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Lichfield, Staffordshire WS136YU

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28th September 2016

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 **THURSDAY 6th OCTOBER 2016** at **6.00 p.m.** at the **COMMITTEE ROOM**, District Council House, Lichfield to consider the following business.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Neil Turner', written in a cursive style.

Neil Turner BSc (Hons) MSc
Director of Transformation & Resources

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

Councillors Awty (Chairman), Matthews, (Vice Chairman), Mrs Allsopp, Mrs Bacon, Mrs Banevicius, Miss Fisher, Miss Hassall, Mrs Pullen, Mrs Tranter, Warfield, Mrs Woodward, A. Yeates and B.W. Yeates.



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AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve as a correct record the Meeting held on 20th June 2016 (copy attached)
4. Review of Leisure Services (copy attached)
5. The Future of Shopmobility Service (copy attached)
6. Work Programme and Forward Plan (copy attached)

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

7. Annual Review of Prices for Core Leisure Activities (copy attached)



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

20 JUNE 2016

PRESENT:

Councillors Awty (Chairman), Matthews (Vice-Chairman), Mrs Allsopp, Mrs Bacon, Mrs Banevicius, Miss Fisher, Miss Hassall, Warfield and Mrs Woodward.

APOLOGIES FOR ABSENCE were received from Councillors Mrs N Pullen, Mrs Tranter, A. Yeates and B W Yeates

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

DECLARATIONS OF INTEREST

Councillor A Smith declared a Personal Interest as the Chairman of the Lichfield Round Table Football Club

Neil Turner, Director – Leisure and Parks declared Personal Interests in Staffordshire Cricket Ltd as a Non-Executive Director and in Lichfield City Football Club and Lichfield Swimming Club as his daughters were members.

MINUTES

The Minutes of the Meeting held on 3rd March 2016 were taken as read, approved as a correct record and signed by the Chairman.

It was agreed that regarding the Garrick Theatre, the statement made that the most important point was that the grant was reducing, was the opinion of the Cabinet Member and not of the Committee.

RESOLVED: That the Minutes of the Meeting held on 3rd March 2016 be approved as a correct record

WORK PROGRAMME AND FORWARD PLAN

Members considered the Work Programme and Forward Plan. It was asked and agreed for a briefing paper to be sent to Members of the schedule of grounds maintenance at the closed churchyards in the District as there had been some complaints regarding those in Burntwood.

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

TERMS OF REFERENCE

Members were reminded of the Terms of Reference for the Leisure, Parks and Waste Management (Overview & Scrutiny) Committee. It was agreed that the Terms of References for all Overview & Scrutiny Committees should be reviewed by the O&S

Improvement Task Group as many functions like research for policy issues were not utilised.

RESOLVED: That the Terms of Reference be noted.

END OF YEAR PERFORMANCE OVERVIEW 2015/16 FOR THE LEISURE AND PARKS DIRECTORATE AND THE JOINT WASTE SERVICE:

A report was submitted on the progress made in connection with the activities and projects set out in the Council's One Year Action Plan for 2015/16. The report included a statistical analysis of key performance indicators and Members were advised of the targets and performance indicators that had been proposed for 2016/17.

The new catering option at Burntwood Leisure Centre (BLC) was discussed and it was noted that opening hours at the café had reduced further. There was some disappointment that there had not been more marketing or commercial options explored. It was reported that the service had been constantly reviewed and it had operated in years past at a loss for which there was no mandate. . It was reported that demand for over the counter catering had reduced and it was sensible to only open when there was demand. It was noted that there were vending machines which were well used and healthy options would be explored.

The replacement of the Combined Heat and Power Unit at BLC was then discussed and when asked, it was reported that the current unit was obsolete and needed replacement in the near future Options for replacement were being explored.

Members asked why there had been a delay in the transfer of the Hospital Road Playing Fields and it was reported that the lease had been held up with the Solicitors and it was close to being signed. It was noted that there had been no loss in income during the delay. It was agreed that an update on the transfer be sent to Members.

It was asked why the District Council had to adopt Darwin Park and Hawksyard and not allow the relevant Parish Council to take them and it was reported that the adoption had been agreed before the policy of not adopting land from developers had been implemented. It was noted that there was nothing to stop any discussions of this nature with the Parish Councils after the District had adopted the open spaces.

Events in the Parks were discussed and it was asked if these should continue by the District Council especially in the current financial climate and it was reported that many events, like the Lichfield Proms, had become cost neutral due to sponsorship and merchandise sales. Members were reassured that event were considered on a case by case basis and with minimal investment.

Performance of the Joint Waste Service was then discussed by the Committee and it was noted that residual waste kilogram targets had not been met due to the cessation of food waste recycling and dry recycling percentages had gone down as had many other high performing authorities creating a trend. It was asked if there was capability to monitor performance in each ward and area and it was reported that there was with the new fleet but it would take some time to collect an adequate amount of data.

It was reported that campaigns including bin stickers would be commencing to help raise awareness. It was also reported that through the Staffordshire Waste Partnership, a pilot educational scheme would soon be starting. When asked, it was noted that the school chosen to do the pilot had approached the Council with ideas to help them with a Queens Birthday initiative centred on litter picking.

The Cabinet Member for Waste then gave an update on the Staffordshire Joint Waste Board and reported that it had been investigating ways to reduce costs and had commissioned a report on different work streams to find savings. It was reported that the Leader of the Council had a lead role along with other authority Leaders as well as Chief Executives. It was noted that this report would be considered by the Board in October and then to the Committee after this.

It was agreed that an explanation would be provided to the Committee as to why the streetscene costs increased from £418k to £1.032m between 14/15 and 15/16.

RESOLVED: That the performance overview for 2015/16 and statistical analysis be noted.

FIT FOR THE FUTURE LEISURE REVIEW PHYSICAL ACTIVITY AND SPORT STRATEGY:

The Committee received a report on the revised draft of the Physical Activity and Sport Strategy following the consultation exercise to allow interested parties to comment.

An updated version of the consultation comments was circulated to the Committee as it was recognised that that some of the responses to comments were too forthright for the nature of consultation. There were also changes where comments were recorded. Members felt there should be more reference to Chasewater in the Strategy as it is a major asset in the district. Members also felt that reference to any Staffordshire County Council involvement should be included.

It was agreed that Members should have time to fully review the new draft Strategy and send any comments to Councillors Matthews and Mrs Woodward through the Overview & Scrutiny Officer before the Strategy was considered by Cabinet in July.

RESOLVED: That Committee review the revised draft Physical Activity and Sport Strategy and consultation responses and send comments to Councillors Matthews and Mrs Woodward through the Overview & Scrutiny Officer before the Strategy is considered by Cabinet.

THE FUTURE OF THE SHOPMOBILITY SERVICE:

The Committee received a report on the review of the Shopmobility Service. It was reported that the current location of the service was in the Multi Storey Car Park which would be demolished during the Friarsgate development. It was noted that although a unit had been reserved in the development for Shopmobility, it would not be available until 2019 at the earliest.

It was noted that there were 9 scooters and 70 users registered to use the service. Members were made aware that the biggest cost was that of the attendant needed to run the provision and overall it was unsustainable in its current setup.

It was suggested that a commercial company in the City centre could be approached to go into partnership with, similar to the pest control contract, which would also support local business. It was agreed to look into this further.

