

## LICHFIELD DISTRICT COUNCIL

**DIANE TILLEY BSc., MRICS**  
**Chief Executive**  
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**Frog Lane**  
**Lichfield**  
**WS13 6YY**


**10 July 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 18 JULY 2017 at 6.00 pm.**

Prayers will be said by Reverend L Collins.

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 ANNUAL COUNCIL HELD ON 16 MAY 2017 (VOLUME 45 PART 1 MINUTE BOOK).
- 4 CHAIRMAN'S ANNOUNCEMENTS.
- 5 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 25 MAY, 13 JUNE AND 11 JULY 2017 (TO FOLLOW) AND CABINET MEMBER DECISIONS (GREY ENCLOSURE).
- 6 REPORT OF THE CHAIRMAN OF COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE (GREEN ENCLOSURE).
- 7 REPORT OF THE CHAIRMAN OF STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE (BLUE ENCLOSURE).
- 8 REPORT OF THE CHAIRMAN OF ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE (BUFF ENCLOSURE).
- 9 REPORT OF THE CHAIRMAN OF LEISURE PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE (YELLOW ENCLOSURE).

- 10 THE CHAIRMEN INDICATED BELOW TO MOVE THAT THE PROCEEDINGS OF THE FOLLOWING COMMITTEES (VOLUME 45 PART 1 MINUTE BOOK) BE RECEIVED AND, WHERE NECESSARY, APPROVED AND ADOPTED.

	<b>Committee</b>	<b>2017</b>	<b>Pages</b>	<b>Chairman</b>
(a)	Planning	26 June	8-10	D. Smedley
(b)	Audit & Member Standards	27 June	11-14	M. C. Tittley
(c)	Regulatory & Licensing	4 July	15-16	B.W. Yeates

11 **QUESTIONS**

To answer any questions under Procedure Rule 10.2.

12 **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**

- 13 CONFIDENTIAL REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 25 MAY, 13 JUNE AND 11 JULY 2017 (TO FOLLOW).
- 14 CONFIDENTIAL REPORT OF THE CHAIRMAN OF ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE (PINK ENCLOSURE).

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

# ANNUAL COUNCIL MEETING

16 MAY 2017

## 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.
Baker, Mrs D. F.	Hoult, B. E.	Smith, A. F.
Bamborough, R. A. J.	Humphreys, K. P.	Spruce, C. J.
Banevicius, Mrs S. W.	Leytham, D. J.	Stanhope MBE, Mrs M.
Boyle, Mrs M. G.	Matthews, T. R.	Strachan, R. W.
Constable, Mrs B. L.	Mosson, R. C.	Tittley, M. C.
Constable, D. H. J.	O'Hagan, J. P.	Tranter, Mrs E. H.
Cox, R. E.	Powell, J. J. R.	White, A. G.
Drinkwater, E. N.	Pritchard, I. M. P.	Wilcox, M. J.
Eadie, I. M.	Pullen, D. R.	Woodward, Mrs S. E.
Eagland, Mrs J. M.	Pullen, Mrs N. I.	Yeates, A.
Evans, Mrs C. D.	Ray, P.	

(**APOLOGIES FOR ABSENCE** were received from Councillors Mrs Barnett, Mrs Fisher, Marshall and B. W. Yeates).

## PRAYERS:

Prayers were said by Councillor Wilcox.

### 1 **DECLARATIONS OF INTEREST:**

Councillor Mrs Banevicius declared an Interest in the waste subscription service (Agenda Item 8).

### 2 **TO RECEIVE THE RETURNING OFFICERS CERTIFICATE OF ELECTION OF DISTRICT COUNCILLOR AND REPORT ON DECLARATION OF ACCEPTANCE OF OFFICE FOR WARD NO. 11 (FAZELEY):**

It was reported that Brian Edward Hoult had been elected as a District Councillor for the Fazeley Ward at an election on 4 May 2017 and that his Declaration of Acceptance of Office had been completed. Councillors Wilcox and Mrs Woodward welcomed Councillor Hoult to the Council.

**RESOLVED:** That the Returning Officer's Certificate of Election for Councillor Hoult for the Fazeley Ward be received.

### 3 **ELECTION OF CHAIRMAN OF THE COUNCIL 2017/2018:**

It was proposed by Councillor Mrs Eagland, seconded by Councillor Smedley and

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

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

#### **COUNCILLOR M. A. WARFIELD (CHAIRMAN OF THE COUNCIL) IN THE CHAIR**

#### **4 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 Salter and Mrs Salter for their services to the Council and the Community during the previous Municipal Year.

Councillor Salter was then presented with his replica badge of office and Councillor Salter thanked those who had supported him during his term of office.

#### **5 MINUTES – 11 APRIL 2017:**

It was proposed and duly seconded "that the Minutes of the Meeting of the Council held on 11 April 2017 (Volume 44 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 11 April 2017 (Volume 44 Part 6 Minute Book) as printed and previously circulated be taken as read, approved as a correct record and signed by the Chairman.

#### **6 APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR 2017/2018:**

It was proposed by Councillor Smith, seconded by Councillor Spruce and

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

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

#### **7 CHAIRMANS ANNOUNCEMENTS:**

##### **(a) Chaplain**

The Chairman advised that the Reverend Linda Collins would be his Chaplain.

##### **(b) Civic Service**

The Chairman announced that his Civic Service would be held at 3.00 p.m. on Sunday 25 June 2017 at St Michael on Greenhill Church, Lichfield.

##### **(c) Charity**

The Chairman advised that his chosen charity would be the Lichfield and District Talking Newspaper.

## **8 REPORT OF THE CHAIRMAN OF LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE:**

Councillor Awty submitted his report on the items considered by the Leisure, Parks and Waste Management (Overview and Scrutiny) Committee held on 18 April.

### **1 – Call-in of Garden Waste Subscription Service**

Councillor Mrs Evans said she thought the issue had been handled badly and members of public were not reacting well to the additional cost which could result in additional fly tipping. She expressed concern that elderly and vulnerable could be affected and hoped consideration was being given to this. Councillor Mrs Evans said considering who called the decision in, the final vote accepting the decision did not make sense.

Councillor Mrs Woodward commended the original pre-decision scrutiny and said she was surprised to learn that the decision had then been called in. She said it was a misuse of the call-in process, noting that Members who called the decision in then went on to endorse it. Councillor Mrs Woodward said she hoped in future that all Members would understand the call-in procedure and its purpose.

Councillor Drinkwater said that fly tipping was a growing problem nationally and he was concerned that the Council's decision would result in more fly tipping across the District.

Councillor White responded that it was unfair to characterise the call-in as a misuse of scrutiny. He said Members did not take decisions lightly and the proposal had been called in for another look. He said it was necessary to differentiate between domestic fly tipping and large scale commercial fly tipping.

Councillor Eadie agreed that it was important to make a distinction between domestic and commercial fly tipping and noted that the details of the charging mechanism, including disabled charging, had been delegated to the Director of Place and Community and the Cabinet Member responsible for Waste Management.

