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Lichfield, Staffordshire WS136YU

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20 June 2017

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 28th JUNE 2017** 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', is written over a light blue horizontal line.

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

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

Councillors Matthews, (Chairman), Mrs Banevicius (Vice-Chairman) Miss Hassall (Vice-Chairman) Mrs Allsopp, Mrs Bacon, Miss Fisher, Mrs Pullen, Salter, Mrs Tranter 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 Minutes of the Meetings held on 8th March 2017 and 18th April 2017 (copy attached)
4. Terms of Reference (copy attached)
5. Work Programme and Forward Plan
Including Service Annual Action Plans (copy attached)
6. Commercial Opportunities within Parks & Open Spaces (verbal report)

Briefing Papers to be issued separately:

Leisure Outsourcing

*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**

8 MARCH 2017

PRESENT:

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

APOLOGIES FOR ABSENCE. There were no apologies for absence.

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

ALSO PRESENT: James Leavesley – Chairman of the Lichfield Garrick Trust
Karen Foster – Executive Director of the Lichfield Garrick Trust
Tim Ford – Artistic Director of the Lichfield Garrick Trust

The Committee was formally introduced to Chris Cook who had been appointed as the Head of Leisure and Operational Services.

DECLARATIONS OF INTEREST

Councillor B Yeates declared a personal interest in Item 4 – Lichfield Garrick as his company has dealt with the Garrick Theatre.

Councillor Mrs Banevicius declared a personal interest in Item 7 – Garden Waste Subscription Service as her company offers a not for profit gardening service.

MINUTES

The Minutes of the Meeting held on 1st February 2017 were taken as read, approved as a correct record and signed by the Chairman.

RESOLVED: That the Minutes of the Meeting held on 1st February 2017 be approved as a correct record

THE LICHFIELD GARRICK

The Committee received a presentation from Mrs Foster, Mr Leavesley and Mr Ford from the Lichfield Garrick Trust on the achievements of the Theatre over the past year and forthcoming plans. They reported that the Theatre had won the award of the UK Theatre Award for the UK's Most Welcoming Theatre for the West Midlands area.

They then reported on the productions that had been shown over the past year including the community musical Hired Man which had seen rave reviews in national publications. The pantomime was then discussed and it was reported that it had earned a rare five star review in The Stage publication and the 'anti-panto' production 'Crimes against Christmas' was voted in The Telegraphs Top 50 shows of the year.

Visitor statistics was then presented and it was reported that frequent visitors to the theatre was higher than in other areas of the country. It was also reported that social media followers were increasing and so attracting all different age groups.

Community work was discussed and it was noted that there had been 3000 Youth Theatre activities throughout the past year along with events with schools and a project with the Police and a project with those affected by dementia.

Finances were then discussed and it was reported that after failure to externally recruit a Fundraising Manager, an appointment was made from existing staff. It was then reported that the Trust was in the process of becoming culturally VAT exempt. The subsidy from Lichfield District Council was discussed and it was reported that any other funding could only be for additional needs and so did not cover core costs. It was noted that the only other funding body that could cover these core costs was the Arts Council England but the Trust would not be eligible until 2020. It was reported that any decrease in the Lichfield District Council grant could have a negative impact on amateur groups through rising ticket prices to meet the cost of using the Theatre.

It was finally noted during the presentation that it was predicted that the Friarsgate scheme would help footfall to the Theatre but would also create challenges during construction.

Members preceded to question the representatives of the Trust and it was asked whether conferencing opportunities were maximised and it was reported that non artistic hire of the theatre had increased with national companies using the facilities.

The level of subsidy was discussed and a parallel was drawn of its amount and the income hoped to be raised if charging for garden waste collection was approved. It was asked what real benefit the Theatre gave for Burntwood and rural areas of the District. It was reported that projects were taken out to schools in these areas along with the Youth Theatre and the project regarding Dementia would also be taken outside the City. It was noted that the Garrick received a subsidy as it helped meet some of the vision of the Strategic Plan including a Vibrant and Prosperous Economy and Clean, Green and Welcoming Places to Live however it was also recognised that as it was a tight time for Local Government funding, the level of subsidy could not remain the same.