Overall, the Committee agreed that Option 4 as stated in the report be investigated further with the caveat that the users be consulted with.

RESOLVED: That the Cabinet Member for Tourism and Communications and Officers be instructed to investigate further Option 4 as shown in the report.

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 3rd March 2016 were taken as read, approved as a correct record and signed by the Chairman.

RESOLVED: That the Minutes of the Meeting held on 3rd March 2016 be approved as a correct record

(The Meeting Closed at 7.10 pm)

CHAIRMAN

Review of Leisure Services

Report of: Cabinet Member for Leisure & Parks

Date: 6 October 2016
Agenda Item: 4
Contact Officer: Richard King
Tel Number: 01543 308060
Email: richard.king@lichfielddc.gov.uk
Key Decision? **YES**
Local Ward Members: All Ward Members



**Leisure Parks and
Waste Management
(Overview and
Scrutiny) Committee**

1. Executive Summary

- 1.1 The purpose of this report is to update members on the review of Leisure Services with the potential to outsource the management operation of Friary Grange and Burntwood Leisure Centres and possibly Sports Development and Parks and Open Spaces.
- 1.2 Members of the Committee were invited to a workshop on 9 September to feed into the review and this report will outline the outcome of the workshop and update Members on the next steps.

2. Recommendations

- 2.1 That the progress on the review be noted.

3. Background

- 3.1 As Members will be aware, the Council is looking to outsource the management and operation of Friary Grange and Burntwood Leisure Centres. A key part of the process is to define what we would want an operator to deliver and how we are going to assess the tenders we receive.
- 3.2 All Members of the Overview and Scrutiny Committee were invited to attend a workshop on 9 September to help shape the process and a brief outline of the feedback from the workshop is attached at **Appendix A**. Lisa Forsyth of Max Associates, who is the Project Manager dealing with the potential outsourcing, will give a brief presentation at the meeting to outline the feedback and answer any questions.
- 3.3 Attached at **Appendix B** is a timeline for the next stages in the outsourcing, including the issuing of Tender documents.

4. Alternative Options

- 4.1 A decision has been made to explore the outsourcing of the Leisure Centres with the potential for including Sports Development and Parks to also be considered. The alternative would be not to seek to outsource the Leisure Centres although they are a significant cost to the Local Authority.

<p>Consultation</p>	<ol style="list-style-type: none"> 1. There has been considerable consultation on the Physical Activity and Sports strategy which was considered at the last meeting of the Overview and Scrutiny Committee. 2. The outsourcing will have regard to the requirements of the PASS and consultation has taken place with Overview and Scrutiny Committee Members regarding the evaluation criteria of any Tenders received.
<p>Financial Implications</p>	<ol style="list-style-type: none"> 1. The net cost of running Burntwood and Friary Grange Leisure Centres in 2015/16 was £1026234. Any outsourcing would help negate the cost to the Local Authority.
<p>Contribution to the Delivery of the Strategic Plan</p>	<ol style="list-style-type: none"> 1. The outsourcing of Leisure Centres will not diminish the contribution to the delivery of the Strategic Plan and will help develop a vibrant and prosperous economy, promote healthy and safe communities and provide clean, green and welcoming places.
<p>Equality, Diversity and Human Rights Implications</p>	<ol style="list-style-type: none"> 1. The PASS strategy emphasises the importance of encouraging those that would most benefit to be more active more often. Such individuals may have protected characteristics including age, gender and disability or ill health and these considerations will be built into the evaluation criteria for the outsourcing.
<p>Crime & Safety Issues</p>	<ol style="list-style-type: none"> 1. The Strategy emphasises the importance of sport and physical activity in providing diversionary activities, particularly for young people and outsourcing would not impinge on this.
<p>Risk</p>	<ol style="list-style-type: none"> 1. Full risk assessment has been undertaken of the outsourcing and this is attached at Appendix C.

Workshop – Leisure Review - Evaluating the tenders & Key Specification principals

Evaluating the tenders

The workshop split into two groups. Both groups considered the overall tier one - price / quality weightings and then one group focused on tier two - 'price / commercial' criteria and weightings and the other focused on 'quality' criteria and weightings.

Level 1 Criteria

Price / Quality

Both groups agreed that the 'tier one' evaluation should be split on a 50%/50% basis between commercial price and quality. It was discussed that at final tender stage, if the quality submissions were good, the financial weighting could be increased to differentiate between tenders.

Summary

Evaluation Criteria	Detailed tender Weighting	Final Tender Weighting
		There is an option to increase the financial weighting at final tenders stage – if all bids have a good quality submission
Quality Operational/Services	50%	40% - 50%
Commercial/Price	50%	50% - 60%
Total	100%	100%

Level 2 Criteria

Commercial / Price

Examples of the typical commercial/ price level 2 criteria were discussed and prioritised:

- Management Fee – total cost
- Sustainability of the business plans
- Capital investment proposals (condition survey and building improvements)
- Acceptance of the contract with reasonable amendment for appropriate risk allocation

The first group presented back their discussions and the whole group agreed on the following:

Commercial / price

Management fee	27.5%
Viability of business plan	12.5%
Capital / equipment investment	5.0%
Acceptance of commercial terms and conditions	5.0%
	50.0%

Quality - Operational / Services

Examples of typical operational / service level 2 criteria were discussed to see whether:

- they were seen to be beneficial to evaluate tender submissions and
- if they were, what the weightings should be.

Those criteria considered were:

1	Meeting strategic outcomes; increasing participation, partnership working with existing and new stakeholders including Public Health / CCG / Education
2	Sports Development including out of centre work and increasing participation including equalities, programming of the centres - new programmes and products to ensure the centres are accessible to all residents/workers/tourists, provide a variety of programmes and ensure the needs of target groups are met.
3	Pricing - approach - to memberships, casual users, concessions etc
4	Marketing and comms including IT, website and social media
5	Maintenance and equipment, including environmental and sustainability
6	Staffing, training and development and contract and head office support
7	Customer satisfaction and engagement of non-users
8	Quality Operations including H&S, how well will the services be delivered- operational service delivery, quality management systems, health and safety
9	Performance monitoring - outputs and reporting

The outcome of the discussion was that the key important factors to consider were:

- Increasing participation
- Sports Development
- Concession pricing (to be protected)
- Staffing (local staff / apprenticeships / volunteering)

and that many of the other areas fed into the 'increasing participation' outcome. If the full evaluation was used the weightings could be as per the table below:

		Weighting
1	Meeting strategic outcomes; increasing participation, partnership working with existing and new stakeholders including Public Health / CCG / Education	10
2	Sports Development including out of centre work and increasing participation including equalities, programming of the centres - new programmes and products to ensure the centres are accessible to all residents/workers/tourists, provide a variety of programmes and ensure the needs of target groups are met.	10
3	Pricing - approach - to memberships, casual users, concessions etc	5
4	Marketing and comms including IT, website and social media	2.5
5	Maintenance and equipment, including environmental and sustainability	5
6	Staffing, training and development and contract and head office support	5
7	Customer satisfaction and engagement of non-users	5
8	Quality Operations including H&S, how well will the services be delivered- operational service delivery, quality management systems, health and safety	5
9	Performance monitoring - outputs and reporting	2.5
		50%

It was recommended though that the working group re-consider the criteria and weightings to focus more on the meeting the strategic objective of increasing participation and linking to the PASS.

