



LICHFIELD DISTRICT BOARD

Held at 4.00 pm on 10 November 2014 at Bromford, Stowe Road, Lichfield

Present

Elected Members:
 Councillor Mike Wilcox, Lichfield District Council
 Councillor Colin Greatorex, Lichfield District Council
 Councillor Alan White, Staffordshire County Council

Representatives from Partner Organisations:
 Rachel Joyce representing Superintendent Ian Coxhead, Staffordshire Police
 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
 Debbie Baker representing Business Enterprise Partnership

In attendance: Susan Bamford, Jenni Coleman, Helen Titterton, Diane Tilley of Lichfield District Council, and Wayne Mortiboys, the District Commissioning Lead, Staffordshire County Council

Agenda Item	Minutes	Action
1	<p>Welcome</p> <p>Councillor Mike Wilcox welcomed partners to the meeting.</p> <p>Apologies had been received from Ian Coxhead, Staffordshire Police, Len Brown, Staffordshire Probation, Councillor Terry Finn, Staffordshire Fire Authority and Tim Hyde, Staffordshire Fire and Rescue</p>	
2	<p>Action Notes from the Previous Meetings</p> <p>2.1 Minutes of the Meeting on 23rd June 2014</p> <p>Julie Walker requested an amendment under Item 9 County Council Strategy and Business Plan so that the minutes stated that she had raised several serious concerns about how the cuts to the Supporting People budget would impact on vulnerable people, both immediately and into the future.</p> <p>Subject to this amendment, the minutes were agreed.</p> <p>2.2 Minutes of the Special Meeting on 25th September 2014</p> <p>The minutes were agreed.</p>	SB

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<p style="text-align: center;">3</p>	<p>Matters Arising</p> <p>3.1 Careers and Job Fair, September 2014</p> <p>Julie Walker advised that 160 people had attended the fair, with 28 people getting an interview and 16 people obtaining jobs of which 6 were in hospitality, 4 in warehousing, 2 retail, 2 care 1 transport and 1 in another sector. Eleven of these jobs were permanent and 5 temporary. Another attendee had been offered a training course as a result of attending the Job Fair.</p> <p>3.2 PCC Funding</p> <p>Councillor Greatorex confirmed that the Police and Crime Commissioner has increased his funding for locality commissioning and that the 20% of funding retained, subject to performance, had now been released. Councillor Greatorex also advised that as the second round of the People Power fund was undersubscribed, all 8 applications submitted had been forwarded to the PCC and of these, 4 were approved.</p>	
<p style="text-align: center;">4</p>	<p>Locality Commissioning – Update</p> <p>Helen Titterton provided an update on the steps that had been taken to progress Locality Commissioning since the Board agreed to establish a Locality Commissioning Board at the Special Meeting in September. She confirmed that the Prospectus, setting out 14 lots was published at the end of October and is available on the Council’s website, with electronic bids being invited. The outcomes identified are targeted at addressing local needs. Helen highlighted that the funding table (Appendix C) shows how funding is allocated across the various lots and where funding has been combined.</p> <p>The next steps were discussed, in particular, the ongoing work to put in place the necessary legal agreements to transfer the funding to Lichfield District Council as the accountable body and the amendments that would be required to the governance arrangements, namely the terms of reference of the District Board as reflected in the District Council’s constitution.</p> <p>The setting up of the Funding Panels was also discussed and it was confirmed that Panels will consist of representatives of all funding organisations and will be meeting in the first half of January 2015.</p> <p>Board members gave thanks to those concerned for the pace with which this had been taken forward. Helen Titterton responded by saying that this had very much been a team effort and an exemplar of partnership in action.</p> <p>Sandra Payne, Support Staffordshire passed on some feedback from the VCS who had asked about the number of bids they could make. Helen Titterton confirmed that organisations could make as many bids as they feel they have capacity to deliver and reiterated that we are encouraging organisations to be innovative and look beyond their core area. Diane</p>	

