

LICHFIELD DISTRICT COUNCIL

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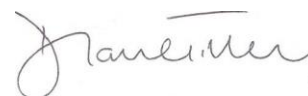
9 October 2017

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 17 OCTOBER 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

AGENDA

- 1 APOLOGIES FOR ABSENCE (if any).
- 2 DECLARATIONS OF INTEREST.
- 3 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 18 JULY 2017 (VOLUME 45 PART 2 MINUTE BOOK).
- 4 CHAIRMAN'S ANNOUNCEMENTS.
- 5 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 5 SEPTEMBER AND 10 OCTOBER 2017 (TO FOLLOW) AND CABINET MEMBER DECISIONS (GREY ENCLOSURE).
- 6 REPORT OF THE CHAIRMAN OF STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE (BLUE 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).
- 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 2 MINUTE BOOK) BE RECEIVED AND, WHERE NECESSARY, APPROVED AND ADOPTED.

	Committee	2017	Pages	Chairman
(a)	Planning	24 July	24 - 25	D. Smedley
(b)	Employment	27 July	26 - 29	Mrs D. F. Baker
(c)	Planning	21 August	30 - 31	D. Smedley
(d)	Employment	30 August	32 - 33	Mrs D. F. Baker
(e)	Planning	18 September	34 - 35	D. Smedley
(f)	Audit	26 September	36 - 39	M. C. Tittley
(g)	Regulatory & Licensing	2 October	40 - 41	B.W. Yeates

11 PROPOSAL FROM THE CABINET

To approve the following recommendations (background document - 'Money Matters 2017/18 Review of Financial Performance against the Financial Strategy' report submitted to Cabinet on 5 September 2017 - <https://www.lichfielddc.gov.uk/Council/Meetings-committees-and-papers/Cabinet/2017/09/05/Agenda/Cabinet-5-September-2017-Public.pdf>):

- (i) That the decision of the Asset Strategy Group that Bore Street Shops be withdrawn from sale be confirmed and the property be prioritised for review by PSP (Lichfield) LLP and the Medium Term Financial Strategy be amended:
 - to fund the Capital Programme shortfall of £1,274,000 in 2017/18 through £674,000 of Capital Receipts and £600,000 of General Reserves.
 - to include net revenue income of £108,250 from 2017/18 onwards.
- (ii) That the Medium Term Financial Strategy from 2017/18 be updated in relation to implementation costs and to include net income of £333,380 from 2018/19 onwards related to the garden waste subscription service following the decision by Cabinet on 4 April 2017.
- (iii) That a budget be allocated for works to King Edward VI Leisure Centre of £120,000 funded by General Reserves in 2017/18 prior to transfer to enable revenue savings to commence from 2018/19.
- (iv) That a project management budget be established funded by General Reserves of £212,000 in 2017/18, 2018/19 and 2019/20.
- (v) That the payment of Local Council Tax Support Grant to Parish Councils be ceased from 2018/19 enabling the notification of Parish Councils to take place in 2017/18.

12 BUSINESS RATE PILOT AND POOLING ARRANGEMENTS

To determine whether to join a bid by Staffordshire Authorities to pilot 100% business rates retention and new pooling arrangements in 2018/19 (BLUE ENCLOSURE).

13 **MEMBERSHIP OF COMMITTEES**

To agree the following appointments to Committees:

- (i) Councillor Mrs Banevicius be appointed to Community, Housing and Health (Overview & Scrutiny) Committee
- (ii) Councillor Mrs Evans be appointed to Economic Growth, Environment and Development (Overview & Scrutiny) Committee
- (iii) Councillor Mrs Woodward be appointed to Leisure, Parks and Waste Management (Overview & Scrutiny) Committee
- (iv) Councillor Drinkwater be appointed to Strategic (Overview & Scrutiny) Committee.

14 **QUESTIONS**

To answer any questions under Procedure Rule 10.2.

15 **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED: That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following item of business, which would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.

EXEMPT ITEMS NOT ISSUED TO PUBLIC AND PRESS

- 16 CONFIDENTIAL REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 5 SEPTEMBER (PINK ENCLOSURE) AND 10 OCTOBER 2017 (TO FOLLOW).

COUNCIL MEETING

18 JULY 2017

PRESENT:

M. A Warfield (Chairman in the Chair)

R. J. Awty (Vice-Chairman)

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

(**APOLOGIES FOR ABSENCE** were received from Councillors Mrs Bacon, Bamborough, Smith and Wilcox).

PRAYERS:

Prayers were said by Reverend L Collins.

46 DECLARATIONS OF INTEREST:

There were no declarations of interest.

47 MINUTES – 16 MAY 2017:

It was proposed and duly seconded “that the Minutes of the Meeting of the Council held on 16 May 2017 (Volume 45 Part 1 Minute Book) as printed and previously circulated be taken as read, approved as a correct record and signed by the Chairman.”

48 CHAIRMAN’S ANNOUNCEMENTS:

(a) Former Councillor M Fryers, Former Councillor P Van Hagen and Mr C Moulton

The Chairman said it was with great sadness that he had received news of the deaths of former Councillor M Fryers, former Councillor P Van Hagen and Mr C Moulton, Town Clerk of Lichfield City Council:

Councillor Mike Fryers had served on the Council for 10 years (2003 – 2013) representing Chadsmead Ward.

Councillor Van Hagen had served on the Council for 23 years representing Burntwood, Chasetown and Boney Hay Wards. He was also leader of the Council between 1995 and 1999.

Mr Moulton had joined Lichfield City Council as Deputy Town Clerk in 2008 and took up his post as Town Clerk in 2015. The Chairman recalled how Mr Moulton was respected and admired by his colleagues.

The Chairman said all would be greatly missed by family, friends and colleagues. The Council then stood in a minute's silence.

Councillor Drinkwater paid tribute to former Councillor Van Hagen, remembering his career and political achievements including the changes he had implemented during his time as Leader of the Council. He said he was forthright and knowledgeable and the Council had missed him.

Councillor White paid tribute to former Councillor Fryers, recalling his commitment to the local area and his work on the North Lichfield Initiative. Councillor Cox spoke about the way Councillor Fryers had tirelessly championed his local community.

Councillor Mrs Woodward expressed the condolences of the Labour Group to the families of Mr Moulton and former Councillors Fryers and Van Hagen. She remembered Councillor Van Hagen as a big strategic thinker who changed the Council during his time as leader and, as a result of the large scale voluntary transfer of housing stock, left the Council with £29 million in reserves.

Councillor Mrs Constable informed the Council that former Councillor K Dykes had also sadly passed away. He had served on the Council from 1976–1979 representing Chase Terrace Ward.

(b) Civic Service

The Chairman thanked everyone who had attended the Civic Service and advised that he would be holding a Carol Service at St John's without the Barrs.

(c) Chairman's Blog

The Chairman noted that details of his recent engagements, including a visit to Manor Primary School, could be found on the Chairman's blog.

49 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 25 MAY, 13 JUNE and 11 JULY 2017 AND CABINET MEMBER DECISIONS:

1 – Rugeley Power Station – Supplementary Planning Document Consultation

Councillor Cox welcomed the consultation and said it was important to avoid coalescence and to provide sufficient amenity space. He advised that affected parties included the local allotment society, an angling club that used Borrow Pit and Rugeley Power Station Society of Model Engineers, which had a national profile. He said it would be regrettable if they could not be accommodated.

Councillor Cox said both neighbouring authorities needed to act as quickly as possible to prevent the site from becoming a problem.

2 – Award of Contract - Provision of Support and Maintenance to the Vehicle Tracking and Data Transfer System Used by the Joint Waste Service

Councillor White spoke about the progress being made, working jointly with Tamworth, in the Council's drive towards greater efficiency.

3 – Money Matters 2016/17 – Review of Financial Performance Against the Financial Strategy:

Councillor Ray referred to the slippage in the Capital Programme and asked about the forecast for the current financial year. Councillor Spruce replied that the majority of the slippage was accounted for by delays to the Friarsgate project with most expenditure elsewhere being in line with budgets.

4 – Funding the Community and Voluntary Sector

Councillor Mrs Woodward expressed concern that community and voluntary sector funding decisions were being allocated to one Member. She said the Task Group looking at funding had not recommended such a delegation.

Councillor White highlighted the contribution that the District Council made to the community and voluntary sector. He sought reassurance about the mechanism for the dispersal of funds and emphasised the importance of consultation with Ward Members.

Councillor Pullen said a significant amount of money was being allocated against a background of cuts in recognition of the value of community and voluntary sector, noting that every pound spent realised seven pounds of value.

With the Locality Board no longer undertaking commissioning, Councillor Pullen said there would be more transparency in the allocation of funds. He advised that funding priorities had been established in consultation with Members and he would like to establish a standing task group with cross party membership to oversee the distribution of funds.

Proposed Change to Committee Membership

It was proposed by Councillor Pritchard, seconded and duly

RESOLVED: (1) That Councillor Miss Hassall replace Councillor Rayner as Vice-Chairman of Economic Growth, Environment and Development (Overview & Scrutiny) Committee.

(2) That Councillor Rayner replace Councillor Miss Hassall as Vice-Chairman of Leisure, Parks and Waste Management (Overview & Scrutiny) Committee.

