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10 January 2017

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
18th JANUARY 2017 at 6.00 p.m. in the **COMMITTEE ROOM**, District Council House, Lichfield
to consider the following business.

Yours faithfully



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

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

Councillors Leytham (Chairman), Mrs Boyle (Vice-Chairman), Mrs Banevicius, Mrs Barnett, Constable, Mrs Constable, Mrs Evans, Humphreys, O'Hagan, Ray, Rayner, Miss Shepherd and Mrs Tranter



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AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve as a correct record the minutes of the Meeting held on the 12th September 2016 (copy attached)
4. Work Programme and Forward Plan (copies attached)
5. End of Year Performance Overview 2016/17 for the Community, Housing and Health Directorate GD
6. Sustainability and Transformation Plan Cllr White (verbal)
7. Efficiency Plan: Mill Lane Link GD/CGi
8. Efficiency Plan: grant funding to community and voluntary Organisations CGi/SB
9. Standing Items
 - a) Burntwood Health Centres (verbal report)
 - b) Staffordshire Health Select Committee (verbal report)

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

12 SEPTEMBER 2016

PRESENT:

Councillors Leytham (Chairman), Mrs Boyle (Vice Chairman), Mrs Banevicius, Mrs Barnett, Constable, Mrs Constable, Humphreys, Ray, Rayner, Miss Shepherd and Mrs Tranter.

(Councillor Mrs Boyle was in the Chair until Councillor Leytham arrived)

Apologies for absence were received from Councillors Mrs Evans and O'Hagan.

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

Also Present: County Councillor Smith
Sharon Wooldridge, Chris Holland and Darrin Gamble from Bromford Housing

DECLARATIONS OF INTEREST

There were no declarations of interests made

MINUTES

The Minutes of the Meeting held on 8th June 2016 were taken as read, and approved as a correct record and signed by the Chairman.

RESOLVED: That the Minutes of the Meeting held on 8th June 2016 be approved as a correct record

WORK PROGRAMME AND FORWARD PLAN

Members considered the Work Programme and Forward Plan.

RESOLVED: That the Work Programme and Forward Plan be noted

BROMFORD'S STRATEGIC INVESTMENT AND ASSET MANAGEMENT PLAN FOR LICHFIELD DISTRICT

The Committee received a report in response to concerns raised by Members on the number of social rented homes that had been sold by Bromford within the district. The report set out the background to Bromford's Housing Investment and Asset Management Strategy along with further details of the homes that have been sold. It was noted that from a stock of 4,644 rented homes, Bromford Housing had, over the last four years, sold 46 social rented homes when they became vacant and 54 tenants had exercised their Right to Buy.

A discussion took place on which part of the District that disposals and right to buys had taken place together with where planned new development and stock regeneration was proposed. It was noted that there were planned developments in Lichfield City and Burntwood Town areas but none in the more rural areas even though there had been a loss of properties.

The Asset Management Strategy estimates that 15-20 homes per annum would need to be sold in order to fund Bromford's planned investment in new stock.

It was asked if the government's Starter Home Exception Site Policy would take away opportunities from Bromford through Section 106 development. It was reported that Bromford's New Homes Strategy was increasingly moving towards more land led development and therefore there will be less reliance on section 106 opportunities in the future. It was noted that the redevelopment of Anson Road, Alrewas was at an early stage.

Neighbourhood Planning was discussed and it was asked if Bromford had considered building suitable homes for both younger and elderly occupants in rural locations which would allow them to remain in their communities. It was reported by Bromford that their strategy focused more on larger sites of more than 20 units but exceptions could be made if viable.

Sharon Wooldridge, Chris Holland and Darrin Gamble from Bromford Housing were thanked for their attendance and input into the item.

RESOLVED: That the information received be noted.

COUNCILLOR LEYTHAM ARRIVED AT THE MEETING AND TOOK THE CHAIR

STANDING ITEMS

BURNTWOOD HEALTH CENTRES

The Committee noted the update given at the meeting. The Committee were disappointed to learn that the process to bid for capital funding from the NHS Estates and Technology Transformation Fund had been delayed due to oversubscription and a decision had not yet been made. There was also concern that there was a large amount of development occurring in Burntwood without adequate health facilities for these new residents.

RESOLVED: That the information received be noted.

STAFFORDSHIRE HEALTH SELECT COMMITTEE

Minutes from the recent meetings of the Healthy Staffordshire Select Committee were circulated to the Committee and the Chairman along with County Councillor Smith gave a verbal update of the outcomes. It was reported that a critical item that was being considered by the Select Committee was Healthwatch where complaints were considered. It was felt that it was not giving the best Value for Money and some health providers were more transparent in their reporting mechanisms than others.

When asked, it was confirmed that each Clinical Commissioning Group had their own budget and deficit to manage and would have their own policies on what procedures would be available to patients.

It was noted that the County Council was getting more responsibilities for health pushed onto them and more investigations into issues including bed blocking was required to make efficient use of facilities.

RESOLVED: That the information received be noted.

CCTV MEMBERS TASK GROUP

Councillor Mrs Boyle, Chairman of this task group gave an update to the work of the Task Group. She reported that a new Licence Agreement has been signed with the Three Spires Shopping Centre which set out how the Council would work with the Shopping Centre to ensure robust arrangements were in place for the monitoring carried out using the CCTV cameras located in the city centre and Burntwood.

It was reported that the question raised at the last Full Council by Councillor Mrs Woodward regarding CCTV in Burntwood had been passed to Richard King, the new Director of Place and Community, who would be arranging a site visit and facilitating a discussion with local Members and the Burntwood business community about the future needs and opportunities for CCTV in Burntwood. It was noted that the Task Group would not be involved with these discussions as their focus was primarily around Friarsgate; however Mr King would be welcome to be in touch if the Task Group can be of assistance in future.

It was then reported that Councillor Mrs Woodward had also suggested that the Task Group contact the Office of the Police and Crime Commissioner regarding funding for CCTV. It was noted that the Council had been in touch with the OPCC in response to a letter asking whether they would be interested in participating in a countywide discussion about CCTV. It was confirmed that the Task Group would like to take part in these discussions and await further contact from Mr Ellis.

RESOLVED: That the information received be noted.

CCTV ANNUAL REPORT & CODE OF PRACTICE

The Committee received a report on a revised Code of Practice for the Operation of the Public Static Camera Scheme and Annual Report for 2015/16. It was noted that the scheme was run in partnership with the Three Spires Shopping Centre with operational staff monitoring the CCTV under contract with G4S.

Members endorsed the report and were pleased to note that overall incidents had reduced and arrests had increased with no complaints received.

Clarification of the cost of the service was given along with the breakdown of the benchmarking against other areas nationally. It was felt that overall, value for money was being achieved especially with the number of cameras with the split of costs with the Council's partner.

It was noted that there was a direct radio link with the Police and there was also a StoreNet link of radios between shops which facilitated communication to help reduce shoplifting and a similar scheme in the evenings called NiteNet.

RESOLVED: That the Annual Report 2015/16 and the revised Code of Practice for the Operation of the Public Static Camera Scheme be endorsed.

FIT FOR THE FUTURE – COMMUNITY TRANSPORT REVIEW

The Committee received a report on the outcome of the review of the Community Transport service. It was reported that after the Committee considered the Project Initiation Document and then early findings, the Task Group which was set up as a result, considered the final conclusions and recommendations. A final report based on this was considered by Cabinet on the 6th September 2016 and it was agreed that the service should stop from the 31st December 2016 giving user groups time to find alternative arrangements and all steps being taken to mitigate impacts on users and volunteer drivers.