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	<p>Tilley confirmed that we will be looking for how sustainable the delivery is as opposed to how many bids an organisation makes.</p> <p>Sandra Payne asked about funding streams that end in September 2015 and whether organisations can apply for funding from September 2015 and she was advised that applications could be made on this basis.</p> <p>Councillor Colin Greatorex reiterated that applications from organisations working in partnership are being encouraged and that to facilitate this, time for networking has been built into the Bidders event taking place on 24th November. Jon Topham endorsed this with regard to giving greater capability. Wayne Mortiboys was also keen to support collaborations but he also stated the need to ask about capability and capacity if the same organisation features in numerous bids.</p> <p>Debbie Baker made the point that collaborations will need to make clear where this applies so that a bid is not seen as potentially sub-contracting and therefore not allowed.</p> <p>Decision:</p> <ul style="list-style-type: none"> a) The District Board noted and endorsed the progress being made by the Locality Commissioning Board for Lichfield District b) Agreed to disseminate the opportunity provided by the Locality Commissioning Prospectus and the Bidder event through website links and any other communication channels c) Agreed to suggest possible additions to the Funding panels as set out at Appendix F. 	<p>All</p> <p>All</p>
<p>5</p>	<p>Community Safety Update</p> <p>5.1 Mid-Year Progress report</p> <p>Jenni Coleman presented the mid-year progress report of the Lichfield District Safer Community Partnership Plan 20014/15. The report shows progress against the four priorities set out by the Police and Crime Commissioner:</p> <ul style="list-style-type: none"> • Public confidence • Supporting victims and witnesses • Early intervention • Managing offenders <p>Jenni highlighted that projects funded by the PCC have already been subject to extensive scrutiny so this report gives a general overview of performance. She also suggested that a traffic light system could be introduced for the next report, which the Board welcomed.</p> <p>It was also noted that the 4 priorities are also reflected in the Locality Commissioning Prospectus.</p>	

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	<p>Decision:</p> <ul style="list-style-type: none"> • The District Board noted the progress report. <p>5.2 Correspondence from the Police and Crime Commissioner regarding Funding</p> <p>Jenni Coleman introduced a letter from the Police and Crime Commissioner about the Locality Deal Funding. The letter confirmed that, following submission of positive outcome based evidence of achievement, the 20% held back had been awarded.</p> <p>Decision:</p> <ul style="list-style-type: none"> • The District Board noted the correspondence from the Police and Crime Commissioner. <p>5.3 New Anti- Social Behaviour Measures.</p> <p>Jenni Coleman presented a report on the new Anti-Social Behaviour measures.</p> <p>The Board was advised that the Anti-Social Behaviour, Crime and Policing Bill received Royal Assent on 13th March 2014. The Act replaces nineteen pre-existing measures with six new measures for tackling anti-social behaviour and introduces a new absolute ground for possession of secure and assured tenancies associated with anti-social behaviour or criminality. The new measures are:</p> <ul style="list-style-type: none"> • Injunction to Prevent Nuisance and Annoyance (IPNA) • Criminal Behaviour Order (CBO) • Direction Power • Community Protection Notice (CPN) • Closure Power • Recovery of Possession of Dwelling Houses <p>The Act requires each local policing body to prepare a community remedy document for its area with a list of actions to be carried out by a person who has a) engaged in anti-social behaviour or has committed an offence and b) is to be dealt with for that behaviour or offence without court proceedings.</p> <p>There is also a requirement for relevant bodies in an area (police, district council, Clinical Commissioning Group and providers of social housing) to carry out an ASB case review if someone makes an application for a review and the local threshold is met.</p> <p>Jenni advised that the injunction has significant implications for the local authority. Councillor Colin Greatorex supported the simplification of the system and the getting away from the 'ASBO' badge although this could be</p>	