Specification Principals:

Structure – will be based on the Sport England framework, but developed to meet Lichfield's needs.

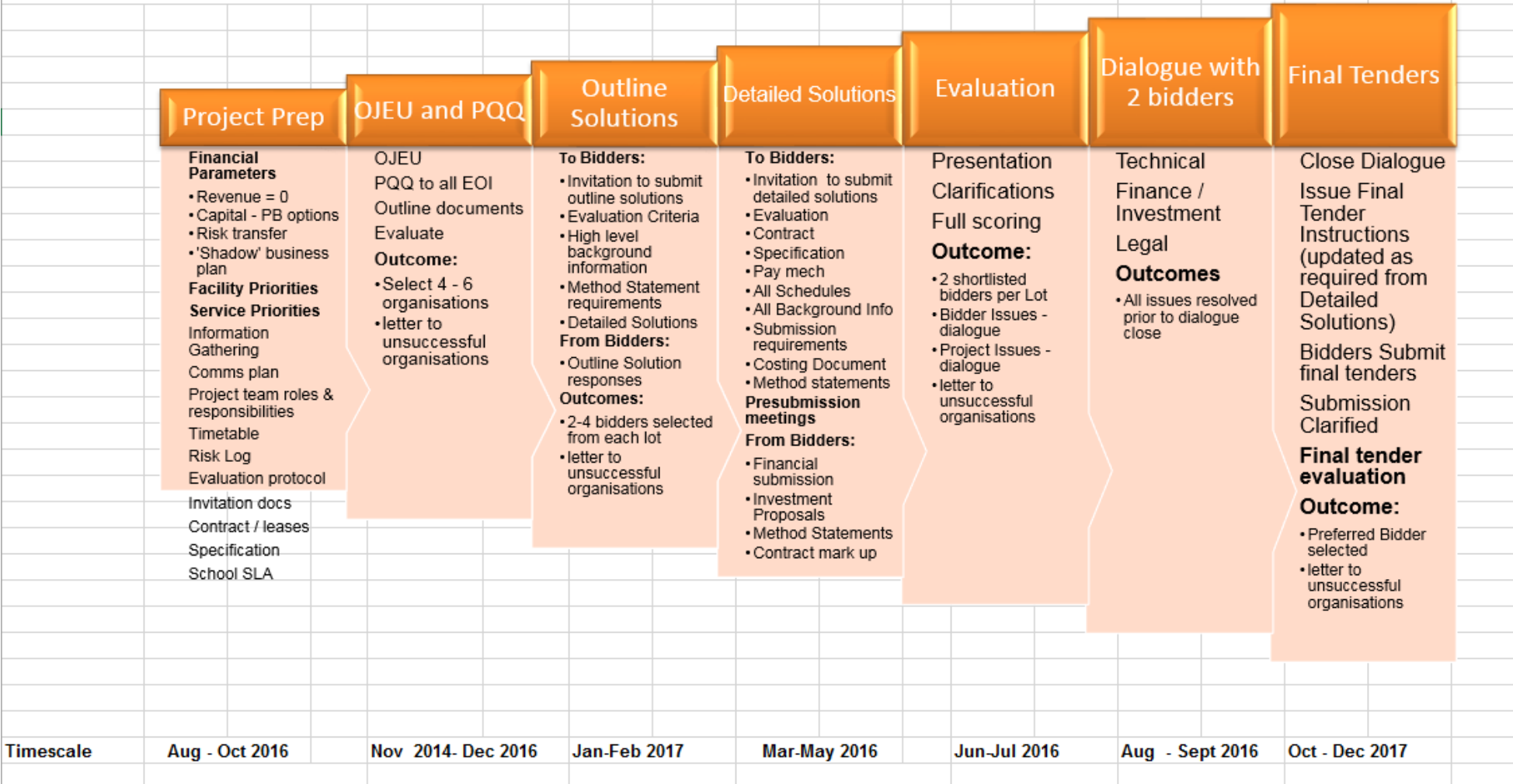
Key areas of discussion / agreement:

- Specification to be outcome / output focused
- Strategic outcomes should be linked to the PASS
- Opening hours – stated – but reviewed to best meet participation outcomes
- Pricing

- protect concession prices only
 - reduced pricing for Chartered Status clubs
 - schools swimming – to be determined by the operator (currently managed by Entrust).
 - sports development pricing similar to current (mostly free of charge – but at quiet times only)
- Programming
 - must demonstrate how the programme can support / meet actions and outcomes in PASS
 - protect chartered clubs – ability to book – not necessarily protect the current times of booking
 - sports development – delivery enabled as per current use of facilities (linked to current funding agreements)
- Marketing
 - focus on attracting new users and increasing participation (as per strategic outcomes)
 - branding / wording needs to reflect partnership with the Council
- Staffing
 - Support apprenticeship schemes
 - Support volunteers
- ICT
 - Needs to link to outdoor facilities and activities in parks
- Elections / Emergency planning
 - Elections to be able to be held at the leisure centres (charged for at pre-agreed rates)
 - Centres to be used as rest centres in emergency. Note – current staff are also trained in emergency planning – however, if staff transfer to a new provider – this function may need to be provided for elsewhere in the council.

