

# Public Document Pack

## LICHFIELD DISTRICT COUNCIL

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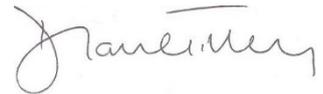
**9 July 2018**

To: Members of the Lichfield District Council

In accordance with Paragraph 4(2) of Part 1 of Schedule 12 to the Local Government Act 1972, you are hereby summoned to attend the meeting of the Lichfield District Council which will be held in the Council Chamber, District Council House, Frog Lane Lichfield on **TUESDAY 17 JULY 2018 at 6.00 pm.**

Prayers will be said by Reverend L Collins.

Access to the Council Chamber is via the Members' Entrance or the main door to the vestibule.



Chief Executive

**A G E N D A**

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**EMPLOYMENT COMMITTEE**

**3 JULY 2018**

**PRESENT:**

Councillors Mrs Baker (in the Chair), Mrs Boyle, Cox, Mrs Eagland, Ms Grange, Greateorex, Rayner, Salter and B Yeates.

With the consent of the Committee Councillor Mrs Baker chaired the meeting prior to handing over to Councillor Mrs Boyle.

**1 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Mrs Banevicius.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interests

**3 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on the 1 February 2018, as printed and circulated were taken as read, approved and signed by the Chairman.

**4 REVISED PAY POLICY STATEMENT**

The Committee was informed of the Council's duties under Section 38 of the Localism Act 2011 to prepare and publish a Pay Policy Statement for 2018/19.

Consideration was given to the updated Pay Policy Statement which set out the Council's approach to setting the pay of its employees by identifying:

- the methods by which salaries are determined;
- the detail and level of remuneration of senior managers (i.e. 'chief officers', as defined by the relevant legislation);
- the relationship between the remuneration of chief officers, those who are not chief officers and the lowest paid;
- the most recent gender pay gap figures available.

It was suggested that, in future, benchmarking information be provided in connection with pay differentials. The Committee was advised that trend analysis demonstrated that the ratio between the lowest paid employee and the Chief Executive had reduced.

Members noted that market supplements were set by an independent market analyst who undertook benchmarking against other local authorities based on criteria set by the Employee Liaison Group.

Clarification was given on TUPE payments and it was noted that the large proportion of the workforce on grade D was influenced by the refuse collection service.

**RECOMMENDED:** (1) That the content of the updated Pay Policy Statement be approved.

(2) That the Pay Policy Statement be recommended for approval by Council.

## 5 DRAFT PEOPLE STRATEGY

The Head of Corporate Services gave a presentation which outlined the key strands of the People Strategy and the individual components of each strand.

The Strategy would set out how the Authority planned to attract, nurture, empower, retain and incentivise people, thereby ensuring a workforce that could successfully deliver the Council's ambitions.

These ambitions sought to build on the Council's commercial skills, drive digital by default, introduce different means of service provision, continually improve efficiency and effectiveness of service, manage increasing demand and reducing income, create an agile workforce and support a reducing and ageing workforce.

Consideration was given to each of the four key strands of the strategy set out below together with their individual components:

- Organising and empowering the workforce
- Engaging and looking after employees
- Motivating and rewarding employees
- Attracting talent and developing people

Members were advised that the Strategy would be developed by the People Strategy Working Group comprising a cross section of staff and union representatives. The Group would examine key areas and engage the wider workforce, with the aim of developing a strategy document by September 2018. Work would be undertaken to determine baseline metrics and delivery would be achieved via an action plan. Actions and metrics would then be monitored and reported annually.

In response to a question about opportunities for school leavers it was advised that the Council tried to accommodate placements from schools although there could be problems with capacity given the small size of many teams. Meanwhile, entry level positions were being looked at as part of the apprenticeship framework. It was agreed that maximising opportunities for young people was something that should be explored by the strategy focus groups.

Reference was made to the importance of the working environment and it was questioned whether it might be difficult to attract people from larger urban centres and the private sector given the condition and set-up of the Council offices. It was suggested that developing agile working may help address the issue.

The importance of collecting relevant baseline data in order to set appropriate targets was emphasised. It was noted that a staff survey was undertaken annually and this together with workforce profiling information and routine metrics would be fed into the process. This would help focus on areas where there may be issues.