## **9 MINUTES OF COMMITTEES:**

### **Planning Committee – 10 April 2017**

It was proposed by Councillor Smedley, duly seconded and resolved that the Minutes of the Meeting of the Planning Committee held on 10 April 2017 be approved and adopted.

Councillor Mrs Woodward referred to a consultation undertaken in connection with a planning application, advising that a number of residents were unaware of the application due to the wrong addresses being used. It was agreed that the details would be forwarded to the Chairman of Planning Committee.

**RESOLVED:** That the Minutes of the Meeting of the Planning Committee held on 10 April 2017 be approved and adopted.

### **10 Planning Committee – 8 May 2017**

It was proposed by Councillor Smedley, duly seconded and resolved that the Minutes of the Meeting of the Planning Committee held on 8 May 2017 be approved and adopted.

Councillor Ray sought to speak about housing on the Norgren site and it was advised as a point of order that the detail of such issues needed to be addressed through the appropriate

Committees.

Councillor Drinkwater recorded his thanks to the Chairman of the Committee for his work during the past year.

**RESOLVED:** That the Minutes of the Meeting of the Planning Committee held on 8 May 2017 be approved and adopted.

**11 Audit Committee – 10 May 2017**

It was proposed by Councillor Tittley, duly seconded and resolved that the Minutes of the Meeting of the Audit Committee held on 10 May 2017 be approved and adopted subject to the addition of Councillor Mrs Bacon to the list of apologies for absence.

**RESOLVED:** That the Minutes of the Meeting of the Audit Committee held on 10 May 2017 be approved and adopted subject to the addition of Councillor Mrs Bacon to the list of apologies for absence.

**12 Employment Committee – 16 May 2017**

It was proposed by Councillor Powell, duly seconded and

**RESOLVED:** That the Minutes of the Meeting of the Employment Committee held on 16 May 2017 be approved and adopted

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

It was proposed by Councillor Wilcox “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 Wilcox thanked Councillor Mrs Fisher and Councillor Greatorex for their work and contribution as Cabinet Members. Councillor Mrs Woodward also recorded her thanks for the work that had been undertaken by Councillor Mrs Fisher and Councillor Greatorex for the Council and the residents of the District.

**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.

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

It was proposed by Councillor Wilcox “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.

## 15 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES:

It was proposed by Councillor Wilcox “that the appointment of representatives on outside bodies as submitted be approved.”

**RESOLVED:** That the appointment of Representatives on Outside Bodies as submitted be approved.

## 16 AMENDMENTS TO THE CONSTITUTION:

In proposing amendments to the constitution Councillor Spruce noted that many of the proposed changes related to work undertaken to make the Overview and Scrutiny Committee system more efficient, focused and effective.

Councillor Mrs Woodward said proposals made by the Overview and Scrutiny Task Group had gone out to consultation but Conservative Members had subsequently decided not to accept them. She thanked the Director of Transformation and Resources for the information that had been provided about the different models of scrutiny that operated across the country. She said consideration of these models had been an important aspect of the Group’s work.

With the focus provided by the Overview and Scrutiny Co-ordinating Group Councillor Mrs Woodward said she hoped to see continued improvements in the quality of overview and scrutiny.

Councillor Cox welcomed the proposal and the fact that Members of the principal opposition group would be taking up their vice-chairmen positions. He said it would be up to chairmen and vice-chairmen to ensure that task groups worked effectively.

Councillor White said scrutiny worked best when it was cross party scrutiny. This enabled a consensus to be built which represented citizens.

Reference was made to the accessibility of the constitution and it was confirmed that it was now readily accessible on the website.

Councillor Smedley duly seconded the proposal and it was

**RESOLVED:** That the changes to the Constitution as submitted be approved.

## 17 QUESTIONS

### Q1. Question from Councillor Mrs Woodward to the Leader of the Council:

“A report in last night’s Mercury regarding the receipt of submissions to the Local Plan Allocations Consultation from local residents quoted a senior officer as saying “We are sorry members of Burntwood Action Group felt unwelcomed by our staff and we will look into this and follow it up internally.” Can I ask the Council Leader to outline what form this internal investigation will take and will he undertake to share its findings with me as Leader of the Opposition and other appropriate members?”

(Councillor Mrs Woodward noted that newspaper quote referred to Burntwood Action Group whereas it was Hammerwich Action Group).

**Response from the Leader of the Council:**

“Officers have already looked into what happened when the petition was handed in and have talked to relevant staff and reviewed the comments we received from the Mercury and from the Action Group. The staff involved are disappointed that the group felt this way and certainly did not intend to cause any upset or offence. The Chief Executive has assured me that we will learn from this experience and that all staff continue to endeavour to act in accordance with our values. It is very much hoped that the group continue to engage with us in the future. As part of future consultations we will seek to ensure a politician is available to receive petitions of this nature.

The petition, and all other responses to the consultation will be logged and in due course a report will be presented to Cabinet proposing the next steps associated with the Plan.”

**Councillor Mrs Woodward asked the following supplementary question:**

“The Mercury report said that staff referred to the cost associated with the consultation submission. Can assurance be given that the cost of the Democratic process is not a consideration?”

**Councillor Wilcox responded:**

“I agree, costs should not come into this and will not be a consideration in consultations.”

**Q2. Question from Councillor Mrs Baker to the Leader of the Council:**

“Would the Leader update us on the progress of the Friarsgate scheme and inform us of any key sticking points that might impact on the delivery schedules.”

**Response from the Leader of the Council:**

“The Friarsgate team, the District Council and the Developer continue to demonstrate substantial progress in moving forward the key work streams and activities.

The key focus areas are as follows: -

**1. Design and Procurement**

Further to evaluation of prequalification documents and interviews undertaken, a short-list of contractors have been identified for the retail and leisure and separate residential contracts.

Tenders are due to be issued in June /July for a 12 week period

**2. Legal Matters**

The District Council has undertaken a comprehensive legal consultation, to address the multiple aspects that are anticipated in a development of this size and complexity.

**2.1 Orchard Street**

The details of the agreement with Orchard Street continue to be negotiated, including key tenants and phasing proposals.

**2.2 The multi storey car park sub-lease is under review with close dialogue being undertaken with U&I and car park advisors.**



3. Funding

Substantial work has been undertaken to develop the financial appraisals and information required to approach the funding market in July.

4. Pre- Letting / tenancies

The pre-letting target is substantially achieved. Proactive interest is being received relating to the D units adjacent to the bus station. Dialogue is progressing well with high-end retailers.

5. Communications

The secured tenants are being released to the press on a managed information basis.”

(The Meeting closed at 7.02 p.m.)

