

Your ref  
Our ref  
Ask for Susan Bamford  
Email [Susan.Bamford@Lichfielddc.gov.uk](mailto:Susan.Bamford@Lichfielddc.gov.uk)

**District Council House, Frog Lane  
Lichfield WS13 6YU**

Switchboard +44 (0) 1543 308000  
Direct Line +44 (0) 1543 308170  
Minicom only +44 (0) 1543 308078

16<sup>th</sup> June 2014

Dear Sir/Madam

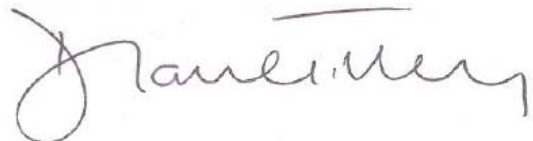
**DISTRICT BOARD**

The meeting will take place on **Monday 23<sup>rd</sup> June at 4.00pm** in the **Chasewater Innovation Centre**.

Yours faithfully



CLlr Mike Wilcox  
**Leader of the Council**



Diane Tilley  
**Chief Executive**

**To: Elected Members:**

Councillors Mike Wilcox and Colin Greatorex Lichfield District Council  
Councillor Terry Finn, Staffordshire Fire Authority  
Councillor Alan White, Staffordshire County Council

**Representatives from External Organisations:**

Sandra Payne, Support Staffordshire Lichfield & District (CVS)  
Tim Hyde, Staffordshire Fire and Rescue Service  
Mick Boyle, Staffordshire Police  
Len Brown, Staffordshire Probation  
Jon Topham, Public Health Staffordshire  
Rob Boucherat, South Staffordshire College  
Debbie Baker, Business and Economic Partnership  
Rita Symons, South East Staffs & Seisdon Peninsula Clinical Commissioning Group  
Julie Walker, Strategic Housing Partnership

**In attendance:**

Diane Tilley, Helen Titterton and Susan Bamford, Lichfield District Council  
Wayne Mortiboys, District Commissioning Lead, Staffordshire County Council

**cc. Agenda for information only:**

Councillors Iain Eadie, Ian Pritchard, Andrew Smith and Christopher Spruce, Lichfield District Council, Richard King, Jane Kitchen and Neil Turner, Lichfield District Council

## AGENDA

### 1. WELCOME AND APOLOGIES

To welcome Len Brown, Deputy of Probation (Staffs and Stoke) who replaces Kate McConnell and Rob Boucherat, South Staffordshire College who replaces Graham Morley

Apologies from Diane Tilley and Tim Hyde

### 2. ACTION NOTES FROM THE PREVIOUS MEETING, 25<sup>TH</sup> MARCH 2014

To agree the action notes as an accurate record - *attachment*

### 3. MATTERS ARISING

To consider any matters arising not covered elsewhere on the agenda

3.1 Community Consultation

## ITEMS FOR DISCUSSION

### 4. LOCALITY BASED DELIVERY (30 mins)

To receive a presentation by Tony Goodwin, Chief Executive, Tamworth Borough Council

**Decision needed by partners:** agreement in principle, subject to a more detailed proposition being presented, following the Health and Well Being Board meeting in July.

### 5. FOOD POVERTY & HEALTH GRANTS SCHEME (5 mins)

To receive feedback on the successful applications from Jon Topham, Locality Public Health Partnerships and Commissioning Lead – *attachment*

**Decision needed by partners:** That the District board note progress so far

### 6. PUBLIC HEALTH COMMISSIONING PROSPECTUS (5 mins)

To receive feedback on the successful applications from Jon Topham, Locality Public Health Partnerships and Commissioning Lead – *attachment*

**Decision needed by partners:**

- That the District Board note the PHCP awards
- That the District Board remember the PHCP as future discussion about locality commissioning develop (future District Board meetings)

### 7. POLICE AND CRIME COMMISSIONER FUNDING 2015/15 UPDATE (5 mins)

To receive a report from Jenni Coleman, Community Safety Manager - *attachment*

**Decision needed by partners:** to note the applications made and that a further update will be provided following the next bidding round in September 2014

## **8. SOUTH EAST STAFFORDSHIRE & SEISDON PENINSULA CCG OPERATIONAL PLAN 2014-2016 (10 mins)**

To receive a presentation from Rita Symons, Accountable Officer, SSES CCG

**Decision needed by partners:** to note the operational plan

## **9. COUNTY COUNCIL STRATEGY & BUSINESS PLAN (15 mins)**

To receive a presentation from Cllr Alan White, County Council Cabinet Member for Care

**Decision needed by partners:** to note the County Council's Strategy and Business Plan

## **10. COUNTY COUNCIL UPDATE (15 mins)**

To receive the following updates from Wayne Mortiboys, District Commissioning Lead for Lichfield:

- Achieving Excellence in Early Years - *attachment*
- Reshaping Library Provision – *attachments*
- Achieving Excellence for Young People
- Supporting People Review

**Decision needed by partners:** to note the updates

## **11. LICHFIELD CAREERS & JOB FAIR 2014 (5 mins)**

To receive a report from Julie Walker, Head of Neighbourhoods, Staffordshire and North Warwickshire, Bromford - *attachment*

**Decision needed by partners:**

- Share any opportunities within their own organisations at the event
- Promote the event to both employers and job seekers in Lichfield District
- Provide support at the event, having a presence and being involved in the day
- Provide funding support of £338 for the cost of the rental of the Guild Hall and printing costs for promotional purposes
- Identify a budget of £1000 for the Into Work Group to carry our further initiatives

## **12. ANY OTHER BUSINESS**

**12.1 Lights Out - A WW1 commemoration project** – Susan Bamford, Partnerships and Policy Manager, Lichfield District Council

### **13. FUTURE MEETING DATES**

Monday 10 November 2014 at 4 pm

Monday, 23 March 2015

*Note: Lichfield District Council welcomes offers from partners to host meetings of the District Board. Accommodation at District Council House is held as a contingency.*



## LICHFIELD DISTRICT BOARD

Held at 4.00 pm on 25 March 2014 at Lichfield District Council, District Council House, Frog Lane , Lichfield

### Present

#### Elected Members:

Councillor Mike Wilcox (in the Chair), Lichfield District Council  
 Councillor Colin Greatorex, Lichfield District Council  
 Councillor Terry Finn, Staffordshire Fire Authority  
 Councillor Alan White, Staffordshire County Council

#### Representatives from Partner Organisations:

Rebecca Gill representing Staffordshire Fire and Rescue Service  
 Sergeant Caroline Bailey representing Superintendent Mick Boyle Staffordshire Police  
 Kate McConnell representing Staffordshire Probation  
 Jon Topham representing Public Health, Staffordshire  
 Sandra Payne representing Support Staffordshire (Lichfield and District)  
 Julie Walker representing Strategic Housing Partnership  
 Rita Symons representing South East Staffs and Seisdon Peninsular Clinical Commissioning Group

### In attendance:

Susan Bamford, Jenni Coleman, Clare Eggington, Helen Spearey, Lizzie Thatcher, Diane Tilley of Lichfield District Council, and Wayne Mortiboys, the District Commissioning Lead, Staffordshire County Council

Agenda Item	Minutes	Action
1	<p><b>Welcome</b></p> <p>Councillor Mike Wilcox welcomed everybody to the meeting. It was noted that Nicky Burns will be returning to her Chief Officer role in Tamworth and Sandra Payne will be representing the voluntary sector in future. Apologies for absence were received from Nicky Burns, Support Staffordshire, Graham Morley, South Staffordshire College, Tim Hyde, Staffordshire Fire and Rescue, Mick Boyle, Staffordshire Police and Debbie Baker, Business Enterprise Partnership</p>	
2	<p><b>Action Notes from Previous Meeting - 19 November 2013</b></p> <p>The minutes of the previous meeting held on 19 November 2013 were agreed and the action points carried out noted.</p>	
3.	<p><b>Matters arising</b></p> <p>Agenda item 8 - the Board was advised that feedback provided at the</p>	

<b>Agenda Item</b>	<b>Minutes</b>	<b>Action</b>
	previous Board meeting about the Staffordshire Compact had been fed back to the Compact Steering Group via Dave Bengé.	

Agenda Item	Minutes	Action
4.	<p data-bbox="320 275 874 309"><b>Community Safety Delivery Plan 2014-17</b></p> <p data-bbox="320 331 1305 752">Jenni Coleman, Community Safety Manager presented a report setting out the background and requirements for the Community Safety Delivery Plan. She highlighted the great successes of the Community Safety Partnership in reducing crime and anti social behaviour but advised that, despite these reductions, there has been little or no change in residents’ feeling safe or perceptions of crime. This was reflected in the headlines from the Community Safety Profile findings and recommendations for priorities. The Board was informed that in order to ensure the priorities identified in the Community Safety Profile 2014 continued to be valid, a partnership event was held in February 2014 and the priorities for action in Lichfield District agreed as:</p> <ul data-bbox="341 786 1299 1491" style="list-style-type: none"> <li data-bbox="341 786 1206 857">• Increase the feelings of safety, particularly after dark thereby improving the quality of life for residents.</li> <li data-bbox="341 898 1299 1043">• Continue to provide support to members of the community who are most at risk such as, victims of serious acquisitive crimes, victims of violence including young people and older residents at risk from social isolation.</li> <li data-bbox="341 1084 1283 1155">• Target areas of crime, including business crime and understand the underlying causes.</li> <li data-bbox="341 1196 1203 1267">• Target the misuse of alcohol and other substances across the District.</li> <li data-bbox="341 1308 1257 1379">• Support the work of the Integrated Offender Management (IOM) framework.</li> <li data-bbox="341 1420 1193 1491">• Identify families that may be included as part of the Building Resilient Families and Communities programme.</li> </ul> <p data-bbox="320 1525 1310 1671">The Board was advised that there is a mutual duty on Police and Crime Commissioners and Community Safety Partnerships to take into account each other’s priorities and that the Partnership’s priorities complement the 4 PCC priorities of :</p> <ul data-bbox="341 1688 1305 2051" style="list-style-type: none"> <li data-bbox="341 1688 1219 1760">• Early intervention - tackling root causes before they become a problem.</li> <li data-bbox="341 1778 1273 1850">• Supporting victims and witnesses - making it easier for victims and witnesses to receive the support they need.</li> <li data-bbox="341 1868 1241 1939">• Managing offenders - preventing offending in the first place and reducing the likelihood of offending.</li> <li data-bbox="341 1957 1305 2051">• Public confidence - making sure everything that happens contributes to individuals and communities feeling safer and reassured.</li> </ul> <p data-bbox="320 2069 1225 2107">Jenni highlighted that the Community Safety draft Local Delivery Plan</p>	<p data-bbox="1362 271 1485 338"><b>Jenni Coleman</b></p>