It was reported that since the Cabinet meeting, an elected member had requested to extend the deadline to March 2017. The Cabinet Member for Community felt that the most appropriate way forward would be for the Member Task group to meet again in November 2016 to check progress and make a judgement at that time as to whether to extend the timeframe.

It was noted that 13 key user groups would be mostly affected. It was noted that mitigation was key and discussions with other providers had already taken place and further meetings were scheduled.

RESOLVED: (1) That the stopping of the provision of a Community Transport Service from the 31st December 2016 giving Group Members time to make alternative arrangements be endorsed; and

(2) That a range of steps be taken to mitigate impacts on users and volunteer drivers.

VOTE OF THANKS

The Committee wished to record their sincere thanks to Mrs Helen Titterton, Strategic Director Community, Housing & Health who would be leaving the authority at the end of year for all her hard work and guidance to the Committee.

EXCLUSION OF PUBLIC AND PRESS

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

IN PRIVATE

MINUTES

The Confidential Minutes of the Meeting held on 8th June 2016 were taken as read, and approved as a correct record and signed by the Chairman.

RESOLVED: That the Confidential Minutes of the Meeting held on 8th June 2016 be approved as a correct record

(The Meeting Closed at 7.20pm)

CHAIRMAN

COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2016-17 (Version 4)

Item	8 Jun	12 Sep	18 Jan	14 Mar	Details	Link to 2016/17 CHH Top 10	Officer	Member Lead
Policy Development								
Terms of reference	✓				To remind the Committee of the terms of reference and suggest any amendments		HT	N/A
Burntwood Health Centres (standing item)	✓	✓	✓	✓	To update Members on developments	N/A	HT	CG
CCTV (standing item)	✓	✓	✓	✓	Member Task Group to support the procurement of a CCTV monitoring service	Links to Corporate Annual Action Plan and delivery of the Friarsgate scheme	JC	DP
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 / Committee	N/A	HT	DL / DS
Performance monitoring	✓		✓		To consider the performance of the CHH Directorate against the 15/16 Directorate Action Plan (June meeting) and the 16/17 Directorate Action Plan top 10 for CHH (January meeting)	N/A	HT	CG/DP
Fit for the Future – Community Transport	✓				To receive a final report on the Review of the Community Transport Service prior to consideration by Cabinet	N/A	CG	DP
PREVENT Strategy	✓				To receive a draft Strategy prior to consideration by Cabinet	<i>Deliver and implement a Strategy for Prevent (anti terrorism) is a Directorate top 10 priority</i>	JC	DP

COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2016-17 (Version 4)

Item	8 Jun	12 Sep	18 Jan	14 Mar	Details	Link to 2016/17 CHH Top 10	Officer	Member Lead
Disabled Facilities Grants	✓				Delivery of DFGs is a key Directorate and Corporate priority. The need for DFGs is rising as the population ages and the government is making more funding available. However, recent performance of the Council's contractor to deliver DFGs has been disappointing and consequently Councillor Mrs Evans called for a special report on this issue during Full Council in March 2016	<i>'Deliver a programme of disabled facilities grants to help people remain living safely at home'</i> is a Directorate top 10 priority	CGi	CG
Welfare reform + Discretionary Housing Policy	✓				Raised through a question to the Leader at Full Council in February 2016, proposed changes to housing benefit (to reduce it to Local Housing Allowance levels) put the viability of supported accommodation at risk. This includes the temporary accommodation which LDC relies upon to fulfil its homelessness duties. As assessment needs to be made of the risks to the Council and the options for responding to the situation Di Middleton (Bromford) too attend the meeting	<i>'Prevent homelessness and rehouse eligible households who become homeless'</i> is a Directorate top 10 priority	CGi	CG
Asset Management Strategy, Bromford Housing		✓			Raised through local press interest in a sale of a property in North Lichfield; Councillor Mrs Evans requested a report to the Committee regarding Bromford's policy on property disposals A representative from Bromford to be invited to attend the meeting	N/A	CGi	CG
Sustainability and Transformation Plan			✓		To comment on the NHS document outlining its multi year plan for Lichfield District and health service / premises developments		RKK	CG
Efficiency Plan: Mill Lane Link			✓		Consider the future options for this asset	N/A	CGi	DP
Efficiency Plan: grant funding to community and voluntary organisations			✓		Consider future investment in the community and voluntary sector	N/A	CGi / HT	DP

COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2016-17 (Version 4)

Item	8 Jun	12 Sep	18 Jan	14 Mar	Details	Link to 2016/17 CHH Top 10	Officer	Member Lead
Private sector housing stock condition				✓	To consider the outcome of a modelling exercise undertaken in partnership with Tamworth Borough Council	<i>Make our residents' homes safer and healthier – Stock Condition Survey completed</i> is a Directorate top 10 priority	CGi/GD	CG
Community Safety Local Delivery Plan				✓	To consider the Community Safety Profile 2016, local priorities for action and proposed budget for 16 /17	Statutory duty	JC	

Items for Newsletter / Blog	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Housing Allocation Policy – Annual report	✓			
Police and Crime Commissioner (election in May)	✓			
Empty Property Policy – Annual report			✓	
Safeguarding Policy - Annual report		✓		
Feedback from the Police and Crime Panel	✓	✓	✓	✓
Equality Statement 2016		✓		

LICHFIELD DISTRICT COUNCIL

FORWARD PLAN

Published: 09.01.2016

Effective for the Period 01.02.2017 – 30.04.2017

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 CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1) (*)}	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
Calculation of the Council Tax base for 2017/18, the Collection Fund Surplus/Deficit for 2016/17 for Council Tax and Business Rates, completion of the NNDR1 for 2017/18 and to	No	<ul style="list-style-type: none"> • To approve in accordance with the relevant legislation and regulations, the Council Taxbase for Lichfield District for the financial year 2017/18. 	Cabinet 17/01/2017	No consultation. Statutory calculations.	<ul style="list-style-type: none"> • Local Government Acts 1988, 1992 and 2003. • Local Authorities (Calculations of Council Tax Base) Regulations 1992 	<p>OFFICER: Mr A Thomas (01543) 308012</p> <p>CABINET MEMBER: Councillor Spruce (01543) 258120</p>

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1) (*)}	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
approve the payment of the past service element of pension contributions in April 2017.		<ul style="list-style-type: none"> • To note the estimated Council Tax Collection Fund Surplus and the estimated Business Rates Collection Fund surplus for 2016/17. • To delegate authority to the Cabinet Member for Finance and Democracy and the Chief Financial Officer (Section 151) to complete and certify the NNDR1 for 2017/18 on behalf of the Council. • To approve the payment of the Council's past service element of Employer Pension 			<ul style="list-style-type: none"> • Money Matters Reports. 	

