

LICHFIELD DISTRICT COUNCIL

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Chief Executive
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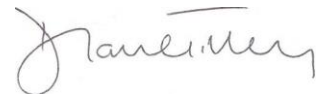
3rd April 2017

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 11 APRIL 2017 at 6.00 pm.**

Prayers will be said prior to the meeting.

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



Chief Executive

A G E N D A

- 1 APOLOGIES FOR ABSENCE (if any).
- 2 DECLARATIONS OF INTEREST.
- 3 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 21st FEBRUARY 2017 (VOLUME 44 PART 5 MINUTE BOOK).
TO FOLLOW
- 4 CHAIRMAN'S ANNOUNCEMENTS.
- 5 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 7TH MARCH 2017 AND 4TH APRIL 2017 AND CABINET MEMBER DECISIONS (GREY ENCLOSURE).
- 6 REPORT OF THE CHAIRMAN OF LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE (YELLOW ENCLOSURE).
- 7 REPORT OF THE CHAIRMAN OF COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE (GREEN ENCLOSURE).
- 8 REPORT OF THE CHAIRMAN OF ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE (BUFF ENCLOSURE).
TO FOLLOW

- 9 THE CHAIRMEN INDICATED BELOW TO MOVE THAT THE PROCEEDINGS OF THE FOLLOWING COMMITTEES (VOLUME 44 PART 5 MINUTE BOOK) BE RECEIVED AND, WHERE NECESSARY, APPROVED AND ADOPTED.

Page numbers will be added once the Council minutes from the meeting on the 21st February 2017 are available)

	Committee	2016/2017	Pages	Chairman
(a)	Planning (non-confidential)	27 February		D Smedley
(b)	Standards	15 March		Mrs S Barnett
(c)	Planning	20 March		D Smedley
(d)	Audit	27 March		M Tittley

10 **AMENDMENTS TO THE CONSTITUTION**

11 **REVISED CALENDAR OF MEETINGS**

To approve the Calendar of Meetings as submitted (GREEN ENCLOSURE).

12 **QUESTIONS**

To answer any questions under Procedure Rule 10.2

13 **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

- 14 CONFIDENTIAL REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 7TH MARCH 2017 AND 4TH APRIL 2017 AND CABINET MEMBER DECISIONS (PINK ENCLOSURE).

- 15 THE CHAIRMEN INDICATED BELOW TO MOVE THAT THE PROCEEDINGS OF THE FOLLOWING COMMITTEES (VOLUME 44 PART 5 MINUTE BOOK) BE RECEIVED AND, WHERE NECESSARY, APPROVED AND ADOPTED. (PINK ENCLOSURE)

	Committee	2016/2017	Pages	Chairman
(a)	Planning (confidential)	27 February		D Smedley

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

**REPORT OF THE LEADER OF THE COUNCIL
CABINET DECISIONS – 7 MARCH 2017**

1. CCTV ANNUAL REPORT & CODE OF PRACTICE

The Cabinet

- 1.1 Approved the Annual Report 2015/16 and the revised Code of Practice for the Operation of the Council's CCTV.
- 1.2 Approved that delegated authority be given to the Cabinet Member for Finance and Democracy and the Head of Legal and Democratic Services to keep the CCTV Policy updated.

2. LICHFIELD DISTRICT COUNCIL LOCAL PLAN ALLOCATIONS – PUBLIC CONSULTATION

The Cabinet:

- 2.1 Approved the Local Plan Allocations Publication document ([APPENDIX A](#) of the report) and the accompanying Policies Map ([APPENDIX B](#) of the report) for the purposes of undertaking public consultation.
- 2.2 Approved the accompanying Sustainability Appraisal ([APPENDIX C](#) of the report), Habitat Regulations Assessment ([APPENDIX D](#) of the report) and Infrastructure Delivery Plan ([APPENDIX E](#) of the report) which accompany the Local Plan Allocations for the purposes of public consultation.
- 2.3 Noted the consultation responses received as part of the Regulation 18 consultation and approve the responses made to these comments ([APPENDIX F](#) of the report).
- 2.4 Noted the officer analysis of issues undertaken following the Economic Growth, Environment and Development (Overview and Scrutiny) Committee meeting held on the 12th December 2016 ([APPENDIX G](#) of the report).
- 2.5 Noted the consultation responses received as part of the Sustainability Appraisal Scoping Report consultation and approve the responses made to those comments highlighted in green ([APPENDIX H](#) of the report).
- 2.6 Approved the consultation periods and methods proposed at paragraphs 3.34 – 3.36 of this report for the purposes of the Local Plan Allocations consultation.
- 2.7 Provided delegated authority to the Spatial Policy and Delivery Manager, to make minor typographical and visual amendments ahead of the consultation.

3. REVIEW OF MILL LANE LINK FAZELEY AND OPTIONS FOR FUTURE USE

The Cabinet:

- 3.1 Agreed to the closure of the Mill Lane Link Community Hub from 30th June 2017.
- 3.2 Agreed that the Asset Strategy Group be requested to consider the options for the future use of or disposal of the building and make recommendations to the Cabinet Member for Finance & Democracy.
- 3.3 Agreed that the determination of the most appropriate option for the future use of or disposal of the building be delegated to the Cabinet Member for Finance and Democracy in consultation with the Head of Legal, Property & Democratic Services.

4. FRIARSGATE – APPOINTMENT OF CONSULTANT LANDSCAPE ARCHITECT

The Cabinet:

- 4.1 approved the appointment of Re-form Landscape Architects under a single sourced quotation, for works currently projected to be **£49,750** and up to a value of **£90,000** (note – this value must be below the EU Tender Limit).
- 4.2 Delegated authority to the Cabinet Member for Economic Growth, Development and Environment and the Director of Place and Community to sign the Agreement with Re-form Landscape Architects up to the value of **£90,000**.

5. EFFICIENCY PLAN: SMALL GRANT FUNDING TO COMMUNITY AND VOLUNTARY ORGANISATIONS

The Cabinet:

- 5.1 Agreed to the continuation of the Small Grants Scheme with a budget of £23,000 and that the future administration of the scheme be undertaken by the Staffordshire Community Foundation in association with the We Love Lichfield Fund.
- 5.2 Agreed
 - to the Small Grants criteria as detailed in Appendix B of the report and
 - that the maximum grant should be reduced to £1,000 and
 - that applications for core funding will not be considered in the future.
- 5.3 Agreed that the approval of the Full Scheme details and the terms of a service level agreement with Staffordshire Community Foundation be delegated to the

Cabinet Member for Community in consultation with the Head of Regulatory Service, Housing and Well Being.

