

LICHFIELD DISTRICT COUNCIL

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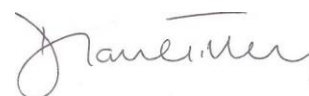
4 July 2016

To : Members of the Lichfield District Council

In accordance with Paragraph 4(2) of Part 1 of Schedule 12 to the Local Government Act 1972, you are hereby summoned to attend the meeting of the Lichfield District Council which will be held in the Council Chamber, District Council House, Frog Lane, Lichfield, on **TUESDAY 12 JULY 2016 at 6.00 pm.**

The Chairman's Celebrant, Mrs G Jones, will lead the Council in a moment's reflection.

Access to the Council Chamber is either via the Members' Entrance or the main door to the vestibule.



Chief Executive

AGENDA

- 1 APOLOGIES FOR ABSENCE (if any).
- 2 DECLARATIONS OF INTEREST.
- 3 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE ANNUAL COUNCIL HELD ON 17 MAY 2016 (VOLUME 44 PART 1 MINUTE BOOK).
- 4 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 7 JUNE 2016 (VOLUME 44 PART 1 MINUTE BOOK).
- 5 CHAIRMAN'S ANNOUNCEMENTS.
- 6 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 19 MAY AND 5 JULY 2016 (TO FOLLOW) AND CABINET MEMBER DECISIONS (GREY ENCLOSURE).
- 7 REPORT OF THE CHAIRMAN OF COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE (GREEN ENCLOSURE).
- 8 REPORT OF THE CHAIRMAN OF STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE (BLUE ENCLOSURE).
- 9 REPORT OF THE CHAIRMAN OF ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE (BUFF ENCLOSURE).
- 10 REPORT OF THE CHAIRMAN OF LEISURE PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE (YELLOW ENCLOSURE).

- 11 THE CHAIRMEN INDICATED BELOW TO MOVE THAT THE PROCEEDINGS OF THE FOLLOWING COMMITTEES (VOLUME 44 PART 1 MINUTE BOOK) BE RECEIVED AND, WHERE NECESSARY, APPROVED AND ADOPTED.

	Committee	2016	Pages	Chairman
(a)	Planning	23 May	8 - 11	D. Smedley
(b)	Employment	24 May	12 - 14	J. J. R Powell
(c)	Audit	6 June	15 - 19	R. C. Mosson
(d)	Regulatory & Licensing	27 June	23 - 24	B.W. Yeates
(e)	Planning (to follow)	4 July		D. Smedley

12 **AMENDMENTS TO THE CONSTITUTION**

(a) To approve proposals to amend the Constitution to allow the determination of all planning matters submitted under Schedule 17 (the Planning Conditions Schedule) of the High Speed Rail (London – West Midlands) Bill, including approval of delegated authority to nominated senior officers and the conditions under which applications will be reported to Planning Committee (BLUE ENCLOSURE).

(b) To approve the following change to the Constitution in connection with the Community Infrastructure Levy:

PART 3

SCHEDULE 4 – RESPONSIBILITY FOR FUNCTIONS

20 DELEGATED TO THE STRATEGIC DIRECTOR – DEMOCRATIC, DEVELOPMENT AND LEGAL SERVICES, OR THE SOLICITOR OR THE DEVELOPMENT EXECUTIVE (SPATIAL POLICY AND DELIVERY)

20.1 To collect all revenues and meet all requisite disbursement from the relevant funds and accounts concerning the statutory requirements relating to and associated with Community Infrastructure Levy due within the purview of Lichfield District Council, and to undertake such statutory action as is available and appropriate for the recovery of outstanding community infrastructure levy revenue including the institution of court proceedings.

20.2 To deal with all operational issues relating to Community Infrastructure Levy including issuing stop notices under the Town and Country Planning Act 1990.

13 **QUESTIONS**

To answer any questions under Procedure Rule 10.2.

14 **NOTICE OF MOTION**

(a) Councillors Wilcox and Mrs Woodward have submitted the following Notice of Motion:

Recent media reports of an increase in racist and xenophobic incidents and hate crimes have shocked and saddened us all. We are proud of the UK's reputation as a diverse and tolerant

society and value the economic, social and cultural contribution made by people from diverse backgrounds to the life of our District.

Every member of our community has the right to go about their daily business in safety and without fear. This includes those of us in public office who should not be subject to abuse and threats from those we seek to serve. We are reminded of the tragic death of Jo Cox MP and the tributes made to her by her constituents who spoke warmly of her passion and determination to represent their interests. We are fortunate to live in a democratic society and are determined that the principles of democracy will not be undermined by the actions and words of a small but loud minority.

Racism, xenophobia and hate crimes have no place here. Lichfield District Council condemns racism, xenophobia and hate crimes unequivocally. We will work to ensure that local bodies and programmes have the support and resources they need to fight and prevent racism and xenophobia. We will continue to invest in our local partnership *Communities Against Crimes of Hate* which provides advice and support to victims of all types of hate crime. This includes not only those being intimidated for reasons of race or religion, but also because of their gender, disability, class or simply because of who they are.

We reassure all people living in Lichfield District that they are valued members of our community and acknowledge our individual and collective duty to stand up and stamp out racism and xenophobia.

15 **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 item 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 as amended.

EXEMPT ITEMS NOT ISSUED TO PUBLIC AND PRESS

- 16 CONFIDENTIAL REPORT OF THE CHAIRMAN OF COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE (PINK ENCLOSURE).

ANNUAL COUNCIL MEETING

17 MAY 2016

PRESENT:

Mrs N. Bacon (Chairman in the Chair)
D. F. Salter (Vice Chairman)

Allsopp, Mrs J. A.	Fisher, Mrs H. E.	Shepherd, Miss O. J.
Awty, R. J.	Greatorex, C.	Smedley, D.
Baker, Mrs D. F.	Hassall, Miss E. A.	Smith, A. F.
Bamborough, R. A. J.	Leytham, D. J.	Spruce, C. J.
Boyle, Mrs M. G.	Marshall, T.	Stanhope MBE, Mrs M.
Constable, Mrs B. L.	Matthews, T. R.	Strachan, R. W.
Constable, D. H. J.	Mills, J.	Tittley, M. C.
Cox, R. E.	Mosson, R. C.	Tranter, Mrs E. H.
Drinkwater, E. N.	O'Hagan, J. P.	Warfield, M. A.
Eadie, I. M.	Powell, J. J. R.	Wilcox, M. J.
Eagland, Mrs J. M.	Pritchard, I. M. P.	Woodward, Mrs S. E.
Evans, Mrs C. D.	Pullen, D. R.	Yeates, A.
Fisher, Miss B.	Rayner, B. L.	

(**APOLOGIES FOR ABSENCE** were received from Councillors Mrs Banevicius, Mrs Barnett, Humphreys, Mrs Pullen, Ray, White, and B. W. Yeates).

PRAYERS:

Prayers were said by Reverend L. Collins.

1 **DECLARATIONS OF INTEREST:**

There were no declarations of interest.

2 **ELECTION OF CHAIRMAN OF THE COUNCIL 2016/2017:**

It was proposed by Councillor Mrs Hassall, seconded by Councillor Powell and

RESOLVED: That Councillor Salter be elected Chairman of the Council for the ensuing year.

Councillor Salter made and signed the Declaration of Acceptance of Office and was invested with the Chairman's Chain and Badge of Office following which Mrs Salter was invested with her Badge of Office. Councillor Salter then thanked Members for his election as Chairman.

COUNCILLOR D. F. SALTER (CHAIRMAN OF THE COUNCIL) IN THE CHAIR

3 **VOTE OF THANKS TO RETIRING CHAIRMAN**

It was proposed by Councillor Wilcox, duly seconded and

RESOLVED: That the sincere thanks of the Council be accorded to Councillor Mrs Bacon and her husband for their services to the Council and the Community during the previous Municipal Year.

Councillor Mrs Bacon and Mr Bacon were then presented with their replica badges of office and Councillor Mrs Bacon thanked those who had supported her during her term of office.

4 MINUTES – 19 APRIL 2016:

It was proposed and duly seconded “that the Minutes of the Meeting of the Council held on 19 April 2016 (Volume 43 Part 6 Minute Book), as printed and previously circulated, be taken as read, approved as a correct record and signed by the Chairman.”

RESOLVED: That the Minutes of the Meeting of the Council held on 19 April 2016 (Volume 43 Part 6 Minute Book) as printed and previously circulated be taken as read, approved as a correct record and signed by the Chairman.

5 APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR 2016/2017:

It was proposed by Councillor Mrs England, seconded by Councillor Spruce and

RESOLVED: That Councillor Warfield be appointed as Vice-Chairman of the Council for the ensuing year.

Councillor Warfield made and signed the Declaration of Acceptance of Office and the Chairman invested Councillor Warfield and Mrs Warfield with their Badges of Office. Councillor Warfield then thanked Members for his appointment as Vice-Chairman.

6 CHAIRMANS ANNOUNCEMENTS:

(a) Celebrant

The Chairman advised that Mrs G Jones would be his Secular Celebrant.

(b) Charity

The Chairman advised that any charity donations received during the year would be given to the Free Spirit Memorial.

(c) Civic Service

The Chairman announced that his Civic Service would be held at 3 p.m. on Sunday 5 June 2016 at Lichfield Cathedral.

(d) Civic Lunch

The Chairman announced that the Civic Lunch would be held on 12 March 2017 at the Old School House Restaurant, Weeford.

(e) Charity Race Night

The Chairman conveyed the thanks of Councillor Drinkwater to all those who supported the recent charity event to raise funds for the Staffordshire Ghanaian Student Exchange Programme.

7 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETING HELD ON 10 MAY 2016:

Before introducing his report Councillor Wilcox congratulated the Chairman and Vice-Chairman and wished them well for their year in office.

Councillor Mrs Woodward welcomed the Chairman and Vice-Chairman to their positions and expressed the hope that they would continue the tradition of fairness upheld by the previous Chairman.

