshire County Council and the Office of the Police and Crime Commissioner.
- 3.3 As part of the arrangement Kier provides the Council with a surveyor for two days a week to deal with land and property related matters including:
 - Lease negotiations and rent reviews
 - restrictive covenants
 - conveyancing issues
 - landlord's consent
 - professional advice on land and property issues.
- 3.4 All asset management arrangements are to be reviewed as part of the refreshed Fit for the Future Programme and will be influenced by the Commercialisation Agenda. This will be in the form of a functional review of physical assets with the outcome determining how the Council will manage its

land and property assets (operational and investment), the recommended delivery vehicle(s) to do so, and the resources that will be required.

- 3.5 Acquiring support via Kier on a temporary contract, rather than appointing to a permanent post, ensures flexibility pending the outcome of the asset management review.
- 3.5 The total expenditure for the work undertaken by the Surveyor from 31 May 2016 to 30 September 2017 is £47,600. This support is being funded from vacancies within Legal, Property and Democratic Services.
- 3.6 Cabinet endorsement is now sought for further expenditure on this contract to procure support until the end of March 2018. This will help ensure the effective management of the Council's asset portfolio during the transition to longer term arrangements shaped by the outcome of the functional review of physical assets.

Alternative Options	1. The Council could choose not to employ a surveyor, however this would expose the council to potential reputational, financial and legal risks. 2. An alternative procurement route could be followed but the existing appointment has acquired considerable knowledge of the Council's property. A new appointment would not realistically acquire this level of background knowledge within the term of the contract.
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Consultation	Internal – Financial Services
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Financial Implications	The cost of surveyor support from 31 May 2016 to 30 September 2017 was £47,600. If support is retained the cost will be £3,033 per month. This would be funded from the vacant Land and Property Manager post within Legal, Property and Democratic Services (the total cost of this post would have been £50,440 in 2016/17 and £50,960 in 2017/18).
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Contribution to the Delivery of the Strategic Plan	Effective management of the Council's assets underpins the delivery of strategic objectives and is essential in ensuring that the Council is fit for the future.
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Equality, Diversity and Human Rights Implications	None
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Crime & Safety Issues	Ensuring the proper management of the Council's land and property portfolio contributes towards community safety.
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	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Failure to procure surveyor support.	Secure ongoing support via Kier Business Services.	Green. The Council would be at risk of failing to effectively manage its resources.

Background documents: None

Relevant web links: None



LICHFIELD DISTRICT BOARD

Held at 4 pm on 22nd June 2017 at Chasewater Innovation Centre, Pool Lane, Brownhills

Present:

Elected Members:

Councillor Mike Wilcox, Lichfield District Council

Councillor Doug Pullen, Lichfield District Council

Representatives from Partner Organisations:

Toby Wilson representing Staffordshire Fire and Rescue Service

Darrin Gamble representing Strategic Housing Partnership

Garry Jones representing Support Staffordshire (Lichfield and District)

Clive Pool representing Lichfield & Tamworth Chamber of Commerce & Industry

In attendance:

Susan Bamford, Gareth Davies, Richard King, Pat Leybourne, of Lichfield District Council, and Sarah Parry representing Wayne Mortiboy's, the District Commissioning Lead, Staffordshire County Council

Agenda Item	Minutes	Action
1	<p>Welcome and Apologies</p> <p>Cllr Mike Wilcox welcomed those attending as representatives of absent board members to the meeting of the District Board.</p> <p>Apologies had been received from Cllr Alan White, Cllr Janet Eagland, Wayne Mortiboy's, Sandra Payne, Jo Rea, Rob Boucherat and Marilyn Castree.</p> <p>Susan Bamford advised board members that Cllr Janet Eagland had replaced Cllr Caroline Wood as the Fire and Rescue Service representative.</p>	
2	<p>Minutes of the Meeting 21st March 2017</p> <p>The minutes were agreed.</p>	
3	<p>Matters Arising</p> <p>None</p>	
4	<p>Lichfield/Burntwood Network Partnership</p> <p>Dr Shammy Noor gave the Board a presentation about the network partnership which has been set up on the basis that practices can do things better together and there is scope for efficiencies by working together and</p>	