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		Contributions for the three financial years 2017/18, 2018/19 and 2019/20 in April 2017.				
*Expenditure in excess £50,000 on Framework Planning Consultants and Temporary Senior Planning Officer	No	To agree continued appointment	Cabinet 17/01/2017	None		OFFICERS: Mr S Coghlan (01543) 308199 Mrs Billings (01543) 308171 CABINET MEMBER: Councillor Pritchard (01543) 472732

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*Revised eligibility criteria and award threshold of the Discretionary Housing Payment (DHP) Policy.	No	To agree an amended DHP policy with revised eligibility criteria and award thresholds.	Cabinet Member Decision by 31/01/2017	Consultation with major Registered Providers and the Strategic Housing Partnership has been undertaken.	Revised DHP Policy	OFFICERS: Mrs P Leybourne (01543) 308921 Mr C Gibbins (01543) 308702 CABINET MEMBERS: Councillor Greatorex (01543) 416677 Councillor C J Spruce (01543) 258120
Annual Action Plan 2017/18	No	To approve the Annual Action Plan	Cabinet 07/02/2017 Council 21/02/2017	The AAP is comprised from the Directorate Top 10s for 2017/18; these will be considered during the January 2017 round of O&S Committees	Annual Action Plan	OFFICER: Mr C N Turner (01543) 308921 CABINET MEMBER Leader – Mike Wilcox (01543) 543289 Councillor Pullen (01532) 300075

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Money Matters 2016/17 : Review of Financial Performance against the Financial Strategy - April to November 2016*	No	To note the report and the issues raised on this.	Cabinet 07/02/2017	Strategic (Overview and Scrutiny) Committee 30 January 2017	Money Matters Reports for 3 and 6 months.	OFFICER: Mr A Thomas (01543) 308012 CABINET MEMBER: Councillor Spruce (01543) 258120
Medium Term Financial Strategy (Revenue & Capital) 2017-21* (MTFS (R&C) 2017-21)	No	To approve and recommend to Council : - The MTFS including the Revenue Budget - Capital Programme and MRP Policy - Treasury Management Strategy - Prudential Indicators	Cabinet 07/02/2017 Council 21/02/2017			

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Adoption of Community Infrastructure Levy 123 List	No	Adoption of the updated Community Infrastructure Levy 123 List.	Cabinet 07/02/2017	<p>Consultation on proposed Community Infrastructure Levy 123 List was undertaken during October – November 2016.</p> <p>Community Infrastructure Levy 123 List considered by Economic Growth, Environment and Development (Overview and Scrutiny) Committee in September 2016 and December 2016.</p>	Community Infrastructure Levy 123 List consultation document.	<p>OFFICER: Mr A Baldwin (01543) 308147</p> <p>CABINET MEMBER: Councillor Pritchard (01543) 472732</p>
*Expansion of shared land charges service to include Stratford on Avon District Council	Yes	To agree to the expansion of the land charges shared service	Cabinet 07/02/2017	Consultation has been undertaken with South Staffordshire Council (current service partners) and Stratford on Avon District Council	Full business case for future development of local land charge service (December 2016)	<p>OFFICER: Mr G Cooper (01543) 308199</p> <p>CABINET MEMBER: Councillor Pritchard (01543) 472232</p>

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*HS2 Service Level Agreement (SLA) to recover Local Authority costs	No	To agree to the expansion of the land charges shared service	Cabinet 07/02/2017	None		OFFICER: Mr S Coghlan (01543) 308199 CABINET MEMBER: Councillor Pritchard (01543) 472732
Stowe Pool HLF Grant Application*	No	To agree a submission of a Stage 1 grant bid to Heritage Lottery Fund for improvement works to Stowe Pool and Fields	Cabinet 07/02/2017	Key stakeholders and partners during the application's development. Open consultation during 2015 with the general public and Ward Members about a project's content.	Stage 1 application proposal	OFFICER: Mr R King (01543) 308060 CABINET MEMBER: Councillor Smith (01543) 410685
*Review of Small Grants Budget	No	Consideration of impact of small grants budget, potential savings and future funding priorities	Cabinet 07/03/2017	Consultation with CHH O&S	Report to O&S 18/1/17	OFFICER: Mr G Davies (01543) 308741 CABINET MEMBER: Councillor Pullen (01543) 300075

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*Review of Mill Lane Link and options for future use	No	Consideration of options for future use of Mill Lane Link	Cabinet 07/03/2017	Consultation with users of Mill Lane Link and CHH O&S	Report to O&S 18/1/17	OFFICER Mr G Davies (01543) 308741 CABINET MEMBER: Councillor Pullen (01543) 300075
Lichfield District Council Local Plan Allocations Publication Consultation	No	Endorse the Local Plan Allocations for a minimum of six weeks public consultation. Approve the Officer responses associated with the Regulation 18 'Open Consultation.'	Cabinet 07/03/2017	Consultation on Regulation 18 stage was undertaken during October – November 2016. Draft Local Plan Allocations was considered by Economic Growth, Environment and Development (Overview and Scrutiny) Committee in December 2016.	Lichfield District Council Local Plan Allocations Publication consultation Sustainability Appraisal Infrastructure Delivery Plan	OFFICER: Mr Baldwin (01543) 308147 CABINET MEMBER: Councillor Pritchard (01543) 472732

* DENOTES KEY DECISION

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Lichfield District Council Partnership CCTV System Annual Report (2015/16) and Code of Practice for the Publis CCTV Static Camera Scheme*	No	To approve and comment on the Report and Code of Practice	Cabinet 07/03/2017	Report considered by the CHH (O&S) 12/09/16	Annual Report and Code of Practice	OFFICER: Ms J Coleman (01543) 308005 CABINET MEMBER: Councillor Pullen (01532) 300075
Lichfield District Community Safety Partnership Delivery Plan 2017-2020	No	To approve and comment on the draft Lichfield District Community Safety Delivery Plan 2017-2020	Cabinet 04/04/2017	Report to be considered by CHH (O&S) 14/03/2017	Final Draft Delivery Plan	OFFICER: Ms J Coleman (01543) 308005 CABINET MEMBER: Councillor Pullen (01532) 300075
Money Matters 2016/17 : Review of the Financial Performance against the Financial Strategy April to March 2017*	No	To note the report and the issues raised on this.	Cabinet June 2017	Strategic (Overview and Scrutiny) Committee May / June 2017	Money Matters Reports for 3, 6 and 8 Months.	OFFICER: Mr A Thomas (01543) 308012 CABINET MEMBER Councillor Spruce (01543) 258120

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Money Matters 2017/18 : Review of the Financial Performance against the Financial Strategy April to June 2017*	No	To note the report and the issues raised on this.	Cabinet September 2017	Strategic (Overview and Scrutiny) Committee September 2017	Medium Term Financial Strategy 2016-2021	OFFICER: Mr A Thomas (01543) 308012 CABINET MEMBER Councillor Spruce (01543) 258120
Money Matters 2017/18 : Review of the Financial Performance against the Financial Strategy April to September 2017*	No	To note the report and the issues raised on this.	Cabinet December 2017	Strategic (Overview and Scrutiny) Committee November / December 2017	Medium Term Financial Strategy 2016-2021 Money Matters Report for 3 Months.	OFFICER: Mr A Thomas (01543) 308012 CABINET MEMBER Councillor Spruce (01543) 258120
Calculation of Business Rates 2018/19, Council Tax Base for 2018/19 and the projected Collection Funded Surplus / Deficit for 2017/18*	No	To approve the calculation of the Council Tax Base for 2018/19 To delegate authority to the Cabinet Member and Chief Financial Officer to complete and certify the NNDR1 for	Cabinet December 2017 / January 2018	No consultation Statutory calculations	<ul style="list-style-type: none"> • Local Government Acts 1988, 1992 and 2003. • Local Authorities (Calculation of Council Taxbase) Regulations 1992. • Money Matters Reports. 	OFFICER: Mr A Thomas (01543) 308012 CABINET MEMBER Councillor Spruce (01543) 258120

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1) (*)}	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
		2018/19 on behalf of the Council. To note the projected Council Tax and Business Rates Collection Fund surplus or deficit for 2017/18.				
Money Matters 2017/18 : Review of the Financial Performance against the Financial Strategy April to November 2017*	No	To note the report and the issues raised on this.	Cabinet February 2018	Strategic (Overview and Scrutiny) Committee January 2018	Medium Term Financial Strategy 2016-2021 Money Matters Report for 3 and 6 Months.	OFFICER: Mr A Thomas (01543) 308012 CABINET MEMBER Councillor Spruce (01543) 258120
Medium Term Financial Strategy (Revenue and Capital) 2017-22*	No	To approve and recommend to Council: <ul style="list-style-type: none"> • The MTFS including the Revenue Budget and Capital Programme. • The MRP Policy. 	Cabinet February 2018	Strategic (Overview and Scrutiny) Committee January 2018	Medium Term Financial Strategy 2016-2021 Money Matters Report for 3, 6 and 8 Months.	OFFICER: Mr A Thomas (01543) 308012 CABINET MEMBER Councillor Spruce (01543) 258120

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1) (*)}	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
		<ul style="list-style-type: none"> • Treasury Management Strategy. • Prudential Indicators. 				