2 – Lichfield City Centre Development Strategy

Councillor Mrs Woodward noted that the District Council's participation in the City Centre Development Strategy would be subject to scrutiny and approval through the usual Overview and Scrutiny and Cabinet processes and asked how this would work in practice.

Councillor Wilcox advised that all the partners would be equally responsible for delivering the strategy and sharing the workload, which was particularly important given the Council's finite resources. He confirmed that the strategy and its delivery would be within the remit of the Economic Growth, Environment and Development (Overview and Scrutiny) Committee.

Councillor Pritchard advised that the Strategy had been approved by the governing bodies of all the partners involved and operated subject to their agreement.

3 – Approval of a Formal Council Parking Strategy

Councillor Mrs Woodward referred to media reports about the Car Parking Strategy and noted that the decision made by Cabinet varied from the Overview and Scrutiny recommendations and asked about the decision making process involved in reaching the final decision.

Councillor Mrs Fisher advised that, in a good example of local democracy, the Strategy had been subject to public consultation and a task group had been established that reported to the Economic Growth, Environment and Development (Overview & Scrutiny) Committee. The Cabinet had then considered the Overview and Scrutiny Committee's recommendations in reaching its final decision. Councillor Mrs Fisher confirmed that she was happy with the process and the decisions made.

8 REPORT OF THE CHAIRMAN OF ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE:

Councillor Cox submitted his report on the items considered by the Economic Growth, Environment and Development (Overview and Scrutiny) Committee held on 21 April.

4 – Developing a Formal Car Parking Strategy

Councillor Drinkwater expressed concern at the use of an online survey as part of the Car Parking Strategy consultation exercise since online surveys could omit a considerable number of people.

In response to a question Councillor Cox confirmed that the recommendations made by the Overview and Scrutiny Committee and subsequent decision by Cabinet did not introduce any charges for blue badge holders.

5 – Greater Birmingham and Solihull Local Enterprise Partnership – Delivering a More Effective and Consistent Planning System

Councillor Mrs Woodward welcomed the fact that there would be Member involvement in the Great Birmingham and Solihull Local Enterprise Partnership (GBSLEP) work on this issue, adding that one of the difficulties with Local Enterprise Partnerships (LEPs) was the lack of transparency and democratic accountability, given that they felt a long way from elected Members. While the involvement referred to in the report represented an opportunity Councillor Mrs Woodward said she would like to see further involvement in the operation of the LEP and greater Member scrutiny of the decisions that were made. She said she was sure that Councillor Cox would do all he could in this respect. Councillor Cox confirmed that he would, both as Chairman of the Overview and Scrutiny Committee and a Member of the GBSLEP Scrutiny Panel.

6 – Lichfield District Council Draft Economic Development Strategy – Response to Consultation and the Local Business Survey

Councillor Mrs Evans said the Draft Economic Development Strategy was an excellent document and advised that the Labour Group had submitted a detailed submission which she hoped would be considered and acted upon.

9 MINUTES OF COMMITTEES:

Planning Committee – 3 May 2016

It was proposed by Councillor Smedley, duly seconded and

RESOLVED: That the Minutes of the Meeting of the Planning Committee held on 3 May 2016 be approved and adopted.

10 CONSTITUTION AND MEMBERSHIP OF CABINET, COMMITTEES AND PANELS INCLUDING ALLOCATION OF SEATS AND APPOINTMENTS BY POLITICAL GROUPS:

It was proposed by Councillor Wilcox and seconded by Councillor Pritchard “that the Constitution and Membership of Cabinet, Committees and Panels including the allocation of seats and appointments by Political Groups as submitted be approved.”

Councillor Mrs Woodward said there had been considerable churn in Committee membership and hoped that changes would be kept to a minimum during the municipal year to provide stability and give Members the opportunity to get to know, and become fully involved in, the work of their respective Committees.

Councillor Wilcox advised that a series of one-to-one interviews with Members of his Group had been undertaken to establish achievements, goals and ambitions. Some Members had expressed a desire to move Committees to gain more experience and this had been accommodated where possible. He said he would like as much stability as possible and further changes would be kept to a minimum.

RESOLVED: That the Constitution and Membership of Cabinet, Committees and Panels including the allocation of seats and appointments by political groups as submitted be approved and that the Constitution be amended to reflect the changes.

11 ELECTION OF CHAIRMEN AND APPOINTMENT OF VICE-CHAIRMEN OF COMMITTEES, PANELS ETC.

It was proposed by Councillor Wilcox and seconded by Councillor Pritchard “that the Chairmen and Vice-Chairmen of Committees and Panels as submitted be approved.”

RESOLVED: That the Chairmen and Vice Chairmen of Committees and Panels as submitted be approved.

12 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES:

It was proposed by Councillor Wilcox and seconded by Councillor Pritchard “that the appointment of Representatives on outside bodies as submitted be approved subject to Councillor Leytham replacing Councillor Awty on the Staffordshire County Council Select Health Committee.”

Councillor Mrs Woodward noted that two Members of the controlling group would represent the Authority on the Lichfield Garrick Trust and questioned who these would be. Councillor Wilcox confirmed that they would continue to be the Leader and Deputy Leader for the time being, but other Members could be involved in due course. He also noted that an appointment to South East Staffordshire Citizens’ Advice Bureau would be made at a later date pending further information.

RESOLVED: That the appointment of Representatives on Outside Bodies as submitted be approved subject to Councillor Leytham replacing Councillor Awty on the Staffordshire County Council Select Health Committee

13 MEMBERS ALLOWANCES:

Councillor Wilcox advised that the last fundamental review of Members allowances took place thirteen years ago in 2003 and therefore a review was long overdue. He said it would restore some equity to the role of District Councillor and provide recompense for the increased workload and responsibilities of the job.

Councillor Wilcox noted that the landscape of Local Government was changing and elected members needed to be more adaptable in the way they worked and conducted themselves. He said the policy intention was to establish a Members allowances scheme which minimised financial barriers to public service and thereby enabled a wide range of people to become councillors without incurring undue personal financial cost.

He spoke about the Councillor’s role and noted that the motivation for standing for Council was to serve communities and not remuneration. It was also noted that polls had shown that public trust in Councillors was considerably higher than in politicians in Westminster.

Councillor Wilcox then gave details about the composition of the remuneration panel and outlined the scope and methodology of the review. In considering the summary of recommended allowances it was noted that a reduction in special responsibility allowances had been proposed in some cases.

Attention was drawn to the proposal for a performance framework that required Members to attend at least 75% of their scheduled meetings and relevant training by the end of the eleventh month of the municipal year, otherwise the twelfth monthly payment of their basic allowance would be withheld. Any valid reasons for non-attendance would need to be submitted in writing to the Monitoring Officer who would monitor attendance.

Councillor Wilcox then acknowledged the work of the panel and its Chairman and invited Members’ views on the report.

Councillor Spruce highlighted paragraphs in the report that referred to the need to minimise financial barriers to public service in order to enable a wide range of people to become

Councillors, and the need to ensure that Members could undertake their duties without having to personally subsidise public service.

While having allowances lower than peers was not necessarily a justification in itself for an increase Councillor Spruce noted that the report went on to state that in the context whereby the scheme had not been fundamentally revisited since 2003, with extra costs imposed on Members through the closure of the LGPS scheme and nine fewer Members resulting in larger workloads, then the case for revision had become more compelling.

Councillor Spruce noted that allowances could only be changed by Full Council which put Members in a difficult position, however, the report was intellectually rigorous and well reasoned. The recommendations amounted to a total increase in the budget of just over £29,000 and would still leave allowances below similar Council's in most categories. Overall he said it was a very good report and fully supported it.

Councillor Mrs Woodward noted that not all submissions made to the Panel had been agreed however there was intellectual rigour in the research underpinning the report and the proposals were fully justified. She referred to the opinion poll indicating that trust in local Councillors was much higher than in Members of Parliament and said that whilst it was easy to criticise Councillors for agreeing to a pay rise they worked conscientiously for their communities and certainly not for the money.

Councillor Mrs Woodward welcomed the value put on Scrutiny in the report, with special responsibility allowances being recommended for Overview and Scrutiny Vice-Chairmen. Commenting on the changes to opposition payments Councillor Mrs Woodward stressed the importance of the role of the opposition in ensuring good governance and decision making. She emphasised the need for Members to work together to improve the quality of life of residents and while it would be easy to be a banner waiving opposition it was more important to work collaboratively and collectively, trying to find consensus where possible, although this didn't mean agreeing on everything.

Councillor Mrs Woodward cited the Labour Group's detailed submission to the draft Economic Development Strategy as an example of the opposition's engagement in issues of importance to the people of the District. In the context of the working relationship with the opposition she also referred to a recent report about a trip with the Leader advising that it was factually inaccurate.

Councillor Cox said the Independent Remuneration Panel report accurately reflected the role of the Councillor and he had no disagreement with the proposal regarding attendance. The report recognised that being a Councillor was about much more than attending meetings and involved working with the Community, including local groups and parish councils. He concluded that it was a sound balanced report that recognised the work of the Council and the responsibility of Overview and Scrutiny.

Councillor Constable said that he had served on the Council for many years and the report was long overdue. He said low allowances relative to other Councils had been a longstanding situation, and no one need have any qualms about accepting an increase. He also hoped that expenses could be reviewed on an annual basis in future.

Councillor Marshall referred to the thoroughness of the questioning from the panel and commended the intellectual rigour of the process. Whilst the majority of Councillors would probably be slightly better off, he highlighted the fact that some would be worse off and it needed to be taken in the round. In recommending the report, Councillor Marshall noted that workloads had increased with forty seven Councillors doing the work previously undertaken by fifty six.

It was then proposed by Councillor Wilcox and seconded by Councillor Pritchard "that the recommendations of the Independent Remuneration Panel as submitted be agreed subject to an additional payment to the Chairman of the Parish Forum of £50 per meeting and, in respect of the performance clause relating to attendance at meetings the 75% threshold will apply to

planning training and safeguarding training.”