Agenda Item	Minutes	Action
	<p>replaced by 'CBO'. The community trigger should also mean a more rapid response to complaints.</p> <p>Julie Walker also advised the Board these measures were of interest to housing providers and there are concerns about how the community trigger will pan out. Jenni Coleman advised that there could be cost implications if legal advice has to be bought in. Rita Symons confirmed that so far there hadn't been any community triggers in Lichfield but there are information governance issues to be considered particularly around information sharing.</p> <p>Decision:</p> <ul style="list-style-type: none"> • The District Board noted the new Anti-Social Behaviour legislation. <p>5.4 Responsible Bodies Group</p> <p>Jenni Coleman presented a report advising the District Board about the setting up of the Lichfield Responsible Bodies Group (RBG) which will lead the strategic development around alcohol issues within the District. The group first met in September and includes representatives from the Council and Police Licensing Unit, Environmental Health, Lichfield Local Policing Unit, Public Health, trading standards, Fire and Rescue, Lichfield District Safer Community Partnership, the Local Enterprise Partnership, the SCC District Commissioner and Entrust. The group comes under the Community Safety Partnership and will be producing an action plan which will be monitored by the Community Safety Partnership.</p> <p>Sandra Payne asked if the group would like a VCS representative and this was welcomed.</p> <p>Decision:</p> <ol style="list-style-type: none"> a) The District Board agreed the proposal to incorporate the Responsible Bodies Group into the remit of the Community Safety Partnership b) That a further report is brought to the Board to update members on progress. 	JC
6	<p>Building Resilient Families and Communities – Reward Grant</p> <p>Wayne Mortiboys gave an update on the progress being made across Lichfield working with families with multiple issues as part of the Building Resilient Families and Communities project. Positive progress is measured against improved school attendance, reduced crime, and reduced unemployment and the Board was advised that across cohorts 1 (31 families) & cohorts 2 (44 families) positive progress has been made with 86% of the families identified. This has resulted in a payment by results award grant of £46k. A further cohort of 20 families was identified in July 2014.</p>	

Agenda Item	Minutes	Action
	<p>Wayne advised the Board that 50% of the reward grant was committed to helping get people into work. From this an investment of £7,500 for the next three years has been committed to the Locality Commissioning fund (lot 9).</p> <p>The Board was also advised that further discussion has taken place at the Supporting Families steering group about how the remaining 50% should be allocated. The group have agreed that the area which still requires additional effort is work to reduce crime and anti-social behaviour and that the remaining 50% should be used to co-commission, with the office of the Police and Crime Commissioner, early intervention tackling root causes of crime and ASB before they become a problem.</p> <p>Councillor Colin Greatorex welcomed the good progress that had been made and the opportunity to join up with the PCC.</p> <p>Decision:</p> <ul style="list-style-type: none"> a) The District Board noted the amount of reward grant that has been received through the Payment by Results mechanisms where positive progress has been made with families b) Approved the investment of 50% of the Payment by Results reward grant back into “early intervention tackling root causes of crime and anti-social behaviour before they become a problem’ c) Delegated the detailed commissioning of the 50% reward grant to the District Commissioning Lead. 	WM
7	<p>Business & Economic Partnership Strategic Plan</p> <p>Debbie Baker, Business Enterprise Partnership (BEP) advised the District Board that the Business and Economic Partnership is focussing on:</p> <ul style="list-style-type: none"> • Influencing, lobbying and monitoring the strategies and actions of local businesses, public bodies and partnerships • Co-ordinating communication and engagement activities with local businesses, public bodies and partnerships • Commissioning useful products and services to the business community. <p>The strategic plan articulates the vision ‘to improve on the excellent location, communication links and local skilled workforce, to promote the area as a dynamic place to live and do business’ and sets out the approach the partnership will take to provide influence, advocacy and delivery, with a focus on where the BEP can provide added value.</p> <p>Debbie advised that 4 key priority themes have been identified:</p> <ol style="list-style-type: none"> 1. Business Support 2. Infrastructure 	

Agenda Item	Minutes	Action
	<p>3. Place and Town Centres</p> <p>4. Workforce Development</p> <p>Within these are 13 priority programme areas and for each of the 13 priority areas, summary action plans are currently being developed and will be available before the end of the year.</p> <p>She also advised that they had stopped working on areas where they can't influence and are taking a more cohesive approach, including working with the VCS and taking a much more facilitative approach.</p> <p>Cllr Alan White asked how we can work with businesses about employing people with learning disabilities. Debbie Baker responded that information sharing is crucial in this regard, with 2 presentations to the partnership in support of this approach. Wayne Mortiboys and Sandra Payne also advised that work clubs and Talent Match were also working with these groups.</p> <p>Debbie also talked through the funded advice and support provided by Business Enterprise Services which included the involvement of business from the arts and media sector and manufacturing businesses.</p> <p>Decision:</p> <ul style="list-style-type: none"> a) The District Board endorsed the BEP Strategic plan in terms of its overall vision, key themes, issues and priorities b) Partners noted the next steps in developing Action Plans based on each of the key themes bt Theme Champions and officers of the Shared Economic Service c) The District Board and the BEP continue to work together to enable appropriate and effective delivery of the plan. 	
8	<p>Peer Review</p> <p>Diane Tilley, Lichfield District Council gave the District Board feedback on the key outcomes of the Peer Review. She emphasised that this was a review, as opposed to an inspection, so rather than giving the Council a road map to follow, it gave the council some key findings and areas for consideration.</p> <p>She advised that the review team had noted that Lichfield is a solid council with a strong track record of delivery, well-respected by partners, with a proud workforce, good self-awareness and a council which has taken timely decisive action to tackle budget issues.</p> <p>The team had also identified areas where the council could improve, including developing a clear vision and priorities for the future and refreshing the District Plan. They had also concluded that more analysis needs to be undertaken of the future financial challenges, given that beyond 2015 these challenges are likely to be as equally tough. Working as one council, with a shared set of values and improved capacity, supported</p>	