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, Council a Cabinet Member alone, an Officer under Delegated Powers
 7. The Officer or Member who should be contacted regarding the matter under consideration.
 8. Indicate whether the report will be confidential.
- * Denotes Key Decision

MEMBERS OF THE CABINET

Leader of Cabinet
Deputy Leader of Cabinet and
Cabinet Member for Economic Growth, Development and Environment
Cabinet Member for Leisure and Parks
Cabinet Member for Housing & Health
Cabinet Member for Waste Management
Cabinet Member for Finance and Democracy
Cabinet Member for Tourism and Communications
Cabinet Member for Community

Councillor M. J. Wilcox

Councillor I. M. P. Pritchard
Councillor A. F. Smith
Councillor C. Greatorex
Councillor I. M. Eadie
Councillor C. J. Spruce
Councillor Mrs H. E. Fisher
Councillor D. R. Pullen

* DENOTES KEY DECISION

MEMBERS OF THE COUNCIL

Allsopp, Mrs J A
Awty, R J
Bacon, Mrs N.
Baker, Mrs D F
Bamborough, R. A. J.
Banevicius, Mrs S W
Barnett, Mrs S A
Boyle, Mrs M G
Constable, Mrs B L
Constable, D H J
Cox, R E
Drinkwater, E N
Eadie, I M

Eagland, Mrs J M
Evans, Mrs C D
Fisher, Miss B
Fisher, Mrs H E
Greatorax, C
Hassall, Miss E A
Humphreys, K P
Leytham, D J
Marshall, T
Matthews, T R
Mills, J
Mosson, R C
O'Hagan, J P
Powell, J J R

Pritchard, I M P
Pullen, D R
Pullen, Mrs N I
Ray, P
Rayner, B L
Salter, D F
Shepherd, Miss O J
Smedley, D
Smith, A F
Spruce, C. J.
Stanhope MBE, Mrs M
Strachan, R W
Tittley, M C
Tranter, Mrs H

Warfield, M A
White, A G
Wilcox, M. J.
Woodward, Mrs S E
Yeates, A
Yeates, B W

Mid Year Performance Report – One Year

Action Plan 16/17

Cllr Colin Greatorex Cabinet Member for Housing & Health and Cllr Doug Pullen
Cabinet Member for Community



Date: 10 January 2017
Agenda Item: 5
Contact Officer: Gareth Davies
Tel Number: 01543 308741
Email: gareth.davies@lichfielddc.gov.uk
Key Decision? NO
Local Ward Members Not applicable

Community, Housing
and Health Overview
and Scrutiny
Committee

1. Executive Summary

- 1.1 To advise Members of progress of the activities and projects described in the One Year Action Plan for 2016/17 as considered by this Committee in January 2016. Statistical information (key performance indicators) relating to activity during the first six months of the year is also included. Both the narrative and the related statistics reflect performance as at 30th September 2016.
- 1.2 Members are invited to consider and comment on progress made.

2. Recommendations

- 2.1 To note the mid-year Performance Report at **Appendix A** and Performance Indicators at **Appendix B**.

3. Background

- 3.1 In spring 2016 the Strategic Plan 2016-20 was approved by Council. The Plan sets out the medium term ambitions of the Council.
- 3.2 A 'Top Ten' was developed by each Directorate / Cabinet Member and these were reported to and endorsed by the relevant O&S Committee in January 2016. The most significant and critical issues from the Directorate Top 10s were collated to form the Corporate Annual Action Plan which was approved by Council in February 2016.
- 3.3 As the plans were adopted by each O&S Committee, the way in which the Top 10s and the performance indicators are being presented has not changed despite there being a change in the directorate structure.
- 3.4 The mid-year performance against the 2016/17 Action Plan for this Committee is attached at **Appendix A**. The most significant actions were included in the Corporate Top 10 / Corporate Annual Action Plan for 2016/17 and these are indicated by having a reference that begins 'AAP'. Progress on corporate top ten actions was reported to Cabinet in December 2016. The key performance indicators are also attached at **Appendix B**.

Alternative Options	None
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Consultation	The selection of the top 10 priorities has had regard to the outcome of consultation with Members, partner organisations, residents and staff.
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Financial Implications	None arising directly from this report.
Contribution to the Delivery of the Strategic Plan	<p>The attached performance reports Appendix A and Appendix B detail the Service's performance in the delivery of the Council's strategic priorities detailed in the Strategic Plan, for example:</p> <p>A vibrant and prosperous economy</p> <ul style="list-style-type: none"> • Street trading <p>Healthy and safe communities</p> <ul style="list-style-type: none"> • The delivery of the Disabled Facilities Grants programme which helps people to remain in their homes and live safer and healthier lives. • Develop and implement a Strategy for Prevent (anti-terrorism). • To deliver the programme of Food safety inspections to help ensure our food businesses provide safe food, protecting the community from food related illness. • Prevent Homelessness and rehouse eligible households who become homeless <p>Clean, green and welcoming places to live</p> <ul style="list-style-type: none"> • Implement the adopted Local Plan by delivering affordable housing • Review the Council's current arrangements for tackling environmental crime <p>A Council that is Fit for the Future</p> <ul style="list-style-type: none"> • Implement outcomes of the Corporate Council Review • Develop and Implement a Strategy to encourage customers to meet their service request on line.
Equality, Diversity and Human Rights Implications	<p>Equality and diversity implications are considered during the planning and delivery of the day to day activities of the service. Equality impact assessments are conducted when policies/strategies are introduced or reviewed. During this period they have been carried out for:</p> <ul style="list-style-type: none"> • Street Trading Policy • Housing Assistance Policy • Community Transport Service Review • Revenues & Benefits Review
Crime & Safety Issues	<p>Crime and safety issues are dealt with at an appropriate time in the delivery of the activities of the service. This Committee has considered the following issues associated with crime and safety:</p> <ul style="list-style-type: none"> • Received and endorsed a draft PREVENT Delivery Plan at the June Committee. • Received verbal reports from the CCTV Members Task Group. • Received the CCTV Annual Report 2015/16 and the Code of Practice at the September meeting.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Information provided to Members is too 'high level' and inadequate for robust scrutiny	The Cabinet Members, Director and Heads of Service 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.	Yellow (material)
B	A performance measure/s may need to be varied due to a change in circumstances	Any identified variation needed in validity of actions and objectives can be modified, if necessary or reported back to Cabinet for review.	Tolerable (green)

