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6<sup>th</sup> January 2014

Dear Sir/Madam

**COMMUNITY HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE**

A meeting of the above mentioned Committee has been arranged to take place on **WEDNESDAY 14<sup>th</sup> JANUARY 2015** at **6.00 p.m.** in the **COMMITTEE ROOM**, District Council House, Lichfield to consider the following business.

Yours faithfully



Strategic Director

To: **Members of Community Housing and Health (Overview and Scrutiny) Committee:**

Councillors Marshall (Chairman), Warfield (Vice-Chairman), Mrs. Woodward (Vice-Chairman), Mrs. Allsopp, Mrs. Bacon, Mrs Bland, Mrs. Evans, Mrs Flowith, Humphreys, Ms. Perkins, Salter, Taylor and Tittley



## AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve as a correct record the minutes of the Meeting held on the 29<sup>th</sup> September 2014 (copy attached)
4. Health Issues – *FOR NOTING ONLY*
  - a) Community Hospital Consultation – Sir Robert Peel (verbal report)
  - b) Burntwood Health Centres (verbal report)
  - c) Code of Joint Working Arrangements with Healthy Staffordshire Select Committee (copy attached)
  - d) Feedback from Staffordshire Health Select Committee (copy attached)
5. Mid year Performance Report – One Year Action Plan 14/15 for Community, Housing and Health Directorate (copy attached)
6. Directorate Top 10 - 15/16 (copy attached)
7. Anti Social Behaviour, Crime and Policing Act 2014 (Note: comments sought on delegations and FPNs) (copy attached)
8. Equality Statement 2015 (copy attached)
9. Locality Commissioning (copy attached)
10. Community Consultation 2014 (copy attached)
11. Work Programme and Forward Plan

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"

IN PRIVATE

12. Empty Property (copy attached)
13. To approve as a correct record the Confidential minutes of the Meeting held on the 29<sup>th</sup> September 2014 (copy attached)

### **Briefing Papers**

**COMMUNITY, HOUSING AND HEALTH  
(OVERVIEW AND SCRUTINY) COMMITTEE**

**29<sup>th</sup> SEPTEMBER 2014**

**PRESENT:**

Councillors Marshall (Chairman), Warfield (Vice Chairman), Mrs Woodward (Vice-Chairman), Mrs Allsopp, Awty, Mrs Bacon, Mrs Bland, Humphreys, Salter, Taylor and Tittley.

**APOLOGIES FOR ABSENCE:** were received from Councillors Mrs Evans, and Mrs Flowith.

(In accordance with Council Procedure No. 17 Councillors Greatorex, Mynott and Pullen also attended the meeting.)

**ALSO PRESENT:**

- Rachel McKeown (Associate Director for Community and Clinical Support Services Division, Burton Hospitals Foundation Trust)
- Alison Wynne (Programme Lead)
- Jan Sensier (Chief Executive for Engaging Communities Staffordshire)
- Anna Hammond (Chief Operating Officer, South East Staffordshire and Seisdon Peninsula CCG)

**DECLARATIONS OF INTEREST**

There were no declarations of interests

**MINUTES**

The Minutes of the Meeting held on 10<sup>th</sup> June 2014 were taken as read, and approved as a correct record and signed by the Chairman.

**RESOLVED:** That the Minutes of the Meeting held on 10<sup>th</sup> June 2014 be approved as a correct record

**COMMUNITY HOSPITALS CONSULTATION**

**(a) Sir Robert Peel**

Members received a report advising that Burton Hospitals NHS Foundation Trust (BHFT) and South East Staffordshire and Seisdon Peninsula Clinical Commissioning Group (SESCCG) had initiated a consultation regarding the future of the day case theatre at Sir Robert Peel Hospital (SRP).

The Committee were joined by Rachel McKeown (Associate Director for Community and Clinical Support Services Division, Burton Hospitals Foundation Trust), Alison Wynne (Programme Lead), Jan Sensier (Chief Executive for Engaging Communities Staffordshire) and Anna Hammond (Chief Operating Officer, South East Staffordshire and Seisdon Peninsula CCG). Fazeley Ward Members Councillors Mynott and Pullen were also in attendance.

Rachel McKeown gave a background to the consultation and reported that both Sir

Robert Peel and Samuel Johnson hospitals were taken over by Burton NHS Trust in 2011 and there has been a reorganisation looking at the provision of community hospitals. It was reported that use of the theatre at SRP had been declining mainly due to patient choice, changes in medical practice and more day cases being undertaken in GP surgeries. It was also reported that due to changes in anaesthetic criteria, only patients with a normal BMI and no other health related conditions could be operated on at SRP. It was then reported that the equipment used at SRP was maintained on a regular basis but was coming to the point where significant investment would be required to keep it up to standard. Because of these reasons, it was reported that the NHS Foundation Trust and Clinical Commissioning Group were recommending the closure of the theatre.

It was then reported that a consultation process was underway and being carried out by Health Watch Staffordshire. It was reported that the purpose of the consultation was to investigate what the impact of closure would be and what other services would be best provided. It was also reported that along with a survey there would be three focus groups including one in Lichfield, a public event at the Castle Hotel in Tamworth and staff only and GP only groups. Members were advised that the results of the consultation would be reported to the Trust Board at their December meeting where a final decision would be made.

Members had concerns that taking away services would create a downward spiral of community hospitals and sought reassurances that this would not be the case. Members also felt that the proposal to close the theatre was premature due to the KPMG report into health provision in Staffordshire not being published and the findings not yet known. Jan Sensier reported that advice had been sought by NHS England and it was agreed that this consultation and proposal would not be affected by the KPMG findings and therefore it was acceptable to proceed.

Fazeley Ward Member Councillor Mynott expressed the concerns of his constituents and asked if a focus group could be held within his ward and it was agreed that this would be looked into. He then asked for clarity on where the users of SRP came from and what percentage was from Fazeley. He also asked if hard copies of the consultation document could be given to Members to pass to the public and this was agreed. He then asked how many GP practices offered the same services as the theatre at SRP and it was reported that opportunities to develop the minor surgery services provided by GP had not been optimised in part because of the availability of the facility at SRP but a skills audit would be undertaken to see what could be provided.

It was noted that there would be an overspend for Health in Staffordshire of around £217m by 2018.

The external invitees were thanked for their attendance and assistance to the Committee.

**RESOLVED:** That the proposal to close the day case theatre at Sir Robert Peel Hospital be noted

#### **(b) Minor Injuries Unit in Cannock Proposal – Have Your Say**

Members received a consultation document proposing a reduction in the opening hours of the Minor Injuries Unit (MIU) at Cannock Hospital along with a copy of the District Council's submission. It was reported that due to the consultation closing before the Committee's meeting, the consultation document was circulated to all Burntwood Ward Members in order to alert them to the proposals and give them opportunity to respond.

Data for 2013/14 showed that 659 users of the Cannock MIU were Lichfield District residents, the majority of these being registered with Burntwood practices.. It was

reported that Councillor Mrs Woodward had provided assistance with the drafting of a letter (signed by Councillor Greatorex on behalf of the District Council) setting out the local concerns.

Members felt that the health service was trying to economise to the point of losing services and reducing out of hours provision would only create greater strain on nearby A&E departments which would be more costly in the long run.

**RESOLVED:** That the District Council's response to the consultation be noted.

## **BURNTWOOD HEALTH CENTRES**

The Committee received a verbal update by Helen Titterton regarding the Burntwood Health Centres along with notes of a meeting that took place with NHS England on the 7<sup>th</sup> August 2014. It was also reported that an objective of the meeting was to balance the frustration and anger felt by residents of Burntwood regarding the decision to not proceed with a new health centre with looking to the future and how to best proceed.

Members noted that NHS Property Services had applied to extend the planning permission on the temporary centre at the Burntwood Leisure Centre site. It was also noted that the Coal Industry Social Welfare Organisation (CISWO) who own the site had also agreed the extension on the sub lease to the temporary health centre.

It was reported that a third practice which was to be incorporated within the Greenwood House health centre development would not now take place following the retirement of the GP. Negotiations were continuing with the two remaining practices.

Members felt that just by having the meeting with NHS England and other partners, progress was being made and that keeping the pressure on and it being a standing item on the Committee's work programme had made a difference and that this approach should continue.

It was asked if the presently unused Skills Centre in Burntwood could provide a suitable location for a new health centre. However, it was noted that this Centre has been designed for educational purposes and efforts were being made to bring it back into use.

**RESOLVED:** That the information received be noted.

## **FEEDBACK FROM STAFFORDSHIRE HEALTH SELECT COMMITTEE**

The Committee received notes from the recent meeting of the Staffordshire Health Select Committee. The Chairman reported that he was unable to be at the meeting but would be attending the next one.

**RESOLVED:** That the report be noted.

## **COMMUNITY TRANSPORT REVIEW & UPDATE**

The Committee received a report on progress to date in reviewing the Lichfield District Community Transport Scheme and next steps. It was reported as part of the Fit for the Future Programme Phase 1, it had originally been proposed that the service be withdrawn but following scrutiny by Members and public objection, it had

been agreed that the service continue subject to it moving towards a cost neutral position.

Members heard a brief history of the service and that is originally operated a brokerage system using minibuses belonging to other organisations but now currently had three vehicles of it's own with one being 15 years old and the others 12 and 6 years old. It was also reported that the scheme operated under a Section 19 permit which allowed organisations that provided transport on a not for profit basis to operate without holding a public service vehicle operators licence or a private hire licence.

It was reported that the cost of the scheme to the Council is approximately £20k per year (plus an additional £22k in central support costs). In order to move to a cost neutral position, work is ongoing on raising income and cutting costs. The pilot Dial a ride Service in Burntwood, sponsored by Burntwood Town Council, had recently started and this would contribute to raising income. It was also reported that the charges for the service had been reviewed and a 5% increase was proposed and that this increase had been suggested by users.

It was reported that the next steps were to investigate the options regarding the vehicles as one is particularly old. The options will include replacing the vehicle or operating with only two minibuses. It was also reported that a more proactive approach to marketing the service would be taking place.

Members welcomed the update and noted that early feedback from the Dial a Ride service had been positive.

Members discussed the marketing of the service and agreed that this could be improved. Members expressed concern that too much managerial time was being invested in operational matters which meant that the development of the service was not being progressed. It was reported that as the manager was the only employed officer working on the service, there were a lot of day to day issues that needed dealing with including driving duties when it was not possible to secure a volunteer. . Plans are underway to encourage volunteers to take on the more operational tasks in order to free up management time.

Members noted that limited officer capacity had impacted on the progress of the review of the service but this had now been completed and an action plan is being developed.

Members gave suggestions on ways to market the service including flyers, radio adverts and cards for Members to give out.

Members noted that the Constitution for the Scheme was in the process of being updated and that it was proposed that the role of the monitoring the performance of the scheme lie with the Committee and not an advisory board.

**RESOLVED:** (1) That progress to date in reviewing the Community Transport Scheme be noted; and

(2) That views of Members on the draft Constitution be fed back.

## **NEW MEASURES TO TACKLE ANTI-SOCIAL BEHAVIOUR**

The Committee received a report giving an overview of the new measures for tackling anti-social behaviour (ASB) and implications for this at the District Council. It was reported that the Home Office carried out a review in 2010 of existing measures

and found that some tools including Anti-Social Behaviour Orders (ASBOs) were bureaucratic, slow and expensive. It was then reported that after consultation, the Anti-Social Behaviour, Crime and Policing Act received Royal Assent in March 2014 and provided new, simplified means for responding to ASB. It was anticipated that the new measures would be introduced in October 2014 via a Commencement Order, however this had been delayed to January 2015 at the latest.

The Committee were then introduced to the six new measures for tackling ASB and it was noted that these would replace the current nineteen. It was then reported that there would be a greater penalty charging regime that could be used under the new measures.

It was reported that the new Act required the local policing force to prepare a community remedy document with a list of actions to be carried out by a person who had engaged with ASB or committed an offence which would be dealt with without court proceedings. It was noted that the Police needed to consult with the Local Authority in preparing that document.

Members felt that although the simplification of the measures was to be welcomed, there is a risk that the new measures would become 'badges of honour' similar to the current ASBOs.

It was noted that there would be more powers to speed up the possession process for Landlords in cases where ASB in their properties had already been proven.

Members also felt that the increase in ASB in the district, especially in the rural areas, could be attributed to the way 'beat' policing was being carried out and the requirement for police officers to report to the City Centre station and wait for vehicles at the start of their shift. It was noted by Members that there had also been a reduction in Police personnel. It was agreed to create a one off Task Group and invite the local Police Inspector to a meeting to discuss these matters.

**RESOLVED:** (1) That a further report on the implementation of the new measures be made to the Overview and Scrutiny Committee; and

(2) That a Task Group consisting of Councillors Mrs Bacon, Taylor, Tittley, Warfield and Chaired by Councillor Greatorex be created and the Inspector of the Lichfield Local Policing Team be invited to a meeting to discuss ASB and other policing matters.

## **LICHFIELD DISTRICT COUNCIL CCTV ANNUAL REPORT 2013/14 AND CODE OF PRACTICE**

The Committee received a report on the Lichfield District CCTV Annual Report 2013/14 and the Code of Practice for the operation of the system. It was reported that this was the second report of this kind and the first to this Committee as the service area was now part of the remit.

Members asked why the cost per arrest was so high and it was reported that it was compared to national figures which included large City Centres and urban areas where there would naturally be a higher number of arrests compared to Lichfield.

Members then asked if street lighting was considered adequate as this was important to the effectiveness of what the cameras picked up and would this be affected if the County Council chose to turn lights off at certain times. It was reported that a review of all cameras had been carried out and street lighting was considered

adequate. It was also reported that all the cameras were now digital which allowed for much better quality. Members were invited to take a tour around the control room if they wished.

Members asked if there was a way of sharing the cost of the service by joining up with agencies which use Automatic Number Plate Recognition; this will be investigated..

Members then asked what the rules were for domestic use of CCTV and it was reported that such use was acceptable as long as the camera did not point onto the highway.

**RESOLVED:** That the CCTV Annual Report 2013/14 and Code of Practice for the operation of Lichfield District CCTV be approved.

## **COMMISSIONING SERVICES FROM THE COMMUNITY AND VOLUNTARY SECTOR**

The Committee received a verbal report from Cllr. Mrs. Woodward (Chairman of the Member Task Group on Funding the Community and Voluntary Sector). It was reported that the meeting was very useful and the Task Group had also added to the list of priorities with preventing homelessness. It was also reported that much of the process would change when locality commissioning started and that the task group was in favour of this new approach. It was noted that the task group had requested some caveats they wished to be included to ensure focus on smaller community organisations was not lost.

Officers and Members of the Task Group were thanked for their hard work to date.

**RESOLVED:** That the information received be noted.

## **WORK PROGRAMME AND FORWARD PLAN**

Members discussed the Work Programme and items that could potentially be added. It was requested that a report on the results from the Fit for the Future Consultation be submitted for consideration. It was also requested that an update be provided on charging for hospital car parking; Mrs Titterton advised she had received some updated figures from the Hospital Trust and would circulate these to Members of the Committee. It was noted that from data received, overall complaints had reduced significantly in the past 6 months.

**RESOLVED:** That the Work Programme and Forward Plan be noted and amended where necessary.

(The Meeting Closed at 8.28pm)

CHAIRMAN



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Councillor Marshall  
Lichfield District Council  
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WS13 6ZE

**My Ref:** NP/TJ/051214/Code

**Date:** 15 December 2014

Dear Sir/Madam

### Code of Joint Working Arrangements

At the meeting of the Healthy Staffordshire Select Committee held on 5 December 2014, the Committee approved and adopted a revised Code of Joint Working Arrangements.

It is now necessary for the Code to be approved and adopted by the appropriate Committee with the Health scrutiny function in your authority and Executive. I would be grateful if you could therefore take the necessary steps.

I enclose two copies of the revised document one for your retention, second to be returned to me following agreement and signature by the Leader of the Council and Chairman of the Scrutiny Committee with responsibility for Health.

Any queries please do not hesitate to contact me.

Yours faithfully



Nick Pountney  
Scrutiny and Support Manager  
For Director of Democracy, Law and Transformation



# HEALTHY STAFFORDSHIRE SELECT COMMITTEE

## Code of Joint Working Arrangements – Health

### 1. Definitions

1.1 In this code the following words and phrases shall have the following meanings:

HSSC:	Healthy Staffordshire Select Committee.
Health:	NHS England via the Chief Executive and any NHS Trust, including Foundation Trusts, operating in or providing services in/to Staffordshire again via the Chief Executives and other NHS health organisations which fall within the scope of the Regulations.
The Regulations:	Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 as exemplified by the Department of Health Overview and Scrutiny of Health Guidance May 2003 (to include a reference to or any amendment or re-enactment).
Officers Group:	that group whose membership and terms of reference are currently detailed in the Terms of Reference, Appendix 2.

### 2. Background

- 2.1 The Health and Social Care Act 2001 (“the Act”) as amended by the National Health Service Act 2006 confers upon local authorities with social services functions powers to undertake scrutiny of health matters as detailed in the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 (“the Regulations”) (as amended by the Directions to Local Authorities (Overview and Scrutiny Committees, Health Scrutiny Functions) 2003)..
- 2.2 The County Council currently has responsibility for social services functions and, for the benefit of the inhabitants of Staffordshire (excluding Stoke on Trent), the County Council and the eight District/Borough Councils in the county have agreed to operate joint working arrangements for health scrutiny. There is in existence a Code of Joint Working Arrangements, which explains the broad arrangements for the scrutiny of Health within Staffordshire, between the Healthy Staffordshire Select Committee and the District/Borough Council local scrutiny arrangements. See Appendix 1.
- 2.3 It will be noted from Appendix 1 that, in summary, the HSSC is intended to deal with matters that have a Staffordshire wide theme, whilst the local District/Borough scrutiny arrangements are intended to deal with matters that have a local theme. A dedicated health scrutiny committee does not necessarily discharge District/Borough scrutiny arrangements. Currently, the District/Borough arrangements are based on their areas. An Officers’ Group on which all the District/Boroughs are represented and Health, support the HSSC. See Appendix 2, the Group’s current terms of reference.



- 2.4 The HSSC has adopted the practice of its members taking a special interest in one of the Health Trusts as defined in paragraph 1.1 above. The list of special interests will be maintained by the County Council and notified to the Trusts from time to time.
- 2.5 This code has been developed to provide a framework for the working arrangements between SHSC, and Health and unless other local arrangements have been determined also provides a framework for the working arrangements between the District/Borough Council local scrutiny arrangements and Health.
- 2.6 The spirit of this code is to facilitate effective and proper scrutiny of matters within the Regulations. For the avoidance of doubt the HSSC recognises and accepts that the health of local residents is dependent on a number of factors, not just the quality of health services provided by National Health Services organisations, but also on the quality of other services. The intended outcome of health scrutiny activity is the reduction of health inequalities and to promote and support health improvement of the people of Staffordshire.
- 2.7 It is accepted that this document will need amending from time to time.

### **3. Keeping Health Informed**

- 3.1 HSSC and the local District/Borough Councils will endeavour to:
- (a) forward to Health non confidential agenda/minutes of the HSSC and of the local District/Borough health scrutiny arrangements;
  - (b) forward to Health any relevant Health Scrutiny communications that are produced;
  - (c) forward to Health any proposals for items of scrutiny, giving an opportunity for Health to comment;
  - (d) forward to Health any draft/final reports on topics actually scrutinised, in the case of drafts giving an opportunity for comment;
  - (e) with reasonable notice advise Health of any request for attendance at the authority discharging the scrutiny arrangement, with reason(s) why attendance is asked for;
  - (f) for as long as it is determined appropriate by the HSSC, make available to Health, membership for three health representatives on its Officers' Group;
  - (g) answer any reasonable request from Health in relation to scrutiny activity.

### **4. Assistance from Health**

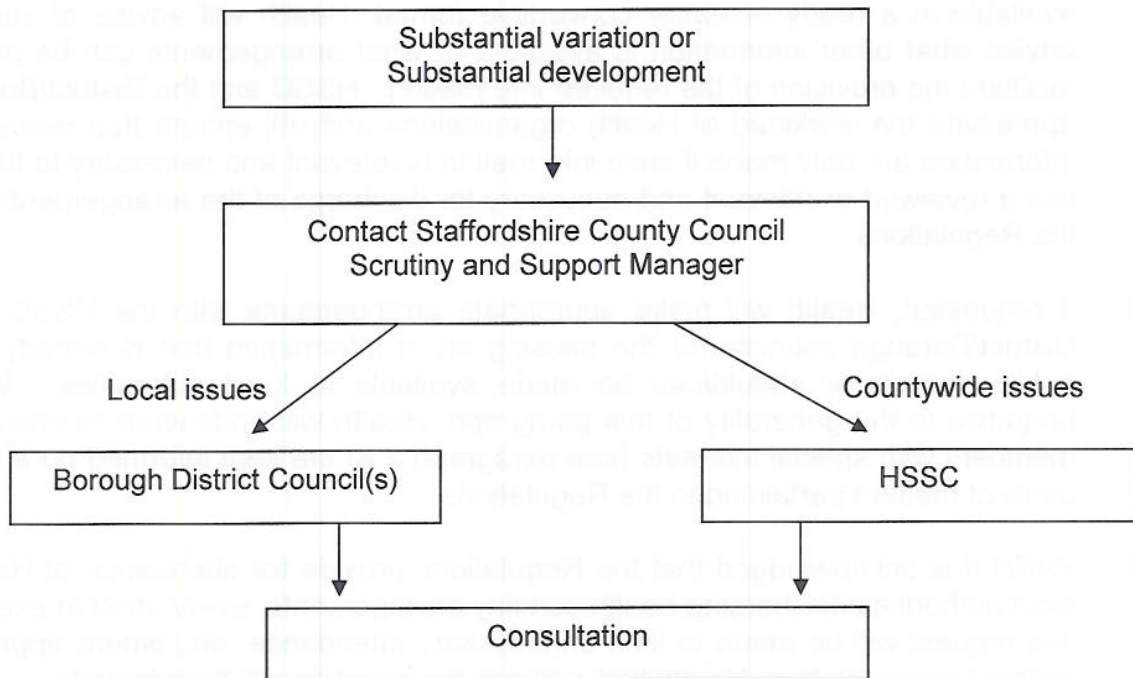
- 4.1 Health will comply with the Regulations and the provisions of the NHS Act (2006) as amended by the Local Government and Public Involvement in Health Act (2007).
- 4.2 Information is most likely to be requested from Health in respect of scrutiny: work programme planning; topics under review; the preliminary consideration of



Councillor Calls for Action; consideration of Councillor Calls for Action; and questions from members. When information has been requested, Health will comply within a reasonable time-scale. Where information requested, is not available in a ready or easily convertible format, Health will advise of such and advise what other information is available or what arrangements can be made to facilitate the provision of the required information. HSSC and the District/Boroughs appreciate the workload of Health organisations and will ensure that requests for information are only made if such information is relevant and necessary to the topic being reviewed or relevant and necessary for discharge of the arrangements under the Regulations.

- 4.3 If requested, Health will make appropriate arrangements with the HSSC and/or District/Borough councils for the passing on of information that is already in the public domain or should/can be made available to local authorities. Without prejudice to the generality of this paragraph, Health will endeavour to ensure that members with special interests (see paragraph 2.4) are kept informed on a regular basis of matters pertaining to the Regulations.
- 4.4 Whilst it is acknowledged that the Regulations provide for attendance of Health at local authorities discharging health scrutiny arrangements, every effort in exercising this request will be made to limit unnecessary attendance, and where appropriate written responses from Health that address the question will be adequate.
- 4.5 Any request to Health in relation to this code will be by a duly authorised officer/member of the authority, whose names shall be notified to health from time to time.
- 4.6 Health will consult with the Scrutiny arrangements where decisions are going to be made which affect the commissioning of services for people of Staffordshire by reference to the numbers of people who could be affected and/or the significance of the service, for example specialist services. In order to satisfy this paragraph, the scrutiny arrangements operating in Staffordshire would welcome being an addition to Health's consultation distribution lists/patient and public involvement strategy. If there is doubt about a decision that may or may not fall under this paragraph, Health should speak, in the first instance, direct with the SHSC Health Scrutiny and Support Manager.
- 4.7 Without prejudice to the generality of paragraph 4.6, Health will particularly consult with the appropriate scrutiny arrangement on matters, which constitute a substantial variation and/or substantial development. In deciding whether or not a matter falls within this heading Health will have regard to the Guidance which specifies possible substantial variations and/or developments when they fall under one or more of the following:
  - (a) changes in accessibility of services – for example the creation of a new GP and/or dental practice;
  - (b) impact of proposal on the wider community – exercising some flexibilities under Foundation Status;
  - (c) patients affected – closing facilities or parts of, eg Saturday surgeries, relocation of services;

- (d) methods of service delivery – new arrangements for out of hours services.