It was noted that school attendance at the pantomime had decreased but some Members of the Committee did not feel this was due to ticket price and schools would pay a higher price as their priority was the story and production. It was reported that discussions with schools had taken place and the performance running time and show start times had caused issues and would be rectified in the future. It was confirmed that ticket pricing would be maximised where possible.

It was noted that programming of commercial productions was rigorous with the main aim being to make a profit but also to make Arts accessible to all.

The Garrick Theatre trust was thanked for their attendance and presentation

RESOLVED: That the submissions made by the Garrick Trust be noted.

COUNCILLOR A YEATES DECLARED A PERSONAL INTEREST IN ITEM 4 – LICHFIELD GARRICK AS HIS COMPANY HAS DEALT WITH THE GARRICK THEATRE.

Councillor Miss Fisher left the meeting at the point

LEISURE OUTSOURCING

A report was submitted updating 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.

It was reported that five organisations had been shortlisted to submit outline solutions with four being received and following detailed evaluations all four had been invited to submit detailed bids with a view of narrowing it down to two.

It was noted that the Communications Plan had been circulated to the Committee as requested at the last meeting.

It was asked what had been done to ensure all back office costs had been accounted for and it was reported that along with the direct saving, there could be some residual savings too and this was currently being investigated.

RESOLVED: That the report and progress made be noted.

2017/18 ACTION PLANS FOR SERVICES IN DIRECTORATE OF PLACE AND COMMUNITY

The Committee received a report on the top issues that services in the Directorate of Place and Community would address and focus on in the 2017/18 financial year.

It was asked if the Council made a profit from events and it was reported that they did however the Proms in the Park broke even.

It was agreed that the Overview & Scrutiny Improvement Task Group should look at what value was being added by O&S when considering these types of reports and whether they should continue as a report or briefing paper.

RESOLVED: That the report be noted.

GARDEN WASTE SUBSCRIPTION SERVICE

The Committee received a report on the proposal to cease the current free garden waste collection service and replace it with an optional and chargeable opt in scheme. It was reported that since articles had been published in both the Lichfield Mercury and Tamworth Herald, two letters from residents had been received and these were handed round to Committee Members. It was noted that there were not considered complaints but did highlight concerns around discounting for vulnerable residents and disadvantages for those residents who do not have electronic access.

The Committee was reminded that due to the funding gap and still the potential that the County Council could reduce the amount of Recycling Credits, there was a need to look at all non-statutory services.

There were some concerns from Committee Members which was agreed to investigate further. Firstly the use of bin stores were discussed and it was felt there could be a

possibility that non-paying residents could just dump their garden waste into another paying residents bin close by. It was reported that logistics and the practical running of the service including routes would still need to be worked out and possibly amended once all subscribers were known.

Elderly and vulnerable residents were then discussed and it was expressed that not for profit gardening services would not be able to continue if the resident did not pay for green waste collection but would also find it difficult to dispose of it at a household recycling centre (HRC). It was reporting that home composting was also an option. It was also felt that there was a high percentage of those living in rural areas which were elderly yet were the furthest away from HRCs.

It was suggested that all those who receive assisted bin collections should still get the service for free as it would be a way of ensuring that those who were elderly or disabled were not penalised. It was asked for the effect this would have on the overall projected savings to be circulated to the Committee after the meeting. It was noted that proof was not currently required to be assisted bin collections and there could be situations of fraudulent applications.

The discount for using electronic payment methods were then discussed and it was confirmed that the charge would be £40 per year unless paid by electronic means which would be discounted to £36 per year. Although the Committee agreed with encouraging channel shift, it was also felt that there could be equality concerns and asked for this to be investigated further. Members felt that again those who would not have access or know how to use electronic payment methods would be the elderly and most vulnerable and so being penalised further with the higher cost.

