

# Public Document Pack

## LICHFIELD DISTRICT COUNCIL

**DIANE TILLEY BSc., MRICS**  
**Chief Executive**  
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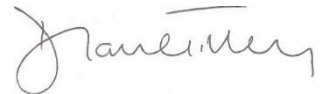
**District Council House**  
**Frog Lane**  
**Lichfield**  
**WS13 6YY**

**12 April 2021**

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 on **TUESDAY, 20 APRIL 2021 at 6.00 pm.**

In light of the current Covid-19 pandemic and government advice on social distancing, the meeting will be held online and streamed live on the Council's [YouTube channel](#).



Chief Executive

### A G E N D A

1. Apologies for absence (if any)
2. Declarations of interest
3. To approve as a correct record the Minutes of the previous meeting (3 – 10)
4. Chairman's Announcements
5. Report of the Leader of the Council on Cabinet Decisions from the meeting held on 13 April and Cabinet Member Decisions (11 – 12)
6. Minutes of the Community, Housing & Health (Overview & Scrutiny) Committee (13 – 16)
7. Minutes of the Leisure, Parks & Waste Management (Overview & Scrutiny) Committee (17 – 18)
8. Minutes of the Regulatory and Licensing Committee

*The Chairman of the Regulatory and Licensing Committee to move that the proceedings of the meeting held on 25 February 2021 be received and where necessary approved and adopted.*  
(19 – 22)

9. Minutes of Planning Committee

*The Chairman of the Planning Committee to move that the proceedings of the meeting held on 8 March 2021 be received and where necessary approved and adopted* (23 – 24)

10. Minutes of the Employment Committee

*The Chairman of Employment Committee to move that the proceedings of the meeting held on 15 March 2021 be received and where necessary approved and adopted.*  
(25 – 26)

11. Minutes of the Audit and Member Standards Committee

*The Chairman of the Audit and Member Standards Committee to move that the proceedings of the meeting held on 25 March 2021 be received and where necessary approved and adopted.*  
(27 – 32)

12. Appointment of Head of Paid Service (report attached, 33 – 36)

13. Review of Committee Meetings

To consider the Cabinet recommendations made at the meeting on 13 April 2021 (report attached, 37 – 54)

14. Council Meeting Arrangements

*To consider arrangements for holding council meetings following the expiry of emergency legislation that enabled meetings to be held virtually (report attached, 55 – 60)*

15. Pay Policy Statement

*To approve the Council's Pay Policy Statement (report attached, 61 – 72)*

16. Update to the Constitution (scheme of delegation)

*To note that following the retirement of the Head of Customer Services, Revenues & Benefits the powers delegated to that post have been delegated to the Head of Corporate Services.*

17. Questions

*To answer any questions under Procedure Rule 11.2*

18. Exclusion of Public & 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 1 of Part 1 of Schedule 12A of the Local Government Act 1972"

19. Confidential Minutes of the Appointments Committee

*The Chairman of the Appointments Committee to move that the proceedings of the meetings held on 18 and 25 March 2021 be received and where necessary approved and adopted (73 – 76)*

**COUNCIL**

**16 FEBRUARY 2021**

**PRESENT:**

Councillors Powell (Chairman), Cross (Vice-Chair), Anketell, Baker, Ball, Banevicius, Barnett, Binney, Birch, Checkland, Cox, Eagland, D Ennis, L Ennis, Evans, Grange, Greateorex, Gwilt, Ho, Humphreys, Lax, Leytham, A Little, E Little, Marshall, Matthews, Norman, Parton-Hughes, Pullen, Ray, Robertson, Salter, Silvester-Hall, Smith, Spruce, Strachan, Tapper, Warburton, Warfield, Westwood, White, M Wilcox, S Wilcox, A Yeates and B Yeates.

**136 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Eadie.

**137 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**138 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the Minutes of the Meeting held on 15 December 2020 be approved as a correct record.

**139 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman said it was his sad duty to inform Members that former Councillor Stephen Taylor had passed away.

The Council held a Minute's silence in memory of former Councillor Taylor and all those who had suffered a loss recently. Following the silence Members remembered and paid tribute to former Councillor Taylor who had represented Chasetown Ward from 2011 to 2015 and served on a number of Committees, including Planning and Regulatory and Licensing Committee.

**140 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 12 JANUARY AND 9 FEBRUARY AND CABINET MEMBER DECISIONS**

Councillor Pullen submitted his report on Cabinet decisions from the meetings held on 12 January and 9 February 2021 together with individual Cabinet Member Decisions, and answered questions on issues arising from the report.

**141 MINUTES OF THE COMMUNITY, HOUSING & HEALTH (OVERVIEW & SCRUTINY) COMMITTEE**

Councillor Eagland submitted the Minutes of the meeting held on 20 January 2021. In doing so she informed Members that a meeting had taken place with the Chairman of the Staffordshire County Council Health Select Committee in connection with issues raised by the Committee including the George Bryant Centre, the South East Staffordshire Clinical Commissioning Group (CCG) and Samuel Johnson Hospital.

It was advised that county council officers would be:

- writing to the CCG Accountable Officer outlining the Committee's concerns and requesting comments;
- writing to the Midland Partnership NHS Foundation Trust to clarify the future of the George Bryant Centre which would also be added to the Select Committee work programme,
- requesting further information on the Samuel Johnson Hospital.

Councillor Norman noted that the CCG would be reviewing the need for a permanent Health and Well Being Centre in Burntwood but given it took 10 years to provide the new surgery he did not have much hope. Councillor Norman advised that the Chairman of the South East Staffordshire CCG had offered to come to the District Council to report on the CCG and answer questions as he currently did at Tamworth Borough and South Staffordshire District Council on an annual basis.

Councillor Ball sought reassurance that South Staffordshire CCG performance, George Bryant Centre, community hospitals and Burntwood Health Centre would go on the agenda of the County Council select Committee, be dealt with and reported back.

With regard to the Burntwood Health Centre Councillor Eagland referred to correspondence from Staffordshire County Council advising that work is ongoing between NHSE and Staffordshire County Council to secure funding to start design work on an alternative site owned by the County Council.

Councillor Evans welcomed the Housing Assistance Policy Review and requested that Members be kept informed as it progressed. Councillor Lax advised that the Review would be brought back to the Committee in March.

(COUNCILLOR WHITE DECLARED AN INTEREST IN THE ITEM AS LEADER OF STAFFORDSHIRE COUNTY COUNCIL)

#### **142 MINUTES OF THE LEISURE, PARKS & WASTE MANAGEMENT (OVERVIEW & SCRUTINY) COMMITTEE**

Councillor Matthews submitted the Minutes of the meeting held on 21 January 2021.

With regard to the Minute on the Covid Recovery Plan, Councillor White advised that close to a quarter of a million vaccines had been delivered across Staffordshire and the work of all the partners involved was commended.

#### **143 MINUTES OF THE ECONOMIC GROWTH, ENVIRONMENT & DEVELOPMENT (OVERVIEW & SCRUTINY) COMMITTEE**

Councillor Leytham submitted the Minutes of the meeting held on 26 January 2021.

#### **144 MINUTES OF THE STRATEGIC (OVERVIEW & SCRUTINY) COMMITTEE**

Councillor Spruce submitted the Minutes of the meeting held on 27 January 2021.

Councillor Grange said detailed information referred to in the Minutes about the gap between the District Valuer's assessed value of land at Netherstowe and Leyfields and the amount included in the MTFS had not yet been made available. Councillor Spruce said he thought this

was covered in the information provided by the S151 Officer but he would consult with him if further details were required.

Councillor Robertson referred to the review of Committee meetings and sought reassurance that the new structure would maintain transparency and openness. The Chairman guaranteed that openness would continue and the idea was to make people more aware not less. Councillor Norman spoke in support of the scrutiny recommendations and highlighted the importance of training.

Councillor White noted task groups often had to be set up to respond to issues at short notice and the recommendation for mandatory training could be difficult to operate in practice. Considerations included the need to ensure transparency when reaching conclusions, the need to avoid reiterating issues and the focus of task groups (for example, ensuring they didn't become too narrowly defined).

#### **145 MINUTES OF PLANNING COMMITTEE**

Councillor Marshall submitted the Minutes of Planning Committee held on 14 December 2020 and 11 January 2021.

It was then seconded by Councillor Baker and

**RESOLVED:** That the Minutes of the meetings held on 14 December 2020 and 11 January 2021 be approved and adopted.

#### **146 MINUTES OF EMPLOYMENT COMMITTEE**

Councillor Humphreys submitted the Minutes of the Employment Committee held on 15 December 2020.

It was then seconded by Councillor Silvester-Hall and

**RESOLVED:** That the Minutes of the meeting held on 15 December 2020 be approved and adopted.

#### **147 MINUTES OF AUDIT & MEMBER STANDARDS COMMITTEE**

Councillor Greatorex submitted the Minutes of Audit and Member Standards Committee held on 3 February 2021.

It was then seconded by Councillor Ho and

**RESOLVED:** That the Minutes of the meeting held on 3 February 2021 be approved and adopted.

#### **148 MEDIUM TERM FINANCIAL STRATEGY**

It was proposed by Councillor Strachan and seconded by Councillor Pullen 'that the Medium Term Financial Strategy (Revenue and Capital) 2020-2025 and the Council Tax Resolution 2021-2022 be approved.'

In submitting his report Councillor Strachan referred to the impact of the global pandemic on budgets at a local and national level. Over £47 million of grants, reliefs and additional funding had passed through the Council in connection with the pandemic and teams had designed

and implemented schemes to distribute funds as swiftly as possible, frequently from scratch with minimal guidance from ministerial departments. As a result of these actions support had reached businesses in time to keep them afloat.

A one year settlement had been received and there was little visibility of the financial future with the new homes bonus reforms, fair funding review (now known as the review of needs and resources) and the fundamental business rates reset and reform all being delayed. In view of these uncertainties a cautious approach had been taken to the budget. Councillor Strachan highlighted the proposed early repayment of a loan taken out at Burntwood Leisure Centre (£979,000) to generate an annual saving of £140,000 and the creation of the risk, resilience and recovery reserve. He noted that the most likely scenario was for a funding gap of £2.1 million in years 4 to 5 with further financial risks and threats ahead that could affect nearly 90% of income. For these reasons a council tax increase of £5 annually on a band D property was proposed.

Given the funding gap, huge uncertainty and need to fund the commitment to replace Friary Grange leisure centre Councillor Strachan said freezing Council tax would be a reckless act of self harm. He said the increase represented a 9p per week increase on a band D property but he would never seek to minimise the impact of any tax increase and urged anyone having difficulty to contact the Revenues and Benefits Team. Councillor Strachan said it was a budget of necessity born of the current circumstances designed to leave the Council in the best possible place to support those living and working in the District.

Councillor Norman noted the work undertaken to come up with a budget in the face of all the unknowns and the Covid pandemic. He said the Cabinet Member had been open and honest and explained his concerns. He shared the Cabinet Member's hopes that the situation would improve. However, he said after 10 years of austerity and cuts by the government the current problems were not just a consequence of Covid.

Councillor Norman said it was a Government dictated budget with an above inflation increase. Referring to a freedom of information request he asked why the local Members of Parliament were not being lobbied in the way they should.

Members then debated the Medium Term Financial Strategy and Council Tax Resolution. Councillors Wilcox, Spruce, Cox, White, Tapper, Ho and Greston spoke in favour of the proposal. Members referred to balancing a reluctance to raise taxes with the need to fund and protect the Council's services and commitments.

Councillor Ball raised concern that funding for developing prosperity was reducing while Councillor Grange questioned drawing conclusions from the budget consultation document given the low number of responses. Councillor Ray acknowledged the work undertaken, the challenges and the prudent approach but said there was a structural problem that the government was not addressing in terms of the funding of local government.

Councillors Robertson, Ennis and Evans expressed concerns about the proposal. These included concerns about the timing and necessity of the increase and the impact on those experiencing hardship within the District.

In seconding the proposal Councillor Pullen said it was a budget that saw not cuts to services, and supported jobs, the voluntary sector and residents.

In summing up Councillor Strachan responded to the issues raised during the debate. With regards to developing prosperity budgets Councillor Strachan advised that the Council sought to set the scene rather than being overly interventionist. He said the Council historically low council tax in the district had necessitated the current increases. He commented that while the response rate to the consultation had been low it had provided some good qualitative data. Regarding the necessity of the proposed increase he advised that the MTFS assumed the depletion of all reserves in year five.

To comply with statutory regulations a named vote was then taken and recorded as follows:

<b>FOR (32)</b>	<b>AGAINST (11)</b>	<b>ABSTAIN (1)</b>
BAKER	ANKETELL	RAY
BARNETT	BALL	
BINNEY	BANEVICIUS	
CHECKLAND	BIRCH	
COX	ENNIIS, D	
CROSS	ENNIS, L	
EAGLAND	EVANS	
GREATOREX	GRANGE	
GWILT	NORMAN	
HO	ROBERTSON	
HUMPHREYS	WESTWOOD	
LAX		
LEYTHAM		
LITTLE, A		
LITTLE, E		
MARSHALL, T		
MATTHEWS		
POWELL		
PULLEN		
SALTER		
SILVESTER-HALL		
SMITH		
SPRUCE		
STRACHAN		
TAPPER		
WARBURTON		
WARFIELD		

WHITE

WILCOX, M.

WILCOX, S

YEATES, A

YEATES, B

It was duly:

**RESOLVED:** that the Medium Term Financial Strategy (Revenue and Capital) 2020-2025 and the Council Tax Resolution 2021-2022 be approved.

#### **149 CALENDAR OF MEETINGS**

Councillor Lax submitted the Calendar of Meetings 2021-2022.

**Resolved:** That the Calendar of Meetings 2021-2022 be approved subject to further consultation over the date of Council in April 2022 and provisional dates in early 2022, with the final dates to be determined by the Cabinet Member in consultation with Leader of the Council and the Leader of the opposition.

#### **150 QUESTIONS**

##### **Q1. Question from Councillor Evans to the Cabinet Member for Innovation, Commercialisation and Corporate Services**

"Will the Cabinet Member please help with a problem that the 1st Burntwood Scout Group are having with the District Council in their wish to ensure there is equal treatment for the females in their Group, by setting out an action plan to resolve the situation?

The 1st Burntwood Scout Group that is situated in Elder Lane on the Burntwood Park, has been in discussion with LDC about renewing their ground lease on the land their headquarters are situated on, but there is a dispute regarding ownership of the building. LDC maintains it is their building, but the scouts have proof it is theirs in totality as they built it and they have sent all the relevant information to the council. The present building was constructed in the early 1980's, replacing the wooden structure that was there beforehand. At the moment the group are needing to do renovations, especially to convert the toilets as they now have a number of females in the scouts and the toilets are inadequate. The funding for the building was initially raised by fundraising events, grants and donations, which is one of the reasons they can prove the building belongs to them.

Although they are still conducting meetings via Zoom, they wish to undertake the renovations during this lockdown time, so that they can offer a full programme of scouting when restrictions are lifted in order that the scouting movement can continue to support the young people of Burntwood."

##### **Response from the Cabinet Member for Innovation, Commercialisation and Corporate Services**



The ownership of the Scout Hut is not in dispute, the solicitor representing the Scouts has supplied a lease which predates the 2008 lease we hold, the rental charge is a peppercorn rent for the land.

There has been regular contact for the period 5/6/20 until 17/11/20 between officers from the Property Services Team often speaking with the Scouts representative two or three times a day, during which time terms were agreed and solicitors instructed on the 30/6/20 with regards to the new lease. The Scouts head office had not agreed and signed the terms of the new lease until the end of August 2020.

The lease has the following clause:

6(i) Not at any time during the term without the written consent of the landlord (which consent may not be unreasonably withheld or delayed) and then only in accordance with plans previously approved by the landlord and under the supervision and to the reasonable satisfaction of the landlord or its head of planning services to make or suffer to be made in or to the demised premises or any part thereof any alterations additions or improvements.....

(vi) To remove any alterations additions or improvements made to the demised premises at the expiration of the term if so required by the landlord and to make good at the tenants own expense any part or parts of the demised premises.....

On 5/10/20 the Scouts raised the issue of their proposed alterations with the Property Services Team and this enquiry received an immediate response. On the 17/11/20, our legal representatives - South Staffordshire Legal Services responded to a question posed by the Scouts Legal representative regarding the issue of the former 1980 lease and how we would wish to deal with the reinstatement obligations, we are still awaiting their response and/or further instructions.

We have been advising the Scouts about what needs to be carried out to ensure the success of proposed project, including the need for Building Regulations approval, these discussions were at an early stage, and unfortunately due to the impact COVID-19 has had, more recently, we have experienced difficulties in making contact with the Scouts or their representatives.

Property Services Team will not withhold permission to the alterations but we do need to protect the integrity of the building (as indicated in the above clause) as the tenant can return them at any time. We need to safeguard the council from incurring costs to remove inappropriate or rectify defective alterations. Once the project details have been received, we will issue a licence for the alterations.

Whilst there is a good relationship between the Property Services Team and the Scouts, I'd like to thank Councillor Evans for her intervention and for the introduction and connection with the Scout Leader, who is now working directly with us expedite and remedy any outstanding issues - a virtual meeting between the Scout Leader and Property Services is due to take place on Thursday.