Background documents

Strategic Plan 2016-2020

Reports to Strategic Overview & Scrutiny Committee January 2016

Relevant web links

Appendix A - Community Housing & Health Half Year Performance Report 2016/17

Vibrant and prosperous economy

Reference	What will success look like	Progress Update
CHH1 Street trading	All known street trading undertaken on a legal basis (250 applications received 100% determined).	<p>Position at June – 356 applications were received in the first quarter and 199 consents have been issued. 100 % of the applications that have been received have been determined before the event has taken place. There is obviously a time period between when we receive an application and issue or refuse a consent. The number of applications to date has already exceeded what was forecast for the year.</p> <p>Position at September – 80 applications were received and determined and 183 traders were issued consent to trade. This included a number of applications which had been received in the previous quarter that related to a special event. 100% of the applications received were determined before events took place. Officers have also undertaken visits to 321 traders during street events to ensure conditions were being met. There have been significantly more applications than anticipated. A review of the service is planned in February 2017.</p>

Healthy and Safe Communities

Reference	What will success look like	Progress Update
CHH6 Environmental protection of residents' amenity	Minimise environmental impact of the scheme to construct and operate HS2	<p>Position at June – All opportunities to negotiate and challenge HS2 proposals are being pursued in order to safeguard interests of local residents. This quarter the outcome of the Phase 1 Select Committee joint Local Authority action was announced and the majority of our asks were agreed / granted. This is a significant success for the Local Authorities and gives residents added noise protection. Through the environmental health sub-group, officers are continuing to negotiate sufficient construction control measures e.g., contents of the Local Environmental Management Plan and Section 61 (construction noise) consent wording. Preliminary work has started for the Environmental Impact</p>

Classification: UNCLASSIFIED

Reference	What will success look like	Progress Update
		<p>Assessment for Phase 2. Officers are liaising with HS2 to ensure sufficient baseline environmental monitoring is completed.</p> <p>Position at September – Engagement with HS2 has commenced in relation to Phase 2A. Examination of the proposals to monitor noise and vibration are currently taking place. Discussions are ongoing in relation to Phase 1 to ensure that all commitments made are implemented.</p>
<p>AAP5 CHH4</p> <p>Develop and implement a Strategy for Prevent (anti terrorism)</p>	<p>Strategy approved by June 2016.</p>	<p>Position at June – The Prevent Strategy was endorsed by the CHH O&S Committee and the District Board in June.</p> <p>Position at September – This is being implemented through the Community Safety Partnership as part of the normal processes. Prevent is a standard agenda item for the weekly partnership hub meetings and the monthly Joint Operations Group. Both meetings are attended by relevant agencies where addressing the needs of vulnerable people, e.g. those with the potential to become involved in radicalisation, and community tensions across the district are discussed and actioned or referred to the appropriate organisation.</p>
<p>AAP3 CHH3</p> <p>Prevent Homelessness and rehouse eligible households who become homeless</p>	<p>At least 200 homelessness preventions. Homes identified within the district for up to 5 refugee families.</p>	<p>Position at June –60 homelessness preventions comprising of 37 by the Council and 23 by SESCAB (included due to locality commissioning funding of SESCAB).</p> <p>The Council will continue to work with the County Council and other district councils in Staffordshire with regard to the housing of refugee families but it is not anticipated that Lichfield will be asked to provide accommodation before January 2017.</p> <p>Position at September – 115 homelessness preventions comprising of 69 by the Council and 46 by SESCAB (included due to locality commissioning funding of SESCAB). Pressure on the service is beginning to increase but at the moment is tolerable. The situation in regard to the housing of refugee families is unchanged from June.</p>
<p>AAP4 CHH2</p> <p>Deliver a programme of disabled facilities grants and help people to remain in their own homes</p>	<p>100% of budget for disabled facilities grants spent.</p>	<p>Position at June –18.6% spent at 30 June. The rate of spend on DFGs at this point is higher than 2015/16 and expected to increase further as Revival is recruiting to fill 2 vacant posts covering Lichfield district and have a priority team working on completing a number of delayed cases. 18 grants were awarded in the first quarter which compares well to the same period in 2015/16 when 3 were awarded.</p> <p>Position at September – 43.2% spent at 30 September 2016 compared with 12.9% spent at the same point in 2015/16. Revival has completed the recruitment of and it is anticipated that the DFG budget will be fully spent for 2016/17. 21 grants were awarded in this quarter compared to 13 in the same period last year.</p>

Classification: UNCLASSIFIED

Clean, green and welcoming places to live

Reference	What will success look like	Progress Update
CHH7 Environmental Crime	Lead on an internal review of the current arrangements for tackling environmental crime.	Position at June – No progress to date. Position at September – This project has been delayed because of the resignation of the Senior Environmental Protection Officer in July. A replacement has been appointed but they will not start until the new year, because of their current notice period. It is unlikely that this project will be completed this year.
AAP6 CHH5 Implement the adopted Local Plan – Deliver affordable housing	32 Units of affordable Housing delivered.	Position at June – No completions for quarter 1 but units are on site at Hawksyard, East of Burntwood Bypass and Kings Bromley, and are on target for completion this year. Position at September – No completions yet but the units continue to be built that are on site at Hawksyard (15), Wheelhouse Road (7) and Kings Bromley (4) and are on target for completion this year. Units at the Burntwood Bypass Site have been delayed and so completions not now expected until 2017/18. It is estimated that a total of 27 units will be completed during the year.

A council that is fit for the future

Reference	What will success look like	Progress Update
CHH9 Implement outcomes of the Corporate Council Review.	Customer Promise launched by May 2016.	Position at June – The Customer Promise has been launched and will be monitored through customer surveys later in the year. Position at September – The work on customer surveys is in progress and due to commence later in the year.
AAP10 CHH10 Develop and Implement a Strategy to encourage customers to meet their service requests on line – Customer service on line	At least 4 new services to be accessible to customers via the mobile app. Increased downloads of mobile app by Lichfield residents from 459 (@ December 2015) to 3000.	Position at June – Work is almost complete on enabling access to pollution services (complaints about noise, dust and odour) on line, the next services to be addressed will include fly tipping, graffiti, dog fouling and street cleansing There is a gradual increase in the number of downloads at the end of June 2016 for Lichfield the number has risen to 688 Position at September – Due to IT issues the work enabling access to pollution services has been delayed but is due to go online in Quarter 4. The number of downloads of the mobile app has increased to 1,314.

Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

Regulatory, Housing & Wellbeing

April - September Performance and Activity Indicators 2016/17

APPENDIX B

Performance Indicator	Q1 2015/16	Q2 2015/16	2015/16	Q1 2016/17	Q2 2016/17	2016/17	2016/17	Trend	Comment
	Actual Performance	Actual Performance	Actual Performance	Actual Performance	Actual Performance	Actual Performance	Target	✓ = ✗	
Revenue spend as a % of net revenue budget	58.5%	84.4%	99%	N/A	N/A	N/A	+/- 1% from budget		This information is only provided at the end of the financial year
Value (£) and % of LDC subsidy in the community transport service	£7,048 60.2%	£6,700 45.6%	£22,631 43%	£8,544 69.6%	£8506 58.5%	£17,050 63.6%	£24,840 42%	✗	The service is due to close at the end of the year.
a) Incidence of serious violent crime with injury – non domestic	a) 7	a) 10	a) 32	a) 5	a) 12	a) 17	a) No target	a) =	This performance data is provided for information only as it is outside of the direct control of the Council.
b) Incidence of less serious violent crime with injury – non domestic	b) 96	b) 92	b) 340	b) 108	b) 97	b) 205	b) No target	b) ✗	
c) Incidence of serious violent crime with injury – domestic	c) 0	c) 1	c) 8	c) 2	c) 3	c) 5	c) No target	c) ✗	
d) Incidence of less serious violent crime with injury – domestic	d) 41	d) 41	d) 188	d) 51	d) 36	d) 87	d) No target	d) ✗	
a) Incidence of ASB	a) 639	a) 656	a) 2397	a) 620	a) 719	a) 1,339	a) No target	a) ✗	a) ASB is normally higher in Qs 1&2. c) No responses received.
b) No. of new cases of ASB reported to LDC community safety team	b) 12	b) 10	b) 33	b) 11	b) 10	b) 21	b) No target	b) ✓	
c) % of these new cases satisfied with the service	c) N/A	c) N/A	c) 66%	c) N/A	c) N/A	c) N/A	c) 70%	c) N/A	
d) No. of new cases of ASB reported to ASB Champion (employed by Victim Support)	d) N/A	d) N/A	d) 17	d) 0	d) 6	d) 6	d) No target	d) ✗	