CABINET DECISIONS – 4 APRIL 2017

(the Cabinet meeting is being held after the publication of this agenda so details will follow in due course)

6. THE PROGRESS ON THE MOVE TO 100% BUSINESS RATES RETENTION

7. GARDEN WASTE SUBSCRIPTION SERVICE

DECISIONS MADE BY CABINET MEMBERS

8. PUBLIC HEALTH ACT 1925 – STREET NAMING

8.1 The Cabinet Member for Finance and Democracy agreed to formalise the names:

- ‘Vallentin Way’ be allocated to Road 1 serving the development: ‘Land at Former Hepworth Building Products, Eastern Avenue, Lichfield’.
- ‘Cain Close’ be allocated to Road 2 serving the development: ‘Land at Former Hepworth Building Products, Eastern Avenue, Lichfield’.
- ‘Thomas Lane’ be allocated to Road 3 serving the development: ‘Land at Former Hepworth Building Products, Eastern Avenue, Lichfield’.
- ‘Barratt Court’ be allocated to Road 4 serving the development: ‘Land at Former Hepworth Building Products, Eastern Avenue, Lichfield’.
- ‘Wassall Lane’ be allocated to Road 5 serving the development: ‘Land at Former Hepworth Building Products, Eastern Avenue, Lichfield’.
- ‘Kilby Avenue’ be allocated to Road 6 serving the development: ‘Land at Former Hepworth Building Products, Eastern Avenue, Lichfield’.
- ‘Watchman Close’ be allocated to Road 7 serving the development: ‘Land at Former Hepworth Building Products, Eastern Avenue, Lichfield’.

8.2 The Cabinet Member for Finance and Democracy agreed that the Director – Transformation and Resources be authorised to take any necessary action under the Public Health Act 1025 and Staffordshire Act 1983 and Towns Improvement Clauses Act 1847.

**MICHAEL J WILCOX
LEADER OF THE COUNCIL**

FOR: COUNCIL MEETING

11 APRIL 2017

AGENDA ITEM 6

(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, Mrs N Pullen, Mrs Tranter, Warfield Mrs Woodward, A. Yeates and B W Yeates

APOLOGIES FOR ABSENCE. There were no apologies for absence.

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

ALSO PRESENT: James Leavesley – Chairman of the Lichfield Garrick Trust
Karen Foster – Executive Director of the Lichfield Garrick Trust
Tim Ford – Artistic Director of the Lichfield Garrick Trust

At the meeting of the Leisure, Parks and Waste Management (Overview and Scrutiny) Committee held on 8 March 2017 the following matters were considered:

1. THE LICHFIELD GARRICK

- 1.1 The Committee received a presentation from Mrs Foster, Mr Leavesley and Mr Ford from the Lichfield Garrick Trust on the achievements of the Theatre over the past year and forthcoming plans. They reported that the Theatre had won the award of the UK Theatre Award for the UK's Most Welcoming Theatre for the West Midlands area.
- 1.2 They then reported on the productions that had been shown over the past year including the community musical Hired Man which had seen rave reviews in national publications. The pantomime was then discussed and it was reported that it had earned a rare five star review in The Stage publication and the 'anti-panto' production 'Crimes against Christmas' was voted in The Telegraphs Top 50 shows of the year.
- 1.3 Visitor statistics were then presented and it was reported that frequent visitors to the theatre were higher than in other areas of the country. It was also reported that social media followers were increasing and so attracting all different age groups.
- 1.4 Community work was discussed and it was noted that there had been 3000 Youth Theatre activities throughout the past year along with events with schools and a project with the Police and a project with those affected by dementia.
- 1.5 Finances were then discussed and it was reported that after the failure to externally recruit a Fundraising Manager, an appointment was made from existing staff. It was then reported that the Trust was in the process of becoming culturally VAT exempt. The subsidy from Lichfield District Council was discussed and it was reported that

any other funding could only be for additional needs and so did not cover core costs. It was noted that the only other funding body that could cover these core costs was the Arts Council England but the Trust would not be eligible until 2020. It was reported that any decrease in the Lichfield District Council grant could have a negative impact on amateur groups through rising ticket prices to meet the cost of using the Theatre.

- 1.6 It was finally noted during the presentation that it was predicted that the Friarsgate scheme would help footfall to the Theatre but would also create challenges during construction.
- 1.7 It was finally noted during the presentation that it was predicted that the Friarsgate scheme would help footfall to the Theatre but would also create challenges during construction.
- 1.8 The level of subsidy was discussed and a parallel was drawn of its amount and the income hoped to be raised if charging for garden waste collection was approved. It was asked what real benefit the Theatre gave for Burntwood and rural areas of the District. It was reported that projects were taken out to schools in these areas along with the Youth Theatre and the project regarding Dementia would also be taken outside the City. It was noted that the Garrick received a subsidy as it helped meet some of the vision of the Strategic Plan including a Vibrant and Prosperous Economy and Clean, Green and Welcoming Places to Live however it was also recognised that as it was a tight time for Local Government funding, the level of subsidy could not remain the same.
- 1.9 It was noted that school attendance at the pantomime had decreased but some Members of the Committee did not feel this was due to ticket price and schools would pay a higher price as their priority was 'story and production'. It was reported that discussions with schools had taken place and the performance running time and show start times had caused issues and would be rectified in the future. It was confirmed that ticket pricing would be maximised where possible.
- 1.10 It was noted that programming of commercial productions was rigorous with the main aim being to make a profit but also to make Arts accessible to all.
- 1.11 The Garrick Theatre trust was thanked for their attendance and presentation and their submissions were noted.

2. LEISURE OUTSOURCING

- 2.1 A report was submitted updating Members on the review of Leisure Services with the potential to outsource the management operation of Friary Grange and Burntwood Leisure Centres and possibly Sports Development and Parks and Open Spaces.
- 2.2 It was reported that five organisations had been shortlisted to submit outline solutions with four being received and following detailed evaluations all four had been invited to submit detailed bids with a view of narrowing it down to two.
- 2.3 It was noted that the Communications Plan had been circulated to the Committee as requested at the last meeting.
- 2.4 It was asked what had been done to ensure all back office costs had been accounted for and it was reported that along with the direct saving, there could be some residual savings too and this was currently being investigated.
- 2.5 The progress made to date was noted.

3. 2017/18 ACTION PLANS FOR SERVICES IN DIRECTORATE OF PLACE AND COMMUNITY

- 3.1 The Committee received a report on the top issues that services in the Directorate of Place and Community would address and focus on in the 2017/18 financial year.
- 3.2 It was asked if the Council made a profit from events and it was reported that they did however the Proms in the Park broke even.
- 3.3 It was agreed that the Overview & Scrutiny Improvement Task Group should look at what value was being added by O&S when considering these types of reports and whether they should continue as a report or briefing paper.
- 3.4 The report was noted.