(The Meeting closed at 8.00 pm)

CHAIRMAN

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**REPORT OF THE LEADER OF THE COUNCIL**

**CABINET DECISIONS – 13 APRIL 2021**

**1. Revised Housing Assistance Policy**

The Cabinet:

- 1.1 Approved the revised Housing Assistance Policy at Appendix 1 of the Cabinet report.
- 1.2 Delegated authority to the Cabinet Member for Regulatory, Housing and Health in consultation with the Head of Service to make minor amendments to the policy from time to time, and also make changes to the discretionary assistance set out in Appendix A of the policy within approved budgets.

**2. Review of Committee Meetings**

- 2.1 The Cabinet recommended that Council approve the following updates to the committee structure:
- 2.2 That Parish Forum is removed as a constituted committee and become informal meetings to aid information flow and training.
- 2.3 The District Board is removed as a constituted committee. Any statutory function carried out by this meeting is delegated to officers and relevant plans and decisions notified to Cabinet members and committees where appropriate.
- 2.4 That the structure for Overview & Scrutiny with the four existing committees be changed to a single Overview and Scrutiny Committee.
- 2.5 That the proposed Overview & Scrutiny Committee consider items earlier in the decision making process to aid policy development and review whether stated outcomes from decisions, strategies and policies have been achieved via effective use of member task groups.
- 2.6 That mandatory training is developed for all the scrutiny committee members and additional mandatory training for chair, vice chair and task group chair roles. Gender neutral terms will be used for all Committees from this point.
- 2.7 Full Council will appoint the Chair. The Vice-Chair will be nominated by the Leader of the Opposition and all task group Chairs are appointed by the Chair of O&S.
- 2.8 That an Independent Review Panel (IRP) is commissioned to assess the Special Responsibility Allowance (SRA) payable to any roles affected by this review. Any findings are kept within existing budgets.
- 2.9 That an evaluation of the effectiveness of the new committee structure be undertaken after the next District Council Local Elections in 2023.

- 2.10 That the relevant sections of the Constitution be updated to reflect the new committee structure with clear but adaptable processes to support effective decision making.

### **3. Garrick Theatre**

The Cabinet:

- 3.1 Approved that the relationship with the Lichfield Garrick Theatre Ltd revert to a Strategic Partnership Agreement.
- 3.2 Approved funding of the Strategic Partnership Agreement to the values outlined in paragraph 3.13 of the Cabinet report.
- 3.3 Approved the Strategic Partnership Agreement detail a smaller number of more measureable outcomes, to better assess the contribution to LDC's Strategic Objectives.
- 3.4 Delegated authority to the Cabinet Member for Leisure, Parks & Waste, in conjunction with the Head of Operational Services to enter into a Strategic Partnership Agreement with the Garrick Theatre Limited on the basis of the principles outlined in the Cabinet report.

(Councillor A Yeates declared an interest in this item and was not present during the discussion thereof).

## **CABINET MEMBER DECISIONS**

### **4. Homes England Investment Partner and Registered Provider Status**

- 4.1 The Cabinet Member for Regulatory, Housing & Health gave approval:
- To submit an application to apply to become a Homes England Investment Partner to enable the council to apply for Homes England grant funding for affordable homes.
  - To apply to become registered with the Regulator of Social Housing as a Registered Provider.

### **5. Small Business Grant Scheme – Ninth and Tenth Rounds**

- 5.1 The Cabinet Member for Major Projects and Economic Development approved the allocation of funding for the Lichfield District Small Business Grant Scheme's ninth and tenth rounds to the project bids detailed in the Cabinet Member reports.

**DOUG PULLEN**  
**LEADER OF THE COUNCIL**

## **COMMUNITY HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE**

**10 MARCH 2021**

**PRESENT:**

Councillors Eagland (Chairman), Evans (Vice-Chair), S Wilcox (Vice-Chair), Baker, Ball, Binney, Birch, Humphreys, Leytham, Silvester-Hall, Tapper and M Wilcox.

(In accordance with Council Procedure Rule No.17 Councillors Lax and A. Yeates attended the meeting).

**43 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Parton-Hughes

**44 DECLARATIONS OF INTERESTS**

Councillor Birch declared a disclosable pecuniary interest in Item 7, Community Safety Delivery Plan as he is employed by Staffordshire Police. He did not take part in the consideration of this item.

**45 MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting were circulated and subject to typographical amendments, they were agreed as a correct record.

**46 WORK PROGRAMME**

The Committee received the work programme and it was reported that following the previous full Council meeting, it had been noted that the Leader of the Opposition had discussed the possibility of the Chairman of the South Staffordshire and Seisdon CCG meeting with the Committee to discuss performance matters and Officer were looking into this further. It was also noted that the CCG Chairman had visited neighbouring authorities however that was to discuss their work around Covid-19. It was reported that performance matters were for the Staffordshire County Council Healthy Staffordshire Select Committee. It was then reported that our Committee Chairman and SCC Health representative had met with the SCC Healthy Select Committee Chairman and Officers to request the concerns regarding both performance of the CCG, update on George Bryan centre and queries of the use of the maternity unit at Samuel Johnson Hospital be investigated further. It was also requested that the Together We're Better team be invited back to give an update. It was then requested that there be regular updates on DFG's as well the process map used from application to completion.

RESOLVED: That the work programme be noted and items be added where agreed.

**47 STANDING ITEMS**

Items to be raised via the District Council's representative at the Staffordshire Healthy Select Committee were requested.

It was asked what progress had been made in discussions regarding the George Bryan Centre as well as the CCG performance and the need for a permanent health Centre at

Burntwood along with the future of the Community Hospitals in the District. It was reported by Councillor Leytham that Marcus Warnes, Chairman of the CCG would be writing to the Chairman of the Staffordshire Healthy Select Committee regarding performance and that it was not linked to the level of care given but level of expenditure instead. It was also reported that issues around the George Bryan Centre was being dealt with at the SCC level as it served residents further than just the district. It was also a similar case with the Community Hospitals however it was confirmed that the matter of the Burntwood Health Centre had been devolved to District level. It was noted that Wayne Mortiboys from SCC had agreed to provide regular updates. It was reported that the NHS was considering an alternative building that could be converted. It was requested that due to the number of new homes being built in Burntwood, this should be prioritised.

RESOLVED: That the information given be noted and items raised at the Healthy Staffordshire Select Committee.

#### **48 REVISED HOUSING ASSISTANCE POLICY**

The Committee received a report on the revised Housing Assistance Policy after receiving the Committee's views on various options at its previous meeting. It was reported that as well as setting out the mandatory grants provided for disabled adaptations, the policy now included wider discretionary assistance with an increased amount of Disabled Facilities Top-up Grant and a new Discretionary Contributions Grant that would be funded from the ring fenced DFG budget underspends. It was noted that options considered at the last meeting for a palliative care and hospital discharge grant still required further discussions with Millbrook (the contractor that delivered DFGs on the Council's behalf) and Staffordshire County Council so they could not be included at this stage.

The Committee wish to thank the Cabinet member and officers for taking their views into consideration when drafting the final version of the policy. It was hoped that this policy would be more effective and helpful for residents to access the help needed and in a more timely manner.

It was felt that it was imperative for the council to work with partners in monitoring the delivery of DFGs. It was requested that the committee be kept informed of performance of the DFG contract and this was agreed.

It was noted that there would not be a short-term grant for hospital discharge at this stage as the council had not received the information that had been requested from Staffordshire County Council, but this would be investigated further once more information was received.

Assurances were given that the application process would not be a barrier in itself for people accessing the funding as people needing the service could have their own diverse needs and may struggle for example to access online forms. It was also asked if resources were available to deal with this. It was reported that support was available for those that need it and applicants are supported throughout the whole process Case workers from Millbrook.

RESOLVED: That Cabinet be recommended to approve the Revised Housing Assistance Policy.

#### **49 COMMUNITY SAFETY DELIVERY PLAN**

The Committee received a report on the statutory requirement for Community Safety Partnerships (CSP) to produce a three year community safety plan, which would be reviewed

annually. It was reported that the plan must show how the CSP would tackle community safety issues and challenges.

It was reported that to provide the evidence base for the Community Safety Delivery Plan the Staffordshire Observatory produced a strategic assessment which looked at crime figures, trends and prevalent issues and suggests priorities for the District. The latest update was published in February 2021 and informed the development of the 21/22 delivery plan.

It was noted that whilst there had been little change in the Community Safety priorities, it highlighted the impact of Covid 19 on communities and in particular those at increased risk and the vulnerable including antisocial behaviour, county lines and fraud. It was also noted that mental health issues had increased and it was noted that one of the biggest rises seen was domestic abuse. Members welcome to the changes in priorities especially fraud which more and more vulnerable people are falling victim to.

It was felt that swift and positive action to crime was important and that there was a greater need for a visual presence from the police and their assistance. It was suggested that more contact be made through other settings including educational clubs and care homes as well as other partners including magistrates and youth workers. It was suggested that a return of youth clubs could be beneficial as they helped channel boredom and XS energy in a positive way.

The committee found the report helpful including the localised aspects to the information given.

**RESOLVED:** That the views given by the Committee on the Community Safety Priorities and format of the Community Safety Delivery Plan be noted.

## **50 COUNCILLOR LOCAL COMMUNITY FUND**

The Committee received a report requesting views on the creation of 'A Councillor Community Grant Scheme to enable Councillors to directly award funding to grassroots organisations in their ward. It was reported that small amounts of funding could make a big difference to communities at a local level and elected members were well placed to identify local needs.

It was reported that the scheme was at its early stages of development and the Committee's views at this point was invaluable. It was reported that there were a number of large funding schemes including, the Council's large grant funding pot, We Love Lichfield fund and the new community lottery it was reported that it was intended for this scheme to focus on those local grass roots groups/people that may have ordinarily fallen through the cracks.

It was reported that the local knowledge of all members placed them best to award the small grants. It was reported that it would run as a two-year pilot to help assess its benefits.

Councillors asked how the scheme would be monitored and value for money assessed and it was reported that there would be a set of rules/guidelines for members to follow. Training would be provided which would also include training on other funding channels that are available so Members could direct their communities to the most appropriate source. Ultimately the Members Code of Conduct would be used if grants were given inappropriately. Monitoring would be carried out with each Member submitting a return at the end of the year on how the grant had been distributed and this reported. Some Committee members felt more work was needed on the checks and balances as in its current form, it was on a retrospective basis and could open Members up to accusations which would sully the whole meaning of the scheme. There was also concern that although ward Members had that local knowledge, there could be issues of their own subconscious biases being a factor. There was also views that as the amounts were small it did not present a significant risk and should be grasped by Members to support their communities.

When asked, it was reported that there is no intention for members to allocate funding in a consistent manner to each other as each area and need would be different. Further to this however Members felt that the demographics of wards did vary with some being more densely urban or have more groups to reach so it was asked whether cross ward awarding could be considered. Similarly, the Committee also felt that more deprived wards may require more grant allocation and again this was asked to be considered.

It was asked how the grant would be communicated and it was noted that the communications team would announce it using all the channels available and the Parish Council would be utilised considerably.

There were also views that the scheme would be beneficial at the current time as it would help when the sense of community was at its greatest due to the pandemic. It was also felt that similarly large financial pressures were being felt so even the small amount available from the scheme would be appreciated.

RESOLVED: That the views given by the Committee be considered by the Cabinet Member and Officer.

(The Meeting closed at 8.01 pm)

CHAIRMAN



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

**1 APRIL 2021**

### **PRESENT:**

Councillors Matthews (Chairman), Silvester-Hall (Vice-Chair), Westwood (Vice-Chair), Baker, Banevicius, Barnett, L Ennis, Salter, Warfield, M Wilcox and B Yeates.

(In accordance with Council Procedure Rule No.17 Councillors Cox and Pullen attended the meeting).

### **43 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Ray and Tapper.

### **44 DECLARATIONS OF INTERESTS**

Councillor Baker declares a pecuniary interest in item 5 - Garrick Theatre as she was the Council appointed Trustee of the Theatre. She left the meeting before consideration commenced on the item.

Councillor B. Yeates declared a personal interest in item 5 – Garrick Theatre and he dealt with the organisation as part of his employment.

### **45 MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting, as circulated, were agreed a correct record.

### **46 WORK PROGRAMME**

The work programme was considered. It was noted that a special meeting had been arranged for the 17<sup>th</sup> May 2021 to consider the procurement of the waste vehicle contract and Dry Recycling Options.

RESOLVED: That the work programme be noted.

### **47 GARRICK THEATRE**

The Committee received a report on the proposed funding arrangement with the Garrick Theatre Trust.

It was reported that the current Concessionary Service Agreement (CSA) had now ended and it was noted that this CSA allowed the Garrick trust to recover VAT. It was reported that following legal and financial advice the opinion was that continuing with the CSA arrangement would not be compatible with procurement legislation. Due to this, it had been recommended to revert back to a grant agreement similar to that in place before the CSA. It was noted that alternative options were considerably less favourable. It was noted that the Council had worked with the Trust to formulate this longer term agreement and they were fully aware of the proposals.

It was reported that due to the pandemic the last 12 months has significantly impacted the Arts Industry and that this had been reflected in the level of support proposed. It was noted that the Council's cultural and heritage spend was higher than similar local authorities and so a consistent reduction in financial support would be part of the agreement.

It was then reported that a precise set of key performance indicators (KPIs) would be part of the new agreement which would be used to ensure outcomes were achieved. It was asked if there would be regular reviews of the agreement and it was reported if the Garrick were to be making more money than expected then further discussions with the trust would take place. It was noted that performance against the KPIs would be reported most likely on a quarterly basis.

The Committee welcomed the report and largely agreed with the proposals. It was felt that further out reach work by the theatre should be encouraged and a specific KPI be considered to ensure all areas in the District benefited from this community work. Further to this it was felt that performances in all available parks in the District could be beneficial.

It was asked how the level of financial support had been arrived at and it was reported that it had been a result of negotiations with the Trust taking into account the need to keep them on the trajectory of a reduction in their reliance of funding from the Council but also excepting the difficult time the industry was facing at the current time.

The economic benefit of the facility especially the night time economy was noted and it was felt that there would be a need and desire by people to experience the theatre post pandemic lockdown.

- RESOLVED: (1) That Cabinet be recommended that the relationship with the Lichfield Garrick Theatre Ltd revert to a Strategic Partnership Agreement;
- (2) That the proposal that the Strategic Partnership Agreement be entered into to the values as outlined in paragraph 3.13 of the report be recommended to Cabinet; and
- (3) That the proposal that the Strategic Partnership Agreement be amended to provide a smaller number of measureable outcomes, more closely aligned to LDC's Strategic Objectives be recommended to Cabinet.

(The Meeting closed at 6.30 pm)

CHAIRMAN

## **REGULATORY AND LICENSING COMMITTEE**

**25 FEBRUARY 2021**

**PRESENT:**

Councillors B Yeates (Chairman), Anketell, Binney, Eagland, D Ennis, L Ennis, Evans, Leytham, Salter, Spruce and Warfield

**11 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr James Parton-Hughes.

**12 DECLARATIONS OF INTEREST**

There were no declarations of interest received.

**13 MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held 28 September 2020 were approved.

**14 WORK PROGRAMME**

It was noted that this meeting was the last of the municipal year.

**15 BUSINESS AND PLANNING ACT 2020 UPDATE ON PAVEMENT LICENCES**

The Committee received an update on the Business and Planning Act 2020 in respect of Pavement Licences. It was reported that since July 2020, 12 licences had been granted and were valid until 30 September 2021. However, due to the current restrictions the premises are unable to make use of the permission at the time of writing this report. The committee were advised that the use of the licences may be resumed from 12 April onwards but this date was subject to change as part of the government's roadmap. It was noted the £100 application fee had been waived for these licences.

The committee were advised that 11 premises had been found to be compliant with the national and standard conditions; 1 premise had used an article that was not authorised by the pavement licence and an application had been resubmitted to address this issue and objections had been received and the application was therefore refused. This premise would be monitored once the permissions can be used to ensure compliance.

Committee questions included the use of facemasks outside and if the outside areas would be no smoking areas. It had been agreed to have a condition that they would be no smoking areas, so, again this would be monitored when the businesses open and government guidance given.

**RESOLVED:** That members note the implementation of the Business and Planning Act 2020 regarding pavement licences.

## 16 REVIEW OF HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY

The Committee received a report (including appendices) on the feedback of the outcome of the consultation for the Review of the Hackney Carriage and Private Hire Licensing Policy that was approved 2019 and a review had been due in 2020.

Due to the coronavirus pandemic and the impact on the taxi trade, it was felt that this should be delayed further. In July 2020 the Department for Transport released the Statutory Taxi and Private Hire Vehicle Standards and the document sets out a framework of policies that licensing authorities must have regard to when exercising their functions. It was therefore considered that the review of the existing policy needed to be undertaken to consider these Standards. Therefore on 4<sup>th</sup> December 2020 consultation commenced to statutory bodies and taxi drivers and concluded on 29<sup>th</sup> January 2021.

Members discussed the contents of the report and appendices showing the changes proposed. The majority of the changes were due to the statutory standards and also some clarification of wording contained within the policy.

During discussions it was asked if electric or non-polluting taxis and private hire cars would be encouraged. It was confirmed that from April 2022 new and renewal taxi and hackney applications would be required to meet the standards of having a non-polluting car engine as it is desirable to improve air quality, however, the infrastructure of having 5 charging points in Lichfield would need to be reviewed and increased to allow more taxis to have access to charging points.

The committee was advised that throughout the pandemic, communication had been maintained with all Taxi drivers and regular emails had been sent directing them to the Council's website for up to date guidance.