Agenda Item	Minutes	Action
	<p>making connections with other services. The partnership covers the vast majority of the patient population of the Lichfield and Burntwood locality, serving about 72,000 patients. It excludes the Burntwood Health and well-being centre. Representatives of all practices sit on a Network Board.</p> <p>Through the partnership practices want to:</p> <ul style="list-style-type: none"> • reduce workload • increase job satisfaction • improve patient care • increase investment • fulfil contractual obligations <p>The partnership is looking at:</p> <ul style="list-style-type: none"> • Care homes & housebound people • Allied specialists • Urgent care access hub • Chronic Diseases • Medicine Optimisation • Holistic general practice • Patient engagement • Education and training <p>This then gives options to share specialisms and professionals and pool talent across practices. It also gives options to standardise care and share best practice. The network is particularly interested in focussing on patient engagement and helping patients get involved.</p> <p>Board members were keen to understand how they can get involved and what help and support they can offer. An offer was made for the use of meeting space at the Fire Station to help shift the focus from GP practices. The role of the Voluntary and Community sector in supporting those with disabilities and complex medical conditions was also raised and Dr Noor invited Garry Jones to attend one of their monthly board meetings.</p> <p>The education of the public was also raised so that they understand when they need to see a GP or where the Pharmacist can help, highlighting the importance of getting people seen by the right people. The potential role of neighbourhood coaches was also highlighted and Darrin Gamble suggested that neighbourhood coaches could be trained to ask questions to help signpost customers. The role of referral pathways in asking about drug use was also recognised.</p> <p>Decision:</p> <p>Board members agreed to raise awareness of the partnership within their respective organisations and identify where they could contribute to its work.</p>	<p>ALL</p>

Agenda Item	Minutes	Action
5	<p>Discretionary Housing Payment Policy</p> <p>Pat Leybourne, Head of Revenues, Benefits and Customer Services advised the Board that Lichfield District Council has reviewed and updated its policy on the administration of Discretionary Housing Payments (DHP) and made to the policy.</p> <p>Board members were advised that Discretionary Housing Payments are government funding for councils to support housing benefit claimants with housing costs. In 2013 the council had created a policy to ensure that those most in need received support. However, year on year the government allocation has been underspent. An analysis has been kept of applications to determine the reasons for this and of the 1510 forms issued;</p> <ul style="list-style-type: none"> • 27% of forms issued were not returned • 10% were uncomplete i.e. evidence had not been returned • 12% were not entitled (where people were requesting payment for circumstances that were out of the scope of the scheme, for example help with council tax payments) <p>Pat advised that although an in depth analysis of the reasons why people were not returning/completing their applications has not been made, it could be concluded that the form and the information requested may be deterring some people from following the application through.</p> <p>A new scheme has now been set up, working with Bromford and the DHP policy has been revised.</p> <p>The following changes have been made.</p> <ul style="list-style-type: none"> • A reduction in the number of questions on the form • Some basic assumptions about utility bills negating the requirement to ask for evidence • A basic award of 50% of the difference between the housing benefit and the rent will be paid if the applicant's income is below the rate of basic Universal Credit • The applicant would only be required to supply details of income and expenditure if they require more than a 50% award or their income is greater than the universal credit rate <p>It is hoped that the first 2 points will encourage applicants to apply and complete their application. The DHP form will be available via the council's website and applicants will be encouraged to apply on line. The basic award of 50% will ensure that more people receive support and the scheme will continue to be monitored and reviewed as necessary.</p> <p>Darrin Gamble reiterated Bromford's support.</p> <p>Decision:</p> <p>The report was noted.</p>	

Agenda Item	Minutes	Action
6	<p>Universal Credit Update</p> <p>Pat Leybourne, Head of Revenues, Benefits and Customer Services advised the Board that as Universal Credit has been rolled out, amendments to it have been made and claimants in certain circumstances are excluded from UC.</p> <p>Only new claimants to one of the legacy benefits included in UC job seekers allowance (income based), housing benefit, working tax credit, child tax credit, employment and support allowance (income related) and income support, are required to apply for it. Anyone who is in receipt of a legacy benefit will continue to receive that benefit until their circumstances change and it stops. Once someone claims UC, they will never go back onto a legacy benefit, unless their circumstances change to the extent that they are precluded from getting universal credit.</p> <p>The Department for Work and Pensions has issued a timetable for roll out of UC and Lichfield District will be affected in November 2017.</p> <p>The Board was advised that generally, single claimants aged between 18 and 22 will not get their housing costs paid in universal credit. However, the following 18 to 22 year olds are exempt from this rule if they:</p> <ul style="list-style-type: none"> • Are a lone parent • Are a care leaver before reaching the age of 18 • Are a person who has been in paid employment for 6 months before the calendar month in which the claim is made and then a 6 months 'grace period' will apply • Are in receipt of disability living allowance at the middle or highest rate or the daily living component of personal independence payments • Have been subject to or threatened with domestic violence by their partner former partner or family member • Cannot be expected to live with their parents because they are not living in this country or are deceased • Cannot be expected to live with their parents due to a serious risk to their physical or mental health or there is an irretrievable breakdown between them • Have parents who have been or are in the process of being evicted; or in prison or prevented from entering the UK • Have parents whose home is in a remote area and it would prevent a serious barrier to work • Would be in a home where it is deemed to be overcrowded • Have an irretrievable breakdown in the relationship with their parents • Are ex-offenders where placing them in the home with their parents presented a risk that they would re-offend <p>For other people of working age, there is an exclusion from UC if they have 3 or more children.</p>	