Update on Action Taken Since the Fire at Grenfell Tower

Councillor Pritchard updated the Council on action taken since the tragic fire at Grenfell Tower, London:

‘In the last month since the fire at Grenfell Tower officers within Environmental Health have, with Staffordshire Fire and Rescue Service, inspected all residential tower blocks of 6 or more storeys within the District. We have 7 such blocks in Lichfield and no significant concerns such as flammable cladding have been found. Minor issues are being dealt with by Environmental Health and the Fire Service and these are being progressed with building managers.

Building Control is responsible for enforcing building regulations and is a shared service delivered in partnership with South Staffordshire Council and Tamworth Borough Council. As the findings of the Grenfell Tower fire investigation are not yet available there have been no changes to national Building Regulations. However, the service has agreed locally that for any building over 18 metres high, combustible rain screen cladding systems that are deemed safe based entirely on desk top study are not approved. Only fully fire tested systems will be approved.

Building Control has also received a few specific requests for advice on lower level cladding. These cladding systems have been inspected and are safe.

The Chairman and members of the Fire Authority have sent a letter to the Prime Minister:

That in the light of the tragic events at the Grenfell Tower fire the Authority urges the Government to undertake a detailed review of all the circumstances surrounding the physical condition and fire safety requirements for high rise apartments with a view to establishing a specific fire safety regime, national guidance and where deemed necessary, legislation that will reduce the prospects of similar incidents in the future.

Staffordshire Fire and Rescue service in partnership with Bromford Housing has just completed the first phase of the Community Sprinkler Project at David Garrick Gardens in Bloomfield Crescent, Lichfield. Those are the first high rise blocks of flats in Staffordshire to have sprinklers installed. The material work began in February 2017 and was completed in June.'

Councillor Mrs Woodward spoke of her horror and shock at the Grenfell Tower fire and commended the Council's officers on their quick response. She hoped it would represent a turning point in the funding of local authorities but expressed disappointment at the speech given by the Secretary of State to the Local Government Association. She said it had been an attempt to avoid and transfer responsibility and this had infuriated councillors of all parties.

Councillor Mrs Woodward said the Government and Ministers needed to start listening to local councillors and quoted research indicating that people trusted local Councillors considerably more than Members of Parliament or Ministers. She noted that the Government had not committed to fund action taken since the Grenfell fire and hoped the Council would continue to lobby it to do so. In response Councillor Pritchard confirmed that the Council would continue to make the point and seek to ensure that local people did not lose out.

Councillor Mrs Constable expressed concern that there was only one fire engine in Birmingham with a high rise fire-fighting platform. She said it appeared that previous lessons and not been learned.

Councillor Eadie advised that Council buildings had been checked and although cladding was present on the Depot and Burntwood Leisure Centre they were not high rise buildings. He confirmed that the Council would take guidance from the Fire Authority and respond as appropriate.

Councillor White referred to the Secretary of State's Local Government Association speech, which spoke of a crisis of trust in local government. He said this had caused much consternation since the evidence showed people trusted local Councils, with trust in local Councillors being much higher than in national politicians. He said Councillors were committed to their local communities and it was building regulations that had failed not local government.

50 REPORT OF THE CHAIRMAN OF COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE:

Councillor Leytham submitted his report on the items considered by the Community, Housing and Health (Overview and Scrutiny) Committee on 30 May 2017.

3 – Funding the Community and Voluntary Sector

Councillor Rayner referred to the work of the Member Task Group and said it provided a good example of the way task groups could add value.

4 – Burntwood Health Centres

Councillor Drinkwater thanked Councillor White for his efforts and perseverance in connection

with the Health Centre. He said the local Member of Parliament had been absent from events connected to the Health Centre but had then used the issue for his own agenda.

5 – Staffordshire Health Select Committee

Councillor Mrs Woodard requested an update on the Sustainability and Transformation Plans. She said she was aware that work was going on in the background but it was not visible to Councillors and the impact on communities was likely to be significant. She asked the Chairman to keep an eye on this issue and report regularly to the Committee.

Councillor Leytham said the proposed merger of the Derby Royal Hospital and Queens Hospital in Burton may have benefits but it appeared that the correct processes were not yet in place.

(COUNCILLOR WHITE DECLARED A PERSONAL INTEREST IN THIS ITEM AS STAFFORDSHIRE COUNTY COUNCIL CABINET MEMBER FOR HEALTH, CARE AND WELLBEING)

51 REPORT OF THE CHAIRMAN OF STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE:

Councillor Strachan submitted his report on the items considered by the Strategic (Overview and Scrutiny) Committee held on 12 June 2017

2 – Forward Plan and Work Programme

Councillor Mrs Woodward asked when the Civic Function Review Task Group would meet and Councillor Strachan advised that the dates would be circulated in the near future.

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

Councillor Cox submitted his report on the items considered by the Economic Growth, Environment and Development (Overview and Scrutiny) Committee on 20 June 2017.

2- Work Programme

Councillor Mrs Evans asked when the review of staffing levels and processes in Planning Services would be complete since there were currently problems getting enforcement issues resolved. Councillor Cox replied that the review was ongoing and Members would be kept informed.

53 REPORT OF THE CHAIRMAN OF LEISURE, PARKS AND WASTE MANGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE:

Councillor Matthews submitted his report on the items considered by the Leisure, Parks and Waste Management (Overview and Scrutiny) Committee held on 28 June 2017.

4 – Work Programme and Forward Plan

In response to a question it was advised that The Garrick's recently approved 'Cultural Exemption' referred to its VAT status, and the exemption would be financially beneficial.

5 – Commercial Opportunities within Parks and Open Spaces

Councillor Mrs Evans suggested that the Council could liaise with Staffordshire County Council regarding Chasewater which would be ideal for hosting events, with the possibility of including other parks in Burntwood.

Councillor Matthews said lots of ideas had been generated and all open spaces were being considered. Councillor Eadie thanked Members of the Committee for their ideas and suggestions.

Councillor Cox said Chasewater also fell within the remit of Economic Growth, Environment and Development (O&S) Committee given its potential for tourism and he would have discussions with Councillor Matthews about considering it as a joint issue.

54 MINUTES OF COMMITTEES:

(a) Planning Committee – 26 June 2017

It was proposed by Councillor Smedley “that the Minutes of the Meeting of the Planning Committee held on 26 June 2017 (Minutes Nod 18 – 28) be approved and adopted.”

Councillor Mrs Evans asked for clarification regarding her declaration of interest and it was advised that the question should be referred to the Monitoring Officer.

Councillor Drinkwater said Minute 25 exposed flaws in the system of communications between planning officers, local Members and Highways officers and expressed frustration that there was no way to address known issues.

It was noted that the objectors name in Minute 22 should read Mr Peter Sharpe.

RESOLVED: That the Minutes of the Meeting of the Planning Committee held on 26 June 2017 (Minutes Nod. 18 – 28) be approved and adopted subject to the objectors name in Minute 22 being amended to read Mr Peter Sharpe.

(b) Audit and Member Standards Committee – 27 June 2017

It was proposed by Councillor Tittley “that the Minutes of the Meeting of the Audit and Member Standards Committee held on 27 June 2017 (Minutes Nod. 29 - 40) be approved and adopted.

In response to a question it was confirmed that Code of Conduct training would be rolled out to Parish Councils. Councillor Leytham commented that the Treasury Management Training had been excellent.

Councillor Tittley advised that there had been no inclusion of local government finance in the Queen’s Speech and this posed a serious potential problem.

RESOLVED: That the Minutes of the Meeting of the Audit and Member Standards Committee held on 27 June 2017 (Minutes Nod. 29 - 40) be approved and adopted.

(c) Regulatory and Licensing Committee – 4 July 2017

It was proposed by Councillor Yeates “that the Minutes of the Meeting of the Regulatory and Licensing Committee held on 4 July 2017 (Minutes Nod. 41 – 45) be approved and adopted.”

Councillor White highlighted the importance of encouraging parents to switch their car engines off when waiting outside schools to protect air quality. Councillor Yeates confirmed that this initiative had been discussed and was on the agenda to be considered.

Councillor White also suggested that the Council should lobby Members of Parliament to enable Councils to 'give due consideration to the health and wellbeing of communities' when considering applications for the sale of alcohol as was the case in Scotland. It was confirmed that this had been done previously but would be looked at again.

It was noted that Councillor Smedley was not a Member of the Committee and had not attended the meeting so the declaration of interest listed at Minute 41 should be deleted.

RESOLVED: That the Minutes of the Meeting of the Regulatory and Licensing Committee held on 4 July 2017 (Minutes Nod 41 – 45) be approved and adopted subject to the deletion of the declaration of interest referred to in Minute 41.

55 EXCLUSION OF THE PUBLIC AND PRESS:

RESOLVED: That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following items of business which would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

IN PRIVATE

56 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 25 MAY 2017 AND 11 JULY 2017 AND CABINET MEMBER DECISIONS:

1 – Development of Land Adjacent to Milestone Way and Rear of 29-39 Cannock Road, Burntwood.

Councillor Mrs Woodward welcomed the decision noting that it was a direct result of the work of the Town Deal Partnership and would result in significant investment in Burntwood.

Councillor Mrs Fisher welcomed the investment and noted the efforts of the Leader, Deputy Leader and Director of Place and Community.

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

Councillor Cox submitted his confidential report on the items considered by the Economic Growth, Environment and Development (Overview and Scrutiny) Committee on 20 June 2017.

1 – Evening and Sunday Car Parking Charges

Councillor Mrs Evans asked if the work of the previous Car Park Task Group would be taken into account and Councillor Mrs Woodward questioned why the report had been considered in private. Councillor Ray emphasised the need for Friarsgate to be competitive.