**RESOLVED:** That the revised Hackney Carriage and Private Hire Licensing Policy be approved.

## 17 THE FEASIBILITY OF USING PARKS STAFF FOR ENVIROCRIME FIXED PENALTY ENFORCEMENT

Members received a report into the feasibility of park staff undertaking fixed penalty enforcement duties. After consultation with the Parks Manager and Human Resources team, the feasibility of such an approach had been considered and the findings recommended that this approach was not considered the most appropriate use of resources at the current time.

The report detailed that Powers under the Environmental Protection Act 1990 (as amended) allowing the serving of fixed penalty notices for litter, waste and various other offences. Powers are also available under the Anti-Social Behaviour, Crime and Policing Act 2014 in relation to offences relating to dog control, including fouling, for which fixed penalty notices can be served.

Summarising the report, time spent carrying out enforcement work for the Rangers is time taken away from their normal duties and this may create capacity issues. Also, it was noted that the Park Staff only work in parks, so they can only see the minority of potential offences which take place across the whole district.

The Committee were informed that the use of intelligence cards regarding dog fouling on the streets had resulted in prompting dog owners to consider their actions more, and the

consultation period on the new Dog Control Public Spaces Protection Order ends early March 2021.

Concerns were raised that the tasks were out of the Park Ranger's current job description scope and a significant amount of training in enforcement work would be required, resulting in an increase in pay also.

Members raised problems as to potential health risks and said this needed to be addressed again, therefore, it was agreed that a task group should be formed to discuss the issues and objectives and consider suitable solutions. Within the task group subjects to be considered should be, increase in staff resources, the use of bags available on the side of dog waste bins and to consider the feasibility use of agency staff for enforcement duties.

**RESOLVED:** That the information provided be noted and that the use of parks staff to issue environmental crime fixed penalty notices is not recommended to the relevant Cabinet Member at the current time for the reasons set out in the report.

(The Meeting closed at 7.12 pm)

CHAIRMAN

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## PLANNING COMMITTEE

8 MARCH 2021

### PRESENT:

Councillors Marshall (Chairman), Baker (Vice-Chair), Anketell, Barnett, Birch, Checkland, Cox, L Ennis, Evans, Humphreys, Leytham, Matthews and Tapper

### 25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Eagland and Councillor Ho.

### 26 DECLARATIONS OF INTEREST

Councillors Anketell and Checkland declared a personal interest in application no. 18/01217/OUTFLM as they were also Members of Lichfield City Council who had registered objections on this application. They confirmed they were not predetermined nor predisposed.

Councillor Baker declared a personal interest in application no. 18/01217/OUTFLM as the Lichfield & Hatherton Canals Restoration Trust is the Mayor's Charity of the Year and she is the Mayor for Lichfield City Council.

Councillor Leytham declared a personal interest in application no. 18/01217/OUTFLM as he was a Member of Lichfield City Council when they developed their neighbourhood plan which included this site. He confirmed he was not predetermined nor predisposed.

### 27 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on Monday 8 February 2021 previously circulated were taken as read, approved as a correct record and signed by the Chairman.

### 28 PLANNING APPLICATIONS

Applications for permission for development were considered with the recommendations of the Head of Economic Growth and Development and any letters of representation and petitions of observations/representations together with the supplementary report of observations/representations received since the publication of the agenda in association with Planning Applications 18/01217/OUTFLM and 20/01238/COUM.

18/01217/OUTFLM - Land at Cricket Lane, Lichfield, Staffordshire  
Outline planning permission (with all matters reserved except access) for the construction of up to 520 dwellings and an area of up to 12.78 hectares for the provision of employment floorspace (Use Classes B1/ B2/ B8) including; two points of access from Cricket Lane; comprehensive green infrastructure including footpaths, cycle ways, multi-functional open space, children's play areas, open space for sport and sustainable water drainage infrastructure including balancing ponds, rerouting of Ash Brook and other associated ancillary infrastructure and ground remodelling.  
FOR: Persimmon Homes Ltd & St Modwen Developments Ltd

**RESOLVED:** Application Deferred - No presentation or debate took place. The application was deferred in accordance with the officer's revised

recommendation, as set out in the supplementary report, to allow the opportunity for matters in relation to CIL and the Infrastructure Delivery Statement to be given further clarification.

20/01238/COUM - Oak Tree Farm, Drayton Lane, Drayton Bassett, Tamworth  
Conversion and extension of existing barn to form gospel hall (Use class F.1(f)) as a place of worship, with demolition of other agricultural barns and provision of car parking, landscaping and associated works  
FOR: GGHT (Greenmere Ltd)

**RESOLVED:** Due to the technical issues with ability to clearly hear the representations of the specialist highways and environmental health officers, in responding to the queries raised by Members, that this planning application be further deferred and to allow the submission of further information and clarification regarding points raised in relation to:-

Noise and disturbance and traffic/highway impacts

The application is to be brought back to committee to allow consideration of all relevant planning matters.

(Prior to consideration of the application, representations were made by Parish Councillor Ian Watkins, Drayton Bassett Parish Council (Objector), Ms Chloe Bennett (Supporter) and Mr Andrew Beard of AB Planning (Applicant's Agent)).

(The Meeting closed at 7.30 pm)

CHAIRMAN



## **EMPLOYMENT COMMITTEE**

**15 MARCH 2021**

**PRESENT:**

Councillors Humphreys (Chairman), Barnett (Vice-Chair), Birch, Grange, Greatorex, Robertson, Silvester-Hall, Warburton and S Wilcox

**42 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Gwilt.

**43 DECLARATIONS OF INTEREST**

There were no declarations of interest

**44 PAY POLICY STATEMENT**

The Committee considered the Pay Policy Statement 2021. The Pay Policy Statement sets out Lichfield District Council's approach to its pay, terms and conditions and other related matters in accordance with the requirements of S38 of the Localism Act. The Pay Policy Statement is updated on an annual basis and ratified at Full Council.

The Committee requested a note to be added to honorarium payments to advise the payment was at the time of writing the report.

The Committee requested the essential car user allowance outlined at point 7 be instead recorded at point 3 in the additional payment table and other reformatting requests to be made to ensure public accessibility.

The Committee outlined that Band A is currently below the Trust definition of the National Living Wage and requested further information on whether or not their grade could be changed.

The Head of Governance & Performance outlined that Lichfield District Council have not formally adopted the Trust definition of the National Living Wage, the hourly rate for Band A is above the current national minimum wage but will provide further information on the service area.

The Committee requested an LGA figure for comparison against other Local Authorities to be included in the statement.

The Head of Governance & Performance outlined the profile of allowances are being reviewed as part of the People Strategy within the scope of agile working.

The Head of Governance & Performance outlined that the dangerous building allowance relates to terms and conditions from a TUPE transfer, this is a statutory obligation for officers on call to complete structural surveys.

The Committee requested further information on any developments in recruiting apprenticeships.

The Head of Governance & Performance updated the Committee that Lichfield District Council have made tremendous progress in appointing apprentices, however, discussions are ongoing with Leadership Team to enhance the use of the Apprenticeship Levy.

The Committee requested the addition of Fixed Term Workers Regulations to be referenced within the Legislative framework at point 2 of the report.

**RECOMMENDED:**

That the contents of the updated Pay Policy Statement, subject to the requested modifications be approved

Authority be delegated to the Head of Governance & Performance in Consultation with the Chair of Employment Committee to update the Pay Policy Statement as matters in 3.4 and 3.5 are concluded.

(The Meeting closed at 6.25 pm)

CHAIRMAN

## **AUDIT AND MEMBER STANDARDS COMMITTEE**

**25 MARCH 2021**

### **PRESENT:**

Councillors Greateorex (Chairman), Ho (Vice-Chair), Checkland, Grange, A Little, Norman, Robertson, Spruce and White

Observer: Councillor Strachan, Cabinet Member for Finance, Procurement, Customer Services and Revenues & Benefits

Officers In Attendance: Mrs J Irving, Miss W Johnson, Ms R Neill, Mr A Thomas and Ms C Tims

Also Present: Mr Avtar Sohal (Grant Thornton UK LLP) (External Auditor) and Mr David Rowley (Grant Thornton UK LLP) (External Auditor)

### **35 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **36 DECLARATIONS OF INTEREST**

Councillor Checkland advised the committee that in respect of agenda item no. 12 he was a member on the planning committee.

Councillor Ho declared a personal interest in respect of agenda item no. 4 as non-domestic rates were mentioned and his family own a restaurant in Lichfield and pay non-domestic rates.

Councillor Grange declared a personal interest in respect of agenda item no. 6 (GDPR) as she was working with a technical company in the GDPR area.

Councillors Greateorex and A Little both declared personal interests in any discussion relating to the Staffordshire County Council's Pension Plan contributions as they were both members of Staffordshire County Council's Pension Committee.

### **37 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the Meeting held on 3 February 2021 previously circulated, were taken as read and approved as a correct record.

Councillor Robertson referenced the action arising from the previous meeting regarding the committee having the detail of the high priority recommendations outstanding since post January 2020. He stated that on reviewing the information on the 4 outstanding actions received, he would like further assistance regarding the Payment Card Industry Compliance outstanding action and asked that the relevant manager provide an update report to the next meeting.

### **38 REVIEW OF ACCOUNTING POLICIES AND ESTIMATION UNCERTAINTY**

Mr Anthony Thomas (Head of Finance and Procurement) delivered a Presentation on the Review of Accounting Policies and Estimation Uncertainty for the Statement of Accounts 2020/21 and explained that best practice recommended that they are approved by this Committee. Mr Thomas advised that the full list of Accounting Policies as produced in the Code of Practice for 2020/21 was shown in a table at Appendix A of the report and the Council's proposed Accounting Policies list for the 2020/21 Statement of Accounts was shown

at Appendix B of the report. He advised that there were some minor amendments highlighted in blue for ease of reference whereby some changes have been made to the financial year specified and fixed assets had been updated to property, plant and equipment. There were also some slightly more fundamental changes that related to the policy for financial assets shown at fair value. Overheads and support services and component accounting and a policy for surplus assets as mentioned last year by members of this committee had been added.

Mr Thomas advised that the Code of Practice required that the judgements that he (as Head of Finance and Procurement) had made applying the Council's Accounting Policies must be disclosed. Disclosure of such critical judgements was made to enable users of the Statement of Accounts to better understand how the Accounting Policies are applied and to make comparisons between authorities regarding the basis on which these judgements are made. The critical accounting judgements included in the accounts related to:-

- Assets and liabilities for the Joint Waste Service;
- The pensions guarantee with Freedom Leisure;
- Business Rates appeals.

In terms of key sources of estimation uncertainty, the following was highlighted:-

- International Accounting Standards 1 and 540 cover this area;
- Assumptions about the future and other major sources of estimation uncertainty are disclosed in the Accounts;
- Disclosures are restricted to assets and liabilities whose carrying amount is dependent on estimates that are difficult, subjective or based on complex judgements and where re-estimation may have a material impact.

Mr Thomas advised of his Estimation Uncertainties for 2020/21 and assurances were explained:-

- Pension Liability – Estimates provided by the Pension Fund Actuary – LDC gain assurance from Staffordshire County Council Pensions Committee and Staffordshire County Council Pensions Team;
- Other Land and Buildings and Fair Value Based Assets – Estimates provided by External Valuer - LDC gain assurance from the Estates Team as have qualified property professionals in-house;
- Business Rate Appeals – Estimates based on value office agency statistics – LDC gain assurance from benchmarking through the finance team staff;
- Bad Debt Provisions – Estimates provided by the Corporate Debt team – LDC gain assurance by the finance team and actual budget holders.

Members thanked Mr Thomas for his comprehensive report and queried whether the investment in Lichfield Housing Ltd. meant we should be preparing consolidated group accounts and, if not, should there be an Accounting Policy for this. Mr Thomas agreed to look at this in the future as no need for consolidated group accounts yet in his opinion.

**RESOLVED:-** (1) The Committee approved the Council's proposed Accounting Policies that will form part of the 2020/21 Statement of Accounts (*with suggested amendment in relation to interests in Companies and other entities to reflect the investment in Lichfield Housing Ltd*);  
(2) The Committee approved the Council's approach to the Critical Accounting Judgements and Key Sources of Estimation Uncertainty that will be considered in completing the 2020/21 Statement of Accounts;  
(3) The Committee agreed to delegate to the Head of Finance and Procurement the ability to make further changes to the accounting policies to reflect the subsequent release of new or updated guidance.

## 39 INTERNAL AUDIT PLAN, CHARTER & PROTOCOL 2021/22

Ms Neill (Shared Head of Audit) introduced Members to the proposed Internal Audit Plan, Charter and Protocol for the 2021/22 financial year. She advised that LDC's Leadership Team, which included the Council's Section 151 Officer, had been consulted. Ms Neill confirmed the level of resources are commensurate with last year – approximately 286 days and also confirmed there had been a 90% achievement of the audit plan target - the only adjustment moving forward in to this year's plan was the planning audit. The Chairman congratulated the team and everyone involved for achieving 90% of the audit plan during such a difficult year.

The Committee considered the report and noted the Internal Audit Plan which was a work programme for the Internal Audit section at Appendix 1. The refreshed Charter and Protocol were also considered at Appendix 2 and 3 and the minimal changes to job titles were highlighted as Mr Andrew Wood would replace Ms Neill as Audit Manager mid-June.

Ms Neill reminded members that during 2020/21 a trial 12 month extension to the shared agreement with Tamworth Borough Council to include the use of LDC's Auditor resources was coming to an end and while the trial had been successful in respect of customer feedback and performance against KPI's (which is reported in the internal audit's performance reports) from her perspective, it was suggested that the 12 month extension be extended for a further 12 months to allow the new Audit Manager to fully appraise in terms of the future direction of the service.

Members noted that ICT was detailed in the audit plan as "to be confirmed" and as a lot of risks discussed recently were in this field it was asked that this be sooner rather than later. Ms Neill advised that as the ICT provision was up for tender next year and the IT risk was such a dynamic area, prospective bidders for the tender would be asked to risk assess and propose their suggested plans. This was noted.

**RESOLVED:-** The Committee considered and approved the amended Internal Audit Plan, Charter and Protocol for 2020/21 as no issues were raised.

## 40 GDPR

Ms Rebecca Neill (Shared Head of Audit) provided an update regarding the latest GDPR audit follow-up and said members should have now seen a second follow-up audit on GDPR circulated recently. She advised that out of the 10 outstanding actions (6 high and 4 medium), 8 were found to be fully implemented and there were only 2 partially implemented. These were (1) completing the process that we have GDPR compliant contracts with all third party processers and (2) ensuring the process for obtaining consents be completed.

Ms Neill said the team would continue to track these actions through to implementation and advised that in the next audit update members should see further progress. Ms Neill said a lot of attention had been given to this subject as a consequence of this committee's tracking and an improved staff awareness had been an outcome. She felt it was a significant success of this committee and this was agreed by members. Ms Neill was therefore pleased to report that the revised audit opinion on GDPR had now moved from a limited assurance to a substantial assurance.

**RESOLVED:** The Committee noted the GDPR Update Report.

The Chairman, on behalf of the committee, thanked Ms Neill for all her hard work and dedication shown during her role as Shared Head of Audit at LDC and wished her every success in the future.

## **41 ANNUAL REPORT ON EXCEPTIONS AND EXEMPTIONS TO PROCEDURE RULES 2019/20**

Members received the Annual Report on Exceptions and Exemptions (Waivers) to Procedure Rules from Ms Christie Tims (Head of Governance & Performance/Monitoring Officer). She apologised that this annual report had been delayed due to the pandemic disrupting the work programme and other urgent matters on previous agendas taking precedence but advised that the report was an annual requirement of the Contract Procedure Rules and applicable for the 2019/20 financial year. The level of exceptions and exemptions (waivers) granted during this period were shown in Appendix A of the report together with a rationale for each waiver as requested last year by the committee. Ms Tims advised that a trend analysis had also been provided to illustrate any trend.

Discussions took place around the next year's report which was nearing completion for 2020/21 as it was suspected the pandemic may have caused an increase in waiver requests. Ms Tims confirmed this and said that there was also now more staff awareness of the Contract Procedure Rules as the organisation had an in-house Procurement team able to assist and advise officers.

A query relating to the relevant EU limit and how this was likely to change moving forward as regards us leaving the EU was received and Ms Tims said she would check this and report back to the committee members via email.

**RESOLVED:-** The Committee noted the Exceptions (Waivers) 2019/20 set out within Appendix A of the report.

## **42 AUDIT PLAN (INCLUDING PLANNED AUDIT FEE 20/21)**

Mr Sohal from Grant Thornton presented the External Audit Plan for the year ending 31 March 2021 which provided an overview of the planned scope and timing of the statutory audit of Lichfield District Council for those charged with governance. He advised that the format had been refreshed although the content was generally similar to the previous years' audit plans.

Members' attention was drawn to the significant risk work which is going to take place. Mr Sohal stated that any audit under ISA240 always presumed a risk of fraud, however, this risk had been rebutted for the council as they do not believe there is going to be a material risk or incentive for the council to mistake revenue or expenditure. Mr Sohal also said that under ISA240 there was a risk over management over-ride which is a concept where managers may be able to obscure and change figures by inserting journal entries and manipulating figures. He stated that this was a standard audit risk which cannot be rebutted and so they will be doing a lot of work around journals/estimates and making sure there is no evidence of this. Mr Sohal said other work would include pension valuation estimates, property valuations in respect of land and buildings and investment properties because there is a high risk of material uncertainty and the estimation process is quite complex as experts have to be involved and data reviewed. He confirmed that the External Auditors would be looking to seek assurance that these figures were not materially misstated.