MIDDLESBROUGH PROCUREMENT

COMPETITIVE DIALOGUE APPROACH - SUMMARY



LICHFIELD COUNCIL - LEISURE PROCUREMENT																					
Risk Register																					
Date:		22/08/2016																			
Version:		DRAFT FOR INTERNAL COMMENT		L = Likelihood 5=High, 3=Medium, 1=Low				<table border="1"> <tr> <td>1-5</td> <td>G</td> </tr> <tr> <td>6-11</td> <td>A</td> </tr> <tr> <td>12-25</td> <td>R</td> </tr> </table>				1-5	G	6-11	A	12-25	R				
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Owners		PWG		I = Impact 5=High, 3=Medium, 1=Low																	
Risk ID	Owner	Date of review	Risk Description	Gross risk no controls		Gross Score	Rating	Control measure	Net risk score with existing		Net Score	Planned further mitigation (where appropriate)	Date of Next Review								
				L	I				L	I											
Project Management Risks																					
PMR01		26th Aug 2016	Ineffective project governance	2	4	8	A	Project Board and Working group established. PM engaged in project includes Governance arrangements. PID documents completed	1	4	4	G	30th Sept 2016								
PMR02		26th Aug 2016	Unclear project roles	2	3	6	A	Defined in PID documents	2	3	6	A	30th Sept 2016								
PMR03		26th Aug 2016	Existing staff capacity and workloads	2	4	8	A	Project plan sets out meetings and times of work flow requirements. PM to support	2	4	8	A	30th Sept 2016								
PMR04		26th Aug 2016	Failure to manage project manager	1	5	5	G	Project Board in place	1	5	5	G	30th Sept 2016								
PMR05		26th Aug 2016	Poor document management leads to confusion in version control	3	3	9	A	Project Manager to control documentation	2	2	4	G	Procurement portal to be used for all bidder documentation. Internal and external permissions established.	30th Sept 2016							
PMR06		26th Aug 2016	Management Review reduces capacity	2	4	8	A	Transition period included	1	4	4	G		30th Sept 2016							
PMR07		26th Aug 2016	Requirements of cabinet / committee approvals shortens actual procurement period	3	3	9	A	2016/17 dates to be incorporated into project plan. To consider use of Cabinet delegations to single member or officer if required.	2	2	4	G	30th Sept 2016								
PMR08		26th Aug 2016	Council provides inconsistent/lack of information to bidders	2	3	6	A	Early collection of information to ensure quality control. MA to check and discuss any information gaps with PWG Sept 2016.	2	2	4	G	30th Sept 2016								
PMR09		26th Aug 2016	Process challenged by contractors excluded at each stage of the process	2	4	8	A	Process quality assured by procurement / legal support	2	2	4	G	30th Sept 2016								
PMR010		26th Aug 2016	No final agreement signed on contract with preferred bidder prior to contract commencement	3	3	9	A	CD route and agreed process ensures that all legal negotiation completed prior to close of dialogue	2	2	4	G	30th Sept 2016								
PMR11		26th Aug 2016	Decision is called in by O&S committee	2	4	8	A	O&S fully informed of process at appropriate stages, project plan updated at mobilisation stage if needed. Contract start date delayed if essential	2	8	8	A	Members to be kept fully briefed throughout the procurement process	30th Sept 2016							
Revenue Funding/Affordability Risks																					
RFR01		26th Aug 2016	Business case changes (NNDR and VAT rule impacts)	3	5	15	R	Business case reviewed at detailed and final tender stages	2	5	10	R	30th Sept 2016								
RFR02		26th Aug 2016	Insufficient procurement budget to fund all procurement requirements	2	2	4	G	Budget in place and reviewed by XXXXXXXX. PM is fixed cost.	2	2	4	G	30th Sept 2016								
RFR03		26th Aug 2016	Bidders provide inconsistent proposals (particularly for FGLC)	3	4	12	R	Clear instructions provided at all stages - clarification stages built into timetable, in case required.	2	3	6	A	30th Sept 2016								
RFR04		26th Aug 2016	It is not believed that the 'cheapest' solution is achievable	2	4	8	A	Viability of business plans form part of evaluation and will form part of dialogue stage	2	2	4	G	30th Sept 2016								
RFR05		26th Aug 2016	Pension costs (inc bond)	3	2	6	A	Gain actuary report early to decide whether a bond is required	3	2	6	A	30th Sept 2016								

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3	Date: 22/08/2016																		
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12				L	I	Gross Score	Rating	Control measure		L	I	Net Score	Planned further mitigation (where appropriate)	Date of Next Review					
50	Political Risks																		
51	PR01		26th Aug 2016	Lack of Cabinet support				2	4	8	A	Lead Member involved in procurement process on a regular basis. Member approval at XXXXXXXX stages		2	2	4	G		30th Sept 2016
52	PR02		26th Aug 2016	Change of Council priorities result in reduced support for leisure procurement project				3	3	9	A	Decision made in March 2016 Cabinet. Briefing reports to be provided as required		2	2	4	G		30th Sept 2016
53	Communication/Publicity Risks																		
54	COM01		26th Aug 2016	Stakeholders feel there is a lack of information / inclusion in the process cause delays				3	3	9	A	Stakeholder workshops to take place early on in process		2	2	4	G		30th Sept 2016
55	COM02		26th Aug 2016	Public and media opposition to proposals causes delays and political instability				3	3	9	A	Involvement of Council press team early on in process		2	2	4	G	Communications plan to be produced	30th Sept 2016
56	HR																		
57	HR01		26th Aug 2016	It is not clear which staff are s.t. TUPE				1	3	3	G	Early assessment of staff working patterns		1	2	2	G		30th Sept 2016
58	HR02		26th Aug 2016	Unions not involved at early stage and impact programme				1	4	4	G	Early involvement and rep on PB		1	4	4	G		30th Sept 2016
59	HR03		26th Aug 2016	Establishment list not accurate				2	4	8	A	PM to be clear about what information will be required at which stage of the process. Time for verification of information to be included in programme.		2	3	6	A		30th Sept 2016
60	HR04		26th Aug 2016	Staff are concerned about their future jobs and conditions, this affects current service delivery				4	4	16	R	Early consultation with staff		3	4	12	R		30th Sept 2016
61	HR05		26th Aug 2016	Key staff leave posts due to uncertainty				2	3	6	A	Early consultation with staff		2	3	6	A		30th Sept 2016
62	HR06		26th Aug 2016	Negotiations concerning pensions delays the project				2	3	6	A	Early HR advice to be requested. Pensions advice required early on in the process		1	2	2	G		30th Sept 2016
63	Operations																		
64	OP01		26th Aug 2016	Users worried about reduction in service levels with new provider				3	3	9	A	Stakeholder workshops/communication to take place regularly throughout process		2	2	4	G	Part of communications plan to be produced	30th Sept 2016
65	OP02		26th Aug 2016	Council can not use the centres for elections / emergency centres / part of business continuity plans				3	3	9	A	Include requirements in specification							30th Sept 2016
66	OP03		26th Aug 2016	Senior personnel changes at The Friary School				3	4	12	R	Ensure SLA in place and signed prior to contract award		2	4	8	A		30th Sept 2016
67	OP04		26th Aug 2016	Uncertainty distracts from operations				3	4	12	R	Regular updated to staff		2	4	8	A		30th Sept 2016
68	OP05		26th Aug 2016	Lifetime memberships - not on database				2	2	4	G	Staff to put all on database within next year (as users come into centres)		2	2	4	G		30th Sept 2016
69	Legal																		
70	LEG01		26th Aug 2016	No Title confirmed at FGLC				3	4	12	R			3	4	12	R		30th Sept 2016
71	LEG02		26th Aug 2016	FGLC converts to an academy								Consider to include as Council Change in contract							30th Sept 2016
72	LEG03		26th Aug 2016	CISWD requirements not known or observed				2	4	8	A			2	4	8	A		30th Sept 2016

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				L	I	Gross Score	Rating		L	I	Net Score									
73	LEG04	26th Aug 2016	Potential health centre at Burntwood not considered	2	4	8	A		2	4	8	A		30th Sept 2016						
74	LEG04	26th Aug 2016	Failure to ensure that Intellectual Property is available to transfer to new operator	2	4	8	A		2	4	8	A		30th Sept 2016						
75	LEG06	26th Aug 2016	Ensuring that supply and service contracts can and are assigned.	2	3	6	A		2	3	6	A		30th Sept 2016						
Contract Mobilisation & monitoring																				
77	CCM1	26th Aug 2016	Insufficient due diligence period	3	3	9	A	Procurement, Consultant and legal expertise to advise	2	2	4	G	Project Manager to review project plan on a regular basis. Exception reports to Project Board as and when required.	30th Sept 2016						
78	CCM2	26th Aug 2016	Delays in agreeing and signing mobilisation plans	3	4	12	R	Procurement, Consultant and external legal expertise to advise	2	3	6	A	Project Manager to review project plan on a regular basis. Exception reports to Project Board as and when required.	30th Sept 2016						
79	CCM3	26th Aug 2016	Resource to manage contract post award	2	3	9	A	Council to consider and resource with advice from other councils that have an outsourced service	2	3	6	A		30th Sept 2016						

The Future of the Shopmobility Service



Report of: Cabinet Member for Tourism and Communications

Date: 6 October 2016
Agenda Item: 5
Contact Officer: Gary Brownridge
Tel Number: 01543 687572
Email: Gary.brownridge@lichfielddc.gov.uk
Key Decision? NO
Local Ward Members Shopmobility users reside throughout the district and beyond but the service is based in the city centre.