#### Examples of countywide substantial variations/developments

- 4.8 It is not envisaged that Health will consult on contractor changes, minor amendments to service regulations or matters which are internal issues.

#### 5. Information Sharing/Data Protection/Confidentiality

- 5.1 For the purposes of this code information will be shared provided such is within the law. Further, for the purposes of facilitating this paragraph, but not limited to, co-operating organisations will sign up to the Staffordshire Police, Information Sharing Protocol for Crime and Disorder purposes.

#### 6. General Working Principles

- 6.1 Generally, unless this code provides a specific provision, then the health scrutiny activity in Staffordshire will be carried out on the basis of the following general working principles:

- (a) **Co-operation** – the organisations involved are willing to share knowledge, respond to requests for information, initiatives and reports as appropriate.
- (b) **Accountability** - the process of health scrutiny will be open and transparent, except where the principles of confidentiality apply.
- (c) **Accessibility** – the approach to each piece of scrutiny work may vary but scrutiny activity will, for each piece of work, actively seek to identify interested parties and stakeholders and to involve them where appropriate in the overview on scrutiny process.



**Healthy Staffordshire Select Committee  
Code of Joint Working Arrangements – Local Authorities**

**1. Background**

- 1.1 The Health and Social Care Act 2001 (“the Act”) as amended by the National Health Service Act 2006 confers upon local authorities with social services functions powers to undertake scrutiny of health matters as detailed in the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 (“the Regulations”) (as amended by the Directions to Local Authorities (Overview and Scrutiny Committees, Health Scrutiny Functions) 2003).
- 1.2 The County Council currently has responsibility for social services functions and, for the benefit of the inhabitants of Staffordshire (excluding Stoke-on-Trent), the County Council and the eight District/Borough Councils in the county have agreed to operate joint working arrangements for health scrutiny.
- 1.3 This code has been developed to provide a framework for the joint working arrangements.
- 1.4 This document may need amending from time to time.

**2. Scope of Overview and Scrutiny Activity**

- 2.1 The areas of activity that may form the basis for possible overview and scrutiny flow from the Regulations. The broad scope is detailed at paragraph 2(1) **“An overview and scrutiny committee may review and scrutinise any matter relating to the planning, provision and operation of health services in the area of its local authority.”** (“scrutiny activity”).
- 2.2 All parties accept and agree that scrutiny activity is not a complaints mechanism. Accordingly matters which are referred/determined for consideration by the scrutiny process, shall properly fall within its scope and overview. Whether or not this will be the case will depend on the individual circumstances.
- 2.3 In Staffordshire scrutiny activity will be based on three levels of responsibility. The level of responsibility will determine where a specific scrutiny activity may be dealt with:
  - (a) The County Council may lead on matters that can best be dealt with at a county level.
  - (b) For some matters the County Council may ask a lead District/Borough Council to carry out the scrutiny, and this may be singly or jointly with other District/Borough Councils.
  - (c) Those matters best dealt with by District and Borough Councils.



2.4 In order to discharge the levels of responsibility:

- (a) **The County Council scrutiny activity** – will be undertaken by the Healthy Staffordshire Select Committee. Its initial membership is thirteen County Councillors whose appointment takes account of political balance and eight District/Borough Councillors (the Chair of the appropriate Scrutiny Committee undertaking Health Scrutiny) from each of the District/Borough areas within the County of Staffordshire), nominated annually. Since this will constitute eight separate appointments, political balance is not an issue. The Healthy Staffordshire Select Committee will be administrated by the County Council and operate in accordance with the County Council's Constitution<sup>1</sup>, Committee procedure and rules. The Chair and Vice Chair will be appointed by the County Council. All Members will be required to sign the Code of Conduct for Members. Guidance for all Members may be sought from the Scrutiny and Support Manager. The Scrutiny and Support Manager will ensure that there is opportunity for appropriate links with officers of all the District/Borough Councils. For this purpose an officer group has been formed and has its own terms of reference (see Appendix 2).
- (b) **County Council appointment of lead District/Borough** – the Healthy Staffordshire Select Committee, will determine any scrutiny activity which falls under this heading, the terms of reference, and ask a lead District/Borough (with their agreement). The terms of reference will determine if appropriate, which organisations' Constitution will be adhered to during the process. This approach could, for example, be taken because a particular District/Borough wishes to undertake the specific scrutiny activity due to local interest. This approach may involve more than one District/Borough, but in such a case it is accepted that only one will be the nominated lead.
- (c) **District and Borough scrutiny activity** – this will be undertaken by the appropriate scrutiny arrangements set up locally. In all cases one County Councillor will be appointed to each Committee designated for the purpose and they will be voting members for those matters which relate to health scrutiny activity. Appointments will be by the County Council on a yearly basis. As a Member of the relevant District/Borough Council Committee all County Councillors will be bound by the Constitution and rules of procedure etc of that Committee.

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<sup>1</sup> The County Council's Constitution does not permit substitute members but in the event of a District/Borough Council member being unable to attend a meeting of the Committee they may send a representative to attend as an observer for the part of that meeting held in public.

## **County Level Scrutiny Activity**

2.5 The Healthy Staffordshire Select Committee may deal with:

- (a) matters pertaining to NHS England , West Midlands Strategic Commissioning and West Midlands Ambulance Service NHS Trust (in conjunction with the health overview and scrutiny committees of the relevant Councils within the region);
- (b) matters pertaining to the Staffordshire Clinical Commissioning Groups (Stafford and Surrounds, Cannock Chase, East Staffordshire, South East and Seisdon Peninsula and North Staffordshire)
- (c) matters pertaining to the North Staffordshire Combined Healthcare NHS Trust and the South Staffordshire and Shropshire Healthcare NHS Foundation Trust;
- (d) matters pertaining to Burton Hospitals NHS Foundation Trust, and University Hospital of North Midlands NHS Trust;
- (e) matters relating to any other health body which commissions or provides services to inhabitants of Staffordshire;
- (f) Social Services and Health Services interface including relevant partnerships;
- (g) responding to reports from Healthwatch ; and
- (h) health related consultations, commissioning, and services that relate to more than one District/Borough;

other than where a District/Borough has agreed to take a lead role in scrutinising a matter.

- (i) Other scrutiny activity which has been agreed by the Healthy Staffordshire Select Committee and all the relevant District/Borough Councils to be dealt with by the Healthy Staffordshire Select Committee

## **County Appointment of Lead District/Borough Scrutiny Activity**

2.6 Matters which fall under this heading will be determined by agreement at the relevant time. See paragraph 2.4(b) above.

## **District/Borough Scrutiny Activity**

2.7 District/Borough scrutiny activity may deal with:

- (a) health bodies, consultations, commissioning and services which contribute towards health improvement within their area;
- (b) matters which have been agreed with the Healthy Staffordshire Select Committee;



- (c) District/Borough services that interface with planning for and providing health services - for example, but not exclusively, housing, leisure and environmental health service; and
- (d) relevant local partnerships.

### **Choosing the Topics**

2.8 It is recognised that the final choice of topics for health scrutiny is that of the appropriate Committee, but that the planning and co-ordination of scrutiny activity is important in regard to assuring the quality of scrutiny activity and making the best use of resources. In order to avoid duplication/overload the following principles are accepted:

- (a) That the Committees will develop their approach to involving interested parties and the public in the preparation of their annual work programmes, including one another.
- (b) The Healthy Staffordshire Select Committee is currently the most appropriate committee to advise on choice of topics for health scrutiny across Staffordshire. Accordingly, each District/Borough Councillor member will undertake this advisory role when attending the Healthy Staffordshire Select Committee and each appropriate District/Borough Councillor and County Council member will undertake this role when attending the District/Borough Committee designated to deal with health scrutiny activity.
- (c) It is accepted that a degree of flexibility within work programmes is required to adapt to unforeseen issues arising. However, following Healthy Staffordshire Select Committee approval to its annual work programme for scrutiny activity there shall not be deviation from the programme unless there is a clear and urgent need. Whether or not a matter is clear and urgent will be determined by the Healthy Staffordshire Select Committee in consultation with the Chairman.

### **Maintaining Links**

- (d) Whilst undertaking scrutiny activity, for the purpose of keeping each other up-to-date about progress and final recommendations, District/Borough Councillors and County Councillors will be the prime link. However, in addition, arrangements will be facilitated to ensure that the Staffordshire Health Scrutiny and Support Manager regularly receives copies of all District/Borough committee reports/minutes in relation to health scrutiny and that summary updates are provided so that an item may appear on Healthy Staffordshire Select Committee agenda. The Healthy Staffordshire Select Committee will provide a summary update so that an item may appear on each District/Borough Council agenda similarly. Members of the officer group will assume this responsibility on behalf of their Councillor.
- (e) For the avoidance of doubt, final draft reports and final reports will also be shared under paragraph 2.9(d) above. In the case of draft reports this will be timed to facilitate comments. Final reports and recommendations will

- take account of paragraph 3 of the Regulations. It will be the responsibility of the Committee producing the final report to take follow-up action.
- (f) Calling health representatives to any committee will be the responsibility of the Chair of that Committee. In so doing it is accepted by all chairs that such will be conducted with courtesy and following appropriate enquires to avoid duplication of requests. Each Chair will also particularly be bound by paragraphs 5 and 6 of the Regulations.
  - (g) In addition to committee papers, relevant County Council Health Scrutiny communications will be sent to all Officer Group members and District/Borough Councillor members of the Staffordshire Health Scrutiny Committee. The Healthy Staffordshire Select Committee process provides for questions to be asked by its members as a standard agenda item. All members agree to co-operate in the discharge of this arrangement.
  - (h) All Councils accept and agree to appropriate officers meeting in accordance with the Staffordshire Health Officers' Group Terms of Reference. (See Appendix 2).

## Resources

- (i) The Healthy Staffordshire Select Committee will be administered by the County Council, currently there is approximately one and a half full-time equivalent staff for this purpose.
- (j) The resource for the local health scrutiny arrangements will be a matter for the appropriate District/Borough Council.
- (k) The resourcing of other joint work on matters of common interest, including training and development, will be agreed on a case by case basis.

## 3. General Working Principles

3.1 Generally, unless this code provides a specific provision, then the health scrutiny activity in Staffordshire will be carried out on the basis of the following working principles (and meeting statutory requirements where applicable):

- (a) **Scope of Health Scrutiny** – recognising that the health of local residents is dependent on a number of factors, not just the quality of health services provided by National Health Service organisations, but also on the quality of other services. The intended outcome of health scrutiny activity is the improvement of the health of the people of Staffordshire.
- (b) **Co-operation** – the authorities involved must be willing to share knowledge, respond to requests for information, initiatives and reports as appropriate.
- (c) **Accountability** – the process of health scrutiny will be open and transparent.



- (d) **Accessibility** – the approach to each piece of scrutiny work may vary but scrutiny activity will actively seek to identify interested parties and to involve them where appropriate in the overview and scrutiny process.

## Brief Terms of Reference

### Health Scrutiny Officers Group

#### 1. Introduction

1.1 The Health Scrutiny Officers Group ('HSOG') has been formed to support the Healthy Staffordshire Select Committee ('HSSC') and District and Borough Scrutiny arrangement.

1.2 The HSSC is a member committee while the HSOG is an officer group.

1.3 The function of health scrutiny began early 2002.

#### 2. Membership

2.1 The membership of the HSOG will be as follows:

Organisation	Number of Members
Cannock Chase Council	1
East Staffordshire Borough Council	1
Lichfield District Council	1
Newcastle-under-Lyme Borough Council	1
South Staffordshire District Council	1
Stafford Borough Council	1
Staffordshire Moorlands District Council	1
Tamworth Borough Council	1
Staffordshire County Council	1 (plus non-voting Support Officer)
Healthwatch	1
Health agencies as appropriate	
Clinical Commissioning Groups as appropriate	

2.2 By agreement the HSOG may invite other advisers/members to its Group on an ongoing or ad hoc basis.

2.3 The County Council Scrutiny and Support Manager will be an adviser to the HSOG.

#### 3. Terms of Reference

3.1 The main aim of the HSOG is to support the HSSC in achieving its aims and objectives as detailed in its terms of reference.

3.2 Without prejudice to paragraph 3.1 the HSOG may:

- (a) discuss, agree and put forward for approval items of business for the SHSC Agenda;

- (b) determine the process of work programme planning and delivery;
- (c) discuss and report on matters of note for the HSSC (generally via instruction to the Health Scrutiny and Support Manager) and in particular discuss and report on an appropriate mechanism for member involvement in the scrutiny process;
- (d) establish an appropriate mechanism to determine links between the Staffordshire Scrutiny process and local scrutiny arrangements;
- (e) be the link with their own organisation and member to keep such informed, seek views etc;
- (f) co-operate with each other, where possible, for the furtherance of the quality of scrutiny of health in Staffordshire.

#### **4. Operational Methods**

**4.1 Meetings** – the HSOG will meet as frequently as needed to achieve the terms of reference. Meetings will be organised and administered by the County Council.

**4.2 Decisions** – will be by consensus of agreement, failing such there shall be a vote. Simple majority will carry the vote. Any member not satisfied with the outcome of such may register a dispute. Registration of a dispute will hold the decision suspended and the matter shall be referred to the HSSC for determination, or any other process agreed by HSOG/HSSC to be appropriate. For the avoidance of doubt, advisers may not vote with the exception of the County Council Health Scrutiny and Support Manager.

**4.3 Agenda Items** – for the HSOG will be determined by the County Council Health Scrutiny and Support Manager. Other members may request appropriate items be included on the agenda by reasonable notice.

**Substitution** – officers may send substitutes who will have the same voting rights.

**Sub-Group(s)** – by agreement the HSOG may set up sub-groups on an ongoing or ad hoc basis.

**Chairing** – the County Council Health Scrutiny and Support Manager will chair the meetings and where possible produce an updating report for the HSOG.

#### **5. Review and Change**

**5.1** The content of this document may be reviewed and changed at any time by the agreement of the HSOG.

Summary of the main agenda items from the  
 Healthy Staffordshire Select Committee meeting –Friday 5 December 2014  
<http://moderngov.staffordshire.gov.uk/ieListDocuments.aspx?CId=871&MId=5132&Ver=4>

Agenda Item	Of particular interest to ...
<p><b>The Healthy Staffordshire Select Committee</b> met on Friday 5 December 2014. The agenda items included East Staffs CCG Improving Lives programme, Dementia Centres of Excellence, The Care Act, and a review of the Code of Joint Working Arrangements.</p> <p>In relation to the <b>Improving Lives programme</b>, Members discussed the engagement activity undertaken, service specification and sought assurances around the programmes monitoring and performance management. The <b>Dementia Centres of Excellence</b> report, Members raised issues around staffing ratios, to ensure the outcomes for service users and carer's, performance management and arrangements for the transfer staff. They also discussed the details of the contract and asked to see it when finalised. Members were briefed on the implications to the Council of the <b>Care Act</b> in particular the financial details. The revised <b>Code of Joint Working Arrangements</b> were discussed and agreed by the Members.</p>	All
<p><b>Report of the Scrutiny and Support Manager :-</b> Members received District and Borough Scrutiny Report updates</p>	All
<p><b>Trust updates.</b> None on this occasion</p>	

**SUBMISSION TO COMMUNITY, HOUSING AND HEALTH OVERVIEW AND SCRUTINY  
COMMITTEE**

**Date : 14<sup>th</sup> January 2015**

**Agenda item: 5**

**Contact officer : Helen Titterton**

**Telephone : 01543 308700**

**Local Ward Members: Not applicable**

**REPORT OF THE CABINET MEMBER FOR COMMUNITY, HOUSING AND HEALTH**

**MID YEAR PERFORMANCE REPORT – ONE YEAR ACTION PLAN 14/15 FOR COMMUNITY,  
HOUSING AND HEALTH DIRECTORATE**

**1. PURPOSE OF THE REPORT**

- 1.1 To advise Members of progress against the activities and projects set out in the Directorate's One Year Action Plan for 14/15 as considered by this Committee in January 2014. Statistical information (key performance indicators) relating to activity during the first six months of the year is also included. Both the narrative report and the related statistics reflect performance as at 30<sup>th</sup> September 2014.
- 1.2 Members are invited to raise questions and comment.

**2. BACKGROUND AND RATIONALE**

- 2.1 Every autumn, Members and officers develop Service Plans setting out the priorities and budget allocations for the following financial year for each of the teams which make up the totality of Council services. Approximately 14 separate Service Plans are produced and they are all reviewed via the overview and scrutiny process. Members can use this as an opportunity to influence the direction of travel for the coming year and in some cases use the result to influence the Work Programme of the Overview and Scrutiny Committees.
- 2.2 A 'Top 10' is developed for each Directorate / Cabinet Member as a result of this exercise and these were reported to and endorsed by the relevant Overview and Scrutiny Committee in January 2014. The most significant and critical issues from the Directorate Top 10s are collated to form the Corporate Top 10 or Annual Action Plan which was approved by Full Council in February 2014.
- 2.3 The mid year performance against the One Year Action Plan 14/15 which relates to this Committee is attached at **Appendix A**. Some of the Actions set out were deemed to be so significant corporately that they were included in the Corporate Top 10 / Annual Action Plan for 14/15; these are indicated by the shaded rows. Progress on the corporate top ten actions was reported to Cabinet in November 2014. The key performance indicators are attached at **Appendix B**.

**3. PERFORMANCE HIGHLIGHTS**

- 3.1 A copy of the six month performance report for the Community, Housing and Health portfolio is attached at **Appendix A**. This Committee has contributed to several of the activities and projects which feature in the CHH Top Ten including:
  - Holding three meetings of a Member Task Group to inform commissioning of new SLAs with the community and voluntary sector



- Receiving a briefing paper on progress in respect of the Housing Services Review (September meeting)
- Receiving a report on the Anti Social Behaviour, Crime and Policing Act (September meeting)
- Receiving a progress report on Community Transport (September meeting)
- Receiving a confidential report regarding the Old Mining College Centre (September meeting)

3.2 Service Managers routinely monitor activity and performance delivered by their teams; progress against key performance indicators is attached at **Appendix B**. Some data is collected monthly, others quarterly.

#### **4. RECOMMENDATION**

4.1 Members are requested to consider and comment on the mid year performance report for 14 / 15 which is attached at **Appendix A** and the statistical analysis attached at **Appendix B**

#### **5. FINANCIAL IMPLICATIONS**

5.1 None arising directly from this report. A more detailed report on the Council's performance against the financial strategy will be considered by Cabinet in January 2015 (the Money Matters report). As at 30<sup>th</sup> September, the Directorate was showing a favourable variance (or underspend) of £39k.

#### **6. COMMUNITY BENEFITS**

6.1 The effective scrutiny of performance reports and data drives performance improvement leading to direct benefits for the community through improved services and value for money based on achieving key priorities.

#### **7. EQUALITY & DIVERSITY IMPLICATIONS**

7.1 Equality and diversity implications are considered during the planning and delivery of the day to day activities of the Directorate eg. an equality impact assessment was conducted in relation to a new a mobile homes fee policy

7.2 In addition, the Directorate takes the lead for equality and diversity issues across the council and updates the corporate Equality Statement annually. The performance indicators attached at Appendix B show that 6 equality impact assessments had been undertaken at the half year point and 33 members of staff had completed on line equalities training. The Cabinet and Committee report templates have been revised to include a section on the equality and diversity impact of the matter(s) under consideration.

#### **8. PLAN FOR LICHFIELD DISTRICT IMPLICATIONS**

8.1 The report identifies some of the key areas of achievement so far during 14 / 15.

8.2 Since April 2014, the Fit for the Future programme has impacted on the Community, Housing and Health portfolio in the following ways:

- We have undertaken an option appraisal of the community transport service to plan for improving its financial viability going forward
- We have been in discussions about the potential to transfer the Old Mining College (as the amount of officer resource allocated to the management of the Centre has significantly reduced and the District Council is no longer best placed to manage the facility)



- We are developing a relationship with the Staffordshire Intelligence Hub (as we no longer have an in house research capability); the Hub provided us with advice on the F4F community survey and analysed and reported on the results of the exercise
- The SLA with Fusion Credit Union (to manage the Jigsaw project) has embedded and is going well
- The Housing Service Review has commenced
- Although there has been a reduction or cessation in certain activities in line with the deletion of the Community and Partnerships team (particularly in relation to community development), many other roles undertaken by the C&P team have continued or even expanded (such as the development of locality commissioning, a new focus on child sexual exploitation etc). This means that there continues to be significant capacity issues for the officers who remain and consequently, the implementation and delivery of tasks take longer than would have previously been the case.

## 8. CRIME AND COMMUNITY SAFETY ISSUES

- 8.1 The report refers to this area of performance, particularly in relation to the introduction of new legislation for new powers to deal with anti social behaviour.