Councillor Cox advised that car parking was being looked at again in the context of the Friarsgate development and that there were confidentiality issues in connection with the development. He said all Members of the Committee would be invited to attend Task Group meetings and confirmed that the report of the earlier Car Park Task Group would be taken into account.

(The Meeting closed at 7.14 p.m.)

CHAIRMAN

REPORT OF THE LEADER OF THE COUNCIL

CABINET DECISIONS – 5 SEPTEMBER 2017

1. MONEY MATTERS : 2017/18 REVIEW OF FINANCIAL PERFORMANCE AGAINST THE FINANCIAL STRATEGY

The Cabinet:

- 1.1 Noted the report and issues raised within.
- 1.2 Noted that Leadership Team with Cabinet Members will continue to closely monitor and manage the Medium Term Financial Strategy 2016-21.
- 1.3 Approved the recommended budget virements in excess of £50,000 detailed at Appendix A of the report.
- 1.4 The Cabinet recommend to Council for approval:
 - (i) Confirmation of the decision of the Asset Strategy Group that the Bore Street Shops be withdrawn from sale and the property be prioritised for review by the LLP and the Medium Term Financial Strategy be amended:
 - To fund the Capital Programme shortfall of £1,274,000 in 2017/18 through (£674,000) of Capital Receipts and (£600,000) of General Reserves.
 - To include Net Revenue income of (£108,250) from 2017/18 onwards.
 - (ii) That the Medium Term Financial Strategy from 2017/18 be updated in relation to implementation costs and to include net income of (£333,380) from 2018/19 onwards related to the Garden Waste subscription service following the decision by Cabinet on 4 April 2017.
 - (iii) The allocation of a budget for works to King Edward VI Leisure Centre of £120,000 funded by General Reserves in 2017/18 prior to transfer to enable revenue savings to commence from 2018/19.
 - (iv) The establishment of a project management budget funded by General Reserves of £212,000 in 2017/18, 2018/19 and 2019/20.
 - (v) To cease the payment of Local Council Tax Support Grant to Parish Councils from 2018/19 enabling the notification of Parish Councils to take place in 2017/18.

2. HIGH SPEED 2 PHASE 2A

The Cabinet:

- 2.1 Noted the on-going work taking place with Staffordshire County Council to develop a joint response to the Environment Statement.
- 2.2 Delegated authority to the Cabinet Member for Economic Growth, Development and Environment in consultation with the Head of Economic Growth to submit a response to Parliament by the deadline of 30th September 2017 on behalf of the District Council.
- 2.3 Agreed to engage a Parliamentary Agent to assist with formal petitioning of the Hybrid Bill once the Bill has progressed to a second reading.

DECISIONS MADE BY CABINET MEMBERS

3. DISTRICT COUNCIL HOUSE – ASSET MAINTENANCE

- 3.1 The Cabinet Member for Finance and Democratic Services agreed that contract works of up to £238,000 excluding professional fees and PENDA rates (of 1%) for priority 1 and priority 2 works to be carried out at Frog Lane be awarded to Kier PLC under the PENDA Partnership Agreement in line with the key cabinet decision granted in November 2016.

**MICHAEL J WILCOX
LEADER OF THE COUNCIL**

FOR: COUNCIL MEETING

17th OCTOBER 2017

AGENDA ITEM 6

(BLUE ENCLOSURE)

REPORT OF CHAIRMAN OF STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE

PRESENT:

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

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

APOLOGIES FOR ABSENCE were received from Councillors Constable and Mrs Woodward (Vice-Chairman).

DECLARATIONS OF INTEREST:

There were no declarations of interest

At the meeting of the Strategic (Overview and Scrutiny) Committee held on 6th September 2017 the following matters were considered:

1	WORK PROGRAMME
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- 1.1 Members considered the Work Programme. It was noted that a briefing paper on the Money Matters: 2017/18 Review of Financial Performance against the Financial Strategy for the first three months of 2017/18 had been sent.

2	FIT FOR THE FUTURE: OUR APPROACH TO CREATING A COMMERCIAL COUNCIL
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- 2.1 The Leader of the Council introduced a report on the Council's desire to become more commercial to help meet the challenges faced by Local Government by refreshing the Fit for the Future Programme.
- 2.2 It was reported that many local authorities had already taken a more commercial approach in order to ensure their financial sustainability.
- 2.3 The Assistant Chief Executive presented the Committee with emerging thoughts as to the approach to creating a commercial council. It was noted that this presentation would be shared with all Members and Officers through a series of forthcoming events.
- 2.4 It was suggested that the council's approach to commercialisation will be based on three principles - investment, income and innovation.
- 2.5 Examples of what other councils had done was reported and it was asked if, based on these, there were any initial ideas. It was noted that there was learning from them including long and short term projects.
- 2.6 Potential opportunities around One Public Estate were queried, particularly on making better use of the council house site, and it was reported that OPE could provide opportunities in the long term but there were some challenges to overcome. It was also

reported that a draft submission had been prepared for consideration by the Staffordshire OPE partnership but before this could progress the Council's own needs had to be understood. However, officers were continuing to explore the potential for an OPE project.

- 2.7 The Committee asked of the potential of PSP (Lichfield) LLP and it was reported that development options on a number of sites were being explored and that if sites had the potential for redevelopment, business cases would be brought forward for approval.
- 2.8 The budget for this project was then discussed and it was noted that £200k had been earmarked. When asked it was noted that this was to provide additional officer capacity – particularly for project management - and not for direct investment.
- 2.9 The expectations of residents and deliverability was discussed by the Committee and it suggested that focus could be concentrated on areas where there had been less success like investment in affordable housing. It was also suggested that all areas should be considered as the financial pressure the Council will face is getting closer.
- 2.10 It was noted that this was a long term culture change as to how the Council operates and not a short term financial fix and this would contribute to sustainability.
- 2.11 Members noted that this was an initial report outlining thoughts and workstreams and that the Committee would be involved with more specific details and governance arrangements.

3 CIVIC FUNCTION REVIEW

- 3.1 The Committee received a report from the Chairman of the Civic Function Member Task Group, Councillor Tittley, on the meeting held to review the impact of changes made. It was reported that it was now 12 months since the Task Group had recommended different procedures and criteria when deciding which events the Council's Chairman could attend. It was reported that due to these changes, savings had been made.
- 3.2 It was reported that during the 12 month evaluation, issues had been considered further and additional recommendations were presented from the Task Group for the Committee to consider. These included a move away from social and charity type events and towards attendance at events which helped to promote and deliver the Strategic Plan. There was also a recommendation for the role to be a two year term to allow the Chairman to become familiar with the role as well as receiving training in chairmanship skills.
- 3.3 The Committee discussed the recommendations and felt that there was no need for the role of Chairman to be for two terms as there was scope in the Constitution to allow for the same Councillor to be voted to the post for a year more than once. Members also felt that training was provided via being Vice-Chairman albeit informally but this could be considered further. The Committee agreed that the Chairman's Car did not need to be reviewed by the Task Group in 2019.
- 3.4 The Committee agreed with the recommendation that the role should be a more representative one with emphasis being meeting the Strategic needs of the Council as well as reducing Charity work and events that could be carried out by Parish Council Chairmen.
- 3.5 it was agreed that the Strategic (O&S) Committee recommend to Cabinet that the following recommendations are considered and adopted:
 1. That no nominated charity and charity events, including those of Burntwood Town Council and Lichfield City Council, are attended unless in very exceptional circumstances which are justified by the Chairman in

writing and agreed by the Leader of the Council and/or Chairman of this Task Group. In normal circumstances, this role can be carried out by Parish equivalents; and

2. That the role of Chairman be a representative role and not a social one with emphasis on meeting the Strategic needs of the Council through networking opportunities and publicity. This would also link into the Commercialisation agenda of the Council. To achieve this, training should be provided to prospective Chairmen along with Chairing skills training to aid the role in Full Council meetings.

4 UPDATE FROM THE INNOVATION MEMBER TASK GROUP

- 4.1 The Committee received a verbal report from the Chairman of the Innovation Member Task Group, Councillor A. Yeates and it was noted that the group had met for an initial meeting and agreed their terms of reference and next steps. It was also reported that the first big issue they would work through was the use of IT to enable Garden Waste charging. It was noted that reports would be submitted to the Committee as and when required.

R Strachan
Chairman
Strategic (Overview and Scrutiny) Committee

FOR: COUNCIL MEETING

17 OCTOBER 2017

AGENDA ITEM 7

(GREEN ENCLOSURE)

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

PRESENT:

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

Apologies for absence were received from Councillor Mosson

At the meeting of the Community, Housing and Health (Overview & Scrutiny) Committee held on 12 September 2017 the following matters were considered:

1. WORK PROGRAMME

- 1.1 Members considered the Work Programme and it was proposed by the Leader of the Council that he would like the Committee to consider his proposal to introduce a Local Member Initiative Fund which would be a small budget for each Council Member to give to help projects in their ward. It was suggested this may go on the Work Programme for the January meeting.
- 1.2 It was requested that updates on DFG's be given to the Committee. It was reported that the specification for the new contract was being developed with partners and more would be known after February 2018. It was agreed for an item to be added to the Work Programme for the March meeting.
- 1.3 Housing and health matters were discussed and it was requested that an item be added for the January meeting on how well the council was meeting the requirement in planning development to have regard for health and wellbeing. It was noted that health in housing was part of the Wellbeing Strategy which the Committee would consider in March.