Agenda Item	Minutes	Action
	<p>(Appendix C) is key to the delivery of the Partnership’s strategic priorities. The Plan sets out the vision which is unchanged and the agreed priorities. It looks at the national and local policy context and reviews achievements in 2013/14. Looking forward the delivery plan identifies activities and projects for delivering the agreed priorities and identifies how achievement will be measured.</p> <p>The Board was advised of the Community Safety Partnership Funding available to the district of £72k for 2014/15 and given details of the spend in 2013/14 (Appendix E), along with the proposed Community Safety budget (Appendix F).</p> <p>Cllr Mike Wilcox sought clarification about eligibility for the People Power Fund and it was confirmed that to qualify PCSO involvement is required but applications do not have to be led by a PCSO.</p> <p><b>Decision:</b></p> <p>a) The Community Safety Delivery Plan and spending priorities for 2014/15 was approved.</p> <p>b) Authority was delegated to the Community Safety Working and Performance Group to adjust the spending priorities where deemed appropriate (e.g. if it becomes apparent that tangible outcomes will not be achieved within the available timescale).</p>	
5	<p><b>Supporting Families in Lichfield District</b></p> <p>Wayne Mortiboys, the District Commissioning Lead of Staffordshire County Council, gave the Board an update on the progress being made across Lichfield District working with families with multiple issues as part of the County Council’s Building Resilient Families and Communities project.</p> <p>Three areas had been identified to support families with multiple issues, getting people back into work, improving school attendance and reducing anti social behaviour, with a cohort of 75 families identified to date and a final cohort to be identified by the end of March 2014. The project is supported by a Family Intervention Programme team in each of the district areas, consisting of seconded staff members from Staffordshire Police, SCC Local Support Team and Staffordshire Young People’s Service and Lichfield DC, along with active engagement by local partners, in particular Bromford and Entrust.</p> <p>A “payment by results” mechanism is in place to reward positive progress relating to moving into paid employment, or onto a structured work programme, for a continuous period of three months , improved school attendance (above 85% attendance over the previous three school terms or a reduction in crime or anti-social behaviour, (66% reduction over a six month period). The Board was advised that in year 2 of the central government three year project there was now a much greater emphasis on payment by result, with different combinations of success resulting in “payments by results” awards ranging from £100 and £800,</p>	Wayne Mortiboys



Agenda Item	Minutes	Action
	<p>Wayne advised the Board that in July 2013 a claim of £5,833 had been made for 10 families who had achieved the required progress, £8583 in October 2013 for 17 families and a provisional figure of £20,000 in February 2014 for 35 families. He also highlighted gaps that have been identified for further investment, namely support to young people, over the age of 18, to find first time employment and to support people with learning difficulties to find work or become work ready.</p> <p>Rita Symons asked about the pilot at Netherstone and said she would be interested to know how they can bring schools in.</p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>• The Board noted the progress being made across Lichfield District working with families with multiple issues as part of the County Council’s Building Resilient Families &amp; Communities project.</li> <li>• The Board noted the amount of reward grant that has been received through the Payment by Results mechanism where positive progress has been made with families.</li> <li>• The Board approved the investment of 50% of the Payment by Results reward grant back into local initiatives that are helping young people and vulnerable adults with learning difficulties into employment.</li> <li>• The Board agreed to delegate the detailed commissioning of the 50% reward grant to the District Commissioning Lead.</li> </ul>	
6	<p><b>Food Poverty and Health Grants Scheme</b></p> <p>Jon Topham, Locality Public Health Partnerships and Commissioning Lead gave the Board an update on the Food poverty and health Grants Scheme which had been set up to develop schemes that improve access to healthy, affordable food by promoting initiatives that support:</p> <ul style="list-style-type: none"> <li>• Development of healthy cooking skills</li> <li>• Budgeting</li> <li>• Food Cooperatives</li> <li>• Community Growing Schemes</li> <li>• Sustainable food provision and supply</li> <li>• Increased local volunteering opportunities</li> <li>• Supermarket / local food market tours</li> <li>• Reducing social isolation</li> </ul> <p>The Board was advised that a sub group of the Health and Wellbeing Group has been set up to develop a process for allocating the available resource</p>	Jon Topham

Agenda Item	Minutes	Action
	<p>of £7,624, which will fund projects in 2014/15 and that the closing date is 28 March 2014.</p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>• The Board noted the funding opportunity and the actions taken by the Health and Wellbeing Group so far.</li> <li>• The Board agreed to delegate authority to the Health and Wellbeing Group to decide how the funding should be allocated</li> </ul> <p>The Board agreed to receive progress reports a) to advise on the successful applications at the next meeting of the Board and b) to update on delivery outcomes by March 2015.</p>	
7	<p><b>Public Health Commissioning Prospectus 2014/15</b></p> <p>Jon Topham introduced a report on the Public Health Commissioning Prospectus (PHCP) being put together, which has been devolved to District level as part of an ongoing process within Public Health to develop the “Local action Central support” methodology.</p> <p>The Board was advised that projects funded through the existing PHCP 2013/14 are due to expire in June 2014 and that the decision has been made to continue with a PHCP for third sector funding to be allocated on a locality basis. The budget is £63,000, to be allocated against the recommended priorities identified by the Central Public Health Team. These are:</p> <ul style="list-style-type: none"> <li>• To provide more opportunities for people to become more physically active (focus around volunteering, walking, cycling, physical activity for older people, active play, outdoor activity e.g. gardening)</li> <li>• To provide better opportunities for people to eat well (focus around improving good nutrition, growing schemes, building sustainable and resilient approaches to healthy eating)</li> <li>• To reduce preventable accidental injury</li> <li>• Alcohol prevention (this will be dependent on funding available)</li> <li>• To improve public mental health and wellbeing</li> </ul> <p>Following a workshop taking place on 7 April for Lichfield District, Tamworth and East Staffordshire, applications will be invited from the voluntary and community sector which will then be assessed early June. In particular, Public Health are looking for innovative ideas.</p> <p>The governance issues were discussed and Jon advised that Lichfield District Health and Wellbeing Group, with support from the Central Public Health Team will administer the grant scheme and SCC will devolve resources to Lichfield District Council for this purpose. In view of some of</p>	Jon Topham

Agenda Item	Minutes	Action
	<p>the small sums involved Julie Walker reiterated the need to keep the governance proportionate.</p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>a) The Board noted the funding opportunity offered by the Public Health Commissioning Prospectus.</li> <li>b) The Board agreed to delegate authority to the Health and Wellbeing Group to decide how the funding should be allocated.</li> <li>c) The District Board agreed to receive progress reports i) to advise on the successful applications at the next meeting of the Board and ii) to update on delivery outcomes by March 2015.</li> <li>d) The District Board considered wider governance issues implicit in this report (separate agenda item).</li> </ul>	
<p><b>8</b></p>	<p><b>Locality Commissioning</b></p> <p>Jon Topham presented a discussion paper updating the District Board on the strategic context around locality commissioning and asking them to consider and comment on the principles underpinning a locality commissioning approach,</p> <p>The Board was advised that at a recent meeting, the Staffordshire Health and Wellbeing Board agreed that significant steps need to be taken towards a more integrated approach to commissioning, bringing partners together across the system at all levels of commissioning including at a Local (individual District and Borough/LSP) level. To this end the Health and Wellbeing Board has initiated a time limited piece of work to develop proposals for a locality delivery/commissioning model.</p> <p>It was also noted that an important catalyst for locality commissioning is the availability of funding streams relating to Community Safety, Youth Service, Public health, Building Resilient Families and Communities / Supporting Families in Lichfield District, Voluntary sector resources and the District Board Residual Budget.</p> <p>Councillor Allan White stated that he would welcome a commissioning model. Diane Tilley reiterated support for locality working but advised that all partners would need to be signed up so as to avoid fragmentation and that there would be a need to guard against simply adding another level of bureaucracy.</p> <p>Wayne Mortiboys reiterated his support and stated that in reality, the bureaucracy already exists but there is a need to push back and set up a de minimise model on our own terms. Helen Spearey also stated that a more streamlined approach would not only help partners but also those bidding for funding. Diane Tilley stated that there needed to be greater flexibility around how the different pots of money were pooled to address priority</p>	<p><b>Jon Topham</b></p>