## 9. RISK MANAGEMENT ISSUES

Risk Description	Likelihood / Impact	Status	Risk Category	Countermeasures
Information provided to Members is too 'high level' and inadequate for robust scrutiny	Medium / medium	Material	Reputation	The Cabinet Member, Director and Service Managers are in attendance at the O&S meeting and can elaborate on the content of the report Members can request further details or a separate report on any item referred to in the report

**2014/15 Community, Housing & Health Directorate Top 10:  
Mid year report to Community, Housing and Health Overview and Scrutiny Committee**



**Monitor impact of welfare reforms**

Actions	Due Date	On Target?	Progress Update
Monitor the number of customers (approaching LDC as homeless or requesting housing advice) who are in rent arrears. (Councillor Greateox)	31-Mar-2015	=	<p><b>Position at June</b> – Enquiries made from 1st April 2014 have been recorded using the Council’s CRM system and this will enable the ongoing monitoring of those requesting housing advice that are in arrears. Unfortunately the reports required to monitor this are still in development. Anecdotally the Housing Options Team consider that the number of enquiries relating to rent arrears both in the social and private housing sectors has remained around the same level as for last year. In the first quarter no homelessness decisions have been made where rent arrears has been the reason for homelessness, however there are currently 18 cases where rent arrears has been given as the reason for the enquiry, all being dealt with as potential homelessness preventions. In 2013-14, there were 28 successful preventions where the initial enquiry reason was rent arrears.</p> <p><b>Position at September</b> – Whilst it is still not possible to get full details of enquires made, a total of 337 enquiries have led to further work on them with a view to preventing homelessness. Of these enquiries a total of 10% were due to rent arrears. This compares to 7% for all enquires received in 2013/14</p>

**Commission new SLAs with the community and voluntary sector**

Actions	Due Date	On Target?	Progress Update
Agree available budget (Councillor Greateox)	01-Jul-2014	✓	<p><b>Position at June</b> – Current budget is £196k. Member Task Group considered future budget and requested that any reduction be no more than 10%. Feedback from community survey will also inform decision on budget.</p> <p><b>Position at September</b> – Following consideration by a CHH O&amp;S Member Panel in August, including taking account of feedback from the community survey, the budget was approved by September Cabinet @ £177k per year for three years 2015-2018</p>
Agree and implement commissioning process (Councillor Greateox)	31-Jul-2014	✓	<p><b>Position at June</b> – Proposed priorities were identified by Member Task Group and endorsed by CHH O&amp;S in June. Following consideration by the District Board, opportunities for bringing LDC budget for</p>

**Classification: UNCLASSIFIED**

Actions	Due Date	On Target?	Progress Update
			community and voluntary sector into a locality commissioning approach (by aligning LDC commissioning with SCC, CCG and PCC priorities) were explored <b>Position at September</b> – Member Task Group met in August and was briefed on opportunities presented by introducing a locality commissioning approach with partners. This approach was endorsed by Task Group Members and regarded as a good way to reduce duplication and maximise value for money. Also some changes made to LDC priorities having regard to Supporting People cuts. Cabinet agreed (September meeting) that LDC will take part in a Locality Commissioning process alongside partners from County Council, NHS and police and delegated decisions regarding allocation of the LDC voluntary sector budget to the Locality Commissioning Board (LCB). The District Board met in September and approved the establishment of a LCB which is to be Chaired by Cllr Greatorex. It is likely that a single procurement exercise, overseen by the LCB, will commence in October
New SLAs agreed (Councillor Greatorex)	31-Dec-2014	✓	<b>Position at June</b> – Underway as per above <b>Position at September</b> – Given the additional steps required by a joined up locality commissioning process, it is predicted that SLAs will be agreed in February 2015; organisations with whom LDC currently has an SLA are being kept informed

**Implement Fit for the Future (F4F)**

Actions	Due Date	On Target?	Progress Update
<b>F4F Phase 1 –</b> Embed implementation of phase 1 (Councillor Greatorex)	31-Mar-2015	✓	<b>Position at June</b> – The lease for the Jigsaw Project in North Lichfield has been transferred from LDC to Fusion Credit Union and a SLA negotiated. <b>Position at September</b> – Negotiations are underway to transfer the Old Mining College Centre ; the Staffordshire Intelligence Hub is providing advice on consultation and research issues
<b>F4F Phase 2 –</b> Undertake community consultation exercise, produce and disseminate report (Councillor Greatorex)	31-Jul-2014	✓	<b>Position at June</b> – Community consultation planned via Member Task Group; surveys made available through Voicelt, inTouch and hard copy distributed via public outlets. Target of achieving 1000 responses was exceeded including 330 from residents in rural areas. Some issues with street interviewers who struggled to achieve the target of 200 completed surveys. Hub analysing results; report due to be issue mid July <b>Position at September</b> – Highlight report and press release have been issued and disseminated to staff, partners and those respondents for whom we have email contact details. The full and highlight report has been placed on LDC website. The data will be used to develop business cases and inform the next

**Classification: UNCLASSIFIED**

Actions	Due Date	On Target?	Progress Update
			Corporate Plan
Initiate at least two other Service Reviews (Councillor Greatorex)	31-Mar-2015	✓	<p><b>Position at June</b> – Housing Service Review initiated; PID approved by CHH O&amp;S in March and inaugural meeting in June which focused on housing options / homelessness. Diagnostic Peer Review of Homelessness Services conducted in June (by Wolverhampton, Dudley and Solihull Councils – score of 63% achieved); report will be fed into the HSR.</p> <p><b>Position at September</b> – To date, there have been three meetings of the review team. Results of the Diagnostic Peer Review have been fed into the Review. The team has also received presentations from South Staffordshire and East Staffordshire Councils regarding the pros and cons of outsourcing the housing options service. At their third meeting the team has considered the housing and enabling function and noted the likely increase in workload as the anticipated increase in development activity takes place. A briefing note on progress was circulated to Members of CHH O&amp;S for their September meeting</p>

**Evaluate the impact of Fit for the Future phase 1**

Explore feasibility and options to transfer OMCC to a third party	31-Mar-2015	✓	The future leasing and management for the Old Mining College Centre is under review; a confidential report was received by CHH O&S at the September meeting.
Assess value for money of Work Club arrangements	31-Mar-2015	✓	Following the cessation of the community development team in 2013, responsibility for administering five local work clubs has transferred to Support Staffordshire under an Agreement with LDC. During the first six months of 14/15, the Work Clubs have had 472 attendances (some of these will be more than one attendance by the same person) and 70 new registrations. 42 individuals have received training, 12 have acquired volunteering opportunities and 19 have moved into employment. As has previously been reported, it is difficult to track the outcomes for these individuals once they leave the work clubs because they have 'moved on' and can be difficult to contact. Members have previously expressed concerns regarding the number of organisations involved in getting people into or back into work. Consequently, the District Council's budget for this area of work will in future be administered through the Locality Commissioning Board to ensure there is a unified approach taken with partner organisations.

**Implement, monitor and review the capital programme 2014-17**

Actions	Due Date	On Target?	Progress Update
% Disabled Facilities Grant budget committed and number on the waiting list (Councillor Greateorex)	31-Mar-2015		<p><b>Position at June</b> – SCC have pulled out of the countywide contract for a single Home Improvement Agency as a consequence of their Supporting People Review. There is therefore a risk to delivery of our statutory duty (as the HIA is the delivery arm and we had given notice to our current contractor in preparation for commencement of a new contract on 1<sup>st</sup> July). There is the possibility of an additional cost pressure in the short and medium term. Discussions are underway with SCC and other Districts in an effort to mitigate the situation.</p> <p><b>Position at September</b> – Following extensive dialogue, funding was secured by SCC to enable the county wide HIA service as originally planned to continue. After a 3 month delay, Revival commenced the service across the whole county on the 1<sup>st</sup> October 2014. Budget spend at the end of September was £168k with another £242k committed meaning that there is budget remaining this financial year of £203k. . There is currently no waiting list for DFG's with the council.</p> <p>Staffordshire and Stoke on Trent Partnership Trust does have a list of people waiting assessment as follows: Occupational therapist (OT) waiting list 165, OT assistant 77.</p>

**Pursue Options for Community Transport to Become Cost Neutral**

Actions	Due Date	On Target?	Progress Update
Explore feasibility & options available (Councillor Greateorex)	31-Oct-2014	✓	The community transport service is being reviewed in order to bring it closer to a cost neutral position; an update report was considered by CHH O&S in September which also noted the start of a pilot Ring and Ride service, sponsored by Burntwood Town Council, which had commenced on 1 <sup>st</sup> September.
Agree & implement preferred option(s) by winter 2014 (Councillor Greateorex)	31-Dec-2014		The Community Transport Constitution has been revised and existing Members have been invited to reapply for Membership. Work is underway to identify opportunities for Volunteers to further support the service and a Marketing Plan is being developed.

**Implement New Legislation Around Anti Social Behaviour (Anti-Social Behaviour, Crime and Policing Bill)**

Actions	Due Date	On Target?	Progress Update
Review current working procedures & update accordingly (Councillor Greateorex)	30-Sept-2014	✓	The new Anti-Social Behaviour, Crime and Policing Act replaced 19 measures to tackle ASB with 6 new ones. A training event was held in June for partners to make them aware of these changes: discussions are continuing ready for when the new powers come into force in October and January 2015.
Review & amend the Community Safety Partnership Structure as appropriate (Councillor Greateorex)	30-Sept-2014	✓	No changes to the Partnership structure have found to be necessary to date but the possibility will continue to be monitored.
Provide training for our partners including elected members (Councillor Greateorex)	30-Sept-2014	✓	Training for partners took place on 25 <sup>th</sup> June and Elected Members training will take place on 12 <sup>th</sup> November 2014.
Update information on website & issue press release as appropriate (Councillor Greateorex)	30-Sept-2014	✓	Information is currently being developed for the website and will be available from mid October. A press release will also be issued at that time when the majority of the measures become available to us.

**Embed Lagan CRM and Seeking Opportunities To Channel Shift**

Actions	Due Date	On Target?	Progress Update
System upgraded (Councillor Greateorex)	30-Jun-2014		<p>Upgrade completed at September 2014 - After a failed attempt earlier this year, there was a concerted effort by partners and the Kana the supplier to ensure that the next attempt would be a success lots of hard work testing and re testing took place by all Staffordshire Partners and we successfully upgraded Lagan CRM to the latest version on 20<sup>th</sup> September 2014. The enhancements to the system brings additional functionality for:-</p> <p><b>Internal Users of the system</b></p> <p>There have been several additional enhancements to the core case management part of the system e.g. update cases, retrospectively, adding notes to closed cases, reclassifying cases and assigning them to other services - used by Environmental Health and Housing</p> <p><b>External Users</b></p> <p>For customers contacting the district council the upgrade brings us the ability to move more services on</p>

**Classification: UNCLASSIFIED**

Actions	Due Date	On Target?	Progress Update
			line allowing customers to help themselves at any time, any place where they have internet access – on a mobile device, smart TV or desktop computer. Facilitating channel shift by moving targeted services on line.
CRM to be adopted by a) Housing options Team and b) Parks & Open Spaces as their back office data capture/management system (Councillor Greatorex)	31-Mar-2015	✓	Earlier this year homelessness advice was developed within the CRM and went live as part of a phased implementation. Stage two is to provide reporting capabilities so that Housing services are able to configure and develop their own reports', this is likely to be complete by autumn this year once the reporting capabilities have been tested, it is envisaged there will be a stage three to develop additional housing processes within the CRM.

**Improve Resilience of LDC to Emergency Situations**

Actions	Due Date	On Target?	Progress Update
Produce a training needs analysis for emergency planning and resilience and deliver training to 50 employees (Councillor Greatorex)	31-Mar-2015	✓	the analysis was completed and submitted to the Civil Contingencies Unit. 86 officers have designated roles within the Council's emergency response and 63 training places have been taken up @ end of September by 45 individual employees.
Produce corporate Business Continuity policy by Spring 2014 and an approved corporate BC plan by Autumn 2014 (Councillor Greatorex)	31-Oct-2014	✓	The Business Continuity Strategy has been approved by Leadership Team and the Cabinet Member; it is available on the intranet The Business Continuity Champions have carried out a business impact analysis of the critical functions within their area. The outcomes of these assessments have been peer reviewed within the organisation. This information is to be reported to leadership team on the 15 <sup>th</sup> October 2014, who will determine which functions require business continuity plans
Produce a) Response & Recovery Handbook and b) Incident management Plan (Councillor Greatorex)	30-Sept-2014	✓	The Response and Recovery Handbook was signed off by Leadership Team in September and it is available on the intranet
Implement the new Director on Call rota, monitor and report on 1 <sup>st</sup> year's activity (Councillor Greatorex)	31-Mar-2014	✓	The Director on Call rota became live in December 2013 and progress was reviewed in June. At the end of September, Directors had been called upon to deal with 4 incidents included an unexploded device in a back garden in Burntwood, protesters on a factory roof in Shenstone and contaminated material at a private property in Fazeley

**Classification: UNCLASSIFIED**

**Improve and Embed Performance Management Framework Across The Organisation**

Actions	Due Date	On Target?	Progress Update
Half yearly progress reports considered by relevant O&S Committees June 2014 and January 2015 (Councillor Greatorex)	31-Jan-2015	✓	The full year performance outturn for 13/14 was considered during the June round of O&S Committees
Annual Action Plan 2014 - 15 progress reports to Cabinet May and November 2014 (Councillor Greatorex)	31-Nov-2014	✓	The performance outturn on the 13/14 Annual Action Plan was reported to Cabinet in July 2014. The mid year progress report on the corporate action plan 14/15 (top 10) was reported to Cabinet in November 2014.



## Policy & Partnerships Performance and Activity Indicators 2014/15

PI Code & Short Name	Q1 2013/14	Q2 2013/14	2013/14 (full year)	Q1 2014/15	Q2 2014/15	2014/15 (half year)
	Value	Value	Value			Value
Number of corporate complaints received	24	11	101	29	35	69
Percentage corporate complaints responded to in 20 working days	88%	89%	91%	93%	94.6%	93.8%
Community Transport Scheme - Journeys	173	178	686	169	197	366
Community Transport Scheme – Passengers	2,226	2,576	8,885	2,074	2,247	4,321
Community Transport Scheme - Income	£8,024	£8,573	£29,508	£6,767	£9,125	15,892
Community Transport Scheme - number of volunteer hours	507	536	1,654	347	456	803
Community Transport net costs as a percentage of budget	30%	51%	81%	29%	52%	100%
Work Clubs – total number helped into work	18	27	126	55	44	99
Number of Staff completing online equalities training	8	5	30	4	29	33
Number of Equality Impact Assessments completed	8	2	11	6	0	6

## Community Safety Performance and Activity Indicators 2014/15

PI Code & Short Name	Q1 2013/14	Q2 2013/14	2013/14 (full year)	Q1 2014/15	Q2 2014/15	2014/15 (half year)
	Value	Value	Value			Value
Number of new cases of Anti Social Behaviour reported to LDC Community Safety Team *	Not previously collected	Not previously collected	Not previously collected	15	15	30
Customer satisfaction on Reported ASB cases	Not previously collected	Not previously collected	Not previously collected	1	0	1

\* Figures previously recorded for anti social behaviour included **all cases** recorded within the District many of which the community safety team were not involved with. In order to more accurately show the workload of the District Council's Community Safety Team, figures as of April 2014 indicate the number of ASB cases dealt with by LDC's team.

## Connects Key Service Indicators 2014/15

PI Code & Short Name	Q1 2013/14	Q2 2013/14	2013/14 (full year)	Q1 2014/15	Q2 2014/15	2014/15 (half year)
	Value	Value	Value			Value
LLC02 Lichfield Connects - Average waiting time in minutes for Revenues & Benefits (face to face enquiries)	15.67	16.50	13.83	11.67	14.5	13.08
LLC05a Number of calls received during the period in the contact centre	40,972	36,472	137,582	37,400	36,753	74,153
LLC05a(2) Number of calls received for Environmental Health during the period in the contact centre	346	477	1,525	338	388	726
LLC05a(3) Number of calls received for Revs & Bens during the period in the contact centre	19,970	14,278	57,405	17,347	14,540	31,887
LLC06 Lichfield Connects - percentage of telephone calls not answered	8.83%	8.83%	8.04%	6.64%	9.97%	8.31%
LLC09 Total contact made in person	6,538	5,901	21,030	7,020	6,551	13,571
LLC09(a) Contact made in person relating to Housing	238	296	1,082	224	232	456
LLC09(e) Contact made in person relating to Revenues & Benefits	3,823	3,497	14,172	3,476	3,316	6,792

## Environmental Health Key Activities & Outcomes 2014/15

PI Code & Short Name	Q1 2013/14	Q2 2013/14	2013/14 (full year)	Q1 2014/15	Q2 2014/15	2014/15 (half year)
	Value	Value	Value			Value
LEH7(a) No. of food establishments inspected in the last month that were broadly compliant	160	76	495	67	77	144
LEH7(c) Total number of food safety inspection visits made in the last month	164	94	587	90	98	188
LEH9(a) Environmental Protection - Noise - Service Requests	144	196	567	134	162	296
LEH014(a) Environmental Protection - Stray Dogs - Service Requests	96	79	336	38	92	130
LEH014(a)I Environmental Protection - Stray Dogs - Collected by Environmental Health	42	39	149	26	30	56
LEH016(b) Regulatory - Private Sector Housing - Notices Issued	29	23	88	15	13	28
LEH016(a) Number of private sector housing service requests received	Not previously recorded	Not previously recorded	Not previously recorded	43	67	110

## Housing Services Performance and Activity Indicators 2014/15

PI Code & Short Name	Q1 2013/14	Q2 2013/14	2013/14 (full year)	Q1 2014/15	Q2 2014/15	2014/15 (half year)
	Value	Value	Value			Value
LH43 Number of accepted Statutory homeless	22	19	62	11	13	24
LH31 Number of homelessness applications	32	27	98	16	17	33
LH51 Percentage of homelessness decisions made within 25 working days	78.4%	85.0%	80.2%	58.7%	68.9%	63.8%
LH14 Number of homelessness prevention cases likely to be successful for 6 months	63	52	210	35	58	93
Number assisted with homelessness prevention loans and their value	10 (£9,425)	11 (£8,350)	37 (£39,835)	5 (£5,630)	6 (£8,889)	11 (£14,519)
LH23 Number of households placed in Bed & Breakfast and number of which are families with children	8	8	21	2	2	4
LH16 Expenditure on Bed & Breakfast	£2,066	£2,316	£5,174	£41	£1,701	£1,742
Monitor % Disabled Facilities Grant budget committed	53%	76%	108%	33%	67%	67%
Number on DFG waiting list	0	0	0	0	0	0

**SUBMISSION TO (COMMUNITY, HOUSING AND HEALTH) OVERVIEW AND SCRUTINY  
COMMITTEE**

**Date : 14 January 2015**

**Agenda item: 6**

**Contact officer : Helen Titterton**

**Telephone : 01543 308700**

**REPORT OF THE CABINET MEMBER FOR (COMMUNITY, HOUSING AND HEALTH)**

**DIRECTORATE TOP 10 - 15/16**

**1. PURPOSE OF THE REPORT**

- 1.1 To advise Members of the top 10 issues which are facing the (Community, Housing and Health) Directorate in 15/16 and to seek comments / feedback.
- 1.2 To advise Members that the proposed activity and performance indicators for the Directorate will be reported to this Committee in March 2015 for comment and endorsement.

**2. BACKGROUND AND RATIONALE**

- 2.1 In 2014, we moved away from producing a lengthy and detailed annual plan and instead we identified and focused on a smaller number of key activities/projects that needed to be progressed. Consequently for 14/15, a corporate top 10 issues was produced. This approach is to be continued for the next financial year and the Top 10 for 2015/16 will be considered by Strategic Overview and Scrutiny Committee on 21<sup>st</sup> January for subsequent approval by Cabinet and Council in February.
- 2.2 In developing the corporate Top 10, each Directorate identified their own critical issues for the coming year having regard to strategic priorities (as set out in the Plan for Lichfield District) and service plans, national legislation and policy changes, the Fit for the Future programme (phases 1 and 2), financial pressures and performance targets. The Top 10 for the Community, Housing and Health Directorate is attached at **Appendix A**. Some of these issues are also included in the corporate Top 10.
- 2.3 A progress report on the Top 10 issues for the Community, Housing and Health Directorate will be provided to this Committee at their January and June meetings as part of the corporate performance management framework.
- 2.4 The approach taken to performance management varies across teams and directorates. Limited activity and performance data is presented to Council, Committees and Cabinet or is available on the website. In order to address this, each Directorate is reviewing the activity and performance indicators which are collected in order to identify up to 20 indicators to routinely report in to Members. Proposals for these indicators will be reported to this Committee in March.

**3. RECOMMENDATION**

- 3.1 Members are requested to consider and comment on the top 10 issues for the Community, Housing and Health Directorate which is attached at **Appendix A**

## 4. COMMUNITY BENEFITS

- 4.1 This report sets out how council resources will be used to secure positive outcomes for the local community in 15/16 including:
- Bringing more funding into the District through the locality commissioning process which will deliver a range of services and projects to the community. Intended outcomes from this process include:
    - a) Helping local people to maximise their income and manage / reduce debt
    - b) Creating opportunities for training, volunteering and employment
    - c) Prevent homelessness and support those who are homeless
    - d) Enrich the lives of people living, working and visiting the District through cultural activity and maximise the visitor contribution to the local economy
  - Improving the sustainability of the community transport service which helps people to access basic local amenities and make visits to improve the quality of their lives
  - Helping people who are homeless to get back on their feet and into permanent accommodation which they have the skills to manage and maintain
  - Investing in adaptations which enable people to remain living at home safely for longer, avoiding accidents to themselves and their carers and preventing them from needing NHS or social care
  - More powers to combat the impact of anti social behaviour
- 4.2 The regular reporting and effective scrutiny of performance drives performance improvement leading to direct benefits for the community through improved services and value for money based on achieving key priorities.

## 5. FINANCIAL IMPLICATIONS

- 5.1 None arising directly from this report; the Medium Term Financial Programme (which is the financial underpinning of the work of the Directorate including for the delivery of the Top Ten Issues) will be considered by the Strategic Overview and Scrutiny Committee, Cabinet and Full Council in the usual way.

## 6. PLAN FOR LICHFIELD DISTRICT IMPLICATIONS

- 6.1 The Top Ten Issues set out in **Appendix A** of this report are consistent with the following Themes and Aims set out in the Plan for Lichfield District:
- We'll help people to be and feel safe and secure in their homes
  - We'll encourage individuals and groups to take responsibility for shaping and improving their communities through voluntary effort
  - We'll prevent homelessness wherever we can
  - We'll improve the health and wellbeing of the population, making the biggest improvement for people with lowest life expectancy
  - We'll provide access to a range of homes that meet the needs of existing residents
  - We'll maximise innovation and efficiency

## 7. CRIME AND COMMUNITY SAFETY ISSUES

- 7.1 Members have previously received a briefing on the new legislation to tackle anti social behaviour and this remains one of our top ten issues for 2015/16, especially as the incidence of ASB is up in the current year versus the previous one.

**8. EQUALITY IMPLICATIONS**

8.1 Equality impact assessments will be undertaken where required

**9. RISK MANAGEMENT ISSUES**

<b>Risk</b>	<b>Likelihood / impact</b>	<b>Risk Category</b>	<b>Countermeasure</b>	<b>Responsibility</b>
An issue which should be included in the top 10 has been overlooked	Low / high	Reputational Financial	The process of identifying the top 10 is rigorous and give the opportunity for all elected Members and officers to contribute	Cabinet Member and Director
A new priority issue emerges which could potentially be a top 10 matter	Medium / High	Reputational Financial	Any new issue would need to be considered and any amendments made to the existing top 10 (with appropriate Member approvals)	Cabinet Member and Director
The Council has insufficient financial or staffing capacity to deliver all of the top 10	Medium / High	Reputational	Regular progress monitoring will be undertaken	Cabinet Member and Director

## ANNUAL ACTION PLAN 2015 / 16

## Top Ten Issues – Community, Housing and Health

**Note:** the shaded issues / activities and milestones are also included in the corporate top ten which will be considered by Cabinet and Full Council in February

	<b>Issue</b>	<b>Activities and Milestones</b>
<b>1</b>	<b>Operate within the Directorate's budget and implement Fit for the Future (Phase 2) Service Reviews</b>	Complete Housing Service Review and report to O&S Committee in June and Cabinet in July Contribute to Revenues and Benefits Service Review Initiate Environmental Health Service Review in spring 2015
<b>2</b>	<b>Locality commissioning</b>	Work with partners to expand the role and influence of locality commissioning arrangements including the new Prevention Fund Performance manage new contracts (let in April 2015) Account to Members for LDC investment in community and voluntary sector; report to O&S Committee in January 2016
<b>3</b>	<b>Review and update safeguarding policy and procedures</b>	Update policy and procedures to ensure they are robust and that issues of child sexual exploitation are taken into account Implement recommendations from internal audit report Review governance arrangements on safeguarding Offer training to all elected Members by October Provide training to all staff who come into contact with children and vulnerable adults
<b>4</b>	<b>Improve cost effectiveness of community transport service</b>	Implement action plan in order to reduce % of Council subsidy in the service
<b>5</b>	<b>Continue to review the impact of Supporting People cuts</b>	Complete and implement review of temporary accommodation with Bromford; report to O&S Committee in June and Cabinet in July
<b>6</b>	<b>Support the implementation of the Better Care Fund</b>	Consider options for future delivery of DFGs in partnership with the County Council and Districts and Boroughs Review capital expenditure on DFGs within the context of BCF
<b>7</b>	<b>Deliver the Anti Social Behaviour and Policing Act</b>	Develop relevant policies and procedures to support implementation of the Act Review local impact of the Act and the newly adopted powers
<b>8</b>	<b>Prepare a new Corporate Plan 2016 – 20</b>	Develop evidence base by May Facilitate engagement in the process by members, staff and partners during summer / autumn Final Draft Plan available by December 2015 Plan approved by Council in February 2016
<b>9</b>	<b>Embed Lagan CRM and seek opportunities to channel shift</b>	CRM to be adopted by commercial team for reactive complaints by spring Explore other opportunities to expand use of the CRM including housing options (phase 2 reporting), safeguarding and community transport Explore the development of a single customer portal; proof of concept completed by spring
<b>10</b>	<b>Improve resilience of LDC to emergency situations</b>	Develop Rest Centre Plan by December Develop Transportation Plan by December Deliver training to 50 employees by March 2016

		Carry out exercises to test emergency response plans Develop business continuity plans (phase 2)
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## SUBMISSION TO COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY)

### COMMITTEE

Date: 14<sup>th</sup> January 2015

Agenda Item: 7

Contact Officers: Jenni Coleman / Gareth Davies / Neil Wait

Telephone: 01543 308005 / 308741 / 308743

Local Ward Members: Not applicable – applies to all wards

## SUBMISSION BY THE CABINET MEMBER FOR COMMUNITY, HOUSING AND HEALTH

### ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

#### 1. Purpose of Report

- 1.1 To inform and advise Members of the Anti-social Behaviour, Crime and Policing Act 2014, a summary of which are shown in **APPENDIX A**.
- 1.2 To facilitate the lawful exercise of the powers contained in the Act by this Authority, by appropriate amendments to the Constitution of the Council.
- 1.3 To set the Level of Fixed Penalty Notices (FPN) pertaining to the Act