Attention was drawn to the Materiality section in the report and it was highlighted that when assessing materiality this year they had tried to make sure it is consistent with the materiality presented in the prior year's financial statement so work to £840k. It should also be noted that they have taken out the impact of any additional expenditure re: Covid-19 when calculating material levels.

The Value for Money arrangements was emphasised and Mr Sohal said they had already identified one significant risk so far which was around the planning issue already mentioned. He explained that it may be that policies may not have been applied correctly and so he said further work around this would be done to see if there was any specific value for money conclusion risk and if there was anything they needed to report to members.

Mr Sohal advised that currently they were not able to confirm an audit fee in the Audit Plan for this year as this is going through a process of moderation with the Public Sector Audit Appointments to make sure the audit fee is representative of the work needed to be done and consistent across the audits which are carried out in the public sector space. Mr Sohal said he hoped to be in a position to be able to advise members at the next committee meeting in April.

#### **43 INFORMING THE AUDIT RISK ASSESSMENT - LICHFIELD DISTRICT COUNCIL 2020/21**

Mr David Rowley from Grant Thornton presented a report - Informing the Audit Risk Assessment Lichfield District Council 2020/21 which included a series of questions on particular areas e.g. arrangements re: fraud/laws and regulations/going concern/related parties/accounting estimates and the responses received from the Council's management which is carried out annually. He said alongside the report, there was a separate Appendix providing the detailed responses from management to the questions. He asked that members consider whether the responses in both documents are consistent with their understanding and whether there are any further comments they wish to make. He advised that this was part of the two way communication required by the auditing process which is adapted if standards change as this one had changed due to ISA540 but broadly it is consistent year on year.

Mr Rowley explained that accounting estimates was a big area of focus for External Auditors this year due to a change in regulations and the key areas had already been covered by Mr Thomas and Mr Sohal and were at the back of Agenda item 9. He said there was a need for them also to present to the committee how the accounting estimates had been derived at and asked for any comments.

Discussions took place around other arrangements outside the accounting estimates and Mr Rowley explained that the External Auditors would be looking at material fraud in a material misstatement for larger value items/high level issues. Members' attention was drawn to the fact that pleasingly there were no instances of material fraud at the moment as it stands.

**RESOLVED:-** The Committee noted the Informing the Audit Risk Assessment report for Lichfield District Council 2020/21.

#### **44 WORK PROGRAMME 2020/21**

The existing Work Programme 2020/21 was considered and it was noted that there was one meeting left in this municipal year to deal with all outstanding matters.

Ms Tims advised that the Independent External Investigation item would need to move forward on the Work Programme to the next meeting to be held on 27 April 2021 as the report was not yet available. This was noted.

#### **45 EXCLUSION OF PUBLIC AND PRESS**

There was no exclusion of public and press as the restricted item was not considered.

#### **46 INDEPENDENT EXTERNAL INVESTIGATION**

To be discussed at next meeting.

(The Meeting closed at 7.10 pm)

CHAIRMAN

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## APPOINTMENT OF INTERIM CHIEF EXECUTIVE

Leader of the Council

Date:	20 April 2021
Agenda Item:	12
Contact Officer:	Christie Tims, Head of Governance & Performance
Tel Number:	01543 308002
Email:	Christie.tims@lichfielddc.gov.uk
Key Decision?	YES
Local Ward Members	NA

*Lichfield*  
district council

**FULL COUNCIL**

### 1. Executive Summary

- 1.1 A comprehensive and robust recruitment process for the role of Chief Executive has been completed but as yet has not yielded a permanent appointment.
- 1.2 Council is recommended to formally appoint to the role of Interim Chief Executive (Head of Paid Service and Chief Officer), Electoral Registration Officer and Returning Officer.

### 2. Recommendations

- 2.1 Council approves the appointment of Tony McGovern as Interim Chief Executive (and be designated Head of Paid Service).
- 2.2 Council approves the appointment of Tony McGovern as Returning Officer and Electoral Registration Officer.
- 2.3 That the post be appointed to undertake an effective hand over with the current post holder and support the elections, with full delivery of the statutory role taking effect from 1 June 2021.

### 3. Background

- 3.1 In January 2021 WM Employers were commissioned to undertake the executive search and recruitment of a new Chief Executive.
- 3.2 The campaign went live on Wednesday 3 February and closed on Friday 26 February. Candidates were sought through:
  - A bespoke microsite designed by WME <https://leadinglichfield.co.uk/> which received over **670 views from 409 individual visitors**.
  - WMJobs.co.uk which received over 1000 views of the role.
  - Online promotion and executive search through social media networks such as LinkedIn.
  - Online advertisement with MJ which received over 590 views.
- 3.3 The campaign resulted in 28 candidates applying for the position. Longlisting of the candidates was conducted by WM Employers against the published job description on the details provided in the application form and supporting statements. This process resulted in 12 candidates meeting the minimum requirements for the post and these candidates were invited to attend a technical assessment and preliminary interview with the Chief Executive of WM Employers and a technical assessor – a recently retired and well regarded district Chief Executive.

- 3.4 Following the technical assessment eight candidates were invited to attend a panel interview with Leadership team and a written exercise. This allowed a reduction of the field to four candidates who were invited to attend the Appointments Committee on 25 March.
- 3.5 All candidates were set a presentation topic and asked a series of standard questions designed to demonstrate their key skills in leading the organisation and delivering the strategic objectives effectively.
- 3.6 At the conclusion of this rigorous and detailed selection process, it was agreed to recommend to Council the appointment of one of the four as the new Chief Executive by unanimous agreement. However on reflection of the offer the successful candidate withdrew from the process citing a change in their career opportunities in their current organisation as a result of recent announcements.
- 3.7 Due to the timing of the current post holder's departure and clashes with bank holiday and election period it was felt necessary to appoint an Interim Chief Executive to allow sufficient time to consider alternate options and assess the next steps to recruiting to the permanent role. It is also felt that uncertainty due to the pandemic has led to rapid changes in the recruitment market – with many senior roles in similar organisation being available.
- 3.8 The recommended candidate for the interim position has previous experience of senior leadership roles within Staffordshire having just stepped down as Managing Director and Head of Paid Service for Cannock Chase District Council. It is considered that Tony can lead the organisation effectively through the remaining challenges from Covid 19 response and our recovery plans until a permanent appointment is made, bringing key skills and experience to the organisation.

## 4. Governance Implications

- 4.1 Under Section 4 of the Local Government and Housing Act 1989 (as amended), the Council has a legal duty to appoint one of its officers as Head of Paid Service. Under the Council's constitution, this role is performed by the Chief Executive.
- 4.2 The Local Authorities (Standing Orders) (England) Regulations 2001 and the Council's Constitution provide that an offer of an appointment as Head of Paid Service must not be made until:-
- the Appointments Committee has notified the Proper Officer of the name of the person to whom it wishes to make the offer and any other particulars which the panel considers are relevant to the appointment;
  - the Proper Officer has notified every member of the Cabinet of:-
    - (a) the name of the person to whom the panel wishes to make the offer (subject to approval of the Council);
    - (b) any other particulars relevant to the appointment which the panel has notified to the Proper Officer; and
    - (c) the period within which any objection to the making of the offer is to be made to the Proper Officer by the Leader of the Council on behalf of the Cabinet; and
- either –
- (a) the Leader of the Council has, within the period specified in the notice under sub-paragraph (c) above, notified the committee that neither he nor any other member of the Cabinet has any objection to the making of the offer;
  - (b) the Proper Officer has notified the committee that no objection was received by her within that period from the Leader of the Council; or

- (c) the committee (or in the case of the appointment of the Head of Paid Service, the full Council) is satisfied that any objection received from the Leader of the Council within that period is not material or well-founded.

No such objection has been received by the proper officer.

- 4.3 The interim statutory appointment will be made for a period of up to 6 months on a fixed term contract.

Alternative Options	Members can decide not to appoint the interim candidate, however under Section 4 of the Local Government and Housing Act 1989 (as amended), the Council has a legal duty to appoint one of its officers as Head of Paid Service. Under the Council’s current constitution, this role is performed by the Chief Executive. We also have a legal duty to appoint an Electoral Registration Officer and Returning Officer.										
Consultation	<p>The appointment has been carried out and recommended by the Appointments Committee made up of Cabinet members, the Leader of the Cabinet and Leader of the Opposition.</p> <p>Stakeholder engagement with senior officers has been carried out as part of the interview process.</p>										
Financial Implications	<p>The current approved budgets for the post of Chief Executive are shown below:</p> <table><tr><td></td><td>2021/22</td><td>2022/23</td><td>2023/24</td><td>2024/25</td></tr><tr><td>Total</td><td>£153,590</td><td>£156,660</td><td>£159,800</td><td>£163,000</td></tr></table> <p>The interim appointment will be made within the existing budget, with the potential for a marginal increase of funding required for additional handover days throughout May to support the election and effective transition, these will be met from underspends or general reserves.</p> <p>The cost of recruitment for the chief executive so far has been £23,900, which will be met from reserves.</p> <p>Interim rates outside of this direct appointment would be charged at around £1000 per day for candidates of the required skill set, so this appointment provides the best value for money.</p>		2021/22	2022/23	2023/24	2024/25	Total	£153,590	£156,660	£159,800	£163,000
	2021/22	2022/23	2023/24	2024/25							
Total	£153,590	£156,660	£159,800	£163,000							
Contribution to the Delivery of the Strategic Plan	The role of Chief Executive ensures the effective delivery of our statutory obligations and strategic outcomes as set out in the strategic plan.										
Equality, Diversity and Human Rights Implications	<p>The recruitment has been carried out with support from WM Employers in line with current recruitment practices and advertised widely.</p> <p>Candidate demographics were collected as part of the process to ensure participation from groups with protected characteristics.</p>										
Crime & Safety Issues	None arising from this report.										
Environmental Impact	None arising from this report.										
GDPR/Privacy Impact Assessment	As a statutory appointment the candidate must be named publicly for members to consider.										

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	Risk Description	How We Manage It	Severity of Risk (RYG)
A	The interim appointment does not support the team effectively in the intervening period	The appointment has been made on the basis of continuing work already underway - a known candidate with an established role within the region and an effective handover will ensure continuity.	Yellow – material Likelihood – low Impact – high
B	Current work stops or slows due to the interim appointment	The interim appointment has a proven track record and understands the projects currently underway.	Yellow – material Likelihood – low Impact – high
C	Use of interim causes disruption to delivery and organisational instability	A robust process has been used to determine suitable candidates for the interim role and their brief will be to stabilise staffing and ensure continuity.	Yellow – material Likelihood – med Impact – high
D			
E			

Background documents
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Relevant web links
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## REVIEW OF COMMITTEE MEETINGS

Cabinet Member for Regulatory, Housing and Health

Date: 20 April 2021

Agenda Item: 13

Contact Officer: Christine Lewis/ Christie Tims

Tel Number: 01543 308002

Email: christine.lewis@lichfielddc.gov.uk/christie.tims@lichfielddc.gov.uk

Key Decision? NO

*Lichfield*  
district council

**FULL  
COUNCIL**

### 1. Executive Summary

- 1.1 The Committee system in local government is the heart of the decision making process and allows all elected Members to consider, deliberate and decide the best for the area and people they represent.
- 1.2 Reviewing this system periodically is essential to ensuring it continues to work effectively and gives the greatest return on investment for Member and Officer resources.
- 1.3 With the exception of Planning Committee, there has not been a review of the Committee System at Lichfield District Council since 2014 when the Overview & Scrutiny Committees were reconfigured. There have been numerous changes in strategic priorities since then with the latest Strategic Plan approved in 2020.
- 1.4 The Strategic (Overview & Scrutiny) Committee created a Member Task Group to undertake the review and investigate options to create an effective Committee System.
- 1.5 The Task Group compiled a number of recommendations for Strategic (Overview & Scrutiny) to consider and these were agreed unanimously to be put to Cabinet for approval and recommendation to Full Council.

### 2. Recommendations

That Council approve the following updates to the committee structure:

- 2.1 That Parish Forum is removed as a constituted committee and become informal meetings to aid information flow and training.
- 2.2 The District Board is removed as a constituted committee. Any statutory function carried out by this meeting is delegated to officers and relevant, plans and decisions notified to Cabinet members and committees where appropriate.
- 2.3 That the structure for Overview & Scrutiny and the four existing committees be changed to a single Overview and Scrutiny Committee.
- 2.4 That the Overview & Scrutiny Committee consider items earlier on to aid policy development and review whether stated outcomes from decisions, strategies and policies have been achieved via effective use of member task groups.
- 2.5 That mandatory training is developed for the scrutiny committee and additional mandatory training for chair, vice chair and task group chair roles and gender neutral terms are used for all members.
- 2.6 Full Council will appoint the Chair of Overview & Scrutiny. The vice chair role will be nominated by the leader of the leading opposition party and all task group chairs are appointed by the Chair of Overview & Scrutiny.

- 2.7 That an Independent Review Panel (IRP) is commissioned to assess the Special Responsibility Allowance (SRA) payable to any roles affected by this review.
- 2.8 That an evaluation of the effectiveness of the new committee structure be undertaken after the next District Council Local Elections in 2023.
- 2.9 That the relevant sections of the Constitution be updated to reflect the new committee structure with clear but adaptable processes to support effective decision making.

## 3. Background

### Member Task Group

- 3.1 At its meeting on the 19th November 2020, the Strategic (Overview & Scrutiny) Committee agreed to create a Member Task Group to consider the Committee structure at Lichfield District Council and investigate whether any changes should be recommended and then considered by Cabinet and then onto Council for approval.
- 3.2 The Task Group consisted of Councillors Spruce (Chairman), Norman, B. Yeates and Lax. They were supported by Head of Governance and Performance and the Overview & Scrutiny Officer and met regularly throughout December and January.
- 3.3 The Task Group discussed the identified need to review Committees and agreed the key issues were the high impact on resources and especially with Overview & Scrutiny outcomes that were not effectively demonstrating an impact on outcomes to support effective decision making processes. They noted that there was a strong desire to make more effective use of Overview and Scrutiny (O&S) to develop policy and engage a wider group of members in decisions at an early stage and so the Task Group focused their review work largely around O&S. The Task Group considered the following were required for effective committee meetings:
- Welcoming and accessible meetings – less formality but clear processes
  - Clear terms of reference – reducing overlap and duplication
  - Good planning and an effective workload
  - Excellent reports and associated presentations
  - Excellent and positive relationships between committee members and officers
  - Well trained and adequately prepared committee members who are confident in their role
  - Good informed debate
  - The discussion adds value early in the council's processes – helps develop good policy
  - Effective decisions and recommendations which demonstrate our strategic outcomes
  - Where the investment in officer and member time can be demonstrated as value for money
  - Good engagement with stakeholders and the public at the meetings where appropriate
- 3.4 The Task Group considered information and evidence including the cost of conducting Committees, how other authorities operate their Committee Structures and the results of a questionnaire sent to all Members to gather their views. 18 responses were received from this questionnaire and the following points gathered
- Strong and effective Chairing of meetings was essential.
  - Earlier input of O&S in the process. Development and collaboration, not just considering final product.
  - Earlier preparation of items and for meetings.

- Use of task groups would be more effective.
- There should be more training to support the use of virtual platform if this was to continue.
- There should be fewer O&S Committees better timed to allow more effective topic planning.
- There should be more scoping of items going on the work programme to keep focus and ensure outcomes are optimised for the investment.
- The Strategic Plan and Delivery Plan should be the basis of work programmes with the ability to add in further issues if required to facilitate overview.

- 3.7 The Task Group agreed that there should be a solid return on the investment made by Members at Committee meetings and so there should be fewer reports for noting and it would be more effective and useful to use the skills of Members earlier to feed into the development of reports. It was discussed that task groups could be used further to do this with invites to join to interested and suitably trained Members (even if not Committee Members) being a more effective platform for collaboration. It was felt that this more informal setting would help get more involvement from a wider range of members with different skills and not just those confident in the formal Committee setting. It was also agreed that invites to relevant external bodies should be utilised more as the views given by these groups are often invaluable in understanding issues. These task groups could continue in a virtual setting which would aid accessibility from all, allow external people to participate from their workplace if required and reduce cost (and carbon emissions) in not requiring travel to meeting rooms as well as only needing one officer to host.
- 3.8 Election of chairs (and vice chairs) to O&S Committees was considered and it believed Full Council should choose the nomination for chair, with a requirement for mandated training or compensatory experience for the person nominated. It was clear from the survey that this was felt to be a critical issue to ensure the chairs (and vice chairs) can plan the meetings effectively as well as have suitable skills to keep control of the meeting and deliver key outcomes. We also recommend that the requirement for a second vice chair is removed and it is accepted that the vice chair role will be nominated by the leader of the leading opposition party.
- 3.9 The Task Group carried out an options appraisal of a range of scrutiny models used by other authorities. By far the best solution, considering all of the factors and issues raised by the review, is to develop a single overview and scrutiny committee that will meet regularly to maintain pace, provide a consistency in planning and use member task groups effectively to explore topics in more detail without excessive formality within the resources available. Although there will need to be a number of task groups, it would be easier to timetable and plan the work as it would not be rigid to committee cycles and statutory publishing requirements. The Overview & Scrutiny Committee could set these task groups up to assist in developing policy and plans, review outcomes and effectiveness, as well as dealing with overview matters, call-ins and regular scrutiny of upcoming executive decisions as set out in the forward plan.
- 3.10 This model was felt to be critical to encourage wider participation from Members and stakeholders who are often daunted by formal committees. As part of this proposal it is expected the role of Chair for the Overview and Scrutiny Committee will become more demanding and potentially attract a higher responsibility allowance. Similarly, the role of Chair for member task groups will also need to be assessed to determine if this should now attract a responsibility allowance. This would need to be undertaken by an independent remuneration panel (IRP) which will conduct their review in July 2021 to provide advice on the levels of remuneration.
- 3.11 It was noted that regulatory committees such as Planning Committee were governed by other legislation and are subject to regular review. It was felt that Parish Forum was invaluable, especially in allowing the Monitoring Officer to communicate information regarding Standards, but could operate just as effectively as informal meetings and not a constituted Committee requiring district member attendance and could therefore continue via virtual means.