RESOLVED: That the recommendations of the Independent Remuneration Panel as submitted be agreed subject to an additional payment to the Chairman of the Parish Forum of £50 per meeting and in respect of the performance clause relating to attendance at meetings the 75% threshold will apply to planning training and safeguarding training

14 AMENDMENTS TO THE CONSTITUTION:

It was proposed by Councillor Spruce and seconded by Councillor Cox that “the changes to the Constitution as submitted be approved subject to paragraph 3.1 (Schedule 4 – Delegations of Functions to Officers) being amended to read paragraph 13.1.”

RESOLVED: That the changes to the Constitution as submitted be approved subject to paragraph 3.1 (Schedule 4 – Delegations of Functions to Officers) being amended to read paragraph 13.1.

(The Meeting closed at 7.01 p.m.)

CHAIRMAN

COUNCIL MEETING

7 JUNE 2016

PRESENT:

D. F. Salter (Chairman in the Chair)
M. A. Warfield (Vice-Chairman)

Allsopp, Mrs J. A.	Fisher, Miss B.	Rayner, B. L.
Awty, R. J.	Greatorex, C.	Shepherd, Miss O. J.
Bacon, Mrs N.	Hassall, Miss E. A.	Smedley, D.
Banevicius, Mrs S. W.	Humphreys, K. P.	Spruce, C. J.
Barnett, Mrs S. A.	Leytham, D. J.	Stanhope MBE, Mrs M.
Boyle, Mrs M. G.	Marshall, T.	Strachan, R. W.
Constable, Mrs B. L.	Matthews, T. R.	Tranter, Mrs E. H.
Constable, D. H. J.	Mosson, R. C.	White, A. G.
Cox, R. E.	O'Hagan, J. P.	Wilcox, M. J.
Eadie, I. M.	Pritchard, I. M. P.	Woodward, Mrs S. E.
Eagland, Mrs J. M.	Pullen, D. R.	
Evans, Mrs C. D	Pullen, Mrs N. I.	

(**APOLOGIES FOR ABSENCE** were received from Councillors Mrs Baker, Bamborough, Drinkwater, Mrs Fisher, Powell, Ray, Smith, Tittley, A. Yeates and B. W. Yeates).

CELEBRANT'S ADDRESS:

Mrs G. Jones addressed the meeting and Members paused for a moment's reflection.

43 DECLARATIONS OF INTEREST:

There were no declarations of interest.

44 CHAIRMAN'S ANNOUNCEMENT:

The Chairman thanked all those who had attended the Civil Service on Sunday 5 June.

45 PROPOSAL FOR SENIOR MANAGEMENT RESTRUCTURE:

Consideration was given to a report on a proposed senior management restructure.

It was noted that Council decided on 8 March 2016 to undertake a formal consultation on a proposed senior management restructure. On 9 March 2016 a thirty day period of consultation commenced and affected staff were placed at risk. Following the consultation a revised proposal was presented to affected staff and Members and was formally considered by Cabinet and Employment Committee.

The report submitted to Council included a summary of outcomes from the formal consultation by West Midlands Employers, the proposed structure including broad portfolios, job descriptions and person specifications for the director's posts and a summary of comments received including issues raised from oral representation. The report also set out the next steps involved in the implementation of the structure.

Councillor Wilcox outlined the background to the senior management restructure proposal. He reminded Members that a peer review had been undertaken in 2014, one the outcomes of which

was the desire to create a new structure to enable the Authority to deliver a more joined up service that supported a one council ethos and had strong corporate governance. Furthermore the structure would seek to support and empower confident heads of service and technical professionals to deliver the Strategic Plan.

Councillor Wilcox summarised the consultation process that had been undertaken including one-to-one interviews and workshops culminating in over 300 comments that had been examined and evaluated by the Chief Executive and West Midlands Employers in the context of the desired outcomes for a new structure.

He advised that 50% of respondents expressed the view that the originally proposed structure, consisting of three directors and twelve heads of service, was not radical enough. Hence the revised proposal submitted for approval comprising two directors and nine heads of service.

Attention was drawn to the proposed structure, broad portfolios and person specifications for the director posts. Councillor Wilcox noted that alternative options were set out in the report and the Council could decide not to implement the new structure. However, Members would then need to consider how the Council could address the issues confronting it and become a more sustainable authority able to deliver transformed services. Not implementing the structure would also be contrary to the findings of the peer review and West Midlands Employers.

Alternatively the Council could decide to implement the structure originally consulted on, however the new structure captured the strong messages received from the workforce and represented better synergies between services.

Details were given of the financial implications and it was advised that Cabinet felt that the emphasis should be on getting the structure right rather than seeking further savings at the current time.

Councillor Wilcox then paid tribute to the way the complex, but necessary, restructuring plan had been handled by the Chief Executive, senior management and employees of the Authority. Noting that it was an extremely unsettling time for the employees involved he called on Members to be as supportive as possible.

Councillor Leytham spoke to support the proposal. Contrasting different types of management structure he advocated tall, slim structures such as the one being adopted.

Councillor Mrs Woodward welcomed the restructure proposal and commended the way the Chief Executive had involved Members in the process, which had started before the consideration of specific structures had begun. She acknowledged that there would be a period of uncertainty and upheaval and supported the call for Members to be understanding and act appropriately during this period.

It was then proposed by Councillor Wilcox, seconded by Councillor Pritchard and

RESOLVED: (1) That the implementation of the proposed structure of two Directors, and nine Heads of Service, including a post of Assistant Chief Executive as detailed in Appendix Two of the report be approved.

(2) That Council agrees the establishment of an Appointments Sub-Committee and delegates to it the management and delivery of the process for the appointment of Directors to the new structure as set out in the Constitution.

(3) That the Job Description and Person Specifications for the Director posts attached at Appendix Three of the report be approved.

(The Meeting closed at 6.23 p.m)

CHAIRMAN

REPORT OF THE LEADER OF THE COUNCIL

CABINET DECISION – 19 MAY 2016

1. PROPOSAL FOR SENIOR MANAGEMENT RESTRUCTURE

The Cabinet:

- 1.1 Supported the implementation of the proposed structure of two Directors, and nine Heads of Service, including a post of Assistant Chief Executive as detailed in Appendix Two of the report.
- 1.2 Recommended to Employment Committee and Council that an Appointments Sub Committee be established and has delegated to it the management and delivery of the process for appointment of Directors to the new structure as set out in the Constitution. The job description and person specifications for these posts are attached at Appendix Three of the report.

DECISIONS MADE BY CABINET MEMBERS

2. GRANT AID AND GRANT AID PLUS ALLOCATIONS FOR 2016/17

- 2.1 The Cabinet Member for Community approved the allocations for grant aid and 'grant aid plus' for 2016/17

3. PUBLIC HEALTH ACT 1925 – STREET NAMING

- 3.1 The Cabinet Member for Finance and Democracy approved names for roads serving:
 - (i) a development on Land off Burton Road, Streethay in the Parish of Fradley and Streethay.
 - (ii) developments on land at 13 Rake Hill, 15 Rake Hill and 103 High Street, Chasetown in the Parish of Burntwood.
 - (iii) a development on land adjacent to Armitage Road in the Parish of Armitage with Handsacre.

**MICHAEL J WILCOX
LEADER OF THE COUNCIL**

FOR: COUNCIL MEETING

12 JULY 2016

AGENDA ITEM 7

(GREEN ENCLOSURE)

REPORT OF CHAIRMAN OF COMMUNITY, HOUSING AND HEALTH (OVERVIEW & SCRUTINY) COMMITTEE

PRESENT:

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

Apologies for absence were received from Councillors Rayner and Miss Shepherd. Apologies from County Councillor Smith were also received.

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

Also Present: Nick Cummins and Carole Clark from Bromford Housing

At the meeting of the Community, Housing and Health (Overview & Scrutiny) Committee held on 8th June 2016 the following matters were considered:

1. WORK PROGRAMME AND FORWARD PLAN

- 1.1 Members considered the Work Programme and Forward Plan and it was noted that it was the first version for the 2016/17 Municipal year. Clarification was given that the item on the Forward Plan regarding Policy H2 on the Provision of Affordable Housing came under the remit of the Economic Growth, Environment and Development (Overview & Scrutiny) Committee.

2. TERMS OF REFERENCE

- 2.1 Members were reminded of the Terms of Reference for the Community, Housing and Health (Overview & Scrutiny) Committee.

3. WELFARE REFORM

- 3.1 The Committee received a report on changes to the welfare benefits system that would be coming into effect over the next few months. This was in response to a question raised at Full Council in February. The Committee welcomed Nick Cummins and Carole Clark from Bromford Housing who gave a presentation on Welfare Reform and Affordability including practical examples on how welfare reform would be likely to affect customers and what was being done to mitigate the challenges arising.
- 3.2 It was reported that the most affected groups of people would be a) single people aged 18 to 21 as automatic housing support is to stop for certain groups of young people and b) families of three or more children (as the benefit cap is likely to reduce from £26k to £20k per year in the autumn). It is estimated that approximately 75 families in Lichfield District will be affected by the benefit cap changes. Bromford will be assessing affordability of new tenancies before they are offered in future and will

also start considering how individual applicants under 35 can be teamed together to share accommodation.

- 3.3 It was then reported by Bromford that whilst working through scenarios, it became clear that the financial situations for affected customers were much improved when the customer(s) became employed; helping people into work has been identified as key issue for mitigating the impact of the reforms and during recent years, Bromford have been pursuing various initiatives to get people into or back into work. It was also reported that whilst seeking work, affected customers may need access to a short term subsidy towards their housing costs for example through the Discretionary Housing Payments (DHP) which are administered by the District Council. The DHP policy is currently under review.
- 3.4 Bromford reported that they would be reviewing the impact of the welfare changes over the next 12 months and working with Lichfield District Council to minimise adverse outcomes for local people.
- 3.5 Bromford Housing were then asked if customers had been welcoming or resistant to help, especially with finding employment. It was reported that the reaction had been mixed and that Bromford will continue to communicate the changes in a timely and clear way so that tenants understand the likely impact. This was being achieved through letters, the website and door to door. It was reported that there were neighbourhood coaches who were also helping and a dedicated money advice team.
- 3.6 The Cabinet Member was asked if the Council had enough officer resources to deal with the reforms and he reported that he was confident that the level was adequate enough to manage the changes.
- 3.7 Nick Cummins and Carole Clarke from Bromford Housing were thanked for their attendance and input into the item and the information received was noted.