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	<p>Claimants in certain types of accommodation are excluded from UC. Supported accommodation, where care and support is provided on or behalf of the landlord has always been excluded but it has been suggested that exclusions may be extended to homeless, temporary and emergency accommodation. LA's are waiting for further guidance.</p> <p>Whilst the number of new claims to housing benefit will reduce, the number of changes in circumstances reported to the LA is likely to increase. For those UC claimants that have variable income, changes will be reported to the LA on a monthly basis.</p> <p>The DWP have asked LA's to sign up to an agreement to provide Personal Budgeting Support and assisted Digital Advice to support those people claiming UC that need some support in these areas. The DWP are providing payment for it on a case by case basis, depending on the type of support required.</p> <p>The Board was advised that training has been given to neighbourhood coaches so that they can support those Bromford customers affected. The exceptions were discussed and Darrin Gamble advised that for anyone who Bromford houses in the next few months who is under 22 this will be looked at so that they can understand the implications.</p> <p>The importance of landlords understanding the position and the role of the homeless team was also raised.</p> <p>Decision:</p> <p>The Board noted the report.</p>	
7	<p>Locality Commissioning Update – Funding & Use of Partnership Reserves</p> <p>Gareth Davies, Head of Regulatory Services, Housing and Wellbeing gave the Board an update on locality commissioning, the funding position and the use of partnership reserves. He reiterated the agreement at the November meeting of the District Board that the LCB should make use of the District Board's partnership reserves and that this funding be invested in accordance with the aspirations set out in accordance with the Locality Commissioning strategic aspirations and the cross cutting principles (and in accordance with the finance and contract procedure rules of Lichfield District Council as accountable body).</p> <p>On this basis the Locality Commissioning Board had subsequently agreed to use the partnership reserves to enable organisations commissioned through round 1 of Locality Commissioning to be funded for a third year up to March 2018 . It had also been agreed that all organisations commissioned through round 2 of locality commissioning would be funded up to 31st October 2017. This made use of £123,763 of the available partnership reserve, leaving a balance of £114,771.</p> <p>In addition there is £32k of unallocated PCC funding for 2017/18. The LCB had considered options for the use of this funding and agreed that</p>	

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	<p>£19,988 of the unallocated PCC funding should be used to extend the existing funding agreement with Victim Support for supporting the victims of antisocial behaviour from November 2017 to October 2018. For the balance of PCC funding of £12,012 it was recommended by the LCB that this be decided by the Community Safety Partnership to use to fund gaps in Alcohol Services within the district.</p> <p>The Board was advised that the future sustainability for Locality Commissioning was considered by the Locality Commissioning Board at its meeting on 14th June 2017. Whilst locality commissioning has no doubt delivered benefits to public sector organisations, community and voluntary sector groups and local communities, the reductions in the availability of partners funding and the reducing resources available to support the Locality Commission process have required partners to review its ongoing sustainability. Partner budget pressures and changing priorities in respect of commissioning public health activities have meant that the only funding stream continuing is the PCC funding and LDC community and voluntary funding.</p> <p>Given this position the LCB had agreed the following:</p> <ul style="list-style-type: none"> • That future commissioning of Voluntary & Community Sector organisations would no longer be undertaken by the LCB and it would be for individual partners to develop their own processes seeking partner involvement as appropriate. This was because of diminishing partner resources and funding to continue to operate and support the Locality Commissioning Process. • That the LCB would continue to operate in connection with the existing Agreements in particular for performance management arrangements with a minimum of a further 3 meetings required. <p>In light of that decision with regard to the £114,771 unallocated reserves, the Locality Commissioning Board discussed the options to potentially extend some or all of the Round 2 providers (Lots 15 to 20). This was agreed for Lots 15 to 18 as set out below:</p> <ul style="list-style-type: none"> • Lot 15 Sherratts Wood £10,614.58 • Lot 16 South Staffordshire CRUSE £5,270.83 • Lot 17 SECAB £4,538.33 • Lot 17 Minster Consortium £5,182.92 • Lot 18 Pathway Project £4,166.67 <p>Of the currently unallocated Building Resilient Families funding of £31,517.33 it was noted that this is to be returned to Staffordshire County Council to commission further projects in accordance with the agreed priorities for the Building Resilient Families programme. Finally, the Board considered the recommendations of the LCB for the unallocated Partnership funding of £53,480. It was recognised that a further round of commissioning was not feasible and it was felt that the best fit for the use of the funding in support of the existing locality</p>	