It was asked if a low subscription number would lead to potential redundancies and it was reported that no savings were predicted for the first year and as the lease on the fleet of vehicles was new, there would be cost to reduce them. It was noted that in other authorities where charging had been introduced there had been an average of 45% uptake.

The launch date of 1st January 2018 was discussed and when asked it was reported that it was set for this date as it was easier to manage after the Christmas and New Year period and before the end of the financial year when resources in Finance to take payments would be too stretched. It was noted that as a rapid implementation would be required, a direct debit option would not be offered straight away but possibly in the future.

RESOLVED: That the report be noted.

WORK PROGRAMME AND FORWARD PLAN

Members considered the Work Programme and Forward Plan. It was noted that there would be a new Committee structure in the next Municipal Year with new work programmes.

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

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 Minutes of the Meeting held on 1st February 2017 were taken as read, approved as a correct record and signed by the Chairman.

RESOLVED: That the Minutes of the Meeting held on 1st February 2017 be approved as a correct record

VOTE OF THANKS

It was proposed, duly seconded and

RESOLVED: That the sincere thanks of the Committee be recorded to all the Chairmen and Vice-Chairmen for their work during the past year.

(The Meeting Closed at 7.59 pm)

CHAIRMAN

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

18 APRIL 2017

PRESENT:

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

APOLOGIES FOR ABSENCE. An apology for absence was received from Councillor Mrs Allsopp.

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

DECLARATIONS OF INTEREST

Councillor Mrs Banevicius declared a disclosable pecuniary interest in Item 3 – Garden Waste Subscription Service as her company offers a not for profit gardening service.

Councillor Mrs Pullen declared a personal interest to references to disabilities as she has a disabled son.

CALL-IN OF GARDEN WASTE SUBSCRIPTION SERVICE

It was reported that the Cabinet decision as made on the 4th April 2017 on the Garden Waste Subscription Service had been Called – In by Councillors Awty, Matthews, Warfield, A Yeates and B Yeates in accordance with the procedure as laid down in Lichfield District Council's Constitution.

The Chairman reported the reason for the Call-In and that it was due to concerns remaining and the subject being contentious with the public.

The Cabinet Member for Waste, Councillor Eadie reported that he had been grateful to the Committee for considering the item at both the scoping and proposal stages and had hoped that all concerns had been answered. He reported that due to charging price concerns as raised by the Committee, he had proposed an amendment at Cabinet to delegate authority to the Director for Place and Community in consultation with himself to consider removing the two tier pricing structure to the lower amount of £36 if deemed necessary. It was noted that this amendment was passed.

Questions from Committee Members were then welcomed.

It was asked how this item had become so urgent as it had been discussed at the Joint Waste Board long before it was shown on the Forward Plan. It was reported that it had not been a feature on Staffordshire County Council's (SCC) Medium Term Financial Strategy and not of concern however SCC then proposed to cut the Recycling Credits and when this proposal ceased, it was felt right to continue with investigations into charging for the non statutory garden waste service to aid income generation to meet the District Council's own funding gap. It was also asked what would happen to the extra three months of recycling credits received as that would

run until April 2018 but charging for the bins would begin in January 2018. It was reported that any extra income, including if there is higher uptake than predicted would be placed into reserves. It was also noted that reserves used to set up the charging would not be replaced if take up was not as high as predicted.

Disabled, elderly and vulnerable residents and the use of assisted collection was discussed and it was noted that at the last meeting it was reported that currently the service was not means tested. It was reported that it had been investigated further including the use of the Benefits & Revenues service information however it was reported that the data held was confidential and only available for benefits purposes under data protection. It was noted that whilst visiting other Local Authorities that charge for garden waste, no discounts were offered by them. It was reported that any income generated through charging could be immediately off set by the work and costs required to provide concessions. This was discussed further and it was noted that it would have to be decided what would be qualifying benefits and yearly checks would have to be made on all properties to know who had crossed the threshold all adding to costs and resources.