CHAIRMAN

**REPORT OF THE LEADER OF THE COUNCIL**

**CABINET DECISIONS – 25 MAY 2017**

**1. RUGELEY POWER STATION – SUPPLEMENTARY PLANNING DOCUMENT CONSULTATION**

The Cabinet

- 1.1 Approved the Rugeley Power Station Supplementary Planning Document (SPD) which can be viewed at Appendix A of the report for the purposes of undertaking public consultation jointly with Cannock Chase District Council subject to reference being made to the rail freight facility and the opportunity to protect and retain the existing rail sidings within the site.
- 1.2 Approved the consultation methods proposed in the report.
- 1.3 Agreed that authority be delegated to the Head of Economic Growth and the Cabinet Member for Economic Growth, Environment and Development Services, to make non substantive changes to the draft SPD ahead of the consultation.

**2. AWARD OF CONTRACT – PROVISION OF SUPPORT & MAINTENANCE TO THE VEHICLE TRACKING AND DATA TRANSFER SYSTEM USED BY THE JOINT WASTE SERVICE**

- 2.1 The Cabinet approved the award of a contract to Bartec Auto ID Ltd to provide support and maintenance to the Vehicle Tracking and Data Transfer System used by the Joint Waste Service for a period of 58 months commencing on 1<sup>st</sup> June 2017.

**CABINET DECISIONS – 13 JUNE 2017**

**3 MONEY MATTERS: 2016/17 REVIEW OF FINANCIAL PERFORMANCE AGAINST THE FINANCIAL STRATEGY**

The Cabinet:

- 3.1 Noted the report and issues raised within.
- 3.2 Noted that Leadership Team with Cabinet Members will continue to closely monitor and manage the Medium Term Financial Strategy.

- 3.3 Approved £426,000 of Capital Programme slippage related to 2016/17 being added to the approved Budget in 2017/18 as outlined at Appendix D of the report.
- 3.4 Recommended that Council approve the actual 2016/17 Prudential Indicators contained within the report.

**MICHAEL J WILCOX  
LEADER OF THE COUNCIL**

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

**PRESENT:**

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

Apologies for absence were received from Councillor Mosson

Councillor Rayner also attended

At the meeting of the Community, Housing and Health (Overview & Scrutiny) Committee held on 30 May 2017 the following matters were considered:

<b>1. TERMS OF REFERENCE</b>
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- 1.1 Members were reminded of the Terms of Reference for the Community, Housing and Health (Overview & Scrutiny) Committee.

<b>2. WORK PROGRAMME AND FORWARD PLAN</b>
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- 2.1 Members considered the Work Programme and Forward Plan. As it was the first meeting of the municipal year, the Regulatory Services, Housing & Wellbeing Annual Action Plan was included in order to aid formulation of the work programme.
- 2.2 It was agreed that Housing was an area that needed to be considered, particularly affordable housing and the right type of dwellings for the elderly and vulnerable. It was discussed that more bungalows at an affordable price would be advantageous as it would free up resources for disabled adaptations.
- 2.3 DFG's were discussed further and the briefing note sent was noted. It was agreed that as the service was already in the process of being reviewed on a county wide basis, there was little value to an O&S input at this stage although briefing notes would continue. A Member Task Group consisting of Councillors Mrs Boyle, Mrs Evans and Ray was created to look into housing matters as part of the 'Ensuring a safe, accessible housing stock' ambition.
- 2.4 It was noted that Public Space Protection Orders and an Environmental Crime Strategy were planned for approval for March 2018 and it was suggested that the Committee could aid in their development.
- 2.5 The Street Trading Policy was discussed and it was noted that the Regulatory & Licencing Committee already had a Member Task Group organised. It was also noted that some Members of the O&S Committee were also Members of the Regulatory & Licencing Committee and so could give an input from both angles.

- 2.6 Finally it was agreed that the Committee would have an involvement in the development of the Wellbeing Policy which would be commencing in early 2018. It was agreed that wellbeing was a high priority for the District Council.
- 2.7 It was agreed to update the Work Programme accordingly.

### **3. FUNDING THE COMMUNITY AND VOLUNTARY SECTOR**

- 3.1 The Committee welcomed Councillor Rayner as the Chairman of the Funding the Community and Voluntary Sector Member Task Group. He reported that the group had worked well and thanked Members and Officers for their time and input. He then reported that the group had considered the current funding arrangements and whether the process needed changing. It was noted that it was found that some areas like sports were getting more funding allocated than homelessness as there were more applications for that area and so to tackle this, the Committee decided they should perhaps consider whether specific areas were really needed or would broader themes from the Strategic Plan would give more freedom to distribute funding.
- 3.2 The Locality Commissioning Board was discussed and it was noted that as the Council was the administrating body, it was resource intensive. However the Task Group reported that with this in mind and knowing that many partners had withdrawn, there was still some merit to having it. The Task Group also concluded that the current £177k per year level of funding remained appropriate.
- 3.3 It was agreed that the Member Task Group proposals should be recommended to Cabinet. It was also agreed that the Task Group should continue to monitor and manage the funding process.
- 3.4 It was resolved that it be recommended to Cabinet that
- (1) Funding be maintained at £177k;
  - (2) Funding be aligned to the Strategic Plan priority Healthy & Safe Communities and Strategic Plan outcomes; and
  - (3) Maintain some partner contribution to the process.

### **4. STANDING ITEMS**

#### **BURNTWOOD HEALTH CENTRES**

- 4.1 The Committee noted that regarding Greenwood House, the outline business case prepared by Staffordshire County Council and the CCG had led to a successful bid that had passed through stage two of four. The proposals are now listed on the NHS website as a successful New Build Project to be funded through the EITF.
- 4.2 It was then reported that the CCG had formally commissioned the production of a full business case which would form the basis of Stage Three – Due Diligence. It was then reported that an experienced consultant had been appointed to undertake this work and if Stage Four – Approval was passed, construction would commence during the 2018/19 financial year subject to Planning Approval.
- 4.3 Members welcomed the update and noted that progress was being made even if it was at a very slow pace. There were concerns however that there were not enough GP's to serve the facility or the District on a whole.

## **STAFFORDSHIRE HEALTH SELECT COMMITTEE**

- 4.4 The Chairman of the Committee reported that there had not been a meeting of the Select Committee as yet due to the County Elections.

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

**FOR: COUNCIL MEETING**

**18 JULY 2017**

**AGENDA ITEM 7**

**(BLUE ENCLOSURE)**

## **REPORT OF CHAIRMAN OF STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE**

### **PRESENT:**

Councillors Strachan (Chairman) Mrs Woodward (Vice-Chairman), A Yeates (Vice-Chairman) Mrs Barnett, Powell, Tittley, White.

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

**APOLOGIES FOR ABSENCE** were received from Councillors Constable and Greatorex.

### **DECLARATIONS OF INTEREST:**

Councillor White declared a personal interest in any reference to Disabled Facilities Grants as he is the relevant County Council Cabinet Member.