4. DELIVERY OF DISABLED FACILITIES GRANTS (DFG'S)

- 4.1 Members received a report on the delivery of DGFs as requested at Full Council when concerns had been expressed at the unsatisfactory performance of the service provider Revival Home Improvement Agency (HIA). It was noted that the HIA had been consulted regarding the content of the report.
- 4.2 It was reported that the contract was between Revival and Staffordshire County Council with the District Councils including Lichfield having Participation Agreements. The contract has a duration of 2 ½ years ending in March 2017. It was also reported that a HIA Steering Group, Chaired by the District Council's Housing Manager, monitors performance against the contract.
- 4.3 It was recognised that performance from Revival had not been satisfactory; this could be attributed to a number of reasons including staff vacancies, high demand and staff performance issues.
- 4.4 In attempting to resolve these issues, Revival had increased resources to deal with the backlog of applications and was working with Councils and other partners to streamline processes and become more efficient. It was noted by the Committee that performance had already improved in the current quarter compared to previous ones.
- 4.5 Members asked if the service could be provided another way. Members were reminded that it is a statutory duty to deliver DFGs and there are several partners involved including the Staffordshire Partnership Trust (who employ the Occupational

Therapists). There are few HIAs in the market and although the service could be taken back in house (ie. by direct employment of a Technical Officer) this would be costly to deliver and less resilient than the arrangement with the HIA. However, discussions are ongoing regarding the future of the current contractual arrangement.

- 4.6 It was then asked if the contract was viable and delivering value for money. It was reported that the cost to the council of delivering the adaptations had been £29k in 2015/16 (a fee of 9%) which was considered to be good value. It was also reported that as the contract is due to finish in 9 months, it could be difficult to fully implement changes to working practices. An extension to the contract with Revival would provide more time to make improvements but would require agreement from the County Council.
- 4.7 Members then asked if equipment that was no longer required was reused. Members were advised that where possible equipment was reused and where possible, Bromford would allocate houses with adaptations to people needing the same support.
- 4.8 The following was agreed
- (1) That the challenges that Revival have encountered be noted along with the measures they are taking to improve performance; and
 - (2) That the high demand for the service and volume of cases be noted.

5. END OF YEAR PERFORMANCE OVERVIEW 2015/16 FOR THE COMMUNITY, HOUSING AND HEALTH DIRECTORATE

- 5.1 The Committee received a report on the progress against the relevant activities and projects set out in the District Council's One Year Action Plan for 15/16. Targets for proposed activity and performance indicators for 2016/17 were also reported. Members congratulated Officers as most actions were on target.
- 5.2 The Committee was pleased that training on Child Sexual Exploitation was now a target as it helped highlight its importance. It was noted that all safeguarding training had to be recognised and approved by the Staffordshire Safeguarding Board. The Leader had written to those Members who had not received any training in the last three years and asked them to confirm that they had read the Council's Safeguarding Policy. It was also noted that refresher training would be provided for Members during the autumn to help develop a culture in recognising and reporting signs of abuse and neglect.
- 5.3 An update on business continuity was requested and it was reported that the Business Continuity Plan relating to the Council House being out of action had not been completed as the responsible Officer had retired and the work would now be carried out by Kier Group PLC.
- 5.4 When asked, it was noted that the Revenue and Benefits Service Review would be considered by the Strategic (Overview & Scrutiny) Committee.
- 5.5 The information was noted.

6. BURNTWOOD HEALTH CENTRES

- 6.1 Mrs Titterton, Strategic Director for Community, Housing and Health gave a verbal update on the health centres to the Committee. She circulated a note to the Committee Members reporting that a business case had been jointly prepared by Staffordshire County Council and NHS England supporting an application for the full

capital cost of building a new health centre at the Greenwood House site. It was also reported that talks had commenced with London and Cambridge Properties regarding a possible second health centre in Burntwood but discussions were at a very early stage.

6.2 Members emphasised that it was vital to have a second health centre as new housing planned for Burntwood would significantly increase the pressure on primary care services.

6.3 The information was noted.

7. STAFFORDSHIRE HEALTH SELECT COMMITTEE

7.1 Minutes from the recent meetings of the Healthy Staffordshire Select Committee were circulated to the Committee and the Chairman gave a verbal update of the outcomes.

8. CCTV MEMBERS TASK GROUP

8.1 The Committee noted that Councillor Mrs Boyle was now the Chairman of this task group. She reported that the Licence Agreement (for the monitoring of the CCTV) was currently being updated. A consultant had been appointed to assist with identifying the CCTV requirements for the Friarsgate development and the options for monitoring the new cameras.

8.2 It was then noted that due to changes in Committee membership, there were vacancies on the Task Group. Councillor Constable agreed to join the Task Group.

9. LICHFIELD DISTRICT COMMUNITY SAFETY PARTNERSHIP PREVENT DELIVERY PLAN 2016-18

9.1 Members received a report on the PREVENT Delivery Plan which had been produced in conjunction with the Council's partners who comprise the Lichfield District Safer Community Partnership. It was reported that following the Counter Terrorism and Security Act 2015, a new general duty was placed on Local Authorities to have due regard to the need to prevent people being drawn into terrorism.

9.2 It was reported that since the Committee considered the draft policy at their last meeting, more specific actions had been included making it more meaningful and practical.

9.3 The Committee agreed with the Cabinet Member that the policy should be proportionate and not increase fear but still not ignore the risk.

9.4 Members were also reassured that schools had been included in the policy.

9.5 It was agreed that that the draft PREVENT Delivery Plan be endorsed.

D. Leytham
Chairman
Community, Housing and Health (Overview & Scrutiny) Committee

REPORT OF CHAIRMAN OF STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE

PRESENT:

Councillors Strachan (Chairman) Mrs Barnett, Constable, Marshall, Matthews, Powell, Rayner, Mrs Stanhope and Mrs Woodward.

(In accordance with Council Procedure Rule No.17 Councillors Mrs H. Fisher, Pritchard, Pullen, Spruce and Wilcox attended the meeting)

APOLOGIES FOR ABSENCE were received from Councillors Mrs Baker, Drinkwater, Tittley (Vice-Chairman) and White

At the meeting of the Strategic (Overview and Scrutiny) Committee held on 9th June 2016 the following matters were considered:

1 FORWARD PLAN AND WORK PROGRAMME
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- 1.1 Members considered the Work Programme and Forward Plan and it was requested that an item on the impact of the management restructure including changes to the culture within the Council be added. It was also requested and agreed to receive briefings on the progress of the West Midlands Combined Authority and other models for Local Government.
- 1.2 The Forward Plan and Work Programme were noted.

2 TERMS OF REFERENCE

- 2.1 Members were reminded of the Terms of Reference for the Strategic (Overview & Scrutiny) Committee.

3 REVENUES AND BENEFITS FIT FOR THE FUTURE REVIEW
--

- 3.1 The Committee received a report on the Fit for the Future (F4F) review of the Revenue and Benefits service. It was reported that external consultants Peopletoo and ICE Creates had been engaged to aid the review. It was reported that it had been a large project and covered all aspects of Revenues and Benefits along with a part of the Connects service.
- 3.2 It was reported that the review explored strengths and weaknesses of service along with the customer journey when using the service and concluded that performance was very good and staff were committed and motivated. It did however find that resilience was a concern due to small size of the some of the specialist teams.
- 3.3 Members noted that after consideration, it was recommended that the service remain in-house with improvements made to the customer journey including more simple benefits transactions being handled at the front desk by the Connects team. This would speed up processing time which would provide better customer service and free up the back office staff to more complex claim processing.

- 3.4 It was also reported that technology had become an important theme in the review and facilitating channel shift would allow customers to access the service when most convenient to them. It was noted that software needed to be future proof and flexible to be able to potentially work with other authorities to give the option to share services. It was also noted that systems would need to be mobile friendly and as streamlined as possible to aid better adaption when further changes occurred. It was asked how Councils co-ordinate their software systems so that there is the potential to join up; it was noted that Chief Executives were aware of this issue and that this would be taken into account as new systems were procured. The Committee was reassured that web access would not be the only route for customers to use the RBS and face-to face would remain for those not able to use IT.
- 3.5 The Committee asked if there was a risk of needing better personal security for staff if more was being done at the front desk. Members were reassured that staff were skilled at diffusing difficult situations and that this had not previously been an issue although vigilance and staff training would continue.
- 3.6 Overpayments was discussed and Members felt that it was a big area and the goal was to be as proactive as possible. It was noted that staff would continue to work in reviewing claims and had signed up to get real time information.
- 3.7 Members felt that Business Rates was important as it would be funding 100% of the District Council in the near future. It was noted that there was good communication between building control who checked properties and would be advertising for a temporary property inspector soon.
- 3.8 The Committee sought reassurance that there was adequate resources and it was noted that there would be a need for people to continue to carry out the day job whilst changes to service took place. It was reported that additional resources would be funded on a short term basis using the New Burdens Fund from DWP.
- 3.9 Members agreed that keeping the service in house with changes to processes to become more efficient was the best option.
- 3.10 It was agreed that the key proposals and recommendations as set out in Appendix A, Section 10 to the report be endorsed.

4 END OF YEAR PERFORMANCE OVERVIEW 2015/16 FOR THE FINANCE, REVENUES & BENEFITS AND DEMOCRATIC & LEGAL DIRECTORATES
--

- 4.1 The Committee received a report on the progress against the relevant activities and projects set out in the District Council's One Year Action Plan for 15/16. Targets for proposed activity and performance indicators for 2016/17 were also reported.
- 4.2 An update on the sale of the Bore Street shops was requested and it was reported that although expressions of interest were shown, no bids had been received and so PSP Partnership looking at what options were viable. When asked, it was reported that PSP would receive a percentage of any income over the market value for their services. It was also noted that only underperforming assets would be disposed of. It was asked if assets could be developed through a public company and it was reported that there was not the volume of land to make it viable for the Council to develop themselves. Some Members had reservations in selling property as it created an income however it was noted that maintenance of the buildings had become a factor and investment versus income was considered before any decision was made. It was noted, that the Council was liaising with other public sector bodies including Staffordshire County Council and Bromford Housing regarding the Public Estate Programme and PSP Partnership would also be involved in the next Asset Strategy Group.