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	<p>commissioning priorities was enabling the implementation of the emerging Health & Well Being Strategy for Lichfield District.</p> <p>Decision:</p> <ul style="list-style-type: none"> a) The District Board noted the use of the Partnership reserves and future commissioning arrangements b) The District Board agreed the proposed use of the unallocated PCC funding for 2017/18 c) The District Board agreed the Locality Commissioning Board recommendation that the unallocated funding from the Partnership Reserves of £53,480 should be used to support the implementation of the emerging Health and Wellbeing Strategy. 	
8.	<p>Partner Update</p> <p>Staffordshire County Council – Sarah Parry advised that the way children and families are looked after is being redesigned, building on successes from the Building Resilient families’ programme. The proposals for changing the way the county council works to support children and families as set out in the Children’s System Transformation cabinet paper were agreed by Cabinet at its meeting on 21st June 2017. In line with the county council joint strategy, the aim is to do more to make sure a whole family’s needs are addressed at the earliest possible point. This will mean better lives for our families and a way of working that is affordable for the future. In the coming months, the county council will be working with colleagues to confirm the detail around the proposals and will begin to consult on formal changes with them and in partnership with the Trade Unions.</p> <p>Clinical Commissioning Group – Eleanor Wood advised that the CCG is delivering a number of key work programmes including:</p> <ul style="list-style-type: none"> • new models of care , making general practices sustainable • access, looking at 7 day service delivery, with 2 pilots one in Stafford and the other in Cannock • Workforce, looking at other models and the use of different healthcare professionals so that the pressure on GPs can be reduced • Quality and CQC, how struggling practices are supported • Locality care hubs, to deliver better services • Infrastructure and It developments, pushing forwards on integrating ITR systems so records can be shared <p>Issues about the use of Samuel Johnson were raised particularly in the light of recent decisions regarding the collaboration between Derby and Burton hospitals.</p> <p>Staffordshire Police - Mile Wilcox advised that he had recently attended an intelligence strategy meeting at the OPCC. This confirmed the current threat levels with specific concerns focused on Stoke and Burton.</p>	LCB

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	<p>Staffordshire Fire and Rescue –Toby Wilson highlighted the impact on fire resources of the critical level with greater resources on call and cover identified. He also advised that safe and well visits are going well with 1300 properties identified as at visited delivered to date.</p> <p>A Safety Town event is being held at Chase Terrace Community Fire Station on 10/7/17. This is a multi-agency event working alongside partners such as Staffs Police, West Midlands Ambulance Service first responders, Community together CIC and the DHL road safety team.</p> <p>The GKN fire was raised and the fact that prompt action and effective partnership working had effectively isolated the risk. The proactive response of Bromford in identifying issues arising from the Grenfell fire was highlighted. The Board was advised that there are 5 blocks over 18 metres high in Lichfield district.</p> <p>Strategic Housing Partnership – Darrin Gamble advised that the partnership will be meeting on 13 July with the focus of the meeting on welfare reform and how to prepare residents.</p> <p>Support Staffordshire –Garry Jones advised that Support Staffordshire is approaching the end of the first year of their contract with the county council with the focus including libraries and country parks. In Year 2 there will be a focus on highways, community transport, children’s transfer, social prescribing and healthy communities. Garry also advised that Groundwork are administering 2 government funds to mitigate the impact of HS2, with councils eligible to bid.</p> <p>Lichfield & District Chamber of Commerce -= Clive Pool advised that the Chamber of Commerce is currently supporting members around issues such as the impact of HS2 and uncertainty relating to Brexit. They are also maintaining close ties with the LEP and the Midland Engine particularly around transport and economic growth and the skills shortage. In addition they are interfacing with the educational sector around issues such as apprenticeships, work experience and making young people aware of the importance of soft skills</p> <p>District Council –Cllr Mike Wilcox confirmed that the Friarsgate development is moving forward with work due to start later this year and more tenants signed up. Planning permission has been given for the Olaf Johnson site in Burntwood and work will be starting on site soon. He also confirmed that the council is moving ahead with trying to secure a retail offer for Burntwood.</p>	
9.	<p>AOB</p> <p>None</p>	
10.	<p>Future Meeting Dates</p> <p>29 November 2017 – to be held at Bromford</p> <p>28 March 2018 – to be held at Lichfield Fire Station</p>	