2. ENERGY EFFICIENCY AND FLEXIBLE ELIGIBILITY

- 2.1 The Committee received a report on a Flexible Eligibility Statement of Intent (SOI) that had been prepared in response to recent changes to one of the Government's domestic energy efficiency grant schemes. It was reported that these changes allowed authorities to set their own eligibility criteria for a segment of the ECO2t Help to Heat Fund enabling qualifying households support for energy efficiency measures.
- 2.2 It was reported that the Government had made a key change permitting local authorities to set up their own criteria for 10% of the overall ECO fund to enable vulnerable and low income households' access to funding who would otherwise be ineligible for assistance under the normal Affordable Warmth criteria.
- 2.3 The Committee welcomed the SOI and felt it allowed the knock on effect of reducing hospital admissions caused from lack of warmth.

- 2.4 When asked, it was noted that this did not replace the current scheme but allowed the opportunity to allocate some of the funding to reach more residents.
- 2.5 The Committee agreed
- (1) That the proposed Statement of Intent be noted; and
 - (2) The Cabinet Member and Director of Place and Community be delegated to agree and sign the final version of the Statement of Intent.

3. STANDING ITEMS

LICHFIELD DISTRICT HEALTH PROVISION

- 3.1 The Committee discussed various matters that were affecting the health provision in the district. It was reported that the potential introduction of Physician Associates was a cost cutting way of recruiting to help GP's, in the same way PCSO's were introduced to help Police Officers and the Committee had concern with this concept. It was noted that there were still not enough GP's for Burntwood especially with the number of houses approved to be built and the clinic in Whittington had just closed. It was reported that there were still discussions taking place regarding the need for a GP clinic in Fradley.
- 3.2 The merger of Burton and Derby Trusts was also discussed with concern that the 'local health' provision model would be lost to these emerging bigger trusts

STAFFORDSHIRE HEALTH SELECT COMMITTEE

- 3.3 The Chairman of the Committee reported the outcomes of the Staffordshire Health Select Committee meeting on the 7th August 2017. Matters noted included the merger of the Burton and Derby NHS Trusts and a report from the Staffordshire and Stoke-on-Trent Sustainability and Transformation Partnership (STP) on their "Together We're Better" initiative.

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

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

PRESENT

Cox (Chairman), Miss Hassall (Vice-Chairman) Drinkwater (Vice-Chairman) Mrs Baker, Mrs Eagland, Mrs Fisher, Marshall, Smedley and Mrs Stanhope MBE.

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

AN APOLOGY FOR ABSENCE was received from Councillor Awty.

At the meeting held on 19 September 2017 the following matters were considered:

1. WORK PROGRAMME

- 1.1 Consideration was given to the Committee's Work Programme.
- 1.2 The Chairman advised that the date of the first meeting of the Car Parking Task Group would be circulated in the near future.
- 1.3 Councillor Mrs Baker updated the Committee on the work of the Friarsgate Public Realm Task Group and thanked all those that had participated so far.
- 1.4 Members discussed the increasing emphasis placed on electric vehicles by the Government and car manufacturers and the infrastructure that would be needed to support and facilitate the transition. It was advised that the Local Government Association had established a task group to consider this issue.
- 1.5 An amendment was suggested to the wording in connection with the District's heritage assets to clarify the objective of the review.

2. BROWNFIELD LAND REGISTER

- 2.1 Consideration was given to a draft 'Part 1' Brownfield Register that had been produced in accordance with the Town and Country Planning (Brownfield Land Register) Regulations 2017.
- 2.2 Members welcomed the register and questioned if anything could be done to incentivise and facilitate development on brownfield sites given developers' general preference for green field sites. The Committee was advised that brownfield sites would be prioritised wherever possible but deliverability was a key issue.
- 2.3 It was noted that the definition of brownfield sites had been amended and no longer included gardens.

- 2.4 The Committee recommended that Cabinet approve the draft Lichfield District Council Brownfield Land Register (Part 1) for publication.

3. DELIVERING THE LOCAL PLAN

- 3.1 The Committee was updated on the delivery of key housing and employment sites identified within the Local Plan Strategy.
- 3.2 Members noted that the monitoring tool used to oversee delivery highlighted sites where development had stalled or was proceeding more slowly than anticipated. This enabled the Council to consider actions that could facilitate delivery.
- 3.3 During the discussion an amendment was suggested to the 'red, amber, green' monitoring system, questions were asked in relation to a number of specific sites and clarification was provided on the definition of 'key sites'. It was acknowledged that some sites were complex and finding solutions involved working with multiple agencies.

4. LOCAL PLAN UPDATE

- 4.1 It was reported that consultation on the Draft Local Plan Allocations document (Regulation 19 Consultation) took place between 20 March 2017 and 12 May 2017 and approximately 5000 representations had been received.
- 4.2 The Committee gave consideration to the main issues raised during the consultation and the implications for the next stage of the Plan. A revised timetable for the Local Plan Allocations document was proposed together with a timetable for the Local Plan Review.
- 4.3 Members also received the Minutes of the Local Plan Sub-Committee held on 7 September 2017.
- 4.4 The Committee:
- noted the commitment, resulting from the consultation, to review the potential supply of housing available to meet the 10,030 (minimum) dwelling requirement.
 - noted the commitment to a 'Focused Changes' consultation prior to any major modifications.
 - recommended that Cabinet approve the timetable for the Local Plan Allocations and Local Plan Review via an updated Local Development Scheme.

5. SUPPLEMENTARY PLANNING DOCUMENT – RUGELEY POWER STATION DEVELOPMENT BRIEF

- 5.1 Members noted that Rugeley Power Station had ceased power generation in 2016 and was currently being de-commissioned prior to demolition. The site crossed the boundary between Lichfield District and Cannock Chase District and presented a significant opportunity for brownfield redevelopment.
- 5.2 The Local Plan Allocations document identified the Power Station site as an opportunity to deliver a minimum of 800 dwellings within Lichfield District and committed the Council to producing a development brief for adoption as a Supplementary Planning Document (SPD) in collaboration with Cannock Chase District Council to guide the future development of the site.

- 5.3 Accordingly a joint Rugeley Power Station Development Brief SPD had been prepared and consideration was given to the key issues identified during a six week consultation exercise, together with the proposed amendments.
- 5.4 The Committee agreed that an update be prepared with a view to the Rugeley Power Station Brief SPD being adopted by Cabinet.

Councillor Richard Cox
Chairman
Economic Growth, Environment and Development (Overview and Scrutiny) Committee

FOR: COUNCIL MEETING
17th OCTOBER 2017
AGENDA ITEM 9
(YELLOW ENCLOSURE)

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

PRESENT:

Councillors Matthews (Chairman), Rayner (Vice-Chairman), Miss Fisher, Mrs Pullen, Salter, Mrs Tranter and B.W. Yeates

APOLOGIES FOR ABSENCE were received from Councillors Mrs Allsopp, Mrs Bacon and Mrs Banevicius (Vice-Chairman).

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

ALSO PRESENT: Mr James Leavesley – Chairman of the Lichfield Garrick Trust and Ms Karen Foster – Executive Director of the Lichfield Garrick Trust

DECLARATIONS OF INTEREST

Councillor Eadie declared a personal interest in Item 5 – Lichfield Garrick as his son has participated in performances by the Walsall Operatic Society and Lichfield Operatic Society. His daughter was also a member of the Lichfield Choir

Councillor B Yeates declared a personal interest in Item 5 – Lichfield Garrick as his company has dealt with the Garrick Theatre.

At the meeting of the Leisure, Parks and Waste Management (Overview and Scrutiny) Committee held on 3 October 2017 the following matters were considered:

1. WORK PROGRAMME AND FORWARD PLAN

- 1.1 The committee considered the work programme and the Chairman requested that any further suggestions be sent to him. It was requested that a further report on commercial opportunities in the Parks be brought to the January meeting.
- 1.2 It was also asked if there would be a report on fees and charges in light of the leisure review and it was noted that the proposed charges for 2018/19 identified by the LOPS team would need to be considered following deliberations on the Leisure procurement process.

2. LICHFIELD GARRICK

- 2.1 The Committee received a presentation from Ms Foster and Mr Leavesley the Lichfield Garrick Trust on the achievements of the Theatre over the past year and forthcoming plans.
- 2.2 The presentation centred on a number of areas including the financial aid they were receiving through Cultural Exemption from HMRC and Theatre Tax Relief although

the latter was funded through the EU and there were uncertainties of its continuation post Brexit. They also reported that they had two sources of funding which were the District Council and the Arts Council for England. It was noted that the Arts Council only funded additional events and not every day running costs and overheads. Members sought clarification of the actual value of cultural exemption but the Garrick were unable to provide this information because of its fluid nature.

2.3 Amateur Dramatic Groups was then discussed and it was reported by the Theatre that the price had been increased as the hire fee was below the operating costs and there was a need to maximise revenue. The Garrick also reported that they had supported the groups as best they could by freezing prices during quieter periods and as a result, only two groups had chosen to go elsewhere.

2.4 The final part of the presentation was the impact of the Friarsgate development and the Garrick believed that in the long term, it would be a great opportunity for the Theatre with increased footfall to the area. However they had concerns that business would be effected during development especially with the loss of car parking. They requested that the Council work with them to find solutions especially with parking for visitors with mobility issues along with a general communications plan to help advertise that businesses would still be open within the city centre.