Agenda Item	Minutes	Action
	<p>by improved programme and project management is another key area for development.</p> <p>The Board was also advised that the Peer Review Team had been specifically asked for feedback on the added value brought by overview and scrutiny and the approach to economic development. Feedback had been given about looking at new approaches for overview and Scrutiny. In terms of economic development, it was suggested that a clear narrative of the council role needs to be articulated so that the focus is on areas where most impact have.</p> <p>Diane also advised the Board that the findings will be considered in depth at a Cabinet and Leadership away day taking place on 18th November 2014, with any partnership issues brought back.</p> <p>In recognition of the challenge of growing capacity in the current budget climate, Wayne Mortiboys offered any county council support that would be helpful.</p> <p>Decision:</p> <ul style="list-style-type: none"> • Partners noted the key outcomes. 	
9	<p>Community Consultation</p> <p>Diane Tilley gave feedback on how the survey findings are being taken forward. She advised that the council was pleased with the response and in particular, that it is statistically significant. Diane reiterated that this was not a referendum but would give a broad base of information for elected members to help inform future decisions making and raising awareness amongst the public. She also advised that the findings will have a shelf life of 18 months to 2 years.</p> <p>The findings were discussed and the extent to which respondents were answering from their own perspectives – e.g. mobility scooters.</p> <p>Decision:</p> <ul style="list-style-type: none"> • The District Board noted the highlight report. 	
10	<p>Work Clubs</p> <p>Sandra Payne, Support Staffordshire gave the District Board an update on the work clubs and the outcomes achieved.</p> <p>The District Board was advised that Support Staffordshire, Lichfield & District and Bromford have regular meetings to assess the work clubs and to develop a programme of support services to be offered, these include training and information sessions to support clients on their journey into employment. Since November 2013, 176 clients had registered. During the period 1 April to 30 September 2014, there have been 70 new registrations, 472 attendances recorded, with 42 people having received training, 12 starting volunteering and 19 people finding employment. Sandra highlighted the differences across the 5 work clubs and the holistic support that is often needed to get people work ready. Support ranges</p>	

Agenda Item	Minutes	Action
	<p>from help with covering letters to building confidence.</p> <p>Sandra advised the Board of the work that is being carried out to get better at recording outcomes so that the whole journey into work can be tracked, however she emphasised that this is always dependent on work club participants being willing to share information.</p> <p>Julie Walker reiterated the challenge in monitoring outcomes and the time consuming nature of the work involved in chasing this up. She also emphasised the importance of not underestimating those who experience barriers to employment. Wayne Mortiboys suggested that it would show outcomes better if it was possible to capture the actual numbers of individual attended. Sandra Payne agreed to look into how this information could be captured.</p> <p>Decision</p> <ul style="list-style-type: none"> • The District Board noted the outcomes from the work clubs. 	<p>SP</p>
<p>11</p>	<p>Let's Work Together – Future Funding</p> <p>Jon Topham, Public Health, Staffordshire, presented a report reviewing the funding of Let's Work Together (LWT). Sandra Payne, Support Staffordshire Lichfield and District, left the meeting for this item.</p> <p>The District Board was advised that there is a widespread view that LWT is of value, although it has proved difficult to show this in terms of outputs and cause and effect.</p> <p>The District Board was asked to consider 3 options:</p> <ol style="list-style-type: none"> 1. Maintain a level of funding (currently £12k per annum) for the foreseeable future 2. Support LWT for the remainder of the financial year and ask Support Staffordshire to use this time to consider other sources of funding 3. End all financial support for LWT <p>The Board discussed the three options.</p> <p>Julie Walker reiterated the challenge to prove absolutely that Lets Work Together has made the difference.</p> <p>The extent to which this way of working is now embedded and how to make this ethos sustainable was also discussed. Concerns were raised that if the funding was ended with immediate effect then the good practice and lessons learned could be lost.</p> <p>Decision:</p> <ul style="list-style-type: none"> • The Board agreed to support LWT for the remainder of the year and to ask Support Staffordshire to use this time to consider other sources of funding. 	<p>SP</p>

