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24<sup>th</sup> February 2015

Dear Sir/Madam

**LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY)  
COMMITTEE**

A meeting of the above mentioned Committee has been arranged to take place on  
**WEDNESDAY 4<sup>TH</sup> MARCH 2015** at **6.00 p.m.** at the **COMMITTEE ROOM**, District Council  
House, Lichfield to consider the following business.

Yours faithfully



Strategic Director

To: **Members of Leisure, Parks and Waste Management (Overview and Scrutiny)  
Committee:**

Councillors Mrs Tranter (Chairman), Mynott, (Vice Chairman), Tittley (Vice Chairman),  
Awty, Bacon, Mrs Boyle, Mrs Evans, Mrs Constable, Mrs. Hancocks, Isaacs, Mosson,  
Pearce, Yeates.



## AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve as a correct record the Meeting held on 15<sup>th</sup> January 2015 (copy attached)
4. Grass Cutting on Bromford Housing Land (copy attached)
5. Activity and Performance Indicators 2015/16 (copy attached)
6. Fit For The Future - Public Conveniences Update (copy attached)
7. Work Programme and Forward Plan (copy attached)

### **Briefing Papers to be issued separately:**

\*Briefing Papers were introduced after the Overview and Scrutiny Committee Co-ordinating Group requested that the length and volume of agendas be addressed. Briefing papers, which are intended to provide Members with information on relevant issues, are an alternative to placing items on the Agenda. If Members wish a paper to be discussed it can be included on the Work Programme and scheduled for a future meeting.



**LEISURE, PARKS AND WASTE MANAGEMENT  
(OVERVIEW AND SCRUTINY) COMMITTEE**

**15<sup>th</sup> JANUARY 2015**

**PRESENT:**

Councillors Mrs Tranter (Chairman), Mynott (Vice-Chairman), Tittley (Vice-Chairman, Awty, Bacon, Mrs Constable, Evans, Isaacs, Mosson, Pearce and Yeates.

**APOLOGIES FOR ABSENCE:** were received from Councillor Mrs Hancocks

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

**ALSO PRESENT:** James Leavesley – Chairman of the Lichfield Garrick Trust and Adrian Jackson – Chief Executive and Artistic Director Lichfield Garrick Trust

Councillors Wilcox and Pritchard also attended the meeting in their capacity as trustees of the Garrick Theatre.

**DECLARATIONS OF INTEREST**

Councillor Yeates declared a prejudicial interest in matters relating to the Lichfield Garrick as he is a promoter and left the room whilst the Garrick was discussed.

**MINUTES**

The Minutes of the Meeting held on 8<sup>th</sup> September 2014 and were taken as read, approved as a correct record and signed by the Chairman.

**RESOLVED:** That the Minutes of the Meeting held on 8<sup>th</sup> September 2014 be approved as a correct record

**SUPPORTING LICHFIELD GARRICK TRUST**

The Committee received a report on the relationship between the District Council and the Garrick Trust Messrs Leavesley and Jackson were in attendance to answer Members' questions and to talk about the Theatre and its work.

It was reported that previously the council's Garrick Panel reviewed matters relating to the theatre but this had been disbanded since the establishment of the Trust and so scrutiny of the Council's relationship with the Garrick was now part of the remit of this Committee.

It was noted that the Council had a number of responsibilities to the Garrick as a funder, landlord and service provider. It was then reported that the level of subsidy to the Garrick was to reduce significantly over the next few years.

It was then reported that the Trust had commissioned a socio-economic impact assessment from the Staffordshire University Business School to help understand

the wider value of the theatre to the local community and economy. It was noted that the full report was not yet available however some initial findings had been included in the report. The Committee was disappointed that the full report was not available to consider but noted that as the Business School had conducted the assessment on a voluntary basis, it was not possible for the Trust to make big demands on deadlines. It was agreed that the Committee consider the assessment at the next meeting should it be available.

The matter of financial support to the Garrick was discussed. Mr Leavesley reported to the Committee that due to the design of the theatre that even at a 100% sell out capacity, there would still be a need for a subsidy. He reported that it was his role as Chairman to find sponsorship and external funding to bridge the gap. He also reported that he understood the Council's position and why funding was being reduced at the quick rate that it was. It was reported that it was hoped for the Garrick to become fully self-reliant however as it was revenue that needed to be replaced, this would take time to achieve.

Members then asked about the support services the Council provided for the Trust. It was reported that the Trust is free to source these services from wherever they choose but presently commission the Council to deliver the service at an agreed rate. This may change as the Trust develops and matures.

Mr Jackson outlined the community and educational work that the Trust undertakes. In particular he highlighted the relationship the Trust has with Staffordshire College which has created opportunities for people to study for a foundation degree at the theatre. It was hoped that a full degree course would soon also be available.

It was also reported that the Garrick were engaging with young people from across the district in its Youth Theatre, Youth Choir and its Saturday morning DeeGees. Theatre staff also with local schools and groups working with vulnerable adults to engage them in art and culture.

Members asked if a set of accounts could be made available to allow them to be able to see how the funding provided by the Council had been spent. It was noted that the Garrick publishes annual accounts in accordance with company law and that these could be made available in the future.

Mr Leavesley and Mr Jackson were thanked for their attendance.

- RESOLVED:** (1) That the report be noted and the contributions made by the Chairman and Chief Executive & Artistic Director of the Garrick Trust; and
- (2) That the socio-economic impact assessment be considered by the Committee at a future meeting.

## **JOINT WASTE SERVICE BUSINESS PLAN**

Members received the Plan for Lichfield and Tamworth Joint Services for 2015-2016 which gave more detail to the service plan considered by the Committee in December 2014.

When asked it was reported that the working pattern for operatives was 9 ½ hours per day, 4 days a week with the option of overtime if available. It was noted that the operatives themselves chose this pattern. It was noted that agency was used to

cover absenteeism and where trained the same as staff. It was also confirmed that the Council would look to use its own staff for cover before agency.