#### 2. Background

- 2.1 Members will recall they received an overview report about the 'New Measures to Tackle Anti Social Behaviour' at their meeting in September 2014. Member training on the new powers was provided in November.
- 2.2 The Act enables the Council to issue a Fixed Penalty Notice (FPN) for offences involving a breach of a Community Protection Notice or a Public Spaces Protection Order in order to discharge a liability to conviction. Fixed penalties will only be offered where it is considered appropriate to do so and in any case in line with the Council's adopted Enforcement Policy.
- 2.3 The maximum penalty that can be imposed is £100 and this must be paid within 14 days, however it is possible to impose a lesser penalty for early payment, accordingly the following Fixed Penalty amounts proposed are:
  - Payment of FPN within 10 days of issue £80
  - Payment of FPN between 10 and 14 days of issue £100.
- 2.4 There are a number of Designated Public Place Orders (DPPOs) and Dog Control Orders in various locations across the District. These Orders will automatically expire at the end of 3 years now the Act has come into force: it is not proposed to amend any existing Orders at present. New signs will have to be supplied which will incur costs.
- 2.5 Should the council wish to exercise similar controls moving forward, these will need to be in the form of Public Spaces Protection Orders (PSPOs). Once an Order is made it will be subject to a formal 3 yearly review by the relevant committee in order to extend the order for it to remain in force

- 2.6 The provisions of this Act are defined as executive functions which fall within the remit of the Cabinet. Various new delegations will be required to implement the requirements of the Act; these are as follows:
- a. That Members delegate to the Strategic Director – Community Housing and Health, Environmental Health Manager and the Community Safety Manager the functions of the Council under the Anti-social Behaviour, Crime and Policing Act 2014, exercising all strategic, operational and management powers and duties of the Council including but not limited to:
    - Securing Civil Injunctions
    - The issue of Closure Notices and Securing Closure
    - To apply for Criminal Behaviour Orders
    - The issue of Community Protection Notices
    - The issue and implementation of Public Space Protection Orders
  - b. That under delegation from the Strategic Director – Community Housing and Health, or Environmental Health Manager and the Community Safety Manager, relevant officers, i.e. Senior Environmental Health Officers, Environmental Health Officers, Technical Officers and Technical Assistants and Trainee Technical Assistants, Senior Environmental Protection Officers and Environmental Protection Officers, Private Sector Housing Officers, Community Safety Officers be authorised for the purpose of executing and enforcing of such of the District Council's powers and duties in the provisions of the Act.
  - c. That Members set the levels of all Fixed Penalty Notices (FPN) served under the Anti-social Behaviour, Crime and Policing Act 2014 as:
    - Payment of FPN within 10 days of issue £80
    - Payment of FPN between 10 and 14 days of issue £100.
- 2.7 That the Constitution of the Council's Scheme of Delegation will need to be amended where appropriate to incorporate the delegations as set out made in this report

### **3. Recommendations**

- 3.1 That Members note the requirements contained within the Anti-social Behaviour, Crime and Policing Act 2014
- 3.2 That Members consider and comment on the proposed delegations and levels of FPNs

### **4. Financial Implications**

- 4.1 It is not thought that the new powers will create the need for additional staffing, however, there may be additional costs for legal support which initially will be met by the Safer Community Partnership
- 4.2 Any income received from Fixed Penalty Notices will be used to fund the activities associated with the Act

### **5. Plan for Lichfield District Implications**

- 5.1 Tackling anti-social behaviour contributes towards meeting the priority in the Plan for Lichfield District to Support People and also to meet the specific aim 'We'll help people to be and feel secure in their homes, neighbourhoods and town and city centres by tackling crime and anti-social behaviour'.

## 6. Community Benefits

- 6.1 The new Act places the focus on victims as oppose to perpetrators
- 6.2 Supports vulnerable victims and vulnerable people
- 6.3 Abolishes 19 previous existing measures many of which were bureaucratic
- 6.4 Introducing 6 new powers to tackle ASB which give new powers to local authorities
- 6.5 Introduces a Community Trigger which gives victims and communities the right to request a review of their case
- 6.6 Speeding up the process to evict tenants who cause ASB in social housing

## 7. Equality & Diversity Implications

- 7.1 Officers implementing the powers under the Act have received training in equality and diversity

## 8. Human Rights Issues

- 8.1 The Act gives due consideration to human rights in terms of reinforcing the councils duties and that of its partners (responsible bodies) to respect and support the rights on individuals to private and family life.

## 9. Crime and Safety Issues

- 9.1 The Act provides local authorities, the police and partners with faster more flexible tools to respond to problems with victims at the heart of the response.

## 10. Risk Management Issues

	<b>Risk Description</b>	<b>Likelihood / Impact</b>	<b>Status</b>	<b>Countermeasure</b>
A	Raised expectations of the public regarding the new ASB powers.	Medium / medium	Reputational/ Operational	Ensure officers are trained and competent in the application of the new powers.
B	Procedures undertaken differently in different districts/boroughs.	Medium / medium	Operational	Ensure consistency across the county through generic procedures and approaches as agreed at the county wide multi agency ASB Group.

### Background Documents:

'New measures to Tackle Anti Social Behaviour' Report to CHH O&S, September 2014

Report checked and approved:

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Strategic/Corporate Director

## Summary of new Anti-Social Behaviour Powers

New Provision	When	Effect	Penalty	Additional Information
Injunction to Prevent Nuisance and Annoyance (IPNA)	<p>Can be granted against a person aged 10 or over if two conditions are met:</p> <ul style="list-style-type: none"> <li>on the balance of probabilities, that the respondent has engaged or threatens to engage in ASB</li> <li>the court considers it just and convenient to grant the injunction for the purpose of preventing the respondent from engaging in anti-social behaviour</li> </ul>	<p>An injunction may:</p> <ul style="list-style-type: none"> <li>prohibit the respondent from doing anything described in the injunction;</li> <li>require the respondent to do anything described in the injunction.</li> </ul> <p>In certain circumstances, a power of arrest can be attached.</p> <p>In other cases, application must be made to court for an arrest warrant in event of a breach</p>	<p>Penalty for breach of the conditions of an injunction can result in up to two years' imprisonment and/or an unlimited fine for contempt of court.</p>	<p>Replaces Anti-Social Behaviour Order , Anti-Social behaviour Injunction, Individual Support Order, Intervention Order and Drink Banning Order</p> <p>Court can grant an interim order in certain circumstances</p> <p>Applications involving those under 18 made to the Youth Court, all others either the High Court or County Court</p> <p><b>Can be issued by:</b>  <b>District Council</b>  <b>Housing Providers</b>  <b>Police</b>  <b>British Transport Police</b>  <b>Environmental Agency</b></p>
Criminal Behaviour Order (CBO)	<p>Applies where a person is convicted of an offence.</p> <p>The court may make an order if two conditions are met:</p> <ul style="list-style-type: none"> <li>the court is satisfied, beyond reasonable doubt, that the offender has engaged in behaviour that caused or was likely to cause harassment, alarm or distress to any person</li> <li>the court considers that making the order will help in preventing the offender from engaging in such behaviour.</li> </ul>	<p>An Order may:</p> <ul style="list-style-type: none"> <li>prohibit the offender from doing anything described in the order;</li> <li>require the offender to do anything described in the order.</li> </ul>	<p>A person who fails to comply with an Order commits an offence, which can result in:</p> <ul style="list-style-type: none"> <li>on summary conviction, to imprisonment for a period not exceeding 6 months or to a fine, or to both</li> <li>on conviction on indictment, to imprisonment for a period not exceeding 5 years or to a fine, or to both.</li> </ul>	<p>Replaces Anti-Social Behaviour Order on conviction and Drink Banning Order on conviction</p> <p>Court can grant an interim order in certain circumstances</p> <p><b>Can be issued by:</b>  <b>District Council</b>  <b>Police</b></p>
Directions Power	<p>Can be used by an officer of at least the rank of Inspector when to remove or reduce the likelihood of:</p> <ul style="list-style-type: none"> <li>members of the public being harassed, alarmed or distressed, or</li> <li>the occurrence of crime or disorder.</li> </ul>	<p>A constable in uniform may direct a person who is in a public place:</p> <ul style="list-style-type: none"> <li>to leave the locality (or part of the locality), and</li> <li>not to return to the locality (or part of the locality) for a specified period not exceeding 48 hours.</li> </ul>	<p>A person who fails without reasonable excuse to comply commits an offence, which can result in:</p> <ul style="list-style-type: none"> <li>imprisonment for a period not exceeding 3 months, or</li> <li>a fine not exceeding level 4 on the standard scale.</li> </ul>	<p>Replaces dispersal order provisions within the Anti-Social Behaviour Act 2003 and Directions to Leave within the Violent Crime Reduction Act 2006.</p> <p>Cannot be used where the person appears to be under the age of 10.</p> <p>The direction cannot prevent someone accessing their place of residence, work, education/training,</p>

New Provision	When	Effect	Penalty	Additional Information
		<p>The constable can also direct the person to surrender any item in the person's possession or control that the constable reasonably believes has been used or is likely to be used in behaviour that harasses, alarms or distresses members of the public</p>		<p>somewhere for the purpose of receiving medical training, or somewhere where they are required to attend by order of a court or tribunal.</p> <p><b>Police only</b></p>
<p>Community Protection Notices (CPN)</p>	<p>An authorised person may issue a community protection notice to an individual aged 16 or over, or a body, if satisfied on reasonable grounds that:</p> <ul style="list-style-type: none"> <li>• the conduct of the individual or body is having a detrimental effect, of a persistent or continuing nature, on the quality of life of those in the locality, and</li> <li>• the conduct is unreasonable.</li> </ul> <p>Authorised persons:</p> <ul style="list-style-type: none"> <li>• a constable;</li> <li>• the relevant local authority</li> <li>• a person designated by the relevant local authority for the purposes of this section.</li> </ul>	<p>A CPN can impose any of the following requirements on the individual or body issued with it:</p> <ul style="list-style-type: none"> <li>• a requirement to stop doing specified things;</li> <li>• a requirement to do specified things;</li> <li>• a requirement to take reasonable steps to achieve specified results.</li> </ul> <p>The only requirements that may be imposed are ones that are reasonable to impose:</p> <ul style="list-style-type: none"> <li>• to prevent the detrimental effect from continuing or recurring, or</li> <li>• to reduce that detrimental effect or to reduce the risk of its continuance or recurrence.</li> </ul>	<p>A person who fails to comply commits an offence, which can result in:</p> <ul style="list-style-type: none"> <li>• a fine not exceeding level 4 on the standard scale, in the case of an individual;</li> <li>• a fine not exceeding £20,000, in the case of a body.</li> </ul> <p>Alternatively, a Fixed Penalty Notice (up to £100) can be issued.</p> <p>Remedial Action:</p> <p>When a person fails to comply with a Notice, the local authority can:</p> <ul style="list-style-type: none"> <li>• have work carried to remedy the failure on land open to the air, or:</li> <li>• issue a default notice specifying the work it intends to carry out and the estimated cost</li> </ul> <p>A court before which a person is convicted of an offence of failing to comply with a CPN may make whatever order the court thinks appropriate for ensuring that what the notice requires to be done is done.</p>	<p>Replaces litter abatement notices, litter clearing notices, street litter control notices and defacement removal notices.</p> <p>There is a right of appeal to the Magistrates' Court both for the CPN and any subsequent default notice (appeal must be made within 21 days of issue)</p> <p>A court before which a person is convicted of an offence under section 48 may order the forfeiture of any item that was used in the commission of the offence.</p> <p>Where an offence has been committed under this section, a justice of the peace can issue a warrant authorising seizure of items used in the commission of the offence</p> <p><b>Can be issued by: District Council Housing Providers Police</b></p>
<p>Public Spaces Protection Orders (PSPO)</p>	<p>A local authority may make a PSPO if satisfied on reasonable grounds that two conditions are met.</p>	<p>A PSPO can</p> <ul style="list-style-type: none"> <li>• prohibit specified things being done in a defined area,</li> <li>• requires specified things to be done by persons carrying</li> </ul>	<p>It is an offence for a person without reasonable excuse:</p> <ul style="list-style-type: none"> <li>• to do anything that the person is prohibited from</li> </ul>	<p>Replaces gating orders, dog control orders and powers of local authority to designate public places for restrictions on alcohol consumption.</p> <p>A public spaces protection</p>

New Provision	When	Effect	Penalty	Additional Information
	<p>The first condition is that:</p> <ul style="list-style-type: none"> <li>activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or</li> <li>it is likely that activities will be carried on in a public place within that area and that they will have such an effect.</li> </ul> <p>The second condition is that the effect, or likely effect, of the activities:</p> <ul style="list-style-type: none"> <li>is, or is likely to be, of a persistent or continuing nature,</li> <li>is, or is likely to be, such as to make the activities unreasonable, and</li> <li>justifies the restrictions imposed by the notice.</li> </ul>	<p>on specified activities in that area, or</p> <ul style="list-style-type: none"> <li>does both of those things.</li> </ul> <p>The only prohibitions or requirements that may be imposed are ones that are reasonable to impose:</p> <ul style="list-style-type: none"> <li>to prevent the detrimental effect from continuing, occurring or recurring, or</li> <li>to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.</li> </ul> <p>A prohibition or requirement may be framed to apply to all persons, or at all times, or in all circumstances; to only specific categories of person, times, or circumstances; or to all persons, times, circumstances except those specified.</p>	<p>doing by a PSPO, or</p> <ul style="list-style-type: none"> <li>to fail to comply with a requirement to which the person is subject under a PSPO.</li> </ul> <p>A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 3 on the standard scale.</p> <p>Alternatively, a Fixed Penalty Notice can be issued (not exceeding £100)</p> <p>If someone consumes alcohol in breach of a public spaces protection order then a constable or authorised person may require the individual to:</p> <ul style="list-style-type: none"> <li>Not consume alcohol</li> <li>surrender any alcohol or containers for alcohol.</li> </ul> <p>A person who fails without reasonable excuse to comply with these commits an offence and is liable on summary conviction to a fine not exceeding level 2 on the standard scale.</p> <p>As above, a Fixed Penalty Notice can be issued as an alternative to prosecution</p>	<p>order may not have effect for a period of more than 3 years but may be extended more than once</p> <p>An interested person may apply to the High Court to question the validity of a PSPO or the variation of a PSPO.</p> <p>Any prohibitions on consuming alcohol introduced through a PSPO do not apply to licensed premises.</p> <p><b>Can be issued by: District Council</b></p>
<p>Closure Power</p> <p>Closure Notices</p>	<p>A police officer of at least the rank of inspector, or the local authority, may issue a closure notice if satisfied on reasonable grounds:</p> <ul style="list-style-type: none"> <li>that the use of particular premises has resulted, or (if the notice is not issued) is likely soon to result, in</li> </ul>	<p>A closure notice may prohibit access:</p> <ul style="list-style-type: none"> <li>by all persons except those specified, or by all persons except those of a specified description;</li> <li>at all times, or at all times except those specified;</li> <li>in all</li> </ul>	<p>An offence is committed if a person:</p> <ul style="list-style-type: none"> <li>without reasonable excuse remains on or enters premises in contravention of a closure notice, or</li> <li>without reasonable excuse obstructs a person serving a closure notice.</li> </ul>	<p>Replaces closure notices/orders within the Anti-Social Behaviour Act 2003 and Licensing Act 2003</p> <p>Whenever a closure notice is issued an application must be made to a magistrates' court for a closure order (see below)</p> <p><b>Can be issued by: District Council – CEO or</b></p>

New Provision	When	Effect	Penalty	Additional Information
	<p>nuisance to members of the public, or</p> <ul style="list-style-type: none"> <li>that there has been, or is likely soon to be, disorder near those premises associated with the use of those premises, </li></ul> <p>and that the notice is necessary to prevent the nuisance or disorder from continuing, recurring or occurring.</p>	<p>circumstances, or in all circumstances except those specified.</p> <p>The maximum period specified in a closure notice is 24 hours unless it is signed by either an officer at superintendent rank or above or the chief executive officer of the local authority in which case the period is 48 hours.</p> <p>A closure notice may not prohibit access by people who habitually live on the premises, or the owner of the premises.</p>	<p>In both cases, a guilty person is liable on summary conviction to imprisonment for a period not exceeding 3 months, or a fine, or to both.</p>	<p><b>delegated director Police – Inspector level</b></p>
<p>Closure Order</p>	<p>Whenever a closure notice is issued an application must be made to a magistrates' court for a closure order. The application must be made by:</p> <ul style="list-style-type: none"> <li>a constable, if the closure notice was issued by a police officer;</li> <li>the authority that issued the closure notice, if the notice was issued by a local authority.</li> </ul> <p>The application must be heard by the magistrates' court not later than 48 hours after service of the closure notice</p> <p>The court may make a closure order if it is satisfied:</p> <ul style="list-style-type: none"> <li>that a person has engaged, or (if the order is not made) is likely to engage, in disorderly, offensive or criminal behaviour on the premises, or</li> <li>that the use of the premises has resulted, or (if the order is not made) is likely to result, in serious nuisance to members of the</li> </ul>	<p>A closure order may prohibit access for a period not exceeding three months:</p> <ul style="list-style-type: none"> <li>by all persons, or by all persons except those specified, or by all persons except those of a specified description;</li> <li>at all times, or at all times except those specified;</li> <li>in all circumstances, or in all circumstances except those specified.</li> </ul> <p>An order may be made in respect of the whole or any part of the premises; and may include provision about access to a part of the building or structure of which the premises form part.</p>	<p>A person who without reasonable excuse remains on or enters premises in contravention of a closure order commits an offence, which on summary conviction can result in imprisonment for a period not exceeding 51 weeks, to a fine, or to both.</p>	<p>See above</p> <p>An authorised person may enter premises in respect of which a closure order is in force and do anything necessary to secure the premises against entry.</p> <p>A local policing body or a local authority that incurs expenditure for the purpose of clearing, securing or maintaining premises in respect of which a closure order is in force may apply to the court for reimbursement of costs.</p>

New Provision	When	Effect	Penalty	Additional Information
	<p>public, or</p> <ul style="list-style-type: none"> <li>• that there has been, or (if the order is not made) is likely to be, disorder near those premises associated with the use of those premises,</li> </ul> <p>and that the order is necessary to prevent the behaviour, nuisance or disorder from continuing, recurring or occurring.</p>			
<p>Recovery of Possession of Dwelling-Houses</p>	<p>The court must make an order for possession if one of the listed conditions are met:</p> <ul style="list-style-type: none"> <li>• Conviction for a serious offence linked to the dwelling house</li> <li>• Breach of an injunction issued under this Act linked to the dwelling house,</li> <li>• Breach of a Criminal Behaviour Order linked to the dwelling house</li> <li>• Where the dwelling house has been subject to a closure order</li> <li>• Breach of a noise abatement notice related to the dwelling house</li> </ul> <p>The court must not proceed with an order unless the landlord has served a notice on the tenant stating that the court will be asked to make an order</p>	<p>If a court is satisfied that one of a number of listed conditions are met then it must make an order for the possession of a dwelling house let under a secure tenancy:</p>	<p>The tenant must vacate the property</p>	<p>Amends provisions for possession introduced by the Housing Act 1985</p> <p>Applies to secure and assured tenancies</p> <p>A tenant may request a review of a landlord's decision to seek an order for possession of a dwelling-house if the interest of the landlord belongs to a local housing authority or a housing action trust.</p> <p><b>Can be issued by: Registered Social Landlords</b></p>



## SUBMISSION TO COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY)

### COMMITTEE

Date: 14<sup>th</sup> January 2015

Agenda Item: 8

Contact Officers: Clive Gibbins / Susan Bamford:

Telephone: 01543 308702 / 01543 308170

Local Ward Members: All

## SUBMISSION BY THE CABINET MEMBER FOR COMMUNITY, HOUSING AND HEALTH

### EQUALITY STATEMENT 2015

#### 1. Purpose of Report

- 1.1 To provide an opportunity for Members to consider and comment on the District Council's proposed Equality Statement for 2015 prior to submission to Cabinet in February 2015.

#### 2. Background

- 2.1 The Equality Act 2010 brings together all previous equality legislation and includes a public sector equality duty (a statutory duty) replacing the separate duties relating to race, disability and gender equality. The public sector equality duty (the equality duty) is made up of a **general equality duty** supported by **specific duties**. The general duty requires public authorities to have due regard to the need to:

- Eliminate discrimination, harassment and victimization and any other conduct which is prohibited by or under the Act
- Advance equality of opportunity between people who share a relevant protected characteristic<sup>1</sup> and people who do not share it
- Foster good relations between people who share a relevant protected characteristic and those who do not share it.

Lichfield District Council is also required to meet additional specific duties including to:

- Prepare and publish one or more equality objectives they think they should achieve in relation to the aims of the general equality duty
- Ensure those objectives are specific and measurable
- Publish those objectives in such a manner that they are accessible to the public

- 2.2 The District Council has published Equality Statements on the website in January 2012, January 2013 and January 2014. These are available at:

[http://www.lichfielddc.gov.uk/downloads/download/1385/equalities\\_statements](http://www.lichfielddc.gov.uk/downloads/download/1385/equalities_statements). The next Equality Statement needs to be published by 31<sup>st</sup> January 2014; a draft of the Statement is attached at **Appendix A**

<sup>1</sup> Under the Equality Act, the following are defined as groups with protected characteristics: age, race / colour / ethnic origin; disability; religion / belief; gender; marital status; sexual orientation; pregnancy and maternity

- 2.3 The Equality Statement sets out our equality objectives, examples of the day to day services we provide which have a particular relevance to residents with protected characteristics, our progress against our equality priorities for 2014 and our proposed equality priorities for 2015.

### **3. Recommendation**

- 3.1 Members are requested to consider and comment on the proposed Equality Statement for 2015 attached at **Appendix A**.

### **4. Financial Implications**

- 4.1 There are no specific financial implications arising from this report; however, Members will note from the Equality Statement that there are several examples of how we use mainstream revenue and capital, section 106 funding and external resources to further our equality agenda and ensure that our services and local amenities are accessible to all.

### **5. Plan for Lichfield District Implications**

- 5.1 Our commitment to equalities is an underpinning principle within the Plan for Lichfield District. In practical terms, each service manager is asked to set out their equality priorities in their annual Service Plans and these are reflected in the Equality priorities for 2015 within the Equality Statement.

### **6. Community Benefits**

- 6.1 The publication of the Equalities statement enables the local community to see how the council is delivering against its equality obligations.

### **7. Equality & Diversity Implications**

- 7.1 The production of an annual Equalities statement offers the opportunity to take stock of how we have improved equalities over the past year and identify our priorities for the forthcoming year.

### **8. Human Rights Issues**

- 8.1 Public authorities also have a duty under the Human Rights Act 1998 requiring them to not act incompatibly with the rights under the European Convention for the Protection of Fundamental Rights and Freedoms. In the courts the Equality Act 2010 (and all other primary UK legislation) is interpreted in ways that are compatible with the Human Rights Act. The purpose of the Human Rights Act is to support a culture of respect for everyone's human rights and a feature of everyday life. The convention rights include:

- Right to respect for private and family life
- Freedom of thought
- Freedom of expression
- Freedom of assembly and association
- Right to marry
- Prohibition of discrimination
- Protection of property

## 9. Crime and Safety Issues

- 9.1 Lichfield District Council, together with the Community Safety Partnership, is developing a Hate Crime Policy, which will be in place by Spring 2015. This is a key equality priority because Hate crimes are crimes that are targeted at a person or property because of hostility or prejudice against race or ethnicity, sexuality, disability, religion, age or gender.

## 10. Risk Management Issues

- 10.1 The risk management issues are set out below:

Risk	Likelihood / impact	Risk Category	Countermeasure	Responsibility
Equality considerations are not embedded within the organisational culture	Low / high	Statutory Reputational Financial	Induction for new staff	Personnel
			Training and refresher training for existing staff	Personnel / P&P Manager
			Being Fair included within annual service plans	Service Managers
			Progress against equality Statement commitments monitored regularly	P&P Manager
Completion of Equality Impact Assessments	Service Managers			
Inadequate understanding of our customers and their needs	Medium / high	Statutory Reputational Financial	Improve data collection by protected characteristic	Service Managers

### Background Documents:

Report checked and approved:

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Strategic/Corporate Director

Every year we publish an Equality Statement on 31 January that shows how we take into account the varying needs of everyone living, working and visiting our district and, in particular, the specific needs of people in our communities and those accessing our services, such as children and young people and people with disabilities.