2.5 The Chairman then invited questions from Members of the Committee.

Funding and tax relief was discussed further and when asked, it was reported that there was no further information regarding the situation post Brexit, however it was hoped that Theatre Relief would be a low priority in the Governments Bill and so one of the last to be dealt with. It was then asked what relief was being received by the Garrick and it was reported that it was proportionate and around 16% of what was eligible however all claims could be challenged and so never a fixed amount but it would be a contribution to the bottom line. It was also noted that last year, due only to the grants received, the Theatre broke even on their accounts.

2.6 The work of the newly created fundraising officer post was discussed and it was reported that they were currently building up relationships with potential funding streams. It was noted that the Officer had secured the Arts Council funding for the new in house production of Letters to Emma which had just opened.

2.7 Community work was considered and Members felt that the Garrick contributed a lot in this area. It was suggested that funding could be sought from the Office for the Police and Crime Commissioner as well as Staffordshire County Councillor Community Funds. It was also asked whether much work was done with schools and it was reported that it was difficult to get information through to the teachers but they were going to extend the duration of this year's pantomime into January which many schools preferred.

2.8 The Garrick Theatre trust was thanked for their attendance and presentation and their submission was noted.

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

PLANNING COMMITTEE

24 JULY 2017

PRESENT:

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

58. (**APOLOGIES FOR ABSENCE** were received from Councillors Bamborough, Mrs Fisher Cllr Matthews and Miss Shepherd)

59. **DECLARATIONS OF INTEREST:**

There were no declarations of interest.

60. **MINUTES:**

The Minutes of the Meeting held on 26 June 2017 and previously circulated were taken as read, approved as a correct record and signed by the Chairman subject to an amendment at Item 6 – Mr Peter Sharpe (speaker's name) and Items 10 & 11 to read The Plant Plot.

61. **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 in association with Planning Applications 16/01409/FULM and 17/00139/OUTM.

62. **16/01409/FULM – DEMOLITION OF EXISTING FARM BUILDINGS AND ERECTION OF 24 NEW DWELLINGS AND ASSOCIATED WORKS
FISH PITS FARM, MANOR LANE, HARLASTON
FOR BARWOOD HOMES LTD**

RESOLVED: That planning permission be approved subject to the conditions contained in the report of the Director of Place and Community and the applicant first entering into a Section 106 Legal Agreement and entering into a Unilateral Agreement in respect of the River Mease SAC.

63. **17/00139/OUTM – OUTLINE APPLICATION FOR UP TO 96 DWELLINGS WITH FORMATION OF NEW ACCESS ONTO NEW ROAD
LAND AND BUILDINGS AT MOUNT ROAD, BURNTWOOD
FOR CLEARWATER PROPERTIES**

RESOLVED: That planning permission be approved subject to the conditions contained in the report of the Director of Place and Community with and the inclusion of additional wording added in

bold to condition 3:-

3. “This is an outline planning permission and no development shall be commenced until details of the layout of the site including the disposition of roads, disposition of buildings (which shall be informed by a tree shading plan); existing and proposed ground levels and finished floor levels; the design of all buildings and structures; housing mix **in accordance with the provisions of policy H1 of the Local Plan Strategy**; the external appearance of all buildings and structures including materials to be used on all external surfaces; the means of pedestrian and vehicular access and parking layout; site and plot boundary treatments including retaining walls and other means of enclosure; and the landscape and planting of the site shall be submitted to and approved in writing by the Local Planning Authority by way of reserved matters application(s). The development shall thereafter be carried out in accordance with the approved details”.

And, the applicant first entering into a Section 106 Legal Agreement and entering in to a Unilateral Agreement in respect of Cannock Chase SAC.

(The Meeting closed at 7.02 pm)

CHAIRMAN

EMPLOYMENT COMMITTEE

27th JULY 2017

PRESENT:

Councillors Mrs Baker (Chairman), Mrs Boyle (Vice Chairman), Mrs Banevicius, Cox, Greatorex, Miss Hassall, Rayner, Salter, Smedley and B. W. Yeates.

64. (AN APOLOGY FOR ABSENCE was received from Councillor Mrs Eagland).

65. DECLARATIONS OF INTEREST

There were no Declarations of Interests

66. MINUTES

The Minutes of the Meeting held on 9th February 2017 and 16th May 2017, as printed and circulated, were taken as read, approved as a correct record and signed by the Chairman.

67. TERMS OF REFERENCE

The Chairman welcomed all Members to the Committee and introduced her thoughts of what work would be undertaken in this municipal year including the People Strategy. She reported that the Committee was more than a rubber stamping entity and expected challenges to be given.

The Committee was reminded of role of the Committee as set out in the Council's Constitution. It was asked if there had been any meetings of the Joint Consultative Committee and it was noted that there had not been in recent years and that its role was to consult with pay structures. It was agreed to investigate amending the Constitution to state that the Committee met on an ad hoc basis.

The Committee was also reminded that there may be occasions where special meetings will be required to address and resolve employment issues within their remit in a timely manner and whilst due notice will be given, advanced notice cannot always be guaranteed.

68. MEMBERS' LEARNING AND DEVELOPMENT NEEDS ANALYSIS 2017-18

The Committee received a report on the results of the Elected Members' Learning and Development Needs Analysis (LDNA) which was carried out in February 2017.

It was reported that the return rate was 56% which was lower than previous years and the Committee expressed their concern at this and felt that the reasons should be investigated further. It was asked if the non-responders were new Members and it was reported that it was more long standing Councillors who had not returned their forms. This information raised further concern that Members were not in receipt of up to date information on legislation changes that affected the District and the Council. It was requested that training attendance for the last two years be provided to allow for a comparison to see if Members who did not return their LDNA still attended training or not.

It was then suggested that the format of the questionnaire be considered and whether it would be advantageous to include an opportunity to detail desired content from training and not just a general subject area. It was also suggested that expiry dates be included in training sessions to ensure knowledge is kept up to date. It was reported that there were mandatory training subjects including Safeguarding which had a life span before required to be repeated but it could be considered further to extend to all training subjects.

RESOLVED: That the identified learning and training priorities of Elected Members for the next 12 months be agreed.

69. PAY POLICY STATEMENT

Members received a report on the Council's duties under Section 38 of the Localism Act 2011 regarding the preparation of a Pay Policy Statement for 2017/17. It was reported that its purpose was to be open and transparent about the distribution of pay to Officers. It was noted that it was a public document and would require approval from Full Council.

It was reported that since the publication of the 2016/17 Pay Policy Statement earlier in the year, there had been organisational structure changes which meant a revised Policy needed to be republished in line with requirements of the Act.

It was noted that there were not any apprentices at the current time and it was reported that there was a target of 13 however there were no penalties for not hitting that target as of yet as the legislation was still new. It was also reported that internal posts could be converted into apprenticeships to aid development however it could cause a resource strain as a full time post would be reduced to allow for the educational aspect. It was noted that not all services and levels were currently available on the frameworks and programmes already in place.

Payment of termination was discussed and it was asked if the multiplier had to be declared and it was reported that there was no set national standard level but the locally agreed one was available to all staff. It was reported that there was a 66 week cap as required by the LGPS.

Finally, essential car allowance was discussed and it was noted that discussions were taking place regarding a reduction in the number of spaces available to staff as Frog Lane. This policy would be reviewed as part of the terms and conditions review that will be established to support the People Strategy.

RESOLVED: That the contents of the Pay Policy Statement as set out in the report be noted and it be recommended to Council for approval.

70. EMPLOYEE PERFORMANCE DEVELOPMENT REVIEWS

The Chairman verbally reported that the Audit Committee had considered the Annual Governance Statement and concern was expressed about the relatively low number of PDRs undertaken. She also reported that the Audit Committee had acknowledged that the figure for 2016/17 was likely to have been affected by the management restructure but thought the matter was something that Employment Committee should be aware of and may like to monitor/investigate further in future.

The Chairman then reported that she had agreed to this request and believed it would be advantageous to investigate whether there were other trends or sticking points in getting PDR's completed and to then pass this data onto Senior Officers to take further action. She requested for this Committee to consider the Members' Learning and Development Questionnaire, specifically the timing of the release, questions and format/channel used. She proposed that this work be completed at a future meeting, either a full Committee meeting or a working group that would report back.

It was noted that the worst areas were those with operational staff as they were rarely on site to be able to receive a review. The Committee felt that management should be pushed and aided more to complete these important reviews. It was reported that although the PDR was a face to face process, paperwork was still required to report the review and it was this part that needed to be focused on.

Officer training was discussed and it was reported that it was provided and part of the PDR process with departments holding their own budgets albeit small.

RESOLVED: That the Members' Learning and Development Questionnaire and Officer PDRs be considered at a further meeting.

71. WITHDRAWAL OF RELOCATION POLICY

The Human Resources Manager verbally reported that a Relocation Policy was created in the 1990's and was revisited last year. It was noted that it had not been used for many years and was out of date and so with agreement of Leadership Team and Unions, it was agreed to remove it.

RESOLVED: That the Relocation Disturbance Policy be withdrawn.

72. 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 1 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.

IN PRIVATE

73. REDUNDANCY

The Committee received a report relating to the compulsory redundancy of a post where the tasks performed will cease and no suitable redeployment could be made.

RESOLVED: That the Compulsory Redundancy as detailed in Appendix A of the report be approved and recommended to Full Council.

74. REDUNDANCY

The Committee received a report on an application for voluntary redundancy together with the financial implications.