- 4.3 When asked, it was reported that processing time for benefits had been changed from seven to eight days to take into account that resources would be stretched whilst implementing changes to the service following the review. It was also noted that the Council Tax collection rate was better than the national average.
- 4.4 Members asked if the target for Freedom of Information requests was unrealistic and it was reported that it was a statutory timescale and so not considered ambitious.
- 4.5 The report and comments made were noted.

R Strachan
Chairman
Strategic (Overview and Scrutiny) Committee

FOR: COUNCIL MEETING

12 JULY 2016

AGENDA ITEM 9

(BUFF ENCLOSURE)

**REPORT OF CHAIRMAN OF ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT
(OVERVIEW AND SCRUTINY) COMMITTEE**

PRESENT

Councillors Cox (Chairman), Mrs Barnett, Mrs Boyle, Mrs Eagland, Mrs Evans, Miss Hassall, Marshall, Smedley and Mrs Stanhope MBE

APOLOGIES FOR ABSENCE: were received from Councillors Bamborough, Mrs Baker (Vice-Chairman) Drinkwater, Mosson and Mills.

(In accordance with Council Procedure Rule No.17 Councillor Pritchard attended the meeting).
At the meeting on the 15th June 2016 the following matters were considered:

1. WORK PROGRAMME

- 1.1 It was noted that for consistency, the membership of the Local Plan Task Group would remain as last year.

2. TERMS OF REFERENCE

- 2.1 Members were reminded of the Terms of Reference for the Economic Growth, Environment & Development (Overview & Scrutiny) Committee.

3. END OF YEAR PERFORMANCE OVERVIEW 2014/15 FOR DEVELOPMENT SERVICES

- 3.1 The Committee received a report on the progress against the relevant activities and projects set out in the District Council's One Year Action Plan for 15/16. Targets for proposed activity and performance indicators for 2016/17 were also reported.
- 3.2 It was confirmed that the legal challenge on the Local Plan were now concluded however there were outstanding Planning Appeals, the outcome of which would be known the following month.
- 3.3 The Committee were pleased to note that things were moving forward with the Burntwood Business Community and there had been positive discussions with London and Cambridge Properties with a pre-application being received.
- 3.4 The Economic Development Service was discussed and it was reported that the Economic Strategy had taken longer to complete than originally estimated as Officers wanted to ensure there was a comprehensive consultation. It was noted that the Strategy had now been approved. When asked, it was reported that the service's

success had been to aid the very low unemployment figures in the District and help influence the take up of retail units.

- 3.5 Moving onto Appendix B to the report, it was confirmed that the level of retail vacancies within the Lichfield and Burntwood centres were better than the national average. It was agreed by Members that this would improve further with the Friarsgate development as it will increase footfall and make all units attractive to retailers.
- 3.6 It was reported that although performance of the number of major planning appeals allowed at appeal had improved, there were still outstanding cases pending decision that could affect this.
- 3.7 The report and comments made were noted.

4. LOCAL PLAN UPDATE

- 4.1 Members considered a report updating them on progress with the Lichfield District Local Plan including the Site Allocation document, outstanding issues associated with the Birmingham City and Wider Birmingham Housing Market Area (GBHMA), Affordable Homes Policy and Neighbourhood Planning.
- 4.2 It was reported that the legal challenges from IM Properties had created an impact on the progress of the Lichfield District Local Plan Allocations document. It was also reported that the distribution of 37,500 houses to accommodate Birmingham's shortfall had not been agreed. It was noted that it had already been included in the Local Plan that a full or partial review would be required to include this extra housing provision. It was noted that without agreement over the distribution of the GBHMA's unmet need, identifying how GBHMA's growth could be accommodated within Lichfield District Local Plan is challenging. A number of options were presented to the Committee of how best to do this and it was agreed that Option 1 as stated in the report would be the best way forward as it would allow for the Allocation Development Plan to progress and address the Birmingham issue through a partial review when known.
- 4.3 When asked, it was reported that the definition for Gypsy and Travellers had changed which could affect the amount of land supply required over the five years and evidence was being gathered on this.
- 4.4 Affordable Housing in rural areas was then discussed and it was reported that there had been a successful appeal by the Government to overturn the previous ruling that the national threshold for affordable houses should be removed from the planning practice guidance. Members were reminded that the Local Plan Strategy did have Policy H2 which uses the national thresholds in relation to affordable housing. Following the original ruling which removed the national thresholds, an informal council policy was approved to require affordable housing on smaller sites in the rural areas. It was reported that the success of the Government appeal meant this informal policy was now out of line with national guidance and Policy H2 in the Local Plan Strategy should be used when determining planning applications.
- 4.5 Members were concerned that housing was being lost through the Right to Buy scheme with RSL's but not being replaced. Members felt that although national Government guidance should be adhered to, there would be implications for rural areas and it was suggested that there be a joint Member Task Group with the Community, Housing & Health (Overview & Scrutiny) Committee to consider these further.
- 4.6 Neighbourhood Plans were discussed and it was noted that some communities had become frustrated that applications had been approved out of line with their plan. It was

noted that the public perception of the power of neighbourhood planning was greater than the reality.

4.7 The following was agreed

- (1) That the outstanding issues associated with meeting Birmingham's housing need be noted and Option 1 as stated in para 3.13 of the report be supported;
- (2) That the development of a resource plan associated with taking forward the Local Plan be supported;
- (3) That the development of an updated Local Development Scheme in line with the approach recommended at para 3.13 be supported;
- (4) That the withdrawal of the Council Policy adopted on 8th December 2015 in relation to the delivery of affordable housing be recommend to Cabinet;
- (5) That as far as affordable housing on small rural sites is concerned, the approval of the use of the adopted Local Plan Strategy Policy H2: Provision of Affordable Homes as a material consideration in the determination of relevant planning applications be recommend to Cabinet; and
- (6) That the progress reported in relation to Neighbourhood Plans within Lichfield District be noted.

R. E. Cox
Chairman

Economic Growth, Environment and Development (Overview and Scrutiny) Committee

FOR: COUNCIL MEETING
12 JUNE 2016
AGENDA ITEM 10
(YELLOW ENCLOSURE)

**REPORT OF CHAIRMAN OF, LEISURE, PARKS AND WASTE MANAGEMENT
(OVERVIEW & SCRUTINY) COMMITTEE**

PRESENT:

Councillors Awty (Chairman), Matthews (Vice-Chairman), Mrs Allsopp, Mrs Bacon, Mrs Banevicius, Miss Fisher, Miss Hassall, Warfield and Mrs Woodward.

APOLOGIES FOR ABSENCE were received from Councillors Mrs N Pullen, Mrs Tranter, A. Yeates and B W Yeates

(In accordance with Council Procedure No. 17 Councillors Eadie, Mrs Fisher and A. Smith also attended the meeting).

At the meeting of the Leisure, Parks and Waste Management (Overview and Scrutiny) Committee held on 20th June 2016 the following matters were considered:

1. WORK PROGRAMME AND FORWARD PLAN

1.1 Members considered the Work Programme and Forward Plan. It was asked and agreed for a briefing paper to be sent to Members of the schedule of grounds maintenance at the closed churchyards in the District as there had been some complaints regarding those in Burntwood.

1.2 The Work Programme and Forward Plan was noted.

2. TERMS OF REFERENCE

2.1 Members were reminded of the Terms of Reference for the Leisure, Parks and Waste Management (Overview & Scrutiny) Committee. It was agreed that the Terms of References for all Overview & Scrutiny Committees should be reviewed by the O&S Improvement Task Group as many functions like research for policy issues were not utilised.

3. END OF YEAR PERFORMANCE OVERVIEW 2015/16 FOR THE LEISURE AND PARKS DIRECTORATE AND THE JOINT WASTE SERVICE
--

3.1 A report was submitted on the progress made in connection with the activities and projects set out in the Council's One Year Action Plan for 2015/16. The report included a statistical analysis of key performance indicators and Members were advised of the targets and performance indicators that had been proposed for 2016/17.

3.2 The new catering option at Burntwood Leisure Centre (BLC) was discussed and it was noted that opening hours at the café had reduced further. There was some disappointment that there had not been more marketing or commercial options explored. It was reported that the service had been constantly reviewed and it had

operated in years past at a loss for which there was no mandate. . It was reported that demand for over the counter catering had reduced and it was sensible to only open when there was demand. It was noted that there were vending machines which were well used and healthy options would be explored.