Members had concerns on the amount of accidents suffered in the service and it was reported that it may seem high but not when put in context with the amount of bin collections completed in that year. It was also noted that risk assessments were carried out on a regular rolling programme. Members asked if a phased return to work was offered to those who were sick or had an accident and it was reported that it was and were also tailored to the individuals needs. It was noted that there was not a high turnover of staff in the service and so operatives would become older and potentially less capable to complete such manual work. The Committee requested that support be made available to help such staff find alternative work or gains other skills. The Cabinet Member agreed that this is something that could be investigated.

It was reported that the Council would remain the pressure on the County Council to not close disposal sites as it could cause a rise in fly tipping.

**RESOLVED:** That the business plan be noted.

### **FIT FOR THE FUTURE SERVICE REVIEW UPDATE: PARKS, GROUNDS MAINTENANCE AND COUNTRYSIDE**

The Committee received a report updating them on progress made in implementing and reviewing the council's Parks, Grounds Maintenance and Countryside services. It was reported that the service had been charged to find £200k savings per annum and savings of £379k had been identified for the period up to 2017/18.

It was then reported that the Review was now focusing on whether there were opportunities to change maintenance specifications including reducing the grass mowing regime and removing dog waste litter bins. The Committee's views were sought as to the options identified.

The Committee had concerns with the suggestion of reducing the grass cutting regime and felt it could be a backward step and not make the district look as welcoming to visitors. Members cited the issues that had arisen when the cutting of roadside verges had been reduced and suggested that the council may wish to speak to parish councils to see if they would pay a contribution to a higher specification.

Members had concerns with the suggestion of removing dog waste litter bins as it could have a health and safety implication and cause more dog fouling offences. They were also keen to see the maintenance of sports facilities, the provision of litter bins and litter collection remain a priority.

Members asked why Beacon Park had a higher standard of maintenance to other parks and it was reported that as part of the Heritage Lottery Fund received to enhance the park, there was money given for maintenance which would last for a further seven years. Members asked for a full breakdown of the budget for Beacon Park and this was agreed to be sent to them.

Members were concerned that the transfer of the Bowling Green in Chasetown could mean the loss of the public toilet which was being used by the public, especially the elderly. The Cabinet Member noted this.

On other matters relating to the Review, Members endorsed the proposal to seek the transfer of land at Albutts Lane as it was outside the district and provided no benefit to district residents.

Members were notified that the Council was currently considering whether to give exclusive angling rights for Stowe Pool to an, as yet unidentified, angling club but more work needed to be done to confirm the advantages and disadvantages of such an action.

Members requested a summary of all transfers so they could consider the situation as a whole and this was agreed.

Overall the Committee agreed that proposals to reduce maintenance specifications numbered 1-5 in the report would have consequences that far outweighed the savings that could be made so it was recommended to the Cabinet Member that these proposals not be pursued. The Committee did however endorse the principle that difficult areas to maintain could be remodelled/replanted to make them easier to look after.

**RESOLVED:** (1) That the report be noted; and

(2) That the views of the Committee on emerging suggestions regarding potential amendments to the maintenance specification be noted.

#### **ANTI-SOCIAL BEHAVIOUR AT BURNTWOOD LEISURE CENTRE**

Members received a report updating the Committee on levels of anti-social behaviour (ASB) experienced at Burntwood Leisure Centre since June 2014. It was reported that a joint task Group was created with the Community, Housing and Health (Overview & Scrutiny) Committee with a view of meeting with the local Police Inspector to discuss all matter of concern regarding ASB. It was noted that after many attempts, that meeting had yet to take place. Members still felt that meeting was imperative as it was important to understand what her approach would be to the new Anti-social Behaviour, Crime and Policing Act 2014 and how the Police and Council would work together. The Cabinet Member assured the Committee that he would express the need for the meeting to the Inspector.

It was then reported that between June and December 2014 there had been 16 reports of ASB and other crime at the Centre. Members requested information on age ranges of the offenders along with any outcomes and this was agreed by the Cabinet Member.

**RESOLVED:** That the report be noted.

#### **MID YEAR PERFORMANCE REPORT – ONE YEAR ACTION PLAN 14/15 FOR LEISURE & PARKS DIRECTORATE**

The Committee received a report on progress against the activities and projects set out in the Directorate's One Year Action Plan for 14/15. It was noted that key performance indicators relating to activity during the first six months of the year was also included in the report.

Members asked for more detail regarding the action to increase the number of residents who are regularly active as it was felt that it was vague and not clear if the target was being met naturally or a direct result of steps taken by the Council. It was reported that the data was collated by Sport England. It was noted that it was encouraging that the figure was so high in a district with a known older population.

Clarification was sought as to how cost had been reduced with public toilet cleaning and it was reported that efficiencies had come from merging teams and working smarter. It was asked how well the changing places facility at Friary Outer was being used and it was noted that it is used but signage was poor due as the building were not owned by the Council and so it was limited as to where signs could be housed.

**RESOLVED:** That the report be noted.

### **DIRECTORATE TOP 10 – 15/16**

The Committee received a report on the top 10 issues which are facing the Leisure and Parks Directorate in 2015/16 along with the proposed activity. Performance indicators will be reported to the Committee in March 2015.

It was noted that top 10 were not the only priorities for the Directorate but the most critical.

Members asked if the synthetic pitch at Burntwood Leisure Centre would last up to March 2016 as many complaints had been received about its condition. It was reported that funding had been sought from Sport England to replace it but the bid had not been successful. However other funding streams were being looked into.