Agenda Item	Minutes	Action
12	<p>Staffordshire Compact</p> <p>Sandra Payne, Support Staffordshire gave an update on the consultation for the new Staffordshire Compact.</p> <p>She advised that the last Voluntary Voice had asked for VCS and public sector organisations to look at compact issues. She advised that there had been some confusion because of the 3 documents and that this had been fed back to VAST. She also informed the District Board that the Compact was intended to be aspirational and would be brought back for signing when finalised at the beginning of next year in advance of the launch in Spring 2015.</p> <p>Decision:</p> <ul style="list-style-type: none"> The District Board noted the process and next steps. 	
13	<p>Support Staffordshire Merger</p> <p>Sandra Payne, Support Staffordshire, Lichfield and District advised the District Board that the 6 CVs are now looking at merging into one organisation, which has received unanimous agreement at the 4 AGMs that have already taken place. She highlighted that although it is intended to have one organisation, governed through one Board, there will still be local delivery in each area.</p> <p>The Board was advised that consultation is now taking place with staff as some back offices roles are likely to go.</p> <p>Decision:</p> <ul style="list-style-type: none"> The District Board noted the proposed merger of the 6 CVS across the county. 	
14	<p>County Council Update</p> <p>Wayne Mortiboys, District Commissioning Lead gave an update on the Libraries, Best Start and Youth Services consultations.</p> <p>He advised that 7,000 responses had been received for the Libraries consultation, with a large petition also received. A report would go to Council in December 2014 and Cabinet in January 2015. So far as Lichfield is concerned, Wayne informed the Board that positive responses have been received regarding the changes proposed for Shenstone library.</p> <p>Wayne advised that the Best Start consultation started 5 weeks ago and he invited contributions.</p> <p>Finally, Wayne advised that the Youth Services consultation ends on 31st December 2014 and notice has been served on the staff affected. The specific proposals affecting Lichfield relate to the disposal of Whittington Centre and opening up Minster Hall and Burntwood for use on a peppercorn rent. He also advised that one off locality funding of £46k for</p>	

Agenda Item	Minutes	Action
	<p>facilities for young people will be available in 2 funding rounds.</p> <p>Councillor Alan White also updated the District Board on the County Council's Medium Terms Financial Strategy and advised that another set of difficult decisions is ahead with Social Services being looked at. He also committed to flagging up any considerations well in advance of any final decisions.</p> <p>Decision:</p> <ul style="list-style-type: none"> • The District Board noted the process. 	
15	<p>Any Other Business</p> <p>Rita Symons, South East Staffs and Seisdon Peninsular Clinical Commissioning Group, advised the Board of proposed changes arising from the Better Care Fund which would involve the transfer of money from the NHS to Social Services. The Board was also informed of a KPMG report that had been commissioned to look into the Staffordshire & Stoke on Trent Health Economy which will have wide implications. Rita also advised the board of intermediate care changes in procurement process and that she will bring a report back to the meeting.</p> <p>Rachel Joyce also raised governance issue arising from the Making Every Adult Matter (MEAM) project. She reported some issues relating to trigger factors and blockages and suggested that these should be taken to the Community Safety Partnership. Rita Symons suggested that a standard operating procedure would be helpful with an escalation point identified and Councillor Colin Greator suggested that it might be helpful to find out more information from the MEAM Chair.</p>	
16	<p>Future Meeting Dates</p> <p>23 March 2015</p>	
	<p>The meeting closed at 6.15</p>	