Our Equality Statement shows how we are meeting our Public Sector Equality Duty, under The Equality Act 2010. It also helps our customers, residents, employees, elected members, the Equality and Human Rights Commission and other interested parties to assess our equality performance and our compliance with equality legislation. It also includes our Equality Objectives which give us a guiding framework and help us embed equalities in all that we do.

Our current Equality Statement is available to download at  
[http://www.lichfielddc.gov.uk/downloads/download/1385/equalities\\_statements](http://www.lichfielddc.gov.uk/downloads/download/1385/equalities_statements)

If you would like this document in large print or another format, please contact Colin Cooke on 01543 308121 email [colin.cooke@lichfielddc.gov.uk](mailto:colin.cooke@lichfielddc.gov.uk) or Alison Bowen on 01543 308129 email [alison.bowen@lichfielddc.gov.uk](mailto:alison.bowen@lichfielddc.gov.uk)

## Foreword

I welcome this Equality Statement as giving the Council the opportunity to take stock of what we have done over the past year to improve equality in our services and in employment and to help us identify future service and employment priorities.

As a council we are committed to supporting and, where possible, improving the general quality of life of the people who live in, work in and visit our district.

We work to make our services available and accessible to all, by seeking to remove barriers that may prevent certain individuals and groups from getting the services they need. We recognise and accept that people's needs are different and will work to make our services as flexible and responsive as we can. This means that our residents, customers, contractors, partner organisations, job seekers and employees will all be treated fairly and equally, regardless of their characteristics or lifestyle.

Equality and fairness are also important to us in meeting our aim to provide an inclusive, respectful and discrimination free work environment for all employees so that all our employees feel able to give their best.

I was delighted when I was asked to be the Member Champion for Equalities. I believe Equalities are central to treating people fairly and ensuring that our services are accessible. I am also keen that we gain the business benefit of our services being accessible to the maximum number of people.

Like councils across the country, despite facing significant budgetary pressures, we remain committed to improving the economic, social and environmental wellbeing of all our communities. We will achieve this by working in partnership with others and targeting our resources towards the greatest areas of need. This means our communities must be at the heart of everything we do. We will also continue to equality impact assess any of the service changes we may need to make as a result of budgetary pressures.

This Equality Statement demonstrates our ongoing commitment to ensuring people are treated with dignity and respect, promoting equality of opportunity and ensuring discrimination is not present in either our service delivery or employment practices.

Councillor Colin Greatorex

Cabinet Member for Community, Housing and Health and Member Champion for Equalities

## **About this document**

This Equality Statement provides an overview of how we are meeting our equality based objectives and priorities, and gives some examples of current services which have a particular benefit for individuals with protected characteristics. It also demonstrates how equality considerations are embedded in our decision making processes and influence both our service delivery and our employment practices.

We have reviewed our equality objectives and consulted with the public on them during 2014.

## Contents

This document is broken down into the following section:

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# 1. Our equality duty

## Introduction

The Equalities Act 2010 introduced a new public sector equality duty which replaced the separate duties relating to race, disability and gender equality.

In addition the Act requires public authorities to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

## What is a protected characteristic?

Under the Equality Act 2010, the following are defined as groups with protected characteristics:

- Age
- Race, colour, national or ethnic origin
- Disability
- Religion or belief (including non belief)
- Gender (including transgender)
- Marital status (including civil partnership)
- Sexual orientation
- Pregnancy and maternity

## Our Equality Objectives

We have set equality objectives to help focus attention on the priority equality issues facing Lichfield District Council and deliver improvements in policy making, service delivery and employment, including resources allocation. Our equality objectives were considered and approved in draft by Cabinet in February 2014. We consulted with the public on these objectives and did not receive any proposed amendments.



## Our Equality Objectives are

1. We will scrutinise and improve access to our services ensuring that we treat people fairly, provide our customers with equal opportunity, and that we gain the business benefit of our services being accessible to the maximum number of people.
2. We will ensure that our workforce profile reflects best practice in recruitment and in consultation with our staff we will develop a culture that is both inclusive and open.
3. We will further promote the use of Equality Impact Assessments such that they become fully embedded in our planning and decision making process.

## 2. Who lives in our district?

We have considered the protected characteristics of our population using the Census 2011 to provide the majority of information. Unless otherwise stated data quoted is from the Census 2011.

Between 2001 and 2012 the total population of Lichfield District increased by 8.5% from 93,232 to 101,186 <sup>2</sup>

### Age

The largest population growth has taken place in the numbers of residents over 65 years of age and we expect this to continue in coming years. In 2001, 15.5% of residents (14,437) were aged 65 or over, by 2012 this had increased to 21.4% (21,643).

The percentage of residents aged 65 to 74 increased from 8.6% (7,986) in 2001 to 12.6% (12,753) in 2012. In addition to this those aged 75 and over increased from 6.9% (6,451) to 8.8% (8,890).

(National Office of Statistics Resident Population Estimates by Broad Age Band, Mid 2012).

### Ethnicity

The ethnic make up of Lichfield District differs significantly from the regional and national compositions, with people of White British origin accounting for a larger proportion of the population than any other ethnic group (94.6% (95,263) of the population in 2011 which is a reduction from 96.57% (90,034) in 2001).

The next largest ethnic group are those classing themselves as White Irish/ Other which represents 2.1% ((2,123) of the population, an increase from 1.57% (1,463) in 2001).

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<sup>2</sup> Figures from <http://ias.staffordshireobservatory.org.uk/IAS/profiles/profile?profileId=44&geoTypeId=#iasProfileSection5>

In 2011 the remaining 3.3% (3,321) are those classing themselves as Mixed 1.1% (1,107), Asian or Asian British 1.7% (1,711) and Black or Black British 0.5% (503).

## **Disability**

Over 18,265 people living in our district have a long-term health problem or disability ([www.localhealth.org.uk](http://www.localhealth.org.uk))

Since 2009, there has been a 7.3% increase in the number of residents claiming disability living allowance. There has however been a 1% reduction since 2013. (4,360 in 2009 to currently 4,680).

The reduction may be due to changes in the assessment criteria and the introduction of Personal Independence Payments replacing disability living allowance for those aged 16 to 64.

Between 2009 and 2014, the number of claimants of disability living allowance aged over 70 rose by 38.2% (from 680 to 940) and the number of 16 to 24 year old claimants rose by 43.5% (from 230 to 330). The majority of claimants are aged between 60 and 69 years old (24.4% of all claimants). (ONS Benefit claimants – Disability Living Allowance – February 2014)

## **Religion or belief (including non belief)**

In 2011 69% of residents classed themselves as Christians. This has decreased from 80% since 2001. 23% of local people state they have no religion which is an increase from 12% in 2001. The number of people of all other religions has increased since 2001; this includes Buddhist, Hindu, Jewish, Muslim and Sikh.

## **Gender**

The number of men and women in the district is almost equal with 49.5% of the population in 2012 being male and 50.5% being female.

(National Office of Statistics Resident Population Estimates by Broad Age Band, Mid 2012).

## **Marital Status**

In 2001 60% of people living in the district, aged 16 or over were married or re-married, by 2011 this had reduced to 55% and included 32 registered civil partnerships.

## **Sexual Orientation**

There is no hard data on the number of lesbians, gay men and bisexuals in the UK as no national census has ever asked people to define their sexuality. The monitoring of protected characteristics carried out by the council does include questions on sexual orientation, where appropriate.

## Pregnancy and Maternity

During 2013 there was a total of 936 live births to mothers that normally resided within the district, this was a reduction from 1,002 in 2012. (ONS live births by area of usual residence)

## 3. How we deliver equality in services:

### An overview

We already offer a range of services that support individuals with protected characteristics and these include:

- Helping people to apply for Disabled Facilities Grants to deliver adaptations within their home. In 2014 we helped over 73 people adapt their homes through disabled facilities grants
- Encouraging participation amongst those groups of people that would most benefit from physical activity: children and young people; the over 60s; those with disabilities; women; and carers. To do this, the Leisure and Parks service provides a range of activities that target these specific groups including:
  - Coaching courses and sessions in swimming, football, futsal, trampolining, athletics, multi-games, dance for children and young people;
  - Swimming sessions for mothers and toddlers;
  - Netball in Beacon Park for girls and women;
  - Walking football for older men;
  - 50+ exercise classes at Burntwood Leisure Centre;
  - Pan-disability multi-sports club for 5-18 years old;
  - Multi-sports clubs for adults with learning difficulties;
  - Positive Futures activities for young people most at risk of adverse behaviour;
  - Disability horse riding, girls' football, women's zumba funded by the Sportivate programme.
  - Structured exercise programme for those with certain health conditions;
  - Cardiac Rehabilitation programmes
- To further encourage participation, Our Leisure Activity Passports offer up to 30% savings on leisure activities across the district. People aged over 60, those on means tested benefits, people with disabilities and registered carers can apply for a free passport. At 1<sup>st</sup> April 2014 our leisure centres had 2175 members from targeted groups, by October 2014 this had increased to 2523 (an increase of 16%)
- Opening the refurbished Friary Grange Leisure Centre which improved access considerably for people with disabilities; there is now a ramp from the changing rooms

to poolside rather than steps, and the disabled changing room is now accessed from reception rather than from outside.

- Investing in new accessible fitness equipment at Friary Grange Leisure Centre so that people with disabilities or recovering from injury or illness can be active.
- Promoting more widely the existence of the new Changing Places facility at Friary Outer.
- Commissioning the voluntary sector to provide services through Service Level Agreements. As part of this we are funding Burntwood Live at Home which offers friendship and support to older people, and Friends to Friends, which promotes independence for people with learning disabilities, including learning life skills and offering socialising opportunities, fund-raising, activities and outings.
- Delivering projects under our award winning Section 106 process, which is open, accessible and transparent. The process involves engagement with all sectors of the community so that all groups can participate. Section 106 agreements themselves are, by definition, designed to help make sure new developments enhance local communities and to reduce the impact of developments on local areas. They help to create better quality environments in, and around, new developments, which can range from improving roads and building new community facilities, to creating open spaces and improving local schools. Information on projects carried out using Section 106 funding can be found [here](#). The number of Section 106 agreements is expected to diminish as the Community Infrastructure Levy becomes more widely used. Details on the Community Infrastructure Levy can be found [here](#).
- Ensuring website is accessible by having level double-A conformance to Web Content Accessibility Guidelines. This includes:
  - Providing non-text equivalents (e.g., pictures, videos, and pre-recorded audio) of text for people from various disability groups. This is also beneficial to some users, especially nonreaders or people who have difficulty reading.
  - Ensuring differentiation of colour so that people who cannot differentiate between certain colours and users with devices that have non-colour or non-visual displays can access information
  - Enabling moving, blinking, scrolling, or auto-updating objects or pages to be paused or stopped
  - Providing clear and consistent navigation mechanisms -- orientation information, navigation bars, a site map, etc. -- to increase the likelihood that a person will find what they are looking for at a site.
- Making our main customer contact point, Lichfield Connects, accessible. Our reception area has a portable hearing loop that is made available to those who need it, and the desks have been selected to be wheelchair user friendly. We also have a disabled toilet available to the public which uses a radar key for access.

- Providing free additional bins to families where extra waste is generated because of a medical condition, those with children in nappies, and for families of six or more, in 2014 we supplied 341 additional bins.
- Providing assisted bin collections for people who struggle to get their bins to the roadside for collection, such as older residents and people with disabilities. In 2014 we assisted 885 homes with these collections
- Delivering 26 coaching sessions in Food Safety by our Environmental Health Team, 96% of these were given to businesses run by those from ethnic minority groups
- Helping older people, children and young people, vulnerable adults and people with disabilities access local shops, socialise and enjoy a range of activities through our Community Transport Scheme. Local older people's groups and the Staffordshire Association for the Blind are regular users of the scheme. Our community transport buses accommodate wheelchair users and during the year made 332 trips which included wheelchair users or people that needed to use a hoist to get into the vehicle. In addition 5% of groups using the scheme were for disabled people and 65% of groups were for those aged over 65.

## How we improved equality in our services in 2014

In the 2014 Equality Statement we identified the following service equality priorities.

What **we said we would do** and what we did:-

**1. We will appoint a Member Champion for Equality issues**

*On 4<sup>th</sup> February 2014 Councillor Greatorex, Cabinet Member for Community, Housing and Health was endorsed as the Member Champion for Equality issues by the District Council's Cabinet*

**2. We will consult with the community on our new Equality Objectives**

*We undertook a consultation exercise on our website which ran from 12<sup>th</sup> August until 30<sup>th</sup> September 2014, asking for people to give their opinions and comments on our Equality Objectives. Only one response was received to this consultation, which was disappointing, but it was in agreement with all the proposed equalities objectives.*

**3. We will review how we are meeting our Public Sector Equality Duty (PSED) having regard to the recommendations of the Government Independent Steering Group**  
*The Government Independent Steering Group made two recommendations for public sector bodies.*

- that a proportionate approach in respect of the collection of equality data should be adopted.*
- that procurement processes should not place onerous or disproportionate burdens on small contractors to provide equality data*

*Against these recommendations it is felt that the council is taking a proportionate approach to the collection of equality data.*

*Further work to benchmark the range of equalities data collected with other Local Authorities and a review of procurement processes will be carried out in 2015.*

**4. We will introduce an additional section within our Committee report templates in order to outline the equality implications of the matter under consideration.**

*Our report templates were updated in October 2014 to include a requirement to identify equality implications and this has been included in reports since then.*

**5. We will continue to undertake equality impact assessments (EIA) and planned to assess the following:**

- Lichfield District Community Safety Plan (2014 – 17)**

*The assessment found that the plan had a positive impact on young people by diverting them from being victims or perpetrators, and positive impact on older/vulnerable adults by reducing crime and anti-social behaviour. It also aims to find appropriate care for those with mental health problems, support to victims of domestic abuse and sexual exploitation, and provides support and guidance to address language and cultural issues)*

- **Discretionary Reduction Policy for Council Tax** - workload and staff capacity issues have delayed this assessment, which will now be completed in April 2015
- **Licensing Policy** As the current policy remains effective until January 2016 this will now be completed in 2015
- **Health, Safety and Welfare at Work Policy** The policy is scheduled to be reviewed / updated by the end of March 2015 and the EIA will be completed shortly thereafter

We also equality impact assessed the following

- The Local Plan (see item 14 below)
- Brown Bin information leaflets & stickers - as a result of these EIAs the leaflets and stickers included pictures of the types of items not to be put in the bin as opposed to just a stop sign which could have been misunderstood by people unable to read English as an indication not to use the bin at all
- The Community Transport Dial-a-ride Scheme (was found to have a positive impact on older people, carers and those with disabilities)
- The Old Mining College Centre (proposed changes, was found to potentially have a positive impact on older people, carers and those with disabilities)
- CCTV (the EIA found that the intention of the policy was to have a positive impact on all groups)
- The Mobile Homes Fees Policy (was found to have a positive impact on those over the age of 55, in addition the protections for that group also extended to traveller sites.)
- The introduction of charges for public toilets, a decision was taken not to proceed with charging because of the adverse impact it would have on the elderly, people with disabilities and those with children and babies.

- 6. Where services are reviewed under Fit for the Future and changes are proposed equality impact assessments will be carried out to ensure that the full impact of changes is understood prior to decisions being taken.** Although the Fit for the Future programme has continued during 2014 and several Service Reviews are underway, the changes which have been implemented during the year have had no specific impact on those with protected characteristics. Where changes are proposed they will be subject to an equality impact assessment.
- 7. We will update and republish the Statement of Community Involvement for 2013/2014 to ensure the needs of the community are included, together with specific equalities issues where they have been identified.** Due to a reduction in available resources and the level of work required by the Local Plan, progress on this has been delayed. (The Statement of Community Involvement is produced to explain how the public will be engaged in the plan making process and how the public may be involved in the determination of planning applications).
- 8. We will improve our understanding of who accesses our services by developing a standard approach to collecting equality information about our customers.** A standard approach has been developed using Snap software and is being used by an increasing number of departments. We are currently monitoring the protected characteristics of service users for Community Safety, Complaints, Housing Enquiries, Housing Register,



*Discretionary Housing Payments (Benefits) and Taxi Licensing. The results of this monitoring are included in the District Profile by Equality Strands 2014.*

- 9. Environmental Health will further improve their customer feedback form to incorporate key information on equalities.** *Equalities information has been collected from those using the taxi licensing service during 2014, and the results are included in the Population Profile of Lichfield District by Equality Strands.*
- 10. We will collect better information on how our Community Transport scheme benefits people with protected characteristics, especially the elderly and people with disabilities.** *The Community Transport membership scheme has been reviewed and members have been invited to rejoin. Membership forms were updated to capture information on the protected characteristics of the users.*
- 11. We will collect information to enable the characteristics of victims of anti social behaviour to be monitored.** *The customer satisfaction survey issued to victims of anti social behaviour now includes a section regarding protected characteristics to enable information to be collected and monitored. Although these forms have been issued, so far only three have been returned.*
- 12. A Hate Crime Policy will be put in place, monitored and reported to East Staffordshire Racial Equality Council/Partners Against Crimes of Hate.** *A Hate Crime Policy is currently being drafted and it will be in place by Spring 2015.*
- 13. Our Grounds Maintenance and Car Parks Teams will monitor complaints in relation to protected characteristics.** *Although monitoring forms have been issued with complaints forms, none have been returned so far and none of the complaints received by either team relate directly to equality issues.*
- 14. We will work to ensure that the Local Plan and other associated documents are inclusive of all members of the community and able to support and address the range of needs of all those who live in, work in and visit the District. We will also work to ensure that projects which are implemented are accessible and inclusive to those whose needs the project seeks to address.** *The Local Plan was subject to an Equality Impact Assessment in January 2014. The local plan enhanced the position for those with these protected characteristics (particularly young people and the elderly), people with disabilities, gypsies and travellers and carers or people cared for. Projects from the Local Plan will be subject to an Equality Impact Assessment as they are implemented.*
- 15. We will maximise take up of Discretionary Housing Payments (DHP) thus supporting vulnerable people and helping to prevent homelessness.** *We have been working with agencies including CAB (particularly as part of the Right Advice First Time Partnership, this includes Age UK Staffordshire, Beat the Cold, Lichfield & District Community & Voluntary Services, South Staffordshire Network for Mental Health, the Pathway Project, Lichfield District Council and Money Advice at Bromford Housing) to maximise take up of Discretionary Housing Payments. In addition copies of the DHP form have been issued to Housing Associations. The scheme is also available on the Council website and received 1,359 page views during the year. Our customer services team also issue forms and give advice to customers on an individual basis and we have a Money Advisor based within the Housing Team who, together with officers dealing with homelessness, gives advice on the scheme. Despite this, the number of applications reduced from 254 in 2013/14 to 193 in 2014/15, whilst the number of awards fell from 118 in 2013/14 to 83 in 2014/15.*



### **In addition to the above**

- *Our District Services questionnaire- Your View (Summer 2014) included our equality monitoring questions. The survey found that:*
  - *91% of respondents felt that giving means tested grants to people with disabilities to adapt their homes was important*
  - *88% of respondents felt that giving support to people in housing need and helping homeless people was important*
  - *80% felt that giving means tested council tax discounts and benefits to people in financial difficulty was important*
  - *44% of respondents felt that the discretionary provision of scooters to city centre visitors with limited mobility should be protected, with 31% saying this service should be cut back*
  - *31% of respondents felt that the discretionary financial support for Lichfield Garrick and its community work should be protected, with 39% saying it should be cut back*
  - *62% of respondents were not in favour of saving money through stopping community transport that gives low cost transport to community groups*
  - *58% of respondents were not in favour of saving money through stopping or reducing small grants to voluntary groups*
- *Overall the profile of respondents was in line with the district profile. Of those who responded to the survey, 14% of respondents had a disability, 95.6% of respondents were white British and 39% of respondents were aged 65 and over.*
- *The survey was also analysed to give an understanding of how different groups of people responded and identified that:*
  - *Older people aged 55 and above and residents with a disability supported protecting brown bins the most.*
  - *Residents with a disability were more likely to support maintaining mobility scooters*
  - *People with a disability and those aged 65 and above were more likely to support maintaining the bulky waste collection service*
  - *Those aged 55 and above and those who are disabled were least likely to agree that charges for emptying brown bins was acceptable*
  - *Those aged 65 and above were most likely to want to see the continued provision/maintenance of toilets*
  - *Those without a disability were most likely to agree with disabled parking charges.*
- *A highlight report is available at <http://www.lichfielddc.gov.uk/yourview>*
- *We also updated our Safeguarding Policy and made training available to employees to help them identify any safeguarding concerns relating to children and vulnerable adults.*

## Our service equality priorities for 2015

1. We will continue to monitor the protected characteristics of service users and consider the expansion of this monitoring into other service areas where possible.
2. We will continue to analyse and track equality monitoring data from our services such as the Housing Register, Housing Enquiries, Taxi Licensing, Complaints and Community Safety.
3. We will continue to undertake equality impact assessments and plan to assess the following:
  - Emerging planning policies and guidance from the Local Plan
  - Supplementary Planning Documents
  - Neighbourhood Plans
  - The Community Infrastructure Levy
  - Customer Service Standards
  - Appointeeships
  - Revenues & Benefits Customer Services
  - Mill Lane Link review
  - Locality Commissioning Framework
  - Licensing Policy
  - Hate Crime Policy
  - Health, Safety and Welfare at Work Policy
  - Homeless Prevention Assistance Policy
  - Empty Property Policy
  - Housing Assistance Policy
  - Temporary Accommodation Review
  - Enforcement Policy (Environmental Health)
  - Regulatory & Licensing Appeal Procedure.
4. We will begin to collate and analyse equality issues raised in reports to elected Members.
5. Where services are reviewed under Fit for the Future and changes are proposed, equality impact assessments will be carried out to ensure that the full impact of changes is understood prior to decisions being taken.
6. We will update and republish the Statement of Community Involvement for 2014/15 to ensure the needs of the community are included, together with specific equalities where they have been identified.
7. We will continue to maximise take up of Discretionary Housing Payments thus supporting vulnerable people and helping to prevent homelessness.

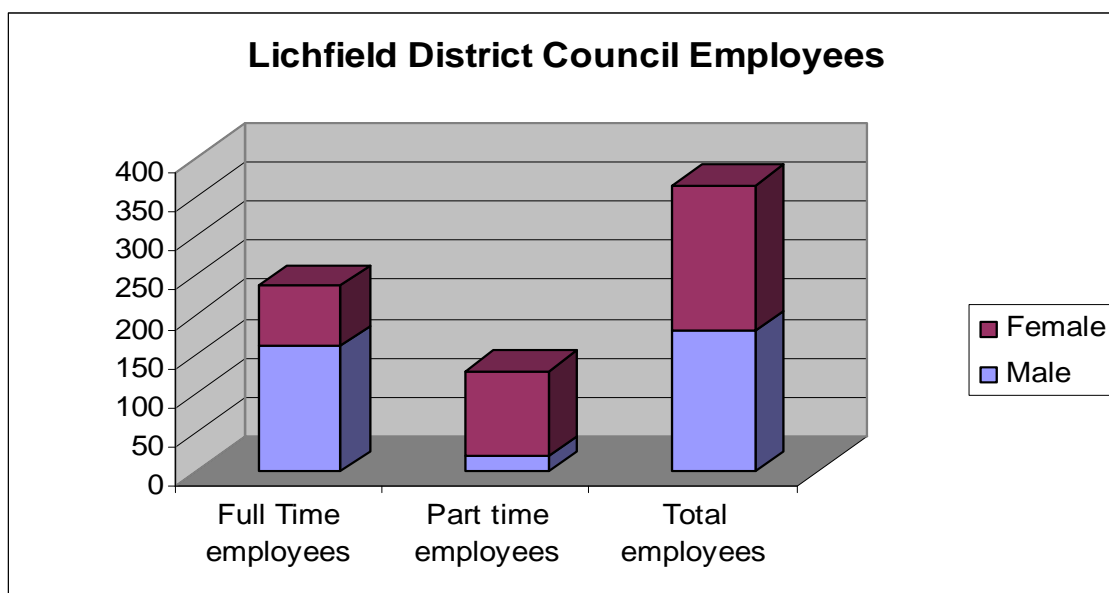
8. We will ensure that that projects which are implemented from the Local Plan and Community Infrastructure Levy projects are subject to an Equality Impact Assessment.
9. The Hate Crime Policy will be finalised, put in place, monitored and reported to East Staffordshire Racial Equality Council/Partners Against Crimes of Hate.
10. The small grants application process will be reviewed and Equality Impact Assessed.
11. When conducting customer surveys we will assess progress against our equality objectives.
12. We will ensure that development of our new Strategic Plan includes equality objectives.
13. We will benchmark our processes for meeting the Public Sector Equality Duty with our peers.