- 3.3 The replacement of the Combined Heat and Power Unit at BLC was then discussed and when asked, it was reported that the current unit was obsolete and needed replacement in the near future Options for replacement were being explored.
- 3.4 Members asked why there had been a delay in the transfer of the Hospital Road Playing Fields and it was reported that the lease had been held up with the Solicitors and it was close to being signed. It was noted that there had been no loss in income during the delay. It was agreed that an update on the transfer be sent to Members.
- 3.5 It was asked why the District Council had to adopt Darwin Park and Hawksyard and not allow the relevant Parish Council to take them and it was reported that the adoption had been agreed before the policy of not adopting land from developers had been implemented. It was noted that there was nothing to stop any discussions of this nature with the Parish Councils after the District had adopted the open spaces.
- 3.6 Events in the Parks were discussed and it was asked if these should continue by the District Council especially in the current financial climate and it was reported that many events, like the Lichfield Proms, had become cost neutral due to sponsorship and merchandise sales. Members were reassured that event were considered on a case by case basis and with minimal investment.
- 3.7 Performance of the Joint Waste Service was then discussed by the Committee and it was noted that residual waste kilogram targets had not been met due to the cessation of food waste recycling and dry recycling percentages had gone down as had many other high performing authorities creating a trend. It was asked if there was capability to monitor performance in each ward and area and it was reported that there was with the new fleet but it would take some time to collect an adequate amount of data.
- 3.8 It was reported that campaigns including bin stickers would be commencing to help raise awareness. It was also reported that through the Staffordshire Waste Partnership, a pilot educational scheme would soon be starting. When asked, it was noted that the school chosen to do the pilot had approached the Council with ideas to help them with a Queens Birthday initiative centred on litter picking.
- 3.9 The Cabinet Member for Waste then gave an update on the Staffordshire Joint Waste Board and reported that it had been investigating ways to reduce costs and had commissioned a report on different work streams to find savings. It was reported that the Leader of the Council had a lead role along with other authority Leaders as well as Chief Executives. It was noted that this report would be considered by the Board in October and then to the Committee after this.
- 3.10 It was agreed that an explanation would be provided to the Committee as to why the streetscene costs increased from £418k to £1.032m between 14/15 and 15/16.
- 3.11 The information received was noted.

4. FIT FOR THE FUTURE LEISURE REVIEW PHYSICAL ACTIVITY AND SPORT STRATEGY
--

- 4.1 The Committee received a report on the revised draft of the Physical Activity and Sport Strategy following the consultation exercise to allow interested parties to comment.

- 4.2 An updated version of the consultation comments was circulated to the Committee as it was recognised that some of the responses to comments were too forthright for the nature of consultation. There were also changes where comments were recorded. Members felt there should be more reference to Chasewater in the Strategy as it is a major asset in the district. Members also felt that reference to any Staffordshire County Council involvement should be included.
- 4.3 It was agreed that Members should have time to fully review the new draft Strategy and send any comments to Councillors Matthews and Mrs Woodward through the Overview & Scrutiny Officer before the Strategy was considered by Cabinet in July.

5. THE FUTURE OF THE SHOPMOBILITY SERVICE

- 5.1 The Committee received a report on the review of the Shopmobility Service. It was reported that the current location of the service was in the Multi Storey Car Park which would be demolished during the Friarsgate development. It was noted that although a unit had been reserved in the development for Shopmobility, it would not be available until 2019 at the earliest.
- 5.2 It was noted that there were 9 scooters and 70 users registered to use the service. Members were made aware that the biggest cost was that of the attendant needed to run the provision and overall it was unsustainable in its current setup.
- 5.3 It was suggested that a commercial company in the City centre could be approached to go into partnership with, similar to the pest control contract, which would also support local business. It was agreed to look into this further.
- 5.4 Overall, the Committee agreed that Option 4 as stated in the report be investigated further with the caveat that the users be consulted with.
- 5.5 It was agreed that that the Cabinet Member for Tourism and Communications and Officers be instructed to investigate further Option 4 as shown in the report.

R J Awty
Chairman
Leisure, Parks and Waste Management (Overview & Scrutiny) Committee

PLANNING COMMITTEE

23 MAY 2016

PRESENT:

Councillors Smedley (Chairman), Marshall (Vice-Chairman), Mrs Allsopp, Awty, Mrs Bacon, Mrs Baker, Bamborough, Mrs Barnett, Cox, Drinkwater, Mrs Evans, Matthews, Mosson, Powell, Pritchard, Mrs Stanhope, Strachan, MBE, and A. Yeates.

(**APOLOGIES FOR ABSENCE** were received from Councillors Humphreys and Miss Shepherd).

15 CHAIRMAN'S WELCOME

The Chairman welcomed all new Members to the Committee.

16 DECLARATIONS OF INTEREST

Councillor Mrs Allsopp - Disclosable Pecuniary Interest in Application 15/01365/FULM as she resides opposite the proposed development.

17 MINUTES:

The Minutes of the Meeting held on 3 May 2016 and previously circulated were taken as read, approved as a correct record and signed by the Chairman.

18 DECISIONS ON PLANNING APPLICATIONS:

Applications for permission for development were considered with the recommendations of the Strategic Director – Democratic, Development and Legal Services and any letters of representation and petitions together with a supplementary report of observations/representations received since the publication of the agenda in association with Planning Application 15/01365/FULM and 16/00026/FULM.

19 15/01365/FULM – PROPOSED DEMOLITION OF EXISTING MULTI-STOREY CAR PARK, CAR SHOWROOM, GARAGE, SEMI-DETACHED HOUSES, POLICE STATION, RETAIL KIOSKS, AND PARTIAL DEMOLITION OF A WALL AND ERECTION OF NEW MIXED USE RETAIL-LED DEVELOPMENT KNOWN AS FRIARSGATE, COMPRISING 16,024 SQ.M. (GIA) FLEXIBLE UNITS TO BE OCCUPIED FOR A1 (RETAIL), A2 (FINANCIAL AND PROFESSIONAL SERVICES), A3 (RESTAURANTS AND CAFES), A4 (DRINKING ESTABLISHMENTS) AND A5 (HOT FOOD TAKEAWAY) PURPOSES, 2070 SQ.M. (GIA) CINEMA (USE CLASS D2 GYM (USE CLASS D2) 82 APARTMENTS AND 11 TOWNHOUSES (USE CLASS C3) AND RELOCATED BUS STATION AND REPLACEMENT MULTI-STOREY CAR PARK, TOGETHER WITH ASSOCIATED LANDSCAPING, PUBLIC REALM, SERVICING, ACCESS AND HIGHWAYS IMPROVEMENT WORKS – LAND AT BIRMINGHAM ROAD LICHFIELD

RESOLVED That, subject to the owners/applicants first entering into a Unilateral Undertaking under the Town and Country Planning Act (as amended) to secure contributions/planning obligations towards:-

1. Affordable housing contribution
2. Primary and secondary education contribution
3. Provision of replacement coach parking, and
4. Maintenance Management Company

planning permission be granted subject to the conditions set out in the report and supplementary report of the Strategic Director- Democratic, Development and Legal Services.

(PRIOR TO CONSIDERATION OF THE ABOVE APPLICATION REPRESENTATIONS WERE MADE BY ANNA BRADFORD (OBJECTOR) AND SCOTT DAVIDSON (APPLICANT))

20 16/00026/FULM - ERECTION OF 27 NO DWELLINGS (COMPRISING 3 NO 2 BEDROOM, 16 NO 3 BEDROOM AND 7 NO 4 BEDROOM AND 1 NO 5 BEDROOM DWELLINGS) WITH ASSOCIATED ACCESS, PARKING AND LANDSCAPING FOR DAVID WILSON HOMES (MERCIA)

RESOLVED: (A) That subject to the owners/applicants first entering into Section 106 Legal Agreement under the Town and Country Planning Act (as amended) to secure contributions/planning obligations towards:-

1. Affordable housing
2. Open space, sport and recreation
3. Participation in sport and physical activity
4. Education contributions
5. Management Company for maintenance of all communal areas including open space, hedges, trees and roads

(B) That, in the event of the Section 106 Legal Agreement having not been signed by 13 June 2016 when the adoption of the Community Infrastructure Levy occurs, delegated authority be granted to amend the Section 106 requirements to withdraw the requirement for contributions open space, sport and recreation; participation in sport and physical activity; and secondary and sixth form places as these would be provided through CIL then approve, subject to the conditions set out in the report of the Strategic Director – Democratic, Development and Legal Services.

(PRIOR TO CONSIDERATION OF THE ABOVE APPLICATION REPRESENTATIONS WERE MADE BY TOM ARMFIELD ON BEHALF OF THE APPLICANT)

21 TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED) –TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND) REGULATIONS 2012 LICHFIELD DISTRICT COUNCIL TREE PRESERVATION ORDER 70- 1983 – APPLICATION TO REMOVE ONE OAK TREE AND PRUNE ONE OAK TREE GROWING WITHIN THE PUBLIC OPEN SPACE AT THE REAR OF BOULTON CLOSE BURNTWOOD WS7 9LD

Consideration was given to the report of the Strategic Director Democratic, Development and Legal Services.

RESOLVED: That the Committee refuse consent for the removal of T.101 and pruning of T.102 of Lichfield District Council Tree Preservation Order 70 – 1983.

22 TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED) – TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND) REGULATIONS 2012 LICHFIELD DISTRICT COUNCIL TREE PRESERVATION ORDER NO 329 – 2009 APPLICATION TO REMOVE A SILVER BIRCH TREE AT 15 HOSPITAL ROAD CHASETOWN BURNTWOOD WS13 8DA

Consideration was given to the report of the Strategic Director Democratic Development and Legal Services.

RESOLVED: That the Committee refuse consent for the felling of the Silver Birch tree T.2 of the Lichfield District Council Tree Preservation Order No 329 – 2009.

23 TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED) – TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND) REGULATIONS 2012 – LICHFIELD DISTRICT COUNCIL TREE PRESERVATION NO 379 – 2014 APPLICATION TO REMOVE ONE OAK TREE AT 28 BLAKE STREET, LITTLE ASTON SUTTON COLDFIELD STAFFORDSHIRE B74 3EX

Consideration was given to the report of the Strategic Director Democratic and Legal Services.

RESOLVED: That the Committee refuse consent for the felling of the Oak T.2 of Lichfield District Council Tree preservation Order No 379 – 2014.

24 GBSLEP – DELIVERING A MORE EFFECTIVE AND CONSISTENT PLANNING SYSTEM

Consideration was given to the report of the Strategic Director Development and Legal Services.

RESOLVED: That the Committee notes the contents of this report and recommends:

(a) The planning guidance notes be adopted by the Lichfield District Council, subject to the following amendments:

- The threshold for member engagement on pre-application discussions be determined locally;
- The content and delivery of 4 Member Planning Training Sessions per year be determined locally;
- The content and frequency of Member post-development site visits to be determined locally;
- A 'right to reply' protocol for applicants/objectors at Planning Committee to be produced locally;
- The content and frequency of planning policy and legislative update to elected Members be determined locally;

- Lichfield District Council to liaise with the County Council to secure quicker delivery of Section 106 Legal Agreements.
- (b) That subject to the above amendments delegated authority be given to the Cabinet Member, in consultation with the Chairman and Vice-Chairman, to approve the final wording of the guidance notes.
- (c) That a review of the effectiveness of the guidance notes be consider after one year's operation.