At the meeting of the Strategic (Overview and Scrutiny) Committee held on 12<sup>th</sup> June 2017 the following matters were considered:

<b>1</b>	<b>TERMS OF REFERENCE</b>
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- 1.1 Members were reminded of the Terms of Reference for the Strategic (Overview & Scrutiny) Committee. It was requested that paragraph 15.13 regarding Annual reports to Council be actioned as it would aid promotion of the role and work of the O&S Committees.
- 1.2 It was then discussed whether some items were more of a strategic nature than operational. The example given was Locality Commissioning as although was part of the remit of Community, Housing & Health, was also a strategic priority of the Council and therefore could be considered by this committee. The Chairman reported that he would raise these points at the next Overview & Scrutiny Coordinating Group.

<b>2</b>	<b>FORWARD PLAN AND WORK PROGRAMME</b>
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- 2.1 Members considered the Work Programme, Forward Plan and Corporate Annual Action Plan for 2017/18. It was reported that there would no longer be Money Matters reports as these were backward facing and no value could be added by the Committee by the time of publication. It was suggested that a MTFs Member Task group be set up with representatives from all the O&S Committees to aid the Cabinet setting the budget especially when considering the spend for statutory versus non-statutory functions. It was agreed to raise this at the Coordinating Group.
- 2.2 It was noted that an evaluation of the Civic Function review was required and it was agreed to reform the Member Task Group with the same Members and have a report back in September.
- 2.3 it was agreed that the Work Programme be noted and further updated following the O&S Coordinating Group if required.

### **3 MONEY MATTERS 2016/17: REVIEW OF FINANCIAL PERFORMANCE AGAINST THE FINANCIAL STRATEGY**

- 3.1 The Cabinet Member for Finance and Democracy introduced a report on the Council's financial performance for the financial year and the Head of Finance and Procurement, Mr Anthony Thomas, gave a presentation on the content.
- 3.2 It was noted that the accounts had been completed 2 months earlier than necessary in readiness for the requirement for a July completion from next year. The Committee congratulated Officers in this achievement.
- 3.3 It was reported there had been a further improvement on transfers to General Reserves largely due to car parking and planning fees and in the event that no actions are taken to close the Approved Funding Gap, there would only be sufficient General Reserves to balance the Revenue Budget until 2019/20.
- 3.4 Business rates were discussed and it was reported that a small number of businesses make up a significant proportion of the Rateable Value in the area. It was reported that the council had a good relationship with these companies and various rate reliefs were available to aid this.
- 3.5 It was asked if there were any overage potential on the sites that were being developed on land once owned by the Council and transferred to Bromford, especially in rural areas, and it was agreed that information would be sought and sent to the Committee after the meeting.
- 3.6 When asked, it was reported that a very prudent line had been taken with the MTFs as the outcome of the Local Government Finance Bill was still unknown and there would be a Cabinet report on a revised policy for the application of New Homes Bonus in the near future.
- 3.7 Capital slippage was discussed further and it was noted that as the budget had been revised in all the Money Matters reports, there was now a relatively low level of slippage being requested for carry forward to the next financial year. When asked, it was confirmed that overall responsibility for monitoring the Capital Programme was with Cabinet and Leadership Team with scrutiny from this Committee.
- 3.8 The funding gap was then considered and the Committee were reassured that there had been a reduction in expenditure and a rise in income however the forecast was one of needing more to be done with difficult decisions being required.
- 3.9 It was noted that the projected increase in Council Tax was based on the current maximum allowed 2% or £5 rise dependant on which was higher.
- 3.8 The comments made by the Committee were considered and the following agreed:
- (1) That the report and issues raised within be noted;
  - (2) That it be noted that Leadership Team with Cabinet Members will continue to closely monitor and manage the Medium Term Financial Strategy (MTFS)
  - (3) That the Strategic (Overview & Scrutiny) Committee will monitor the MTFs through briefing papers;
  - (4) That the Strategic (Overview & Scrutiny) Committee or a Member Task Group be available to aid the development and management of the MTFs in the future



## 4 OUR APPROACH TO INNOVATION

- 4.1 The Cabinet Member for Corporate, Customer Services and Revenue and Benefits gave an introduction to the current thinking regarding innovation, channel shift and digitisation. It was reported that the Strategic Plan for 2016- 2020 set ambitions to ensure top services were fully bookable online and be user friendly enough that online contact was a first port of call by customers along with increased productivity and efficiencies and a drive to deliver good customer services. It was noted that recent Cabinet decisions had driven the need to for a number of new systems and processes not currently in place within the Council.
- 4.2 There was some discussion by Members on the definition of innovation and whether there should be some investigation around what the District Council should be providing and finding system solutions to suit rather than developing better systems for how the council is at this point in time. It was reported that changes were required immediately as the current systems map was weak and had a lot of unnecessary double handling of data along with a different customer experience dependant on department.
- 4.3 Through a presentation it was reported that there was an aim to provide a single customer experience through a one council approach to the IT estate and key to this was knowing what customers' requirements were from their point of view. Current projects were then reported including linking a customer facing Revenues & Benefits system directly into customer accounts, new document management system for planning and building control and a Committee papers system although some concern was expressed regarding the cost of this.
- 4.4 It was asked if joint procurement of systems was being investigated and it was reported that timescales were tight and you can only move procurement on at the speed of the slowest partner. It was noted that it was intended to take the lead and ensure systems were fit for purpose for Lichfield District Council and allow other local authorities to piggy back in the future if they wished to. It was noted that the Office of the Police and Crime Commissioner for Staffordshire was currently procuring through Boeing and there was a representative from that organisation on the Officer working group called the Innovation Hub.
- 4.5 The Committee felt that due to a wide demographic, customers of a Council were different to that of retail and so their expectations needed to be shifted which would not be achieved overnight and knowing what a good experience would be for them needed to be understood from the beginning.
- 4.6 It was asked how far was the Council prepared to go with innovation and an 'Uber' style service on demand approach was exemplified. It was noted that underlying systems needed to be in place before anything else was considered.
- 4.7 The Chairman notified the Committee that he had approached Members to create a member task group to support the work of Officers in meeting the ambition of a better and more efficient customer experience.
- 4.8 It was agreed that a Member Task Group consisting of Councillor A Yeates (to Chair), Mrs Baker Mrs Barnett and Mrs Evans be established to aid the work of the Innovation Hub and develop ideas further.

R Strachan  
Chairman  
Strategic (Overview and Scrutiny) Committee

**FOR: COUNCIL MEETING**

**18 JULY 2017**

**AGENDA ITEM 8**

**(BUFF ENCLOSURE)**

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

**PRESENT**

Councillors Cox (Chairman), Rayner (Vice-Chairman) Drinkwater (Vice-Chairman) Awty, Mrs Eagland, Mrs Fisher, Marshall and Smedley.

(In accordance with Council Procedure Rule No.17 Councillors Miss Hassall, Pritchard and Wilcox attended the meeting).

**APOLOGIES FOR ABSENCE** were received from Councillors Mrs Baker and Mrs Stanhope.

At the meeting held on 20 June 2017 the following matters were considered:

<b>1. TERMS OF REFERENCE</b>
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1.1 Consideration was given to the Committee's Terms of Reference.