Agenda Item	Minutes	Action
	<p>issues otherwise the potential value of local commissioning would be lost. Julie Walker also saw locality commissioning as enabling resources to get out quicker.</p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>• The Board considered the proposals within the Locality Commissioning paper.</li> <li>• The Board authorized the Health and Wellbeing Group to further develop a model for locality commissioning in Lichfield District.</li> </ul>	
<p><b>9</b></p>	<p><b>Transforming rehabilitation</b></p> <p>Kate McConnell, Deputy Head Staffordshire LDU, presented a briefing paper which set out the changes taking place to the way probation services are organised in England and Wales. She explained that Probation Trusts are being abolished and in April 2014, Trust staff will transfer into either a new public sector National Probation Service or a private sector Community Rehabilitation Company (CRC) (21 in total throughout England and Wales). Staffordshire and West Midlands forms a CRC, so one of the 21 companies created will exactly match its geographical boundaries and caseload.</p> <p>Kate informed the Board that the new National Probation Service will take on management and responsibility for:</p> <ul style="list-style-type: none"> <li>• initial assessment of all cases</li> <li>• all court work</li> <li>• all breach work</li> <li>• all recalls</li> <li>• Parole reports</li> <li>• responsibility for cases judged to be high or very high risk of harm</li> <li>• all MAPPA cases</li> <li>• Approved Premises</li> <li>• Victim liaison work.</li> </ul> <p>The CRCs will take on management and responsibility for:</p> <ul style="list-style-type: none"> <li>• all cases judged to be low risk of harm or medium risk of harm</li> <li>• delivery of Community Payback</li> <li>• delivery of accredited programmes</li> <li>• Integrated Offender Management (IOM)</li> <li>• Delivery of all other interventions for low and medium risk offenders, including services for female offenders.</li> </ul> <p>She also advised that CRCs are intended to have more of a locality focus but at this stage it is not clear what this will look like. Kate also advised that she had been seconded to the NPS and that 10 companies have expressed</p>	

Agenda Item	Minutes	Action
	<p>an interest in the Staffordshire and West Midlands CRC.</p> <p><b>Decision:</b> The Board noted the changes taking place to the Probation Service.</p>	
<p><b>10</b></p>	<p><b>Lichfield District Local Plan: Strategy</b></p> <p>Clare Eggington, Principal Development Plans Officer, Lichfield District Council, presented a paper updating the Board on the development of the Lichfield District Local Plan: Strategy which had been submitted for an Examination in Public in 2013. She explained that an independent inspector undertook a number of hearing sessions in July last year and reported his initial findings in September, which concluded that the Plan does not make adequate provision for the objective assessment of need, which would be remedied by identifying a site or sites for additional housing provision, specifically a further 1,330 homes over a plan period of 2008 to 2029. In response, the District Council recently published a number of modifications to the submitted Local Plan Strategy for consultation, including increasing the overall housing requirement to 10,030, the identification of two new strategic housing sites (Cricket Lane and Deans Slade Farm to the south of Lichfield City) and amendments to the Fradley allocation to assist in delivering this additional housing identified by the Inspector. The formal 6 week consultation closed on 20<sup>th</sup> March and representations are to be forwarded to our Inspector. The Inspector will consider how he wishes to proceed with the current examination before issuing his final report. It is likely that he will hold further hearing sessions in the summer to explore any further issues rose through the consultation. His final report will recommend whether we are able to adopt the Local Plan Strategy.</p> <p><b>Decision:</b> The Board noted the progress being made to adopt a new Local Plan for Lichfield District.</p>	
<p><b>11</b></p>	<p><b>SLA Monitoring Report – Lichfield4Business</b></p> <p>Susan Bamford, Partnerships and Policy Manager, Lichfield DC (in the absence of Debbie Baker, Chair of the Tamworth and Lichfield Business and Economic Partnership) presented a schedule giving an update of performance against the Lichfield4Business contract as of March 2014. She advised that the view is that the contract is running well and the majority of performance indicators are on track. She also highlighted where performance has exceeded targets and areas where the targets has not yet been met.</p> <p><b>Decision:</b> The Board noted the key services delivered and outcomes achieved.</p>	

Agenda Item	Minutes	Action
12	<p><b>Business Improvement District</b></p> <p>Elizabeth Thatcher, Communications and Tourism Manager, Lichfield DC, briefed the Board on proposals to establish a Business Improvement District (BID) in Lichfield City Centre. She informed the Board that a BID is a defined area within which the local business community have voted, by a majority in favour of working together, to collectively invest in additional projects and services through a limited, non for profit making company: Lichfield BID.</p> <p>The Board was also advised that in order to set up a BID a ballot of local businesses needs to take place with 50% of local businesses in support of the ballot. The feasibility study run by the Town Team had indicated a positive response to a BID in Lichfield with 55% of businesses consulted saying Yes, 20% saying they were not sure and 18% saying No. A 1.5% levy is to be explored, which would generate £250,000 a year to invest in city centre projects and initiatives.</p> <p>Having established overall business support for a BID, further meetings and discussions will take place with businesses to identify what they want the BID to focus upon. The findings will then form the BID Business Plan with a view to holding a ballot early in 2015. From 1 April 2014 Michelle Baker from Regen Management will be developing the Lichfield BID.</p> <p><b>Decision:</b></p> <p>The Board noted the proposals.</p>	Elizabeth Thatcher
13	<p><b>Community Consultation Exercise</b></p> <p>Diane Tilley, Chief Executive, Lichfield DC presented a report setting out plans to carry out a Community Consultation Exercise to make sure that the proposals developed as part of the next phases of the Council's Fit for the Future programme take into consideration the views of local people and partners and to help elected members in decision making in the difficult years ahead. She also stated that this would help raise awareness of what services are statutory and discretionary and encourage local people and partners to think about how they value them and suggest how the Council could reduce costs and increase income.</p> <p>The Board was advised that the questionnaires would be distributed through the Council's IN Touch magazine, promoted on line and available as hard copies.</p> <p>Face to face interviews are also to be administered by canvassers to counteract the self selecting nature of other methods outlined above which could skew the results.</p> <p>Diane also highlighted that the District Council is keen to get partner</p>	Diane Tilley All

Agenda Item	Minutes	Action
	<p>responses to the consultation and for any assistance they can give in promoting and enabling the consultation exercise.</p> <p>Wayne Mortiboys queried whether handing King Edward VI Leisure Centre back to the school to manage was a feasible option. Diane Tilley undertook to look at the wording of this question.</p> <p>Cllr Allan White expressed some concerns that the survey could come across as a bit negative in terms of referring to cutting back and stopping services. He also suggested that respondents could be asked if they want to get more involved and become a councillor. Jon Topham suggested asking what communities can do for themselves. Rita Symons asked if there was an opportunity to insert questions from partners. The idea of a District Board survey was also raised. Diane Tilley advised that this was not possible on this occasion.</p> <p><b>Decision:</b></p> <p>The Board noted the report and the questionnaire survey. The Board agreed to consider whether there are opportunities to publicise the Survey through partner networks and encourage uptake by employees, customers etc.</p>	
14	<p><b>Update Reports</b></p> <p><b>Work Clubs</b> - Julie Walker and Sandra Payne gave an update on the 5 work clubs being supported by Support Staffordshire and Bromford Housing. She confirmed that over the next 6 months work is being undertaken to develop a model work club and to gain a better understanding of work club outcomes and assessment of need.</p> <p><b>Let's Work Together</b></p> <p>The Board was advised that within Lichfield District, the current funding arrangement with Support Staffordshire expires at the end of April 2014 and therefore there could be a significant gap before the development of a central offer from the County Council is up and running. This gap could undermine the future of the model locally if co-ordination, promotion and delivery of training were to cease and therefore it was proposed that funding arrangements with Support Staffordshire (Lichfield and District) are extended until the District Board meeting in November, at which point the position can be reviewed. In the event that the Central Offer goes live in advance of this, the need to continue to provide funding to Support Staffordshire will be reviewed.</p> <p><b>Decision:</b></p> <p>The Board agreed that the current agreement for Support Staffordshire</p>	<p><b>Sandra Payne</b> <b>Julie Walker</b></p>

Agenda Item	Minutes	Action
	<p>(Lichfield and District) be extended on a rolling basis with a maximum review date of November 2014.</p> <p>The Board agreed that £950 per month is provided to Support Staffordshire (Lichfield and District) on a rolling monthly basis. This arrangement will be funded from the LSP budget (held by the District Council) and will be reviewed at the Board meeting in November 2014.</p> <p>The Board noted that if the Central Offer comes on line in advance of November 2014, a review of the ongoing role of Support Staffordshire (Lichfield and District) will be undertaken by the Health and Wellbeing Group.</p> <p><b>Lichfield District Health and Well Being Group - notes of meeting of 11 March 2014 for information</b></p>	
15	<p><b>Any Other Business</b></p> <p>Wayne Mortiboys circulated a paper updating Board members of the progress of the County Council change programme looking at Achieving Excellence for Libraries, the Youth Service, and Early Years. The paper also gave an update on the Supporting People Review. Further information on these reviews is available on the County Council's website.</p>	
16	<p><b>Date and Time of Next Meeting</b></p> <p>The next meeting of the District Board will take place on Monday 23 June at 4.00 pm at Chasewater Innovation Centre.</p>	
	<p>(The meeting closed at 6.15 pm)</p>	





## Lichfield District Board

23<sup>rd</sup> June 2014

## FOOD POVERTY AND HEALTH GRANTS SCHEME

### PURPOSE OF THIS PAPER

To update the Board on the outcome of the Food Poverty & Health Grants scheme.