- 3.12 District Board was felt to be a vital communication tool to support liaison with key stakeholders and as a forum to discuss the Community Safety Plan and other broader areas of partnership working. However it was not felt that constituting such meetings and appointing district councillors to membership added value. Information from this committee will continue to be shared, and where necessary, key plans and strategies will be notified to the relevant officer or member for approval.

#### **Strategic (Overview & Scrutiny)**

- 3.13 The Strategic O&S Committee received the Member Task Group findings at their meeting on the 27 January 2021. The Committee unanimously agreed the proposals put forward by the Group.
- 3.14 The O&S Committee, during their debate, gave a number further suggestions to help ensure changes to the Committee structure were as effective as envisioned. It was requested that there be some flexibility written into the Constitution regarding this new structure procedures as there may be need for small adjustments if issues arise and it would prevent constant Council approval. It was also asked that there be clear and explicit ways of measuring the success of the new structure. These points were re-echoed at Full Council so following these suggestions, another meeting of the Task Group took place to consider these useful points further.
- 3.15 The Member Task Group met again to investigate the points raised at Strategic O&S Committee and Full Council. It was agreed that the Constitution would require amendment to take into account any new Committee structure but that this should still remain as a high level document. All processes including work programme formulation, scoping documents which would be the more likely in need of tweaking, would lie below the level of the Constitution and would not need Council approval to change, however an indicative draft of the scoping document to commission a task group is attached at Appendix 1 to demonstrate how these issues will be captured to enable prioritisation of task groups and the return on investment of scrutiny to be assessed. This is based on work commissioned by Centre for Public Scrutiny and LGA, relevant links of which are at the bottom of this report. In addition all members are advised to read the Statutory Guidance on Overview and Scrutiny for councils and combined authorities issued by MHCLG in May 2019 as detailed in the background papers below.
- 3.16 The Task Group also considered how to evaluate the success of the new structure and it was felt that it would require a more quantitative approach. Feedback from all Members would be invaluable and should be considered against the questionnaire undertook as part of the review. A meeting to gather views of Task Group Chairs would also be beneficial. Evaluation of O&S input and influence on Cabinet decisions could also take place along with what input into the Strategic Plan and Delivery Plan has been given. It was agreed that it would take time for the structure to bed-in and some task groups could be long standing or timed to fall over more than one municipal year so a review after the next Local Elections in 2023 was felt to be best timed.
- 3.17 In response to further queries regarding the transparency of the use of task groups, it is clear from the intent of the Task Group undertaking the review and the LGA guidance that all task groups should clearly reference the evidence they have considered and make that publicly available wherever possible and provide reference links to information that is already in the public domain. Concern was also raised regarding the training required to enable members to contribute effectively and this will form part of the annual member training programme for all members going forward, with specific mandatory sessions on effective scrutiny for participation in the Overview & Scrutiny Committee, its Chair, Vice Chair and the chairs of member task groups. To this end, background papers considered by the task group are also attached at Appendix 2 which analysed scrutiny outcomes and resources and further web links below which detail other authority models reviewed.

<b>Alternative Options</b>	Members can choose not to change the number or format of committees, frequency of meetings or their effectiveness and the status quo would remain. Current O&S are not aligned to the strategic plan and currently operating in silos which can only be managed via regular co-ordination meetings. This limits officer capacity to support legal and governance functions and create additional budget
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	pressures. It will also continue to limit capacity of senior officers reporting to formal committee structures and meeting date availability generally.
Consultation	Member Questionnaire, Member Task Group, Strategic O&S Committee. Cabinet reviewed and approved the recommendations set out in section 2 on 13 April.
Financial Implications	An independent remuneration panel (IRP) will need undertake an assessment of any recommendations to roles attracting special responsibility as a result of the proposed structural changes. Given the proposed reduction in standing O&S committees and roles from 4 to 1, there could be a saving of £7095 and if proposed to pay an SRA to task Group Chairs an amount of £50 per meeting, this would allow for 141 task group meetings per year and be within existing budgets. However there would be an expectation that the SRA for the main O&S Chair and Vice-Chair increase to reflect the greater responsibilities. There would also be a saving in the removal of Parish Forum as a Committee and the current £52 per meeting SRA for the Chair. In the meantime, provisional rates will be adopted based on the existing allowances and adjustments made after the review.
Contribution to the Delivery of the Strategic Plan	A revised Committee Structure will ensure that LDC will be considered a good Council through ensuring effective use of its resources and decision making processes and supporting our strategic ambitions.
Equality, Diversity and Human Rights Implications	None from undertaking the review and adopting the recommendations. Effective scrutiny will enable earlier and wider consideration of issues that will allow for more consultation and participation.
Crime & Safety Issues	None from undertaking the review.
Environmental Impact	There could be a number of positive impacts from changing the way that Committees are structured and conducted. Continuing with remote meetings in any capacity would reduce carbon admissions from vehicles traveling to the Council House. There would also be less emissions from heating and running electrical appliances for meetings e.g. lighting. However this may be lessened with the number of electrical IT devices being used.
GDPR/Privacy Impact Assessment	None from undertaking the review. Transparency in task groups will be achieved via clear reports submitted by the chair of such groups to Overview and Scrutiny and publication or referencing of evidence considered.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Outcomes of the review are not achievable within existing resources	The review has been led by ensuring all solutions are deliverable within existing resources	Green Impact med, likelihood low
B	Virtual meetings are not legally permitted beyond May 2021	Consider alternative solutions based on either outcome – reduce the number of formal meetings which must be physically attended	Yellow Impact high, likelihood Med
C	Member recommendations do not ensure effective meetings	Options have been explored and best practice considered and developed into supporting processes. These need building into the constitution.	Yellow Impact high, likelihood low
D	Member recommendations undermine the purpose of meetings and our statutory obligations	Wide range of considered and relevant advice sought.	Green Impact high, likelihood low

## Background documents

The Constitution <https://democracy.lichfielddc.gov.uk/ieListDocuments.aspx?CId=190&MId=304&Ver=4&info=1>  
<https://democracy.lichfielddc.gov.uk/documents/s9618/Committee%20Review%20Strategic%20OS%20Report%20v3.pdf>  
Overview and scrutiny: statutory guidance for councils and combined authorities - GOV.UK ([www.gov.uk](http://www.gov.uk))

## Relevant web links

<https://local.gov.uk/pas/pas-support/planning-committee-support/planning-committee-review>  
[https://www.local.gov.uk/sites/default/files/documents/11%2064\\_Scrutiny%20for%20councillors\\_03\\_1.pdf](https://www.local.gov.uk/sites/default/files/documents/11%2064_Scrutiny%20for%20councillors_03_1.pdf)  
<https://www.cfgs.org.uk/wp-content/uploads/2020-06-10-const-review-flyer2.pdf>  
[Tipping-the-Scales.pdf](#) ([cfgs.org.uk](http://cfgs.org.uk))

### Committee Examples

#### Wychavon

O&S Webpage <https://www.wychavon.gov.uk/councillors-democracy-and-elections/overview-and-scrutiny-committee>  
Agendas <http://mgov.wychavon.gov.uk/modern.gov/ieListMeetings.aspx?CId=315&Year=0>  
Meeting videos [https://www.youtube.com/channel/UCzB\\_cpC7\\_OjcoROh4mUJhfQ](https://www.youtube.com/channel/UCzB_cpC7_OjcoROh4mUJhfQ)

#### Stratford-Upon-Avon

O&S webpage <https://www.stratford.gov.uk/council-democracy/overview-and-scrutiny.cfm>  
Agendas - <https://democracy.stratford.gov.uk/ieListMeetings.aspx?CommitteId=542>

#### Northampton

O&S Webpage <https://www.northampton.gov.uk/info/200033/councillors-and-committees/464/overview-and-scrutiny>  
Agendas <http://www.northamptonboroughcouncil.com/councillors/ieListMeetings.aspx?CId=694&Year=0>  
Meeting videos <https://www.youtube.com/c/northamptonbctv/videos>

#### East Staffs

Agendas <http://www.eaststaffsbc.gov.uk/council-democracy/committees/scrutiny-audit-and-value-money-council-services-committee-4> & <http://www.eaststaffsbc.gov.uk/council-democracy/committees/scrutiny-community-regeneration-environment-and-health-and-well-being-0>  
Unfortunately there are no recordings of the meetings (live event only)

#### Warwick

Agendas [https://estates8.warwickdc.gov.uk/cmIS/Committees/tabid/103/ctl/ViewCMIS\\_CommitteeDetails/mid/529/id/44/Default.aspx](https://estates8.warwickdc.gov.uk/cmIS/Committees/tabid/103/ctl/ViewCMIS_CommitteeDetails/mid/529/id/44/Default.aspx) & [https://estates8.warwickdc.gov.uk/cmIS/Committees/tabid/103/ctl/ViewCMIS\\_CommitteeDetails/mid/529/id/48/Default.aspx](https://estates8.warwickdc.gov.uk/cmIS/Committees/tabid/103/ctl/ViewCMIS_CommitteeDetails/mid/529/id/48/Default.aspx)  
Meeting videos <https://www.youtube.com/user/warwickdc07>

#### Hinckley & Bosworth

Agendas <https://moderngov.hinckley-bosworth.gov.uk/ieListMeetings.aspx?CommitteId=302> & <https://moderngov.hinckley-bosworth.gov.uk/ieListMeetings.aspx?CommitteId=128>  
Meeting videos <https://www.youtube.com/channel/UCPmZN6e38rj5NISJ4JVVNdg>

## Appendix 1

### SCRUTINY TOPIC SELECTION ASSESSMENT

Topic:

Proposed by:

Date:

#### STEP 1: Rationale

<b>Rationale for Selection</b> <ul style="list-style-type: none"><li>• Why would we do this?</li><li>• Does it link to our Strategic outcomes and priorities?</li><li>• What benefits could result?</li></ul>	<b>Evidence</b> <ul style="list-style-type: none"><li>• What evidence is there to support the rationale and need for scrutiny inquiry / review?</li><li>• What are the facts?</li></ul>	<b>Desired Outcome</b> <ul style="list-style-type: none"><li>• What would we wish to achieve in undertaking scrutiny inquiry / review?</li><li>• Is the desired outcome likely to be achieved and why?</li></ul>

#### Step 2: Rejection Criteria:

- Already being addressed by LDC or partners
- Matter subjudice or prejudicial to Council's interests
- Specific case falling within complaints procedure
- Individual disciplinary or grievance matter
- Unlikely to result in improvements for local people

Select ☐ Reject ☐

Specify reason(s) for rejection:

#### Step 3: Selection Criteria:

- Improvements for local people likely
- Community or corporate priority area
- Key issue for public
- Poorly performing service
- High level of dissatisfaction

Select ☐ Reject ☐

Specify reason(s) for selection:

## STEP 4: Prioritise – Score for Importance and Impact and plot on grid

<b><u>Importance Score</u></b>  Supporting Evidence:   <b><u>Impact Score</u></b>  Supporting Evidence   <i>*Consider Briefing Note or Briefing Session</i>	High	4	<b>AMBER ZONE</b>  Possible topic for scrutiny but not a priority	<b>GREEN ZONE</b>  Priority topic for scrutiny
	I M P O R T A N C E	Low	<b>RED ZONE</b>  Reject topic for scrutiny	<b>AMBER ZONE</b>  Possible topic for scrutiny but not a priority
			1	2
			Low	High
			IMPACT	

Scoring Guide														
Score 0	No evidence that topic is related to the Council's key aims and priorities. Reject	Score 0	No potential benefits likely to result. Reject											
1	Some evidence that topic linked to Council's key aims and priorities but only indirectly.	1	Minor potential benefits or benefits affecting only one ward/customer/client group.											
2	Good evidence linking topic to Council's key aims but not to Council's current priorities.	2	Minor potential benefits affecting two or more wards/customer/client groups or, Moderate potential benefits affecting only one ward/customer/client group.											
3	Good evidence linking topic to Council's key aims and priorities.	3	Moderate potential benefits affecting more than one ward/customer/client group, or Substantial potential benefits affecting one or more ward/customer/client groups.											
4	Strong evidence linking topic to Council's key aims and priorities.	4	Substantial potential benefits community wide or for a significant proportion or section of the community											
<table border="1"> <tr> <td rowspan="2"><b>OUTCOME:</b></td> <td><input type="checkbox"/> Select*</td> <td><input type="checkbox"/> Reserve List</td> <td><input type="checkbox"/> Reject</td> </tr> <tr> <td>Refer to:</td> <td><input type="checkbox"/> Full O&amp;S Committee</td> <td><input type="checkbox"/> Task and Finish Group</td> </tr> <tr> <td>Date:</td> <td colspan="3">*Estimated date for start _____ and finish _____ HOS:</td> </tr> </table>				<b>OUTCOME:</b>	<input type="checkbox"/> Select*	<input type="checkbox"/> Reserve List	<input type="checkbox"/> Reject	Refer to:	<input type="checkbox"/> Full O&S Committee	<input type="checkbox"/> Task and Finish Group	Date:	*Estimated date for start _____ and finish _____ HOS:		
<b>OUTCOME:</b>	<input type="checkbox"/> Select*	<input type="checkbox"/> Reserve List	<input type="checkbox"/> Reject											
	Refer to:	<input type="checkbox"/> Full O&S Committee	<input type="checkbox"/> Task and Finish Group											
Date:	*Estimated date for start _____ and finish _____ HOS:													

Committee	Output
Community Housing and Health	
<p>26 June 2019</p> <p>Meeting duration – 1 hour 20</p> <p>4 reports</p>	<p><b>Engagement Plans for George Bryan Centre - noted</b></p> <p>That the information received be noted and further updates be received when available.</p> <p><b>Jigsaw Funding Agreement – As report</b></p> <p>(1) That Cabinet be recommended to approved that the Council does not seek to enter into another funding agreement; and</p> <p>(2) That the commitment by Fusion Credit Union to maintain a signposting service and continue to make the room at Dimbles Lane available for hire be acknowledged.</p> <p><b>Update on the Health and Wellbeing Strategy Delivery Plan 2018-2020 - noted</b></p> <p>That the report and progress made on the HWS be noted.</p> <p><b>Delivery of Disabled Facilities Grants (DFGs) – noted and a request for update reports</b></p> <p>(1) That the delivery of DFGs in 2018-2019 and the challenges that Millbrook have encountered during the first year of the contract and the measures they are taking to improve performance be noted; and</p> <p>(2) That the high demand for the service and the volume of cases in the pipeline be noted.</p>
<p>17 October 2019</p> <p>Meeting duration – 2 hour 10</p> <p>5 reports</p>	<p><b>Community Lottery – as report</b></p> <p>That Cabinet be recommended to approve the establishment of a local lottery for Lichfield District and the attached confidential Business Case.</p> <p>b) That Cabinet be recommended to approve the preferred option to appoint an External Lottery Management (ELM) and the appointment of Gatherwell Ltd is progressed subject to a contract waiver being agreed by the Chief Executive.</p> <p>c) That Cabinet be recommended that the Head of Regulatory Services Housing and Wellbeing and the Partnership, Community Safety &amp; Licensing Manager are appointed to be responsible for holding the license and submit the necessary application to the Gambling Commission.</p> <p>d) That Cabinet be sent name ideas for the lottery.</p> <p>e) That Cabinet be recommended to approve the policies listed below to govern the operation of the lottery:</p> <ul style="list-style-type: none"> <li>- Social Responsibility in Gambling</li> <li>- Protection form Crime and Disorder</li> <li>- Implementation Procedures</li> <li>- Fair and Open Gambling</li> <li>- Children and vulnerable person protection</li> </ul>