The need to provide IT training for Members was mentioned during the discussion on skills profiling to ensure they were able to contribute to the overall culture of the organisation.

The shortage of resources was recognised as a potential problem but also, with the correct culture, as a potential driver for innovation. It was noted that ultimately it was important to focus on the services that the authority existed to deliver.

The Chairman thanked the Head of Corporate Services and Human Resources Manager for their work and noted that the development of the strategy would continue under the new Chairman and Vice-Chairman.

**RESOLVED: (1)** That the key strands and main components of the people strategy be noted.

**(2)** That the proposals for developing and delivering the strategy be noted.

## **6 UPDATED EQUALITY & DIVERSITY STRATEGY**

Consideration was given to the revised Equality and Diversity Policy which incorporated the Council's duties to staff under the Equality Act 2010 and employment regulations.

The Policy sought to oppose and avoid all forms of unlawful discrimination within the workforce and had been developed in consultation with Leadership Team and the Employee Liaison Group. The Policy formed part of the Council's Equality Action Plan and fulfilled its statutory equality duty under the Equality Act.

It was noted that the Policy, which had been revised in line with the new policy template, clarified the Council's responsibilities and set out links to other relevant policies. It was also closely aligned with the Equality Statement, the Council's values and prevailing best practice.

The Committee noted that the gender pay gap had increased slightly following the outsourcing of the leisure centres but still remained well below the national average and in line with other local authorities.

During the discussion it was suggested that the option for undertaking job evaluation reviews for new posts should be highlighted in the People Strategy. With regard to monitoring equality and diversity it was advised that Equalities Impact Assessments played an important role alongside other monitoring mechanisms.

**RESOLVED:** That the updated Equality and Diversity Policy be approved.

(The Meeting closed at 7.01 pm)

CHAIRMAN

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**REGULATORY AND LICENSING COMMITTEE**

**5 JULY 2018**

**PRESENT:**

Councillors B Yeates (Chairman), O'Hagan (Vice-Chair), Mrs Constable, Drinkwater, Mrs Evans, Humphreys, Salter and Miss Shepherd

**10 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Mrs Bacon and Councillor Mrs Stanhope MBE.

**11 DECLARATIONS OF INTEREST**

There were no declarations of interests.

**12 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the Meeting held on 6 February 2018, as printed and circulated, were taken as read, approved and signed by the Chairman.

**13 WORK PROGRAMME**

The Work Programme for 2018-19 was considered and it was agreed to add:-

- Review of the Gambling Policy – 4 October 2018;
- Taxi Licensing Policy – 4 October 2018; and
- Street Trading Policy Update – 4 October 2018.

**14 REGISTRATION OF SPECIAL TREATMENTS POLICY**

The committee received the report and draft Registration of Special Treatment Policy. It was noted that this policy was recommended to go out to consultation to Staffordshire Police, Staffordshire County Council and Ward Members and would also be posted on the Lichfield District Council website for consultation. Discussions took place around the need to regulate these treatments and the importance of these procedures being done properly. Minor amendments were discussed at paragraph 3.2 in the Report and 5.1 in the Policy. The committee queried if this would be an opportunity to include face painting as well as previously minuted they were uneasy about the fact that face painting was being carried out at events with no checks and concerns were raised about potential adverse reactions from counterfeit products and some forms of henna used.

**RESOLVED:** (1) The Committee approved the new special treatments policy for consultation subject to the minor amendments discussed and the inclusion of fees being mentioned;  
(2) Susan Bamford to investigate the inclusion of face painting in the policy.

## 15 CHARITABLE COLLECTIONS LICENSING POLICY

The committee received the report and draft Charitable Collections Policy 2018 which was also recommended for consultation. It was agreed that this policy would give Lichfield District Council greater control to regulate house to house collections and street collections and ensure consistency in the decision making. The committee agreed it was a very good idea as a lot of people are being deceived on their own doorstep. A query was raised regarding the reference to the exclusion of Three Spires and whether this also applied to Burntwood Shopping Centre. The committee was advised that this was because permission to collect in the Three Spires Shopping Centre must be sought from Three Spires. The officer confirmed that this would be further investigated.