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13	Items for next Meeting: <ul style="list-style-type: none"> • Safer Community Partnership Mid-Year Progress Report • Universal credit Update 	
	The meeting finished at 17.45	

our strategic plan at a glance

Read in full at www.lichfielddc.gov.uk/strategicplan

To be a strong, flexible council that delivers good value, quality services and helps to support a **vibrant and prosperous economy, healthy and safe communities** and **clean, green and welcoming places to live**.

How we create a vibrant and prosperous economy

How we create healthy and safe communities

How we create clean, green & welcoming places to live

What we will do

Between 2016 and 2020 we will place particular importance on:

- Promoting Lichfield District as a good place to invest through the roll out of the Local Plan.
- Ensuring our district is 'open for business' by welcoming and nurturing new enterprises to start up and succeed in our key business centres and rural areas.
- Delivering support, signposting and networking opportunities to existing businesses to help them thrive.
- Making it easy for businesses to interact with us.
- Understanding, monitoring and adapting to business needs and issues across the district.
- Encouraging increased visitors to our district, increased spend in the local economy and more overnight visitors.
- Delivering good quality and safe car parking in our key retail areas.

- Creating policies and events that promote healthy and active lifestyles for all, including young people – from cycle and safe walking routes, through to events, community activities and more.
- Providing support to help those with disabilities and older people stay healthy and active.
- Creating opportunities to increase the number of residents who are physically active, especially in hard to reach groups.
- Supporting and encouraging the development of clubs and other organisations to increase the quantity and quality of leisure and cultural opportunities across the district.
- Delivering a programme of disabled facilities grants to help people remain living safely at home
- Providing help and advice to prevent homelessness.

- Implementing our Local Plan which will ensure a controlled and balanced growth of the district.
- Developing supplementary planning guidance which will help to preserve our historic environment, support rural communities, and ensure the district continues to be an attractive place.
- Maintaining our parks and open spaces which encourage residents to enjoy the outdoors.
- Restoring the historic features of Stowe Pool and Fields.
- Our joint waste service continues to help our residents recycle a large percentage of their waste.
- Pursuing opportunities to transfer some open spaces to local organisations who can look after them for the enjoyment of all (e.g. playing fields).

By 2020 there will be:

- More local jobs and more people in employment.
- More new businesses locate in our district.
- More businesses succeed.
- More visitors and greater visitor spend in our district.
- A regenerated Lichfield City centre and an improved retail offer in Burntwood.

- More people will be active and healthy.
- More people will be involved in volunteering and community activity.
- Fewer people and families will be homeless.
- More people will feel safer and less worried about crime and anti-social behaviour.
- More people will be living independently at home.

- More affordable homes in the district.
- Our heritage and open spaces will be well maintained or enhanced.
- Our streets will be clean and well maintained.
- More people will use parks and open spaces.
- New homes, office, retail and manufacturing spaces will be built or developed in line with our Local Plan and planning guidance.

Our council By 2020:

- Our customers will be more satisfied.
- We will continue to be financially responsible.
- Our organisation will have clear corporate values and be committed to openness and transparency.
- More people will interact with us through our website and digital channels.
- We'll be more innovative in how we deliver services and make a difference locally.

This plan sets out the high level outcomes we want to achieve over the next four years. Every year we produce a one-year action plan that sets out the key activities we will deliver to drive forward the priorities set out in this plan in detail, and the measures and targets we use to check how we are doing. Read our actions plans at www.lichfielddc.gov.uk/actionplans



Lichfield
district council
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