**Leisure Parks and
Waste Management
(Overview and
Scrutiny) Committee**

1. Executive Summary

- 1.1 A report on the Future of the Shopmobility Service was presented to the Leisure Parks and Waste Management (Overview and Scrutiny) Committee in June 2016. The committee was asked for its views on the five options presented in that report. The committee agreed that the existing service was not cost effective and that Option 4 (seek an alternative organisation to operate the shopmobility service) was the preferred option to pursue.
- 1.2 Members also suggested that a consultation / survey of all existing registered scheme members should be carried out to gain a better understanding of the impact that any change in the service provision would have on the users. A consultation / survey was carried out in August 2016 and the results are shown later in this report.
- 1.3 A decision now needs to be made about the future of the shopmobility service.

2. Recommendations

- 2.1 The committee's views are sought on the five options presented in this report. Following the work carried out since the first report was presented in June 2016 and the acknowledgement by the committee that the existing service was not sustainable, moving forward it is recommended that Option 1 may be the most suitable option to refer to Cabinet for a decision and implementation.

3. Background

- 3.1 **In the report presented to the Leisure Parks and Waste Management (Overview and Scrutiny) Committee in June 2016 the committee agreed that out of the five Options in that report Option 4 (seek an alternative organisation to operate the shopmobility service) was the preferred Option to pursue. The committee also suggested that a survey / consultation of existing members should be carried out. Since that report the following actions have been taken.**

- 3.1.1 Conversations have taken place with various organisations including Three Spires Shopping Centre, Lichfield City Council, St Mary's Centre, Lichfield BID, and Easy Living Mobility.
- 3.1.2 The only organisation to have expressed interest in operating a shopmobility service was Easy Living Mobility. Following the initial 'phone conversation an on site meeting took place with the Director of Easy Living Mobility to discuss the shopmobility service in more depth. The meeting covered issues and concerns that the council is currently experiencing with operating the shopmobility service and the future effects that Friarsgate will have on the service.
- 3.1.3 The discussion was very positive and it was noted that Easy Living Mobility have several mobility shops in the midlands area. They have also recently been in conversation with other organisations about running similar shopmobility services.
- 3.1.4 The Easy Living Mobility shop in Lichfield is based in the City Arcade. The shop sells mobility scooters of all shapes and sizes and general accessories to assist disabled people. They also offer a very limited shopmobility scooter hire service to their existing customers. The service they offer is based on a daily hire charge of £5 per visit.
- 3.1.5 Easy Living Mobility would be keen to expand their existing shopmobility hire provision if the outcome of the council's service review was to no longer operate a shopmobility scheme directly.

3.2 Consultation / Survey

- 3.2.1 Taking into account the suggestions made by the committee in June 2016 a consultation / survey exercise has been carried out with all existing shopmobility scheme members. A questionnaire was compiled in conjunction with an external survey consultant (Chameleon Consultancy). The objective was to gain a better understanding of the reasons why people use the scheme, how often they visit Lichfield and the effects on the individuals if the scheme was no longer available. A copy of the shopmobility questionnaire can be found at **Appendix A**.
- 3.2.2 All registered shopmobility members were sent a hard copy of the questionnaire together with an information letter and a pre-paid return envelope. The members were given approximately six weeks to complete and return the hard copy questionnaire (or seek further information if required). There was also an option to complete the questionnaire online or over the 'phone directly with the external consultant.
- 3.2.3 A survey report based on the feedback was compiled by Chameleon Consultancy and this is shown at **Appendix B** (To follow).

3.3 Summary of the Shopmobility report

- 3.3.1 A questionnaire was posted to all 73 registered service users with the options to return it completed in a pre-paid envelope or complete it online. 43 returns were received and these have been analysed and the results presented in this report. A response rate of 57% was achieved.

3.4 Use of the Shopmobility Service

- 3.4.1 The majority of users (47%) are aged 75 and above, with 88% of service users self-reporting as being registered disabled and the remaining users being temporarily disabled. The majority of users (58%) are female. All respondents report ethnicity as White British.

- 3.4.2 Frequency of visits to the town centre by users is split between those who visit once a week (28%) and those who visit a few times a year (26%). Those aged 45-64 were more likely to visit weekly. Whilst the pattern of frequency of use does broadly follow frequency of visit the pattern changes slightly towards lower frequencies when considering how often respondents use the Shopmobility services with 27% using it once a week and 37% using it a few times a year.. This is supported by the fact that 65% of respondents advised that they always use the service when visiting the city centre, and that some service users will not always use the service.
- 3.4.3 The majority of service users (56%) choose to come to Lichfield city centre because of the Shopmobility service. However, nearly half (46%) of those that come to the city centre because of the service, have their own mobility scooter or power wheelchair but many report they cannot transport their own scooter/wheelchair. Crucially half (51%) of service users would no longer be able to visit the city centre if the service was unavailable with the main reason cited as not being able to walk/walk far.
- 3.4.4 Tuesdays, Thursdays, Fridays and Saturdays are all popular for service use, with Mondays and Wednesdays being less popular. Nearly all respondents (95%) visit the city or shopping, whilst food and drink is also a key reason (58%). Few people use the service for tourist attractions and subsequent comments suggest that Sunday events are not accessible due to lack of service.

3.5 LICHFIELD DISTRICT COUNCIL SHOPMOBILITY SURVEY RESULTS

- 3.5.1 Nearly two thirds (63%) visit other towns and cities with a Shopmobility service with nearby Sutton Coldfield and Tamworth being the key locations, suggesting that users would visit these if the service in Lichfield was no longer available.
The service allows users to retain a level of independence, access services which would otherwise be difficult to get to, allows inclusion and impacts positively on quality of life. Comments about the service and staff are very complimentary with the key recommendation for improvement being the option of same day booking rather than booking 24 hours in advance.
- 3.5.2 Nearly half (49%) of service users would consider paying more to hire the Shopmobility scooters /wheelchairs with a further 35% advising they may consider paying more. Of these respondents (replying yes or maybe) 40% would pay £5 more for using a scooter with one respondent citing £6 as the standard charge in other locations. A third would pay £2 extra per use for a scooter. Fewer respondents replied to a proposed cost for using a power wheelchair suggesting these have lower usage. The maximum cost per use of the power wheelchairs is £2 per use. Whilst the number of respondents who would pay (yes/maybe) is high, only a few of these replied that they would pay a membership fee with the maximum considered by most as being £10.
- 3.5.3 The results suggest that whilst only a small number of district population access the Shopmobility Service, it provides an invaluable service to those users and improves their quality of life. Closure of the service would impact greatly on the ability of these users to retain a level of independence and access services as even those with access to their own scooter/wheelchair are unable to transport them easily. A loss of trade to neighbouring town centres is suggested as some users would be able to access services elsewhere. Results suggest that the service could be reduced to 4 days a week and that users would be receptive to increased charges for using the service.