It was discussed that resulting from a previous residents survey, 85.3% wanted the green waste service protecting and asked what other non statutory services had been looked at. It was reported that the Council was always looking at efficiencies and with Government funding ceasing, it was more important than ever. It was agreed that residents had not been made aware enough of the funding issues faced by the Council.

Charging to use tips was discussed and it was noted that even though it was currently free, it was not a service provided by Lichfield District Council and so it would be on the next Joint Waste Board agenda to ensure no 'tip tax' was brought in.

It was proposed by Councillor Mrs Woodward and seconded by Councillor Mrs Tranter to object to the proposals and refer the item back to Cabinet. This vote was lost.

It was then proposed by Councillor A Yeates and seconded by Councillor Warfield and with the requirement of the Chairman's casting vote it was:

RESOLVED: That the Cabinet decision on the Garden Waste subscription serve be accepted.

(The Meeting Closed at 7.59 pm)

CHAIRMAN

13. LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE

DELEGATED TO THE LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE

- 13.1 To be responsible for the overview and scrutiny of the work of the Cabinet and the Council in relation to its policy objectives, strategies, performance targets and provisions relating to:
- a. Functions undertaken by Leisure and Parks (including the leisure centres, sports development, play development, parks services including Beacon Park, green spaces strategy and policy development, grounds maintenance, street cleansing, public conveniences and shopmobility);
 - b. Functions undertaken by Waste Management (including refuse collection and recycling)
 - c. Reservoir Management
 - d. Culture and the Arts including the Lichfield Garrick
- 13.2 To consider the roles and decisions undertaken by the Operational Service, Leisure & Waste Cabinet Member.
- 13.3 To exercise overall responsibility for the finances made available to the Committee.
- 13.4 To assist the Council and the Cabinet in the development of its budget and policy framework to align resources with the Council's priorities
- 13.5 To conduct research to support the analysis of policy issues and the identification and appraisal of possible options
- 13.6 To consider and comment on mechanisms to encourage and enhance community participation in the development of policy options
- 13.7 To question members of the Cabinet and/ or Committees and Chief Officers about their views on issues and proposals affecting the area and/or about their decisions

and performance whether generally or in comparison with plans and targets over a period of time or in relation to particular decisions, initiatives or projects

- 13.8 to liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working
- 13.9 To review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Committee and local people about their activities and performance
- 13.10 To set up Task Groups to support the Committee in the exercise of its functions.
- 13.11 To question and gather evidence from any person, with their consent
- 13.12 To oversee reviews relating to the Operational Service, Leisure & Waste Portfolio to receive reports from Project Boards and report the results of their reviews to Cabinet and Council
- 13.13 To report annually to Full Council on the work of the Committee and make recommendations for future work programmes and amended working methods if appropriate
- 13.14 To exercise the right to call in, for reconsideration, decisions made but not yet implemented by the Cabinet relating to Operational Service, Leisure & Waste Portfolio and any other matters or decisions not dealt with by the other Overview and Scrutiny Committees
- 13.15 To make recommendations to the Cabinet or appropriate Committee and/or Council arising from the outcome of the scrutiny process.