### BACKGROUND

At the March Board meeting it was agreed to delegate authority for £7,624 which was provided by Staffordshire County Council, to promote food schemes in Lichfield District. Information about the scheme was advertised through Support Staffordshire (Lichfield) and a small scoring panel met on 3<sup>rd</sup> April 2014 to consider the applications; 5 applications were received. The panel included: Jon Topham (Staffordshire County Council), Sandra Payne (Support Staffordshire), Debbie Nash (Staffordshire County Council) and Lucy Robinson (LDC).

The grants are intended to support initiatives which reduce food poverty and promote health eating. Projects requiring a maximum of £2000 were sought to promote the following elements:

- Development of healthy cooking skills
- Budgeting
- Food Cooperatives
- Community Growing Schemes
- Sustainable food provision and supply
- Increased local volunteering opportunities
- Supermarket / local food market tours
- Reducing social isolation

### Progress

Following the scoring panel assessment, all 5 applications were funded as follows:

Group Name:	Project Title:	Funding Awarded:
<b>Staffordshire Care Farming Development CIC</b>	<b>Grow it, cook it, eat it</b>	<b>£1180</b>
Project description:  A 'grow it, cook it, eat it' day out for Lichfield people recovering from mental ill health and their families. Interactive cookery demonstrations using local and seasonal produce, a recipe booklet to take away, practical cookery classes, a communal lunch and activities related to growing fruits and vegetables and keeping chickens.		

Group Name: <b>Age UK South Staffordshire</b>	Project Title: <b>Eat Well</b>	Funding Awarded: <b>£1500</b>
Project description:  To deliver more cook and eat sessions in Chadsmead, Curborough and Fazeley, including helping people with physical/emotional limitations and cultural sensibilities to improve the quality of their food intake. To increase healthy cooking by offering activities to improve food preparation skills, and buying know-how in relation to seasonality and nutritional value.		
Group Name: <b>Burntwood Live at Home</b>	Project Title: <b>Volunteer training</b>	Funding Awarded: <b>£1855</b>
Project Description:  Training for volunteers on how to support older people either in their own homes or at group activities, to do internet shopping and buy fresh groceries. Two iPads purchased for volunteers to take on home visits to service users with no computer access at home. Volunteers will encourage good budgeting and healthy food choices.		
Group Name: <b>Carers Association South Staffordshire</b>	Project Title: <b>Lichfield Young Carers Meeting Zone</b>	Funding Awarded: <b>£1062.50</b>
Project Description:  Cookery sessions where young carers prepare a meal from start to finish and eat together. Facilitated visits to supermarkets to support healthy food identification, budgeting on a limited income, understanding of food labelling and promoting fun with food.		

A total of £5597.50 was allocated leaving an under spend of £2026.50. The under spend was added to the Public Health Commissioning Prospectus fund.

We will circulate information about the successes of the funded projects at a future meeting of the District Board. The low number of bids received does suggest that there is some room for development in promotion and support of the third sector to enable fuller participation in future commissioning.

### RECOMMENDATIONS

- That the District board note progress so far.

Jon Topham (Public Health)      June 2014



## Lichfield District Board

23<sup>rd</sup> June 2014

### PUBLIC HEALTH COMMISSIONING PROSPECTUS 2014/15

#### BACKGROUND

This paper will update the Board about the progress made with the Public Health Commissioning Prospectus (PHCP), and follows the previous paper to the March Board.

The PHCP was for voluntary sector funding. The amounts available were:

£63,899 Public Health Commissioning Prospectus funding

£2,026.50 remaining Food Poverty and Healthy Eating Programme funding

#### **The Public Health Commissioning Prospectus 2014/15**

- Projects funded through the existing PHCP 2014/15 are due to expire **June 2015**.
- The PHCP has been managed by LDC in collaboration with Public Health
- The PHCP was advertised through VAST and also locally through existing channels
- The recommended priorities identified by the central PH team were as follows:
  - To provide opportunities for people to become more physically active (focus around volunteering, walking, cycling, physical activity for older people, active play, outdoor activity e.g. gardening)
  - To provide better opportunities for people to eat well (focus around improving good nutrition, growing schemes, building sustainable and resilient approaches to healthy eating)
  - To reduce preventable accidental injury
  - Alcohol prevention (this was dependent on the amount of funding available)
  - To improve public mental health and wellbeing

## What did we fund?

Group Name: <b>Beacon Community Centre</b>	Project Title: <b>Human Nature Arts</b>	Funding Awarded: <b>£13,572</b>
Project description:  Separate comprehensive programmes of creative arts activities for young people and adults, primarily set in the local natural environment at Chasewater Park to encourage 1) walk & talk groups; 2) healthy-eating picnics; 3) exploration and study of and interaction with nature; 4) use of the written, verbal and visual arts.		
Group Name: <b>Lichfield Live at Home</b>	Project Title: <b>Food and Fandango</b>	Funding Awarded: <b>£15,516</b>
Project description:  Combined healthy diet and exercise sessions. Educational talks about food, diet and exercise with the opportunity to participate in cookery demonstrations and learn to dance/improve existing dance skills. Held in Curborough and Chasetown wards.		
Group Name: <b>Age UK South Staffordshire</b>	Project Title: <b>(Group walks and exercise classes)</b>	Funding Awarded: <b>£12,807.83</b>
Project description:  To develop group walks in new areas, new exercise classes and fitness classes for older people recently discharged from hospital i.e. those who have had a recent fall or stroke and to target those with long term conditions. Held in community venues such as church halls, community centres, older people's villages, sheltered accommodation in Burntwood and Lichfield.		
Group Name: <b>Groundwork West Midlands</b>	Project Title: <b>Well at Work</b>	Funding Awarded: <b>£10,161.16</b>
Project description:  Working alongside small and large employers in the public, private and voluntary sector, targeting employees to promote healthy lifestyles, eating 5-a-day and shopping healthily on a budget. Participants will be educated around 5 a day, healthy breakfasts, cooking from scratch; opportunities to create breakfast dishes/lunchtime wraps/practice chopping skills.		
Group Name: <b>Saxon Hill Community Connect CIC</b>	Project Title: <b>Saxon Hill Community Cafe</b>	Funding Awarded: <b>£13,844.50</b>
Project description:  Project development officer to support disabled adults and Saxon Hill school students to open and run the community café one additional day per week. Officer to increase partnership working to improve access to the café, leisure facilities and workshops at Lichfield Scrap Barn CIC.		

Letters have been sent to the applicants and we expect funding to be allocated to them by July 2014.

**Comments**

- All money has been allocated
- Successful applicants will be paid quarterly, based upon return of a quarterly report and evidence of activity
- The learning from the PHCP will inform future opportunities for locality commissioning
- The PHCP process will be reviewed for the next round of commissioning
- It is likely that some work to “develop the marketplace” is needed to ensure that proposals come forward that meet the needs of the Commissioners and the community

**RECOMMENDATIONS**

- That the District Board note the PHCP awards
- That the District Board remember the PHCP as future discussion about locality commissioning develop (future District Board meetings)

Jon Topham (Public Health)      June 2014



## Lichfield District Board

23<sup>rd</sup> June 2014

# POLICE & CRIME COMMISSIONER FUNDING 2014/15 UPDATE

## INTRODUCTION

The introduction of Police and Crime Commissioners (PCCs) in November 2012 brought about significant changes to police and community safety funding with all related funding streams being brought together under the PCC's control. The PCC's Strategy 'Safer, Fairer, United Communities' sets out his priorities around tackling the root causes of crime through early intervention, supporting victims and witnesses better, more effective management of offenders to reduce re-offending and increasing public confidence.

To help deliver these priorities and help make communities safer at a local level he established, from 1<sup>st</sup> April 2014, a 'Community Fund' providing a total of £2.5m across Staffordshire and Stoke. The Community Fund has been split into three streams the Community Fund, the Proceeds of Crime Fund and the People Power Fund. A breakdown of all the funding streams is attached at **Appendix A**.

Lichfield District Safer Community Partnership was allocated £71,885 (2014/15) from the Community Fund as previously reported in March when the Delivery Plan was agreed. Separate arrangements were put in place by the PCC for the two remaining funding streams the Proceeds of Crime Fund and People Power Fund. Two bids to the Proceeds of Crime Fund and eight to the People Power Fund were received from the Lichfield District.

## LICHFIELD DISTRICT BIDS

### **PROCEEDS OF CRIME FUND (£250K)**

- Bids from £3,000 to £15,000
- Available to key partner agencies aligned to Local Policing, Local Authorities and Community Safety Partnerships either solely or in collaboration can make an application.

Applications had to be sponsored by local Neighbourhood Police Officers or Police Community Support Officers (PCSOs) and supported by the Local Policing Team (LPT) and Community Safety Partnership (CSP); the closing date was 14<sup>th</sup> April. Notification of the PCC's decision is expected to be received by 14<sup>th</sup> June with funds provided for successful bids by 1<sup>st</sup> July. The table below details the applications received and supported locally.

**Table 1: Proceeds of Crime Applications from Lichfield District**

No	Brief Description	Value	Outcome
1	Positive Futures - to provide positive, early intervention, activities for young people targeting those at risk of becoming involve in ASB and low level criminal activity.	£11,540	Supported by LPT and CSP. Decision from PCC expected 14 <sup>th</sup> June 2014.
2	Pathway Project - to fund a Victim Triage Support Worker, part time for 22.5 hours a week.	£13,925	Supported by LPT and CSP. Decision from PCC expected 14 <sup>th</sup> June 2014.
<b>Total</b>		<b>£25,465</b>	

## PEOPLE POWER FUND (£500K)

- Bids from £100 to £3,000
- Available to community based organisations solely or in collaboration to tackle local problems

The closing date for completed applications was also 14<sup>th</sup> April; they were then screened by Staffordshire Community Foundation before being considered by local Community Safety Partnerships (CSPs). The table below details what applications were received locally together with comments from the local CSP's Working and Performance Group. Notification of the PCC's decision is expected to be received by 4<sup>th</sup> July with funds provided for successful bids by 18<sup>th</sup> July. The table below details the applications received and supported locally.