25 EXCLUSION OF PUBLIC AND PRESS

RESOLVED: That, as publicity would be prejudicial to 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 item of business which would involve the likely disclosure of exempt information as defined in **Paragraph 3** of **Part1** of **Schedule 12A** of the Local Government Act 1972 as amended.

26 ENFORCEMENT MATTERS

Consideration was given to this progress report:

RESOLVED: That the report be noted.

(The Meeting closed at 7.45pm)

CHAIRMAN

EMPLOYMENT COMMITTEE

24th MAY 2016

PRESENT:

Councillors Powell (Chairman), Hassall (Vice Chairman) Mrs Constable, Cox, Smedley, Mrs Stanhope MBE, Strachan and B. Yeates.

(**AN APOLOGY FOR ABSENCE** was received from Councillors Mrs Banevicius, Mrs Eagland and Humphreys)

ALSO ATTENDED

Rebecca Davies - West Midlands Employers
Richard Penn – representing Richard King

27 MINUTES

The Minutes of the Meeting held on 11th February 2016, as printed and circulated, were taken as read, approved as a correct record and signed by the Chairman.

28 DECLARATIONS OF INTEREST

There were no declarations of interest.

29 PROPOSAL FOR SENIOR MANAGEMENT RESTRUCTURE

Before considering the report, the Committee heard representations from Mr Richard King, Strategic Director for Democratic, Development & Legal Services. He reported to the Committee that generic responsibilities between the two proposed Director posts were not the same, specifically the requirement to be a leading contribution to the development of continuous improvement and lead on the delivery of channel shift and digitalisation. Mr King then questioned the rationale for the new proposed structure as the original 3 Directors to 12 Heads of Service (HOS) had been described by the West Midlands Employers (WME) as the best option to be aligned to the Council's Strategic Plan and the new proposed structure had been discounted at that time. Mr King then reported that although 50% of the consultation respondents had commented that the originally proposed structure was not radical enough, some had requested voluntary redundancy and this could mean comments had been made with peoples own interests in mind. Mr King stated that he was not opposed to the restructure but was concerned at the potential loss of skill and experience. He reported that he felt the Council was in a good place and did not suffer from many Ombudsman issues. He said there were many good projects coming on line including Friarsgate and was excited for the Council's future but wanted to ensure there was the right balance moving forward.

The Committee then received a report outlining proposals for a Senior Management Restructure following formal consultation. It was reported that in light of the comments

received, a revised structure had been developed which consisted of two Directors and nine HOS, including a post of Assistant Chief Executive. Further to the report, additional comments received, from Officers and the Cabinet when considered at their meeting, were circulated.

In response to the comments made by Mr King, Ms Diane Tilley, Chief Executive reported that the discrepancy in the generic responsibilities, as reported, would be amended before being considered at Full Council. Ms Tilley then reported that to ensure that capacity and skills were well balanced, Cabinet had emphasised that making a saving should not be the priority but having the right structure for the future was. They felt that it would be satisfactory for the restructure to be cost neutral as originally planned for. When responding to the question regarding the change in ratio of Directors to Heads of Service, it was reported that the original option of two Directors was dismissed as they did not have any Portfolios while in the new revised structure they did. It was noted that a 2to8 structure had been recommended as a version of the 3to12 one originally suggested. Finally Ms Tilley noted it was only speculation that the five people who had requested voluntary redundancy were amongst the 8 consultation respondents who had commented that the structure was not radical enough.

In addition to what was in the report, further details of the risks identified with conducting the restructure were presented to the Committee.

When asked, it was confirmed that only minor changes and clarifications as to where service responsibility lay would be amended in the new revised structure.

Members asked what the benefit of an Assistant Chief Executive position would be and it was reported that as it would not have portfolio responsibility, the role would provide an independent challenge and would allow flexibility if required at a lower cost than another Director.

It was noted that there was currently a large gap in pay between the 2nd and 3rd tier of Officer and the original proposal of 1-3-12 hierarchy closed that gap slightly but the new proposal of 1-2-8 closed it even further addressing concerns raised during the consultation.

Overall, the Committee accepted the revised recommended structure and felt it was correct for the size of Council Lichfield District is.

RESOLVED: (1) That the implementation of the proposed structure of two Directors and nine Heads of Service, including a post of Assistant Chief Executive as detailed in the report be supported; and

(2) That Council be recommended to establish an Appointments Sub Committee and delegate to it the management and delivery of the process of appointment of Directors to the new structure as set out in the Constitution.

30 UPDATES TO LGPS DISCRETIONARY PAYMENT POLICY

The Committee received a report on the Council's policy of Discretionary Payments to be exercised under the Local Government Pension Scheme (LGPS regulations in relation to current members of the Career Average Revalued Earning (CARE) Scheme and for Deferred Scheme members who left employment prior to April 1998, and between April 1998 and 31st March 2008.

It was reported that the Council was required to keep its policy under review and whilst doing so this year, amendments were proposed to ensure findings of the Independent Public Service Pensions Commission and consequential discussions between the Government and Trade Unions were included.

RESOLVED: That the items as shown in Appendix A of the report be inserted as items 16 – 18 in Appendix B of the Policy and that all references to Personnel be noted to have been amended to Human Resources.

(The Meeting closed at 6.40 p.m.)

CHAIRMAN

AUDIT COMMITTEE

6 JUNE 2016

PRESENT:

Councillors Mosson (Chairman), Mrs Bacon (Vice-Chairman), Strachan and Mrs Woodward.

Independent Members: Mr Betteridge and Mrs Moore.

Observer - Cabinet Member for Finance and Democracy: Councillor Spruce

Officers in attendance: Mrs D. Tilley, Ms B. Nahal, Mrs A. Struthers, and M. Galvin
Mr R King, Mrs H. Titterton, Mr. N. Turner (in respect of Agenda Item 4).

Also present: Mrs Edmonds and Mr Tobin from Grant Thornton.

APOLOGY FOR ABSENCE:

(An apology for absence was received from Councillor Tittley).

31 DECLARATIONS OF INTEREST:

There were no declarations of interest made.

32 MINUTES:

The Minutes of the Meeting held on 26 January 2016, as printed and previously circulated, were taken as read and approved as a correct record and signed by the Chairman.

Arising out of the Report relating to the issue of Exceptions and Exemptions, Councillor Mrs Woodward indicated that she was pleased to see the Chief Executive and Strategic Directors being present to answer any questions arising on the report entitled 'Annual Report on Exceptions and Exemptions to Procedure Rules' (see below).

33 ANNUAL REPORT ON EXCEPTIONS AND EXEMPTIONS TO PROCEDURE RULES:

Members considered the report of the Director Finance, Revenues and Benefits which provided details on (i) the progress made in implementing the new Financial and Contract Procedure Rules, (ii) the number of Exceptions and Exemptions made to the Chief Financial Officer for the financial year 2015/2016 under the 'old' Financial Regulations and Contract Standing Orders, and (iii) the Exception and Exemption process that had been approved as part of the Contract Procedure Rules which would become applicable during the 2016/2017 financial year.

It was noted that the Council had procured goods and services during 2015/2016 to the value of £11.6 million with the majority of this (94.45%) being through the procurement process. The remainder had been through the Exceptions and Exemptions. Councillor Woodward stressed that whilst the 94.45% was an excellent achievement she would like to see this squeezed nearer the 100% mark. The Chief Executive stressed that the Council had worked extremely hard to reduce the number of Exceptions and Exemptions and work would be ongoing to achieve a greater reduction in these through competitive tendering.

Members were informed that these were clear and transparent being in the public domain on the Council's website. They were also reported to the Executive. Councillor Strachan expressed his appreciation at the latter and he was particularly pleased to note that the number

of Exceptions and Exemptions in Parks had been reduced from 21 to 9. Councillor Strachan made reference to the £25,000 for Car Parking ticket machines, repairs and maintenance and it was explained by the Strategic Director that, whilst this was budgeted for, the reason it was an ongoing Exception was because only the supplier could deal with the installation and repair of these. Members were informed that work was in hand to secure better value for money in this area.

Councillor Strachan considered this to be an extremely helpful and high quality report.

RESOLVED: That the Exemptions as set out within Appendix A of the Report be noted.

34 COUNTER FRAUD UPDATE:

Members considered the report of the Internal Auditor Manager which provided the Committee with an update on Counter Fraud work completed during the financial year 2015/2016.

Councillor Strachan, referring to the Fraud and Corruption checklist, sought clarification as to whether training on this subject was ongoing. Responding to this, it was explained by the Council's Solicitor that within the Constitution there was information provided on how to deal with Whistleblowing and that leaflets had been distributed in the past.

Councillor Woodward expressed concerns at the fact there was no direct reference as to the role of Members in ensuring there was no fraud and corruption. The Chairman, Councillor Mosson, supported this view and, in response, it was explained that fraud and corruption would normally be reported through the line manager but there were also prescribed external regulators to which reference could be made. These included, inter alia (i) the Health and Safety Executive. The Chief Executive stressed that policies and the constitution dovetailed to ensure that significant corporate measures were in place to prevent Fraud.

The Chairman sought clarification as to whether it would be possible to provide a checklist for Members as a guide to reporting concerns of fraud and corruption. A Member referred to Annex 2 and sought clarification as to how frequently this was reviewed. This was undertaken annually however, with the new structure due to be implemented there would be a need to review it within the next 12 months.

The Chief Executive reported that over the last three years there had been no incidents of internal fraud which suggested that there were effective policies and controls in place to deal with this. In the last three years there had been no issues reported that had warranted action being taken: this reflected well upon the organisation.

RESOLVED: (A) That the Counter Fraud and Corruption Policy Statement, Strategy and Guidance noted be approved.