<b>2. WORK PROGRAMME</b>
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2.1 The Committee reviewed its work programme for 2017/18.

2.2 It was confirmed that 'barriers to growth' would be looked at as part of the delivery of the Local Plan.

2.3 In response to a question about the workload in Planning Services it was advised that both staffing levels and processes were currently being reviewed.

2.4 Protecting the District's heritage assets was highlighted as a priority and it was noted that there was a considerable amount to learn in connection with this issue and further training could be beneficial.

2.5 Further to the tragic fire at Grenfell Tower in London it was advised that the Council had met with Bromford Housing to ensure that appropriate action had been taken in the District.

2.6 The Chairman invited Members to contact him if they had further items for the Work Programme, noting that the Programme would be kept as flexible as the Committee required.

Councillor Richard Cox  
Chairman

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

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

**PRESENT:**

Councillors Matthews (Chairman), Miss Hassall (Vice-Chairman) Mrs Allsopp, Mrs Bacon and Mrs Tranter

**APOLOGIES FOR ABSENCE** were received from Councillor Mrs Banevicius (Vice-Chairman), Miss Fisher, Mrs Pullen, Salter and B. W. Yeates.

(In accordance with Council Procedure No. 17 Councillor Eadie, also attended the meeting).

**ALSO PRESENT:** Councillor Rayner

The Committee was formally introduced to Billy Webster who had been appointed as the Assistant Chief Executive.

At the meeting of the Leisure, Parks and Waste Management (Overview and Scrutiny) Committee held on 28 July 2017 the following matters were considered:

<b>1. MINUTES SILENCE</b>
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1.1 The Committee held a minutes silence to mark the passing of the Lichfield City Council Town Clerk, Mr Christopher Moulton.

<b>2. INTRODUCTION FROM THE CHAIRMAN</b>
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2.1 The Chairman, Councillor Matthews presented to the Committee the key functions of Overview & Scrutiny and its role in supporting and adding value to making the decisions for the District through targeted work and investigations.

<b>3. TERMS OF REFERENCE</b>
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3.1 The Committee discussed the work programme for the Committee over the Municipal Year. It was noted that the work of this Committee focused on the services that were really front facing for residents including waste collection along with parks and leisure.

<b>4. WORK PROGRAMME AND FORWARD PLAN</b>
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4.1 The Cabinet Member for Operational Services, Leisure and Waste reported that during a recent conference by the LGA, there was specific focus on the effect and value that physical strategies were having on non-participants and hard to reach individuals and groups. He suggested that there could be some value in an investigation as to whether the council's physical strategy was hitting the right

audiences and actually changing individuals and groups who were deemed as inactive to becoming active in any way.

- 4.2 It was then suggested that it would be beneficial to invite the Garrick Theatre to the October meeting to discuss any advantage and benefit to the recently approved Cultural Exemption at this stage and going forward. Further to provide an update on the recent appointment of a fundraising post, current approach and benefits gained. Finally to share their plans for mitigating against car park closure during the construction phase of the Friarsgate Development.
- 4.3 These additions were agreed by the Committee.

## **5. COMMERCIAL OPPORTUNITIES WITHIN PARKS & OPEN SPACES**

- 5.1 Members considered the Work Programme and Forward Plan.
- 5.2. The Committee received a verbal report and presentation by the Cabinet Member for Operational Services, Leisure and Waste and the Head of Leisure & Operational Services (LOPS) on the new structure and commercial direction for Leisure & Operational Services and associated opportunities to generate growth and additional income within the service.
- 5.3. A summarisation of the current and future budget challenges were reported and it was noted that the two options were evident, either to scale back services or find new ways to finance them through innovation and increased income, the latter being the preferred option.
- 5.4. During the presentation it was reported that the majority of LOPS service was non statutory but highly important to residents and so the focus is now on how best to maintain and improve services by doing things differently. It was welcomed that the new Head of Service had brought new and innovative ideas and a renewed focus on delivery.
- 5.5 The Cabinet Member then asked the Committee for ideas in generating income. The Committee firstly discussed options for Beacon Park including concerts, outdoor cinema and events similar to those provided by such attractions as Trentham Gardens. Other suggestions were more car shows, park runs and garden festivals as organisers could take the lead resulting in less resources required by the Council.
- 5.6 Stowe Pool was also debated and it was felt that this facility was not used enough. Ideas included a floating restaurant and events on Stowe Fields. It was noted that the HLF project included Stowe Pool.
- 5.7 Members felt that more events in Burntwood could be provided as the parks available including Redwood Park could host them.
- 5.8 It was suggested that income with waste could be maximised with trade disposal and it was reported that this was already being considered. It was suggested that full facilities management could be offered including waste disposal, grass cutting and sub contracted cleaners.
- 5.9 The Committee felt that Lichfield District needed improved branding, raise its profile and stop being a hidden gem. It was noted that a move to mirror the commercial sector in terms of marketing & sales would be essential going forward. It was also noted that any event, idea would have to be market tested to ensure its potential to be successful and sustainable. Members considered maximising exposure with other

large attractions in the District including Drayton Manor and the NMA to provide concessions on tickets prices.

- 5.10 The Cabinet Member thanked the Committee for their input and agreed to take all the suggestions and considerations on board when deliberating the way forward for the service.

T. R. Matthews  
Chairman  
Leisure, Parks and Waste Management (Overview & Scrutiny) Committee

**PLANNING COMMITTEE**

**26 JUNE 2017**

**PRESENT:**

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

(**APOLOGIES FOR ABSENCE** were received from Councillors Mrs Baker, Mrs Fisher and Cllr Strachan)

**18. DECLARATIONS OF INTEREST:**

Councillor Matthews – Personal Interest in Application 15/00739/FUL as he volunteers for the Canal & Rivers Trust unpaid role

Councillor Mrs Evans – Disclosable Pecuniary Interest in Application 16/01011/FULM as she is Chair of Governors at Chase Terrace Primary School

Councillor Mrs Stanhope MBE – Personal Interest in Application 15/00739/FUL as applicant, land owners and objectors are known to her

Councillor Pritchard – Personal Interest in Application 15/00739/FUL as the applicant is known to him

**19. MINUTES:**

The Minutes of the Meeting held on 8 May 2017 and previously circulated were taken as read, approved as a correct record and signed by the Chairman.

**20. 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 17/00513/COU, 16/01092/COU, 15/00739/FUL, 17/00097/OUT, 16/01011/FULM, 17/00332/FUL, 17/00376/FUL and 17/00295/FUL.

**21. 17/00513/COU – CHANGE OF USE OF LAND TO RESIDENTIAL GYPSY CARAVAN SITE INCLUDING THE STATIONING OF 6 CARAVANS AND ERECTION OF DAY ROOM  
LAND SOUTH OF GRAVELLY LANE, STONNALL, WALSALL  
FOR MRS S ROGERS**

**RESOLVED:** That planning permission be **refused** for the reasons contained in the report of the Director of Place and Community.