**Table 2: People Power Applications from Lichfield District**

No	Brief Description	Value	Outcome from CSP	Outcome from PCC
1	Staffordshire Buddies to provide specialist training for professionals on the grooming and sexual exploitation of boys and young men thereby meeting a growing need for professional development within this field. The training would be delivered by BLAST who have significant experience and are recognised nationally.	2,995	Supported by CSP with the proviso the training is for local professionals.	Application currently with the OPCC. Decision expected by 4 <sup>th</sup> July.
2	Hammerwich Cricket Club to provide security measures to their clubhouse, including installation of CCTV, to reduce ASB and crime.	2,885	Supported with the proviso advice is sought from police to ensure correct equipment.	Application currently with the OPCC. Decision expected by 4 <sup>th</sup> July.
3	Continuation of the Cherry Orchard Garden Service (COGS) which provides a garden service for local vulnerable people and at the same time work for people with learning difficulties. Overgrown unkempt gardens send the wrong message to those liable to prey on the most vulnerable, for example the elderly and infirm.	2,750	Supported.	Application currently with the OPCC. Decision expected by 4 <sup>th</sup> July.
4	Gartmore Riding for the Disabled to provide riding lessons as an early intervention to those who are at risk of becoming involved in crime and ASB by encouraging self confidence, supporting them to make better life choices and lift their aspirations.	2,810	Supported provided specifically early intervention for local young people at risk of becoming involved in ASB/crime.	Application currently with the OPCC. Decision expected by 4 <sup>th</sup> July.
5	To sustain and promote the Whittington and Fisherwick Good Neighbour Scheme ensuring vulnerable people feel safer and less isolated by providing friendly social contact and low level practical help.	1,000	Supported. Would like to see new schemes helped to set up.	Application currently with the OPCC. Decision expected by 4 <sup>th</sup> July.
6	St Giles Hospice to provide support services for local children and young people facing loss and bereavement and at an increased risk of being excluded, displaying conduct problems, engaging in risky health behaviours, offending and re-offending.	3,000	Supported.	Application currently with the OPCC. Decision expected by 4 <sup>th</sup> July.
7	Lichfield Townsafe Business Partnership to provide bodycams to five venues in the city centre (with door supervisors/security) to deter ASB and criminal activity and provide reassurance that additional evidence will be available to support action taken against offenders.	3,000	Supported.	Application currently with the OPCC. Decision expected by 4 <sup>th</sup> July.
8	Elford Cricket Club to provide security measures (roller shutters) to reduce criminal damage and theft from their premises; they have been broken in to twice over the last twelve months and previously.	3,000	Supported.	Application currently with the OPCC. Decision expected by 4 <sup>th</sup> July.
<b>Total</b>		<b>£21,440</b>		

In preparation of the next funding round in September, the Community Safety Partnership (CSP) is planning to hold a workshop for partners in order to encourage innovation and if possible joint bids to aid cost effectiveness and enhanced partnership working.

## STAFFORDSHIRE OVERVIEW

In addition to the publicity from the OPCC, the funding streams were actively promoted across the District to encourage partners and local community groups to apply. A breakdown of applications received has been provided by the OPCC.

**Table 3: Staffordshire Applications (1<sup>st</sup> bidding round)**

Fund	Lichfield	Tamworth	East Staffs	Cannock	South Staffs	Moorlands	Stafford	Newcastle	Total
People Power	8	4	4	4	3	6	5	3	37
Proceeds of Crime	2	2	2	1	3	0	4	4	18

**Table 4: Total Value of Applications (1<sup>st</sup> bidding round)**

Fund	Lichfield	Tamworth	East Staffs	Cannock	South Staffs	Moorlands	Stafford	Newcastle	Total
People Power	£21,440	£10,810	£8,772	£9,997	£2,125	£10,959	£9,283	£8,950	<b>£82,336</b>
Proceeds of Crime	£25,465	£20,906	£14,200	£13,000	£22,535	£0	£53,148	£44,946	<b>£194,202</b>

(The figures above exclude Stoke-on-Trent)

There are also six 'Pan Staffordshire' applications for the Proceeds of Crime Fund that would benefit the whole of Staffordshire which total £122,163; giving a grand total for Staffordshire of £316,365.

For the whole of the PCC's area including Stoke-on-Trent the Proceeds of Crime Fund has been over subscribed while The People Power Fund has been under subscribed, therefore the OPCC will be reviewing how the funding has been divided between the two funds and will also be producing and implementing a more extensive community engagement plan.

## RECOMMENDATION

- A further update will be provided following the next bidding round to be held in September 2014.



## POLICE AND CRIME COMMISSIONER'S COMMUNITY FUND - 'READY RECKONER'

Name of Fund	Amount Available	Who can apply?	What is it for?	Application Period	Who decides?	When will funding be released?	Notes
<b>Locality Deal Fund - CSP</b>	£71,885 (per annum for three years subject to satisfactory performance)	Budget likely to be allocated via commissioning approach rather than by application	To address local issues Opportunity to offer sustainability for longer term projects	Discretion of CSP but delivery will need to commence promptly to ensure outcomes are achieved	Lichfield District Board	80% @ April 20% @ October	CSP Delivery Plan to be on LDC website 20% released in Oct subject to satisfactory performance Local CSP led
<b>Locality Deal Fund - DCLs</b>	£60k per year	Unclear but probably from DCLs	To develop strategic collaboration and to enhance partnership working	First quarter of the financial year preferred (April - June)	Bids to carry collective support of DCLs (x8) OPCC has final decision	Not specified	
<b>Proceeds of Crime Fund</b>	£250k countywide for 14/15  Bids of £3k - £15k, 2 bidding rounds	Key partner agencies aligned to Local Policing and CSP  Can be single area (CSP) or submitted by 2+ areas	Community based 'one off' initiatives that will improve community safety and reduce crime and disorder	1 <sup>st</sup> - 14 <sup>th</sup> April (round 1)  1 <sup>st</sup> - 14 <sup>th</sup> Sept (round 2)	Bids need to be supported by police and CSP Multi area / CSP bids to be supported by a policing Superintendent OPCC has final decision	1 <sup>st</sup> July (round 1)  1 <sup>st</sup> December (round 2)	Local Policing Team and CSP Lead must support the bids
<b>People Power Fund</b>	£500k countywide for 14/15  Bids of £100 - £3k  Recommended that each CSP limits their proposed bids to £40k per year	Community based organisations either solely or in collaboration with others	Community based 'one off' initiatives that will improve community safety and reduce crime and disorder	1 <sup>st</sup> - 14 <sup>th</sup> April (round 1)  1 <sup>st</sup> - 14 <sup>th</sup> Sept (round 2)	3 stage process, Pre assessment (SCF) Bids to be supported by CSP OPCC has final decision	18 <sup>th</sup> July (round 1)  19 <sup>th</sup> December (round 2)	Bids will be screened through the Staffordshire Community Foundation before being considered by local CSP

My ref: SM/tb

Your ref:

Date: 22 May 2014

Dear Partner

Re: Achieving Excellence for Early Years

As you know, giving all 0-5 year olds in Staffordshire the best start in life is a priority for Staffordshire County Council and for many partners across Staffordshire, including the Health and Wellbeing Board.

To ensure that families are equipped in the best possible way to provide their children with what they need to be safe, happy, healthy and school ready, we need to work better together.

We believe as a County Council we need to find more efficient and more joined up ways of working together to improve outcomes for young children in the face of the future challenges of shrinking resources and increased demand. We think that this is less about building based services and more about supporting Staffordshire's parents to access the right information and reaching out to our most vulnerable families within their communities.

As a result we are undertaking a period of engagement focussing on early conversations with professional stakeholders to talk about the 'bigger picture' and the possible shape of the future Early Years Offer. We're currently attending a number of meetings with key partners to talk about what works and what doesn't at the moment and what we could be doing differently. We're also observing practice on the ground.

It's important that this new Offer is something that everyone can sign up to. We'd welcome your feedback, on the following broad themes:

1. What do you think a best start in life should look like for children in Staffordshire
2. How well do you feel the families of Staffordshire are currently enabled to give their children the best start in life?
  - a. What types of guidance, support and activities are currently available in Staffordshire?
  - b. What works well and what doesn't work as well?
3. What could we all be doing differently to better enable families to give their children an excellent start in life?
  - a. What are the gaps or issues that need to be addressed?
4. What is your role/contribution to making this happen?

5. How can you facilitate engagement with parents and children, in particular those families with the highest level of need?

What, if anything, is stopping families from achieving the best start in life for their children?

A form is attached (Appendix I) to assist you with giving feedback should you wish to make use of it.

As part of the engagement exercise we also intend to talk to parents who current use our services (and hopefully some who do not) about what it is they want and need. This will inform the development of a more detailed proposal for Cabinet and also for feedback to the Health and Wellbeing Board.

We will make sure that you are informed of progress and continue to be engaged throughout this process. May I draw your attention to the support of District Commissioning Leads who are ready and willing to meet with you to ensure that your voice is heard at this very critical time.

If you have any questions at this stage, please do not hesitate to contact either myself as indicated above or Paul Woodcock on 07800 626575 or [paul.woodcock@staffordshire.gov.uk](mailto:paul.woodcock@staffordshire.gov.uk).

We look forward to working with you.