## 4. How we deliver equality in employment

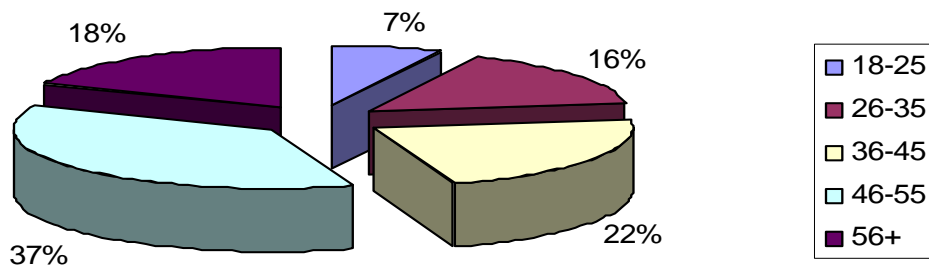
We aim to provide an inclusive, respectful and discrimination free work environment for all our employees. We want all our employees to feel respected and be able to give their best. We maintain up to date policies on Whistleblowing and the Prevention of Bullying & Harassment to ensure that employees can raise concerns in confidence without fear of recrimination.

### An overview

We have a total of 381 permanent employees of which 197 (51.7%) are women, 184 (48.3%) are men, only 2.1% are from black and minority backgrounds and 3.9% have a disability. Of these 238 are full time employees and 143 part time. The graph shows the ratio of male to female staff for all staff.



### Lichfield District Council Employee Age Profile

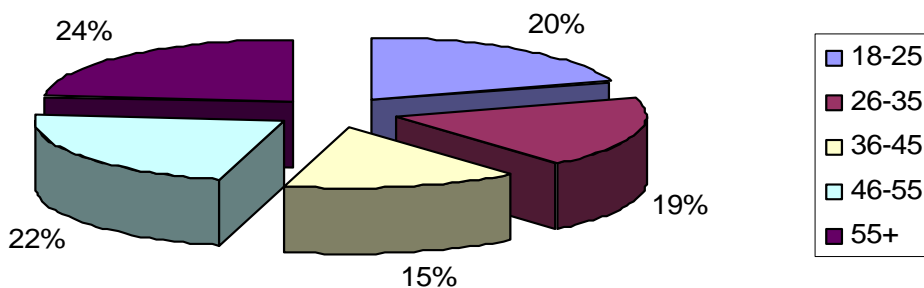


The chart above shows that 23% of our workforce are aged between 18 and 35, while 22% are aged between 36 and 45. The majority of employees (37%) are aged between 46 and 55.

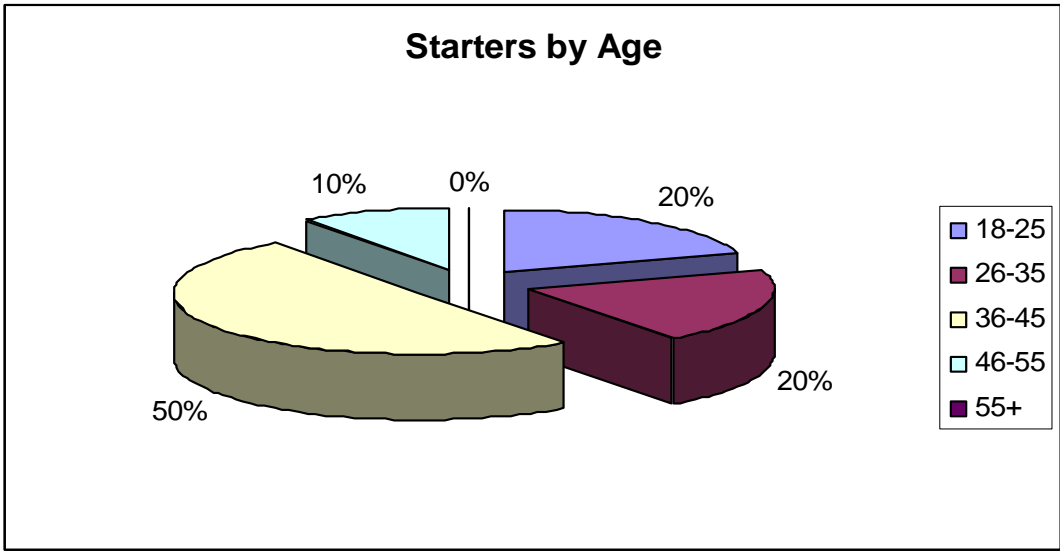
Women are well represented in senior positions within the organisation. There are five positions on our Leadership Team, and three of these are held by women, including our Chief Executive. 34 women in total hold senior positions which equates to 8.9% of the total workforce or 17.3% of the female workforce.

We regularly collect information relating to our employees and this helps us monitor changes in our workforce profile. In 2013-14 an analysis of employee turnover revealed that 39% were under the age of 35 and 24% over the age of 55, the chart below gives a full breakdown. 17% of leavers took voluntary redundancy, 25% were compulsory redundancies, 2% were due to retirement, 7% left because their contract ended, 44% left for other employment and 5% left as part of a Transfer Under Protected Earnings or settlement scheme.

### Leavers by Age



In addition, an analysis of new starters during 2013-14 showed that 50% were between the ages of 36 – 45, and 40% were between the ages of 18 – 35, no new starters were aged over 55. The chart below shows the complete breakdown by age.



When changes are proposed, Personnel consult with employees both as individuals and collectively through Employee representatives. There has been consultation on changes proposed as part of the Fit for the Future budget reduction programme via the Employee Liaison Group, the Corporate Liaison Group and team meetings.

### How we improved equality in employment in 2014

In the 2014 Equality Statement we identified employment equality priorities.

What we said we would do and what we did:-

1. **We will continue to equality impact assess key policies, procedures and procurement, including considering the implications of savings proposals, which may impact on staff with protected characteristics.** Equality impact assessments were carried out on the Alcohol Management Procedures and the Equality & Diversity Policy. The Alcohol Management Policy was found to have an intended positive effect on all groups by reducing risk in the workplace. The Equality & Diversity Policy was found to have the positive effect of removing discrimination from the workplace.
2. **We will continue to collect and publish key workforce data.** The data has been included in this statement in Section 4 ‘How we deliver equality in employment’ above.
3. **We will collect information to enable the protected characteristics of employees involved in Health & Safety related incidents to be monitored.** The collection of this will be incorporated in the review of accident reporting and investigation procedures. Although originally planned to be completed by the end of September 2014, emerging service pressures has delayed this procedural review and it will be considered as part of the revised deadline of the end of March 2015.

4. **We will increase the number of staff that have undergone equality awareness training.** As of December 2014 a further 52 members of staff had completed equality awareness training. Over the last three years 39% of our workforce have successfully completed equality awareness training.
5. **We will develop a card setting out individual responsibilities under equality legislation which will be promoted at training and other events.** This was replaced by an email sent to all employees, summarising their responsibilities under the equality act and included a printable version for managers to display and distribute to staff not on email.

**In addition, for elected members we will**

6. **Arrange equalities training for our elected Members.** Equalities training for elected Members took place on 23 April 2014, 17 members and 4 officers attended. A copy of the presentation slides was sent to those that were unable to attend.

## **Our employment equality priorities for 2015**

1. We will continue to equality impact assess key policies, procedures and procurement, including considering the implications of savings proposals under Fit for the Future, which may impact on staff with protected characteristics.
2. We will continue to collect, analyse and publish key workforce data.
3. We will increase the number of staff that successfully complete equality awareness training so that at least 50% of all employees have completed training and 100% of all employees in front line customer facing roles.
4. We will appoint an equality lead for each directorate and hold quarterly meetings to discuss and progress equality issues.
5. We will carry out an Employee Survey which will include a question to ascertain if we have achieved a culture that is welcoming and supportive to all. We will also be using this survey to assist in agreeing our new corporate values.
6. We will offer equality and diversity training to all elected Members following the election in May 2015

## 5. How we monitor and identify equality issues

Monitoring our progress, and ensuring we have the right data to both inform and review how well equality issues are embedded into our services, underpins our service delivery. Here's how we achieve this.

### How we monitor our progress

- The actions and priorities identified in the Equality Statement for 2015 will be monitored throughout 2015 and progress reported in the council's next Equality Statement (to be published 31 January 2016).
- Under our guiding strategy: 'A Plan for Lichfield District' 2012-2016, we produce an annual action plan. This includes key milestones in our service delivery, with progress relating to the council's equality objectives as appropriate.
- Our service plans include a 'being fair' section that specifically relates to equality impact assessments and the priorities set out in the Equality Statement.
- Our Community, Housing & Health (Overview and Scrutiny) Committee will review and monitor progress made against the Equality Statement 2015 as part of their work programme for this year. In addition the Committee will seek to identify any areas for improvement.
- We regularly review our Equality Statement action plan to ensure service commitments, progress and priorities are met.
- We are monitored by the Equality and Human Rights Commission and the government's Equalities Office to ensure equality issues are addressed.
- We continue to support the Lichfield and District Disability Partnership Panel, seeking to ensure both existing and new policies and projects consider the needs of people with disabilities as and when required.
- We will benchmark progress with our partners. (Staffordshire and West Midlands Equality Networks)

### Getting the right data

We use national and local data to produce a profile of the district.

This data is published annually in our Lichfield District Community Profile which can be downloaded at [www.lichfielddc.gov.uk/districtprofile](http://www.lichfielddc.gov.uk/districtprofile)

We use population profiling to help identify local priority issues. One very clear message that comes through from local data for example is the high proportion of over 65 year old people (25%) in our community.

However, we have much less data on other protected characteristics such as sexual orientation, and are conscious of the sensitivities around collecting this information. Nonetheless, we have included questions regarding this in our monitoring of protected characteristics, and collect the information where appropriate.

## 6. Equality based case studies

The following case studies highlight our commitment to provide fair accessible and caring services and show how we work with our partners to achieve this:

The Appointees Programme is a service that is set up between Lichfield District Council and Staffordshire and Stoke on Trent NHS Trust to support residents that have learning difficulty maintain independent living. Customer services support seven individuals by administering daily/weekly allowances for things like shopping etc and we bring to the attention of their social / key worker anything that we feel may need further attention or investigation. Customer Services staff were concerned when one of the people that we support who lives alone and is easily confused, was coming to the council offices without a coat and in clothes that were worn out and shoes that were too big.

Staff recognized that the person was in a vulnerable position and identified that they needed a new assessment to be completed by their social worker and extra funds to enable them to buy clothes and shoes. Customer Service staff also identified other issues e.g that people were visiting the person during evenings and causing a nuisance to neighbours and to the individual. Staff emailed his social worker with their concerns and followed it up with a telephone call. Following the visit from the social worker there were measures put in place for this person; the carers were approached and support is now given on a daily basis and safeguards were put in place.

Following feedback from a customer with a medical condition that the positioning of Touch Screens in our reception area made their use very uncomfortable because they had to be used at arms length, signs have been attached to the screens advising that keyboard and mouse are available for those that would prefer to use them.

Environmental Health were contacted by a local resident regarding an on going mouse infestation. The property was in an unsatisfactory condition and had an active mouse infestation. The infestation was particularly bad in the front room, where the owner of the property spent most of their time on a urine soaked sofa surrounded by the mice, waste food, food packaging and soiled clothes. Over a period of weeks the officer was able to build up a relationship with the tenant, clear the items that needed disposing of, source and deliver a new sofa and carry out the treatment of the infestation. Once the infestation was treated and the waste was removed, the resident arranged for a cleaning company to 'spring clean' the property. The tenant is no longer alcohol dependant and is living a more active lifestyle.



Lichfield District Council was requested by Staffordshire Police and Bromford Housing to engage in a neighbour dispute between a private householder and a Bromford tenant, one of whom was a vulnerable adult. Both families were adamant the other were causing the anti social behaviour issues. The council's Community Safety Officer investigated and decided to engage the services of the Victim Support Officer. The Victim Support Officer independently supported one of the families who were being targeted by the other. Private CCTV footage was viewed by the Community Safety Officer and other anecdotal evidence gathered to support the victim, which included visiting other neighbours. Meetings were held with Staffordshire Police, Bromford Housing and the Housing Development site officers, on which the two houses were situated. The main culprit was identified; however, both sides had to shoulder a certain amount of responsibility for exasperating what under normal circumstances would have been minor problems. The issues revolved around, dog fouling on gardens, parking of cars, noise and verbal confrontations. This had been allowed to spiral out of control as the complainant had not contacted the police and the professional agencies were unaware of the problems until they exploded with an incident of criminal damage. The case was then reviewed and targeted for additional support by all agencies. The Council's Community Safety Officer mediated between the two families and with the support of Bromford and Staffordshire Police, agreed a course of action and control measures to prevent the issues re-occurring. Bromford Housing warned their tenant about future misdemeanors under their tenancy agreement. A few minor hiccups occurred as both sides settled into the agreed arrangements but no further anti social behaviour incidents have occurred since. Victim Support closed the case. The Community Safety Team received positive feedback from the parties concerned about their role in resolving the dispute.

Ms X sought assistance from the Council following her homelessness due to affordability and domestic abuse. She was vulnerable due to the violence and substance misuse and also had a learning disability. Her children had been taken into care due to her inability to cope. She was given temporary accommodation, which included an assessment of her support needs. Due to the support, she has been able to cease her drug habit, set up a payment plan to clear her former tenancy arrears and has subsequently been housed by a housing association into permanent accommodation. She is also working with Social Care and Health to have her children returned to her and is looking to become involved in voluntary work.

## Any questions?

Our Equality Statement is available to download at

[http://www.lichfielddc.gov.uk/downloads/download/1385/equalities\\_statements](http://www.lichfielddc.gov.uk/downloads/download/1385/equalities_statements)

If you have any questions about our Equality Statement 2014, please contact Colin Cooke on 01543 308121 email [colin.cooke@lichfielddc.gov.uk](mailto:colin.cooke@lichfielddc.gov.uk) or Alison Bowen on 01543 308129 email [alison.bowen@lichfielddc.gov.uk](mailto:alison.bowen@lichfielddc.gov.uk)

If you would like this document in large print or another format, please contact Colin Cooke on 01543 308121 email [colin.cooke@lichfielddc.gov.uk](mailto:colin.cooke@lichfielddc.gov.uk) or Alison Bowen on 01543 308129 email [alison.bowen@lichfielddc.gov.uk](mailto:alison.bowen@lichfielddc.gov.uk)

## SUBMISSION TO COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY)

### COMMITTEE

Date: 14<sup>th</sup> January 2015

Agenda Item: 9

Contact Officer: Helen Titterton

Telephone: 01543 308700

Local Ward Members: Relevant to all wards

## SUBMISSION BY CABINET MEMBER FOR COMMUNITY, HOUSING AND HEALTH

### LOCALITY COMMISSIONING

#### 1. Purpose of Report

- 1.1 This report seeks to explain the principles of locality commissioning in Lichfield District, how it affects other funding partners and the measures taken to keep the process as transparent as possible whilst acknowledging the complexity of managing and administering funding contributed by four public sector partners.
- 1.2 At the meeting of Full Council in December 2014, a question was raised regarding the opportunity for elected Members to influence the locality commissioning process generally and the commissioning of services from the community and voluntary sector in particular (which is funded through the District Council's revenue budget).

#### 2. Background

##### Principles of the Opportunity

- 2.1 The principal opportunity for the District Council is one of influence over the decision making of other partners so that between us we may be able to make a greater impact on an issue or problem than if we each tackled it independently
- 2.2 By using the same mechanism for locality commissioning - both planned and opportunistic- we can take a more strategic approach to investment decisions in the knowledge of what has been previously been invested where and for what purpose and what outcomes have been achieved.
- 2.3 Public sector resources are reducing and there is a growing expectation that the voluntary and community sector will compensate for this / step into the gap. Although the local third sector in Lichfield District is strong and vibrant and provides a range of excellent services, it needs encouragement and support to meet the challenges of the future. Partners have commented that the same organisations come forward time after time when funding is available. It is likely that greater effort needs to be put into shaping the voluntary sector so it is able to be more flexible and creative. Such 'shaping' can best be achieved if the public sector works together

##### Context

- 2.4 Each year, this Council invests £196k in the community and voluntary sector within the District, enabling a wide range of social / welfare, environmental, cultural and leisure services to be provided to our residents. The majority of this funding is allocated to a small number of organisations and the Council's expectations of these partners are set out in Service level Agreements (SLAs) and monitored six monthly. From April 2015, the District Council's annual budget for the community and voluntary sector will be £177k
- 2.5 Other public sector organisations (such as the County Council, Clinical Commissioning Group and Police and Crime Commissioner) also invest in the local community and

voluntary sector; between us we have allocated £360k during 14/15, mostly but not exclusively to third sector organisations. Some individual organisations receive funding from several public sector partners.

- 2.6 There is considerable common ground between the public sector organisations about the outcomes they want to achieve from their investment, a healthier, safer and more independent community being key themes. However, at present each of the public sector organisations has a separate process for investing its budget for the community and voluntary sector; this means there is duplication of effort both for the public sector partners and the community and voluntary groups who are required to submit several bids for funding. There is also risk of duplication and inefficient use of resources.

**A practical example:**

The County Council was about to tender for the provision of a support service to enable older people to continue to live independently in Lichfield District (value is £23,750 per year for 3 years). The desired outcomes of this tender are very similar to the District Council's aspirations to 'help vulnerable people remain healthy, safe and independent in their own homes and neighbourhoods' (indicative value is £20k per year for 3 years). The procurement timescales are similar as both commissioners wish to let the contract @ April 2015. Consequently, this was a good opportunity to bring these processes together and run a single procurement exercise with a combined value of £40k per year.

- 2.7 This situation is replicated across all the Districts and Boroughs in the county and consequently, the Staffordshire Health and Wellbeing Board (HWB) commissioned a piece of work (led by the Chief Executive of Tamworth Borough Council) to propose a model to bring these separate commissioning processes together. A key recommendation of this work, subsequently endorsed by the HWB Board, was for each District / Borough Council in Staffordshire to commit to the establishment of a Locality Commissioning Board (LCB). The stated purpose of a LCB is to '*achieve wellbeing outcome measures locally through the collaborative commissioning of services and activities designed to influence, invest and intervene in local improvements*'.
- 2.8 Lichfield District Board oversees the Local Strategic Partnership which consists of the key strategic decision makers for the District including representation from the public, voluntary and business sectors. The Board is Chaired by the Leader of the Council and the Cabinet Member for Community, Housing and Health is also a Member (together with elected Member representatives from the County Council and Fire Authority). In parallel with the work happening at county level, Lichfield District Board has been considering opportunities to streamline the separate investment processes and align outcomes across the public sector organisations that operate in the District. The Police and Crime Commissioner (PCC) already delegates his Locality Deal Fund to the Lichfield District Community Safety Partnership and decisions on how to spend this funding are made locally by the District Board in accordance with PCC priorities. The County Council and Clinical Commissioning Group have expressed an interest in testing out a new approach to their investment in the voluntary and community sector and have identified commissioning intentions and funding streams that could support this process.
- 2.9 In September 2014, the District Board endorsed the establishment of a Locality Commissioning Board; the terms of reference are attached at **Appendix A**. Also in September, the District Council's Cabinet endorsed the establishment of the Board and agreed that the LCB will have delegated authority to take decisions on the investment of the District Council's budget for community and voluntary sector funding. The Cabinet also noted that the District Council would assume the role of 'accountable body' for funding which is to be used for locality commissioning within the District.

**Assessing Need and Deciding Commissioning Priorities**

- 2.10 Having established the LCB, an early task was for the Board to agree what results it wanted to achieved from its collaborative work. In deciding how to prioritise where public

funding should be invested, the Board considered a range of data (our evidence base) which helps to describe the characteristics of the local community and highlight existing or emerging needs. In particular the following were considered:

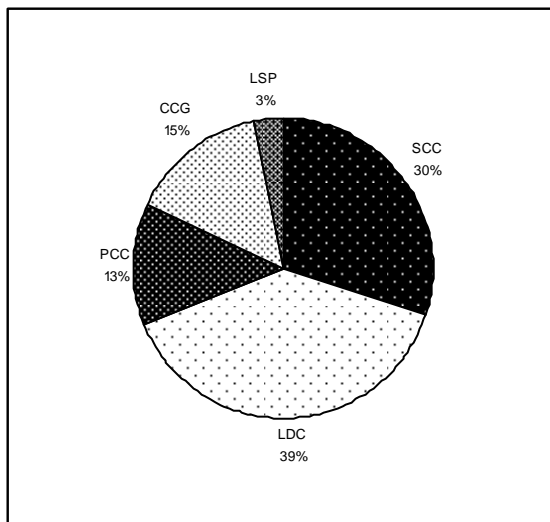
- Enhance Joint Strategic Needs Assessment
- Lichfield District Profile
- Community Safety Profiles
- Economic Data
- Housing Strategy evidence base
- Homelessness review
- Local Alcohol Profiles for England
- District Physical Activity Profile
- Lichfield Locality Diet & Nutrition

2.11 As a consequence of considering the evidence, the Board agreed to several strategic ambitions and then some more specific outcomes that it wanted to invest in:

STRATEGIC AMBITIONS	PRIORITIES (FUNDING LOTS)
A community which is <b>PROSPEROUS</b>	Help local people maximise their income and manage / reduce debt
	Create opportunities for training, volunteering and employment
A community which is <b>HEALTHY</b>	Decrease sedentary behaviour and increase the frequency and intensity of physical activity
	Improve healthy dietary behaviours
	Promote positive mental health
A community which is <b>INDEPENDENT</b>	Help vulnerable people (including people with long term conditions) remain healthy, safe and independent within their own homes and neighbourhoods.
	Prevent homelessness and support those who are homeless
A community which is <b>SAFE</b>	Supporting victims and witnesses to ensure that they receive the support they need
	Early intervention tackling root causes of crime and ASB before they become a problem
	Promoting sensible alcohol consumption
	Managing offenders to prevent initial offending / reoffending
	Increasing public confidence so that communities feel safe and reassured
A community which is <b>THRIVING AND COHESIVE</b>	Enrich the lives of people living, working and visiting the District through cultural activity and maximise the visitor contribution to the local economy
	Support new and existing local voluntary organisations to enable them to succeed and get maximum benefit from volunteers

## Funding

2.12 Between them, the four public sector partners have pledged almost £0.5 million in funding for allocation at 1<sup>st</sup> April 2015. The proportionate split is set out below:



2.13 A table setting out the detailed allocation of funding against the priorities / funding lots is attached at **Appendix B**.

## Procurement

2.14 The procurement process commenced in October when a Locality Commissioning Prospectus was published on the District Council's website; a copy is available from [Here](#). The Prospectus set out more information about identified needs, outcomes that were required and some suggested activities which bidders could propose to deliver. The publication of the Prospectus was advertised via a press release and using the ebulletins of Support Staffordshire and VAST. A Bidders Event was held on 24<sup>th</sup> November which was attended by 44 people representing 32 individual organisation. The opportunity to bid was further publicized at the December meeting of Voluntary Voice which was attended by a further 25.

2.15 The closing date for bids was 2<sup>nd</sup> January 2015 at 9am; we have received 80 bids against the 14 funding Lots

## Assessing the Bids

2.16 A standard application form was issued as part of the Prospectus and bids will be scored (0-5) on the following criteria

- Organisational capability – is there sufficient evidence of the applicant's experience, knowledge of delivery and capacity relevant to the proposed project including management / supervision / performance / project management skills and experience?
- Evidence base – does the project address identified needs and does it make clear which needs it will meet? Does the project show a good understanding of local needs?
- Outcomes – will the proposed project/activity effectively deliver the relevant outcomes identified in the proposal? How well do the project outcomes meet the needs identified?
- Meeting cross cutting principles – how well does the applicant identify and evidence how the project meets the cross cutting principles (listed on pages 4-5 of the Prospectus)?