**RESOLVED:** The Committee approved the new Charitable Collections policy for consultation.

## 16 SCRAP METAL DEALERS LICENSING POLICY

The committee received the report and draft Statement of Policy and Guidelines for the Licensing of Scrap Metal Dealers and was advised that the licensing of Scrap Metal Dealers was a Cabinet function. The policy was therefore presented for the contribution of the committee. The policy outlined the requirements of the Scrap Metal Dealers Act 2013 and also gave guidance to new applicants, existing licence holders, consultees and members of the public as to how the Council will administer and enforce the requirements of the Act.

Discussions took place around the scrap metal dealers and fly tipping and concerns were raised about fly tipping. Mr Twomey advised the committee that the government had just launched a consultation about fixed penalty notices for fly tipping which Environmental Health would be consulted on which meant these comments could be made in due course.

**RESOLVED:** The Committee approved the new Statement of Policy and Guidelines for the Licensing of Scrap Metal Dealers for consultation.

## 17 MINOR AMENDMENT TO HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER LICENCE CONDITIONS

The committee received the minor amendment to Hackney Carriage and Private Hire Driver Licence Conditions and members were asked to approve a change to the combined Hackney Carriage and Private Hire Drivers Licence Condition 11 in relation to Assistance Dogs. The committee were informed that the Council's current conditions were outdated in terms of the quoted legislation and it did not follow best practice guidance. Discussions took place and it was agreed to be a very good idea.

**RESOLVED:** The Committee approved a change to the Combined Hackney Carriage and Private Hire Drivers Licence Condition 11 in relation to Assistance Dogs to read:

### **11.0 Guide/Assistance Dogs**

11.1 *The driver may at his/her discretion accept or refuse to carry any animal in the custody of any passenger EXCEPT where the animal is a guide dog or assistance dog.*

11.2 *Drivers who have a certifiable medical condition which is aggravated by exposure to dogs may apply to the council for a written exemption from the duty on medical*

*grounds. The driver must display the Notice of Exemption by affixing it in a prominent position on the dashboard of the vehicle facing upwards, or affixed to the windscreen of the vehicle facing outwards. The Notice of Exemption must be removed from the vehicle when the vehicle is used by other licenced drivers. A further Notice of Exemption will be provided to the Licence holder in braille format and must be offered to any passenger should they be refused a journey and the driver holds an exemption.*

- 11.3 *No driver shall make an additional charge for the carriage of a guide or assistance dog, the conveyance of a wheelchair, or other equipment required by a person with a disability.*

## **18 ENVIRONMENTAL CRIME STRATEGY FOR LICHFIELD**

The committee received a report on the Environmental Crime Strategy for Lichfield which covers a range of offences, including dog fouling, fly tipping, littering, graffiti and fly posting. A Members Task Group had looked at this previously and considered the need for a new Public Space Protection Order reviewing the current approach to enviro-crime enforcement, identifying areas for improvement in relation to Council policies and practices that impact negatively on the environment and reviewing the level of resources to deal with environmental crime. An internal consultation had taken place and did not reveal any specific issues beyond that of dog fouling. In consideration of this and having looked at what other local authorities were doing across the country the Members Task Group recommended a new PSPO which would require dog walkers to carry an appropriate receptacle so they can pick up any dog waste. Failure to do so would enable fixed penalty notices to be issued and failure to pay the fine would result in a court summons for the original breach of the PSPO.

Discussions took place around the education and enforcement of such environmental crimes and the limited resources available and it was proposed that the Environmental Crime Strategy be given 12 months to bed in along with these efficiencies prior to a further report to this committee to determine if a recommendation is to be made to the relevant Cabinet Members that resources are appropriate.

The Members Task Group had also considered the Council's policies and practices, looking at how we deal with public open space on new developments as if we leave the maintenance with the Developer or a Management Company the areas can sometimes cease to be maintained and end up being a problem to be dealt with by Environmental Health or Planning Enforcement. This matter was being considered in relation to an official council policy within Leisure and Operational Services and Environmental Health would be consulted on their views prior to the formulation of any official council policy.