It was requested that historic plans and data be included to help the Committee compare and investigate any capacity issues arising. It was noted that performance indicators for 2015 had not been confirmed and would be reported at the March meeting

**RESOLVED:** That the report be noted.

### **WORK PROGRAMME AND FORWARD PLAN**

Consideration was given to the Committee's Work Programme and Council's Forward Plan. It was that it had been agreed earlier in the meeting to bring back a report on the Garrick Trust and specifically the socio-economic impact assessment. It was also noted that Bromford Housing would be invited to the next meeting to discuss grass cutting on their land.

**RESOLVED:** That the Work Programme and Forward Plan be noted.

### **SUSPENSION OF STANDING ORDERS**

**RESOLVED:** That Standing Orders be suspended to allow the meeting to continue longer than three hours.

## **EXCLUSION OF PUBLIC AND PRESS**

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

## **IN PRIVATE**

## **MINUTES**

The confidential Minutes of the Meeting held on 8<sup>th</sup> September 2014 and the Special Meeting held on the 6<sup>th</sup> October 2014 were taken as read, and approved as a correct record and signed by the Chairman.

**RESOLVED:** That confidential Minutes of the Meeting held on 8<sup>th</sup> September 2014 and the Special Meeting held on the 6<sup>th</sup> October 2014 be approved as a correct record

(The Meeting Closed at 9.10 pm)

## **CHAIRMAN**



**SUBMISSION TO LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND  
SCRUTINY) COMMITTEE**

**4 March 2015**

**Agenda Item: 4**

**Contact Officers: CN Turner**

**Telephone: 01543 308761**

**Ward Members:** Of interest to all Ward Members

**BRIEFING NOTE FROM DIRECTOR OF LEISURE & PARKS**

**Bromford Housing – Grounds Maintenance**

**1. Purpose of Note**

- 1.1 To outline the approach that has been made to Bromford Housing to seek information as to its approach to grounds maintenance on land it owns.
- 1.2 Bromford Housing owns significant areas of incidental open space close to its properties throughout the district. Members have previously raised questions as to how these areas are maintained and presented.

**2. Background and Rationale**

- 2.1 At previous meetings where the council's approach to grounds maintenance has been discussed, Members have raised questions which have been specific to land and open space owned and maintained by Bromford Housing.
- 2.2 Officers have been unable to answer these questions because Bromford is an independent organisation and the council has no remit to undertake work on these areas.
- 2.3 In consequence, the Committee requested that Bromford be invited to this meeting to discuss its approach to grounds maintenance. An invitation has been sent.
- 2.4 There is no requirement for Bromford to accept the request to meet with Committee and they have asked for more information so that they could understand the particular reasons for the Committee's interest.
- 2.5 Direction was sought from the Chairman and Vice-Chairman as to particular lines of enquiry and the following issues and questions were highlighted:
  - What is the approach of Bromford to grounds maintenance? Is there a cyclical programme of works or are they undertaken as and when required?
  - Do any or all of the tenants pay a service charge and, if so, does the service charge cover the cost of regular grounds maintenance?
  - If councillors or tenants wished to raise concerns about the standards of grounds maintenance, how should they go about it? Is there a process, a channel in, that would allow them to raise their issue and have it addressed?

- 2.6 These issues have been shared with Bromford and, at the time of writing, officers are still to agree with Bromford the most appropriate way in which the answers to these questions can be presented to Committee. This might be by attendance at the meeting, the provision of a written response, or for consideration at the council/Bromford liaison meetings.
- 2.7 It is anticipated that discussions between officers will take place before the meeting and the agreed approach will be circulated to Members in advance of the meeting.

### **3. Recommendation**

- 3.1 There are no recommendations – this item is for information.

### **4. Financial Implications**

- 4.1 There are no financial implications relating to this item because the cost for maintaining this land is entirely the responsibility of Bromford Housing as land owners.

### **5. Plan for Lichfield District Implications**

- 5.1 Maintaining public open space and street scene helps protect the district environment.

### **6. Community Benefits**

- 6.1 Maintaining public open space and street scene helps protect the district environment.

### **7. Equality & Diversity Implications**

- 7.1 No equality and diversity implications have been identified.

### **8. Human Rights Issues**

- 8.1 None specific to this report

### **9. Crime and Safety Issues**

- 9.1 None identified specific to this report.

**SUBMISSION TO LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND  
SCRUTINY) COMMITTEE**

**4 March 2015**

**Agenda Item: 5**

**Contact Officer: CN Turner / A Barrett**

**Telephone: 01543 308761 /**

**Local Ward Members:** Applicable to all wards

**SUBMISSION BY CABINET MEMBERS FOR LEISURE & PARKS, AND FOR IT AND WASTE  
MANAGEMENT**

**ACTIVITY AND PERFORMANCE INDICATORS 2015/16**

**1. Purpose of Report**

- 1.1 To consult with Members regarding the proposed activity and performance indicators for the Leisure & Parks directorate and for the Joint Waste Service to be reported to this Committee on a biannual basis

**2. Background and Rationale**

- 2.1 At the January meeting of this Committee, Members considered a Directorate Top 10 and were advised that a proposed set of performance indicators would be produced for consideration by the Committee in March.
- 2.2 The objectives of providing the Committee with performance indicators are to enable Members:
- To monitor services which we have a legal obligation to provide (eg. street cleansing, waste collection or health and safety) or where a large number of customers are affected (eg attendances in our parks or leisure centres) or which are of particular interest to the public (eg. Shopmobility or costs of providing expensive services like leisure centres)
  - To prompt questions to be asked so that the Cabinet Member and officer team are held to account
  - To check that value for money is being provided
  - To gain a better insight and understanding of the services delivered
  - To ask for more in depth reports where concerns are raised
  - To inform the Committee's future Work Programme
- 2.3 Members will recall that performance indicators (PIs) have been presented to this Committee in previous years; performance reports are provided at the June and January meetings of the Committee (reflecting the full year and mid year position). These PIs have been reviewed and where relevant revised having regard to the Directorate Top 10, Service Plans (as considered by this Committee in December 2014) and other service issues / policy or legislative changes. Subject to Members' approval, data in relation to these PIs will be collected and reported from April 2015. The proposed PIs are set out at **Appendices A** (Leisure & Parks) **and B** (Waste Service) which are to follow.
- 2.4 Targets will be set for each PI having regard to previous year's performance / activity. Target setting will be undertaken in the spring once we have the complete year of data for 2014/15.