- Value for money – what is the total cost of the project or service? Percentage of funding required of total project and links to core business? What is the added value brought by the applicant organisation?
- Sustainability - how sustainable is the project / activity or is there an exit strategy if funding ends?

2.17 A multi agency Panel has been set up to consider the bids in each Lot; a schedule of the Panel membership is available from [Here](#). The Panels will meet between 12<sup>th</sup> and 20<sup>th</sup> January and then the Panel Leads will make recommendations to the LCB for approval in principle to provide funding. The Panel Leads will then meet with the 'successful' bidders during February for a more detailed discussion on the outcomes that they will deliver and the performance management regime they will need to adhere to.

2.18 A report setting out the results of this process will be made available during March.

### **Member Engagement**

2.19 Members will no doubt appreciate that locality commissioning involves some complex processes to ensure there is consistency and fairness within the procurement exercise but also timeliness in decision making and allocation of funding. Members have had the following opportunities to engage with the process:

- The Member Task Group (established by this Committee in spring 2014) proposed the priorities in which the District Council's investment should be made; these reported to this Committee and were endorsed by the Cabinet in September 2014.
- The LCB is Chaired by an elected Member, Councillor Greatorex; the LCB reports to the District Board which includes further elected Member representation as referred to in 2.5 above
- Copies of the notes of the Locality Commissioning Board (which has been meeting fortnightly) are made publically available on the District Council's website
- All elected Members were notified of the Prospectus and the Bidders' Event and asked to use their networks to advertise the opportunity within their respective wards
- A Member question was raised at December Council resulting in this report being produced
- A report on the outcome of the decision making process will be made available in March

## **3. Recommendation**

3.1 Members are asked to note this report.

## **4. Financial Implications**

4.1 It is intended that Lichfield District Council continues be the accountable body for the District Board and therefore for the Locality Commissioning Board. This means that all income received from partners for the purpose of locality commissioning will be held separately from the LDC revenue budget

4.2 As accountable body for the Locality Commissioning Board, the District Council applies its own financial rules to the administration of the £0.5 million locality commissioning budget. The District Council's Contract Standing Orders require the decision to award a contract for all procurements valued at £50k and above to be made by Cabinet. It is likely that several contracts of this value will be let in the spring 2015. Owing to the complexity of the locality commissioning process (which is likely to result in more than 100 tenders to be

evaluated and in excess of 14 contracts to be negotiated), Cabinet has been requested to delegate authority to the Locality Commissioning Board to take decisions and enter into contracts in relation to the locality commissioning budget.

- 4.3 Although it is anticipated that the principal recipients of the locality funding budget will be the community and voluntary sector, the locality commissioning model will have the scope to commission from statutory sector or other providers. Public health and PCC funds are currently invested in statutory sector organisations in addition to third sector organisations. Consequently, it has been made clear within the Prospectus Lots which are to be restricted to third sector organisations only.

## **5. Plan for Lichfield District Implications**

- 5.1 Locality Commissioning has the potential to achieve positive benefits against all of the themes and many of the aims set out in the Strategic Plan. As the District Council's own contribution is to be invested in the community and voluntary sector, this particularly supports the aim:

- We'll support and encourage individuals and groups to take responsibility for shaping and improving their communities through voluntary effort and social action, and support a thriving and diverse community and voluntary sector.

## **6. Community Benefits**

- 6.1 The priorities for locality commissioning have been established based on identified community need taken from local data and intelligence.
- 6.2 By collaborating and aligning priorities and funding between four public sector organisations, we should be able to achieve better value for money and a greater number and range of positive outcomes for local people than would have been possible were we all to act independently.

## **7. Equality & Diversity Implications**

- 7.1 Several of the funding lots will deliver services / positive outcomes for people who are older / disabled including:
- Promoting positive mental health
  - Enabling independence
- and the Lot 'early intervention and tackling root causes of crime and anti social behaviour' may particularly benefit younger people

## **8. Human Rights Issues**

- 8.1 None identified

## **9. Crime and Safety Issues**

- 9.1 The Police and Crime Commissioner for Staffordshire is making up to £72k available to be spent to meet his objectives as set out in 'Safer, Fairer, United Communities for Staffordshire 2013 – 2018'



## 10. Risk Management Issues

	Risk Description	Likelihood / Impact	Status	Countermeasure
A	Limited resources to undertake and oversee the Joint commissioning process	Medium/Significant	Partnership/ Contractual	Regular partnership engagement and close monitoring of projects by the Commissioning Board
B	Failure to reach agreement on priorities for funding	Medium/Significant	Partnership/ Contractual	Term of reference of Commissioning Board and its ongoing management
C	Availability of future funding to meet commissioning commitments	Medium/Significant	Partnership/ Contractual	Regular review of the terms of reference of Commissioning Board and its ongoing management, especially in the early stages
D	That the process / outcomes of allocating funding locally are unsuccessful	Medium/ low	Financial	Regular monitoring reports to be produced
E	The VAT status of LCB commissioning process is currently being determined	Medium/medium	Financial/ Reputational	We are currently discussed the VAT status of the LCB process with the Council's VAT advisors.
F	The risks associated with locality commissioning will primarily be the responsibility of the District Council as the Accountable Body	Medium / medium	Financial / legal / reputational	The Council is currently receiving legal and financial advice in relation to the LCB's governance and processes

### Background Documents:

Report checked and approved:

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Strategic/Corporate Director

## LICHFIELD DISTRICT LOCALITY COMMISSIONING BOARD

### TERMS OF REFERENCE

#### 1. Purpose

To oversee public sector commissioning in Lichfield District and to make investment decisions on behalf of Lichfield District Board using funds delegated to it by public sector partners

#### 2. Function

The Board will:

- Ensure joined up and collaborative approaches to public sector commissioning for Lichfield District
- Identify and agree joint commissioning priorities and outcomes for Lichfield District
- Consult with the Community and Voluntary Sector on priorities and outcomes identified where appropriate
- Ensure fair and transparent processes in the commissioning cycle which includes: needs analysis / assessment, tendering and procurement, decision making, contractual agreements and monitoring and evaluating the impact and outcomes achieved by commissioned services
- Identify a lead commissioning partner for each funding stream or priority outcome.
- Determine the type and value of funding or assistance to be given
- Hold lead commissioning partners to account for the commissioned services that they are the lead partner for.
- Make decisions on the allocation of funding and resources that partners wish to include in the locality commissioning framework.
- Ensure that funding is used to improve outcomes for the residents of Lichfield District.
- Monitor and review the performance and delivery of services commissioned by the Board
- Report to relevant bodies including the Lichfield District Board and funding partners as and when required
- Challenge partners and service providers to deliver quality outcomes
- Meet at least three times a year

#### 3. Membership

The Commissioning Board will consist of the following:

##### Full members:

- Cabinet Member for Community Housing and Health, Lichfield District Council
- Strategic Director of Community, Housing & Health Lichfield District Council
- District Commissioning Lead (Lichfield) for Staffordshire County Council
- Locality Public Health Partnerships and Commissioning Lead for Staffordshire County Council
- Chief Operating Officer, South East Staffordshire and Seisdon Clinical Commissioning Group
- Economic Development and Enterprise Manager, Shared Service – Tamworth and Lichfield
- Local Policing Team Commander, Staffordshire Police

Substitutions will be allowed.

**Advisory members:**

The following may attend the Board for specific items:

- Other members of the District Board eg. representatives from Fire and Rescue Service, Business and Economic Partnership, Community and Voluntary Sector, Staffordshire College etc as appropriate
- Officers of partner commissioning organisations

**4. Decision making**

It is expected that the majority of decisions will be reached by negotiation and consensus. On the rare occasions that this is not possible, an agreed process of moderation will be used.

**5. Quorum**

A minimum of 4 (51%) of Board members represents a quorum which must include a representative from Lichfield District Council

**6. Chair**

The Chair will be Cabinet Member for Community, Housing and Health, Lichfield District Council. In the absence of the Chair, a Chairman will be appointed from those present at a meeting of the Board

**7. Probity and Declaration of Interest**

It is possible that any of the commissioning organisations represented on the Board may wish to tender for a contract being offered through the locality commissioning process. Should a member of the Board or adviser to the Board recognise that a conflict of interest may arise, they must advise the Board via the Chairman as soon as possible. Depending on the nature of the potential conflict of interest the Board may decide that there will be no further involvement by that member or adviser in that particular matter. All such conflicts must be documented and made available for scrutiny to ensure probity and transparency of decision making

A record will be made of the business undertaken by the Locality Commissioning Board which will be reported to the District Board as a standing agenda item.

**8. Key Relationships and Accountabilities**

The business of the Board will at all times be conducted openly and transparently and the decisions of the Board will be based upon the principles of consultation, consensus and sustainability.

Decisions made by the Board will not affect existing lines of accountability. Partners will remain responsible and accountable to their own organisations and any decisions on their service and use of resources must be made and reported in accordance with the requirements of their own governance structures

The business of the Board and decisions made will be reported to the Lichfield District Board and be published on the District Board's website (managed by LDC).

**Approved by the District Board  
25 September 2014**

**(amended 9 October 2014)**

The table below shows how each of the Locality Commissioning Lots will be funded

Lot No	Lot Name	SCC contribution	LDC contribution	CCG contribution	PCC contribution	LSP contribution	Total value of Lot (15/16)
1	Income maximisation / reduce debt		<b>£47k</b> vol sector budget				<b>£47k</b>
2	Opportunities for training, volunteering and employment		<b>£15k</b> Getting people into work budget <b>£10k</b> vol sector budget			<b>£ 7.5k</b> Building Resilient Families reward grant	<b>£32.5k</b>
3	Increasing physical activity	<b>£42k</b> public health budget		<b>£15k</b>			<b>£57k</b>
4	Improving healthy diet	<b>£42k</b> public health budget		<b>£15k</b>			<b>£57k</b>
5	Promoting positive mental health	<b>£15k</b> £10 k public health budget and £5k Commissioner for Mental Health		<b>£30k</b>			<b>£45k</b>
6	Enabling independent living	<b>£20k</b> Commissioner for Care	<b>£20k</b> vol sector budget	<b>£15k</b>			<b>£55k</b>
7	Preventing homelessness		<b>£15k</b> vol sector budget				<b>£15k</b>
8	Supporting victims and witnesses		<b>£15k</b> vol sector budget		<b>£10k</b> Locality Fund		<b>£25k</b>
9	Early intervention				<b>£25k</b> Locality Fund	<b>£7.5k</b> BRF reward grant	<b>£32.5k</b>
10	Promoting sensible alcohol consumption	<b>£32k</b> Public health budget			<b>£5k</b>		<b>£37k</b>
11	Managing offenders				<b>£10k</b> Locality Fund		<b>£10k</b>
12	Increasing public confidence				<b>£15k</b> Locality Fund		<b>£15k</b>
13	Cultural activity and visitor contribution		<b>£20k</b> vol sector budget				<b>£20k</b>
14	Supporting voluntary organisations		<b>£50k</b> vol sector budget				<b>£50k</b>
	<b>TOTAL</b>	<b>£151k</b>	<b>£192k</b>	<b>£75k</b>	<b>£65k</b>	<b>£15k</b>	<b>£498k</b>



## SUBMISSION TO COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY)

### COMMITTEE

Date: 14 January 2015

Agenda Item: 10

Contact Officer: Helen Titterton

Telephone: 01543 308700

Local Ward Members: not applicable to specific wards

## SUBMISSION BY CABINET MEMBER FOR COMMUNITY, HOUSING AND HEALTH

### COMMUNITY CONSULTATION 2014

#### 1. Purpose of Report

- 1.1 At the last meeting of this Committee, under the item on the Work Programme, Members requested a report on the outcome of the Community Consultation carried out May – June 2014
- 1.2 This report presents the statistical results of the Community Consultation exercise
- 1.3 The key findings are attached at **Appendix A**

#### 2. Background

- 2.1 In November 2013, a cross party working group was established to develop and implement a community consultation exercise as part of the Fit for the Future programme. The purpose of the exercise was to:
  - Raise the profile of the council, improve public awareness of the services it delivers and the financial challenges it faces
  - Better understand which services people value most
  - Better understand where there is support to reduce service provision
  - Identify opportunities for income generation
- 2.2 The questionnaire was designed by the Member Working Group (Chaired by Councillor Tittley and assisted by Councillor Mrs Woodward, both Members of this Overview and Scrutiny Committee) taking into account examples of questionnaires used in other councils. Staffordshire Intelligence Hub provided external validation and advice on the design and content. The survey included questions on a range of statutory services which come under the terms of reference of this Committee including:
  - Making sure restaurants are clean and safe
  - Investigating noise and nuisance complaints
  - Taking legal action to stop fly tipping
  - Licensing of events and businesses (including pubs and taxis)
  - Helping homeless people
  - Helping people with disabilities to adapt their homes

The survey also included questions on a range of discretionary services which come under the terms of reference of this Committee including:



- Providing a customer services desk
- Providing a telephony service
- Giving advice to help people keep warm and reduce their energy bills
- Provision of CCTV
- Provision of community transport
- Provision of large and small grants
- Monitoring and fining people who allow their dogs to foul

2.3 The questionnaire was made available on the internet and was delivered to over 40,000 homes directly as an insert in our twice yearly community publication Intouch. Hard copies of the questionnaire were made available at a range of publicly accessible buildings and Councillors and partner organisations assisted in distributing them and promoted the consultation exercise through their links and networks. In addition, to ensure a balanced and representative response, face to face street interviews were conducted.

2.4 1148 responses were received overall - a statistically robust number of respondents. This included:

- 665 postal survey responses
- 321 web survey responses
- 162 street interviews

The street interviews were targeted at residents from rural areas and at those under 55 and over 75. These groups had been identified as lower responders in early returns of the survey. Responses were received from all age groups, although the number of responses was under represented in the under 35 age groups and over represented in the over 35 age groups. Survey responses were received from urban and rural areas, broadly reflecting the geographical distribution of the population; 67% received from urban areas and 33% from rural areas.

2.5 The survey was not a referendum on any specific ideas as to what services should be cut or should be protected. It was designed to give a view from our community on these issues to inform Councillors and to help them make sound decisions in the coming months and years.

2.6 Feedback from the Survey was used to inform the section about 'Our Customers' which was included in the Service Plans for 2015/16. As services are reviewed and proposals made for change, Survey data can be used to inform the relevant business cases and hence the decision making processes.

2.7 All Councillors and staff have received a copy of the Highlights Report – attached at **Appendix A**. The full report giving the detailed data from the consultation is available on the Council's website [www.lichfielddc.gov.uk/yourview](http://www.lichfielddc.gov.uk/yourview) . A press statement was made in September 2014 and copies of the report have been shared with Partners on the District Board and with those respondents who provided contact details.

2.8 The Strategic Overview and Scrutiny Committee considered this Community Survey at their November meeting. They commented as follows:

*The Committee discussed how the data from the consultation would be used to inform decision making and they felt that residents should be able to see evidence that the results being used by it being referenced in reports and policy development. Members also felt there was a real opportunity to investigate some results deeper through the Overview and Scrutiny process. It was reported that the data from the consultation would be used to help inform service reviews. It was also reported that it was planned to produce a summary report at both 12 and 24 months after the consultation to show how*

*the results have been used and might be appropriate within a service review for resident focus groups to be used to add qualitative data to the review.*

*The Committee praised Officers on conducting a success consultation at minimal cost with a good level and wide demographic spread of responses.*

- 2.9 A record is being kept of how the data is being used to inform plans and decision making and this will be reported to Members in due course.

### **3. Recommendation**

- 3.1 That the Committee notes this report

### **4. Financial Implications**

- 4.1 There are no financial implications arising from this report. However, there may be financial implications of decisions which this data informs as business cases and service reviews come forward for consideration.

### **5. Plan for Lichfield District Implications**

- 5.1 The views of residents will be used to inform the development of the Council's next Strategic Plan.

### **6. Community Benefits**

- 6.1 The community voice, views and opinions can be fed into business cases and service reviews and in decision making by the Council.

### **7. Equality & Diversity Implications**

- 7.1 The results are representative for some key demographics including gender and ethnicity.

### **8. Human Rights Issues**

- 8.1 None

### **9. Crime and Safety Issues**

- 9.1 None

### **10. Risk Management Issues**

- 10.1 None identified

**Background Documents: Highlight report on results of the Consultation. Staffordshire Intelligence Hub report on the Consultation exercise, both previously shared with all Councillors**

Report checked and approved:

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Strategic/Corporate Director

## District services questionnaire



# Results

Thank you to the hundreds of people who gave us their views by filling in our Your View questionnaire in summer 2014.

Over 1,400 people took part in our Your View questionnaire this summer.

People of all ages and from every ward in our district filled in questionnaires. We are delighted that the number of responses we received gave us a statistically robust sample of local views.

Our questionnaire asked people to tell us what they think of the services we provide, as well as their opinions on a number of different savings and income generation ideas.

The questionnaire was not a referendum on what services we should cut back on or what we should protect. It was designed to help our councillors understand local people's views better and help them to make sound decisions in the coming months and years.

This document contains a snapshot of people's responses and also explains what we'll do next.

We have also created a more indepth report that assesses the responses we've received which can be downloaded from [www.lichfielddc.gov.uk/yourview](http://www.lichfielddc.gov.uk/yourview)

## Shaping our services moving forward

Every year we spend over £10 million to deliver a range of services, from leisure centres and planning, to emptying bins and supporting local businesses.

We've been cutting costs for a number of years as part of Fit for the Future - our current savings programme - and have already saved £4.8 million in recent years.

Due to further cuts in our funding from government that will take place in the coming years, we need to save at least another £2.4 million by 2016.

To do this our councillors will face some difficult decisions about which services we should continue to provide, what we can cut or reduce, and which services we could charge for to raise more income.

The views given by local people through the Your View questionnaire will now be fed into business cases that explore how the ideas could be delivered and what impact they would have locally. These will then be used to help shape the decisions councillors will make about our future budgets next year and in coming years.

**To keep up to date on our savings programme and how we are using the views people gave as part of the Your View questionnaire visit [www.lichfielddc.gov.uk/fitforthefuture](http://www.lichfielddc.gov.uk/fitforthefuture)**

## Thank you

Thank you to everyone who gave their views. We are very grateful to everyone who took time to fill in the questionnaire and give us their thoughts. We regularly carry out questionnaires and surveys on a wide range of issues. To keep up to date and give your views, visit [www.lichfielddc.gov.uk/voicelit](http://www.lichfielddc.gov.uk/voicelit)



District services questionnaire | Results

## What people said about the services we **have** to provide

The table below shows what % of people felt our statutory services are **important**, **important but they don't use**, or **not important**.

	Current cost*	Important	Important, but don't use	Not important	Don't know
		% Percentage			
We empty your black and blue bins and recycle your waste.	£££	98.2	0.7	0.8	0.3
We make sure local restaurants are clean and safe.	££	77.2	18.3	3.1	1.3
We investigate noise and pollution complaints.	££	52.5	40.0	6.2	1.3
We clear rubbish and fly-tipping and take legal action to stop it.	£	75.9	22.9	0.9	0.3
We clean and litter pick areas including town centres and some verges.	£££	82.8	13.1	3.1	1.0
We make sure events and businesses (including pubs and taxis) are safe and well managed by licensing them.	£	65.8	26.5	6.5	1.1
We organise elections – including local, general and European.	££	69.6	12.7	14.0	3.7
We give support to people in housing need and help homeless people.	££	36.1	51.4	10.3	2.2
We give means tested grants to people with disabilities to adapt their homes.	£	35.6	55.4	7.1	1.9
We give means tested council tax discounts and benefits to people in financial difficulty.	£££	29.3	50.4	16.0	4.3
We make sure new buildings are approved and take action against those without planning permission.	£	48.9	39.3	9.5	2.4
We check new buildings and extensions to make sure they are safe and sound.	£	49.6	39.9	8.5	2.0
We make sure developers invest in the local area – from street lighting, to schools and play areas.	£	69.9	20.5	7.0	2.6
We create plans for the future development of our district – such as where more housing or office buildings can be built.	£££	51.6	28.1	15.3	5.0

	Current cost*	Important	Important, but don't use	Not important	Don't know
		% Percentage			
We work with partners, including the police, to help make local areas safer and to reduce anti-social behaviour.	££	78.0	15.5	5.4	1.2
We provide a website so you can find out information, report problems, order services and more.	£	47.3	31.1	19.8	1.9
We answer enquiries, complaints and freedom of information requests.	£££	41.9	35.1	19.2	3.7

### Results overview

All of our statutory services were considered important, even if people filling out the questionnaire don't personally use them.

Waste and recycling, litter picking, clearing up fly-tipping, making restaurants safe and clean and tackling anti-social behaviour were considered some of the most important services.

At the lower end of the spectrum, whilst our website was considered important (over 78%), a significant percentage of people (31.1%) don't use it, which means there's lot of opportunities to encourage more people to request services and report issues online.

**This is just a quick snapshot of the findings. To see a full analysis of the results, please visit [www.lichfielddc.gov.uk/yourview](http://www.lichfielddc.gov.uk/yourview)**

\*Key: £ small net budget (up to £50,000) ££ moderate net budget (between £50,000 and £200,000) £££ large net budget between (£200,000 and £900,000)

District services questionnaire | Results

## What people said about the services we **choose** to provide

The table below shows what % of people felt we should either **protect**, **cut back** or **stop** the range of discretionary services we deliver.

Service	Current cost*	% Percentage			
		Protect	Cut back	Stop	Don't know
We empty your brown bin and compost your organic waste.	£££	85.3	11.7	2.2	0.9
We collect big items of household waste, like sofas & fridges for a charge.	£	59.9	28.0	9.4	2.6
We provide a waste and recycling service to businesses.	£	54.8	26.2	13.3	5.8
We promote and support town and city centres to boost footfall into shops and businesses.	££	52.3	32.2	8.9	6.5
We help attract tourists to support local businesses and jobs.	££	59.7	29.3	7.3	3.7
We provide business support and advice and encourage new businesses into the area.	££	57.1	31.0	7.9	4.1
We provide car parks at a range of locations and our wardens monitor parking in streets and car parks.	£	57.0	33.1	7.5	2.5
We provide scooters to city centre visitors with limited mobility.	£	44.4	30.9	18.9	5.8
We provide and maintain public toilets at a number of locations.	££	72.2	18.8	7.8	1.1
Our customer services desk is open 8.45am – 5.15pm, Monday-Friday.	££	42.4	50.6	3.6	3.4
Our telephone lines are open 8.45am – 5pm, Monday-Friday.	£££	46.8	46.5	3.7	3.0
We issue 'intouch' magazine twice a year to keep you up to date.	£	21.3	31.9	43.7	3.0
We give advice to help people keep warm and reduce their energy bills.	£	29.8	36.7	30.7	2.8
We provide advice to protect and improve historic buildings and conservation areas.	££	49.3	37.1	10.2	3.4
We manage countryside and areas of natural beauty.	££	69.0	24.3	4.7	1.9

Service	Current cost*	% Percentage			
		Protect	Cut back	Stop	Don't know
We manage some parks and open spaces in Burntwood and Lichfield.	£££	71.1	24.8	2.6	1.4
We run three leisure centres and some outdoor sports pitches in the district.	£££	58.8	30.2	9.2	1.8
We financially support the Lichfield Garrick and its community work.	£££	30.7	39.0	27.6	2.6

### Results overview

When asked about the services we choose to provide, people most wanted to protect brown bins, public toilets and parks and countryside.

In terms of cutting back, people felt most comfortable about reducing the opening hours of our customer service desk and telephone lines, although some people suggested altering our opening times to better suit working people. Similar numbers of people felt we should protect (30.7%), cut back (39%) or stop (27.6%) the support we give to the Lichfield Garrick.

In terms of stopping services, nearly half of those who took part felt we should stop delivering intouch to local homes, although some people felt it was vital for older people to keep in touch. Over half of those who took part also felt we should cut back or stop giving advice on how to keep warm and reduce energy bills.