Options for consideration	<p>Option 1 Transfer the council's shopmobility assets (9 mobility scooters, 1 powered wheelchair and 4 push wheelchairs) to Easy Living Mobility for a peppercorn payment (£1) on the basis that they will continue to provide a shopmobility service within Lichfield city centre for a minimum of three years with a service charge of no more than £5 per visit during this period.</p> <p>Option 2 As option 1 but with an annual subsidy payment from the council to Easy Living Mobility for a fixed period to assist with operating costs (e.g. £1k per annum) for three to five years.</p> <p>Option 3 Continue to operate the service in-house and budget for an increase in operating costs due to inflation and the increase in staffing costs due to the National Living Wage. Seek an alternative temporary location to operate the service from whilst Friarsgate is under development and budget for an additional annual rental charge.</p> <p>Option 4 Cease to operate the service when the Friarsgate development commences and dispose of the assets.</p> <p>Option 5 Reduce operating cost of the service: We know due to the limited number of members and the daily usage figures that the service will not be self-sufficient. Therefore, we could consider reducing the days the service operates, increase membership and usage charges and introduce fixed usage times. The days that the service gets more regularly used as detailed in the consultation report is Tuesday, Thursday, Friday and Saturday, therefore, consider closing the service on the other days. Increase the annual membership charge so it is more in-line with neighbouring service providers example £10 to £15. Revise the usage charges example £1 per hour to a maximum £5 per day.</p>
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Consultation	<ol style="list-style-type: none"> 1. Consultation / survey exercise carried out in August 2016 with all registered shopmobility users. 2. Views sought from O&S Committee in June 2016 on the Future of the shopmobility service.
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Financial Implications	<p>The budget for Shopmobility for 2016/17 is £37,030.</p> <table border="1"> <thead> <tr> <th>Budget</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>Employees</td> <td>21,250</td> </tr> <tr> <td>Premises</td> <td>100</td> </tr> <tr> <td>Supplies and Services</td> <td>8,430</td> </tr> <tr> <td>Central Support Charges</td> <td>9,250</td> </tr> <tr> <td>Total Expenditure</td> <td>39,030</td> </tr> <tr> <td>Income</td> <td>(2,000)</td> </tr> <tr> <td>Net Cost</td> <td>37,030</td> </tr> <tr> <td>Net Direct Cost</td> <td>27,780</td> </tr> </tbody> </table>	Budget	£	Employees	21,250	Premises	100	Supplies and Services	8,430	Central Support Charges	9,250	Total Expenditure	39,030	Income	(2,000)	Net Cost	37,030	Net Direct Cost	27,780
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	<p>There will be an ongoing increase in employer’s costs over the next four years due to the introduction of the National Living Wage. The estimated increase between 2016/17 and 2019/20 is approximately £3k.</p> <p>The shopmobility budget, including overheads and expected income, for 2016/17 is £37,030. Based on the current number of registered users (73) and the average number of equipment uses per annum (1,300) the costs per member and per visit is:</p> <p style="padding-left: 40px;">Cost per member £507 per annum. Cost per visit £28.48</p> <p>An alternative temporary shopmobility facility would be required during the Friarsgate development for approximately three years. This may incur additional costs for the service. No appropriate facility has been identified as yet hence we cannot estimate any additional costs at this current time.</p> <p>The existing asset value of the Shopmobility equipment is estimated to be around £2 - £3k.</p> <p>If Option 1 is recommended it is anticipated that £27,780 would be available as ongoing savings. There may be redundancy costs in year 1 unless suitable redeployment of staff can be identified.</p>
<p>Contribution to the Delivery of the Strategic Plan</p>	<ol style="list-style-type: none"> 1. Assisting the council to be fit for the future. By ceasing to operate an in-house shopmobility service we will be helping the council to reduce its budget requirements. 2. Ensuring a shopmobility service is available within Lichfield will help provide people with temporary or permanent disabilities the opportunity to visit Lichfield city centre who may not otherwise be able to do so. The service encourages visits to the city and hence the development of a more prosperous district.
<p>Equality, Diversity and Human Rights Implications</p>	<ol style="list-style-type: none"> 1. A shopmobility service is provided specifically for the use of people with temporary or permanent disabilities. 2. The service aims to reduce the barriers to shopping around Lichfield city centre. 3. The service is available to all persons with a temporary or permanent disability irrespective of race, gender, age, religion, sexual orientation or disability providing the basic induction criteria can be successfully met.
<p>Crime & Safety Issues</p>	<ol style="list-style-type: none"> 1. None identified specific to this report.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Adverse reaction from service users	Any proposed changes to delivery of services will be reported to committee first and accompanied by a communications plan.	Yellow Risk. Although this is not a statutory service and the council is not obliged to provide it, it could be anticipated that existing members may complain about any changes to the service provision.
B	Easy Living Mobility go out of business or fail to provide the service required.	Agree terms and conditions prior to the transfer of assets and clearly identify these in a signed document.	Green Risk. Easy Living Mobility is a growing business and they are already offering a reduced shopmobility hire service. This is a good opportunity for both Easy Living Mobility to grow its customer base and for the council to reduce the financial costs of operating the service directly but still assist with a shopmobility service provision in Lichfield.
C	Unable to identify a suitable temporary storage and maintenance facility	Temporarily close the service until a suitable facility can be identified.	Yellow Risk. If a suitable facility could not be sourced we would have no option other than to temporarily close the service. This would have the most impact on service users.

Background documents

Copy of Shopmobility Questionnaire and Questionnaire feedback report.

Relevant web links

Lichfield City Centre Shopmobility Questionnaire



As a registered user of the Lichfield City Centre Shopmobility Service, we would be very grateful if you could complete this short questionnaire and return it to us using the enclosed envelope (you don't need a stamp) by **Friday 23 September 2016**.

We are working with Chameleon Consultancy to help us carry out the questionnaire and analyse the results. If you have any questions, please call Lisa Mason at Chameleon Consultancy on 01543 433580 between 9am & 6pm, Monday - Friday.

If you would like us to call you to help you fill in the questionnaire, or if you would like it in **large print**, please call Lisa Mason at Chameleon Consultancy on 01543 433580 or email lisa@chameleonconsultancy.co.uk. You can also fill this survey in at www.lichfielddc.gov.uk/shopmobilitysurvey.

Thank you for taking part - your comments will help us to shape the service moving forwards.

1. What is your postcode?

This shows us how far people travel to Lichfield City centre and will not be linked to your answers.