### **3. Recommendation**

- 3.1 Members are requested
- to consider and comment upon the proposed Performance Indicators
  - to note that reports on performance will be considered at the June and January meetings of this Committee.

### **4. Financial Implications**

- 4.1 None arising directly from this report. However, financial management is a top priority for the Council and therefore two of the performance indicators for Leisure & Parks relate to financial data: net direct expenditure and a comparator between employee costs and income. For Waste the proposed financial indicator relates to cost of collecting per household.

### **5. Plan for Lichfield District Implications**

- 5.1 Underpinning the themes within the Plan is for Lichfield District to be a good Council that provides community leadership and delivers value for money services that people want. This ambition is performance assessed and measured alongside our achievements under our key themes. We achieve this aim by maximising the council's performance, innovation and efficiency so we use our resources well and deliver good quality and better value services.

### **6. Community Benefits**

- 6.1 The effective scrutiny of performance reports and data drives performance improvement leading to direct benefits for the community through improved services and value for money based on achieving key priorities.

### **7. Equality & Diversity Implications**

- 7.1 Equality and diversity implications are considered during the planning and delivery of the day to day activities of the Directorate e.g. an equality impact assessment was conducted in relation to introducing charges to use public toilets.

### **8. Human Rights Issues**

- 8.1 None specific to this report

### **9. Crime and Safety Issues**

- 9.1 Activities based at our leisure centres and in our parks provide positive activities and role models for young people and help them avoid involvement in anti-social and risk-taking behaviour.
- 9.2 Fly-tipping is a criminal act and we will always endeavour to identify the offenders. But fly-tipping is always removed as soon as practicable so as to deter others.

**10. Risk Management Issues**

| <b>Risk Description</b>  | <b>Likelihood / Impact</b> | <b>Status</b> | <b>Risk Category</b> | <b>Countermeasures</b>  |
|--|----------------------------|---------------|----------------------|---|
| Information provided to Members is too 'high level' and inadequate for robust scrutiny | Medium / medium            | Material      | Reputation           | The Cabinet Member, Director and Service Managers are in attendance at the O&S meeting and can elaborate on the content of the report<br>Members can request further details or a separate report on any item referred to in the report |

**Background Documents:**

Report checked and approved:

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Strategic/Corporate Director

**SUBMISSION TO LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND  
SCRUTINY) COMMITTEE**

**4 March 2015**

**Agenda Item: 6**

**Contact Officers: G Brownridge**

**Telephone: 01543 687572**

**Ward Members:** Of interest to all Ward Members

**SUBMISSION BY CABINET MEMBER FOR LEISURE AND PARKS**

**FIT FOR THE FUTURE - PUBLIC CONVENIENCES UPDATE**

**1. Purpose of Report**

- 1.1 To provide the Committee with an update on the current position of the public toilets following the decision in 2014 not to install the charge for entry system.
- 1.2 To report on what has been done during the past 12 months to try to reduce the costs of running the public toilets given that there is no income from charging.

**2. Background and Rationale**

- 2.1 Lichfield District Council currently operates 7 public toilet facilities, 4 in Lichfield City Centre (excluding Beacon Park) and 3 in Burntwood. All the toilet blocks have a disabled facility that is suitable for men, women and children. The new Friary Outer car park also benefits from a purpose built Changing Places disability unit. This is particularly useful for people with more severe disabilities.
- 2.2 The facilities are opened between 7am and 9am Monday to Sunday and locked between 5pm and 6pm except on Christmas Day, Boxing Day and New Year's Day.
- 2.3 In August 2013 it was proposed to install a pay on entry system into the Council's public toilet facilities in both Lichfield and Burntwood.
- 2.4 The proposal was estimated to have an initial cost of approximately £28,000 for the installation of the charging machines. It was anticipated that once installed they would generate a net surplus of approximately £38,000 per year.
- 2.5 This proposal was incorporated within Phase 1 of the Fit for the Future programme.
- 2.6 However, on reflection, there were sufficient doubts as to the financial and operational viability of introducing such a scheme. A further review of the initial assumptions was carried out in early 2014.
- 2.7 A report was presented to this Committee in March 2014 highlighting the concerns which included the reliability of the estimated number of visits to the facilities; the practicalities of installing coin-operated locks; and the impact on the most vulnerable groups including those less mobile and those with children.
- 2.8 Following a lengthy discussion it was agreed that the assessment of the estimated income from was not sufficiently robust, and the impact on specific groups too severe, and therefore it was considered no longer viable to introduce the scheme.