4. GARDEN WASTE SUBSCRIPTION SERVICE

- 4.1 The Committee received a report on the proposal to cease the current free garden waste collection service and replace it with an optional and chargeable opt in scheme. It was reported that since articles had been published in both the Lichfield Mercury and Tamworth Herald, two letters from residents had been received and these were handed round to Committee Members. It was noted that they were not considered complaints but did highlight concerns around discounting for vulnerable residents and disadvantages for those residents who do not have electronic access.
- 4.2 The Committee was reminded that due to the funding gap and the probability that the County Council could, at a future date, reduce the amount of Recycling Credits, there was a need to look at all non-statutory services.
- 4.3 There were some concerns from Committee Members which required further investigation. The use of bin stores was discussed and it was felt there could be a possibility that non-paying residents could just dump their garden waste into another paying residents bin close by. It was reported that logistics and the practical running of the service including routes would still need to be worked out and possibly amended once all subscribers were known.
- 4.4 Elderly and vulnerable residents were then discussed and it was expressed that 'not for profit gardening' services would not be able to continue if the resident did not pay for green waste collection but would also find it difficult to dispose of it at a household recycling centre (HRC). It was reporting that home composting was also an option. It was also felt that there was a high percentage of those living in rural areas who were elderly yet were the furthest away from HRCs.
- 4.5 It was suggested that all those who receive assisted bin collections should still get the service for free as it would be a way of ensuring that those who were elderly or disabled were not penalised. It was asked for the effect this would have on the overall projected savings to be circulated to the Committee after the meeting. It was noted that proof was not currently required to have assisted bin collections and there could be situations of fraudulent applications.
- 4.6 The discount for using electronic payment methods were then discussed and it was confirmed that the charge would be £40 per year unless paid by electronic means which would be discounted to £36 per year. Members felt that again those who would not have access or know how to use electronic payment methods would be the elderly and most vulnerable and so being penalised further with the higher cost.

- 4.7 It was asked if a low subscription number would lead to potential redundancies. It was noted that in other authorities where charging had been introduced there had been an average of 45% uptake and as the lease on the fleet of vehicles was new, there would be a cost to reduce the fleet so it was envisioned that there would not at this stage be a reduction in either vehicles or staff.
- 4.8 The launch date of 1st January 2018 was discussed and when asked it was reported that it was set for this date as it was easier to manage after the Christmas and New Year period and before the end of the financial year when resources in Finance to take payments would be too stretched. It was noted that as a rapid implementation would be required, a direct debit option would not be offered straight away but possibly in the future.
- 4.9 The report was noted and the Committee's comments would be considered further by the Cabinet Member for Waste.

5. WORK PROGRAMME AND FORWARD PLAN

- 5.1 Members considered the Work Programme and Forward Plan. It was noted that there may be a new Committee structure in the next Municipal Year with new work programmes.

6. VOTE OF THANKS

- 6.1 It was proposed, duly seconded and resolved that the sincere thanks of the Committee be recorded to all the Chairmen and Vice-Chairmen for their work during the past year.

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

FOR: COUNCIL MEETING

11 APRIL 2017

AGENDA ITEM 7

(GREEN ENCLOSURE)

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

PRESENT:

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

Apologies for absence were received from Councillors Mrs Boyle (Vice Chairman) and Mrs Barnett.

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

Also Present: Insp Jo Rea, Staffordshire Police
 Marisha Place, Partnership Manager
 Lynn Millar, Executive Director for Primary Care
 Eleanor Wood, Senior Primary Care Development Manager

At the meeting of the Community, Housing and Health (Overview & Scrutiny) Committee held on 14 March 2017 the following matters were considered:

1. WORK PROGRAMME AND FORWARD PLAN

- 1.1 Members considered the Work Programme and Forward Plan It was noted that there would be a new Committee structure in the next Municipal Year with new work programmes.
- 1.2 It was requested that items relating to DFGs remain on future work programmes to allow monitoring. It was agreed that the DFG's performance figures would be circulated at the end of the third quarter. It was reported by the Leader of the Council that the Council was still waiting for the County Council to release monies owed.
- 1.3 It was also requested that 6 monthly updates be given on affordable housing figures and it was noted that the data was reported in the Mid-Year and End of Year performance reports
- 1.4 The Work Programme and Forward Plan was noted

2. LICHFIELD DISTRICT COMMUNITY SAFETY PARTNERSHIP DELIVERY PLAN 2017-2020

- 2.1 The Committee welcomed Insp Jo Rae and Marisha Place to the meeting. The Committee received a report on the Lichfield District Community Safety Partnership Delivery Plan for 2017-2020. It was reported that the plan was a statutory requirement under the Crime and Disorder Act 1998 and was for three years and was required to be reviewed annually.

- 2.2 The priorities of the plan, including the cross-cutting themes of alcohol and mental health, were reported.
- 2.3 Members noted that there had been an increase in burglaries of dwellings where the main target was car keys and it was asked why this was not a priority measure. It was reported that focus on this was coming from the Joint Operations Group and there had been a publicity drive around this type of crime and how to reduce the risk of it happening. It was also noted that although there had been an increase in crime, that was still from a very low base number.
- 2.4 Members welcomed the cross cutting themes and felt they were important areas to focus on but also believed that improving residents' confidence and reducing the perception of crime would be more difficult and that all many wished for was for more 'bobbies' on the street, which was challenging for the Police because of their financial constraints.
- 2.5 Anti-Social Behaviour, especially in Burntwood, was discussed and it was noted that many organisations were helping to reduce it. It was reported that another organisation, Youth for Christ, could be linked in as well and it was agreed to investigate this further. It was also agreed that there should be some linking with Neighbourhood Panels. When asked, it was reported that our licensing process allows for conditions that aid the reduction of ASB at late night fast food outlets.
- 2.6 It was reported that other voluntary groups including Late Night Listeners had been of great assistance in dispersing late night club and pub visitors in the City Centre and reducing ASB.
- 2.7 Insp Rae and Ms Place were thanked for their attendance and input for this item and the draft Lichfield District Community Safety Delivery Plan 2017-202 was endorsed

3. GP PROVISION ACROSS THE DISTRICT

- 3.1 The Committee received a presentation on how Clinical Commissioning Groups are working to relieve pressure on General Practice across our area. Lynn Millar, CCG Executive Director for Primary Care and Eleanor Wood, CCG Senior Primary Care Development Manager were welcomed to the meeting and gave an outline as to what their organisation was doing to help GP's work more efficiently. It was reported that the CCGs would become commissioners of General Practice in the near future.
- 3.2 It was then reported that 90% of NHS contact was through GPs and unfortunately there was currently a national crisis caused by GPs retiring and difficulties in recruiting replacements for them.
- 3.3 It was further reported that due to funding and budgetary issues, more innovative ways of working were being considered for new models of care. It was reported that GP's were being encouraged to manage their workflows better and finding different ways to prescribe frequently used medicines through other staff such as nurses, so freeing up appointment times. It was also reported that practices were being encouraged to combine, allowing for better facilities for patients. Members noted that plans are in hand to triage paperwork through administrators rather than all papers being seen and written up by GPs. This included standardising referrals to consultants or other departments. It was then reported that the CCG had secured £2.4m to aid an integrated medical record system.
- 3.4 Provision for Burntwood was discussed and Members felt that the situation was urgent as patient appointments were being cancelled by locums at the Health & Wellbeing centre and housing numbers were increasing with no increase in GP services. It was reported that the problem was known to the CCGs and that a

strategic plan was in place ready to tackle it when they become commissioners. When asked it was reported that it was up to the practices themselves to deal with locums and the agencies they are booked through when locums fail to attend sessions. It was also reported that the proposals for Greenwood House were still in place and that many younger GPs coming to the Burntwood area were working in more innovative ways to deal with concerns about GP cover raised by residents and Councillors.