**22. 16/01092/COU - CHANGE OF USE OF LAND TO FORM A QUAD BIKE PRACTICE TRACK, TOGETHER WITH NEW ACCESS DRIVE AND PARKING AREA LAND SOUTH EAST OF IRONSTONE LANE, WHITTINGTON, LICHFIELD FOR CROMWELL TRUCK SALES**

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

The proposal, by reason of the noise generated by the quad bikes when operational, will give rise to significant adverse impacts on the quality of life of local residents and the ongoing commercial operation of surrounding businesses, including the Fradley Crematorium, through eroding the tranquillity of this area, which currently remains relatively undisturbed by noise and is prized for its recreational and amenity value. The proposal would therefore be contrary to the requirement of Core Policy 1 (The Spatial Strategy) and Core Policy 2 (Presumption in Favour of Sustainable Development).

(PRIOR TO CONSIDERATION OF THE APPLICATION REPRESENTATIONS WERE MADE BY MR PAUL SHARPE (OBJECTOR), CLLR MIKE WILCOX (WARD COUNCILLOR) AND NICK HOOD (APPLICANT'S AGENT)

**23. 15/00739/FUL – ERECTION OF 6NO. 3 BEDROOM DWELLINGS WITH ANCILLARY GARAGES, DETACHED BIN STORE AND ASSOCIATED WORKS, LAND SOUTH OF BAGNAL LOCKS, KINGS BROMLEY ROAD, ALREWAS, STAFFORDSHIRE FOR SHERLOCK HOMES (BG) LTD**

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

**24. 17/00097/OUT – DEMOLITION OF THE EXISTING BUILDING AND ERECTION OF UP TO 6NO. APARTMENTS AND ASSOCIATED WORKS. (OUTLINE: ACCESS) MEEHAN AND WELBOURN LTD, THE OLD BREWERY MALTINGS, DAVIDSON ROAD, LICHFIELD FOR MRS A GREENHORN**

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

**25. 16/01011/FULM – RESIDENTIAL DEVELOPMENT OF TWELVE DWELLINGS FEATURING 3 & 4 BEDROOM UNITS AND ASSOCIATED WORKS LAND ADJACENT TO CHASE TERRACE PRIMARY SCHOOL, RUGELEY ROAD, CHASE TERRACE, BURNTWOOD FOR CARLEN DESIGN AND BUILD LTD**

**RESOLVED:** That planning permission be approved subject to the conditions contained in the report of the Director of Place and Community and the inclusion of an additional planning condition requiring the submission of a Construction Management Plan to

include details to ensure that no construction traffic shall enter or leave the site during the peak arrivals and departure times for pupils attending the adjoining school. The Construction Management Plan shall be submitted and agreed in writing by the Local Planning Authority prior to the development commencing.

(PRIOR TO CONSIDERATION OF THE APPLICATION REPRESENTATIONS WERE MADE BY CLLR SUSAN WOODWARD (WARD COUNCILLOR) AND ROB DUNCAN (APPLICANT'S AGENT))

26. **17/00332/FUL – VARIATION OF CONDITION NOS 2 & 4 OF APPLICATION 14/00918/FUL RELATING TO OPENING TIMES, PARTICIPANTS AND USE OF MICROPHONES  
FREEDOM BOOTCAMPS, THE PLANT POT, STAFFORD ROAD, LICHFIELD  
FOR FREEDOM BOOTCAMPS**

**RESOLVED:** That permission to vary conditions 2 and 4 be approved subject to the conditions contained in the report and the supplementary report of the Director of Place and Community.

27. **17/00376/FUL – RETENTION OF EXTENDED COVERED TRAINING AREA.  
FREEDOM BOOTCAMPS, THE PLANT POT, STAFFORD ROAD, LICHFIELD  
FOR FREEDOM BOOTCAMPS**

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

28. **17/00295/FUL – INSTALLATION FO A 3G ARTIFICIAL GRASS PITCH (AGP), AND THE ERECTION OF 5.0M AND 4.0M HIGH FENCING/BALL STOP NETTING, 1.2M HIGH PITCH PERIMETER BARRIER, CREATION OF HARDSTANDING AND INSTALLATION OF MAINTENANCE/SPORTS EQUIPMENT STORAGE CONTAINER WITH ASSOCIATED WORKS AND FACILITIES  
LICHFIELD CITY FOOTBALL CLUB, BROWNSFIELD ROAD, LICHFIELD  
FOR LICHFIELD CITY FOOTBALL CLUB**

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

(The Meeting closed at 8.45 p.m.)

CHAIRMAN



## AUDIT AND MEMBER STANDARDS COMMITTEE

27 June 2017

### PRESENT

Councillors Tittley (Chairman), Awty (Vice-Chairman), Mrs Boyle, Marshall, Mosson, Mrs Tranter and Mrs Woodward

Observer - Councillor Spruce (Cabinet Member for Finance and Democracy)

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

Also Present: John Gregory and Laurelin Griffiths from Grant Thornton (External Auditors)

### 29. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Rayner and Strachan.

### 30. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 31. MINUTES

The Minutes of the Meeting held on 10 May 2017, as printed and previously circulated, were taken as read and approved as a correct record. A briefing paper was circulated from the Director of Transformation & Resources in response to the request relating to the authorised viewing of CCTV footage.

### 32. ANNUAL REPORT ON EXCEPTIONS AND EXEMPTIONS TO PROCEDURE RULES

Members considered the Annual Report on Exceptions and Exemptions (Waivers) to Procedure Rules from Mr Thomas (Head of Finance & Procurement) which explained the current procurement process. Members reviewed the Exceptions (Waivers) set out within Appendix A. It was noted that the procured goods and services had gone down for 2016/17 to £11.4m from £11.6 in 2015/16 and the element requiring exceptions and exemptions (waivers) had reduced from 5.6% to 1.7%. It was believed this was because the Audit Committee were monitoring the recurring waivers more closely and there was greater transparency and accountability for expenditure falling within these categories. It was agreed that the visibility of such information and the training with the new managers had meant that every manager was now focussing on reducing the numbers. Concern over the recurring smaller recurring waivers was expressed and the Chairman asked if perhaps the £50,000 exemption level should be reduced as others were known to have reduced theirs to £25,000. Mr Thomas said this was the threshold for all key decisions and really the data should be examined to make such a decision; it may be that we could alter the minimum threshold? The Chairman felt we should be analysing the frequency of the spend within work areas and look at those areas in more detail as Framework Agreements may be more suitable. Mr Thomas said they had looked at the spends and were using the most appropriate multi-tiered approach. He advised that we do use the Staffordshire County Procurement Team for advice. Councillor Spruce confirmed that a big piece of work was going on at the moment with the new Heads of Service and the new Assistant Chief

Executive. Councillor Spruce, Cabinet Member for Finance and Democracy, said that every 2-3 years procurement should be looked at any way to see if any improvements can be done but he felt that certainly managers had a sharper focus now as the new Heads of Service were extremely conscious of these processes.