LICHFIELD DISTRICT COUNCIL

FORWARD PLAN

Published: 12.06.2017

Effective for the Period 01.08.2017 – 31.10.2017

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 2016/17: Review of the Financial Performance against the Financial Strategy April to March 2017	No	To note the report and the issues raised on this.	Cabinet 13/06/2017	Strategic (Overview and Scrutiny) Committee May / June 2017	Money Matters Reports for 3, 6 and 8 Months.	OFFICER: Mr A Thomas (01543) 308012 CABINET MEMBER: Councillor 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⁾
*Cabinet approval to a variation of the Milestone dates in the Friarsgate Development Agreement	Yes	To approve, to put back three milestone dates, for delivery under the Friarsgate Development Agreement	Cabinet 13/06/2017			OFFICER: Ms S Woffenden (01543) 308116) Mobile 07710 554817 CABINET MEMBER: Councillor Pritchard (01534) 472232
*Agreement for TIC in new library with Staffordshire County Council	No	Approve co-location of TIC with new library in St Mary's in the Market Square	Cabinet 11/07/2017	Will go to EG&D O&S	Report	OFFICERS: Mr C Jordan (01543) 308202 Ms E Thatcher (01543) 308781 MEMBER: Councillor Mrs H Fisher (01543) 305070

* 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⁾
*Funding the Community and Voluntary Sector	No	To agree the future levels of investment in and required outcomes from the community and voluntary sector.	Cabinet 11/07/2017	Consultation with CHH (O&S)	Report to O&S 14/3/17	OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor Pullen (01543) 300075
To approve a revised Policy for the application of New Homes Bonus funding in the Medium Term Financial Strategy	No	To approve a revised policy for the application of New Homes Bonus funding in the Medium Term Financial Strategy	Cabinet 11/07/2017	The revised policy will be utilised in the Medium Term Financial Strategy 2017-22 that will be subject to specific consultation with the relevant Overview and Scrutiny Committee		OFFICER: Mr A Thomas (01543) 308012 MEMBER: Councillor Spruce (01543) 258120
*Procurement of Corporate Customer facing IT system	No	To confirm the letting of a contract for a customer facing IT system including single customer account; forms and CRM	Cabinet 11/07/2017	Potential supplies Internal end users Other Staffordshire Authorities	Market testing reports Formal procurement proposals Evaluation of proposals Projects Plans	OFFICER: Mr N Turner (01543) 308761 CABINET MEMBER: Councillor 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⁾
*Approval to appoint a car park enforcement, cash collection and notice processing contractor in line with the results of the joint tender exercise undertaken with Cannock District Council.	No	To authorise Officers to proceed with the tender exercise	Cabinet 11/07/2017	Cabinet Members made clear that they wanted to see a tender exercise to supersede the current SLA arrangement with Stoke City Council	Copies of the tender document issued through Staffordshire County Council.	OFFICERS: Mr C Jordan (01543) 308202 Mr J Roobottom (01543) 687546 CABINET MEMBER: Councillor Pritchard (01543) 472232
*Cabinet approval to variations to Friarsgate Development Agreement.	Yes	To approve the proposed variations in the Deed of Variation to the Friarsgate Development Agreement	Cabinet 11/07/2017			OFFICER: Ms S Woffenden (01543) 308116 Mobile 07710 554817 CABINET MEMBER: Councillor Pritchard (01543)472232