- 3.5 It was discussed that there are also problems in Fradley, where there is no GP provider at all. It was reported that there was not yet a GP who wished to practice in Fradley, so it was a priority to ensure there was adequate GP provision in the City and Alrewas to provide cover for Fradley residents.
- 3.6 Samuel Johnson Hospital was then discussed and it was reported that there were no plans to close it however the services provided within it were being considered and would be consulted on if necessary.
- 3.7 It was noted that digital use of paperwork was a priority for the CCG but it was noted that some information sharing to GPs is conducted by fax, especially from mental health services and care providers. The CCG assured the Committee that this would be investigated as it should no longer be the case.
- 3.8 Ms Wood and Ms Millar were thanked for their attendance and input for this item and the information received was noted.

4. 2017/18 ACTION PLAN FOR REGULATORY SERVICES, HOUSING AND WELLBEING
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- 4.1 The Committee received a report on the top issues that the Regulatory Services, Housing and Wellbeing service would be focusing on in 2017/18 financial year in support of the Strategic Plan and Corporate Annual Action Plan. It was noted that although the report presented the top issues, others would still be measured as well.
- 4.2 Affordable housing was discussed and it was noted that the target was in line with the Local Plan but risk rated red as it was difficult to meet due to build rates and other complications with development.
- 4.3 The introduction of Public Space Protection Orders for dog control was welcomed and it was confirmed that they could be applied to any land that was open to public access so there was a possibility that closed church yards could be included. It was reported that a consultation would take place with Parish Councils and other interested parties to get their views.
- 4.4 The 2017/18 Action Plan for Regulatory Services, Housing and Wellbeing was noted.

5. FUNDING THE COMMUNITY AND VOLUNTARY SECTOR
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- 5.1 The Committee received a report requesting views on future levels of investment in and required outcomes from the community and voluntary sector.
- 5.2 It was reported that Lichfield District Council's investment in the Locality Commissioning Board was £177k and it was felt that this amount should be considered by a Member Task Group, particularly as funding from other partners had ceased.

5.3 It was agreed that a Member Task Group consisting of Councillors Ray, Rayner and Miss Shepherd should be convened to consider investment levels from Lichfield District Council and what outcomes should be required from this funding.

5.4 The following was resolved:-

(1) That a Member Task Group consisting of Councillors Ray, Rayner and Miss Shepherd be convened; and

(2) That proposed Terms of Reference of the Member Task Group be agreed.

6. STANDING ITEMS

BURNTWOOD HEALTH CENTRES

6.1 The Committee noted the all matters relating to the Burntwood Health Centres had been dealt with in the earlier item of GP provision

6.2 The information received was noted.

STAFFORDSHIRE HEALTH SELECT COMMITTEE

6.3 The Chairman of the Committee reported that the Committee had questioned the Chief Executive of the Wolverhampton NHS Trust on issues at Cannock Hospital and that all unanswered questions would be provided at the next meeting.

6.4 The information received was noted.

7. VOTE OF THANKS

7.1 It was proposed, duly seconded and resolved that the Committee's sincere appreciation of the work done by the Chairman and Vice-Chairman over the past year be recorded

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

PLANNING COMMITTEE

27 FEBRUARY 2017

PRESENT:

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

(**APOLOGIES FOR ABSENCE** were received from Councillor Mosson and Councillor Powell.

225 DECLARATIONS OF INTEREST:

There were no declarations of interest.

226 MINUTES:

The Minutes of the Meeting held on 06 February 2017 and previously circulated were taken as read, approved as a correct record and signed by the Chairman.

227 DECISIONS ON PLANNING APPLICATIONS:

Applications for permission for development were considered with the recommendations of the Director of Place and Community 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 Applications 14/00516/OUTMEI & 16/01294/FULM.

228 14/00516/OUTMEI – CONSTRUCTION OF UP TO 1000 HOMES, PRIMARY SCHOOL, LOCAL CENTRE, PUBLIC OPEN SPACE, LANDSCAPING AND ASSOCIATED INFRASTRUCTURE LAND NORTH OF ASHBY ROAD, TAMWORTH, STAFFORDSHIRE FOR BARWOOD STRATEGIC LAND II

RESOLVED: (1) That subject to the owners/applicants first entering into a Section 106 Legal Agreement under the Town and Country Planning Act 1990 (as Amended) to secure the following planning obligations towards:-

1. 31% Affordable Housing;
2. Provision and future maintenance of public open space, including Public Open Space, children's play areas, minimum of 3.4ha of publically accessible playing pitches, allotments, sustainable drainage system and other green infrastructure;
3. Provision of land and construction or contributions towards a 1.5 form entry primary school including nursery;
4. Secondary education contribution towards Rawlett School;
5. Delivery of on-site retail/community facilities;
6. Residential Travel Plan and Monitoring Fee;
7. Provision of bus service to serve the site;
8. Improvements to pedestrian and cycle connectivity including pedestrian bridge over railway;

planning permission be approved subject to the conditions contained in the report and supplementary report of the Director of

Place and Community.

(2) That applications to discharge planning conditions 25 and 26 be reported to the Planning Committee for determination.

(PRIOR TO CONSIDERATION OF THE APPLICATION REPRESENTATIONS WERE MADE BY COUNCILLOR DANNY COOK, LEADER OF TAMWORTH BOROUGH COUNCIL (OBJECTOR) AND MS LIZZIE MARJORAM (BIRD WILFORD & SALE SOLICITORS – APPLICANT'S SOLICITOR).

**229 16/01294/FULM – VARIATION OF CONDITION NO3 (APPROVED PLANS) OF APPLICATION 15/01365/FULM TO ALLOW FOR THE SUBMISSION AND APPROVAL OF THE SITING AND APPEARANCE OF ANY EXTERNAL PLANT AND OUTDOOR SEATING
LAND AT BIRMINGHAM ROAD, LICHFIELD, STAFFORDSHIRE
FOR DEVELOPMENT SECURITIES (LICHFIELD) LTD**

RESOLVED: That subject to the owners/applicants first entering into a Deed of Variation to transfer the approved Unilateral Undertaking attached to planning permission 15/01365/FULM, to secure contributions/planning obligations towards:-

- 1) Affordable housing contribution;
- 2) Primary and Secondary education contribution;
- 3) Provision of replacement coach parking;
- 4) Maintenance management company.

Then planning permission be approved subject to the conditions contained in the report and supplementary report of the Director of Place and Community.