**RESOLVED:** That the Report and Exceptions and Exemptions be noted.

### **33. LOCAL AUDIT UPDATE**

Members considered the Local Audit Update from Mr Thomas (Head of Finance & Procurement) which provided progress on the appointment of External Auditors including the potential need for a separate procurement process for the Housing Benefit Subsidy certification work which had not been written in to the legislation. Discussions took place around this issue and it was worrying that there may be a potential for External Audit Companies to “price up” their quotes for this additional piece of work knowing it would be easier for Local Authorities to have only one firm of External Auditors.

**RESOLVED:** That the report be noted and the Committee note the progress made and the potential problem for the Housing Benefit Subsidy certification work.

### **34. ANNUAL TREASURY MANAGEMENT REPORT**

Members considered the Annual Treasury Management Report from Mr Thomas (Head of Finance & Procurement) which covered the Treasury Management performance for the financial year 2016/17. Mr Thomas summarised the key points and explained the original budgets compared to the actuals, the budget sheet, the borrowing level, the borrowing needs and the investments. He said that the overall responsibility for Treasury Management remains with the Council and our Treasury Management activity is underpinned by CIPFA’s Code of Practice. However, in May 2017 the Constitution had been amended (in line with CIPFA’s best practice) to give the Audit Committee responsibility for reviewing Treasury Management activities from 2017/18 and this Report was to build an understanding of this responsibility in preparation for 2017/18. The Treasury Management Member training recently had been well received by those who had attended and it was suggested that all Members attend such training. Mr Thomas said he had training packs which could be distributed to the Committee and members were asked to contact him. The pooling of Pension Fund changes were discussed as the government requires the individual County Pension Funds to join together to provide much larger pooled investment funds. Staffordshire County Council’s Pension Fund had joined the LPGS Central that will be administered in Wolverhampton. The rationale for the pooling was to reduce administration costs including agent and fund manager fees although the responsibility for strategic investment allocations would initially remain with each Pension Fund Member but this may evolve to enable investment in areas such as infrastructure. Mr John Gregory from Grant Thornton said that although this was being done he reassured the committee that each pension fund would remain; it is purely the administration that is being centralised to save costs.

**RESOLVED:** That the report be noted and the Committee review the actual 2016/17 Prudential Indicators contained within the report.

### **35. INTERNAL AUDIT ANNUAL REPORT AND PROGRESS REPORT DECEMBER 2016 TO MARCH 2017**

Members considered the Internal Annual Audit Report from Mrs Struthers (Audit Manager) together with the Progress Report December 2016 to March 2017. Mrs Struthers summarised that based on the ongoing work carried out by and on behalf of Internal Audit and other sources of information, her overall opinion of the governance, risk and control environment for

the period December 2016 to March 2017 is that of “reasonable assurance”. The Progress Report was discussed and Mrs Struthers explained the assurance levels as new Members were now on the Committee. The Chairman suggested that Mrs Struthers offer a training session before the next meeting to cover the assurance levels as he was conscious there were now new members on the Committee and this was agreed as it would be a regular item on the Committees agenda.

**RESOLVED:** (1) That the Internal Audit 2016/17 report be noted and the Performance Report December 2016 to March 2017; and  
(2) That Internal Audit provide a training session before the next meeting re: assurance levels.

### **36. PUBLIC SECTOR INTERNAL AUDIT STANDARDS/QUALITY ASSURANCE & IMROVEMENT PROGRAMME**

Members considered the Public Sector Internal Audit Standards Report and the Quality Assurance & Improvement Programme Report from Mrs Struthers (Audit Manager) who explained that an External Quality Assessment was required by the Public Sector Internal Audit Standards. A copy of the final External Assessment report was included in the report and Mrs Struthers advised that she had detailed responses to the recommendations made (Appendix 2) and had disagreed with a few of the recommendations made. These were discussed and the Committee agreed with the reasoning. Mrs Struthers explained to the Committee that the Quality Assurance & Improvement Programme document detailed the quality assessment of the Internal Audit section.

**RESOLVED:** (1) That Members endorsed:-

- The External Quality Assessment and the responses to the recommendations made; and
- The Quality Assurance & Improvement Programme

### **37. RISK MANAGEMENT UPDATE**

Members considered the Risk Management Update from Mrs Struthers (Audit Manager) which indicated 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. The purpose of the Risk Management was explained to all members and the current severe risks along with a brief description of the measures in place were attached and reviewed. Mrs Struthers advised that the Leadership Team were currently undertaking a comprehensive review of the corporate risks through the completion of risk workshops and following this review the revised corporate risk register will be reported to September’s meeting.

**RESOLVED:** Members noted the work being undertaken and the actions being taken in the report.

### **38. COUNTER FRAUD UPDATE REPORT INCLUDING COUNTER FRAUD & CORRUPTION AND WHISTLEBLOWING POLICIES**

Members considered the Counter Fraud & Corruption Update from Mrs Struthers (Audit Manager) detailing the work completed to date during the financial year 2016/17. Mrs Struthers confirmed that on completion of a review of the counter fraud related policies no changes other than the new post titles following the recent management restructure had been necessary and the Policies were appended for members to consider. It was noted that the Heads of Service had been delegated responsibilities from the Directors which was good and that the Audit Committee had to now monitor the Council’s policies and consider the effectiveness of the

arrangements for Counter Fraud and Whistleblowing – Appendix 2. A Fighting Fraud & Corruption Locally Checklist and a Code of Practice on Managing Risk of Fraud and Corruption was also appended for information. The Fraud Risk Register Summary was considered and noted.

- RESOLVED:** (1) That the Committee approve the Counter Fraud and Corruption Policy Statement, Strategy & Guidance Notes and the Confidential Reporting (Whistleblowing) Policy; and  
(2) That the Committee note the Fighting Fraud Locally Checklist and associated documents together with the Fraud & Corruption Risk Register.

#### **39. TRAINING PROGRAMME WITH PARISH COUNCILS ON THE CODE OF CONDUCT**

The Chairman advised the Committee that the Solicitor & Monitoring Officer and he would be visiting all Parish Councils to deliver training on the Code of Conduct very soon. They would begin at Burntwood Town Council.

#### **40. WORK PROGRAMME**

The Work Programme was reviewed and it was noted that the Statement of Accounts would be discussed at the next meeting on 26 September 2017. Mr Thomas explained to the Committee that this item would be brought forward in the future as the government had wanted us to go real time with our finances it had been necessary for the Statement of Accounts to be available earlier. The Chairman congratulated the finance team as they had trialled the preparation of the Accounts earlier last year and had met the deadline easily. Mr Thomas said he would do a Presentation with the Statement of Accounts to explain the key risks/changes and key elements at the next meeting. The External Auditors assured the Committee that they will also be available to give an External Auditor's opinion at that meeting. Mr Gregory from Grant Thornton said he did have a "Guide to Members on Local Authority Accounts" which may be a little out of date but could be distributed to all and this was welcomed.