Performance Indicator	Q1 2015/16	Q2 2015/16	2015/16	Q1 2016/17	Q2 2016/17	2016/17	2016/17	Trend	Comment
	Actual Performance	Actual Performance	Actual Performance	Actual Performance	Actual Performance	Actual Performance	Target	✓ = x	
									d) Gap in service provision Q1 as the post was vacant.
No of food establishments inspected in the half year that met the required standards (% of all inspected in last quarter)	113 94.83%	98 94.94%	420 91.3%	121 97.71%	92 97.29%	213 97.36%	No target 95%	✓	Increase seen following project work targeting poor performing businesses
a) No of new food premises start up during the period b) % of these start ups which have been provided regulatory advice and which achieve 4* or above	a) 20 b) 83%	a)17 b)55.33%	a) 80 b) 74.12%	a) 16 b) 88.9%	a)17 b)76.67%	a) 33 b) 82.78%	a) no target b) 80%	✓	
a) No. of food premises inspected in the quarter where there has been an improvement in the National Food Hygiene Rating Score (NFHRS) b) No. of food premises inspected in the quarter where there has been a decline in the NFHRS	Not recorded for quarters	Not recorded for quarters	a) 39 b) 21	Not recorded for quarters	Not recorded for quarters	a) 13 b) 10	No target	N/A	
Number of households contacting the Council who will be homeless within the next 28 days	100	112	463	116	94	210	500	✓	

Performance Indicator	Q1 2015/16	Q2 2015/16	2015/16	Q1 2016/17	Q2 2016/17	2016/17	2016/17	Trend	Comment
	Actual Performance	Actual Performance	Actual Performance	Actual Performance	Actual Performance	Actual Performance	Target	✓ = ✗	
Number of households accepted as statutory homeless	14	21	69	16	26	42	70	✗	Whilst this represents a 20% increase it is a relatively small numerical increase.
Number of homelessness prevention cases likely to be successful for 6 months	34	31	132	60	55	115	200	✓	
Number of families with children who are placed in bed and breakfast	2	1	6	1	4	5	2	✗	
a) Spend as % of capital budget of Disabled Facilities Grants b) No. of grants made	a) 2% b) 3	a)15.8% b) 13	a) 52.1% b) 49	a) 18.6% b) 18	a) 43.2% b) 15	a) 43.2% b) 33	a) 90% b) 80	✓	
Average waiting time from enquiry to completion of DFG (weeks)	39.3	26	41	56.7	49.2	52.9	25	✗	Waiting times have increased as Revival works through the backlog
Units of affordable housing delivered	7	19	50	0	0	0	32	✗	It is estimated that there will be 27 completions in the year

Revenues, Benefits & Customer Services

April - September Performance and Activity Indicators 2016/17

Performance Indicator	Q1 2015/16	Q2 2015/16	2015/16	Q1 2016/17	Q2 2016/17	2016/17	2016/17	Trend	Comment
	Actual Performance	Actual Performance	Actual Performance	Actual Performance	Actual Performance	Actual Performance	Target	✓ = ✗	
<p>a) Number of in person customers for revenues and benefits service</p> <p>b) Average waiting (minutes) to deal with face to face enquiries for the revenues and benefits service</p>	a)3,360	a)3,154	a) 12,100	a) 2,122	a)2,381	a) 4,503	a) 10,891	✓	The average waiting times for revenues and benefits customers is slightly above target but significantly better than last year. This has been achieved by implementing an appointment system over the lunch period.
Percentage of phone calls not answered by the Connects team	10.48%	10.6%	9.17%	8.74%	8.2%	8.49%	7.80%	✓	This percentage is slightly above target, but an improvement on last year's performance. This is because of the backlog of work in the Revenues

Performance Indicator	Q1 2015/16	Q2 2015/16	2015/16	Q1 2016/17	Q2 2016/17	2016/17	2016/17	Trend	Comment
	Actual Performance	Actual Performance	Actual Performance	Actual Performance	Actual Performance	Actual Performance	Target	✓ = x	
									section which results in customers making extra calls to chase a response.
Number of downloads of the mobile app	Not recorded	Not recorded	612	688	1,314	1,314	2000	✓	Awareness and use of this facility is increasing above target.

MILL LANE LINK FAZELEY

Cabinet Member for Community

Date: 18th January 2016
Agenda Item: 7
Contact Officer: Clive Gibbins / Susan Bamford
Tel Number: 01543 308702 / 01543 308170
Email: clive.gibbins@lichfielddc.gov.uk /
susan.bamford@lichfielddc.gov.uk
Key Decision? YES
Local Ward Members Councillors Mills and Mrs Shepherd



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

1. Executive Summary

- 1.1 The Asset Strategy Group considered a report in March 2016 to explore the potential sale of the freehold of Mill Lane Link and made recommendations that discussions should take place with the occupiers and users together with local Members before any decision could be made.
- 1.2 A review of the use and operation of the Community Hub Mill Lane Link has therefore been undertaken and this report details the findings and conclusions of the review.

2. Recommendations

- 2.1 That Members are requested to comment on and endorse the proposed option for the Community Hub Mill Lane Link and the key findings of the review.

3. Background

- 3.1 The Mill Lane Link Fazeley is owned by the District Council and was originally a residential property before being converted to form a local office which was used for residents to contact the District Council and make payments. When the Council decided to close the local area offices in 2004 a decision was made to retain this building and use it as a facility for the community of Fazeley.
- 3.2 The implementation of Phase 1 Fit for the Future in 2013 resulted in a change in the way that the premises were managed to enable the Mill Lane Link to remain open as a community hub, with premises management and administration of bookings by the Council and day to day activities managed by the users themselves, with caretaking services including cleaning carried out through a contractor. Information about Mill Lane Link and how to make bookings is included on the Council's website.
- 3.3 The building is over 25 years old and is of bungalow construction and consists of a Meeting Room with access to Kitchen and toilets which are used as the Community Hub, together with a secure office which is used by the Police. The building has good disabled access.
- 3.4 The use of the community facility has declined particularly since the County Council ceased to use the premises in April 2015 but has continued to be used regularly by a small number of Community Groups. In addition, the building provides a police presence for Fazeley enabling officers to have a local base and private place to meet with the local residents. A further use of Mill Lane Link is as a Polling Station.
- 3.5 In 2016 a total of 5 groups/organisations have continued to use Mill Lane Link on a weekly basis and their use is summarised in the following table

For the period 1st April 2016 – 1st October 2016 the usage is as follows.