**230 ISSUES PAPER – PLANNING APPLICATION REF. 17/00060/OUTFLM DEMOLITION OF EXISTING FACTORY BUILDINGS AND PHASED REDEVELOPMENT OF LAND FOR A MIXED USE SCHEME COMPRISING A FOOD STORE (USE CLASS A1), NON-FOOD BULKY GOODS / RETAIL UNITS (USE CLASS A1), A DRIVE THRU RESTAURANT (USE CLASS A3/A5), OUTLINE APPLICATION FOR UP TO 70 RESIDENTIAL DWELLINGS (USE CLASS C3), TOGETHER WITH ASSOCIATED LANDSCAPING, CAR PARKING AND ACCESS AND THE PROVISION OF A CAR PARK FOR USE BY ADJACENT FOOTBALL CLUB. FULL DETAILS ARE PROVIDED FOR THE COMMERCIAL USES AND FOOTBALL CAR PARK. ALL MATTERS ARE RESERVED FOR THE RESIDENTIAL DEVELOPMENT OTHER THAN ACCESS (PHASED DEVELOPMENT)
FORMER NORGREN FACTORY, EASTERN AVENUE, LICHFIELD**

Consideration was given to an issues paper relating to the proposed development.

RESOLVED: That in addition to the key issues listed in the report, the following issues should also be addressed in the assessment of the above application:-

- Query whether there the proposed parking sufficient as there is currently queuing to enter/exit the site;
- The impact of off-street car parking needs to be considered;
- Observation of traffic movements at different times of the day and night needs be undertaken;
- Request Environmental Health to monitor refuse bins required for such a Drive Thru as it is likely to result in an increase in

litter.

231 TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED) TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND) REGULATIONS 2012 LICHFIELD DISTRICT COUNCIL TREE PRESERVATION ORDER NO 119-1990 APPLICATION TO FELL ONE OAK TREE AT CARROWAY FIELD, NEAR CARROWAY HEAD, CANWELL, STAFFORDSHIRE

Consideration was given to the report of the Director of Place and Community.

RESOLVED: That the application for consent to fell one Oak tree (T104 of the order subject to TPO 119-1990) be refused.

(The Meeting closed at 8.45 pm)

CHAIRMAN

STANDARDS COMMITTEE

WEDNESDAY 15th MARCH 2017

PRESENT:

Councillors Mrs Tranter (Chairman), Mrs J A Allsopp (Vice-Chairman), Awty, Marshall, O'Hagan, Mrs N I Pullen, Mrs Woodward

(AN APOLOGY FOR ABSENCE was received from Councillor Mrs Boyle)

Mr R Betteridge (Independent Person) was in attendance at the meeting

236 DECLARATION OF INTERESTS:

There were no declarations of interest.

237 MINUTES:

The Minutes of the Meeting held on 20 April 2016 and previously circulated were taken as read, approved as a correct record and signed by the Chairman.

238 ANNUAL REPORT OF THE MONITORING OFFICER:

Consideration was given to the Annual Report of the Monitoring Officer which informed the Committee of the number of complaints received by Lichfield District Council since the last Annual Report tabled at the last meeting on 20 April 2016. Four complaints had been received and discussions on each took place.

Discussions took place on the conduct of Members particularly to Officers and the Committee asked the Monitoring Officer to remind Officers they should not tolerate disrespect from Members. This was agreed.

The Council's Code of Conduct had been adopted and an extract was attached at Appendix A. This was noted and it was suggested that a training session on the Code of Conduct should take place after the May Council meeting for all Members. This would be an opportunity to refresh Members on the Code of Conduct as well as equalities issues.

RESOLVED: (1) That the contents of the report be noted;

(2) The Monitoring Officer arrange a training event covering Members Code of Conduct after the May Council meeting.

239 EQUALITY QUESTIONNAIRE REPORT:

Further to the previous meeting, the Monitoring Officer, in consultation with Sue Bamford (Partnerships & Policy Manager), had prepared a Member Survey for completion by all

Members relating to their experience of equalities issues. The report and results were considered and it was noted that only 25 Members had completed the questionnaire which was disappointing. The figures were discussed and as well as gender/age issues it was agreed that relationships was also an issue to be addressed especially around sexual orientation. It was apparent from the results of the questionnaire that generally Members do comply with the Council's Public Sector Equality Duty but bearing in mind the lack of replies the Monitoring Officer was asked to arrange a Refresher Equality Training session for all Members before July 2017.

Discussions took place as to whether there should be two separate training events – one for the Code of Conduct and one for Refresher Equality training or whether one event would be more beneficial. The Committee agreed that one event covering both subjects was more appropriate as long as the Facilitator was able to cover the range of subjects for both subjects.

RESOLVED: (1) That the contents of the report be noted;

(2) The Monitoring Officer arrange one joint training event covering Members Code of Conduct and Refresher Equality Training.

240 CORPORATE COMPLAINTS AND OMBUDSMAN'S ANNUAL REVIEW FOR 2015/16:

Mr Neil Turner, Director of Transformation & Resources, presented a report to the Committee updating them on the Corporate Complaints and the Local Government Ombudsman's work in dealing with complaints that have been submitted relating to Lichfield District Council. The Ombudsman had received 8 complaints which was a reduction from last year and below the Staffordshire average. The summary was reviewed and it was felt to be a very positive report.

RESOLVED: That Members note the Annual Review Letter from the Local Government Ombudsman and the summary of complaints received to date.

241 ANY OTHER BUSINESS:

The Chairman asked the Committee if they would be in favour of the annual Standards Committee meeting taking place in September rather than March in the future as the Local Government Ombudsman letter and Annual Report of the Monitoring Officer would be available. This was agreed.

(The Meeting closed at 6:45 pm)

CHAIRMAN

PLANNING COMMITTEE

20 MARCH 2017

PRESENT:

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

(**APOLOGIES FOR ABSENCE** were received from Councillor Humphries).

242 DECLARATIONS OF INTEREST:

Councillor Marshall – Personal Interest in Application 16/00658/FUL as applicant known to him

Councillor Mrs Shepherd – Personal Interest in Application 16/00771/COU as application site known to her.

243 MINUTES:

The Minutes of the Meeting held on 27 February 2017 and previously circulated were taken as read, approved as a correct record and signed by the Chairman.

244 DECISIONS ON PLANNING APPLICATIONS:

Applications for permission for development were considered with the recommendations of the Director of Place and Community and any letters of representation and petitions received in association with Planning Applications 16/00658/FUL, 16/00771/COU, 16/01457/FUL and 17/00018/FUL.

245 16/00658/FUL – ERECTION OF 1.8M HIGH BRICK BOUNDARY WALL TO THE SIDE OF THE PROPERTY - 14 WATERS EDGE, HANDSACRE, RUGELEY. FOR MS T PARKER:

RESOLVED: That planning permission be approved subject to the conditions contained in the report of the Director of Place and Community.

(PRIOR TO CONSIDERATION OF THE APPLICATION REPRESENTATIONS WERE MADE BY MR ROB DUNCAN (APPLICANT'S AGENT)).