* 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⁾
*2016/2017 Corporate Annual Action Plan Performance Report	No	To receive the 2016/17 Corporate Annual Action Plan performance report	Cabinet 11/07/2017	Compiled in consultation with Officers and Partners.	Performance Reports and relevant datasets	OFFICER: Ms C Tims (01543) 308100 CABINET MEMBER: Councillor A Smith (01543) 410685
Business rates – temporary discretionary relief scheme.	No	Approve scheme	Cabinet 11/07/2017	No consultation – limited time period	Spring budget 2017 – Business Rates Relief Scheme	OFFICER: Ms P Leybourne CABINET MEMBER: Councillor A Smith (01543) 410685
*Money Matters 2017/18 : Review of the Financial Performance against the Financial Strategy April to June 2017	No	To note the report and the issues raised on this.	Cabinet 05/09/2017	Strategic (Overview and Scrutiny) Committee September 2017	Medium Term Financial Strategy 2016-2021	OFFICER: Mr A Thomas (01543) 308012 CABINET MEMBER: Councillor 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⁾
*Money Matters 2017/18 : Review of the Financial Performance against the Financial Strategy April to September 2017	No	To note the report and the issues raised on this.	Cabinet 05/12/2017	Strategic (Overview and Scrutiny) Committee November / December 2017	Medium Term Financial Strategy 2016-2021 Money Matters Report for 3 Months.	OFFICER: Mr A Thomas (01543) 308012 CABINET MEMBER: Councillor Spruce (01543) 258120
*Calculation of Business Rates 2018/19, Council Tax Base for 2018/19 and the projected Collection Funded Surplus / Deficit for 2017/18	No	<p>To approve the calculation of the Council Tax Base for 2018/19</p> <p>To delegate authority to the Cabinet Member and Chief Financial Officer to complete and certify the NNDR1 for 2018/19 on behalf of the Council.</p> <p>To note the projected Council Tax and Business Rates Collection Fund surplus or deficit for 2017/18.</p>	Cabinet 05/12/2017 - 10/01/2018	No consultation Statutory calculations	<ul style="list-style-type: none"> • Local Government Acts 1988, 1992 and 2003. • Local Authorities (Calculation of Council Taxbase) Regulations 1992. • Money Matters Reports. 	OFFICER: Mr A Thomas (01543) 308012 CABINET MEMBER: Councillor 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⁾
*Money Matters 2017/18 : Review of the Financial Performance against the Financial Strategy April to November 2017	No	To note the report and the issues raised on this.	Cabinet 13/02/2018	Strategic (Overview and Scrutiny) Committee January 2018	Medium Term Financial Strategy 2016-2021 Money Matters Report for 3 and 6 Months.	OFFICER: Mr A Thomas (01543) 308012 CABINET MEMBER: Councillor Spruce (01543) 258120
*Medium Term Financial Strategy (Revenue and Capital) 2017-22	No	To approve and recommend to Council: <ul style="list-style-type: none"> • The MTFS including the Revenue Budget and Capital Programme. • The MRP Policy. • Treasury Management Strategy. • Prudential Indicators. 	Cabinet 13/02/2018	Strategic (Overview and Scrutiny) Committee January 2018	Medium Term Financial Strategy 2016-2021 Money Matters Report for 3, 6 and 8 Months.	OFFICER: Mr A Thomas (01543) 308012 CABINET MEMBER: Councillor Spruce (01543) 258120

* 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, Environment & Development Services

Cabinet Member for Finance and Democracy

Cabinet Member for Corporate and Customer Service, Revenues and Benefits

Cabinet Member for Operational Services, Leisure and Waste

Cabinet Member for Regulatory Services, Housing and Wellbeing

Councillor M. J. Wilcox

Councillor I. M. P. Pritchard

Councillor C. J. Spruce

Councillor A. F. Smith

Councillor I. M. Eadie

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

England, Mrs J M

Evans, Mrs C D

Fisher, Miss B

Fisher, Mrs H E

Greatorex, C

Hassall, Miss E A

Hoult, B E

Humphreys, K P

Leytham, D J

Marshall, T

Matthews, T R

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**

LEISURE AND PARKS ANNUAL ACTION PLAN 2017 / 18

Reference no	Ambitions	What will success look like?	Responsible Officer	Governance (O&S)
Vibrant and prosperous economy				
L&P1	Host extensive and successful events programme based in our historic parks	Cars in the Parks successfully held. Fake Festival successfully held. Lichfield Bower successfully held. Lichfield Proms in the Park successfully held.	Head of Leisure & Operational Services	Leisure, Parks & Waste Management
Healthy and safe communities				
L&P2	Help encourage residents, and particularly those that would benefit most, to be more active	Increase the number of concessionary LAP members from their baseline on 31-3-16. Implement Action Plan for PASS.	Head of Leisure & Operational Services	Leisure, Parks & Waste Management
L&P3	Deliver action within PASS	Adoption of new Joint User Agreement for Friary Grange Leisure Centre	Head of Leisure & Operational Services	Leisure, Parks & Waste Management
L&P4	Outsourcing of leisure centres by January 2018.	Completion of outsourcing.	Head of Leisure & Operational Services	Leisure, Parks & Waste Management
Clean, green and welcoming places to live				
JWS6	Increase the tonnage of Dry Recyclate collected in the blue recycling bin and reduce the amount of waste in the black bin	Higher recycling rates; Lower residual waste; Improve participation levels; Increased income from recycling credit	Head of Joint Waste Services	Leisure, Parks & Waste Management