Group	No. of times	Length of time
Live at Home	26	2 hours per week
Silver Surfers	24	2 hours per week
Fazeley Rainbows and Brownies	16	3 hours per week
Knit and Natter	16	2 hours per week
Homestart	16	4 hours per week

- 3.6 As part of the review we have consulted with the Groups and asked for their comments through a survey, to which 3 have replied. All of the group leaders have been spoken to and within the groups there are people with disabilities, which include mobility and hearing difficulties. The majority of users at Mill Lane Link are either children or the over 60's and their use has been a long standing arrangement.
- 3.7 Group activities include
- Enabling seniors to get the best out of technology.
 - A lunch club for the elderly and socially isolated people in Bonehill, Mile Oak and Fazeley.
 - Making woollen items for all areas of the community and various charities.
- 3.8 Live at Home use Mill Lane Link for a lunch club. A number of users live in the adjacent flats so can make their own way there, other users come from Mile Oak and transport is provided by Live at Home.
- 3.9 Groups rated Mill Lane Link from excellent to ok but considered that improvements could made to
- the broadband which can be problematic
 - the cooking facilities, tables that are unsteady and carpets that are worn
 - general maintenance of the building (broken tables, heating hit and miss)
- 3.10 The police have advised that their officers only use Mill Lane Link sporadically and in addition testing of their electrical equipment in the building has revealed the need for its replacement. As all Police staff have access to mobile data, together with the need for reinvestment in equipment, the Police have agreed that the use of Mill Lane Link is no longer needed or sustainable.
- 3.11 The hire charge for Mill Lane Link is £6 per hour for community groups and £10 for Statutory Groups and income up to November 2016 was £1,173 compared to a budget of £3,750. This compares to income in 2015/16 of £1,608. The following table shows direct expenditure and income over the last 5 years, the main reason for the reduction in income between 2013/14 and 2015/16 is the reduction in use by the County Council's Children's service.

Mill Lane Link	2012/13	2013/14	2014/15	2015/16	2016/17	2016/17
	Actual £	Actual £	Actual £	Actual £	Budget £	Actual £
Premises	5,217	6,132	5,960	5,707	5,310	4,934
Transport	0	24	0	0	60	0
Supplies & Services	6,546	2,465	627	403	0	917
Total Direct Expenditure	11,763	8,621	6,587	6,110	5,370	5,851
External Income	(6,878)	(6,671)	(3,281)	(1,608)	(3,750)	(1,173)
Net Expenditure	4,885	1,950	3,306	4,502	1,620	4,678

- 3.12 As part of the review, an assessment of the condition of the building has taken place including electrical testing and a fire safety assessment. The building needs a lot of work doing to bring it up to the required safety standards and in addition the furnishings all need replacing and the building needs redecoration. The building is managed remotely with the day to day responsibility resting with the caretaker who is a contractor that cleans and oversees the use of the building and acts as an ad hoc point of contact. There are challenges managing the premises remotely and a great deal of reliance is placed on the caretaker.

3.13 **Alternative meeting facilities**

The table below shows the alternative meeting facilities that are available in the Fazeley area

VENUE	COST
St.Barnabus Church (Mile Oak)	£10 per hour
St. Johns Church (Fazeley)	£12 per hour
Fazeley Town Hall	£15 per hour
Longford Primary School	£12 (but extra charges for janitor and cleaning at £12 per hour if required)
Youth Annex at Mile Oak Community Centre	Negotiable
Mile Oak Community Centre	£15 per hour

The Youth Annex at Mile Oak Community Centre is operated by Fazeley Town Council who are keen to increase its use and are willing to refurbish it to meet the needs of potential users.

3.14 **Key findings**

The following key findings have been identified

- The use of the Mill Lane Link has decreased over time and there are only 5 regular user groups.
- The income from room hire is not covering the Councils costs
- Investment in the building is required
- The opportunities to increase income is limited without further investment
- There are a number of alternative venues in the area which existing users may be able to relocate to
- The Police have agreed that they no longer need to use the building
- Alternative arrangements would need to be made for a Polling Station
- Fazeley Town Council are keen to make use of the Youth Annex at Mile Oak Community Centre
- The current community facility capacity appears to exceed demand

3.15 In conclusion, the continued use of Mill Link as a Community Hub is not sustainable without further investment in the building together with increased management and marketing costs. Taking into account the alternative meeting facilities and the low number of regular users, it is likely that existing users could be supported to find alternatives to Mill Lane Link. The proposed option is therefore consideration of the closure of the Mill Lane Link Community Hub. If required an assessment of the most appropriate option for the reuse and potential disposal of this asset would be undertaken.

Alternative Options	<p>To continue to operate Mill Lane Link as a Community Hub, however this would require the Council to invest funding in the building and increase costs in relation to management and marketing.</p> <p>To find another organisation to continue to run Mill Lane Link. Fazeley Town Council have been made aware of the review and would not be interested in running Mill Lane Link at any cost to themselves..</p>
Consultation	<p>Local Members have been asked for their views on the review of Mill Lane Link and the potential sale of the building.</p> <p>Cllr Mills responded that he “<i>was unaware that it was struggling to break even</i>” and suggested that other uses could be considered including</p> <ul style="list-style-type: none"> • a community cafe for people of all ages and disabilities which also could act as a hub for volunteers. • a food bank

	<ul style="list-style-type: none"> • use by GP surgeries to run health and awareness training <p>Users have been surveyed for their views and these have been referred to in the report. A further letter has been sent to them advising them of this report.</p>
Financial Implications	The budgeted net direct cost of Mill Lane Link is £1,620 however at the end of November this was £4,678 which has been identified as a budget pressure. It is anticipated that the Closure of Mill Lane Link would realise an ongoing saving of £1,510. If the building is sold this should provide a significant capital receipt for the Council.
Contribution to the Delivery of the Strategic Plan	The Mill Lane Link Community Hub supports the strategic priority of Healthy and Safe Communities by helping people to be involved in volunteering and community activity.
Equality, Diversity and Human Rights Implications	An Equality Impact Assessment has been completed for Mill Lane Link. The assessment identified that the closure will have an impact on users with protected characteristics, namely older people, people with disabilities and young people, however it concluded that this negative impact can be mitigated by finding suitable alternative premises.
Crime & Safety Issues	Whilst the proposal will close the local facility used by the Police it is only used sporadically and its closure is mitigated by the fact that all police now have mobile data access.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Impact on Member Group activities	Develop and implement an action plan to mitigate impacts on users	Yellow
B	Reputational risk to the council through adverse publicity	Through the development of actions to mitigate impacts on users	Yellow
C			
D			
E			

Background documents

Relevant web links

EFFICIENCY PLAN : GRANT FUNDING TO COMMUNITY AND VOLUNTARY ORGANISATIONS

Councillor Doug Pullen, Cabinet Member for Community

Date: 18TH January 2017
Agenda Item: 8
Contact Officer: Clive Gibbins/Susan Bamford
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Key Decision? YES
Local Ward Members Applicable to all Wards

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

1. Executive Summary

- 1.1 The Council's Efficiency Plan 2016-2020 identifies the need to make significant levels of savings or achieve additional income to close the Funding Gap of £1.538m by 2019/20. One of the four strands of the Efficiency Plan is to identify efficiency savings and the small grants scheme has been identified as a potential for savings.
- 1.2 This report details how the small grants scheme has been awarded, the benefits of the scheme, the numbers of applications made for a small grant (which has been reducing in recent years) together with other grant funded sources locally. Members views are requested on the alternative options for grant funding in the future that are identified in the report.

2. Recommendations

- 2.1 That members are requested to comment on the alternative options for grant funding in the report in particular the amalgamation with the We Love Lichfield Fund or for the Scheme to administered by another organisation and make recommendations to the Cabinet Member.