- 2.9 Officers had considered other options for meeting the funding gap. A list of potential options was presented in the March report.
- 2.10 A retirement of one of the three toilet attendants meant that we had the opportunity to review the staffing requirements for the daily maintenance and cleansing of the 4 Lichfield facilities. By utilising the Street Cleansing staff to open the toilet facilities each morning we have been able to re-schedule the daily working rotas of the remaining attendants. This has allowed us to eliminate the requirement to recruit into the vacant position and there has been no reduction in the availability or quality of service.
- 2.11 One of the previous suggestions was to sell of the Swan Island facility in Burntwood due to the low usage levels. At that time, it was estimated that this facility was being used approximately 1,500 times per year, yet costing the council £7,000 including internal recharges. The council is in receipt of an offer for this land and a decision whether to proceed needs to be made in the near future.
- 2.12 The potential transfer of the Chasetown facilities to the local bowls club was highlighted but this has not progressed further given the ongoing discussions with Burntwood Town Council about transferring the parks and open spaces.
- 2.13 We have looked at reducing the opening times of the facilities. However, it was felt that now we are using the Street Cleansing staff to open the Lichfield facilities there is little to be gained from reducing the existing opening hours.
- 2.14 The Bus Station facility is in need of structural and cosmetic maintenance works. This facility is due to close as part of the Friarsgate development. We are currently undertaking only necessary maintenance works until the development commences and the toilets are demolished.
- 2.15 The new facility in the Friary Outer car park which includes a Changing Places unit has received very favourable comments from several disabled users. Although this facility can accommodate people of all abilities, the usage in comparison to the other Lichfield facilities is still relatively low. It was suggested at the January Overview and Scrutiny meeting that the signage identifying the location of this facility could be improved. An order has now been placed for a large sign to be installed on the building.
- 2.16 We have set up an officer Public Toilet Provision Working Group to discuss and consider various future options including toilet provision for Lichfield and Burntwood, a Community Toilet Scheme, customer needs and disability groups. A community toilet scheme is one which encourages businesses and other organisations with customer facilities to open them up for all members of the public to use. This might be particularly welcomed in the city centre where it is reported that some disabled people find it difficult to find accessible facilities after the public toilets have been closed.
- 2.17 Progress reports will be provided and opinion sought from this Committee as we continue.

### **3. Recommendation**

- 3.1 It is recommended that the Committee notes the contents of the report.
- 3.2 The Committee's views are sought on the proposals for future toilet provision and offering up the savings generated as a result, as part of the Fit for the Future programme.

#### **4. Financial Implications**

- 4.1 The budget for public toilets for 2014/15 excluding overheads is c£65,150 including income of £38,000. Given the decision not to proceed with charging, there has been a requirement to find ways of saving money to offset the loss of budgeted income.
- 4.2 This has been partly achieved by the use of the Street Cleansing team to open the Lichfield facilities and to review the staffing rota of the public toilets team. This has realised savings of £8,500 this year (£15,420 in 2015/16).
- 4.3 Further savings of £3,800 have been realised in property costs, particularly at Friary Outer.
- 4.4 The forecast outturn for the service, excluding overheads, is £86,500.

#### **5. Plan for Lichfield District Implications**

- 5.1 Providing public conveniences encourages visits to city and town centres and hence the development of a more prosperous District.

#### **6. Community Benefits and Consultation Findings**

- 6.1 Providing public toilets makes city and town centres more accessible and more welcoming.
- 6.2 The findings of the Fit for the Future consultation programme were that:
- 72% of respondents said protect the facilities; 19% said cut back and 8% said cease.
  - 63% of respondents said that they have used the Lichfield facilities.
  - 11% of respondents said that they have used the Burntwood facilities.

#### **7. Equality & Diversity Implications**

- 7.1 The proposal to introduce charging was tested with an equality impact assessment which concluded that the elderly, the less mobile, those with disabilities, those with children or carrying bags were more likely to be adversely impacted.
- 7.2 The provision of public toilets enhances the accessibility of city and town centres.

#### **8. Human Rights Issues**

- 8.1 None specific to this report

#### **9. Crime and Safety Issues**

- 9.1 None identified specific to this report.



**10. Risk Management Issues**

| <b>Risk</b>   | <b>Likelihood/<br/>Impact</b> | <b>Risk<br/>Category</b> | <b>Countermeasure</b>  | <b>Responsibility</b> |
|---|-------------------------------|--------------------------|--|-----------------------|
| Adverse reaction from members of the public to change | Medium /<br>Medium            | Reputational             | Any proposed changes to delivery of services will be reported to Committee first and accompanied by a communications plan.   | Working Group         |
| Costs of providing toilets increases                  | Low /<br>Medium               | Financial                | Expenditure on public toilets is controlled  | Manager               |
| Assets deteriorate and require investment             | High /<br>Medium              | Financial                | The bus station block requires investment but will be demolished as part of the Friarsgate development. The facilities at Swan Road and in Burntwood require some investment to bring them up to contemporary standards. | Manager               |

**Background Documents:**

Reviewing Charging for Public Toilets – Project Initiation Document, Public Toilets – Service Review. O&S Report March 2014.

Report checked and approved:

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Strategic/Corporate Director

**LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2014-2015 (v7)**

| Item  | 18 June 2014 | 8 Sept 2014 | 15 Jan 2015 | 4 March 2015 | Details/Reasons  | Link to 2014/15 One Year Action Plan   | Officer     | Member Lead |
|---|--------------|-------------|-------------|--------------|--|--|-------------|-------------|
| <b>Policy Development</b>                         |              |             |             |              |  |  |             |             |
| Terms of reference                                | √            |             |             |              | Annual review of the terms of reference of the Committee   |  | CL          |             |
| Performance Monitoring                            | √            |             | √           | √            | To consider the performance of the Leisure and Parks & Waste Directorates against the 13/14 Action Plan and note the priorities for 14/15  | A Well Managed Council - We'll maximise the council's performance, innovation and efficiency, so we use our resources well and deliver good quality and better value services. | AB/ CNT/ LT |             |
| Changes to the Organic Waste Collection Service   | √            |             |             |              | Update to the forthcoming changes to the organic waste collection service including communications plan  |  | AB          |             |
| Anti-social behaviour at Burntwood Leisure Centre | √            |             | √           |              | To describe to the Committee recent levels of anti-social behaviour experienced at Burntwood Leisure Centre and the management team's operational procedures to reduce the number and the effects on customers, staff and on the facilities. The Police will be invited to the Jan 2015 meeting to discuss their role further. |  | CNT         |             |
| Restoration of Stowe Fields                       |              | √           |             |              | To describe the encouragement of the Heritage Lottery Fund for the council to prepare and submit a Funding Enquiry Form, as an initial step towards submitting a full application for grant to meet the costs of restoring Stowe Pool and Fields in Lichfield.   |  | CNT         |             |

**LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2014-2015 (v7)**

| Item   | 18 June 2014 | 8 Sept 2014 | 15 Jan 2015 | 4 March 2015 | Details/Reasons   | Link to 2014/15 One Year Action Plan  | Officer | Member Lead |
|--|--------------|-------------|-------------|--------------|---|---|---------|-------------|
| Fit for the Future Transfer of Assets - Hospital Road Playing Fields |              | √           |             |              | To seek the views of the Committee regarding the prospect of seeking a suitable and appropriate tenant for Hospital Road Playing Fields in Hammerwich   |   | CNT     |             |
| Fit for the Future Transfer of Assets - Route of Lichfield Canal     |              | √           |             |              | To seek the views of the Committee regarding the prospect of transferring land owned by the district council to the Lichfield and Hatherton Canals Restoration Trust in order to facilitate the restoration of the Lichfield Canal. |   | CNT     |             |
| Review of Grounds Maintenance, Parks and Countryside - Update        | √            |             | √           |              | Review under the Fit for the Future Programme   |   | CNT     |             |
| Review of Leisure Services   | √            |             |             |              | Review under the Fit for the Future Programme   |   | CNT     |             |
| Leisure Fees and Charges 2015  |              | √           |             |              | To discuss appropriate levels of fees and charges for our leisure centres and services. Special Meeting in Mid October to discuss item after the annual Officer review meeting.   | Provide accessible, affordable and popular sports and leisure activities that are accessed by all parts of the community especially those with greatest need. | CNT     |             |
| Grass Cutting on Bromford Housing land                               |              |             |             | √            | To scrutinise the number of grass cuts in Bromford Housing areas.   |   |         |             |
| Charging for Public Toilets - Update                                 |              |             |             | √            | Update report   |   | CNT     |             |

**LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2014-2015 (v7)**

| Item  | 18 June 2014 | 8 Sept 2014 | 15 Jan 2015 | 4 March 2015 | Details/Reasons  | Link to 2014/15 One Year Action Plan  | Officer  | Member Lead |
|---|--------------|-------------|-------------|--------------|--|---|----------|-------------|
| Service and Financial Planning*<br>*Task Groups / Panels will need to be established to consider annual service plans and budgets |              |             |             |              | Nominees for the Task Groups / Panels will need to be sought at the September meeting<br>Feedback from the Task Groups / Panels will be provided at the January meeting. | The District Council's Service and Financial Planning process involves O&S Members in providing an overview of annual service plans and testing out specific changes which might have a significant impact on service delivery or finance | AB & CNT |             |
| Lichfield Garrick Trust   |              |             | √           |              | CEO & Chairman of the Garrick Trust will be attending  |   |          |             |
| Joint Waste Service Business Plan   |              |             | √           |              |  |   | AB       |             |
| Dog Control Orders in Parks   | √            |             |             |              | Update report on representation received from consultation   |   | CNT      |             |
| <b>Briefing Papers</b>  |              |             |             |              |  |   |          |             |
| Dog Control Orders in Parks   |              | √           |             |              | To update on progress of outcomes  |   | CNT      |             |
|   |              |             |             |              |  |   |          |             |

**IN ADDITION TO THE ABOVE MEETINGS, THE FOLLOWING WILL ALSO TAKE PLACE:**

**LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2014-2015 (v7)**

| Item             | Sep | Oct | April | Details   | Reasons | Officer | Member Lead |
|------------------|-----|-----|-------|---|---------|---------|-------------|
| Fees and Charges |     | √   |       | Meeting in Mid October to discuss item after the annual Officer review meeting. |         | CNT     |             |

# LICHFIELD DISTRICT COUNCIL

## FORWARD PLAN

Updated: 19.02.2015

Effective for the Period 01.03.2015 – 30.06.2015

Representations in respect of all the matters shown should be sent in writing to the contact officer indicated at Lichfield District Council, District Council House, Frog Lane, Lichfield, Staffs. WS13 6YU

no later than one week before the decision is due to be made.

Copies of documents can also be obtained by contacting the relevant Officer.

Facsimile: 01543 309899; Telephone: 01543 308000

- Key decisions are:
1. A decision made in connection with setting the Council Tax
  2. Expenditure or savings if they exceed £50,000
  3. A decision which significantly affects the community in two or more wards

| MATTER FOR KEY DECISION <sup>(1)</sup> | DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>   | DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup> | CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY<br>(If no consultation has been undertaken please briefly explain why) | DOCUMENTS AVAILABLE <sup>(5)</sup> | WHO WILL MAKE DECISION <sup>(6)</sup> | CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>   |
|--|---|--|--|------------------------------------|---------------------------------------|---|
| Action on an Empty Property            | To consider options available to bring an empty property back into use and determination of the appropriate option. | 10/03/2015   |  |                                    | Cabinet                               | <b>OFFICER:</b> Mr C Gibbins (01543) 308072<br><br><b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677 |