	<p>f) That it be recommended that the Cabinet Member for Housing and Community, in consultation with one of the license holders, is authorised to determine if any cause should be removed or rejected from being a member of the lottery.</p> <p>g) That Cabinet be recommended to appoint We Love Lichfield to distribute the share of the proceeds the Council is allocated to distribute (10%) received from the lottery on the same basis as they administer the Small Grants Fund.</p> <p><b>Homelessness and Rough Sleeper Strategy – as report</b></p> <p>a) That the Homelessness Review be noted; and</p> <p>b) That Cabinet be recommended to approve the homelessness and rough sleeping section of the Housing, Homelessness and Rough Sleeping Strategy 2019-2024.</p> <p><b>Changes to the Housing Options Service – as report</b></p> <p>That Cabinet be recommended to approve the proposed new arrangements for the administration of the housing register and allocation scheme for social housing.</p> <p><b>Review of Hackney Carriage Fares – debated options but went with Officer recommendations</b></p> <p>That Cabinet be recommended to consider the maximum tariff rates to then be consulted on for Hackney Carriages in the Lichfield District taking into account the views of the Committee, trade requests and Officer recommendations.</p> <p><b>Discretionary Housing Payments (DHP) - noted</b></p> <p>That the amendments to the proposed revised policy be noted.</p>
<p>18 March 2020</p> <p>Meeting duration – 1 hour 10</p> <p>2 reports</p>	<p><b>Housing, Homelessness and Rough Sleeping Strategy 2019-2024 – as report</b></p> <p>That the draft Housing, Homelessness and Rough Sleeping Strategy 2019-2024 be noted and it be recommended for approval by Cabinet.</p> <p><b>Community Safety Delivery Plan – is statutory</b></p> <p>That the draft Lichfield District Community Safety Delivery Plan 2020-2023 be endorsed for approval by the Lichfield District Board.</p>
<p>15 Sept 2020</p> <p>Meeting duration – 1 hour 15</p> <p>1 report</p>	<p><b>Delivery of Disabled Facilities Grants (DFGs) - noted</b></p> <p>(1) That views on the delivery of DFGs in 2019/20, the measures that the council and SILIS Partnership are taking to drive performance, and the improvements that have happened to date be noted; and</p> <p>(2) That the challenges that Millbrook have encountered post lockdown, the high demand for the service and the volume of cases in the pipeline be noted.</p>

Economic Growth, Environment & Development	
<p>20 June 2019 Meeting duration – 1 hour 25 2 reports</p>	<p><b>Lichfield City Centre (including Birmingham Road site): Future Planning Exercise - noted</b> That the report be noted and future updated be brought back to the Committee as and when progress is made on work by the appointed consultants.</p> <p><b>Local Plan Update</b> (1) That Cabinet be recommended to approve the Local Plan Allocations for the purposes of adoption. (2) That the progress associated with the Local Plan Review be noted; (3) That Cabinet be recommended to approve the summary of comments and officer responses in respect of the Local Plan Review; (4) That Cabinet be recommended to approve the revised Local Development Scheme timetable set out at paragraph 3.13 of the report; and (5) That the recent progress in relation to neighbourhood plans within Lichfield District be noted.</p>
<p>18 Sept 2019 Meeting duration – 1 hour 40 3 reports</p>	<p><b>Review of the Operation of the Planning Committee – as report</b> (1) That the size of the Planning Committee remain at 15 Members; and (2) That the layout of the Committee Room be given further consideration to maximise capacity of the public gallery, where possible, so it may continue to be used on occasion, whilst continuing with use of the Council Chamber for the majority of Committees particularly when larger public galleries are anticipated. (3) That consideration be given to the potential enhancement of the presentation equipment available within the Council Chamber going forward.</p> <p><b>Amendments to Local List of Buildings of Local Architectural and Historic Interest – as report</b> That the Committee notes the results of the consultation, supports the final proposed amendments to the Council's List of Buildings of Local Architectural and Historic Interest and recommend they be submitted to the Cabinet and Full Council for approval.</p> <p><b>Local Plan Update – as report</b> (1) That the progress associated with the Local Plan Review be noted; (2) That the potential scale and distribution of growth identified within the report be noted; (3) That the minutes of the Local Plan Sub Group be noted; and (4) That the consultation proposals be recommended to Cabinet</p>
<p>17 December 2019 Meeting duration – 2 hours 15 1 report</p>	<p><b>Lichfield City Centre Master Plan - Draft for Consultation – as report</b> That the draft Lichfield City Centre Masterplan be noted and its publication from the 6<sup>th</sup> January 2020 to 3<sup>rd</sup> February 2020 for consultation purposes be agreed.</p>

<p>21 Jan 2020 Meeting duration – 2 hours 35 4 reports</p>	<p><b>Economic Impact of Events and Festivals in Lichfield City – views given and fed into the policy</b>            (1) That the report be noted and the views of the Committee and recommendations of the BU Study on improving festivals and events be considered by the Cabinet member in preparing a policy approach for LDC.            (2) That the following recommendations from the Bournemouth University report (page 22) be considered further  <b>Lichfield City Centre Car Parking – views fed into process</b>            That the report be noted and the Committees views be taken into account and a further report be submitted when ready on the scope and costs of improvement works to car parking.  <b>Local Plan Update</b>            1) That the progress associated with the Local Plan Review be noted;            (2) That the progress associated with the evidence base being advanced to support the local plan review be noted; and            (3) That the recent progress in relation to neighbourhood plans within Lichfield District be noted  <b>Community Infrastructure Levy and Section 106 update – noted and request for task group</b>            That the report be noted and further items be added to the work programme.</p>
<p>11 March 2020 Meeting duration – 1 hour 4 reports</p>	<p><b>Lichfield City Centre Masterplan Consultation – as report</b>            1) That the consultation responses to the Lichfield City Centre Masterplan be noted.            2) That subject to changes to the document resulting from the consultation, Cabinet be recommended to approve the document as a basis for the Council’s ambitions for development within Lichfield City Centre.  <b>Local Plan Review Update - as report</b>            1) That the Committee notes the progress and next steps associated with the Local Plan Review.            2) That the Committee recommends that Cabinet approves the revised Local Development Scheme timetable set out in the report  <b>Burntwood Development – for information</b>            Noted  <b>HS2 Update – for information</b>            Noted</p>
<p>9 June 2020 Meeting duration – 2 hours 33 2 reports</p>	<p><b>Lichfield City Centre Masterplan – as report</b>            1) That the City Centre Masterplan be endorsed and its adoption be recommended to Cabinet as the basis of shaping the future development of Lichfield City Centre;            (2) That the proposed approach of moving the proposals in the Masterplan forward, including bringing forward a Delivery Strategy be endorsed;</p>



	<p>(3)That the proposal to bring forward a Public Realm Strategy as the first in a series of strategies to be produced and implemented be endorsed;</p> <p>(4)That the undertaking of a capacity study for Council owned car parks to inform a Car Parking Strategy be endorsed; and</p> <p>(5)That the proposal to undertake preliminary work to inform work on a development brief for the Birmingham Road site be endorsed</p> <p><b>Local Plan Review Update – as report</b></p> <p>(1)That the updated record and analysis of the representations received following the consultation on the Preferred Options version of the Local Plan be noted</p> <p>(2)That the update on progress of the local plan evidence base and the revised timelines for collection and completion of the evidence due to the impacts of Covid 19 pandemic; and the relevant steps being taken to prepare the regulation 19 publication version of the Local Plan be noted; and</p> <p>(3)That the review of the Lichfield District Statement of Community involvement (SCI) to ensure that it is consistent with new government guidance on social distancing be supported</p>
<p>7 Sept 2020</p> <p>Meeting duration – 1 hour 40</p> <p>3 reports</p>	<p><b>Planning for the future - Planning white paper – views given for consultation</b></p> <p>That the views of the Committee be taken and included in the Council’s response to the Planning for the Future White Paper.</p> <p><b>Statement of Community Involvement – as report</b></p> <p>(1)That the changes made in the updated SCI in line with the temporary legislation relation to Coronavirus (Covid-19), the associated Explanatory Memorandum to the Town and Country Planning Regulations and the updated government guidance) and adoption statement be noted; and</p> <p>(2) That the request to delegate authority to allow further minor changes to comply with statutory requirements to the SCI to be undertaken by the Head of Economic Growth &amp; Development in consultation with the Cabinet member for Visitor Economy &amp; Local Plan be noted.</p> <p><b>Local Plan Review Update – noted but agreed to receive briefing papers in future</b></p> <p>That the update on progress of the local plan evidence base and the relevant steps being taken to prepare the regulation 19 publication version of the Local Plan be noted.</p>
<p>24 Nov 2020 Special</p> <p>Meeting duration – 1 hour 55</p> <p>1 report</p>	<p><b>Draft Events and Festivals Policy – views given for minor amendments however policy already approved at Cabinet so largely noted</b></p> <p>(1) That the comments made in response to the consultation on the draft policy and procedure be noted;</p> <p>(2) That the suggested responses to the key issues raised in the consultation be noted;</p> <p>(3) That the suggested amendments to be made to the draft policy be noted.</p>

<b>Leisure, Parks &amp; Waste Management</b>	
12 June 2019 Meeting duration – 1 hour 10 1 report	<p><b>Friary Grange Leisure Centre - confidential as report</b></p> <p>That the following be recommended to Cabinet:</p> <p>For Lichfield District Council to exit the building by April 2020 because of the unfavourable terms of a new lease being proposed by Staffordshire County Council, the current poor condition of the building and the level of investment that would be required to make good;</p> <p>To work with Freedom Leisure to manage an orderly withdrawal of the leisure service at Friary Grange Leisure Centre by the end of April 2020;</p> <p>To identify any possible alternative provision for leisure centre users and consider how a transition to these could be facilitated; and</p> <p>To develop a proposal within the next 12 months for how current and future leisure needs for the district could be met.</p>
25 Sept 2019 Meeting duration – 1 hour 2 reports	<p><b>Resources and Waste Strategy for England - noted</b></p> <p>That the proposals contained in the Government's Resource and Waste Strategy and the potential impact they may have on the Joint Waste Service, if adopted, be noted</p> <p><b>Joint Waste Service Fit For Future Review – Approach - noted</b></p> <p>That the approach that has been taken for the fundamental reviews of the Joint Waste Service and Lichfield's Trade Service be noted.</p>
18 Nov 2019 Meeting duration – 1 hour 2 1 report	<p><b>Joint Waste Service Fit For The Future Review – as report</b></p> <p>(1) That the approach taken during the fundamental review of the Joint Waste Service and its key findings be endorsed;</p> <p>(2) That the proposal to continue providing the Joint Waste Service using the current in house arrangements and delay any decision on the future provision of the service until the implications of the Government's Resources and Waste Strategy are fully known be endorsed; and</p> <p>(3) That the proposals to undertake an appraisal of options for the future disposal of dry recyclate and identify measures to address the issue of over reliance on agency staff be endorsed.</p>
3 March 2020 Meeting duration – 1 hour 2 reports	<p><b>New Lichfield Leisure Centre Member Task Group - task group set up</b></p> <p>(1) That the draft Terms of Reference for the New Lichfield Leisure Centre Task Group be endorsed;</p> <p>(2) That the scope of the New Lichfield Leisure Centre Task Group be endorsed with the amended membership as agreed; and</p>

	<p>(3)That the preparation of the detailed business case in readiness for a second phase of implementation be endorsed.</p> <p><b>Trade Waste Service Review – as report</b></p> <p>(1)That the review of the Trade Waste Service and its key findings be endorsed;</p> <p>(2)That Officers proceeding with phase one of the implementation be endorsed; and</p> <p>(3)That the preparation of the detailed business case in preparation for a second phase of implementation be endorsed.</p>
<p>16 July 2020</p> <p>Meeting duration – 1 hour 20</p> <p>1 report</p>	<p><b>Re-opening of Leisure Centres – resolution 4 from Committee and not report</b></p> <p>(1)That the actions taken to date to support the continued provision of indoor leisure services be endorsed;</p> <p>(2)That the contents of the report be noted;</p> <p>(3)That the Committee receive a further report in the autumn to update on the position of the leisure centres and wider context;</p> <p>(4)That a partial re-opening of Friary Grange Leisure Centre be investigated and conclusions reported back as soon as possible.</p>
<p>23 Sept 2020</p> <p>Meeting duration – 1 hour 31</p> <p>3 reports</p>	<p><b>New Lichfield Leisure Centre preferred site – agreed with task group</b></p> <p>(1)That the report be noted;</p> <p>(2)That the recommendation that Stychbrook Park as the preferred site for the new leisure centre be supported; and</p> <p>(3)That the work of the New Leisure Centre Member Task Group in developing the site appraisal and bringing forward the recommended preferred site be acknowledged and noted.</p> <p><b>Leisure centre re-opening update – resolution 2 from Committee</b></p> <p>(1)That the report be noted; and</p> <p>(2)That financial and usage information be reported to the Committee regularly through briefing papers or reports if required.</p> <p><b>The Future Provision of the Dry Recycling Service – as report</b></p> <p>That the approach undertaken to determine the future of the Dry Recycling Service be endorsed.</p>
Strategic	
<p>24 June 2019</p> <p>Meeting duration – 1 hour 50</p> <p>2 reports</p>	<p><b>Fit for the Future: Fundamental Review of the Revenues and Benefits Service – views recorded but no change</b></p> <p>That the views of the Committee be recorded and progress be reported back.</p> <p><b>New Strategic Plan Process &amp; Timeline – task group set up</b></p>

	<p>1) That the creation of a cross-party O&amp;S Task Group be endorsed to assist in the creation of the new Strategic Plan;</p> <p>(2) That the principle of a public consultation exercise on the new plan in November-December 2019 be supported; and</p> <p>(3) That the proposed timeline and process for the creation of the new Strategic Plan 2020-2024 be supported.</p>
<p>12 Sept 2019 Meeting duration – 1 hour 20 1 report</p>	<p><b>Commercial Property Acquisition – view given for Cabinet to consider</b> That the views of the Strategic (Overview &amp; Scrutiny) Committee be taken into account when Cabinet make their decision on the item.</p>
<p>22 October 2019 Meeting duration – 1 hour 1 report</p>	<p><b>New Strategic Plan Process &amp; Timeline – as report</b> a) That the draft Strategic Plan 2020- 2024 for adoption by Cabinet to begin formal consultation be endorsed; b) That the preferred design of a plan on a page with no photos be recommended to Cabinet; and c) That the consultation approach and amended timeline be recommended to Cabinet</p>
<p>21 Nov 2019 Meeting duration – 1 hour 50 3 reports</p>	<p><b>Draft Medium Term Financial Strategy 2019-2024 – views fed into process</b> 1) That the contents of the Draft MTFS and the timetable for its further development be noted; and 2) That the views given by the Committee be considered as part of its development. <b>Fit for the Future: Fundamental Review of the Revenues and Benefits Service – views fed into process, Cabinet asked to consider other models</b> That the views of the Committee be considered by Cabinet, that committee supported the proposed recommendations to Cabinet but that Cabinet be asked to consider examples of successful and failed other service delivery models. <b>Commercial Property Acquisition – IRPL – recommendation of approval from Committee</b> That the views of the Committee be considered by Cabinet and the proposed purchase be approved subject to due diligence tests and further investigations on the service charge agreements and VAT/SDLT implications.</p>
<p>28 Jan 2020 Meeting duration – 1 hour 25 2 reports</p>	<p><b>Medium Term Financial Strategy (Revenue and Capital) 2019-24 (MTFS) – views given</b> That the Cabinet consider the comments and suggestion made on the following items 1) The 2010/21 Revenue Budget, including the Amount to be met from Government Grants and Local Taxpayers of £12,284,000 and proposed level of Council Tax (the District element) for 2020/21 of £180.07 (an increase of £5.00 or 2.86%) for Band D equivalent property; 2) The MTFS 2019-24 Revenue Budgets;</p>

	<p>3) The MTFS 2019-24 Capital Strategy and Capital Programme;</p> <p>4) The requirements and duties that the Local Government Act 2003 places on the Authority on how it sets and monitors its Budgets, including the Chief Finance Officer's report on the robustness of the Budget and adequacy of Reserves; and</p> <p>5) The 25 year financial planning.</p> <p><b>Strategic Plan 2020-2024 Final Draft – views fed into process</b></p> <p>That the Strategic Plan 2020-2024 final draft be noted and comments be considered before Cabinet and Council approval.</p>
<p>23 June 2020</p> <p>Meeting duration – 54 mins</p> <p>2 reports</p>	<p><b>Engagement Strategy –views given – item pulled before Cabinet</b></p> <p>That the views given by the Committee on the draft Engagement Strategy be considered by Cabinet.</p> <p><b>Delivery Plan and Corporate Indicators – as report</b></p> <p>That the Delivery Plan and underpinning Corporate Indicators be approved and reviewed by the Strategic (Overview &amp; Scrutiny) Committee when baseline and target data is available.</p>
<p>1 Sept 2020</p> <p>Meeting duration – 1 hour 31</p> <p>2 reports</p>	<p><b>Medium Term Financial Strategy 2020-2025 – views given</b></p> <p>1) That the contents of the Draft MTFS and the timetable for its further development be noted; and</p> <p>2) That the views given by the Committee be considered as part of its development.</p> <p><b>Strategic Plan Outturn 2016 to 2020 - no recommendation given however views still given for further consideration</b></p> <p>That the views expressed by the Committee are considered further where necessary by Officers and the Cabinet</p>
<p>19 Nov 2020</p> <p>Meeting duration – 2 hours 5</p> <p>4 reports</p>	<p><b>Medium Term Financial Strategy 2020-2025 – views given</b></p> <p>(1) That the contents of the report be noted; and</p> <p>(2) That the intention to remain part of the Staffordshire and Stoke Business Rates Pool for 2021/22 subject to the outcome of the Local Government Finance Settlement for 2021/22 be noted.</p> <p><b>Procurement Strategy (including a Local Procurement Code) – views given to feed into final version</b></p> <p>That the views of the Committee be taken into account and the Draft Procurement Strategy be noted.</p> <p><b>Digital Innovation Strategy 2020-2024 – views given and recommendation to adopt</b></p> <p>That subject to the comments made, Cabinet be recommended to adopt the Strategy.</p> <p><b>Review of Committee Meetings – task group established, survey requirement approved and ideas given</b></p> <p>(1) That a member task group be created to suggest improvements, potential new models for scrutiny, and to identify committees which could be combined, reduced or deleted;</p>

	<div>(2) That all members be sent a questionnaire to establish their views on the effectiveness of all meetings and any training requirements; and</div> <div>(3) That the task group study best practice from other authorities and report back to the January meeting where recommendations will then be put to full Council for consideration.</div>
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## COUNCIL MEETING ARRANGEMENTS

Portfolio holder for Regulatory, Housing and Health

Date:	20 April 2021
Agenda Item:	14
Contact Officer:	Christie Tims, Head of Governance & Performance
Tel Number:	01543 308002
Email:	Christie.tims@lichfielddc.gov.uk
Key Decision?	YES
Local Ward Members	NA



**FULL COUNCIL**

### 1. Executive Summary

- 1.1 Since May 2020 we have successfully hosted virtual meetings to keep members and officers safe whilst allowing essential decision making to take place in line with the Coronavirus Act 2020.
- 1.2 These regulations come to an end on 7 May and Council must agree how it will continue to keep members and officers safe until restrictions are fully lifted on 21 June 2021.