- RESOLVED:** External Auditors to circulate the Members Guide to Local Authority Accounts.

(The Meeting closed at 7.20 pm)

CHAIRMAN

## REGULATORY AND LICENSING COMMITTEE

4 JULY 2017

**PRESENT:** Councillors B.W. Yeates (Chairman), O'Hagan (Vice-Chairman), Mrs Bacon, Drinkwater, Mrs Evans, Humphreys, Leytham, Miss Shepherd and A. Yeates

**AN APOLOGY FOR ABSENCE** was received from Councillor Miss Fisher.

### 41 DECLARATIONS OF INTEREST

Councillor Smedley declared personal interest in Item 5 Street Trading Policy as he is a Member of Lichfield City Council

### 42 MINUTES

The minutes of the meetings held 8<sup>th</sup> February 2017 and 11<sup>th</sup> April 2017, as printed and previously circulated were taken as read, approved as a correct record and signed by the Chairman. It was noted that the Street Trading Task Group had met and agreed a Terms of Reference.

### 43 AIR QUALITY ACTION PLAN FOR LICHFIELD

The Committee received a report seeking approval for the draft 2017 Air Quality Action Plan (AQAP) for the Lichfield District prior to consultation and submission to DEFRA for initial appraisal.

It was reported that there were two Air Quality Management Areas (AQMA) at Muckley Corner on the junction of the A5 and A461 Walsall Road and the other along the stretch of A38 between Streethay and Alrewas. It was noted that these two areas were declared as such due to properties being close to the road frontage. It was reported that harmful nitrogen dioxide quickly dispersed and so any property with a garden or other buffer between the building and roadway were not above the permitted levels.

The Committee went through the recommendations from the AQAP report authors, Bureau Veritas and felt that they were very ambitious and unlikely to be completed partly as it relied on other organisations including public transport providers and Highways England. It was reported that the European Union had begun action against the UK Government for non compliance and so the national profile of air quality and the reduction in emissions had become higher. It was also noted that the implications of Brexit was not known and so Officers were continuing their work as before.

It was requested that reference was made in the report to the A38 AQMA including Alrewas and not just Fradley.

It was agreed that due to the large list of recommendations and the Committee's unease of the workload involved, that the AQAP be approved for consultation only and comments received be reported back to Members.

**RESOLVED:** That the draft Air Quality Action Plan for 2017 be approved for consultation and comments received be reported back the Committee.

#### 44 ENVIRONMENTAL CRIME STRATEGY FOR LICHFIELD

The Committee received a report seeking approval on the proposed direction for the development of the Council's Environmental Crime Strategy along with a review of the current Dog Control Order.

It was reported that Environmental Crime included such offences as Flytipping, Dog Fouling and abandoned vehicles and that recent trends had remained constant except for flytipping which was on the increase.

Flytipping was discussed further and it was mainly household waste that was flytipped but this may include DIY material like bathroom refits. Members reported that businesses had been deterred from using local recycling centres even though they had paid to use the service due to the lack of staff support.

Dog fouling was then discussed and Members gave examples of local community campaigns that had been successful. Officers agreed that these campaigns were effective along with Council as the public input was vital to establish hot spots and recurrent offenders. It was also noted that it was not possible to do covert investigations as authorisation would not be forthcoming from the Magistrate Court for such low level crime.

It was reported that a full review was required for the service area considering new powers and resource levels. A Member Task Group was proposed comprising of Councillor O'Hagan, to be Chairman, along with Councillors Leytham and Salter.

It was noted that as Parish Councils were stakeholders, the item would be introduced at Parish Forum on the 6<sup>th</sup> July 2017.

- RESOLVED:** (1) That a Member Task Group comprising of Councillors O'Hagan, Leytham and Salter be established to review the Council's approach to environmental crimes and consult with stakeholders in order to make recommendations to the appropriate committees and Cabinet Members; and
- (2) That the scope of the Member task Group be approved.

#### 45 WORK PROGRAMME

The work programme was considered and it was noted a report on new housing enforcement measures to deal with rogue landlords would be submitted for the October 2017 meeting and reports on Food Safety Plan and Health & Safety Plan for the February 2018 meeting.

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

(The meeting closed at 7.15 pm)

CHAIRMAN

# our strategic plan at a glance

Read in full at [www.lichfielddc.gov.uk/strategicplan](http://www.lichfielddc.gov.uk/strategicplan)

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

How we create a vibrant and prosperous economy

How we create healthy and safe communities

How we create clean, green & welcoming places to live

## What we will do

Between 2016 and 2020 we will place particular importance on:

- Promoting Lichfield District as a good place to invest through the roll out of the Local Plan.
- Ensuring our district is 'open for business' by welcoming and nurturing new enterprises to start up and succeed in our key business centres and rural areas.
- Delivering support, signposting and networking opportunities to existing businesses to help them thrive.
- Making it easy for businesses to interact with us.
- Understanding, monitoring and adapting to business needs and issues across the district.
- Encouraging increased visitors to our district, increased spend in the local economy and more overnight visitors.
- Delivering good quality and safe car parking in our key retail areas.
- Creating policies and events that promote healthy and active lifestyles for all, including young people – from cycle and safe walking routes, through to events, community activities and more.
- Providing support to help those with disabilities and older people stay healthy and active.
- Creating opportunities to increase the number of residents who are physically active, especially in hard to reach groups.
- Supporting and encouraging the development of clubs and other organisations to increase the quantity and quality of leisure and cultural opportunities across the district.
- Delivering a programme of disabled facilities grants to help people remain living safely at home
- Providing help and advice to prevent homelessness.
- Implementing our Local Plan which will ensure a controlled and balanced growth of the district.
- Developing supplementary planning guidance which will help to preserve our historic environment, support rural communities, and ensure the district continues to be an attractive place.
- Maintaining our parks and open spaces which encourage residents to enjoy the outdoors.
- Restoring the historic features of Stowe Pool and Fields.
- Our joint waste service continues to help our residents recycle a large percentage of their waste.
- Pursuing opportunities to transfer some open spaces to local organisations who can look after them for the enjoyment of all (e.g. playing fields).

## By 2020 there will be:

- More local jobs and more people in employment.
- More new businesses locate in our district.
- More businesses succeed.
- More visitors and greater visitor spend in our district.
- A regenerated Lichfield City centre and an improved retail offer in Burntwood.
- More people will be active and healthy.
- More people will be involved in volunteering and community activity.
- Fewer people and families will be homeless.
- More people will feel safer and less worried about crime and anti-social behaviour.
- More people will be living independently at home.
- More affordable homes in the district.
- Our heritage and open spaces will be well maintained or enhanced.
- Our streets will be clean and well maintained.
- More people will use parks and open spaces.
- New homes, office, retail and manufacturing spaces will be built or developed in line with our Local Plan and planning guidance.

## Our council By 2020:

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

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



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district council  
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