Reference no	Ambitions	What will success look like?	Responsible Officer	Governance (O&S)
JWS5	Improve the quality of the dry recyclate collected in the blue recycling bin in order to meet the requirements of the reprocessors	Sample results will have lower levels of contamination. Reduction in the number of loads rejected. Higher income levels from the sale of dry recyclate. An effective education and communication programme	Head of Joint Waste Services	Leisure, Parks & Waste Management
JWS10	Increase income levels	Increase the number of second garden waste bins in Lichfield Increase the number of bulky item collections Increase the number of trade waste customers	Head of Joint Waste Services	Leisure, Parks & Waste Management
JWS7	Develop a programme for the replacement of old and defective bins in Tamworth and Lichfield	Undertake a bin condition survey to identify and prioritise the number of bins which require replacing. Evaluate replacement cost Develop a capital programme	Head of Joint Waste Services	Leisure, Parks & Waste Management
JWS8	Reduce the cost of providing the Waste Service to the Council Tax payers of Staffordshire	The proposed holistic review of waste services in Staffordshire identifies savings in collection and disposal including charging for garden waste	Head of Joint Waste Services	Leisure, Parks & Waste Management
JWS9	Improve the efficiency of the Joint Waste Service	Maintain top quartile performance for the cost per property of providing the service. The new vehicle fleet delivers improved fuel efficiency and accessibility to restricted streets. Increase the number of properties collected by each round. Introduce collections of both garden waste and dry recycling on the same vehicle on rural rounds.	Head of Joint Waste Services	Leisure, Parks & Waste Management

Reference no	Ambitions	What will success look like?	Responsible Officer	Governance (O&S)
		Reduce the number of missed bins Introduce charging for Garden Waste		
L&P5	To provide an effective and efficient street cleansing service throughout Lichfield District.	Investigation of all fly tipping	Head of Leisure & Operational Services	Leisure, Parks & Waste Management
L&P6	Prepare bid to HLF for restoration of Stowe Pool and fields.	Collation of recommendations and prepare a Stage 1 bid. Propose to submit Stage 1 bid by Autumn 2017.	Head of Leisure & Operational Services	Leisure, Parks & Waste Management
JWS4	Provision of waste services to the projected number of new build properties in both Tamworth and Lichfield	Minimise the impact of new build properties on the waste infrastructure - Vehicles, manpower and fuel	Head of Joint Waste Services	Leisure, Parks & Waste Management
A council that is fit for the future				
JWS1	Improve the health wellbeing and morale of the Joint Waste Service Staff	Reduction in the sickness levels; Reduction in staff turnover Improved collection productivity; Improved service delivery standards; Provide support to manage injury and illness - triage and physiotherapy referrals; Introduce health and wellbeing programme to tackle issues such as diet, alcohol, exercise and smoking; Improved service delivery standards; Regular communication with Elected Members and Senior Management	Head of Joint Waste Services	Leisure, Parks & Waste Management
L&P7	Ensure revenue and capital budgets are managed efficiently and effectively - Balancing the Budget	Ensure revenue and capital budgets are managed efficiently and effectively - Balancing the Budget	Head of Leisure & Operational Services	Leisure, Parks & Waste Management

Reference no	Ambitions	What will success look like?	Responsible Officer	Governance (O&S)
L&P8	Implement the recommendations of the Fit for the Future Parks and Open Spaces Review	Delivery Plan developed and implemented for the following review <ul style="list-style-type: none"> • Parks and Open Space 	Head of Leisure & Operational Services	Leisure, Parks & Waste Management