RESOLVED: That the Voluntary Redundancy application on the schedule attached at Appendix A of the Report be approved and recommended to Full Council.

75. REDUNDANCY

The Committee received a report on an application for voluntary redundancy together with the financial implications.

RESOLVED: That the Voluntary Redundancy application on the schedule attached at Appendix A of the Report be approved and recommended to Full Council.

(The Meeting closed at 7.11 p.m.)

CHAIRMAN

PLANNING COMMITTEE

21 AUGUST 2017

PRESENT:

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

- 76. (APOLOGIES FOR ABSENCE** were received from Councillors Mrs Allsopp, Mrs Bacon, Mrs Fisher, Councillor Humphries and Councillor Matthews)

77. DECLARATIONS OF INTEREST:

Councillor Mrs Evans – Personal Interest in Application 17/00280/FULM as she lives opposite side of the road to the site.

Councillor Awty – Personal Interest in Application 17/00280/FULM as he is a member of the Board on Cannock Chase Area of Outstanding Natural Beauty Joint Committee.

78. MINUTES:

The Minutes of the Meeting held on 24 July 2017 and previously circulated were taken as read, approved as a correct record and signed by the Chairman.

79. 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 17/00280/FULM, 17/00540/FULM and 17/00906/FUL.

- 80. 17/00280/FULM – ERECTION OF AGRICULTURAL BUILDING AND CONTINUED USE OF PART OF LAND FOR DOG AGILITY TRAINING LAND OPPOSITE 138-188 CHORLEY ROAD, BURNTWOOD, STAFFORDSHIRE FOR MR A BENNETT**

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

81. **17/00540/FULM – CONSTRUCTION OF NEW EVENTS PAVILION COMPRISING EVENT FUNCTION ROOMS, KITCHEN, WC FACILITIES, BAR, SYNDICATE AND MEETING ROOMS, EVENTS OFFICE AND ANCILLARY FACILITIES; SERVICE YARD; AND ASSOCIATED HARD AND SOFT LANDSCAPING. THE NATIONAL MEMORIAL ARBORETUM, CROXALL ROAD, ALREWAS FOR THE NATIONAL MEMORIAL ARBORETUM**

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

82. **17/00906/FUL – ERECTION OF 1NO. TROLLEY BAY IN CONNECTION WITH RETAIL STORE APPROVED UNDER 16/01294/FULM LAND AT BIRMINGHAM ROAD, LICHFIELD, STAFFORDSHIRE FOR DEVELOPMENT SECURITIES (LICHFIELD) LTD.**

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 7.27 pm)

CHAIRMAN

EMPLOYMENT COMMITTEE

30th AUGUST 2017

PRESENT:

Councillors Mrs Baker (Chairman), Mrs Boyle (Vice Chairman), Mrs Banevicius, Cox, Mrs England, Miss Hassall, Rayner, Salter, Smedley and B. W. Yeates.

83. (AN APOLOGY FOR ABSENCE was received from Councillor Greatorex).

84. DECLARATIONS OF INTEREST

There were no Declarations of Interests

85. MINUTES

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

86. COMMITTEE REMIT

The Committee received a presentation by the Head of Corporate Services and Human Resources Manager on the role of the Employment Committee, key issues and forthcoming matters.

It was noted that many policies were updated last year with more coming forward later in this Municipal year.

It was asked if there was any specific training for Members who sat on the Employment Committee and it was noted that technical knowledge was not required and Officers could guide them when necessary. It was also asked if the Committee had a recruitment role and it was reported that the Committee was required to have an input with recruitment policy but actual recruitment to roles was a management function. Members were reminded however that they did have a direct role in the recruitment of Chief Officers.

RESOLVED: That the information received be noted.

87. 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 1 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.

IN PRIVATE

88. UPDATE SUMMARY REPORT – REDUNDANCIES FROM JULY 2017 COMMITTEE

The Committee received a report to amend the resolutions of items 10, 11 and 12 of the meeting held on the 27th July 2017 to be in line with Committee's remit as set out in the Council Constitution.

RESOLVED: That the resolution for items 10, 11 and 12 of the meeting held on the 27th July 2017 be amended from *recommended to Full Council* to **approved**.

89. REDUNDANCY

The Committee received a report on an application for voluntary redundancy together with the financial implications.

RESOLVED: That the Voluntary Redundancy application on the schedule attached at Appendix 1 of the Report be approved.

(The Meeting closed at 6.45 p.m.)

CHAIRMAN

PLANNING COMMITTEE

18 SEPTEMBER 2017

PRESENT:

Councillors Smedley (Chairman), Marshall (Vice-Chairman), Mrs Allsopp, Awty, Mrs Baker, Mrs Barnett, Cox, Drinkwater, Mrs Evans, Mrs Fisher, Miss Hassall, Humphreys, Powell, Pritchard, Miss Shepherd, Mrs Stanhope MBE and Strachan.

90. **(APOLOGIES FOR ABSENCE** were received from Councillors Mrs Bacon, Bamborough Matthews and A Yeates).

91. **DECLARATIONS OF INTEREST:**

Councillor Cox declared a Pecuniary Interest in Application 17/00573/FULM and took advice that he could remain in the room but not take part in the debate for that item.

92. **MINUTES:**

The Minutes of the Meeting held on 21 August 2017 and previously circulated were taken as read, approved as a correct record and signed by the Chairman.

93. **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 17/00864/FUL and 17/00573/FULM.

94. **17/00864/FUL – ERECTION OF 2NO THREE BEDROOM DWELLINGS WITH DETACHED GARAGE AND ASSOCIATED WORKS
22 GAIAFIELDS ROAD, LICHFIELD
FOR MR E WOODALL**

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

- (1) The proposed development, by virtue of siting, scale and massing, would result in an over intensive, unacceptable form of development that is not in keeping with the form and character nor would integrate successfully with the surrounding area. The development would therefore be contrary to Core Policy 3 (Delivering Sustainable Development), and Policy BE1 (High Quality Development) of the Lichfield District Local Plan Strategy (2015); guidance in the adopted Supplementary Planning Document:

'Sustainable Design' (2015); and the National Planning Policy Framework.

- (2) The proposed development would result in an unacceptable impact upon protected mature trees, which are important landscape features of significant visual amenity. The development would therefore be contrary to the guidance contained within Policy NR4 (Trees, Woodlands & Hedgerows) of the Local Plan Strategy (2015), the adopted Supplementary Planning Document: 'Trees, Landscaping & Development' (2016) and the National Planning Policy Framework.
- (3) The proposed development, by virtue of its scale, massing and siting relative to the neighbouring properties, would have an undue impact upon the light and amenity of existing surrounding residents, contrary to the requirements of Core Policy 3 (Delivering Sustainable Development), and Policy BE1 (High Quality Development) of the Lichfield District Local Plan Strategy (2015); guidance in the adopted Supplementary Planning Document: 'Sustainable Design' (2015); and the National Planning Policy Framework.

(PRIOR TO CONSIDERATION OF THE APPLICATION REPRESENTATIONS WERE MADE BY MRS STELLA HORSFALL (OBJECTOR), CLLR PAUL RAY (WARD COUNCILLOR) AND CHRISTOPHER TIMOTHY (APPLICANT'S AGENT)

**95. 17/00573/FULM – ERECTION OF 21NO. ONE BEDROOM AND 23NO. TWO BEDROOM RETIREMENT LIVING APARTMENTS, INCLUDING COMMUNAL FACILITIES, CAR PARKING, LANDSCAPING, A SUBSTATION AND ASSOCIATED WORKS
FORMER WHAT STORE, CROSS KEYS, LICHFIELD, STAFFORDSHIRE
MCCARTHY & STONE RETIREMENT LIFESTYLES LTD**

RESOLVED: That subject to Staffordshire County Council Flood Team offering no substantial material objections by the 29 September 2017 and 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. Off-site affordable housing provision;

planning permission be approved subject to the conditions contained in the report and supplementary report of the Director of Place and Community along with the summary of granting consent.

(The Meeting closed at 7.20 pm)

CHAIRMAN

AUDIT AND MEMBER STANDARDS COMMITTEE

26 September 2017

PRESENT

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

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

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

96. APOLOGIES FOR ABSENCE

There were no apologies for absence.

97. DECLARATIONS OF INTEREST

There were no declarations of interest.

98. MINUTES

The Minutes of the Meeting held on 27 June 2017, as printed and previously circulated, were taken as read and approved as a correct record.

99. LOCAL AUDIT UPDATE

Members considered the Local Audit Update from Mr Thomas (Head of Finance & Procurement). Mr Thomas advised that PSAA had proposed the appointment of Grant Thornton as the External Auditors again for this Council for a five year period from 2018/19.

Mr Thomas said he had consulted the Cabinet Member for Finance & Democracy and the Chair of the Audit & Member Standards Committee in advance of the meeting because the consultation closed on 22 September 2017 who had confirmed that the Council were satisfied with this proposed appointment because it provided continuity. Mr Thomas explained that once appointed, PSAA would undertake further consultation on the fee levels although the initial results of the audit procurement had indicated that a reduction in the scale fees of 18% should be possible for 2018/19 compared to 2016/17 levels. In addition, the Council will need to make arrangements for the housing benefit subsidy certification work which had not been written in to the legislation mentioned at the last meeting. Discussions would need to take place around this issue as a decision needed to be reached as to whether we engage Grant Thornton for this additional piece of work or look at an arrangement with partners for a "joined up" approach. Members agreed with the appointment as there was a good working relationship with Grant Thornton. The Chairman asked the representative from Grant Thornton if she had the resources to meet the Lichfield District Council's accounts timeframe as it looked as though they may be doing more work for less money and this concerned him. Ms Griffiths from Grant Thornton was able to confirm that the timeframe did not concern them and said as a firm nationally they were looking at how they could model the fees and offer "value for money" to all.