(B) That the Confidential Reporting (Whistleblowing) Policy be approved.

(C) That the Fighting Fraud Locally Checklist and associated documents be endorsed.

(D) That the Fraud and Corruption Risk Register be endorsed.

35 RISK MANAGEMENT UPDATE

Members considered the report of the Internal Audit Manager.

RESOLVED: That, the work being undertaken to ensure the Risk

Management Strategy is adhered to and the actions taking place to manage the Council's most significant risks, be noted.

36 AUDIT PLAN 2016/2017

Members considered the report of the Internal Audit Manager.

RESOLVED: That the Annual Audit Plan as set out at Appendix 1 of the report be approved.

37 ANNUAL REPORT OF INTERNAL AUDIT:

Members considered the report of the Internal Audit Manager. The report provided details of the activity and performance of that section for the 2015/16 financial year.

The Chairman thanked the officer for the excellent comprehensive report. A Member drew attention to the performance in relation to DBS checks and it was stressed by the Chief Executive that measures were being undertaken to map, improve and align the process. Councillor Strachan sought clarification regarding the cause of the delay in terms of the new Waste Fleet Service. This delay in the planned audit of the fleet was due to the fact that a contract for new fleet in the Waste Service had only been entered into toward the very end of the financial year and, therefore, the contract would be audited at a later time.

Councillor Woodward indicated that she and the general public were concerned about the fact that the figures in the accounts for the Lichfield District Council and the Lichfield Garrick Theatre did not match and this made it difficult to see what public funds were being spent on the Theatre. The Chief Executive explained that this was based on the fact that the Theatre, being a Charitable Trust, had opted for a different financial year in their accounts, as was their right and this did not align with 1st April – 31st March adopted by local government. However, she stressed that the Council would know in any given year what it had paid to the Trust and explained that this information had been made available to the relevant Overview and Scrutiny Committee.

RESOLVED: That the Annual Report of Internal Audit for 2015/16 be noted.

38 SELF ASSESSMENT OF GOOD PRACTICE – AUDIT COMMITTEE

Members considered the Questionnaires tabled at the meeting. It was explained by the Council's Solicitor that she would like to report back on the findings of Members to the Audit Committee and that she would appreciate Members indicating which questionnaires they wished to use in the next few weeks and then return them in September with a view to a report being submitted to the October meeting.

RESOLVED: That the Questionnaires be received and Members be requested to choose their preferred questionnaire complete them by the beginning of September with a view to the Solicitor submitting a report to the Committee scheduled to take place on 7 October 2016.

39 AUDIT COMMITTEE UPDATE - LICHFIELD DISTRICT COUNCIL – YEAR ENDED 31 MARCH 2016

Members considered the document received from the Council's external auditor, Grant Thornton, which covered the above. It was explained that the External Auditor had, following advice from their regulators, included the Pension Fund Liability as a significant risk in view of the extent of the estimate. It was also stressed that the implications of the restructure could add to this in view of possible redundancy costs.

It was reported by an officer that information on the Council's assets had been collected and forwarded to Valuers but it was stressed that there was little change to their valuations. There was only one key site that could be used for housing which would enhance the value of the land.

Councillor Woodward sought clarification as to whether any work had been undertaken to determine the level of assets across the whole of the public sector. The Chief Executive reported that at present the Council was only examining the extent of its own assets although she stressed that work was being undertaken by the Greater Birmingham and Solihull Local Enterprise Partnership and also Staffordshire.

Councillor Woodward drew attention to the Better Care Fund and stressed that the Staffordshire County Council was experiencing significant financial pressures.

RESOLVED: That the report be noted.

40 INFORMING THE AUDIT RISK ASSESSMENT - LICHFIELD DISTRICT COUNCIL 2015/2016

Members considered the document received from the Council's external auditors, Grant Thornton, which covered the above.

Arising out of consideration of the above a Councillor Woodward sought assurances as to whether fellow Members were kept aware of their requirement to update the Register of Interests. The Chief Executive explained that it was difficult to have a failsafe system in place for both Members and staff but she acknowledged that it was something whereby reminders could be sent out.

The Council's Solicitor explained that by virtue of the Localism Act 2011 Members were not required to declare specific interests and where there were any changes in Interests these had to be notified to her, as Monitoring Officer. Should there be no change in Interests from a previous term in office a Member was not required to complete a new Declaration of Interest form. She stressed that in the event of a Member having failed to declare their Interests within the requisite period and then participating in Council business this was a criminal matter for the Police to investigate and prosecute. It was agreed that a reminder should be sent out to all Members as it was now a year on from the start of the new Council.

RESOLVED: (A) That the report be noted.

(B) That a reminder be sent to all Members of the Council from the start of the new Council.

41 WORK PROGRAMME:

Members considered the Work Programme for 2016/17. Councillor Strachan indicated that the Committee should avoid 13 reports being submitted to the January 2017 Committee. This was agreed.

RESOLVED: That it be agreed that, due to the number of Reports scheduled for the 24 January 2017 that these be redistributed and that a further meeting of the Committee be scheduled to take place on 27 March 2017.

42 VOTE OF THANKS

A vote of thanks was placed on record for the work undertaken by Helen Edmonds from the external auditors, Grant Thornton, who was leaving that organisation.

(The Meeting closed at 7:10 pm)

CHAIRMAN

REGULATORY AND LICENSING COMMITTEE

27 JUNE 2016

PRESENT: Councillors B.W. Yeates (Chairman), Warfield (Vice-Chairman), Drinkwater, Mrs Eagland, Mrs Evans, Leytham, O'Hagan, Miss Shepherd, Smedley and Mrs Stanhope MBE

AN APOLOGY FOR ABSENCE was received from Councillors Mrs Baker, Mrs Barnett and A. Yeates

46 DECLARATIONS OF INTEREST

Councillors Leytham, Smedley and Warfield declared non-pecuniary interests in Item 4 as they were Lichfield City Councillors

Councillor Mrs Stanhope declared a non-pecuniary interest in Item 5 as she lived close to the A38

47 NEIL WAIT, SENIOR ENVIRONMENTAL OFFICER

The Committee were notified that Neil Wait, Senior Environmental Officer, would be leaving the authority soon to take employment elsewhere. Members wished to extend their gratitude for all of his work during his time at Lichfield District Council and wished him all the best for the future.

48 MINUTES

The minutes of the meeting held on 10th February 2016, as printed and previously circulated were taken as read, approved as a correct record and signed by the Chairman. It was confirmed that the food testing laboratory at Good Hope hospital had not yet closed but was still planned to at some point.

49 FEEDBACK FROM LICHFIELD CITY COUNCIL REGARDING MARKET CHARTER

The Committee received a verbal update from Gareth Davies, Environmental Health Manager, following a request by the District Council for a copy of the Markets Charter from Lichfield City Council. It was noted that this request had been made by the Committee via letter to ensure that following the approval of the Street Trading Policy, charges were not being made for streets covered by the Charter.

It was reported that Mr Davies had received a response from the City Council's Town Clerk stating that the City Council had recently resolved to instruct the Town Clerk, with external assistance if required, to find the most complete and definitive Charter.

RESOLVED: That the information received be noted.

50 LOCAL AIRE QUALITY MANAGEMENT DECLARATION OF AIR QUALITY MANAGEMENT AREA – A38, WALL ISLAND TO ALREWAS

The Committee received a report updating them on development since the previous update was given on the 4th February 2015. It was reported that site specific Detailed Assessment of a small residential area of four properties adjacent to the A38 in Fradley was carried out and concluded that an Air Quality Management Area (AQMA) should be declared. It was then reported that the report was submitted to Defra in June 2014 for approval and the recommendation back from them was that the whole section of the A38 between Wall Island and the District Boundary north of Alrewas be declared as an Air Quality Management Area. It was noted that a consultation had been completed with no comments received.

Members asked if the recent result of the Referendum to leave European Union would affect the need to go through the process and it was reported that it was still a statutory obligation at this current time.

When asked, it was reported that it was not within the gift of the Council to solve the Air Quality issues but would be working with Highways England. It was noted that the declaration of being an AQMA could speed up the designation of the A38 to an expressway resulting in proper slip-roads which would mean Lorries didn't not have to slow down or stop to enter the road.

Members had some concern that planning applications had been made for more housing which was sited up to the roadway.

- RESOLVED:** (1) That the report be noted; and
- (2) That the declaration of an Air Quality Management Area along the A38, Wall Island to Alrewas be approved.

51 WORK PROGRAMME

The work programme was considered and it was noted that further items had been included and the updated version would be sent to Members.

- RESOLVED:** That the Work Programme as submitted be agreed.

(The meeting closed at 6.30 pm)

CHAIRMAN

xx. DELEGATED TO THE STRATEGIC DIRECTOR – DEMOCRATIC, DEVELOPMENT AND LEGAL SERVICES, DEVELOPMENT EXECUTIVE (PLANNING AND BUILDING CONTROL), PLANNING DEVELOPMENT MANAGER, AND PRINCIPAL DEVELOPMENT MANAGEMENT OFFICERS.

xx.1 To determine all planning matters submitted for approval under Schedule 17 (the Planning Conditions Schedule) of the High Speed Rail (London – West Midlands) Bill **UNLESS**.

xx. 1.2 The application (Schedule 17 approval) involves the use of Council owned buildings or land **OR**;

xx. 1.3 A written request has been made by a Member of the Council for the application (Schedule 17 approval) to be determined by the Planning Committee, in accordance with requirements of the HS2 Planning Memorandum proforma, which explains the planning reasons for the call-in.

xx.2 If the situation arises as set out in any of the paragraphs 14.1.2 – 14.1.3 above, then such applications (Schedule 17 approval) will be reported to the Planning Committee.

xx.3 In relation to any application (Schedule 17 approval), which benefits from delegated authority to determine, if in the opinion of at least two of the following officers: Strategic Director – Democratic, Development and Legal Services; Solicitor; Development Executive (Planning & Building Control) or the Planning Development Manager, it is considered appropriate for the Planning Committee to determine the application then the matter shall be reported accordingly.