246 16/00771/COU – CHANGE OF USE FROM CEMETERY BUILDING TO CEMETERY BUILDING AND CREMATOR; SINGLE STOREY SIDE/REAR EXTENSION; AND RAISING OF STONE WALL ALONG CENTRE LINE OF BUILDING - CHASE AND DISTRICT MEMORIAL PARK, BURNTWOOD WAY, BURNTWOOD FOR MR J CONNELL

RESOLVED: That planning permission be approved subject to the conditions contained in the report of the Director of Place and Community.

(PRIOR TO CONSIDERATION OF THE APPLICATION REPRESENTATIONS WERE MADE BY MR MATT HUBBARD (OBJECTOR))

247 16/01457/FUL – INSTALLATION OF MULTI USE GAMES AREA (MUGA) LONGWOOD PRIMARY SCHOOL, ALLTON AVENUE, MILE OAK, TAMWORTH FOR LONGWOOD PRIMARY SCHOOL

RESOLVED: Subject to first referring to the Secretary of State under the Town and Country Planning (Consultation) (England) Direction 2009, that planning permission be approved subject to the conditions contained in the report of the Director of Place and Community.

248 17/00018/FUL – ERECTION OF A TWO BEDROOM DETACHED BUNGALOW AND ASSOCIATED WORKS – 31 ST PAULS ROAD, BURNTWOOD FOR MR C REEVES

RESOLVED: That planning permission be refused for the following reasons:

1. The proposal would adversely affect the residential amenity of nearby residents and therefore is contrary to Core Policy 3 (Delivering Sustainable Development) and Policy BE1 (High Quality Development) of the Lichfield District Local Plan Strategy (2015); guidance contained within Lichfield District Council's Sustainable Design Supplementary Planning Document (December 2015); and Government Guidance contained within the National Planning Policy Framework.
2. The proposal would be detrimental to the character of the surrounding area by virtue of its intensive and cramped form, not in keeping with its surroundings. The proposal would therefore be inappropriate to the locality and would conflict with the requirements of Core Policy 3 (Delivering Sustainable Development) and Policy BE1 (High Quality Development) of the Lichfield District Local Plan Strategy (2015); guidance contained within Lichfield District Council's Sustainable Design Supplementary Planning Document (December 2015); and Government Guidance contained within the National Planning Policy Framework.

(PRIOR TO CONSIDERATION OF THE APPLICATION REPRESENTATIONS WERE MADE BY MR C J BALL (OBJECTOR)).

(The Meeting closed at 7.52 p.m.)

CHAIRMAN

AUDIT COMMITTEE

27 March 2017

PRESENT:

Councillors Tittley (Chairman), Mrs Bacon (Vice-Chairman), Mosson, Mrs Woodward

Independent Members: Mr Betteridge and Ms P Moore

Observer - Cabinet Member for Finance and Democracy: Councillor Spruce

Officers in attendance: Mr N Turner, Ms B Nahal, Mrs A Struthers, Mr A Thomas, Mr R King and Ms W Johnson

Also present: Mr John Gregory and Ms Laurelyn Griffiths from Grant Thornton and the Leader of the Council – Councillor Wilcox

249. APOLOGIES FOR ABSENCE:

There were no apologies for absence received.

250. DECLARATIONS OF INTEREST:

There were no declarations of interest.

251. MINUTES:

The Minutes of the Meeting held on 11 January 2017 were amended at no.180 to read “Members were of the view that the internal audit system was working” and once amended would be taken as read and approved as a correct record.

252. ANNUAL GOVERNANCE STATEMENT UPDATE:

Members considered the Report from the Head of Finance & Procurement, Mr Anthony Thomas, on the process for the completion of the Annual Governance Statement 2016/17. Best practice from CIPFA recommends that the processes of the review of the internal control system and the production of the Annual Governance Statement are reviewed and endorsed by an appropriate committee and CIPFA guidance identifies that this should be a core function carried out by the Audit Committee. Mr Thomas said the Annual Governance Statement itself would be presented to the next Audit Committee meeting on Wednesday 10 May 2017. A query was received in respect of a core principle which underpins the governance at no. 3.5 of the report “ensuring openness and comprehensive stakeholder engagement” and clarity was sought in respect of what comprehensive stakeholder engagement had taken place. Mr Thomas said there had been extensive consultation on the new Strategic Plan and the your view questionnaire was undertaken a couple of years ago but he agreed to find out the level of engagement and how we form that opinion and include in the Annual Governance Statement for Audit Committee on 10 May 2017. Mr Thomas was also asked how many members had replied to the Members’ Questionnaire at Appendix b and he confirmed that so far there had been only 4 responses out of 19 sent out but the closing date for receipt was not until Friday 31 March 2017.

RESOLVED: That the report be noted and the Committee endorsed the Council’s approach to completing both the review of the internal control system and the Annual Governance Statement that will form

part of the 2016/17 Statement of Accounts.

253. EFFECTIVENESS OF AUDIT COMMITTEE:

The Head of Legal, Property & Democratic Services, Ms Nahal, gave a verbal report on “the Self-Assessment of Good Practice” questionnaires which had now all been received from last year. The results illustrated that the majority of members of the Audit Committee were satisfied that the current Audit Committee was effective and there were only a few “no” responses.

RESOLVED: That the Chairman and Head of Legal, Property & Democratic Services meet to analyse the responses.

254. REVIEW OF ACCOUNTING POLICIES:

Members considered the Report from the Head of Finance & Procurement, Mr Thomas, on the proposed Accounting Policies for the 2016/17 Statement of Accounts to be adopted. Best practice from CIPFA recommends that the proposed Accounting Policies be used to prepare the Council’s Statement of Accounts, and should be approved by Audit Committee and it was important the Committee note that there is to be a change to the way we present the accounts this year. The External Auditors were asked if they were happy with the changes and Mr John Gregory from Grant Thornton confirmed that he was comfortable with the changes and had already been consulted which had resulted in a few minor amendments having been made.

RESOLVED: The Committee approved the Council’s proposed Accounting Policies that will form part of the 2016/17 Statement of Accounts.

255. TREASURY MANAGEMENT STATEMENT AND PRUDENTIAL INDICATORS:

Members considered the Report from the Head of Finance & Procurement, Mr Thomas, on the Treasury Management Statement and Prudential Indicators. Members were asked if the Audit Committee could review this periodically instead of the Strategic Overview & Scrutiny Committee as the function of the Overview & Scrutiny Committees was currently under review. It was noted that the very technical nature of the subject meant it was better placed with the Audit Committee as it is in many other Councils and is referenced in the CIPFA Guidance as a possible wider function of an Audit Committee. The External Auditors were asked if they agreed with this suggestion and both agreed.

RESOLVED: That the report be noted and the Audit Committee review:

- 1) The Balance Sheet Projections and Borrowing Requirement and Strategy 2016-21,
- 2) The Minimum Revenue Provision Statement 2017/18;
- 3) The Treasury Management Policy Statement and The Annual Investment Strategy 2017/18 and the detailed criteria;
- 4) The use of Specified and Non-Specified Investments;
- 5) The Prudential Indicators and limits for 2016-21;
- 6) The Authorised Limit Prudential Indicator.