RESOLVED: That the Audit and Member Standards Committee note the proposed appointment of Grant Thornton as the Council's External Auditors for the next five years from 2018/19.

100. STATEMENT OF ACCOUNTS

Members considered the Statement of Accounts 2016/17 and Mr Thomas delivered a Presentation to explain the report in more detail. Discussions took place around the main elements of the report. The new set of notes (EFA) showing a reconciliation between the financial performance included in our Money Matters Report and the financial information included in the comprehensive income and expenditure statement was explained as it now presents the information by Strategic Plan Priority without recharges rather than the generic headings previously used. Mr Thomas said this change was only presentational and he hoped this was more simplified and understandable. He said the biggest change was the Pensions Gain which was a result of changes in assumptions for which we had no control over as it was calculated by the Scheme Actuary and audited by the Pension Fund's External Auditors. He said this figure fluctuates significantly each year. Members raised concerns as it was such a big gain but Mr Thomas said that internally it did not affect the Council resources at this time. Questions were asked relating to the monies acquired from Right to Buys and it was asked whether this money was ring fenced for affordable housing. Mr Thomas said that it was not; it was not Council Policy to do so. A question was asked about the CIL payments and Mr Thomas explained how this money was used and that an element was set aside for Parish Councils based on whether they had an approved Neighbourhood Plan in place. The movement in the reserves statement and balance sheets 2015/16 and 2016/17 were compared and members noticed the Council had a grand piano showing on the balance sheet. It was confirmed that this was at the Lichfield Garrick Theatre and members asked if the paintings and museum collections had been recently valued. Mr Thomas said that there was a piece of work currently being done on all the museum collections in the district so he hoped this would cover the current valuations. Mr Thomas explained the cash flow statement and why there was a reduction in cash of £810,000.

Members congratulated Mr Thomas on a very well presented and timely set of accounts and said the Money Matters Reports were also very good. The £2.3m gap was still recognised and the risk for the future relating to business rates was acknowledged but the Chairman reminded the Committee that the Statement of Accounts is backward looking whereas the Medium Term Financial Strategy was forward looking.

The External Auditors briefed the committee on their Findings Report – Appendix A and summarised that they had no real issues; they had only highlighted the risk in relation to the changes to the Presentation of the Local Authority Financial Statements which management felt would be contrary to the decluttering agenda. They said they were satisfied with the explanation and were happy to give assurance to the committee.

In addition an action had been included in relation to seeking further assurance around the judgments used by the External Valuer in relation to the asset valuation process.

Mr Thomas explained that the External Auditor is required to obtain written confirmation from the Council's Management that we have disclosed all matters that could affect the Council's financial position – this confirmation is known as the Letter of Representation and the letter is approved by the Audit & Member Standards Committee and is signed by the Chair, Chief Executive and Section 151 Officer.

RESOLVED: The Committee:

- (1) Notes the External Auditor's Audit Findings Report at Appendix A
- (2) Approves the Letter of Representation at Appendix B; and
- (3) Approves the Council's Statement of Accounts for 2016/17 at Appendix C.

101. INTERNAL AUDIT UPDATE REPORT APRIL TO JULY 2017

Members considered the Internal Audit Progress Report April 2017 to July 2017 from Mrs Struthers (Audit Manager). Mrs Struthers summarised the report and stated there were no specific issues highlighted to date. Members asked about the reconciliation of Disabled Facilities Grants and Mrs Struthers advised that this had been because of a third party system which was being investigated and may very well go out to procurement as it had not been possible to implement. She said she was satisfied with the current response and would revisit this in 3 months and report back to this committee. Members were reassured to know it was being addressed. The Data Protection being "limited" assurance was also a concern to members and Ms Nahal (Head of Legal, Property & Democratic Services) informed the committee that the majority of the recommendations had now been carried out. She advised that the Council was working towards GDPR compliance which will be effective from May 2018 and a lot of work was needed. She said the Data Protection Policy had been updated, the insufficient e-learning training module was being reviewed and all IT Policies were being updated. Ms Nahal assured the committee that Lichfield District Council were not breaching the Data Protection Act and in 4/5 years we had only had two data breaches and no significant harm had been done to any of the data subjects.

RESOLVED: That the Internal Audit Progress Report April 2017 to July 2017 be noted.

102. RISK MANAGEMENT UPDATE

Members considered the Risk Management Update from Mrs Struthers. Mrs Struthers advised that following a comprehensive review by the Leadership Team a Corporate Risk Register had been revised to reflect the risks that could have an impact on the Council's ability to deliver the Strategic Plan. A Summary of the Corporate Risk Register was attached at Appendix 1 and the detail of these risks including the potential causes, consequences and the risk treatments measures in place were detailed at Appendix 2. It had also been noted that some projects carry significant risks as they could have major impact if they were not delivered. These risks were identified at Appendix 3. The Economic Growth/Performance of the Local Economy/Integrity of the Local Plan risk was also discussed as concern at a lot of the smaller Town Centre shops shutting was a worry. It was agreed that internet shopping and retail parks were a contributory factor to these shops shutting as there was a change in shopping habits which was a problem for all towns and cities not just Lichfield District.

Mrs Struthers asked the Committee to consider which presentation they would like in future of the Corporate Risk Register – the summary or detail. It was agreed that as it is the Audit & Member Standards Committee responsibility to monitor the effectiveness of the Council's risk management arrangements, including the actions taken to manage risks and to receive regular reports on risk management the future presentation should be the detailed one as set out in Appendix 2.

RESOLVED: Members noted the work being undertaken and the actions being taken in the report and agreed to the future presentation being the detailed one.

103. PLANNED AUDIT FEE

Members were asked to consider the Planned Audit fee for 2017/18.

RESOLVED: That the report be noted.

104. WORK PROGRAMME

The Work Programme was reviewed and Ms Bal Nahal asked that the “Terms of Reference” item in the Legal, Property and Democratic section be deferred to March or May next year due to changes being made to the Constitution.

RESOLVED: The Committee agreed to defer the Terms of Reference item to March 2018.

(The Meeting closed at 7.15 pm)

CHAIRMAN

REGULATORY AND LICENSING COMMITTEE

2 OCTOBER 2017

PRESENT: Councillors B.W. Yeates (Chairman), Drinkwater, Mrs Evans, Miss Fisher, Leytham, Mrs Stanhope MBE and A. Yeates

AN APOLOGY FOR ABSENCE was received from Councillors Mrs Bacon, O'Hagan (Vice-Chairman), Miss Shepherd.

105. DECLARATIONS OF INTEREST

There were no declarations of interest.

106. MINUTES

Subject to the inclusion of Councillor Mrs Stanhope MBE as present, the minutes of the meeting held 4th July 2017, as printed and previously circulated were taken as read, approved as a correct record and signed by the Chairman.

107. STREET COLLECTIONS 2018

The Committee received a report on the requesting approval on the allocation of Street Collection Permits for 2018.

It was reported that any organisation that was not on the approved list was checked by officers to ensure they were a registered charity and the final decision being made by the Committee Chairman or Vice-Chairman in his absence. It was reported that there was currently no policy framework in place in issuing street collection permits and this was planned to be rectified for next year.

Fraudulent collections was discussed and there was concern that people act like they are collecting for these organisations when they are not. It was noted that there was not the resource to go out and check either from the council or the charity themselves. It was noted however that the other means of identification like id badges could be considered during the policy framework creation.

- RESOLVED:** (1) That permits be issued by the licensing team to those charities listed in **APPENDIX A** of the report in accordance with the criteria and procedures set out in section 3 of the report; and
- (2) That the Chairman of Regulatory & Licensing Committee or Vice Chairman of Regulatory & Licensing Committee in their absence have discretion to approve the allocation of permits to organisations not listed in Appendix A of the report.

108. NEW ENFORCEMENT MEASURES TO TACKLE 'ROGUE LANDLORDS'

The Committee received a report seeking approval for a new Annex to the Council's Regulatory Services Enforcement Policy which detailed new enforcement measures designed to deal with 'rogue landlords' in line with the Housing and Planning Act 2016. It was reported that there was around 750 privately rented properties that have the highest category hazards and imminent risk to tenants. It was also reported that the Private Sector Housing Officer within Environmental Health has dealt with on average around 230 complaints and whilst some landlords were proactive in managing their properties, some were quite poor and a challenge in gaining compliance. Currently prosecution was the final resort however the Housing and Planning Act 2016 has introduced the option of issuing civil penalties.

The Committee noted that not all aspects of the new powers had come into force however they were expected in the near future. It was also noted that the charging table for penalties had been jointly devised and adopted or soon to be adopted by all of the Staffordshire Local Authorities. It was noted that landlords could appeal these penalties at a tribunal and the charging table may change if many of these appeals are successful. It was finally reported that income made from penalties would be ring-fenced for further private rented housing enforcement.

Members asked if there was a sufficient level of resource to carry out these new powers and it was reported that these civil penalties could be given in place of going to court and so are likely to be no more onerous for officers than the current system. It was also reported that currently there was not the resource to be proactive and the income from penalties would help rectify this.