**This is just a quick snapshot of the findings. To see a full analysis of the results, please visit [www.lichfielddc.gov.uk/yourview](http://www.lichfielddc.gov.uk/yourview)**

\*Key: £ small net budget (up to £50,000) ££ moderate net budget (between £50,000 and £200,000) £££ large net budget between (£200,000 and £900,000)



## District services questionnaire | Results

## Ideas to save money

The table below shows what % of people **agreed** or **disagreed** with a number of ideas to save money.

	This could save (approx)	Agree % Percentage	Disagree % Percentage	Don't know % Percentage
Close the public toilets in Lichfield and Burntwood and work with shops, cafes and pubs so shoppers and visitors can use their facilities.	£100,000	41.1	52.7	6.2
Clean local streets, roads and paths less often.	£10,000	21.6	72.8	5.6
Maintain district council run parks and green areas less frequently.	£20,000	32.4	62.2	5.4
Don't give charities full business rate relief (by law charities get 80% relief, but sometimes we give a further 20%).	£34,000	60.6	28.7	10.7
Reduce council tax discounts for working-age residents on lower incomes.	£490,000	51.3	37.0	11.7
Cut back the annual subsidy we give to the Lichfield Garrick.	£150,000	70.3	23.1	6.5
Reduce the amount of CCTV coverage in the district.	£20,000	40.8	51.9	7.3
Open our customer services desk and telephone lines for fewer hours.	£46,000	67.1	27.3	5.7
Stop community transport that gives low-cost transport to community groups.	£25,000	27.7	61.9	10.4
Transfer leisure centres to a private management operator or trust.	£50,000	55.3	32.7	12.0
Hand King Edward VI and/or Friary Grange leisure centres back to the schools to manage them which could change public opening hours.	£75,000	63.8	24.1	12.1
Stop monitoring or fining people for allowing their dogs to foul public places.	£7,500	11.1	86.1	2.8
Transfer parks, outdoor sports facilities and areas of countryside to parish councils, sports clubs or voluntary organisations.	£150,000	52.0	33.6	14.4
Stop or reduce large grants (between £5,000 & £50,000 a year) to voluntary organisations who deliver services in the community.	£196,000	39.1	46.8	14.0
Stop or reduce small grants (between £50 & £2,000) to voluntary groups.	£23,000	30.1	57.5	12.4

	This could save (approx)	Agree % Percentage	Disagree % Percentage	Don't know % Percentage
Stop managing development projects such as play areas or community facilities, if other organisations can deliver them.	£59,000	69.2	23.3	7.4
Take longer to process planning applications (still within statutory timescales).	£10,000	53.9	36.6	9.5
Merge more services - from planning and benefits to finance - with adjacent council(s) or become a unitary council so we can cut costs.	£570,000	72.5	16.9	10.6
Stop having a chairman's car and driver.	£17,000	90.2	6.5	3.3
Further reduce district councillors. From May 2015 there'll be 47. Could we cut back further?	£3,000 <sup>†</sup>	81.0	10.5	8.4

† per councillor

## Results overview

The ideas to save money that received the most support include stopping the chairman's car, reducing the number of district councillors, merging more services with nearby councils and cutting back the subsidy we give to the Lichfield Garrick.

Other ideas, including reducing the business rate subsidies we give to charities and not managing community development projects, also received strong support, as did transferring our leisure centres to a private operator or trust.

The ideas that were least supported include cleaning local streets, roads and paths less often and not monitoring people who allow their dogs to foul public places.

**This is just a quick snapshot of the findings. To see a full analysis of the results, please visit [www.lichfielddc.gov.uk/yourview](http://www.lichfielddc.gov.uk/yourview)**

All figures are indicative based on net direct expenditure and take account of any income we receive. Figures for savings and income ideas are based on loose assumptions and may change if developed further.



District services questionnaire | Results

## Ideas to generate income

The table below shows what % of people **agreed** or **disagreed** with a number of ideas to generate more income.

	This could generate (approx)	Agree	Disagree	Don't know
		% Percentage		
Charge for emptying brown bins – other councils charge around £30 a year.	£790,000	26.7	69.9	3.3
Charge for evening parking in Lichfield city car parks (after 6.30pm).	£36,000	37.3	58.1	4.6
Charge for parking in council run car parks in Chasetown – for example £1 a day.	£10,000	60.9	22.0	17.1
Charge people to park in disabled car parking spaces and bays.	£40,000	57.1	37.7	5.2
Increase council tax by a small amount every year (between £2 and £5 a year for example).	£70,000	52.5	41.6	5.9
Charge more for leisure activities – such as swimming and badminton.	£30,000	42.9	47.2	9.9
Charge the public for events like Lichfield Proms in Beacon Park, and charge event organisers more to use our parks.	£5,000	60.1	33.5	6.3

### Results overview

The ideas for raising more income that received the most support include charging for parking in disabled bays and in Chasetown car parks, and charging for events like Lichfield Proms in Beacon Park. Over half (52.5%) of those who took part supported the idea to raise council tax by a small amount each year.

The ideas that received the least support include charging for brown bins, charging for evening parking in Lichfield City and charging more for leisure activities, although a similar number of people supported this idea.

**This is just a quick snapshot of the findings. To see a full analysis of the results, please visit [www.lichfielddc.gov.uk/yourview](http://www.lichfielddc.gov.uk/yourview)**

All figures are indicative based on net direct expenditure and take account of any income we receive. Figures for savings and income ideas are based on loose assumptions and may change if developed further.

## Who took part in the questionnaire

People of all ages and areas of our district filled in the questionnaire. In total we had over 1,400 responses. Here's a snapshot of who took part:

### Gender

47.4% Men      52.6% Women

### Age

1.7%	Under 18s	3.9%	18-24 year olds
6.2%	25-34 year olds	30.2%	35-54 year olds
19.8%	55-64 year olds	27.6%	65-74 year olds
10.7%	75 years or over		

### Location

42.1%	Live in Lichfield City and surrounding areas	22.1%	Live in Burntwood and surrounding areas
35.8%	Live in rural and surrounding areas		

### Employment

29.6%	Working full time	16.4%	Working part time
1.2%	Unemployed	3.8%	Not working
43.7%	Retired	2.6%	In education or training
1.5%	Long-term disabled or sick	1.2%	Other

### Service use

27.0%	Use Burntwood Leisure Centre	27.7%	Use Friary Grange Leisure Centre
18.2%	Use King Edwards Leisure Centre	70.5%	Use the Lichfield Garrick
79.9%	Use Lichfield City car parks	19.4%	Use Chasetown car parks
26.8%	Use Lichfield City public toilets	10.5%	Use Burntwood public toilets

The above service use figures combine the number of people who said they use the facilities daily, weekly, monthly and less often. For a more detailed breakdown visit [www.lichfielddc.gov.uk/yourview](http://www.lichfielddc.gov.uk/yourview)

If you have any questions about this document, or would like a large print version, please call 01543 308000.

**COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2014-15 (Version 8)**

Item	Jun 10 <sup>th</sup>	Sep 29 <sup>th</sup>	Jan 14 <sup>th</sup>	Mar 25 <sup>th</sup>	Details	Link to 2014/15 CHH Top 10	Officer	Member Lead
<b>Policy Development</b>								
Terms of reference	✓				To remind the Committee of the terms of reference and suggest any amendments	N/A	HT	CG
Supporting People Review	✓				To brief Members about the Review and the potential impact for the District and LDC	N/A	CGi	CG
Commissioning Services from the Community and Voluntary Sector	✓	✓			To receive progress reports from the Member Panel	Commission new SLAs with the community and voluntary sector	CGi	SW
Fit for the Future – Review of the Housing Service				✓	To receive regular update reports on progress	Implement Fit for the Future	HT / CGi	CG
Burntwood Health Centres (standing item)	✓	✓	✓		To update Members on progress towards developments at: <ul style="list-style-type: none"> <li>Greenwood House</li> <li>Burntwood Leisure centre</li> </ul>	N/A	HT	CG
Feedback from Staffordshire Health Select Committee (standing item)	✓	✓	✓	✓	The Chairman of the Committee is the LDC representative on the County Council's Health Select Committee and will feed back on any items of relevance to Lichfield District residents. Councillor David Smith is the County Councillor representative on the Select Committee with a remit to feedback to the local Health Panel	N/A	HT	TM
Health Issues – Community Hospital Consultations		✓	✓		To comment consultations regarding services at Community Hospitals that serve Lichfield District residents	N/A	HT	CG

**COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2014-15 (Version 8)**

Item	Jun 10 <sup>th</sup>	Sep 29 <sup>th</sup>	Jan 14 <sup>th</sup>	Mar 25 <sup>th</sup>	Details	Link to 2014/15 CHH Top 10	Officer	Member Lead
Performance monitoring	✓		✓		To consider the performance of the CHH Directorate against the 13/14 Action Plan (June meeting ) and the 14/15 Action Plan top 10 for CHH (January meeting)	Improve and embed performance management framework across the organisation	HT	CG
Locality Commissioning			✓	✓	To share emerging proposals and locality commissioning model with Members	N/A	HT	CG
Better Care Fund				✓	The Better Care Fund aims to provide people with better integrated care and support. The Fund will be created from several budgets including funding for Disabled facilities Grants (currently provided direct to District and Borough Councils in the form of a grant) However, the statutory duty to deliver DFGs remains with District and Borough Councils. The District Council will need to work with partners on an Agreement about how the Fund is used from April 2015	Links to Implement, monitor and review the capital programme 2014-17; a) Monitor % Disabled Facilities Grant budget committed and b) number on the waiting list	HT	CG
Hospital Car Parking		✓			To receive an update report regarding the number of complaints received regarding the system of charging for car parking at local hospitals; written report to be received from Geoff Neild, Head of Facilities, Burton Hospitals NHS Trust	N/A	N/A	N/A
Anti Social Behaviour, Crime and Policing Act		✓	✓		To advise Members on local implementation of this new legislation	Implement new legislation around anti social behaviour	JC	CG
CCTV Annual Report		✓			To receive the annual report 2013/14 in accordance with the Code of Practice for the operation of the CCTV system (it is a statutory requirement to produce an annual report)	Links to implement new legislation around anti social behaviour	JC	CG
Fit for the future - Review of the Environmental Health Service				✓	To approve the Project Implementation Document	Implement Fit for the Future	GD	CG

**COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2014-15 (Version 8)**

Item	Jun 10 <sup>th</sup>	Sep 29 <sup>th</sup>	Jan 14 <sup>th</sup>	Mar 25 <sup>th</sup>	Details	Link to 2014/15 CHH Top 10	Officer	Member Lead
Community transport		✓			To report on the results of an options appraisal exercise	Pursue options for community transport to become cost neutral	CGi	CG
Equality Statement 2015			✓		New Statement to be scrutinised by the Committee	Statutory duty	CGi	CG
Fit for the Future – Community Consultation			✓		To consider results of the consultation relevant to the Committee's term of reference.		HT	
Community Safety Local Delivery Plan				✓	To consider the Community safety Profile 2015, local priorities for action and proposed budget for 15/16	Statutory duty	JC	CG
<b>Briefing Papers</b>								
Fit for the Future – Housing Service Review		✓						

**EMERGING WORK PROGRAMME 2015 / 2016**

Item	Jun	Sep	Jan	Mar	Details	Link to 2015/16 CHH Top 10	Officer	Member Lead
Impact of Homes Direct (Housing Allocation Policy)	✓						CGi	CG
Empty Property Policy							CGi	CG

# LICHFIELD DISTRICT COUNCIL

## FORWARD PLAN

Issued: 05.01.2015

Effective for the Period 01.02.2015 – 31.05.2015

Representations in respect of all the matters shown should be sent in writing to the contact officer indicated at Lichfield District Council, District Council House, Frog Lane, Lichfield, Staffs. WS13 6YU no later than one week before the decision is due to be made. Copies of documents can also be obtained by contacting the relevant Officer. Facsimile: 01543 309899; Telephone: 01543 308000

- Key decisions are:
1. A decision made in connection with setting the Council Tax
  2. Expenditure or savings if they exceed £50,000
  3. A decision which significantly affects the community in two or more wards

MATTER FOR KEY DECISION <sup>(1)</sup>	DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>	DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup>	CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE <sup>(5)</sup>	WHO WILL MAKE DECISION <sup>(6)</sup>	CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>
<b>Money Matters Reports:</b> 1) Council's Financial Performance 2014/15 for first 6 months April to		13/01/2015			Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor C Spruce (07879) 714003

MATTER FOR KEY DECISION <sup>(1)</sup>	DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>	DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup>	CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE <sup>(5)</sup>	WHO WILL MAKE DECISION <sup>(6)</sup>	CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>
September 2014 2) Treasury Management Performance for first 6 months April to September 2014						
Managing the Parks Estate	To consider management arrangements of specific parks and open spaces	13/01/2015	Burntwood Town Council Leisure, Parks and Waste Management (O&S) Committee	Service Review Documents Correspondence with Parish Councils	Cabinet	<b>OFFICER:</b> Mr N Turner (01543) 308761 <b>CABINET MEMBER:</b> Councillor A F Smith (01543) 410685
Award of resurfacing contract for Bird Street Car Park	To approve the results of a formal purchasing exercise undertaken in co-operation with SCC	13/01/2015	BID and Town Team Partners have been made aware of this project	Pricing matrix from the tender exercise	Cabinet	<b>OFFICERS:</b> Mr R King (01543) 308060 Mr J Roobottom (01543) 687546 <b>CABINET MEMBER:</b> Councillor C J Spruce (07879) 714003



MATTER FOR KEY DECISION <sup>(1)</sup>	DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>	DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup>	CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE <sup>(5)</sup>	WHO WILL MAKE DECISION <sup>(6)</sup>	CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>
Local Land Charges – Shared Service	Approve	13/01/2015	Unison	Business Case	Cabinet	<b>OFFICER:</b> Mr G Cooper (01543) 308155  <b>CABINET MEMBER:</b> Mr I M P Pritchard (01543) 472732
Acceptance of funding from Staffordshire County Council	To agree to accept £166k of funding from the Council as a contribution towards locality commissioning	13/01/2015	None	Offer letters from the County Councils	Cabinet	<b>OFFICER:</b> Mrs H Titterton (01543) 308700  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677

<b>MATTER FOR KEY DECISION <sup>(1)</sup></b>	<b>DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup></b>	<b>DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup></b>	<b>CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW &amp; SCRUTINY (If no consultation has been undertaken please briefly explain why)</b>	<b>DOCUMENTS AVAILABLE <sup>(5)</sup></b>	<b>WHO WILL MAKE DECISION <sup>(6)</sup></b>	<b>CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup></b>
<b>Money Matters:</b>  Council Tax Base 2015/16 and Collection Fund Surplus/Deficit 2014/15	To report the Calculation of Business Rates – NNDR1 2015-16 and Council Tax Base 2015/15, together with Collection Fund Surplus (Deficit) for 2014/15	13/01/2015	None		Cabinet	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor C Spruce (07879) 714003
Insurance Contract	To approve the letting of a contract for the Council's Insurance Policies	03/02/2015	Insurance Broker	Tender documents Tender appraisals	Cabinet	<b>OFFICERS:</b> Mr N Turner (01543) 308761 Mr S Langston (01543) 308107  <b>CABINET MEMBER:</b> Councillor A F Smith (01543) 410685

MATTER FOR KEY DECISION <sup>(1)</sup>	DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>	DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup>	CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE <sup>(5)</sup>	WHO WILL MAKE DECISION <sup>(6)</sup>	CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>
Sales and Marketing Contract	To approve the letting of a contract for sales and marketing services for Inspire Fitness at Burntwood Leisure Centre	03/02/2015		Tender documents Tender appraisals	Cabinet	<b>OFFICERS:</b> Mr N Turner (01543) 308761 Mr S Hoddinott (01543) 308825  <b>CABINET MEMBER:</b> Councillor A F Smith (01543) 410685
Equality Statement 2015	To approve the Equality Statement 2015	03/02/2015	Consultation with Community, Housing & Health (Overview & Scrutiny) Committee	Equality Statement 2015	Cabinet	<b>OFFICER:</b> Mr C Gibbins (01543) 308702  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677

MATTER FOR KEY DECISION <sup>(1)</sup>	DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>	DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup>	CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE <sup>(5)</sup>	WHO WILL MAKE DECISION <sup>(6)</sup>	CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>
Better Care Fund	To endorse progress on the development of the Better Care Fund for Staffordshire	03/02/2015	To be included on the Work Programme for CHH O&S in 14/15	Member decision report (reported to Council in April) Better Care Fund submission	Cabinet	<b>OFFICER:</b> Ms H Titterton (01543) 308700  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677
Annual Action Plan 2015/16	To approve the content of the Plan for the next financial year	03/02/2015	Strategic (Overview & Scrutiny) Committee	Draft Annual Action Plan	Cabinet	<b>OFFICER:</b> Ms H Titterton (01543) 308700  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677

MATTER FOR KEY DECISION <sup>(1)</sup>	DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>	DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup>	CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE <sup>(5)</sup>	WHO WILL MAKE DECISION <sup>(6)</sup>	CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>
Friarsgate – Future Actions	To agree the future actions regarding the Friarsgate Development	03/02/2015	Presentation to Economic Growth, Environment & Development (O&S) Committee 11/11/2014		Cabinet	<b>OFFICERS:</b> Mr R King (01543) 308060 Miss H Cook (01543) 308252  <b>CABINET MEMBER:</b> Councillor M Wilcox (01283) 791761
Update on and progression of Implementation arrangements for Community Infrastructure Levy (CIL)	Approval to consult on the draft Charging Schedule for the Community Infrastructure Levy (CIL)	03/02/2015	Consultation has been undertaken with Key Officers and a representative from all four of the Scrutiny Committees and Leadership	Infrastructure Officer and Member Working Group Minutes, CIL task and finish group action notes PID, reports and supplementary information	Cabinet	<b>OFFICERS:</b> Mrs A Coates (01543) 308149 Mrs C Eggington (01543) 308193 Mr C Jordon (01543) 308202  <b>CABINET MEMBER:</b> Councillor I Pritchard (01543) 472732

MATTER FOR KEY DECISION <sup>(1)</sup>	DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>	DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup>	CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE <sup>(5)</sup>	WHO WILL MAKE DECISION <sup>(6)</sup>	CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>
New powers under the Anti-Social Behaviour, Crime and Policing Act 2014	To agree amendments to the Constitution and to set the Level of Fixed Penalty Notices	03/02/2015	Community, Housing and Health (Overview and Scrutiny) Committee 14/1/15		Cabinet	<b>OFFICERS:</b> Mr G Davies (01543) 308741 Ms J Coleman (01543) 308005  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677
Non Domestic Rates – Discretionary rate relief	To approve changes to the existing policy	03/02/2015				<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor C Spruce (07879) 714003
Acceptance of Funding from Police and Crime Commissioner (PCC)	To agree to accept funding from the PCC as a contribution towards locality commissioning	03/02/2015	Report on locality commissioning to CHH O&S in January which referred to this income	Letter offering funding from PCC	Cabinet	<b>OFFICER:</b> Mrs H Titterton (01543) 308700  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677

MATTER FOR KEY DECISION <sup>(1)</sup>	DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>	DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup>	CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE <sup>(5)</sup>	WHO WILL MAKE DECISION <sup>(6)</sup>	CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>
Acceptance of funding from South East Staffordshire and Seisdon Peninsula Clinical Commissioning Group	To agree to accept funding from CCG as a contribution towards locality commissioning	03/02/2015	Report on locality commissioning to CHH O&S in January which referred to this income	Letter offering funding from CCG	Cabinet	<b>OFFICER:</b> Mrs H Titterton (01543) 308700  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677
<b>Money Matters Reports:</b> 1) Medium Term Financial Strategy 2) Treasury Management Policy and Strategy 3) Council's Tax Resolution 2015/16		17/02/2015			Council	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor C Spruce (07879) 714003



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New powers under the Anti-Social Behaviour, Crime and Policing Act 2014	To agree amendments to the Constitution and to set the Level of Fixed Penalty Notices	17/02/2015	Community, Housing and Health (Overview and Scrutiny) Committee 14/1/15		Council	<b>OFFICERS:</b> Mr G Davies (01543) 308741 Ms J Coleman (01543) 308005  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677
Action on an Empty Property	To consider options available to bring an empty property back into use and determination of the appropriate option.	10/03/2015			Cabinet	<b>OFFICER:</b> Mr C Gibbins (01543) 308072  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677
Review of Corporate Printers Contract	Award of new contract	10/03/2015	Consultation with business managers		Cabinet	<b>OFFICER:</b> Mr K Sleeman (01543) 308120  <b>CABINET MEMBER:</b> Councillor I Eadie (01543) 268157

MATTER FOR KEY DECISION <sup>(1)</sup>	DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>	DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup>	CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE <sup>(5)</sup>	WHO WILL MAKE DECISION <sup>(6)</sup>	CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>
Safeguarding Policy	Approval of updated Policy	07/04/2015	Report to be considered by CHH (O&S) 26/03/2015	Report to CHH O&S	Cabinet	<b>OFFICER:</b> Mr C Gibbins (01543) 308702  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677
Exception and Exemptions Financial Regulations 2014/15		08/04/2015			Audit Committee	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor C Spruce (07879) 714003
Review of the Financial Regulations and Contract Standing Orders		08/04/2015			Audit Committee	<b>OFFICER:</b> Mrs J Kitchen (01543) 308770  <b>CABINET MEMBER:</b> Councillor C Spruce (07879) 714003

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Temporary accommodation review	To consider a final report on the review of temporary accommodation	26/05/2015	Report to be considered by CHH (O&S) 26/03/2015	Report to CHH O&S	Cabinet	<b>OFFICER:</b> Mr C Gibbins (01543) 308702  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677
Housing services review	To consider a final report on the review of Housing Services	July 2015	Report to be considered by CHH (O&S) June 2015	Report to CHH O&S	Cabinet	<b>OFFICER:</b> Mr C Gibbins (01543) 308702  <b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677

1. The matter in respect of which the decision is to be made
2. What decision the Council will be asked to make
3. A date on which, or period within which, the decision will be made
4. What groups of people and/or organisations will be consulted before the decision is made and how the consultation will be carried out.
5. What background documents will be available to the person or Committee making the decision
6. Who will make the decision, i.e. the Cabinet, an Cabinet Member alone, an Officer under Delegated Powers
7. The Officer or Member who should be contacted regarding the matter under consideration.

## MEMBERS OF THE CABINET

**Leader of Cabinet and Cabinet Member for Communications**  
**Deputy Leader of Cabinet and**  
**Cabinet Member for Economic Growth, Tourism & Development**  
**Cabinet Member for Leisure and Parks**  
**Cabinet Member for Community, Housing and Health**  
**Cabinet Member for I.T. and Waste Management**  
**Cabinet Member for Finance, Democratic and Legal Services**

**Councillor M. J. Wilcox**

**Councillor I. M. P. Pritchard**  
**Councillor A. F. Smith**  
**Councillor C. Greatorex**  
**Councillor I. M. Eadie**  
**Councillor C. J. Spruce**

## MEMBERS OF THE COUNCIL

Allsopp, Mrs J A  
Arnold, Mrs S P  
Awty, R J  
Bacon, B F  
Bacon, Mrs N  
Barnett, Mrs S A  
Bland, Mrs M P  
Boyle, Mrs M G  
Constable, Mrs B L  
Constable, D H  
Cox, R E  
Derrick, B W  
Drinkwater E N

Eadie, I M  
Eagland, Mrs J M  
Evans, Mrs C D  
Fisher, Mrs H E  
Flowith, Mrs L E  
Greatorex, C  
Hancocks, Mrs R  
Heath, H R  
Hogan, P  
Humphreys, K P  
Isaacs, D  
Leytham, D J  
Marshall, T

Mosson, R C  
Mynott, G  
Norman, S G  
Pearce, A  
Perkins, Mrs E C  
Powell, J J R  
Pritchard, I M P  
Pullen, D.R.  
Richards, Mrs V  
Roberts, N J  
Salter, D F  
Smedley, D  
Smith, A F

Smith, D S  
Spruce, C J  
Stanhope MBE, Mrs M  
Strachan, R W  
Taylor, S D  
Thomas, T J  
Tittley, M.C  
Tranter, Mrs H  
Walker, J T  
Warfield, M A  
White, A G  
Wilcox, M J  
Willis-Croft, K A

Wilson, B  
Woodward, Mrs S E  
Yeates, B W