Yours sincerely



Sharon Moore,  
County Commissioner for Families



Diane Tilley  
Chief Executive of Lichfield District Council  
Frog Lane  
Lichfield  
Staffs  
WS13 6YY

My Ref: ML / RF 38

Your Ref:

10 June 2014

Dear Diane

**Re: Proposals to reshape library provision across the Lichfield district**

Following my recent communication about reshaping our library service, I wanted to update you with regards to what is now being proposed for libraries across the Lichfield district, subject to Cabinet giving permission to proceed to a formal consultation.

Staffordshire libraries have changed considerably over the last decade, but they need to keep changing. Although they now offer more computers, internet access, Wifi, and digital services such as ebooks and emagazines, alongside community space for partners, the number of people visiting their library and the number of books being borrowed continues to decline. The way that people want to access library services continues to change. In the Lichfield district, visits have reduced by over 19% since 2008.

The public is very clear that libraries are important and they want the opportunity to read and learn, and that access to a more flexible community space is important.

Moreover, they want to access library services when and where is suits them, so that they can make the most of library services at a time and place that suits them best.

Cont. /1



Although the library service has changed the way it operates to deliver £1.1m of savings over five years, without any closures or reductions of opening hours, libraries need to continue to change to become sustainable into the future

Our aim, through these proposals, is to meet shifting demand and give communities a bigger say. The proposals move away from the current 'one-size-fits-all' service to working with individual communities to find more flexible approaches that copes with changes in the future and is one that we can afford.

To be clear, there are no plans to close any libraries and these changes are not simply about saving money. It's fair to say that across the council we need to find new, more efficient ways of working, and we think the new approach will help to cut some costs. However, these proposals are about moving with the times.

As you'll remember, Cabinet agreed in January to develop a model that is better fit for purpose now and in the future, and that we can afford in response to budgetary pressures. This suggested three main categories that was built on evidence from experts (including Arts Council England) as to a suitable model to ensure libraries are sustainable in the future: an online library offer, locality/town libraries and community/village libraries.

In May, following the early engagement work with library users and partners, the Prosperous Staffordshire Select Committee considered four levels of library offer (allowing libraries to be more bespoke to local need), and the method by which each library was compared to the four levels. The committee's views were taken into account, and the agreed methodology was applied to come to an initial view on what the library service could look like. We now want to talk to the community, partners and stakeholders more formally about them before any final proposals are made.

On 18<sup>th</sup> June, the County Council's Cabinet will consider whether proposals for a different, more flexible library service can be considered by the public in a full 12 week consultation.

Our proposal is to continue to invest in all of our libraries across the county at different levels.

Libraries which see most use by the public (those 19 libraries that see 76% of the total visits and 74% of active borrowers across Staffordshire) will be managed directly by Staffordshire County Council.

Where libraries need to offer a more focused service on the needs of the community (and currently account for just 24% of visits and 26% of active borrowers across Staffordshire), the community/community organisations will be given the opportunity to lead and manage libraries themselves, with support from the county council.

Cont. /2

We also intend to offer a much enhanced online service and experience.

We also propose to think how we to sustain services by sharing costs and premises with partners.

We propose 3 levels and an enhanced online offer:

- Library Extra – 4 locations which will be Centres of Excellence, with the widest range of services. They have the greatest capacity for sharing space with a wide range of partners and facilitating access to additional services. SCC will continue to deliver the full library offer.
- Library Core - 15 locations with a range of services provided by the County Council. There will be potential for co-location and co-production and opportunities to be more flexible to the needs of individual communities. SCC will continue to deliver the full library offer.
- Library Local – 24 locations where we'll explore a range of options including opportunities for community organisations to lead, manage and deliver the library offer, giving them the opportunity to maintain or introduce services to meet local need. SCC will support communities to take on this role but won't be directly involved in the management or staffing.
- Library Plus – an enhanced online offer, ensuring people can access library services at a time and place that suits them best.

In the Lichfield district, we propose that:

- Burntwood Library is a Library Core
- Lichfield Library is a Library Extra
- Shenstone Library is a Library Local

Should Cabinet gives permission to proceed to consultation, discussions with the communities in Shenstone will look at a range of options for the provision of a library service for the community.

This could include:

- the county council having a contract with a local community group/organisation to lead and the develop the library, possibly attracting local sponsorship of funding
- working in partnership to develop libraries services from other locations in the community
- providing an electronic access point within the community for enquiries to be made for book requests and delivery
- providing a mobile library service

There could be other alternatives and innovative solutions that the community proposes, and we will listen through the consultation. We also hope to understand more of what support is needed by the Shenstone community to lead and manage their library. Please be aware that no changes to the mobile library service are currently being considered.

We also need to consult on proposed changes to opening hours at Burntwood Library to match better demand.

We believe that these proposals represent the best way to ensure that we have an effective and sustainable service in the future, and that the community has a real stake in changing their neighbourhood for the better. But this is no way a done deal – these are just proposals and we want to talk to people about what they think.

Our partners will of course be a significant voice in this important process, and we intend to talk to you as early as possible. We hope that you're also assist us to making sure that everyone has the opportunity to take part in the consultation, and explore innovative new ideas that could improve the offer.

The detail of the comprehensive consultation plan is currently being drawn up and we plan to start the consultation on the 7<sup>th</sup> July. Should Cabinet give permission to proceed, I will contact you again with more details the process which will reach out to all members of the community through a range of different means.

In the meantime, I'm sure that you're keen to fully understand the process and methodology that has led to this proposal, and as such Wayne Mortiboys, District Commissioning Lead, will gladly talk through the detail of these proposals with you, should you wish.

You will receive another update following the 18th June regards whether the Cabinet has endorsed these proposals and the details of the consultation.

Please don't hesitate to contact me or [connectedlibraries@staffordshire.gov.uk](mailto:connectedlibraries@staffordshire.gov.uk).

I will of course be happy to answer any questions you may have. More information is also available on the internet at [www.staffordshire.gov.uk/libraries/connectedlibraries](http://www.staffordshire.gov.uk/libraries/connectedlibraries)

Yours sincerely



**Mr Michael Lawrence**  
**Cabinet Member for Communities & Localism**

**Appendix Library Information Summary Sheet**  
**Staffordshire Library and Arts Service : Achieving Excellence : Libraries in a Connected Staffordshire**

**Lichfield Library**

**Lichfield District**

<b>Location</b>	<b>Current Opening Hours</b>	<b>Performance</b>
The Friary Lichfield Staffs WS13 6QG	53:30 per week  2675:00 per annum	2012-13 Issues 205,265 Visits 176,833 Computer Bookings 27,199
<b>Premises</b>	Monday 8:30 17:00 8:30 Tuesday 8:30 19:00 10:30 Wednesday 8:30 17:00 8:30 Thursday 8:30 19:00 10:30 Friday 8:30 17:00 8:30 Saturday 9:00 16:00 7:00 <b>Total 53:30</b>	<b>Per Hour Open</b> 77 66 10
Owned		<b>Nearest Library</b>  Shenstone 3.2m

<b>Customer Information</b>					<b>Library Survey Data - 2012</b>	
<b>Age Profile (Years)</b>	<b>Members</b>		<b>Members who have borrowed in the last 12 months</b>		<b>Question Asked</b>	<b>% Response</b>
	No.	%	No.	%		
0-4	1,261	6%	656	10%	Came to borrow books	79%
5-15	4,413	22%	1,847	28%	Actually borrowed books	71%
16-29	3,776	19%	631	10%	Came to use computer	13%
30-64	7,239	37%	2,007	31%	Actually used a computer	14%
65+	2,951	15%	1,372	21%	Came to find something out	18%
Age Unknown	619	n/a	183	n/a	Did you succeed? (yes)	41%
<b>Total</b>	<b>20,259</b>	<b>100%</b>	<b>6,696</b>	<b>100%</b>	Did you succeed in part (yes)	14%

<b>Cost of Library - 2012-13</b>			
<b>Expenditure Type</b>	<b>£</b>		<b>Comments</b>
Employee *	333,919		* Employee costs include the District Team based at the District Library
Building Costs	110,710		
Other	9,195		
Income	-32,785		
<b>Net Budget</b>	<b>421,039</b>		

Excludes centralised costs such as IT and book stock

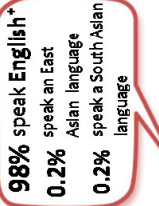
<b>Current Offer</b>
Books, talking books, large print, free Wi-Fi, free computer use (25 PCs), events and activities. Photocopier, Scanner. Toy library. Large meeting room. Small meeting room. Art Gallery and Display space, College / University stock collection, Local studies / map area+resources, Record Office based in same building, Study space, Coffee machine, public toilets with baby change, Books on Prescription. Home reader service, Distribution point for reading group sets. Reading Buddy Service. Lots of volunteering opportunities.