The Chairman requested consistency on the coloured charts in future reports.

256. INTERNAL AUDIT CHARTER AND PROTOCOL:

Members considered the report of the Audit Manager, Mrs Struthers, on the proposed Internal Audit Charter and Protocol for the 2016/17 financial year. The only changes were that the top two levels of assurance had been merged in to one “substantial assurance” level meaning there were now only four audit categories for assurance not five. Mrs Struthers informed the Committee that an external assessment had actually recommended there be a three category level of assurance but it had been decided to just merge the top two at the moment meaning Lichfield District Council would still have four. The External Auditor stated that four levels of assurance were used at most authorities. A query was raised as to whether the potential change in the Overview & Scrutiny structure may affect this Charter and Protocol and Mrs Struthers said not as it was only dealing with how Internal Audit works.

RESOLVED: That the report be noted.

257. INTERNAL AUDIT PLAN:

The Audit Manager, Mrs Struthers, presented the Audit Plan 2017/18 after having met with the Directors and Heads of Service and agreed with the Leadership Team the correct focus for the Internal Audit team for the year ahead. There had been gaps identified as there was a member of staff off on maternity leave so the demands on the rest of the team were exacerbated. Mr Thomas stated that there were now two new trainee accountants in the Finance team that could potentially be used to help the Internal Audit team as the work did interlink often. This was noted and Mrs Struthers said she had other possibilities i.e. Agency or possibly an Apprentice. This was to be discussed. The rationality around why the planned numbers of days was so different between Fraud Awareness and Revenues, Benefits & Customer Services was queried and Mrs Struthers said they had already committed to do a proactive campaign around fraud awareness for the year. The planned days for Leisure and Operational Services led to a lengthy discussion around contract management/emerging contract obligations and commissioning generally as the outsourcing of our leisure services was due January 2018. The Committee looked for assurance from Internal Audit that the appropriate systems were in place for this to happen. Timelines were discussed and whether 7 days Internal Audit planned days was enough. Mrs Struthers agreed to meet with the Director of Transformation & Resources to discuss the scope of the audit.

RESOLVED: That the report be noted and the Annual Planned Audit Work Programme be approved.

258. RISK MANAGEMENT UPDATE:

The Risk Management Update was presented to the Committee by the Audit Manager who advised that a workshop session was being held with Leadership team later this week to identify any emerging risks and that any that were identified as significant risks would be reported to the next Audit Committee.

RESOLVED: That Members note the work being undertaken to ensure the Risk Management Policy is adhered to and the actions taking place to manage the Council's most significant risks.

259. OVERVIEW OF THE COUNCIL'S CONSTITUTION IN RESPECT OF CONTRACT PROCEDURE RULES:

Members considered the Report from the Head of Legal, Property & Democratic Services, Ms Nahal, as the Contract Procedure Rules have been reviewed and updated to now reflect the new management structure and changes identified during training and in operational use to the

annexes. BREXIT was queried and Ms Nahal said we were still going ahead with following EU Regulations as nothing different was yet known for certain. The External Auditors were asked if they were comfortable with this course of action and they confirmed they were.

RESOLVED: That the Committee note the changes to the Contract Procedure Rules.

260. THE NEW GENERAL DATA PROTECTION REGULATIONS/DATA PROTECTION POLICY:

Members considered the Report from the Head of Legal, Property & Democratic Services, Ms Nahal, on the New General Data Protection Regulations as these will replace the current Data Protection Act 1998 in May 2018 and the likely impact was discussed. The new updated Data Protection Policy was also noted and a general discussion took place around the issues which arise in all Councils regarding information sharing. Ms Nahal explained the Information Sharing Protocol which meant there was joined up talking between the County Council and Councils yet it was understood that there were exemptions around the sharing of some sensitive data. The Director of Transformation & Resources assured the Committee that Lichfield District Council did have well-rehearsed procedures in place on how we deal with sensitive cases and information sharing and he offered to ask the Head of Regulatory Services, Housing and Wellbeing to provide the Audit Committee with a briefing note on the protocol and systems in place for the next meeting. This was welcomed.

RESOLVED: (1) That the Committee note the new General Data Protection Regulations which will be effective from 25 May 2018;
(2) That the Committee note the updated Data Protection Policy;
(3) That the Director of Transformation & Resources ask the Head of Regulatory Services, Housing and Wellbeing to provide a briefing note on information sharing protocol.

261. CCTV REPORT:

Members considered the Report on CCTV, the updated Audit Recommendation Report together with the CCTV Code of Practice and the Leader – Councillor Wilcox was in attendance as requested by the Chairman at the last meeting. Councillor Wilcox thanked Internal Audit for their expertise on checking systems/processes and highlighting the recommendations required around the CCTV systems. He said that following receipt of the Audit Report a Consultant Specialist in CCTV operations had been instructed to review the Audit Report and ensure compliance with the recommendations therein and were asked to produce a comprehensive Code of Practice. Unfortunately, the Consultant's Report was due to be received by the end of 2016 but was not received until 10 February 2017 which was the reason for the delay as well as the reallocation of duties as part of the management restructure. The Director of Place & Community admitted that there had been no overarching responsibility for CCTV which included City Centre CCTV, Council CCTV and Council's Fleet Vehicles CCTV which had caused problems but were now resolved. Councillor Wilcox therefore advised the Committee that to ensure a cohesive and coordinated approach in the future the Head of Legal, Property & Democratic Services (Ms Nahal) would now be responsible for overseeing the CCTV Code of Practice and had been given authority together with the Cabinet Member for Finance & Democracy to make amendments to the Code of Practice to ensure it is kept up to date. Councillor Wilcox advised that this Code of Practice, with minor amendments, was approved by Cabinet at its meeting on 7 March 2017. Ms Nahal confirmed that all staff concerned would be trained on the Code of Practice and the Chairman asked that the members of staff be asked to sign to say they understand and acknowledge it. This was noted. The Chairman also asked if the Code of Practice could be revised to show an organigram of responsibilities with names so a clear family tree of responsible posts/duties was obvious. This was noted as the current document stated posts only not people.

The Committee were reassured that a lot of work had been done on this even though there had been undue delay. The operating efficiency was queried as to whether the CCTV technology is up to date and admissible in Court and the Director of Place & Community confirmed that the Specialists Consultants had confirmed they were. Mrs Struthers advised that she had carried out an Implementation Plan from their original Audit Recommendations Report which did show that most of the original recommendations had now been implemented and she said she could share this with the Committee for assurance although it is not in a report yet. This was welcomed.

The Chairman asked if the Constitution would need to be updated and Ms Nahal advised not as it was a CCTV Code of Conduct, however, the Joint Waste Service with Tamworth Borough Council was questioned because of the waste service vehicles being part of the joint service. The Director of Transformation & Resources confirmed that when the waste vehicles are in Tamworth they are staffed by Tamworth employees and there was no process for the Tamworth staff to view the CCTV footage, however, the Tamworth Borough Council's Corporate Director for Growth, Assets & Environment (Mr Andrew Barratt) could access the footage but only in his role of Joint Waste Service Manager.