The Committee was surprised that there was not a requirement for a national or local register for all landlords except for Houses of Multiple Occupancy (HMO). It was noted that this would make tracking consistently criminal landlords easier.

- RESOLVED:** (1) That the new Enforcement Annex be approved;
and
- (2) That the Head of Regulatory Services, Housing and Wellbeing be given delegated authority to authorise relevant officers in relation to the new powers.

109. WORK PROGRAMME

The work programme was considered.

RESOLVED: That the Work Programme as submitted be agreed.

(The meeting closed at 6.40 pm)

CHAIRMAN

100% Business rate retention – bid to be a pilot for 2018/19

Councillor Mike Wilcox, Leader of the Council; Councillor Chris Spruce, Cabinet Member for Finance and Democratic Services



Date:	17 th October 2017
Agenda Item:	12
Contact Officer:	Diane Tilley/Anthony Thomas
Tel Number:	01543 308001/308012
Email:	diane.tilley@lichfielddc.gov.uk/ anthony.thomas@lichfielddc.gov.uk
Key Decision?	YES
Local Ward Members	All Wards

COUNCIL

1. Executive Summary

- 1.1. There is an opportunity for Staffordshire Councils (8 districts, 1 county, 1 unitary and 1 Fire and Rescue authority) to collectively bid to pilot the 100% retention of business rates in 2018/19. All Councils have agreed to take forward a proposal through their respective governance process to agree to bid to government by the 27th October 2017. This is a competitive process open to all areas in England and as such it is not guaranteed that submission of a bid will result in Staffordshire becoming a pilot area. The result of the bid will be known in late November/early December when the local government settlement is announced.
- 1.2. Extensive research has been carried out by Finance officers and Chief Executives to consider the option, its impact and the potential risks. These are detailed in supporting documents <https://www.lichfielddc.gov.uk/Council/Meetings-committees-and-papers/FullCouncil/2017/10/17/Reports/Briefing-Note-Pilot-for-Retention-of-Business-Rates-Agenda-Item-12.pdf>
- 1.3. Under the pilot each districts would retain 100% of the future growth in business rates above the Government Set Baselines. The additional monies retained in Staffordshire and Stoke on Trent as a result of such a pilot are estimated to be approximately £12m. These funds, previously paid to central government, would be pooled locally and distributed in the two tier area 59% to County Council, 40% to districts/borough council, 1% to Fire and Rescue authority and Stoke on Trent retaining 99% and 1% to the Fire and Rescue Authority. Under the terms of the Memorandum of Understanding drafted this would result in a minimum payment of £200,000 to Lichfield District Council.
- 1.4. This would be treated as a windfall payment as the pilot is only scheduled to last for one year.
- 1.5. In agreeing to submit the bid each council must also indicate which business pool they would wish to be part of should the bid not be successful. We are currently part of the Greater Birmingham and Solihull Business rate pool as this aligns with our economic geography and assists in ensuring monies are reinvested in projects that will secure growth in the economic area of which we are part. This would be our nominated pool.
- 1.6. We have discussed with our current pool partners and with the Greater Birmingham and Solihull Local Enterprise Partnership, which is supported in part by the pool, the option to bid for a pilot and it is mutually agreed that this will not impact on the effective working relationships we currently have in place and that we can continue to contribute to a virtual pool from the retained funds under a pilot.
- 1.7. If the bid was successful, and the pilot went ahead we would then be contributing to both the economic agendas in our relevant economic geography, GBSLEP, and that of Stoke and Staffordshire Local Enterprise Partnership which we are also a member of. The council cannot be a member of more than

one pool.

- 1.8. The pilot would operate under the aforementioned Memorandum of Understanding and would be administrated by the Cannock Chase District Council and Stafford Borough Council shared service.
- 1.9 In the event the bid is unsuccessful, the Council would revert to being a member of the Greater Birmingham and Solihull Business Rates Pool.

2. Recommendations

Council are recommended to :

- 2.1 Agree to participate in the Expression of Interest to form a Staffordshire and Stoke on Trent Pool, based on all eleven authorities covering the full Staffordshire geography
- 2.2 Subject to 2.1 above, to :
 - a) Notify the GBS pool of the Council's intention to be part of a pilot application and if successful, to leave this pool and continue to make a voluntary payment equivalent to the level that would have been payable under the current pooling arrangement until such time as the pool no longer exists
 - b) and in the event of the pilot application not being successful, to continue to remain part of the Greater Birmingham and Solihull pool
- 2.3 Subject to the above, to authorise the Chief Executive and Section 151 Officer, in consultation with the Leader and Cabinet Member for Finance and Democracy, to submit a firm Expression of Interest by entering into the Memorandum of Understanding
- 2.4 For the reasons set out in the report relating to the timescale for responses, any decisions relating to the determination of the proposed Pool Membership be not subject to call-in. Insert the recommendation of the report.

3. Statement of Reasons

This is detailed at 1 above and in the supporting papers made available through the links in this report.

Community Benefits	Current partnerships supporting the relevant economic geography can continue and additional funding will be available to support service delivery by Lichfield District Council and by Staffordshire County Council.
Views of Overview & Scrutiny	As this is a Full Council decision all members' views can be considered at the meeting.
Alternative Options	The Council could decide that the risks in this proposals are so significant that they should remain in the current GBSLEP pool and not participate in the pilot. This would mean no windfall payments are received and no additional growth could be retained by the council and the other Staffordshire authorities would not be able to pursue a pilot bid. Insert details of alternative options.
Consultation	Discussion have taken place with GBSLEP members and the GBS Business Rate Pool members to ascertain the possible impact on the continuing successful delivery of projects under the GBSLEP Strategic Economic Plan. The results of these discussions

have informed the proposal this report.

Financial Implications

Based on the current arrangements, the actual in 2016/17 and the estimates for 2017/18 and 2018/19 included in the approved Medium Term Financial Strategy are :

Approved MTFs			
	2016/17	2017/18	2018/19
Business Rates Income @ 40%	(£14,097,346)	(£13,376,000)	(£13,583,000)
Section 31 Grants	(£394,474)	(£495,200)	(£505,600)
Tariff	£11,269,405	£11,026,000	£11,380,000
Retained Business Rates Prior to Levy	(£3,222,415)	(£2,845,200)	(£2,708,600)
Funding Baseline set by Government	£1,937,279	£1,980,000	£2,040,000
Growth Compared to the Baseline	(£1,285,136)	(£865,200)	(£668,600)

Retained Business Rates Prior to Levy (2016/17 is the NNDR1 level)	(£2,632,386)	(£2,845,200)	(£2,708,600)
Volatility Allowance	£0	£69,400	£59,750
Levy Payable @ 50% of Growth	£642,568	£433,000	£335,000
Returned Levy @ 32.50% of Levy Payable	(£208,516)	(£141,000)	(£109,000)
Lichfield's Retained Business Rate Income	(£2,198,334)	(£2,483,800)	(£2,422,850)

The financial implications of a Business Rates Pilot have been discussed in the report. In accordance with the locally agreed "No Detriment" Clause the Council will not only receive the same level of resources as determined by the current 50% Business Rates retention Regime but also additional resources of a minimum of **£200,000** for 2018/19 reflecting this Council's share of the previous 50% growth passed to Central Government. It is proposed that this additional resource is initially treated as windfall income until decisions are made whether the pilot scheme is extended.

Strategic Plan Implications

If successful the bid could lead to the Council becoming more self-sufficient and lead to improved service delivery in accordance with the aspirations of our strategic plan. Insert how the proposals set out in the report support the themes and aims set out in the Plan for Lichfield District in bullet point format.

Equality & Diversity Implications

There are no direct Equalities impacts arising from this report

Crime & Safety Issues

There are no direct Crime and Safety issues arising from this report.

Human Rights Issues

There are no direct Human Rights issues arising from this report.

4. Risk Management

	Risk Description	How we will Manage It	Severity of Risk (RYG)
A	The Council would be responsible for the Governments share if business rates contracted below the current level of business rates.	<p>A Safety Net equivalent to 97% of the Baseline Funding Level for the Pool/Pilot would be in place. This would mean that a Safety Net reserve will be established at pool/pilot level as it currently exists as part of the current GBS Pool.</p> <p>A potential 'No Detriment' clause compared to the current 50% regime could form part of the Memorandum of Understanding with Government.</p>	Yellow - Material
B	Level of appeals. This risk ready exist in relation to Business Rates Retention	Prudent estimates on growth are made to allow for the risk of appeals and the nationally allowed allowance of 4.7% has been included in the Business Rate Estimates.	Red - Severe
C	The pilot only lasts for one year	Treat the £200,000 minimum payment in the Medium Term Financial Strategy as a windfall in 2018/19	Yellow - Material
D	GBS pool ceases to exist thus preventing investment in our economic geography	Discussion have taken place and informal agreement reached that should this be the case a virtual pool will operate	Yellow - Material
E	There are significant changes to Tariffs and Top Ups as a result of the 2017 Revaluation that impact on the Pool/Pilot Bind	To assess the results of the Tariff and Top Up Adjustments that are due to be revealed in October 2017.	Yellow - Material
F	Changes in Government / Valuation Policy	To assess the implications of proposed changes and respond to consultations or through the pilot monitoring arrangements with Government	Red - Severe

Background documents

The links in the document are relevant
Cabinet paper dated 4th April 2017 on progress on 100% Business rate retention

Relevant web links

Please list details

our strategic plan at a glance

Read in full at 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



Lichfield
district council
www.lichfielddc.gov.uk