<b>Regular Events</b>
Twins Baby Bounce, Baby Bounce and Rhyme, Reading Groups, Friendly Faces, Poetry Reading Group, Talking Book Reading Group, Tuesday Group (social), Mental health reading group, Tot Time, Computer courses, IT Buddies, Mental health reading group

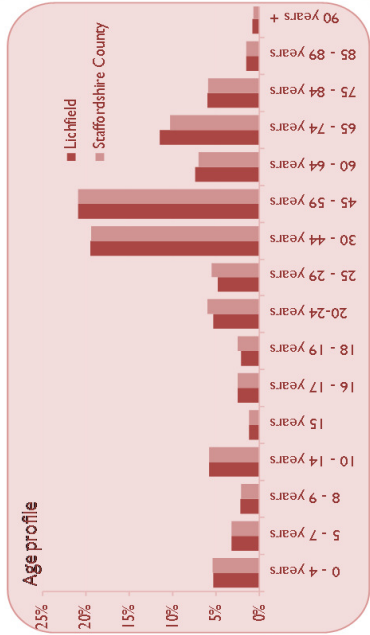


# LICHFIELD LIBRARY: Catchment Profile

## Demographics<sup>1</sup>



\*Above the overall figures for Staffordshire

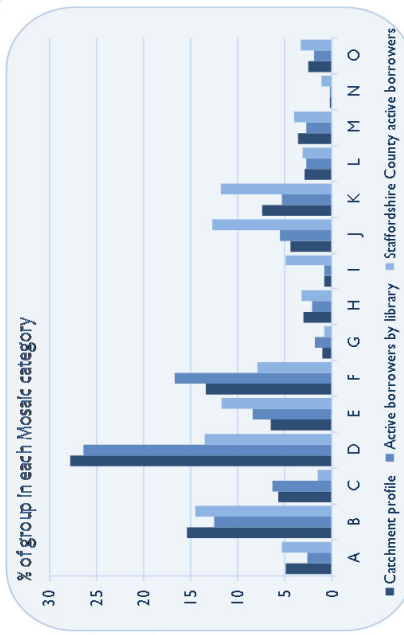


## Borrowers<sup>1,3</sup>



### Key to graph: Mosaic categories

- A Residents of isolated rural communities
- B Residents of small and mid-sized towns with strong local roots
- C Healthy people living in the most sought after neighbourhoods
- D Successful professionals living in suburban or semi-rural homes
- E Middle income families living in moderate suburban semis
- F Couples with young children in comfortable modern housing
- G Young, well-educated city dwellers
- H Couples and young singles in small modern starter homes
- I Lower income workers in urban terraces in often diverse areas
- J Lower income workers in older-style housing in ex-industrial areas
- K Residents with sufficient incomes in right-to-buy social houses
- L Active elderly people living in pleasant retirement locations
- M Young people renting flats in high density social housing
- O Families in low-rise social housing with high levels of benefit need



## Social and Economic

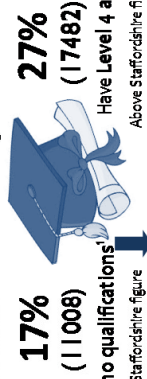


## Health and Wellbeing



Higher than the overall figure for Staffordshire

## Education and Learning



Below Staffordshire figure



## Volunteering



Above the overall figure for Staffordshire

## Technology



Above the overall figure for Staffordshire

1. Source: 2011 Census  
2. Source: Feeling The Difference survey (Wave 1-3) and Mosaic  
3. Mosaic

**Appendix Library Information Summary Sheet**  
**Staffordshire Library and Arts Service : Achieving Excellence : Libraries in a Connected Staffordshire**

**Burntwood Library**

**Lichfield District**

<b>Location</b>	<b>Current Opening Hours</b>				<b>Performance</b>		
Sankeys Corner Bridge Cross Road Burntwood Staffs WS7 2BX	50:30 per week				2012-13	Annual	Per Hour Open
<b>Premises</b>	2525:00 per annum				Issues	114,966	46
Owned	Monday	9:00	17:00	8:00	Visits	108,883	43
	Tuesday	9:00	19:00	10:00	Computer Bookings	12,156	5
	Wednesday	9:00	17:00	8:00			
	Thursday	9:00	17:00	8:00			
	Friday	9:00	19:00	10:00			
	Saturday	9:30	16:00	6:30			
				<b>Total</b>			<b>50:30</b>
<b>Nearest Library</b>							
Norton Canes 1.9m							

<b>Customer Information</b>					<b>Library Survey Data - 2012</b>	
<b>Age Profile (Years)</b>	<b>Members</b>		<b>Members who have borrowed in the last 12 months</b>		<b>Question Asked</b>	<b>% Response</b>
	No.	%	No.	%		
0-4	619	6%	318	9%	Came to borrow books	66%
5-15	2,855	28%	1,073	31%	Actually borrowed books	60%
16-29	1,481	14%	232	7%	Came to use computer	18%
30-64	3,679	36%	1,018	29%	Actually used a computer	17%
65+	1,690	16%	810	23%	Came to find something out	26%
Age Unknown	175	n/a	23	n/a	Did you succeed? (yes)	48%
Total	10,499	100%	3,474	100%	Did you succeed in part (yes)	10%

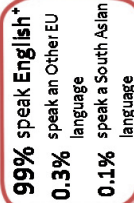
<b>Cost of Library - 2012-13</b>			
<b>Expenditure Type</b>	<b>£</b>	<b>Comments</b>	
Employee *	74,724	* Outreach and relief provided by the District Team based at the District Library	
Building Costs	59,555		
Other	2,645		
Income	-26,760		
<b>Net Budget</b>	<b>110,163</b>		
Excludes centralised costs such as IT and book stock			

<b>Current Offer</b>
Books, talking books, large print, free Wi-Fi, free computer use (8 PCs), events and activities. Photocopier, Scanner. Large meeting room, Interview room, Toy library. Local Studies area + resources, Study space, Refreshments available 2x per week, small cabinet display space, Lichfield District Council drop-off point, Home reader service, Public toilets with baby change. Lots of volunteering opportunities.

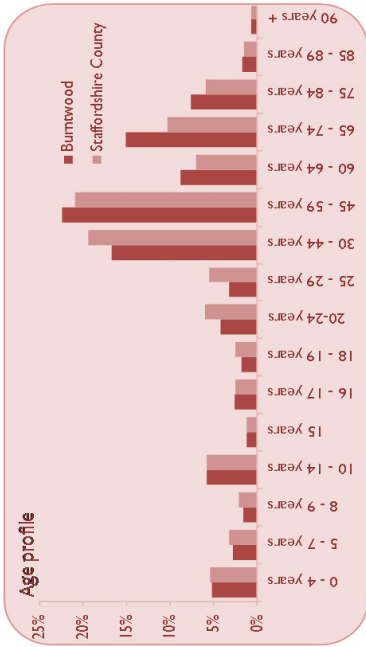
<b>Regular Events</b>
IT Buddies, Work Club, Tot Time, Reading Group, Baby Bounce and Rhyme, Ride and Read, Councillors' Surgery, Craft&Cuppa group, Computer courses, Family history courses.

# BURNTWOOD LIBRARY: Catchment Profile

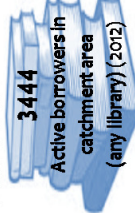
## Demographics<sup>1</sup>



\*Above the overall figures for Staffordshire

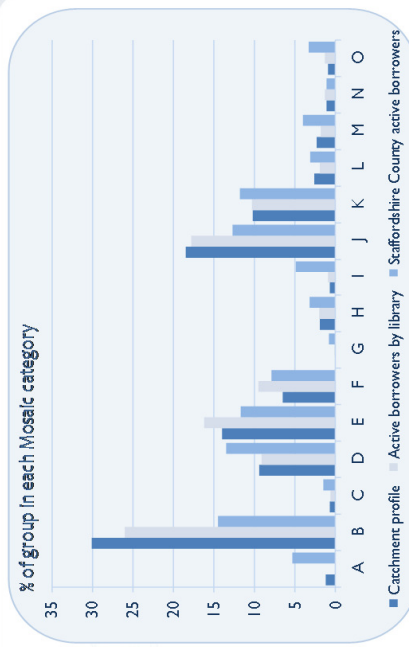


## Borrowers<sup>1,3</sup>



Key to graph: Mosaic categories

- A Residents of isolated rural communities
- B Residents of small and mid-sized towns with strong local roots
- C Healthy people living in the most sought after neighbourhoods
- D Successful professionals living in suburban or semi-rural homes
- E Middle income families living in moderate suburban semis
- F Couples with young children in comfortable modern housing
- G Young, well-educated city dwellers
- H Couples and young singles in small modern starter homes
- I Lower income workers in urban terraces in older diverse areas
- J Older people living in older terraced housing in diverse areas
- K Residents with sufficient incomes in high-quality social houses
- L Active elderly people living in pleasant retirement localities
- M Elderly people reliant on state support
- N Young people renting flats in high density social housing
- O Families in low-rise social housing with high levels of benefit need



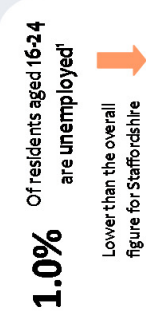
## Social and Economic



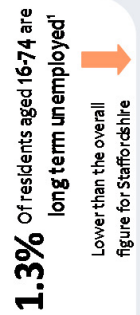
Lower than the overall figure for Staffordshire



Lower than the overall figure for Staffordshire  
\*Within the top 30% of most deprived areas nationally



Lower than the overall figure for Staffordshire



Lower than the overall figure for Staffordshire

## Health and Wellbeing



Lower than the overall figure for Staffordshire

## Education and Learning



Below the overall figures for Staffordshire



Below the overall figure for Staffordshire

## Volunteering



Above the overall figure for Staffordshire

## Technology



Below the overall figure for Staffordshire

1. Source: 2011 Census  
2. Source: Feeling The Difference survey (Wave 1-3) and Mosaic  
3. Mosaic

**Appendix Library Information Summary Sheet**  
**Staffordshire Library and Arts Service : Achieving Excellence : Libraries in a Connected Staffordshire**