| MATTER FOR KEY DECISION <sup>(1)</sup>  | DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>  | DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup> | CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY<br>(If no consultation has been undertaken please briefly explain why) | DOCUMENTS AVAILABLE <sup>(5)</sup>   | WHO WILL MAKE DECISION <sup>(6)</sup> | CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>   |
|---|--|--|--|--|---------------------------------------|---|
| Update on and progression of Implementation arrangements for Community Infrastructure Levy (CIL)                                | Approval to consult on the draft Charging Schedule for the Community Infrastructure Levy (CIL)   | 10/03/2015   | Consultation has been undertaken with Key Officers and a representative from all four of the Scrutiny Committees and Leadership                    | Infrastructure Officer and Member Working Group Minutes, CIL task and finish group action notes PID, reports and supplementary information | Cabinet                               | <b>OFFICERS:</b> Mrs A Coates (01543) 308149<br>Mrs C Eggington (01543) 308193<br>Mr C Jordon (01543) 308202<br><br><b>CABINET MEMBER:</b><br>Councillor I Pritchard (01543) 472732 |
| Future intentions for off street (car park) enforcement and associated tasks including cash collection and machine maintenance. | To approve the decision to enter into a joint service agreement with Stoke on Trent City Council | 10/03/2015   | O&S have accepted the recommendation that Officers continue to pursue the aim of joint service delivery for off street enforcement.                | Report from LDC Officers and proposal document from Stoke City Council   | Cabinet                               | <b>OFFICER:</b> Mr J Roobottom (01543) 687546<br><br><b>CABINET MEMBER:</b><br>Councillor I Pritchard (01543) 472732  |

| MATTER FOR KEY DECISION <sup>(1)</sup>                                       | DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>  | DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup> | CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY<br>(If no consultation has been undertaken please briefly explain why) | DOCUMENTS AVAILABLE <sup>(5)</sup>   | WHO WILL MAKE DECISION <sup>(6)</sup> | CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>   |
|--|--|--|--|--|---------------------------------------|---|
| Insurance Contract   | To approve the letting of a contract for the Council's Insurance Policies  | 10/03/2015   | Insurance Broker   | Tender documents<br>Tender appraisals  | Cabinet                               | <b>OFFICERS:</b> Mr N Turner<br>(01543) 308761<br>Mr S Langston<br>(01543) 308107<br><br><b>CABINET MEMBER:</b><br>Councillor A F Smith<br>(01543) 410685 |
| Funding arrangements to support locality commissioning                       | To note the arrangements made to receive funding from the Clinical Commissioning Group (CCG)                         | 10/03/2015   | None   | Agreements made between CCG and Staffordshire County Council to transfer funding for locality commissioning purposes | Cabinet                               | <b>OFFICER:</b> Mrs H Titterton (01543) 308700<br><br><b>CABINET MEMBER:</b><br>Councillor C Greatorex<br>(01543) 416677                                  |
| Cannock Chase Guidance to Mitigate the Impact of New Residential Development | Decision to be taken to set the financial contribution required to mitigate for impacts arising on the Cannock Chase | 10/03/2015   | Consultation has taken place within the local authorities of the Cannock Chase SAC Partnership, Natural England, Forestry                          | Lichfield District Local Plan.<br>Cannock Chase Special Area of Conservation Interim Guidance Note to                | Cabinet                               | <b>Officer Ms H Hollins (01543) 308234</b><br><br><b>Cabinet Member Councillor I Pritchard (01543) 472732</b>   |



| MATTER FOR KEY DECISION <sup>(1)</sup>   | DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>    | DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup> | CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY<br>(If no consultation has been undertaken please briefly explain why) | DOCUMENTS AVAILABLE <sup>(5)</sup>   | WHO WILL MAKE DECISION <sup>(6)</sup> | CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>   |
|--|--|--|--|--|---------------------------------------|---|
|  | Special Area of Conservation (SAC)               |  | Commission and Cannock Chase AONB Partnership  | Mitigate the Impact of New Residential Development. Evidence relating to Cannock Chase SAC for the Local Plan. |                                       |   |
| Safeguarding Policy                      | Approval of updated Policy                       | 07/04/2015   | Report to be considered by CHH (O&S) 26/03/2015  | Report to CHH O&S  | Cabinet                               | <b>OFFICER:</b> Mr C Gibbins (01543) 308702<br><br><b>CABINET MEMBER:</b> Councillor C Greatorex (01543) 416677 |
| To update the Annual Investment Strategy | To approve an updated Annual Investment Strategy | 07/04/2015   | This will be reported to the next available Strategic (Overview and Scrutiny) Committee  | Approved Annual Investment Strategy and Counterparty Information   | Cabinet                               | <b>OFFICER:</b> Mrs J Kitchen (01543) 308770<br><br><b>CABINET MEMBER:</b> Councillor C Spruce (07879) 714003   |

| MATTER FOR KEY DECISION <sup>(1)</sup>   | DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>          | DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup> | CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY<br>(If no consultation has been undertaken please briefly explain why) | DOCUMENTS AVAILABLE <sup>(5)</sup>                               | WHO WILL MAKE DECISION <sup>(6)</sup> | CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>   |
|--|--|--|--|--|---------------------------------------|---|
| Review of Income Management Contract     | To continue utilising Staffordshire Connects Framework | 07/04/2015   | Evaluation of tender responses   |  | Cabinet                               | <b>OFFICER:</b> Mr K Sleeman (01543) 308120<br><br><b>CABINET MEMBER:</b> Councillor I Eadie (01543) 268157   |
| Review of Corporate Printers Contract    | Award of new contract                                  | 07/04/2015   |  | Consultation with business managers                              | Cabinet                               | <b>OFFICER:</b> Mr K Sleeman (01543) 308120<br><br><b>CABINET MEMBER:</b> Councillor I Eadie (01543) 268157   |
| To update the Annual Investment Strategy | To approve an updated Annual Investment Strategy       | 14/04/2015   | This will be reported to the next available Strategic (Overview and Scrutiny) Committee  | Approved Annual Investment Strategy and Counterparty Information | Council                               | <b>OFFICER:</b> Mrs J Kitchen (01543) 308770<br><br><b>CABINET MEMBER:</b> Councillor C Spruce (07879) 714003 |