### 2. Recommendations

- 2.1 That Council notes the end of regulations allowing virtual attendance at committee meetings on 7 May 2021.
- 2.2 Council approves the deferment of all non-essential Council meetings prior to 21 June and the updated Diary of meetings as set out in Appendix 1.
- 2.3 That Full Council note the change of venue for Annual Council to ensure Covid security.
- 2.4 Council members agree to voluntary participation in lateral flow testing prior to public meetings, until and including July Full Council.
- 2.5 Council delegates the ability to call virtual meetings to the Chief Executive, should the legal challenge prove successful and virtual attendance will qualify beyond 7 May.

### 3. Background

- 3.1 The Coronavirus Act 2020 gained royal assent on 25 March 2020 after being fast-tracked through both the House of Commons and the House of Lords in response to the first lockdown. Under this emergency legislation, committee meetings have been allowed to be held virtually during restrictions implemented to stem the spread of Covid-19.
- 3.2 In response Lichfield District Council launched their first virtual meetings in May 2020 using zoom and a direct broadcast facility to YouTube. This has resulted in 49 meetings being recorded and accessible to the public and over 7,231 views.
- 3.3 In March Local government minister Luke Hall wrote to all local authority leaders to say extending the legislation beyond 7 May would require primary legislation which the government does not have time for in the legislative programme. As a consequence all committee meetings due to take place after 7 May must return to physical meetings, which will need to take place within the council's normal venues with Covid protocols in place.
- 3.4 The return to physical meetings will also limit the council's ability to record and broadcast proceedings. Hybrid meetings, which would allow recording of the activity and comments made during the

proceedings of physical meeting in the Council Chamber or Committee Room, would require significant capital investment in audio visual equipment and ongoing staffing resources to set up and maintain which the Council does not have within the current budget.

- 3.5 As a result, any meetings due to take place before the lockdown restrictions ease completely (currently June 21) have been reviewed and re-prioritised or rescheduled wherever possible to allow for the physical meeting to take place. A revised programme is set out in Appendix 1 and suggests the deferment of all meetings apart from Planning meetings, May and June Cabinet and the Council Annual General Meeting (AGM).
- 3.6 Members will remember that the Act removed the requirement of an Annual General meeting of the council in 2020 only. As a consequence, the Chairman and Vice- Chairman appointed in May 2019 have remained in post. Our next AGM is planned for Tuesday 18 May and due to restrictions of the legislation that require them to be completed by the end of May, cannot be delayed further.
- 3.7 Given the challenges and risks of physically fitting all members into the Council Chamber at Frog Lane, the AGM will instead be held in the sports hall at Burntwood Leisure Centre. This venue will allow for sufficient social distancing and some public viewing space as this meeting will not be able to be broadcast as meetings during the past year have been.
- 3.8 Planning Committee meetings are linked to our requirement to determine applications within certain periods. Therefore this is also considered an essential meeting that must go ahead. The numbers on this committee make it feasible to hold within the Council Chamber safely though some procedures will need to be adapted to ensure Covid security and remote access by the public, all participants will be advised of these.
- 3.9 Similarly May Cabinet has key decisions which are essential to the effective running of the Authority and can be accommodated in the Council Chamber with the public viewing the meeting remotely.
- 3.10 Legislation requires all formal committee meetings to be held in person with members in attendance, in October 2020 Full Council accepted the following motion:

*“This Council commends the work of the officers to support the transition of Council and committee meetings to an online format in the face of social distancing restrictions due to the coronavirus pandemic. This Council further understands that the use of new technology represents an opportunity for current and future elected representatives to engage a wider audience in its work, including parents or guardians with young children, commuters, shift workers and those with mobility problems. This Council resolves to continue the use of virtual meetings while social distancing restrictions remain in place and to actively consider ways of integrating video conferencing and the online streaming of Council and committee meetings when restrictions are lifted, so that it can continue to engage with the wider community.”*

As a consequence all council meetings not required to be held in public by law will be held wherever practicable via Zoom or MS Teams. Further work will be undertaken to find cost effective ways to allow virtual participation in meetings.

- 3.11 It is also recommended that all members and officers likely to attend any formal council meeting undertake a Lateral Flow Test in the 48 hours preceding the meetings to prevent anyone not exhibiting symptoms accidentally spreading the virus. This will be reviewed at July Full Council and subject to relevant government guidance.



- 3.12 It is also recommended that any member required to self-isolate due to a positive Covid -19 test or track and trace alert will have their apologies accepted (as previously agreed) but their absence from the meeting will not count towards their reported absence figures in Mod Gov.

Alternative Options	Members can decide not to amend the calendar of meetings, but this would contradict current public health advice and place the Council, members and officers at further risk.
Consultation	<p>Consultation has been carried out with Local Government Association, National Association of Local Councils (NALC) and representations to MPs in an attempt to allow the continuation of virtual attendance.</p> <p>A High Court legal challenge is currently progressing brought forward by Hertfordshire County Council, Local Government Lawyers (LLG) and Association of Democratic Services Officers (ADSO). However this is not being considered until 21 April and unlikely to rule before meetings must begin again and has no guarantee of success.</p>
Financial Implications	<p>Outline costings to provide audio visual equipment to facilitate broadcast in council meetings are £90,000 in capital and ongoing revenue costs in maintaining and using the equipment during each meeting.</p> <p>Other less costly options are being explored, but are unlikely to be realisable before meetings must begin again and would require a suitable business case and approvals for funding to be included in the MTFS.</p> <p>Relocating to Burntwood Leisure Centre will incur a moderate charge for furniture hire and room set up that can be met from existing budgets.</p>
Contribution to the Delivery of the Strategic Plan	Meetings underpin our ambitions be a good council by allowing for transparency and participation in decision making.
Equality, Diversity and Human Rights Implications	Members have highlighted that virtual meetings allowed participation in evening meeting from a much broader range of councillors and the wider community. As a statutory requirement LDC have no control over the move back to physical meetings and wherever possible meetings will continue to be held virtually.
Crime & Safety Issues	None arising from this report.
Environmental Impact	A return to physical meetings will impact on our carbon neutral targets as members and officers will be required to travel to attend and locations used must be heated and lit.
GDPR/Privacy Impact Assessment	None arising from this report.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Essential meetings cannot take place due to ongoing Covid restrictions	Consider the meetings scheduled before restriction are lifted	Yellow – material Likelihood – low Impact – high
B	Current work stops or slows due to lack of meetings	Key meetings are scheduled and mitigations in place to ensure they are	Yellow – material Likelihood – low

		Covid secure. Delegations are used wherever applicable.	Impact – high
C	Lack of capacity in council venues limits public participation in meetings.	Ensure some Covid secure capacity remains to enable public attendance. Explore hybrid options as a priority.	Yellow – material Likelihood – med Impact – high

## Background documents

[Agenda for Council on Tuesday, 13th October, 2020, 6.00 pm \(lichfielddc.gov.uk\)](#)

## Relevant web links

[Remote Council Meetings | Local Government Association](#)

[COVID-19: Guidance for the safe use of council buildings - GOV.UK \(www.gov.uk\)](#)

<https://www.ukauthority.com/articles/local-government-groups-challenge-mhclg-on-remote-meetings/>

## Appendix 1

### CALENDAR OF MEETINGS (Version 4) May 2021 – June 2022

Date	Meeting
Monday 10 <sup>th</sup> May 2021	Planning Committee
Tuesday 11 <sup>th</sup> May 2021	Cabinet
Tuesday 18 <sup>th</sup> May 2021	ANNUAL COUNCIL
Monday 24 <sup>th</sup> May 2021	Planning Training (online)
<del>Tuesday 25<sup>th</sup> May 2021</del>	<del>Regulatory &amp; Licensing Committee</del>
Monday 31 <sup>st</sup> May 2021	BANK HOLIDAY
Monday 7 June 2021	Planning Committee
Tuesday 8 June 2021	Cabinet
Wednesday 16 June 2021	Member Training (online)
Tuesday 22 June 2021	Planning Training
<del>Tuesday 1 July 2021</del>	<del>Employment Committee</del>
Monday 5 July 2021	Planning Committee
Tuesday 6 July 2021	Cabinet
Tuesday 13 July 2021	COUNCIL
Thursday 15 July 2021	O&S Committee
Tuesday 20 July 2021	Member Training
Thursday 22 July 2021	Audit & Member Standards Committee
Thursday 29 July 2021	Regulatory & Licensing Committee (Moved from 25 May)
Monday 2 August 2021	Planning Committee
Thursday 5 August 2021	Employment Committee (Moved from 1 July)
Monday 30 August 2021	BANK HOLIDAY
Monday 6 September 2021	Planning Committee
Tuesday 7 September 2021	Cabinet
Thursday 16 September 2021	O&S Committee
Tuesday 21 September 2021	Planning Training
Wednesday 22 September 2021	Audit & Member Standards Committee
Monday 27 September 2021	Regulatory & Licensing Committee
Monday 4 October 2021	Planning Committee
Tuesday 5 October 2021	Cabinet
Tuesday 12 October 2021	COUNCIL
Thursday 21 October 2021	Employment Committee
Monday 1 November 2021	Planning Committee
Tuesday 9 November 2021	Cabinet
Thursday 11 November 2021	Audit & Member Standards Committee
Thursday 18 November 2021	O&S Committee
Monday 22 November 2021	Joint Waste Committee
Monday 29 November 2021	Planning Committee
Tuesday 30 November 2021	Member Training
Tuesday 7 December 2021	Cabinet
Wednesday 8 December 2021	Planning Training
Tuesday 14 December 2021	COUNCIL
Thursday 16 December 2021	Provisional Date
Monday 27 December 2021	BANK HOLIDAY
Tuesday 28 December 2021	BANK HOLIDAY
Monday 3 January 2022	BANK HOLIDAY
Monday 10 January 2022	Planning Committee
Tuesday 11 January 2022	Cabinet
Thursday 20 January 2022	O&S Committee

Wednesday 26 January 2022	Member Training
Wednesday 2 February 2022	Employment Committee
Thursday 3 February 2022	Audit & Member Standards Committee
Monday 7 February 2022	Planning Committee
Tuesday 8 February 2022	Cabinet
Tuesday 22 February 2022	COUNCIL
Thursday 24 February 2022	Regulatory & Licensing Committee
Tuesday 1 March 2022	Member Training
Monday 7 March 2022	Planning Committee
Tuesday 8 March 2022	Cabinet
Tuesday 15 March 2022	Planning Training
Thursday 17 March 2022	O&S Committee
Monday 21 March 2022	Joint Waste Committee
<del>Thursday 24 March 2022</del>	<del>Audit &amp; Member Standards Committee</del>
Monday 4 April 2022	Planning Committee
Tuesday 5 April 2022	Cabinet
Thursday 14 April 2022	Provisional Date
Friday 15 April 2022	BANK HOLIDAY
Monday 18 April 2022	BANK HOLIDAY
Wednesday 20 April 2020	Audit & Member Standards Committee
Tuesday 26 April (TBC)	COUNCIL
Monday 2 May 2022	BANK HOLIDAY
Thursday 5 May 2022	ELECTIONS
Monday 9 May 2022	Planning Committee
Tuesday 10 May 2022	Cabinet
Tuesday 17 May 2022	ANNUAL COUNCIL
Thursday 26 May 2022	O&S Committee
Monday 30 May 2022	BANK HOLIDAY
Tuesday 31 May 2022	Regulatory & Licensing Committee
Monday 6 June 2022	Planning Committee
Tuesday 7 June 2022	Cabinet
Thursday 16 June 2022	Provisional Date

## Pay Policy Statement

Report of Cabinet member for Innovation, Commercialisation and Corporate Services

Date: 20 April 2021

Agenda item: 15

Contact Officer: Christie Tims

Tel Number: 01543 308100

Email: [Christie.tims@lichfielddc.gov.uk](mailto:Christie.tims@lichfielddc.gov.uk)

Key Decision NO

Local Ward None

Members

*Lichfield*  
district council

**FULL COUNCIL**

## 1. Executive Summary

- 1.1 To approve publication of the updated Pay Policy Statement.

## 2. Recommendations

- 2.1 Full Council approves the contents of the updated Pay Policy Statement as set out in **APPENDIX 1** for publication.
- 2.2 That Full Council grant delegated approval to the Head of Governance and Performance in consultation with the Chair of Employment Committee to update the Pay Policy Statement as matters in 3.4 and 3.5 are concluded.

## 3. Background

- 3.1 Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”.
- 3.2 The Pay Policy Statement (attached at **APPENDIX A**) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying;
- the methods by which salaries of all employees are determined;
  - the detail and level of remuneration of its senior managers i.e. ‘chief officers’, as defined by the relevant legislation;
  - the relationship between the remuneration of its chief officers, those who are not chief officers and the lowest paid;
- 3.3 This statement is required to be submitted to Full Council for approval and will then be published on the Council’s website. In addition, for posts where the full time equivalent salary is £50,000 p.a. or more, the Council’s Annual Statement of Accounts will include a note setting out the total amount of :-
- salary, fees or allowances paid to or receivable by the person in the current and previous year;
  - any bonuses so paid or receivable by the person in the current and previous year;
  - any sums payable by way of expenses allowance that are chargeable to UK income tax;
  - any compensation for loss of employment and any other payments connected with termination;
  - any benefits received that do not fall within the above
- 3.4 The statement will be updated annually in accordance with the legislative requirements. This year the Pay Policy Statement will need to be updated once the National Joint Council – NJC (all employees) and Joint National Council - JNC (Chief Officer) Pay awards for 2021/22 are agreed. The pay claim has been received but it may be some months before this pay round is settled. Delegation is sought to update the nationally negotiated NJC pay rates and JNC figures within the statement once a settlement is agree.

- 3.5 The Statement also includes the relationship between the remuneration of its chief officers including the Chief Executive, those who are not chief officers and the lowest paid. This ratio will be directly affected by the appointment salary of the new Chief Executive if it differs from the pay of the current Chief Executive. As the appointment of the new Chief Executive will be a salary above £100k it will require Full Council approval. It is therefore requested that delegation be granted to the Head of Governance & Performance to update this figure once the salary package and final appointment decision is made by Full Council.

<b>Alternative Options</b>	None, a statement is required to be published.
<b>Consultation</b>	Employee Representatives and Employment Committee have been consulted with regard to this report requirement.
<b>Financial Implications</b>	This report sets out the existing financial obligations regarding pay policy.
<b>Contribution to the Delivery of the Strategic Plan</b>	An effective pay policy supports delivery of a good council. Publishing such a policy allows for transparency.
<b>Equality, Diversity and Human Rights Implications</b>	There are no implications for anyone with protected characteristics as this policy applies to all employees equally.
<b>Environmental Impact</b>	There are no implications.
<b>Crime &amp; Safety Issues</b>	There are no implications.
<b>GDPR and Privacy Issues</b>	The publishing of this policy statement and other transparency data identified under the Localism Act does mean that salary information for identifiable persons is available in the public domain, however this is a statutory requirement and cannot be avoided.

	<b>Risk Description</b>	<b>How We Manage It</b>	<b>Severity of Risk (RYG)</b>
A	Non - compliance with legislation or challenges on equal pay	Through the publication of an annual pay policy statement and maintaining a consistent approach to conducting Job Evaluation.	Green Likelihood – green Impact - yellow
<b>Background documents</b> <a href="https://democracy.lichfielddc.gov.uk/documents/s8801/Item%2018%20-%20Pay%20policy%20statement%20report%20July%202020.pdf">https://democracy.lichfielddc.gov.uk/documents/s8801/Item%2018%20-%20Pay%20policy%20statement%20report%20July%202020.pdf</a>			

# Lichfield District Council

## Pay Policy Statement 2021

### Introduction and purpose

Under section 112 of the Local Government Act 1972, Lichfield District Council (LDC) has the 'power to appoint officers on such reasonable terms and conditions as the authority thinks fit'.

This Pay Policy Statement (the 'statement') sets out LDC's approach to its pay, terms and conditions and other related matters in accordance with the requirements of Section 38 of the Localism Act 2011.

Once approved by full Council, this Pay Policy Statement will come into immediate effect and will be subject to review on an annual basis, in accordance with the relevant legislation prevailing at that time.

### Lichfield District Council

Lichfield District Council employs 335 staff (as at 28/02/2021), excluding casual workers, contractors, and agency workers) and provides a wide range of services managed through the Chief Executive's office and seven key service areas ; The Chief Executive and 6<sup>1</sup> Heads of Service are all permanent positions unless indicated otherwise in the role description for each.