**Shenstone Library**

**Lichfield District**

<b>Location</b>	<b>Current Opening Hours</b>	<b>Performance</b>	
Main Street Shenstone Lichfield Staffs WS14 0NF	23:30 per week  1175:00 per annum	2012-13	Annual
<b>Premises</b>	Monday CLOSED Tuesday 9:00 19:00 10:00 Wednesday CLOSED Thursday CLOSED Friday 9:00 19:00 10:00 Saturday 9:30 13:00 3:30 Total 23:30	Issues	27,664
Owned		Visits	23,179
		Computer Bookings	1,559
		Per Hour Open	24
			20
			1
		<b>Nearest Library</b>	
		Lichfield 3.2m	

<b>Customer Information</b>					<b>Library Survey Data - 2012</b>	
<b>Age Profile (Years)</b>	<b>Members</b>		<b>Members who have borrowed in the last 12 months</b>		<b>Question Asked</b>	<b>% Response</b>
	No.	%	No.	%		
0-4	91	7%	69	13%	Came to borrow books	69%
5-15	393	30%	153	29%	Actually borrowed books	66%
16-29	130	10%	26	5%	Came to use computer	11%
30-64	386	30%	123	24%	Actually used a computer	12%
65+	291	23%	151	29%	Came to find something out	23%
Age Unknown	59	n/a	38	n/a	Did you succeed? (yes)	49%
Total	1,350	100%	560	100%	Did you succeed in part (yes)	11%

<b>Cost of Library - 2012-13</b>			
<b>Expenditure Type</b>	<b>£</b>	<b>Comments</b>	
Employee *	5,422	* Outreach and relief provided by the District Team based at the District Library; vacancy during 2012/13	
Building Costs	13,671		
Other	693		
Income	-1,841		
<b>Net Budget</b>	<b>17,945</b>		

Excludes centralised costs such as IT and book stock

<b>Current Offer</b>
Books, talking books, large print, free Wi-Fi, free computer use (3 PCs), events and activities. Photocopier, Scanner. Home Reader Service, IT Buddy service. Refreshments available 2x per week. Toilets with baby change. Volunteering opportunities.

<b>Regular Events</b>
Family History Group, Baby Bounce and Rhyme, Story Time and Rhymes, Evening Reading Group, Afternoon Reading Group, Friday Friends social group, Y6 Grandparents event 2x per year, Monthly police desk, Computer Courses.

# SHENSTONE LIBRARY: Catchment Profile

## Demographics<sup>1</sup>

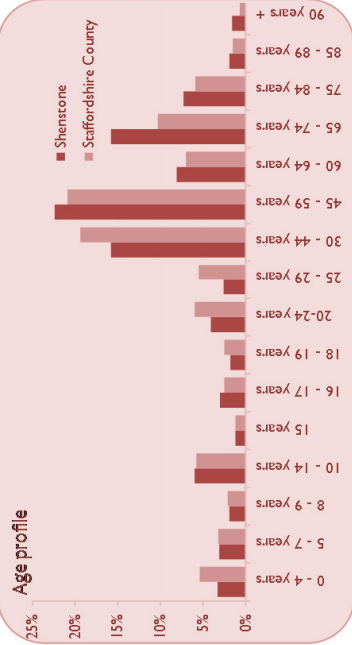
Population of  
**3940**

**1588**  
households

**97.4%\***  
are of White  
ethnic  
background

**98% speak English\***  
**0.6%** speak an Other EU  
language  
**0.2%** speak a South-Asian  
language

\*Above the overall figures for Staffordshire



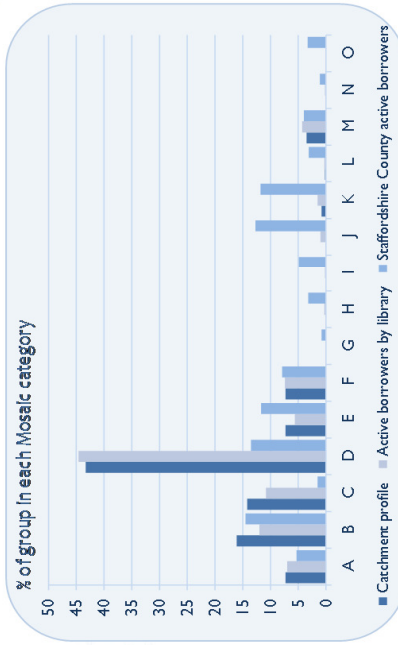
## Borrowers<sup>1,3</sup>

**516**  
Active borrowers in  
catchment area  
(any library) (2012)

**610**  
Active borrowers at  
this library (from any  
catchment area)  
(2012)

### Key to graph: Mosaic categories

- A Residents of isolated rural communities
- B Residents of small and mid-sized towns with strong local roots
- C Healthy people living in the most sought after neighbourhoods
- D Successful professionals living in suburban or semi-rural homes
- E Middle income families living in moderate suburban semis
- F Couples with young children in comfortable modern housing
- G Young couples and young singles in small modern starter homes
- H Couples and young singles in urban terraces in often diverse areas
- I Lower income workers in older-style housing in ex-industrial areas
- J Owner occupiers in older-style housing in ex-industrial areas
- K Residents with sufficient incomes in right-to-buy social houses
- L Active elderly people living in pleasant retirement locations
- M Elderly people reliant on state support
- N Young people renting flats in high density social housing
- O Families in low-rise social housing with high levels of benefit need



## Social and Economic

**69.9%**  
Of residents ages 16-74 are  
economically active<sup>1</sup>

Higher than the overall  
figure for Staffordshire

**0%**  
Of the catchment  
population live in a  
deprived area\*

Lower than the overall figure for Staffordshire  
\*Within the top 30% of most deprived areas nationally

**0.6%**  
Of residents aged 16-24  
are unemployed<sup>1</sup>

Lower than the overall  
figure for Staffordshire

**0.7%**  
Of residents aged 16-74 are  
long term unemployed<sup>1</sup>

Lower than the overall  
figure for Staffordshire

## Health and Wellbeing



**82%**  
(3230)  
of the population have  
good or very good  
health<sup>1</sup>

Higher than the overall figure for Staffordshire

## Education and Learning

**16%**  
(630)  
Have no qualifications<sup>1</sup>

Below Staffordshire figure

**28%**  
(1103)  
Have Level 4 and above<sup>1</sup>

Above Staffordshire figure



**340**  
Adult learners enrolled on a course during 2011-12  
(13 per 1000 of the adult population)

## Volunteering

**66.9%**  
(2636)  
of the population belong to  
Mosaic groups that are  
more likely to volunteer<sup>2</sup>

Above the overall figure for Staffordshire

## Technology



**71.7%**  
(2825)  
of the population belong to  
Mosaic groups that are  
technology receptive<sup>3</sup>

Above the overall figure for Staffordshire

1. Source: 2011 Census  
2. Source: Feeling The Difference survey (Wave 1-13) and Mosaic  
3. Mosaic



## Lichfield District Board

Date 23<sup>RD</sup> June 2014

# LICHFIELD DISTRICT INTO WORK

## INTRODUCTION

To support the work of the INTO work group in Lichfield District we are proposing to hold a second Jobs and Careers Fair in Lichfield in September 2014. The event would be open to all local residents in Lichfield District and would support the local work clubs by helping to move people into employment.

## BACKGROUND

In March 2014 Bromford, working in partnership with Job Centre Plus and Chamber of Commerce held a Jobs and Careers Fair at their office in Stowe Road. Over 30 local organisations took part promoting 1250 job opportunities, including 1000 in one organisation. 227 local unemployed people attended the event but it has been a challenge to track what has happened to all of the opportunities and those who attended. However, we know that 9 people have gone into paid employment, and other applications are in progress. In addition, 26 people were referred into training and 1 person has gained work experience, and these people will have been able to add to their CV and potentially improved their opportunity for gaining successful employment.

The organisation (Boots Distribution Centre) who offered 1000 opportunities will be recruiting shortly and had over 40 expressions of interest for the vacancies at the Fair. Euro Car Parks are recruiting on a rolling programme and will be regularly drawing candidates from the attendees.

We have also continued the relationships with all the employers who attended the event and have started to build new relationships with employers including Whitbread. (Premier Inn). The new employers will also be invited to the next Fair to promote any vacancies they may have coming up.

We now want to hold a second event in a more central location and are proposing to use the Guild Hall in Lichfield.

## OUTLINE PROPOSAL

Work has already started to get buy in from local employers and deliver the second event in September 2014 when seasonal Christmas vacancies would become live. As the event fits in with the shared priorities of the Lichfield District Board the Board is being approached for its support in making the event happen.

The support that is being sought from the Board includes:

- Identification of employment opportunities to be promoted at the event
- Identification of any potential employers who may join the event, opening up more opportunities for employment
- Promotion of the event to local jobseekers within the communities of Lichfield District
- Support at the event
- Financial support of £338.00 for room hire and publicity, including:

- 6 hours rental during the period Monday to Thursday £188.04, this would include use of the Guild room, the main hall and the kitchen area.
- Cost of printing for 1000 flyers for publicity = £150
- The Board might also want to consider allocating a small budget of say £1000 to the Lichfield into Work Group to enable it to undertake future initiatives to enable more local residents into employment, training or volunteering, without having to seek permission from the District Board.

## RECOMMENDATIONS

The recommendation from this report is that the District Board:

- Share any opportunities within their own organisations at the event
- Promote the event to both employers and job seekers in Lichfield District
- Provide support at the event, having a presence and being involved in the day
- Provide funding support of £338 for the cost of the rental of the Guild Hall and printing costs for promotional purposes
- Identify a budget of £1000 for the Into Work Group to carry our further initiatives

*Michael Pritchard (Chair of Lichfield District INTO work group)*

Tel 01543 420848 email: [michael.pritchard@bromford.co.uk](mailto:michael.pritchard@bromford.co.uk)