3. Background

- 3.1 Voluntary and Community Groups deliver invaluable support and services across Lichfield to people with disabilities, older people and young people, individuals and families with support needs and groups that support arts and culture and help make Lichfield District a clean, green and welcoming place to live. There are over 300 such groups operating across the District and these rely on member contributions, service charges and external funding to enable them to deliver services.
- 3.2 In recognition of the role the Voluntary and Community Sector plays, the Council has held a funding pot over a number of years to directly support the Voluntary and community sector. The size of this funding pot has been £23,000 since 2012/13.
- 3.3 The small grants scheme is designed to assist local organisations through the provision of a grant up to a maximum of £1k (or up to £5k for organisations which have a District wide impact). Organisations can apply annually although in most cases grant aid cannot be used to fund projects on an ongoing basis, i.e. it is used for one off expenditure

- 3.4 Historically the scheme has been opened in October with the deadline for applications in December and grants awarded in the following January. Each application is assessed against weighted criteria that support allocations to our priority areas and most vulnerable groups.
- 3.5 Although there have been some minor changes the following assessment criteria have been used to consider which applications to fund:
- Social Inclusion and Regeneration
 - Jobs Creation & Skills Development
 - Basic Needs
 - Crime Prevention and Community Safety
 - Health Improvement
 - Local Democracy and Consultation
 - Quality of Life
 - Partnership & Community Involvement.
- 3.6 Over the last 3 years the amounts allocated have ranged from £150 to £5000 across 70 different organisations. Those organisations that have been able to demonstrate district wide impact have been eligible for grant aid plus up to £5k. Some organisations have consistently received grant funding over a number of years, namely Lichfield Bower, Pathway, Fusion Credit Union, Live and Local, North Lichfield Initiative.
- 3.7 The funding has been used for a very wide range of projects primarily to improve community facilities, support community events and days out, hire of premises and facilities, purchase/replace one off equipment and volunteer training and recruitment and running costs. Feedback from successful organisations indicates that the grant is valued and appreciated and organisations commit to acknowledging Lichfield District Council in any publicity generated through the project.
- 3.8 The table below details the number of applications made and amounts of funding requested over the last 5 years together with the number grants made and total amount of funding awarded.

Grant Funding to Community And Voluntary Organisations

Year	Number of Applications	Amount Requested	Number Awarded	Amount Awarded
2012/13	47	£73,046	22	£22,490
2013/14	42	£68,528	29	£23,440
2014/15	59	£73,000	42	£23,000
2015/16	24	£24,000	22	£19,306
2016/17	16	£26,113	15	£22,930

- 3.9 In recent years the number of grant aid applications received has been reducing, with only 16 applications received in 2016/17. At the launch of the scheme it is promoted via a press release featured in the Mercury, on the council’s website and in the council’s newsletter (subject to timing). Given the ending of the Community Development Team, a less proactive approach has been taken to promoting the scheme and this may have impacted on the number of applications. Other general enquiries are received throughout the year and where appropriate signposted to other organisations.
- 3.10 It is estimated that an average of 50 hours of officer time is spent each year administering the small grants scheme, equalling to an estimated cost of £1,500 per annum (including on costs). This is based

on the minimum resource requirement and it may be that another organisation with greater capacity could better promote the scheme.

Other Sources of Funding

3.11 Across Staffordshire the following districts boroughs fund small grants ;

Council	Funding
Cannock	Locality Partnership Group Funding up to a maximum grant of £5k
East Staffordshire	Ceased Funding small grants April 2016
Newcastle	Small Grant scheme budget of £16k,, maximum award per organisation of £2k
South Staffordshire	Capital Loans Scheme. Loans of up to £10,000 with interest at 1% above the base rate. Each District councillor has £400 each to spend on projects and activities in their localities
Stafford	Small grants fund of £10k
Staffordshire Moorlands	Councillors Community Initiative Fund £ 500 per councillor
Tamworth	Small grants of £11,500, plus arts grants of£6,460 and sport grants of £16,390

3.12 In addition to LDCs small Grants scheme, the following Lichfield district funding sources are available to organisations:

- Burntwood Town Council - £300 - £10,000 applications at any point
- Fazeley Town Council - £2000 in total available over 4 tranches a year
- Lichfield City Council from £50 to more than £4,000 – Annually
- Lichfield Conduit Lands Trust (education focus) –quarterly
- Mary Slater charity - - (2 mile cathedral; radius) r
- Staffordshire Local Community Fund – County Councillors - £7,500 per budget area- annually
- Staffs High Sheriff Fund - £500 monthly
- Swinfen Brun Charitable Trust – Quarterly
- We Love Lichfield – Endowment Fund- average of £25K per year available between £100 and £1000 £1,000 – twice a year. The We Love Lichfield Fund is a community fund to give grants to Lichfield’s community and voluntary groups. Funding is invested in a ‘Permanent Endowment Fund and the interest and dividends are used to provide grants. This means that the fund is sustainable and not at risk of any budget cuts.

3.13 Additionally small amounts of funding can be applied for from national organisations including Awards for All (Big Lottery Fund), Children in Need and Comic Relief.

3.14 Some of the groups who have benefitted from small grants and grant aid plus also receive funding from other sources. Equally some of the groups who have received funding in recent years are also being impacted upon by the closure of the Community Transport Service and may incur additional transport costs as a result.

Future Options

3.15 There is no doubt that the small grants scheme has provided valuable funding for voluntary and community groups across Lichfield District and a summary of grants awarded over the last 3 years is attached at **Appendix A**. However given the financial pressures the council is facing there is potential for savings though the small grants scheme. Options include:

- Continuing with the small grants budget of £23k
- Reducing the small grants budget to £10/£13K or some other figure and offering up the remainder of the budget as saving
- Phasing out the small grants scheme by reducing it for example to £15k in 17/18, £10k in 18/19 and then ending it.
- Getting the scheme administered by another umbrella organisation (Staffordshire Community Foundation typically charge 2.5% of the fund to manage it)
- Amalgamate the small grants scheme into We Love Lichfield Fund either by making annual or one off contributions where it could have greater reach and impact.
- Ending the small grants scheme with effect from 2017/18.

3.16 Any option to continue offering small grants would also require the Council to consider:

- The priorities / criteria for funding
- The size of grants to be awarded particularly were funding to be reduced

3.17 Given that the existence of other grant sources, the fact that the number of small grants applications has been reducing, together with the need to make financial savings, there is potential for a reduction in the small grants. However given that a number of groups have already been impacted upon by the closure of community transport if the scheme can be maintained at a reduced level then this would provide some ongoing support to Voluntary and community groups.

3.18 The Cabinet Members preference is for the Small Grants Scheme to continue in some with options to be explored to either amalgamate the scheme with the We Love Lichfield Fund or for the scheme to be administered by an another organisation e.g. Staffordshire Community Foundation.

Alternative Options	The report at paragraph 3.15 details the alternative options available
Consultation	None
Financial Implications	The total budget available for Small Grants is £23,000 and any costs or savings will be dependent on the recommended options.
Contribution to the Delivery of the Strategic Plan	The Small Grants Scheme supports the strategic priority of Healthy and Safe Communities by helping people to be active and continue to live independently and be involved in volunteering.
Equality, Diversity and Human Rights Implications	Voluntary and community groups provide support to a range of groups and in particular children, older people and people with disabilities. An Equality Impact Assessment would be required for any changes to the scheme.

**Crime & Safety
Issues**

Some of the groups who have benefitted from grant aid support those affected by crime and community safety issues.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Negative impact on community and voluntary groups of reductions in grant	Signposting to alternative funding sources	Yellow
B	Reputational risk to the council through adverse publicity of any reduction in grant available	Signposting to alternative funding sources	Yellow
C			
D			
E			

Background documents

Relevant web links