| MATTER FOR KEY DECISION <sup>(1)</sup>   | DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>                              | DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup> | CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY<br>(If no consultation has been undertaken please briefly explain why) | DOCUMENTS AVAILABLE <sup>(5)</sup>  | WHO WILL MAKE DECISION <sup>(6)</sup> | CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>  |
|--|--|--|--|---|---------------------------------------|--|
| Temporary accommodation review           | To consider a final report on the review of temporary accommodation        | 26/05/2015   | Report to be considered by CHH (O&S)<br>26/03/2015   | Report to CHH O&S   | Cabinet                               | <b>OFFICER:</b> Mr C Gibbins<br>(01543) 308702<br><br><b>CABINET MEMBER:</b><br>Councillor C Greatorex<br>(01543) 416677 |
| A lease for Hospital Road Playing Fields | To confirm a preferred tenant for Hospital Road Playing Fields, Hammerwich | 02/06/2015   | Leisure, Parks and Waste Management (O&S) Committee<br>Hammerwich Parish Council<br>Local Football Clubs   | O&S Report – September 2014<br>Marketing brief and associated documents<br>Submissions from interested parties<br>Submission appraisal reports<br>Draft Heads of Terms<br>Draft Lease | Cabinet                               | <b>OFFICER:</b> Mr N Turner (01543) 308761<br><br><b>CABINET MEMBER:</b><br>Councillor A Smith<br>(01543) 410685         |

| MATTER FOR KEY DECISION <sup>(1)</sup>                           | DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup> | DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup> | CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY<br>(If no consultation has been undertaken please briefly explain why) | DOCUMENTS AVAILABLE <sup>(5)</sup> | WHO WILL MAKE DECISION <sup>(6)</sup> | CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>   |
|--|---|--|--|------------------------------------|---------------------------------------|---|
| Non Domestic Rates – Discretionary rate relief                   | To approve changes to the existing policy     | 02/06/2015   |  |                                    | Cabinet                               | <b>OFFICER:</b> Mrs J Kitchen (01543) 308770<br><br><b>CABINET MEMBER:</b> Councillor C Spruce (07879) 714003 |
| Exception and Exemptions Financial Regulations 2014/15           |   | 08/06/2015   |  |                                    | Audit Committee                       | <b>OFFICER:</b> Mrs J Kitchen (01543) 308770<br><br><b>CABINET MEMBER:</b> Councillor C Spruce (07879) 714003 |
| Review of the Financial Regulations and Contract Standing Orders |   | 08/06/2015   |  |                                    | Audit Committee                       | <b>OFFICER:</b> Mrs J Kitchen (01543) 308770<br><br><b>CABINET MEMBER:</b> Councillor C Spruce (07879) 714003 |

| <b>MATTER FOR KEY DECISION <sup>(1)</sup></b> | <b>DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup></b>         | <b>DATE OR PERIOD WHEN DECISION LIKELY <sup>(3)</sup></b> | <b>CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW &amp; SCRUTINY<br/>(If no consultation has been undertaken please briefly explain why)</b> | <b>DOCUMENTS AVAILABLE <sup>(5)</sup></b> | <b>WHO WILL MAKE DECISION <sup>(6)</sup></b> | <b>CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup></b>   |
|---|--|---|--|---|--|--|
| Housing services review                       | To consider a final report on the review of Housing Services | 07/07/2015  | Report to be considered by CHH (O&S) June 2015   | Report to CHH O&S                         | Cabinet                                      | <b>OFFICER:</b> Mr C Gibbins<br>(01543) 308702<br><br><b>CABINET MEMBER:</b><br>Councillor C Greatorex<br>(01543) 416677 |

1. The matter in respect of which the decision is to be made
2. What decision the Council will be asked to make
3. A date on which, or period within which, the decision will be made
4. What groups of people and/or organisations will be consulted before the decision is made and how the consultation will be carried out.
5. What background documents will be available to the person or Committee making the decision
6. Who will make the decision, i.e. the Cabinet, an Cabinet Member alone, an Officer under Delegated Powers
7. The Officer or Member who should be contacted regarding the matter under consideration.

## **MEMBERS OF THE CABINET**

**Leader of Cabinet and Cabinet Member for Communications**  
**Deputy Leader of Cabinet and**  
**Cabinet Member for Economic Growth, Tourism & Development**  
**Cabinet Member for Leisure and Parks**  
**Cabinet Member for Community, Housing and Health**  
**Cabinet Member for I.T. and Waste Management**  
**Cabinet Member for Finance, Democratic and Legal Services**

**Councillor M. J. Wilcox**

**Councillor I. M. P. Pritchard**  
**Councillor A. F. Smith**  
**Councillor C. Greatorex**  
**Councillor I. M. Eadie**  
**Councillor C. J. Spruce**

## **MEMBERS OF THE COUNCIL**

Allsopp, Mrs J A  
Arnold, Mrs S P  
Awty, R J  
Bacon, B F  
Bacon, Mrs N  
Barnett, Mrs S A  
Bland, Mrs M P  
Boyle, Mrs M G  
Constable, Mrs B L  
Constable, D H  
Cox, R E  
Derrick, B W  
Drinkwater E N

Eadie, I M  
Eagland, Mrs J M  
Evans, Mrs C D  
Fisher, Mrs H E  
Flowith, Mrs L E  
Greatorex, C  
Hancocks, Mrs R  
Heath, H R  
Hogan, P  
Humphreys, K P  
Isaacs, D  
Leytham, D J  
Marshall, T

Mosson, R C  
Mynott, G  
Norman, S G  
Pearce, A  
Perkins, Mrs E C  
Powell, J J R  
Pritchard, I M P  
Pullen, D.R.  
Richards, Mrs V  
Roberts, N J  
Salter, D F  
Smedley, D  
Smith, A F

Smith, D S  
Spruce, C J  
Stanhope MBE, Mrs M  
Strachan, R W  
Taylor, S D  
Thomas, T J  
Tittley, M.C  
Tranter, Mrs H  
Walker, J T  
Warfield, M A  
White, A G  
Wilcox, M J  
Willis-Croft, K A

Wilson, B  
Woodward, Mrs S E  
Yeates, B W