2. How often do you visit Lichfield City Centre? (please tick one option)

- | | |
|--|--|
| <input type="checkbox"/> Everyday | <input type="checkbox"/> Once a month |
| <input type="checkbox"/> Up to 5 times a week | <input type="checkbox"/> A few times a year |
| <input type="checkbox"/> Up to 3 times a week | <input type="checkbox"/> I don't plan to visit again |
| <input type="checkbox"/> Once a week | |
| <input type="checkbox"/> Up to 3 times a month | |

3. Roughly how many times do you use the Shopmobility service? (please tick one option)

- | | |
|--|---|
| <input type="checkbox"/> Everyday | <input type="checkbox"/> Once a month |
| <input type="checkbox"/> Up to 5 times a week | <input type="checkbox"/> A few times a year |
| <input type="checkbox"/> Up to 3 times a week | <input type="checkbox"/> I don't plan to use it again |
| <input type="checkbox"/> Once a week | |
| <input type="checkbox"/> Up to 3 times a month | |

4. Which days do you tend to use the service? (please tick all that apply)

- | | | |
|--------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> Mon | <input type="checkbox"/> Tues | <input type="checkbox"/> Weds |
| <input type="checkbox"/> Thurs | <input type="checkbox"/> Fri | <input type="checkbox"/> Sat |

5. Do you always use the service when you visit Lichfield City centre?

- Yes No

6. Do you choose to come to Lichfield because of the Shopmobility service?

- Yes No

7. Do you have your own mobility scooter or powered wheelchair?

- Yes (go to question 8)
 No (go to question 9)

8. If yes, can you transport it?

- Yes No

9. Why do you visit Lichfield City Centre? (please tick all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Shopping | <input type="checkbox"/> Food & drink |
| <input type="checkbox"/> Meeting friends | <input type="checkbox"/> Tourist attractions |
| <input type="checkbox"/> Club/activity | <input type="checkbox"/> Church/cathedral |
| <input type="checkbox"/> Parks/leisure | <input type="checkbox"/> Other |

10. Would you still be able to visit Lichfield City Centre if the Shopmobility service was unavailable? (please tick one option)

- Yes Sometimes No

If no, why not?

11. Do you visit other towns and cities with a Shopmobility service?

Yes (go to question 12) No (go to question 13)

12. If yes, where do you visit?

13. Please tell us what difference the Shopmobility service makes to your life

14. Please tell us what you would like to improve about the service (if anything)

15. Would you consider paying more to hire the Shopmobility scooters/wheelchairs?

(please tick one option)

Yes No
 Maybe

16. If yes/maybe, what is the maximum you would consider paying per use?

(please fill in all that apply to you)

Scooter	£
Power wheelchair	£
Membership	£

Thank you for completing our questionnaire. Your answers will help us to shape the future of our Shopmobility service. The following questions are optional, but will help us consider the needs of all members of our community and we would be very grateful if you could complete them.

A little bit about you

a. How old are you?

Under 24 years 65 - 74 years
 25 - 44 years 75+ years
 45 - 64 years

b. Are you registered disabled?

Yes (go to question d)
 No (go to question c)

c. If no, are you temporarily disabled?

Yes No

d. Your ethnic group/background

White British Black British
 Asian British
 Mixed/multiple ethnic group British
 White Gypsy or Irish Traveller
 White non-British Black non-British
 Asian non-British
 Mixed/multiple ethnic group non-British
 Other, please specify

e. Are you

Male Female

Please return your complete questionnaire in the enclosed stamped addressed envelope to Shopmobility Questionnaire, Lichfield District Council, Frog Lane, Lichfield, W13 6YY. The deadline is Friday 23 September 2016.

The information you provide will be treated in accordance with the Data Protection Act 1998. The results of this survey may be published or shared with other relevant organisations but will not identify individual respondents.

LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2016-2017 (v3)

Item	20 June 2016	6 Oct 2016	1 Feb 2017	8 March 2017	Details/Reasons	Link to 2016/17 One Year Action Plan	Officer	Member Lead
Policy Development								
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 15/16 Action Plan and note the priorities for 16/17	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/ RKK/ LT	
Review of Grounds Maintenance, Parks and Countryside - Update			√		Review under the Fit for the Future Programme		RKK	
Physical Activity and Sport Strategy and Leisure Services Outsourcing	√	√	√		Review under the Fit for the Future Programme		RKK	
Leisure Fees and Charges 2017		√			To discuss appropriate levels of fees and charges for our leisure centres and services.	Provide accessible, affordable and popular sports and leisure activities that are accessed by all parts of the community especially those with greatest need.	tbc	
Review of Shopmobility	√	√			To consider the future of Shopmobility in the light of the Friarsgate development		RKK/GB	
Lichfield Garrick Trust			√		.		RKK	

LICHFIELD DISTRICT COUNCIL

FORWARD PLAN

Updated: 16.09.2016

Effective for the Period 01.10.2016 – 31.01.2017

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 CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1) (*)}	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
*Money Matters 2015/16: Review of Financial Performance against the Financial Strategy	No		Council 27/09/2016	Strategic (O&S) Committee 07/09/2016		OFFICER: Mr A Thomas (01543) 308012 CABINET MEMBER: Councillor C J Spruce (01543) 258120

* DENOTES KEY DECISION

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*Money Matters 2016/17: Review of Financial Performance against the Financial Strategy – April to June 2016	No		Council 27/09/2016	Strategic (O&S) Committee 07/09/2016		OFFICER: Mr A Thomas (01543) 308012 CABINET MEMBER: Councillor C J Spruce (01543) 258120
Amendments to the Constitution regarding the dismissal of Statutory Officers	No		Council 27/09/2016	Full Council		OFFICER: Mr R King (01543) 308060 CABINET MEMBER: Councillor C J Spruce (01543) 258120
*Statement of Accounts 2015/16	No		Council 27/09/2016	Strategic (O&S) Committee on 07/09/2016		OFFICER: Mr A Thomas (01543) 308012 CABINET MEMBER: Councillor C J Spruce (01543) 258120

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*Revised Housing Assistance Policy	No	Approve minor amendments to the Housing Assistance Policy	Cabinet Member Decision by 30/09/2016		Revised Housing Assistance Policy	OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor C. Greatorex (01543) 416677
*To accept the offer of grant funding of £2.4 million from GBSLEP towards the Friarsgate scheme and approve the legal documentation to allow the Council to receive the funding	No	To accept the offer of grant funding and agree the grant agreement between Birmingham City Council and Lichfield District Council	Cabinet 04/10/2016			OFFICER: Sarah Woffenden (01543) 308116 Mob 07710 554 817 CABINET MEMBER: Councillor I Pritchard (01543) 472232

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*To accept the offer of grant funding of £2.66 million from SSLEP towards the Friarsgate Scheme and approve the legal documentation to allow the Council to receive the funding.	No	To accept the offer of grant funding and agree the grant agreement between Staffordshire County Council and Lichfield District Council	Cabinet 04/10/2016			OFFICER: Sarah Woffenden (01543) 308116 Mob 07710 554 817 CABINET MEMBER: Councillor I Pritchard (01543) 472232
*Coach Parking; to agree the proposed lease terms for land at Staffordshire University & the financial implications of this.	No	To accept the agreement to lease terms between LDC & South Staffordshire College/Staffordshire University & associated financial implications	Cabinet 04/10/2016			OFFICER: Sarah Woffenden (01543) 308116 Mob 07710 554 817 CABINET MEMBER: Councillor I Pritchard (01543) 472232
*To accept the proposed Governance structure for the implementation of Friarsgate development project.	No	To agree the Governance structure for Friarsgate project.	Cabinet 04/10/2016			OFFICER: Sarah Woffenden (01543) 308116 Mob 07710 554 817

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						CABINET MEMBER: Councillor I Pritchard (01543) 472232
To approve the Council's Efficiency Plan	No	To approved the Council's Efficiency Plan for submission to Government by 14 October 2016	Cabinet 04/10/2016	Leadership Team	Efficiency Plan Top Tips from the Local Government Sector on preparing and submitting an efficiency plan	OFFICERS: Ms D Tilley (01543) 308001 Mr A Thomas (01543) 308102 CABINET MEMBER: Councillor M Wilcox (01543) 543289
Community Infrastructure Levy 12 List consultation.	No	Endorse the Community Infrastructure Levy 12 list for a four week consultation period	Cabinet 04/10/2017	Community Infrastructure Levy 123 List consultation considered by Economic Growth, Environment and Development (Overview and Scrutiny) Committee in September 2016	Community Infrastructure Levy 123 List consultation	OFFICER: Ms A Richards (01543) 308152 CABINET MEMBER: Councillor I Pritchard (01543) 472232