The Members Task Group had also considered the current fixed penalty notice charges and the group had considered that charges ought to be set at maximum levels to act as a strong deterrent to offenders, but with a significant (40%) discount for early payments. Appendix 2 of the Report refers. Mr Twomey explained that there were only two exceptions to this - the fixed penalty for fly tipping at £400 with no reduction for early payment due to the serious nature of this crime and the fixed penalty for dog fouling which only has a maximum fine permissible of £80, which is less than the discounted amount set for littering of £90 so no early payment discount was felt to be needed.

The Committee were satisfied with the Environmental Crime Strategy and felt it very important to adopt. It was acknowledged that catching the offenders was the problem as people did not want to risk the ramifications and it was suggested the Environmental Health department be informed if certain hot spots were identified and photographs be given as evidence. Members asked if a press release could be issued as well as putting it on to the Lichfield District Council website as it was felt a press release would add more weight to the importance of the Environmental Crime Strategy and get to more people. This was noted.

- RESOLVED:** (1) The Committee agreed the draft Environmental Crime Strategy prior to consultation with the public, businesses and other stakeholders;
- (2) The Head of Regulatory Services, Housing and Wellbeing be given delegated authority to amend the Environmental Crime Strategy, in consultation with the Committee Chairman and Vice-Chairman, should this be necessary following consultation. Changes of a significant nature shall be brought back to this Committee;
- (3) The Committee agreed the proposed new fixed penalty notice charges as outlined in the Report Appendix 2;
- (4) The Committee agreed to enter into a public consultation exercise in relation to the introduction of a new Public Space Protection Order to cover a requirement for dog walkers to carry an appropriate receptacle so they can pick up any dog waste, the results of the consultation to be brought back to this Committee.

## **19 AIR QUALITY ACTION PLAN FOR LICHFIELD**

The committee received a report on the Air Quality Action Plan for Lichfield which seeks to address the concerns of members regarding the initial draft strategy. Mr Twomey explained that the Air Quality Action Plan had been reduced in scope following a late response from Highways England relating to some of the proposals in their power.

Discussions took place around the new Action Plan and the concern that DEFRA may not be happy with it but it was agreed the draft should be consulted upon and then maintained as a living document as new proposals came to the fore.

- RESOLVED:** (1) The Committee agreed the draft 2018 Air Quality Action Plan and the recommendations for reducing nitrogen dioxide levels in preparation for further consultation with relevant stakeholders;
- (2) That the Head of Regulatory Services, Housing and Wellbeing be given delegated authority to amend the Air Quality Action Plan, in consultation with the Committee Chairman and Vice-Chairman, should this be necessary following consultation or comments from DEFRA. Changes of a significant nature would be brought back to this committee.

## **20 ANY OTHER BUSINESS**

The Chairman reported that the Members Task Group looking at the Street Trading Policy Consultation had met prior to this meeting. He reported that the new version of the Street Trading Policy had been put out for consultation between 14 May and 4 June 2018 and in total only 23 responses were received. The Members Task Group had therefore reviewed the comments and officer responses and decided on the required amendments to the Street Trading Policy.

(The Meeting closed at 6.55 pm)

CHAIRMAN

# Agenda Item 12

**AGENDA ITEM 12**  
**APPENDIX A - ADDENDUM**  
**FOR: COUNCIL**  
**17 JULY 2018**  
*(Issued 13 July 2018)*  
**(YELLOW ENCLOSURE)**

## CHANGES TO THE MEMBERSHIP OF COMMITTEES AND OUTSIDE BODIES

<b>Committee</b>	<b>Change</b>
Strategic (Overview and Scrutiny) Committee	Add Cllr Rayner Cllr Mrs Evans to replace Cllr Drinkwater
Community, Housing & Health (Overview & Scrutiny) Committee	Cllr Ball to replace Cllr Mrs Banevicius
Economic Growth, Environment & Development (Overview & Scrutiny) Committee	Cllr Ball to replace Cllr Mrs Evans
Crime and Police Panel	Cllr A Yeates to replace Cllr Pullen
Cannock Chase AONB	Cllr Leytham to replace Cllr Eadie
Staffordshire and Stoke on Trent Joint Waste Board.	Cllr Leytham to replace Cllr Eadie
Healthy Staffordshire Select Committee	Cllr Mrs Baker to replace Cllr Leytham

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