- RESOLVED:** (1) That the Committee note the work that has been undertaken in meeting the Surveillance Camera Code of Practice and the Internal Audit Report recommendations relating to CCTV;
(2) That the Audit Manager provide an Implementation plan to the committee;
(3) That CCTV operations be reviewed in 6 months.

262. AUDIT PLAN FOR LICHFIELD DISTRICT COUNCIL 2016/17:

Mr John Gregory from Grant Thornton presented the External Auditors Audit Plan for Lichfield District Council 2016/17 and explained that a lot of the content had to be put in to adhere to International Standards. Mr Gregory said the change in the presentation of our accounts had been added and there were no great surprises as to the risks quoted in the Report. The Chairman asked if the "pooling" was going to affect this Audit Plan and Mr Gregory said not.

RESOLVED: That the Committee note the Audit Plan from Grant Thornton for Lichfield District Council.

263. WORK PROGRAMME:

Members considered the Work Programme for the Audit Committee 2016/17 and no comments were made. The Chairman reminded Members to let him know if they required any additions to the Work Programme at any time.

(The Meeting closed at 7:35 pm)

CHAIRMAN

FOR: COUNCIL MEETING

11 APRIL 2017

AGENDA ITEM 11

(GREEN ENCLOSURE)

CALENDAR OF MEETINGS

May 2017 – May 2018

This revised Calendar of Meetings 2017-2018 includes all Overview & Scrutiny Committee meeting dates

Date	Meeting
Monday 8 May 2017	Planning Committee
Wednesday 10 May 2017	Audit Committee
Tuesday 16 May 2017	ANNUAL COUNCIL
Thursday 25 May 2017	Cabinet
Monday 29 May 2017	BANK HOLIDAY
Tuesday 30 May 2017	Planning Committee
Thursday 1 June 2017 (4pm)	Asset Strategy
Tuesday 6 June 2017	Community, Housing & Health (Overview & Scrutiny) Committee
Thursday 8 June 2017	Employment Committee
Monday 12 June 2017	Strategic (Overview & Scrutiny) Committee
Tuesday 13 June 2017	Cabinet
Wednesday 14 June 2017	Planning Training
Tuesday 20 June 2017	Economic Growth, Environment & Development (Overview & Scrutiny)
Wednesday 21 June 2017	Member Training
Thursday 22 June 2017	District Board
Monday 26 June 2017	Planning Committee
Tuesday 27 June 2017	Audit Committee
Wednesday 28 June 2017	Leisure, Parks & Waste Management (Overview & Scrutiny) Committee
Tuesday 4 July 2017	Regulatory & Licensing Committee
Thursday 6 July 2017	Parish Forum
Tuesday 11 July 2017	Cabinet
Tuesday 18 July 2017	COUNCIL
Monday 24 July 2017	Planning Committee
Monday 21 August 2017	Planning Committee
Monday 28 August 2017	BANK HOLIDAY
Tuesday 5 September 2017	Cabinet
Wednesday 6 September 2017	Strategic (Overview & Scrutiny) Committee
Thursday 7 September 2017 (4pm)	Asset Strategy
Tuesday 12 September 2017	Community, Housing & Health (Overview & Scrutiny) Committee
Wednesday 13 September 2017	Planning Training
Monday 18 September 2017	Planning Committee
Tuesday 19 September 2017	Economic Growth, Environment & Development (Overview & Scrutiny) Committee
Wednesday 20 September 2017	Member Training
Tuesday 26 September 2017	Audit Committee – Including Statement of Accounts
Monday 2 October 2017	Regulatory & Licensing Committee
Tuesday 3 October 2017	Leisure, Parks & Waste Management (Overview & Scrutiny) Committee
Thursday 5 October 2017	Employment Committee
Tuesday 10 October 2017	Cabinet

Monday 16 October 2017	Planning Committee
Tuesday 17 October 2017	COUNCIL
Tuesday 31 October 2017	Audit Committee
Wednesday 1 November 2017	PROVISIONAL DATE
Tuesday 7 November 2017	Cabinet
Monday 13 November 2017	Planning Committee
Wednesday 15 November 2017	Strategic (Overview & Scrutiny) Committee
Tuesday 21 November 2017	Member Training
Wednesday 29 November 2017	District Board
Monday 4 December 2017	PROVISIONAL DATE
Tuesday 5 December 2017	Cabinet
Wednesday 6 December 2017	Planning Training
Monday 11 December 2017	Planning Committee
Thursday 14 December 2017 (4pm)	Asset Strategy
Tuesday 19 December 2017	COUNCIL
Monday 25 December 2017	BANK HOLIDAY
Monday 26 December 2017	BANK HOLIDAY
Monday 1 January 2018	BANK HOLIDAY
Wednesday 10 January 2018	Cabinet
Thursday 11 January 2018	Community, Housing & Health (Overview & Scrutiny Committee)
Monday 15 January 2018	Planning Committee
Wednesday 17 January 2018	Leisure, Parks & Waste Management (Overview & Scrutiny) Committee
Monday 22 January 2018	Audit Committee
Tuesday 23 January 2018	Economic Growth, Environment & Development (Overview & Scrutiny Committee)
Wednesday 31 January 2018	Strategic (Overview & Scrutiny) Committee
Thursday 1 February 2018	Employment Committee
Tuesday 6 February 2018	Regulatory & Licensing Committee
Wednesday 7 February 2018	Standards Committee
Monday 12 February 2018	Planning Committee
Tuesday 13 February 2018	Cabinet
Thursday 15 February 2018	Member Training
Tuesday 20 February 2018	COUNCIL
Thursday 8 March 2018 (4pm)	Asset Strategy
Monday 12 March 2018	Planning Committee
Tuesday 13 March 2018	Cabinet
Wednesday 14 March 2018	Economic Growth, Environment & Development (Overview & Scrutiny Committee)
Monday 19 March 2018	Leisure, Parks & Waste Management (Overview & Scrutiny) Committee
Wednesday 21 March 2018	Planning Training
Monday 26 March 2018	Community, Housing & Health (Overview & Scrutiny) Committee
Wednesday 28 March 2018	District Board
Friday 30 March 2018	BANK HOLIDAY
Monday 2 April 2018	BANK HOLIDAY
Wednesday 4 April 2018	Parish Forum
Monday 9 April 2018	Planning Committee
Tuesday 10 April 2018	Cabinet
Tuesday 17 April 2018	COUNCIL
Thursday 19 April 2018	Member Training
Tuesday 1 May 2018	Cabinet
Monday 7 May 2018	BANK HOLIDAY
Tuesday 8 May 2018	Planning Committee

Tuesday 15 May 2018	ANNUAL COUNCIL
Monday 28 May 2018	BANK HOLIDAY
Monday 4 June 2018	Planning Committee