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Lichfield District Council outsources print service	No	Recommend to recommission Walsall MBC	Cabinet 04/10/2016	No consultation with O&S Staff consultation	Report and appendices from Staffs Procurement	OFFICER: Ms Thatcher (01543) 308781 MEMBER: Councillor Spruce (01543) 258120
Mid Year Performance Report – Annual Action Plan 2016/17	No	To approve the report	Cabinet 01/11/2016	A mid year performance report for the Directorate Top 10s will be considered by Strategic O&S in November and the other three O&S Committees in January 2017	Mid year Performance Outturn report	OFFICER: Mrs H Titterton (01543) 308700 CABINET MEMBER Leader – Mike Wilcox (01543) 543289 Councillor D Pullen (01532) 300075
*Leisure Outsourcing Procurement	Yes	To agree the evaluation criteria and the specification for the leisure services tender documents	Cabinet 01/11/2016	With the Project Board, Leisure Parks and Waste Manager (O&S) Committee	Project documents	OFFICER: Mr R King (01543) 308060 CABINET MEMBER: Councillor A F Smith (01543) 410685

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1) (*)}	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
Contribution towards a housing redevelopment scheme	No	To agree a financial contribution to Bromford towards the redevelopment of defective housing stock which will deliver additional affordable housing units in the District	Cabinet 01/11/16	Consultation has taken place with Bromford which owns the defective stock		OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor C Greatorex (01543) 416677
*Write off Non Domestic Rates	Yes	To approve the Write off of Non Domestic Rates Debts	Cabinet 01/11/16	No consultation required because the write offs are in line with the approved debt policy.	<ul style="list-style-type: none"> • Local Government Finance Act 1988 • Collection and Enforcement Regulations 1989 • Debt Recovery Policy • District Council Records 	OFFICER: Mrs P Leybourne (01543) 308921 MEMBER: Councillor C J Spruce (01543) 258120

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1) (*)}	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
*Expenditure in excess of £50,000 in connection with New Homes Bonus	No	To note	Cabinet 01/11/2016			OFFICER: Mrs P Leybourne (01543) 308921 MEMBER: Councillor C J Spruce (01543) 258120
*Procurement of temporary revenues staff	No	To agree continued appointment	Cabinet 01/11/2016	Overview included in Fit for the Future Revenues and Benefits Service Review		OFFICER: Mrs P Leybourne (01543) 308921 MEMBER: Councillor C J Spruce (01543) 258120
*Acceptance of External Funds – Better Care Fund	No	To accept funding to support expenditure on Disabled Facilities Grants and amend the capital programme accordingly.	Cabinet 01/11/2016	None	Notification of funding allocation	OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor C. Greatorex (01543) 416677

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1) (*)}	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
*Revenues and Benefits IT System	No	Award of Contract	Cabinet 01/11/2016		Contract documents	OFFICER: Mrs P Leybourne (01543) 308921 CABINET MEMBER: Councillor C Spruce (01543) 258120
*Revised eligibility criteria and award threshold of the Discretionary Housing Payment (DHP) Policy.	No	To agree an amended DHP policy with revised eligibility criteria and award thresholds.	Cabinet Member Decision by 30/11/2016	Consultation with major Registered Providers and the Strategic Housing Partnership has been undertaken.	Revised DHP Policy	OFFICERS: Mrs P Leybourne (01543) 308921 Mr C Gibbins (01543) 308702 CABINET MEMBERS: Councillor C Greatorex (01543) 416677 Councillor C J Spruce (01543) 258120

* DENOTES KEY DECISION

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1) (*)}	CONFIDENTIAL YES/NO ⁽⁸⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
*Revised Homeless Prevention and Assistance Policy	No	Approve amendments to the Homeless Prevention and Assistance Policy	Cabinet Member Decision by 30/11/2016		Revised Homeless Prevention and Assistance Policy	OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor C. Greatorex (01543) 416677
*Fees and Charges	Yes	To consider fees and charges of core activities in Leisure Centres and Parks in 2017	Cabinet Member Decision November 2016	Leisure, Parks and Waste Management (O&S) Committee October 2016	Report to O&S Committee and reaction Report to Cabinet	OFFICER: Mr R King (01543) 308060 CABINET MEMBER: Councillor A F Smith (01543) 410685
Annual Action Plan 2017/18	No	To approve the Annual Action Plan	Cabinet 07/02/2017 Council 21/02/2017	The AAP is comprised from the Directorate Top 10s for 2017/18; these will be considered during the January 2017 round of O&S Committees	Annual Action Plan	OFFICER: Mrs H Titterton (01543) 308700 CABINET MEMBER Leader – Mike Wilcox (01543) 543289 Councillor D Pullen (01532) 300075

* DENOTES KEY DECISION

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, Council a Cabinet Member alone, an Officer under Delegated Powers
 7. The Officer or Member who should be contacted regarding the matter under consideration.
 8. Indicate whether the report will be confidential.
- * Denotes Key Decision

MEMBERS OF THE CABINET

Leader of Cabinet
Deputy Leader of Cabinet and
Cabinet Member for Economic Growth, Development and Environment
Cabinet Member for Leisure and Parks
Cabinet Member for Housing & Health
Cabinet Member for Waste Management
Cabinet Member for Finance and Democracy
Cabinet Member for Tourism and Communications
Cabinet Member for Community

Councillor M. J. Wilcox

Councillor I. M. P. Pritchard
Councillor A. F. Smith
Councillor C. Greatorex
Councillor I. M. Eadie
Councillor C. J. Spruce
Councillor Mrs H. E. Fisher
Councillor D. R. Pullen

MEMBERS OF THE COUNCIL

Allsopp, Mrs J A
 Awty, R J
 Bacon, Mrs N.
 Baker, Mrs D F
 Bamborough, R. A. J.
 Banevicius, Mrs S W
 Barnett, Mrs S A
 Boyle, Mrs M G
 Constable, Mrs B L
 Constable, D H J
 Cox, R E
 Drinkwater, E N
 Eadie, I M

Eagland, Mrs J M
 Evans, Mrs C D
 Fisher, Miss B
 Fisher, Mrs H E
 Greatorex, C
 Hassall, Miss E A
 Humphreys, K P
 Leytham, D J
 Marshall, T
 Matthews, T R
 Mills, J
 Mosson, R C
 O'Hagan, J P
 Powell, J J R

Pritchard, I M P
 Pullen, D R
 Pullen, Mrs N I
 Ray, P
 Rayner, B L
 Salter, D F
 Shepherd, Miss O J
 Smedley, D
 Smith, A F
 Spruce, C. J.
 Stanhope MBE, Mrs M
 Strachan, R W
 Tittley, M C
 Tranter, Mrs H

Warfield, M A
 White, A G
 Wilcox, M. J.
 Woodward, Mrs S E
 Yeates, A
 Yeates, B W

*** DENOTES KEY DECISION**