### The Chief Executive

The Chief Executive leads the organisation by translating members' aspirations into practical solutions and delivery. They also:

- Act as lead advisor to Elected Members
- Undertake the statutory role of Head of Paid Service
- Lead and support LDC's governance arrangements
- Manage direct reports of 6 Heads of Service (HoS)

### Corporate Services

#### This service area takes the Strategic lead on

- Assets, premises, facilities management and the council's property portfolio.
- Corporate Communications, consultation and marketing
- Corporate ICT
- Development & maintenance of corporate information systems, including geographical information systems (GIS), the Property Gazetteer and street naming and numbering.
- Provision of corporate customer services (Lichfield Connects).<sup>1</sup>
- Administration and collection of local taxation, including council tax and business rates (NNDR) and BID levy, housing benefits and council tax reductions, arrears collection for council tax, business rates, benefits overpayments and sundry debts.<sup>1</sup>
- Policy development on debt recovery and its management.<sup>1</sup>

<sup>1</sup>Current Head of Customer Services, Revenues and Benefits retires in March 2021, with the services moving under Head of Corporate Services.

## **Governance and Performance**

### **This service area takes the Strategic lead on**

- Monitoring Officer, governance and member services.
- Shared Legal Service – hosted by South Staffordshire District Council.
- Electoral services, management of elections and the electoral register.
- Corporate lead on health and safety, insurance and equalities.
- Human Resources, Organisational Development and Performance Management.
- Customer complaints, ombudsman investigations, Data protection, Freedom of Information, RIPA and MP enquiries.

## **Economic Growth and Planning Development Service**

### **This service area takes the Strategic lead on**

- Sustainable economic development, planning policy, development plans and implementation, development control and enforcement, urban design and conservation, building control and land charges, city and town centre regeneration and development.
- Supporting strategic partnerships focusing on green matters including Cannock Chase AONB and managing the council's countryside assets.
- Arboriculture services, countryside, biodiversity, rural strategy and planning.
- Inward investment and developing the economy, business support and partnerships, and tourism, car parking strategy, city centre closed circuit television and management of off street parking enforcement.
- Supporting strategic partnerships focusing on green matters including Cannock Chase AONB and managing the council's countryside assets.

## **Operational Services**

### **This service area takes the Strategic lead on**

- Physical Activity and Sport Development partnerships, outdoor sports and play provision and the management of parks and open spaces, including Beacon Park.
- Management of leisure centre and theatre contracts.
- Quality of the local environment and the delivery of in-house street scene services, including street cleansing and fly-tipping, abandoned vehicles, fleet management, grounds maintenance, public conveniences, and shop mobility.
- The Joint Waste service, with Chief Executive of Tamworth Borough Council in respect of waste collection and recycling, sustainable waste management, including partnership support, environmental education and awareness.

## **Regulatory Services, Housing & Wellbeing**

### **This service area takes the Strategic lead on**

- Housing, including housing need and investment and affordable housing planning and development. Lead on housing partnerships, housing with support and travelling families.
- Homelessness strategy and responsibilities, including private sector housing investment and regulation.
- Enforcement and regulation, including contaminated land, pollution, nuisance, air quality.
- Health and safety enforcement and regulation, including food safety, occupational health and safety, infectious disease.



- Public health and protection, including taxi, liquor and miscellaneous licensing. Lead on community regeneration and development, including building social capital.
- Links with the voluntary sector; grant aid and commissioning grant funded services. Safer and Stronger communities including the Community Safety Partnership
- Emergency planning, with business continuity in conjunction with Staffordshire Civil Contingencies Unit.
- Lead on older people, children and young people and safeguarding policy.

## **Finance and Procurement**

### **This service area takes the Strategic lead on**

- Anti-fraud policy and awareness
- Risk management
- Internal/ External audit and risk management
- Financial probity, strategic financial management, treasury and investment funds, and revenue and capital strategy.
- Management of accounts and reconciliation and the management of external funding.
- Procurement strategy, policy and implementation.

## **2. Legislative framework**

In determining the pay and remuneration of its employees, LDC will comply with all relevant employment legislation. This includes the Fixed-Term Employees Regulations 2002, Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations (TUPE).

With regard to the Equal Pay requirements contained within the Equality Act, the council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed job evaluation mechanisms, which directly relate salaries to the requirements, demands and responsibilities of the role.

LDC also complies with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which require public sector employers with 250 or more employees to publish their gender pay gap information.

## **3. Pay structure**

The underpinning mechanism in delivering LDC's pay structure is LDC's job evaluation system and the Single Status Agreement for all staff covered by the National Joint Council negotiations. This ensures all employees (except Chief Officers) are rewarded according to the demands and responsibilities of their job and that there are no discriminatory elements.

The posts of the majority of employees have been assessed using a National Joint Council for Local Government Services job evaluation scheme and which is supported by both the national trade unions and LDC employees.

The Single Status Agreement ensures that there is consistency and fairness in its terms and conditions, including pay that the council offers to its employees. The grades of Chief Officers have been evaluated through the Hay Job evaluation process and are subject to the terms agreed by the Joint Negotiating Council, although our single status agreement extends to cover Heads of Services for all other benefits outside of pay.

Any changes to jobs or new jobs go through a job evaluation process to ensure that there is consistency and fairness in place. Based on the application of the job evaluation process, the council uses the nationally negotiated pay scale as the basis for its local grading structure. **Appendix 1** shows the Lichfield District Council NJC pay grades applicable from April 2020 as the pay award for April 2021 is yet to be negotiated and settled.

The Local Government Association (LGA) represents LDC in national pay negotiations with trade unions and the government over pay and conditions.

In determining its grading structure and setting remuneration levels for all posts, LDC also takes into account the need to ensure value for money in respect of the use of public funds and affordability balanced against the need to recruit and retain employees who are able to meet the requirements of their respective roles, and provide timely high quality services to the community, delivered effectively and efficiently.

New appointments will be made at the relevant rate to ensure the best candidate is secured and wherever possible this should be the lowest scale point within the grade. If an internal candidate is appointed on promotion then as a point of principle, they should be offered the next available rate within the grade as a minimum and where a grade overlaps they should be offered the role on a point on the scale which ensures remuneration for the additional responsibility of the new role.

From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, LDC will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector. This is known as a 'market supplement'.

Where appropriate a shared service payment may also be made to an officer who is managing a service on behalf of another council.

*Local and Dangerous Building Allowances* are paid as a contractual obligation following a TUPE transfer or for additional responsibilities that have been accepted following deletion of a role.

In addition we have an *Acting up Recognition Policy* (payment of an Honorarium), where a lower graded employee may be asked to take on the duties of a higher graded post, due to vacancy or other absence, where the employee possesses the appropriate skills and is agreeable to do so. At the time of writing this report there are currently 2 honorarium payments in place.

Payments for the *Deputy Monitoring Officer* and *Deputy Section 151 Officer* are also paid as a supplement to officers who sit outside of the senior leadership team for their additional responsibilities in carrying out statutory functions.

All other pay related allowances are the subject to either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by council policy. This includes a *telephone allowance*, payable to officers who are required to use their home phone for work purposes.

*Essential user car allowance* is £80.25 or £70.50 per month dependent on the size of vehicle. These rates are applicable to all employees who are essential car users. There are currently 87 employees receiving an essential car user's allowance.

Allowances will be reviewed this year as part of planned work for the Council's People Strategy and to enable new ways of working as part of our Covid Recovery Plan.

Current details of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfilment of duties, are set out below:

*Table 1 - Additional Payments*

<b>Additional Payment</b>	<b>Numbers</b>	<b>Pay range FTE Per annum £</b>
Shared Service Payment	1	3528
Market Supplement Payments	5	2500-5767
Local Allowance	1	10000
Deputy Monitoring and	2	2942-3038

Deputy Section 151 Officers		
Essential car allowance	87	846-1239
Telephone Allowance	8	117-124
Dangerous Building Allowance	2	2722-2815

## Apprenticeships

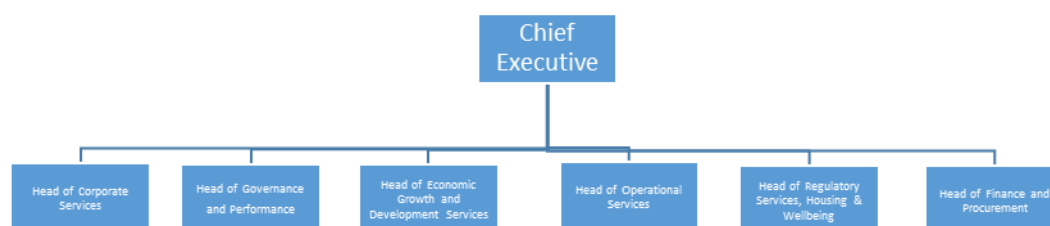
Under the Enterprise Act 2016, <https://www.gov.uk/government/news/enterprise-act-becomes-law> we are encouraged to appoint apprentices and public sector bodies are required to have up to 2.3% of their workforce in an apprentice annually. Currently we have 5 positions accessing the apprenticeship levy funding.

Our aim is to achieve our target of up to 7 new apprentices during 2021/22. All vacancies will be considered by relevant HoS together with Service Managers to ensure that opportunities for different ways of working are explored, that we have considered if the vacant post can be filled by an Apprentice, and that appointments are made on the most appropriate basis and only when essential to ongoing service delivery. Many of our employees undertaking apprenticeships are paid within our normal pay scales but where appropriate we pay new recruits to an apprenticeship in line with the National Apprenticeship rates.

## 4. Definition of a Chief Officer

Section 43 of the Localism Act 2011 defines the meaning of a Chief Officer and refers to the Local Government and Housing Act 1989. Statutorily the Chief Officer at LDC is currently the Chief Executive and locally LDC has extended the definition of a Chief Officer to include the Chief Executive and all Heads of Service (6 posts).

The Chief Officers' Structure is as follows:



Under transparency regulations we also publish data of any officer where a full time equivalent salary is at least £50,000 even though they do not fall within the definition of Chief Officer.

## 5. Chief Officers' remuneration

### Heads of Service (HoS)

The Heads of Service posts report directly to the Chief Executive and are evaluated using the Hay Job Evaluation system. These roles are classed as part of the Leadership Team (for the purposes of the Act) and these officers are paid a salary in a range of five incremental points between £59,384 and £64,782. Some of these posts may be eligible for additional payments as specified in section 3.

### Chief Executive

The Chief Executive salary falls within a range of four incremental points between £111,792, rising to a maximum of £118,569, not inclusive of any payment for Returning Officer duties, with the exception of District and Parish elections, payment for which is included in the salary.

### Other pay additions

In addition to basic salary, described below are details of other elements of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfilment of duties:

- Fees paid for Returning Officer duties where identified and paid separately. This applies solely to the Chief Executive and their deputies and relates to fees, which are set by the Government for Parliamentary elections and through agreement with Staffordshire County Council, for County Council elections, using a pence per elector for the calculation. Fees for the district and parish local elections are included in the Chief Executive salary level.

## 6. Payments on termination

LDC's approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment), (Discretionary Compensation) Regulations 2006 and Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.

The details of payments are set out in LDC's Discretionary Payment Policy. These policies apply equally to all LDC employees.

## 7. Lowest paid employees

The lowest paid people employed under a contract of employment with LDC would be employed on a full time [37 hours] equivalent salary, set at the minimum pay point currently in use within LDC's grading structure (see **Appendix 1**) £9.25 per hour from 1 April 2020.

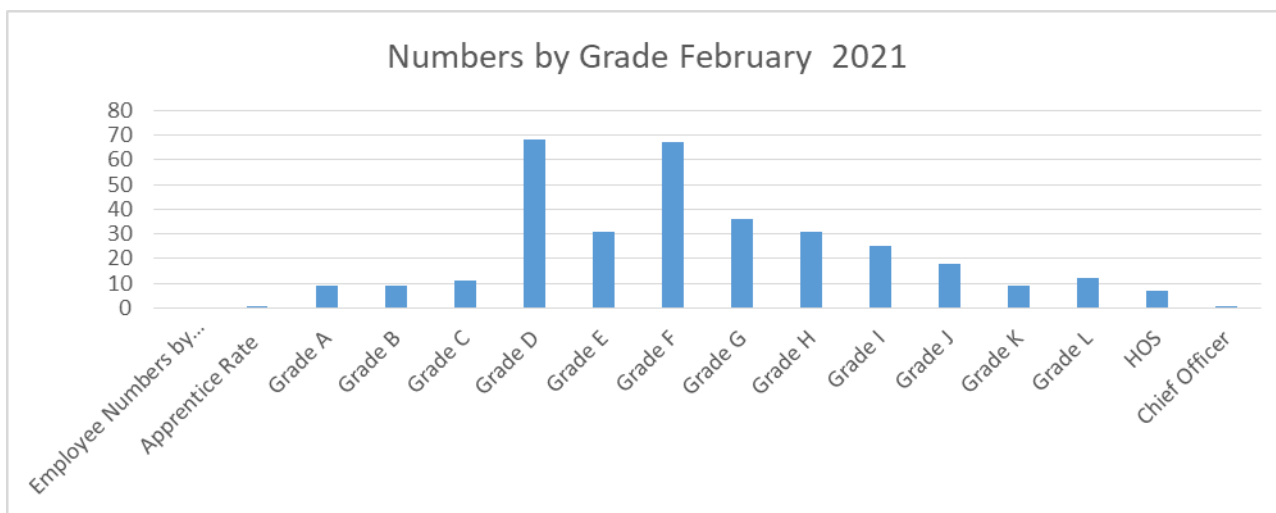
LDC employs apprentices who are not included in the definition of 'lowest paid employees' as the terms and conditions are determined by the National Apprenticeship Services.

## 8. Pay relationship

The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce, and that of senior managers. This is detailed in the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report explored the case for a fixed limit on dispersion of pay through a requirement that **no public sector manager can earn more than 20 times the salary of the lowest paid person** in the organisation. The report concluded that the relationship to median earnings was a more relevant measure, and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the authority's workforce.

The graph below shows the relationship numbers of staff on the different pay grades within LDC:



The current pay levels within LDC define the multiple between:

- the lowest paid (full time equivalent) employee and the Chief Executive<sup>1</sup> ratio is **1 to 6.64**
- the lowest paid employee and median average chief officer is **1 to 3.76**.
- the median average full time equivalent earnings and the Chief Executive is **1 to 4.65**,
- the median average full time equivalent earnings and median average chief officer is **1 to 2.73**.

All companies employing more than 250 staff must publish their pay relationship from this year <https://www.gov.uk/government/news/uks-biggest-firms-will-have-to-justify-pay-gap-between-bosses-and-their-workers>.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, LDC uses available benchmark information as appropriate.

The Equality Trust states that:

67% of FTSE CEOs were paid over 100 times more than the average UK salary in 2016

90% get paid more than 100 times the National Living Wage

<sup>1</sup>New Chief Executive will be appointed in June 2021 – which may impact on this ratio depending on the appointing salary incremental point.

## 9. Publication

Upon approval by Full Council, this statement will be published on LDC's website. In addition, for posts where the full time equivalent salary is at least £50,000, LDC's Annual Statement of Accounts will include a note setting out the total amount of:

- salary, fees or allowances paid to, or receivable, by the person in the current and previous year.
- any bonuses paid or receivable by the person in the current and previous year.
- any sums payable by way of expenses allowance that are chargeable to UK income tax.
- any compensation for loss of employment and any other payments connected with termination.
- any benefits received that do not fall within the above.

This policy and (Appendix 1) will be updated and republished once a final settlement to the 2021 Pay Negotiations is agreed.

## 10. Accountability and decision making

In accordance with the constitution of LDC, the Employment Committee is responsible to LDC for functions relating to employment matters including establishing the overall framework for remuneration and terms and conditions of employment.

## Appendix 1

### National Joint Council for Local Government Services

April 2020 - March 2021

Band	Annual	HR £		Band	Annual	HR £	
<b>Band A</b>				<b>Band H</b>			
1	17842	9.25		24	28672	14.86	
<b>Band B</b>				25	29577	15.33	
1	17842	9.25		26	30451	15.78	
2	18198	9.43		27	31346	16.25	
3	18562	9.62		28	32234	16.71	
<b>Band C</b>				<b>Band I</b>			
3	18562	9.62		28	32234	16.71	
4	18933	9.81		29	32910	17.06	
5	19312	10.01		30	33782	17.51	
<b>Band D</b>				31	34728	18.00	
5	19312	10.01		32	35745	18.53	
6	19698	10.21		<b>Band J</b>			
7	20092	10.41		32	35745	18.53	
<b>Band E</b>				33	36922	19.14	
7	20092	10.41		34	37890	19.64	
8	20493	10.62		35	38890	20.16	
9	20903	10.83		<b>Band K</b>			
10	21322	11.05		35	38890	20.16	
11	21748	11.27		36	39880	20.67	
12	22183	11.50		37	40876	21.19	
				38	41881	21.71	
<b>Band F</b>				39	42821	22.20	
14	23080	11.96		<b>Band L</b>			
15	23541	12.20		39	42821	22.20	
16	24012	12.45		40	43857	22.73	
17	24491	12.69		41	44863	23.25	
18	24982	12.95		42	45859	23.77	
19	25481	13.21		43	46845	24.28	
<b>Band G</b>							
19	25481	13.21		<b>National Minimum Wage Rates</b>			
20	25991	13.47		Age Range	April 2018	April 2019	April 2020
21	26511	13.74		25+	£7.83	£8.21	£8.72
22	27041	14.02		21-24	£7.38	£7.70	£8.20
23	27741	14.38		18-20	£5.90	£6.15	£6.45
24	28672	14.86		Under 18	£4.20	£4.35	£4.55

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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